

# **NAVY LEAGUE OF CANADA**



## **Midshipman I Development Package**

**NL(232)E**

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# **MIDSHIPMAN I DEVELOPMENT PACKAGE**

## **Introduction**

### ***To the Commanding Officer:***

This package is designed to assist you, the Commanding Officer, in training new members of your staff. You will need to assign instructor(s) to teach the material. Information in this booklet is written in non-specific terms to allow Divisions and Corps to accommodate ongoing practices with those provided here. Amendments to this package are authorized to the extent that it adds to the material, not replaces it.

It is incumbent upon yourself to become familiar with the material provided in this booklet, as ultimately, you are responsible for your officer's learning this material. You are also required to guide the candidate through the material if requested, and you must verify the completion of certain tasks once they have met your standard. The more care that you place in the development of your officer; the more satisfied you will be his/her performance.

Once all components have been completed, they must be sent to your Division for their records.

### ***To the Candidate:***

In this package, you will find information and exercises that will assist you in completing the Midshipman Qualification I. If you are new to the organization, all of these requirements may not come easy at first. Your senior officers (your instructors), will take the time to teach you this knowledge patiently and to make sure you progress appropriately.

#### **NOTES:**

- a. The information contained in the OTS 206 chapter are excerpts from the "Manual of Drill for Navy League Cadets and Officers", which may be more up-to-date than this package.
- b. Similarly, the information contained in the OTS 207 chapter are excerpts from the "Dress Regulations for Navy League Cadets and Officers", which may be more up-to-date than this package.

The confirmation stages after each chapter are to help you confirm your knowledge, and the performance requirements listed are to be done to the satisfaction of the Commanding Officer.

# **OTS 206**

## **Drill**

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# Introduction

## 1.01 History

- a) Historically, drill was used to manoeuvre field troops across terrain and during battle. In the past an army would be measured by the quality of the drill, dress, deportment and discipline of its soldiers. Presently, the Canadian Forces use drill only during ceremonial occasions (i.e. Remembrance Day parades, Change of Command).

## 1.02 Purpose

- a) This chapter provides instructions on procedures for ceremonies involving Navy League Cadets. It also provides direction and establishes uniformity for drill and ceremonial specific to Navy League Cadets. This will allow all NL Cadet Corps to perform in accordance with the customs and finest traditions of the Navy League of Canada.

## 1.03 Aim

- a) The aim of drill and ceremonial is to contribute to efficiency and to maintain a high degree of excellence that cadets shall demonstrate during the execution of drill and ceremonial:
  - i. ensuring that the Cadets efficiently march and manoeuvre together as one; and
  - ii. promoting self-discipline, alertness, precision, pride, steadiness and the cohesion necessary for success.

## 1.04 General

- a) The recruits first observe ship's company organisation and the chain of command on the parade square. Here, the officers, cadet petty officers and cadets all have their own duties and functions to perform.

## 1.05 Drill and Procedure

- a) Drill is composed of standard postures, movements and evolutions completed in response to particular words of command; e.g., "ATTENTION" and "REMOVE HEADDRESS". These commands appear following the heading for each movement in this manual in quotations. No deviations are allowed unless specifically mentioned in this manual to ensure that the Navy League Cadet Organisation marches and manoeuvres as one.
- b) The term "squad" is used as a precursor to each command, and should be called before the order during drill lessons and drill practice. When performing drill in ceremonies, the division will be given a name to use in replace of "Squad" if one has not been designated (i.e. division name).

### **1.06 Standard Pause**

- a) The standard pause between each drill movement is two beats of quick time, i.e., forty movements to the minute.
- b) In the early stages of training, the division shall call out the time when executing drill movements.
- c) To warn the division that the time is to be called out, the instructor will precede the command for the movement with the cautionary command CALLING OUT THE TIME. For example, on the command CALLING OUT THE TIME, RIGHT- TURN, the division:
  - i. executes the first movement of the turn on the executive order and simultaneously calls out "One";
  - ii. after completing the first movement, calls "Two", "Three" while observing the standard pause;
  - iii. when executing the final movement, calls out "One".
  - iv. after completing a movement on the march, a recruit squad shall call the step for three paces; e.g., on quick march, "Left- Right -Left".

### **1.07 Drill Standards**

- a) Exaggerated or modified drill movements and idiosyncrasies demonstrate inefficient and undisciplined training, and a failure of the unit to focus on the purpose and use of drill in modern cadet organisations.
- b) Drill that is well taught and executed develops individual pride, mental alertness, precision and esprit-de-corps which will assist the individual cadet to carry out orders instinctively at all times.
- c) Good drill, well rehearsed, closely supervised and precise, is an exercise in obedience and alertness. It sets the standard for the execution of any duty, both for the individual and the unit, and builds a sense of confidence between commander and subordinate that is essential to high morale.

### **1.08 Particulars**

- a) When the movements calls for either leg to be raised or carried from the deck, the foot and lower leg shall remain relaxed, with the toes naturally pointed downwards. The foot shall be raised so that the toes are 15 cm from the deck.
- b) When the movement calls for placing the foot on the deck, the individual shall use a "toe-heel touch" in which the toe always makes contact directly before the heel is placed on the deck.

# Ceremonies of Colours and Sunset

## 2.01 The Ceremony

### a) What is it, and why do we do it?

Historically, the ensign (national flag) was raised to indicate friend or foe to other ships. Today, it is used for ceremonial and traditional purposes.

- i. The Canadian Navy performs the ceremony of raising the ensign (Colours) every morning at 0800.
- ii. The ceremony of lowering the ensign (Sunset) is performed at sunset on ship, and at a preset time when on shore.
- iii. Personnel required are the same for sunset as it is for colours.

### b) Personnel for Colours

The ship's company (cadet corps) will muster on the drill deck approximately 15 minutes before Colours (depends on the corps CO). Cadets are used for the following positions:

- i. The National Flag or Ensign– on the main halyard (usually the centre of the mast)
- ii. The Navy League Cadet Flag – on the starboard outer halyard (when facing the mast)
- iii. The Preparatory Pennant (Prep)– on the port outer halyard (when facing the mast), and
- iv. Boatswain (Bos'n) – handles the pipes, using a Boatswain's Call.

### c) Procedure for Colours

The cadet on the Ensign announces all reports (below: after the paragraph #s).

- i. "Five Minutes to Colours, Sir / Ma'am"
  - Prep closed up (all the way to the top)
- ii. "One Minute to Colours, Sir / Ma'am"
  - Parade Commander responds with, "Very Good"
  - Parade Commander turns Ship's Company to face the mast (XO, Chief, etc.)
- iii. "Colours, Sir / Ma'am"
  - Parade Commander responds with, "Make it so"
  - Bos'n pipes the still
  - After the still, members outside of a division salute as the Ensign and NL Cadet flag are raised
- iv. "Carry on, Sir / Ma'am"
  - Parade Commander responds with, "Carry On"
  - Bos'n pipes the carry on
  - After the pipe, members saluting come back to attention, cadet strikes the Prep (all the way down)
  - Prep is secured.

d) Procedure for Sunset

The procedure for sunset is also very similar to that of colours, with the following exceptions:

- i. In reports from the cadet on the ensign, the word “Colours” is replaced with “Sunset”.
- ii. The ensign and NL Cadet flag come down instead of up, and they are secured with the “prep” flag.

# Drill at the Halt

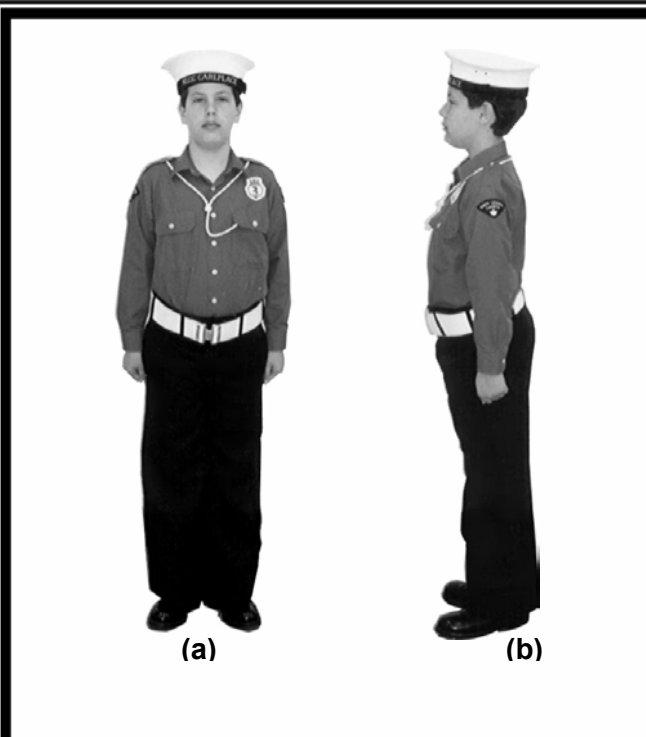
## 3.01 The Position of Attention

a) purpose – the position of readiness. Used when:

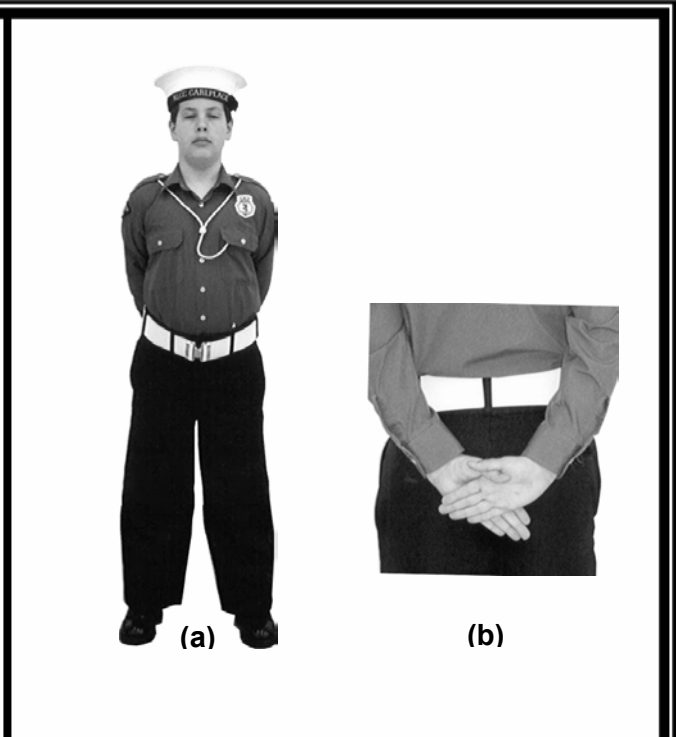
- i. speaking to a superior (i.e. officer);
- ii. you are ready to march, and when you stop marching;
- iii. during inspections; and
- iv. during Colours and Sunset.

b) things to look for:

- i. heels together and in line;
- ii. feet turned out to form an angle of 30 degrees;
- iii. body balanced and the weight evenly distributed on both feet;
- iv. shoulders level and square to the front;
- v. thumbs touching the seam of the pant leg and pointing down, knuckles touching the pant leg;
- vi. arms straight to the side with the elbows and wrists touching the body; and
- vii. head and eyes straight to the front.



**Fig. 3-1** Position of Attention – (a) view from front; (b) view from right side



**Fig. 3-2** Stand at Ease – (a) view from front; (b) position of hands from behind

**NOTE:** Although this is a still position, do not forget to keep your muscles relaxed and breathe regularly! You may also wiggle your toes and bend your knees SLIGHTLY in order to keep comfortable. It is also important to be wearing your uniform properly, without being constricted by a tight belt or small cap.

- c) You can fall out if you are not feeling well. Take off your cap (hold onto it) and kneel down. Your DPO (or DO) will see your signal, and walk you off the parade deck to relax.

### **3.02 Attention to Stand at Ease – “Squad, Stand at – EASE”**

- a) purpose – a more comfortable version of Attention which should be used when standing still for longer periods of time.
- b) things to look for:
  - i. raise the left foot 15 cm and move it to the left by bending the left knee, keeping the foot and lower leg relaxed;
  - ii. straighten the left leg and place the left foot about 25 cm away from the right foot (or shoulder width apart);
  - iii. as the left foot touches the deck, both arms are moved behind the back;
  - iv. put the right hand in the palm of the left;
  - v. cross thumbs and straighten fingers;
  - vi. balance body evenly on both feet; and
  - vii. the remainder of the body is the same as for the position of attention.
- c) The timing for this movement is simply, “ONE”, called out as the left foot touches the deck.

### **3.03 Stand at Ease to Stand Easy – “Squad, Stand – EASY”**

- a) purpose – used when it is time for the division to relax. It is only given if the division is standing at ease
- b) things to look for:
  - i. close your hands and bring them to the side as in the position of attention;
  - ii. observe a standard pause (1 second); and
  - iii. relax the body - DON'T FALL APART! – no moving your feet or talking.
- c) The timing for this movement is simply, “ONE”, called out as the arms reach the side of the body.

### **3.04 Stand at Ease to Attention – “Squad, Atten – TION”**

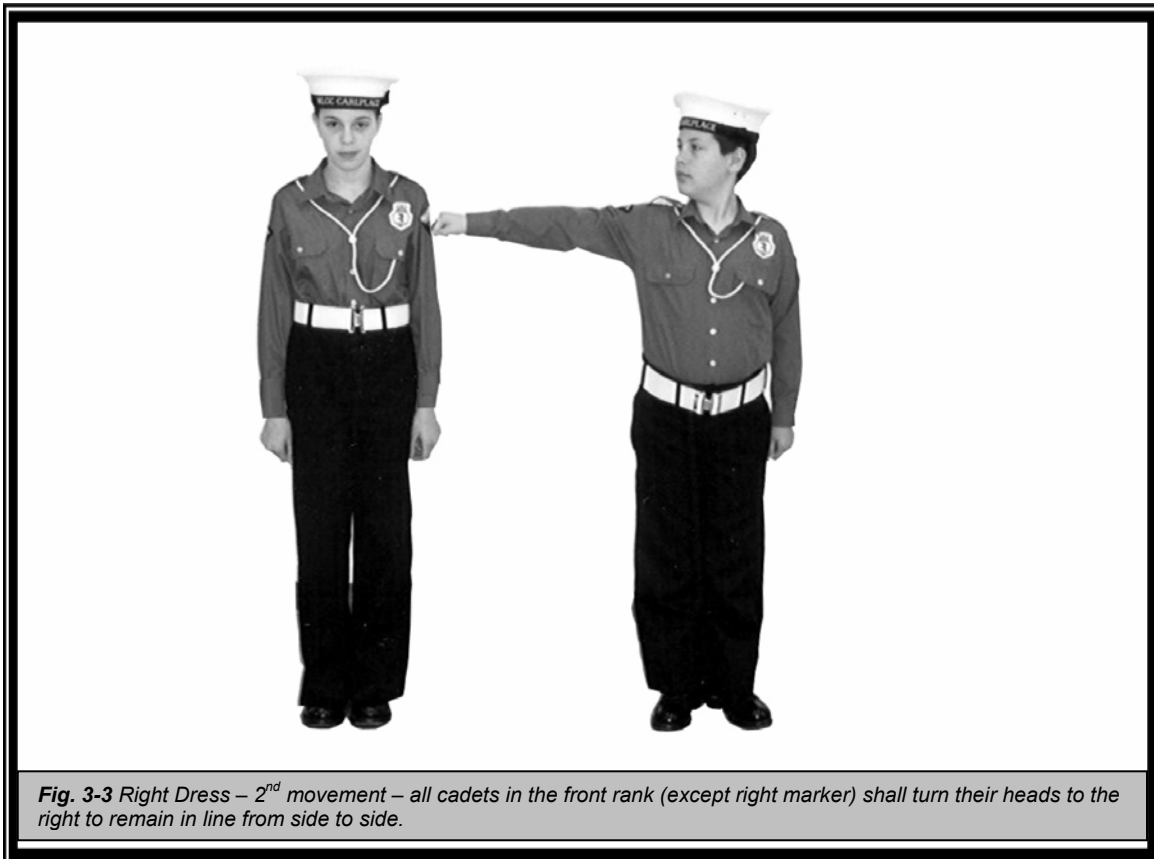
- a) purpose – used to bring the division to the position of Attention and continue with other movements (i.e. marching, dismissing)
- b) things to look for:
  - i. carry the left foot to the right by bending the left knee, keeping the foot and lower leg relaxed;

- ii. straighten the left leg and place the left foot beside the right;
  - iii. feet should be at a 30 degree angle as in the position of attention;
  - iv. as the left foot touches the deck, both arms are moved to the side;
  - v. hands and arms revert to the position of Attention; and
  - vi. balance body evenly on both feet;
- c) The timing for this movement is simply, “ONE”, called out as the left foot is placed on the deck.

**NOTE:** There is only one order that can be completed from the Stand Easy position. When you hear the beginning of the next drill command, you should immediately assume the position of Stand at Ease.

### 3.05 The Right Dress – “Squad, Right – DRESS”

- a) purpose – used to keep a division in line, from left to right, and from front to back.
- b) This order is broken into 3 movements:
- c) 1<sup>st</sup> Movement
  - i. the right hand cadet of the front rank remains at attention; and
  - ii. everyone else takes one 40 cm pace forward with the left foot, bends the right knee, and brings the right foot beside the left to assume the position of attention.



*Fig. 3-3 Right Dress – 2<sup>nd</sup> movement – all cadets in the front rank (except right marker) shall turn their heads to the right to remain in line from side to side.*

d) 2<sup>nd</sup> Movement

- i. the right file of cadets remains at attention;
- ii. all others turn their head and eyes to the right as far as possible without straining;
- iii. at the same time, cadets in the front rank, except the right-hand marker, quickly extend their right arms to their full extent behind the shoulder of the cadet on the right, arm parallel to the ground;
- iv. hands are closed as in the position of attention;
- v. back of the right hand facing up.

e) 3<sup>rd</sup> Movement

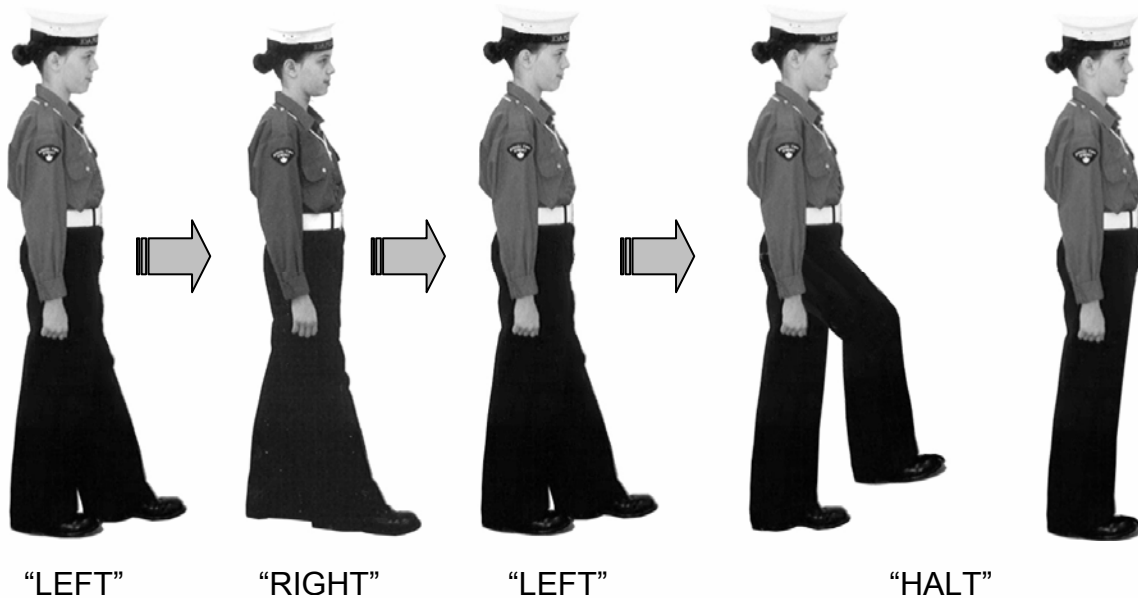
- i. the right marker remains at attention;
  - ii. the remainder of the division take up correct alignment and distance by taking short quick paces until in the correct position; and
  - iii. movement starts with the left foot.
- f) Timing – when all 3 movements are done in sequence, the standard pause is counted between each one. The timing for this movement is “1...2...3...1...2...3...1”, where the first count of “1” is when the right foot is placed on the deck, and where the shuffle into position occurs immediately after the last count of “1”.

### 3.06 Eyes Front – “Squad, Eyes – FRONT”

- a) purpose – allows the cadets in the division to assume the position of attention after a right dress.
- b) things to look for:
  - i. on the command, cadets will snap their head and eyes to the front and at the same time, cut the right arm to the side as in the position of attention.
- c) The timing for this movement is simply, “ONE”, called out as the right arm is down to the position of attention.

### 3.07 Open Order March – “Squad, Open Order – MARCH”

- a) purpose – allows more room in between ranks for inspections and rifle drill.
- b) This order is broken into 4 movements: The movements described below are for a division with three ranks. If the division only has two ranks, the front rank remains at the position of attention.
- c) 1<sup>st</sup> Movement
  - i. cadets in the front rank take one 35 cm pace forward with the left foot;
  - ii. cadets in the rear rank take one 35 cm pace to the rear with the left foot; and
  - iii. keep the remainder of the body at the position of attention (do not swing arms); and



**Fig. 3-4** Open Order March for the Front Rank - complete movement divided into stages with the timing called for each movement. Notice that the last two images comprise one movement.

d) 2<sup>nd</sup> and 3<sup>rd</sup> Movements

- i. cadets in the front rank take 2 more 35 cm paces with the right, and then left foot; and
- ii. cadets in the rear rank take 2 more 35 cm paces with the right, and then left foot.

e) 4<sup>th</sup> Movement

- i. cadets in the front and rear ranks shall bend their right knee and bring their right foot beside the left in double time to assume the position of attention.

- f) Timing – When the movements are combined, there is NO standard pause, and the paces forward and to the rear are performed without stopping. The timing for this movement is “LEFT-RIGHT-LEFT-HALT”.

**NOTE:** It is important for the cadets to practice looking out of the corner of their eye to maintain dressing while moving in the ranks. Try not to move the head! Usually, a right dress is ordered after this movement.

### 3.08 Close Order March – “Squad, Close Order – MARCH”

- a) purpose – used to close up ranks after the Open Order March.
- b) This order is broken into 4 movements:

c) 1<sup>st</sup> Movement

- i. cadets in the front rank take one 35 cm pace backward with the left foot;
- ii. cadets in the rear rank take one 35 cm pace forward with the left foot; and
- iii. keep the remainder of the body at the position of attention.

d) 2<sup>nd</sup> and 3<sup>rd</sup> Movements

- i. cadets in the front rank take 2 more 35 cm paces back with the right, and then left foot; and
- ii. cadets in the rear rank take 2 more 35 cm paces forward with the right, and then left foot.

e) 4<sup>th</sup> Movement

- i. cadets in the front and rear ranks shall bend their right knee and bring their right foot beside the left in double time to assume the position of attention.
- f) Timing – When the movements are combined, there is NO standard pause, and the paces forward and to the rear are performed without stopping. The timing for this movement is “LEFT-RIGHT-LEFT-HALT”.

**NOTE:** It is important for the cadets to practice looking out of the corner of their eye to maintain dressing while moving in the ranks. Try not to move the head! Usually, a right dress is ordered after this movement.

**3.09 The Left Turn at the Halt – “Squad, Left – TURN”**

a) purpose– used to turn a cadet or division 90° to the left

b) This order is broken into 2 movements:

c) 1<sup>st</sup> Movement

- ii. maintain the position of attention with the upper body;
- iii. keep your arms at your side with both knees braced; and
- iv. pivot to the left 90° on the left heel and the right toe

d) 2<sup>nd</sup> Movement

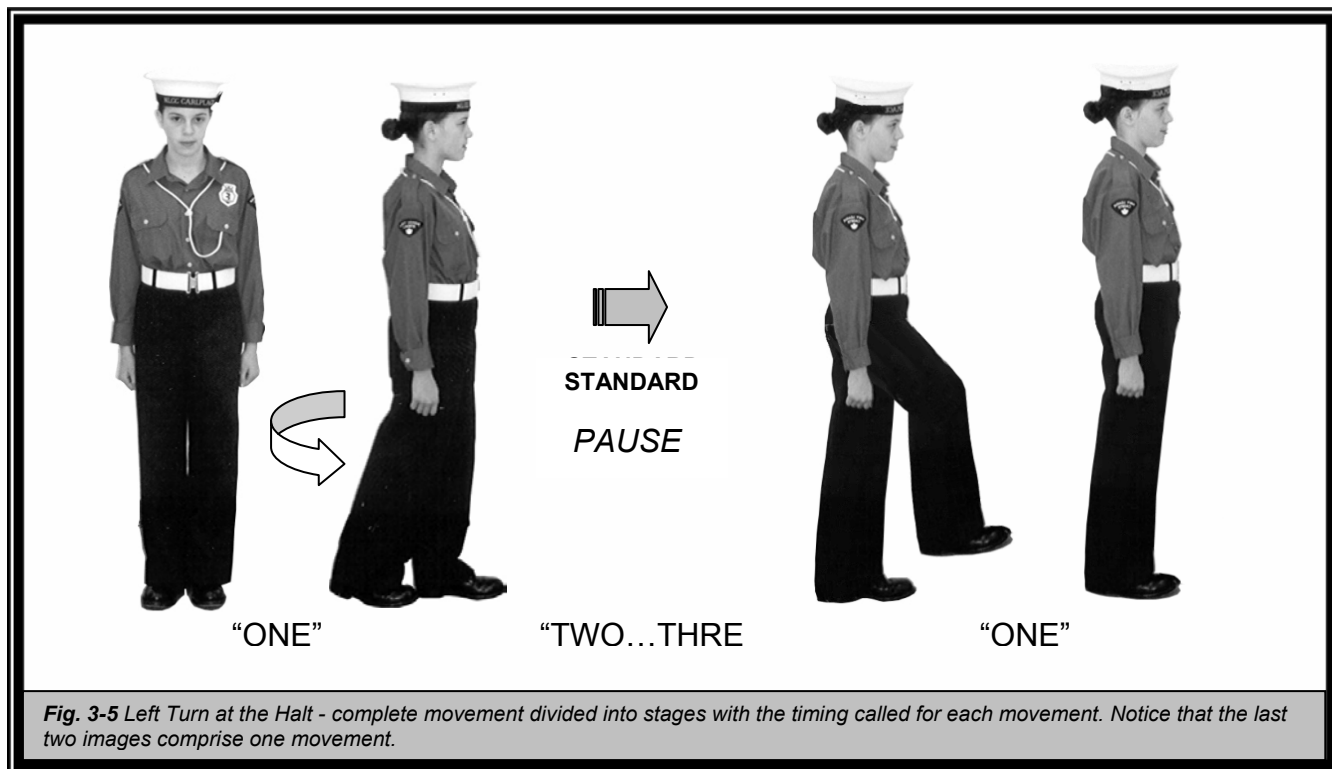
- i. bend your right knee and assume the position of attention.

e) Timing – when the 2 movements are combined, the timing for the left turn is “1...2...3...1”

**3.10 The Right Turn at the Halt – “Squad, Right – TURN”**

a) purpose– used to turn a cadet or division 90° to the right

b) This order is broken into 2 movements:



c) 1<sup>st</sup> Movement

- i. maintain the position of attention with the upper body;
- ii. keep your arms at your side with both knees braced; and
- iii. pivot to the left 90° on the right heel and the left toe

d) 2<sup>nd</sup> Movement

- i. bend your left knee and assume the position of attention.

e) Timing – when the 2 movements are combined, the timing for the right turn is “1...2...3...1”

### 3.11 The About Turn at the Halt – “Squad, About – TURN”

a) purpose - used to turn a cadet or division 180°, always to the right.

b) This order is broken into 2 movements:

c) 1<sup>st</sup> Movement

- i. maintain the position of attention with the upper body;
- ii. keep your arms at your side with both knees braced; and
- iii. pivot to the right 180° on the right heel and the left toe.

d) 2<sup>nd</sup> Movement

- i. bend your left knee and assume the position of attention.
- e) Timing – when the 2 movements are combined, the timing for the left turn is “1...2...3...1”

### 3.12 Saluting – “Squad, to the front – SALUTE”

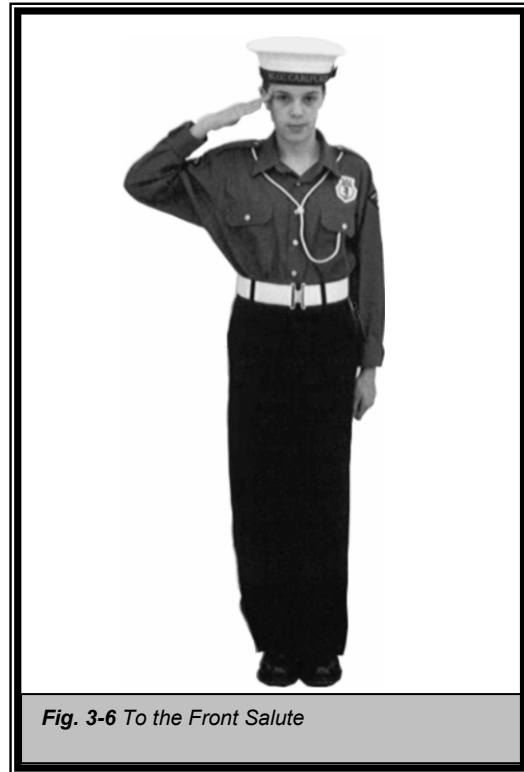
a) purpose – the movement is used when:

- i. passing an officer;
- ii. before and after speaking with an officer;
- iii. when the Canadian Flag is being raised or lowered (Colours and Sunset); and
- iv. during the playing of the National Anthem.

b) This order is broken into 2 movements

c) 1<sup>st</sup> Movement

- i. bend the right elbow and open the palm of the right hand;
- ii. force the right hand up to the outside of the right eyebrow by the shortest route (straight up);
- iii. straighten the thumb and fingers of the right hand so that the second finger touches the corner of the eyebrow;
- iv. keep the hand, wrist, and forearm in a straight line; and
- v. keep the upper arm parallel to the deck



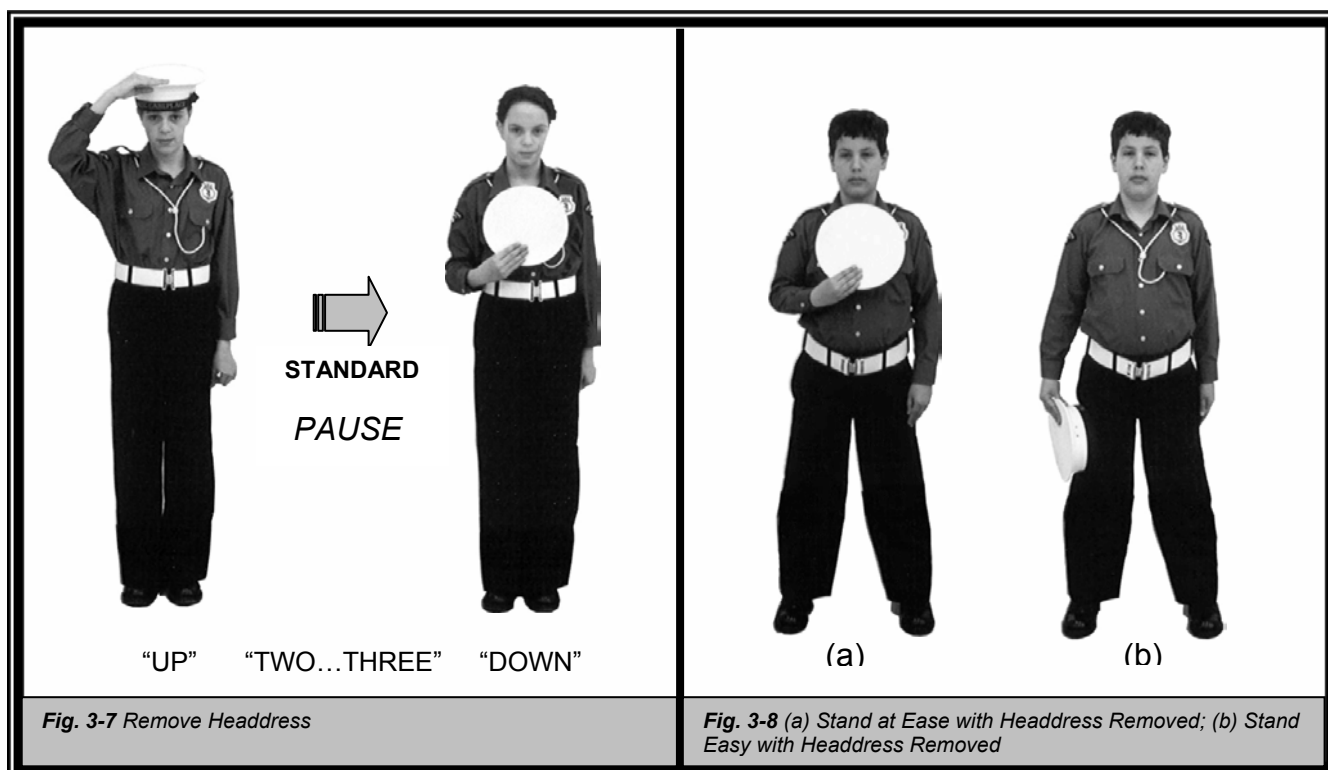
*Fig. 3-6 To the Front Salute*

d) 2<sup>nd</sup> Movement

- i. cut the right arm back down to your side and assume the position of attention.
- e) Timing – when the movements are done in sequence, the standard pause is counted. The timing for this movement is “**up**...2...3...**down**”.

### 3.13 Remove Headdress – “Squad, Remove – HEADDRESS”

a) purpose – used for prayers and at times when ordered to relax on parade.



**Fig. 3-7 Remove Headdress**

**Fig. 3-8 (a) Stand at Ease with Headdress Removed; (b) Stand Easy with Headdress Removed**

b) This order is broken into 2 movements:

c) 1<sup>st</sup> Movement

- i. bring the right hand to the peak of the cap by the shortest route
- ii. grasp the front of the cap between the thumb and finger
- iii. keep fingers aligned and parallel to the shoulders
- iv. keep upper arm parallel to the deck

d) 2<sup>nd</sup> Movement

- i. bring the cap down to the centre of the chest
- ii. maintain the grasp on the cap and hold it above the hand

e) Timing - when the movements are done in sequence, the standard pause is counted. The timing for this movement is "**up**...2...3...**down**".

#### **NOTES:**

Standing at Ease with Headdress Removed – same as "Stand at Ease" except that the hands and cap remain in the same position as above;

Standing Easy with Headdress removed – cut the right arm (with cap) to the right side of the body, maintaining the same grip and ensuring that the right arm is straight;

When at the "Stand Easy" position, cadets should immediately revert to the "Stand at Ease" at the beginning of the next order; and

Stand at Ease to Attention with headdress removed – same as “Attention” except that the hands and cap remain in the same position.

### **3.14 Replace Headdress – “Squad, Replace – HEADDRESS”**

- a) purpose – used to bring cadets to the proper position of attention after headdress has been removed
- b) This order is broken into 2 movements:
- c) 1<sup>st</sup> Movement
  - i. bring the cap up and place it properly on the head – DO NOT ADJUST IT!;
  - ii. maintain the same grasp on the cap;
  - iii. ensure that hand, wrist, and forearm are in line; and
  - iv. keep forearm parallel to the deck.
- d) 2<sup>nd</sup> Movement
  - i. return the right arm to the position of attention by the shortest route.
- e) Timing – when the movements are done in sequence, the standard pause is counted between each one. the timing for this movement is “**up...2...3...down**”.

### **3.15 The Dismissal – “Squad, dis – MISS”**

- a) purpose – to let the cadets in a division carry on in a uniformed manner
- b) things to look for:
  - i. the first and second movement make up a right turn at the halt (**1...2...3...1**);
  - ii. the third movement consists of the cadets marching at the quick for 3 paces before breaking off at their own time (left...right...left); and
  - iii. if an officer is on parade or present for a drill class, a “To the front salute” is performed between the right turn and the marching (standard pause is still observed between each movement).
- c) Timing – when the movements are combined, a standard pause is observed between each one. The full timing is as follows;
  - i. no officer on parade –  
“**1...2...3...1...2...3...left...right...left**”
  - ii. officer on parade –  
“**1...2...3...1...2...3...up...2...3...down...2...3...left...right...left**”

# MIDSHIPMAN I DEVELOPMENT PACKAGE

## OTS 206 CONFIRMATION STAGE #1

*Select the best response to the following questions and statements. The Commanding Officer will sign upon proper completion.*

1. The standard pause between each drill movement is \_\_\_\_ beats of quick time:
  - a) One
  - b) Two
  - c) Three
  - d) Four
  
2. What drill position do you assume when speaking to a superior?
  - a) Position of Stand Easy
  - b) Position of Attention
  - c) Position of Stand At Ease
  - d) Right Dress
  
3. What is the timing for turns at the halt?  
  
\_\_\_\_\_
  
4. The size of the pace for the Open/Close order march is:
  - a) 20 cm
  - b) 25 cm
  - c) 30 cm
  - d) 35 cm
  
5. When the movements calls for either leg to be raised or carried from the deck, the foot and lower leg shall remain relaxed, with the toes naturally pointed downwards. The foot shall be
6. raised so that the toes are \_\_\_\_ cm from the deck:
  - a) 10 cm
  - b) 15 cm
  - c) 20 cm
  - d) 25 cm
  
7. During the ceremony of colours or sunset, the cadet holding the \_\_\_\_ announces all the reports:
  - a) National Flag (ensign)
  - b) Navy League Cadet Flag
  - c) Preparatory Pennant
  - d) Boatswain Call

CO's Signature:		Date:	
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## MIDSHIPMAN I DEVELOPMENT PACKAGE OTS 206 CONFIRMATION STAGE #2

*This section provides the Commanding Officer with the opportunity to assess the proper completion of the performance requirements. The CO should not sign off each task until it has been completed correctly.*

*The following tasks must be completed for the Development Package to be completed.*

<b>TASK</b>	<b>CO's Signature</b>	<b>Date</b>
Explains the ceremony of Colours/Sunset		
Position of Attention		
Position of Stand At Ease		
Position of Stand Easy		
Right Dress / Eyes Front		
Open Order March		
Close Order March		
Left Turn (at the halt)		
Right Turn (at the halt)		
About Turn (at the halt)		
To the front Salute		
Remove Headdress		
Replace Headdress		
Dismiss		

# **OTS 207**

# **Uniforms**

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# INTRODUCTION

## **1.01 APPLICATION**

- a) Dress Regulations for Navy League Cadets and Officers, is issued to provide members with the policy and instructions for wearing NL Cadet and NL Officer uniforms.
- b) To ensure uniformity and the maintenance of a high standard of dress and deportment, this regulation details policy, authorized items, their method of wear and standards of personal appearance.

## **1.02 AUTHORITY AND STANDARDS**

- a) Dress Regulations for Navy League Cadets and Officers shall be interpreted as follows: If an item is not included in these regulations, it is not authorized.
- b) All cadets parading as a group in uniform shall be required to wear the same order of dress, except wear specifically exempted (i.e. type of footwear). The same applies to Navy League Officers.
- c) The right to wear a Navy League Officer Uniform is granted solely by the National Navy League Cadet Committee. Even if an individual purchases uniforms, they may only be worn by authorized (warranted) individuals.

## **1.03 CONDUCT WHILE IN UNIFORM (NL 8)**

- a) The uniform worn by Navy League Cadet Officers and Cadets is naval in character and has a historic origin. It is to be worn with care and pride, and protected from all abuse and misuse by those granted permission to wear it.
- b) Navy League Officers and Cadets are to conduct themselves in a manner that brings credit to their Corps and The Navy League of Canada at all times while they are in Navy League uniform.

## **1.04 OCCASIONS WHEN UNIFORM WORN (NL 8)**

- a) Navy League uniforms shall be worn:
  - i. To, from, and at regular drills, parades or meetings;
  - ii. At other official ceremonies and parades; and,
  - iii. As ordered by the Commanding Officer.
- b) Uniforms are not to be worn during any work, sport or other activity likely to dirty or damage them.

# OFFICER UNIFORMS

## 2.01 GENERAL

- a) Officers shall wear the Navy League uniform authorized by National Board of Directors. No items other than those described in this section are considered part of the uniform.

## 2.02 SUPPLY OF UNIFORM

- a) The Navy League Branch is to provide the basic uniform on loan to all Officers. It is to be returned to the Corps when the officer leaves the Corps.
- b) Most parts are purchased from the National Distributor.
- c) **Navy League Officers are not entitled to Canadian Forces uniforms, and are not to acquire any uniform items from any Canadian Forces source of supply by any means! To do so may be considered an act of fraud by the Government of Canada.**

## 2.03 MALE NAVY LEAGUE CADET OFFICER SERVICE DRESS

- a) Male Officers shall wear uniforms, as authorized in NL 8, Article 4.11, consisting of:
  - i. Cap - Naval pattern, white, with plain black peak. An appropriate turban may be worn with the C.O.'s permission. Commanders (NL) shall wear a naval pattern, white, with Oak Leaf cluster on peak.
  - ii. Cap Badge - Navy League pattern.
  - iii. Jacket - Navy blue, double breasted, with six Navy League pattern buttons.
  - iv. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams.
  - v. Rank - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) (see Annex A) with Navy League pattern maple leaf cloth badge 1/4 inch above the uppermost row of lace on both sleeves, or four inches above the cuff for Midshipmen(NL).
  - vi. Trousers - Navy blue, of the same material and colour as jacket.
  - vii. Shirt - White long sleeved dress shirt with turn down collar.
  - viii. Tie - Plain black.
  - ix. Shoes - Black oxford style (with laces) and plain toe.
  - x. Socks - Plain black.

Optional Wear – the following items may be worn as dictated by the time of year:

- i. Summer - A short sleeved white military style shirt with gold on white "Navy League Canada" shoulder flashes (available through Alberta Division) and epaulettes with slip-on rank insignia, or appropriate shoulder boards, may be worn with the top button undone, without jacket or tie, with the uniform navy blue trousers. Name tags are to be worn above the right pocket, and medal ribbons above the left pocket. This optional summer dress should not be worn on ceremonial occasions.
- ii. Winter - A naval pattern double breasted overcoat with Navy League brass buttons, shoulder boards, or a naval style burberry. When gloves are worn they are to be black leather.

## **2.04 FEMALE NAVY LEAGUE CADET OFFICERS SERVICE DRESS**

- a) Female officers shall wear uniforms, as authorized in NL 8, Article 4.11, consisting of:
  - i. Cap - Naval pattern tricorn, or Naval pattern female, white, with plain black peak.
  - ii. Cap Badge - Navy League pattern.
  - iii. Jacket - Navy blue, single breasted, with four Navy League pattern buttons.
  - iv. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams.
  - v. Rank - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) with Navy League pattern maple leaf cloth badge 1/4 inch above the uppermost row of lace on both sleeves, or four inches above the cuff for Midshipmen(NL).
  - vi. Skirt - Navy blue - "A-line" pattern, of same material and colour as jacket.
  - vii. Shirt - White long sleeved dress shirt with turned down collar.
  - viii. Tie - Plain black.
  - ix. Shoes - Black oxford style with plain toe.
  - x. Stockings - With skirts, black or beige, consistent within a Corps; with trousers, black stockings or socks.

Optional Wear – the following items may be worn by female officers:

- i. Trousers - Trousers may be worn in lieu of a skirt provided they are of the same material and colour as the jacket. Black stockings or socks are to be worn with trousers.

- ii. Summer - A short sleeved white military style shirt with gold on white "Navy League Canada" shoulder flashes (available through Alberta Division) and epaulettes with slip-on rank insignia, or appropriate shoulder boards, may be worn with the top button undone, without jacket or tie, with the uniform navy blue trousers. Name tags are to be worn above the right pocket, and medal ribbons above the left pocket. This optional summer dress should not be worn on ceremonial occasions.
- iii. Winter - A naval pattern double breasted overcoat with Navy League brass buttons, shoulder boards, or a naval style burberry. When gloves are worn they are to be black leather.

## **2.05 WORK DRESS**

- b) Male or female officers may wear work dress when their dress uniform would not be appropriate or would be subject to soiling or damage. Work dress shall not be worn on formal parades or other ceremonial occasions. The approved work dress consists of:
  - i. Cap - Dress uniform cap or navy blue beret.
  - ii. Cap Badge - Navy League pattern (small size for beret).
  - iii. Jacket - Lined navy blue windbreaker style jacket with a zipper closure, breast pockets, slant side pockets and epaulettes.
  - iv. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both jacket sleeves, centred 1/4 inch below the shoulder seams.
  - v. Rank - Slip-on rank insignia will be worn on the jacket, or on the shirt when a jacket is not being worn.
  - vi. Trousers - Navy blue, of the same material and colour as jacket.
  - vii. Shirt - Dark blue or white, military style with epaulettes.
  - viii. Tie - Plain black (optional).
  - ix. Shoes - Black oxford style; black military style boots; or, if working around boats, clean white running shoes.
  - x. Socks - Black with shoes or grey with boots or running shoes.
  - xi. Sweaters - Navy blue, ribbed knit sweaters with crew or vee neck, cloth elbow and shoulder patches, and epaulettes may be worn with the dress uniform or work dress in lieu of a jacket. Sweaters are not to be worn on parades or ceremonial occasions.

## **2.06 FORMAL DRESS**

- a) Formal uniform may be worn at appropriate functions, such as military mess dinners, other formal dinners, dances, etc.
- b) The authorized formal uniform for Navy League Cadet Officers is the regular dress uniform with a black bow tie. Female officers may wear a black cross-over tie. If medals are worn they must be full size.
- c) Officers are no longer permitted to wear 'mess dress' (since December 1998). The only authorized formal attire is as outlined in subpara (b).

## **2.07 MEDALS / RIBBONS**

- a) Officers may only wear authorized Canadian Orders, Decorations or Medals with Navy League uniforms in the approved manner. Medals are to be worn on all formal occasions, and the appropriate ribbons are to be worn on informal occasions.
- b) An Officer who was awarded an Order, Decoration or Medal by a foreign power may be granted approval to wear the insignia and/or ribbon while in Navy League uniform. To obtain approval the Officer must submit a written request with documentation of the award through his C.O., Branch and Division to the National Office for approval by the National Navy League Cadet Committee.
- c) Officers are not to wear NL medals or ribbons which they received as Cadets.
- d) All authorized medals are to be worn on the left side of the jacket centred above the breast pocket, with the following exceptions:
  - i. The Long Service Medal is to be worn on the right side of the jacket, 2mm below and centred with the nametag, or, in place of the medal, the service pin (see article 3.07): and
  - ii. The Duke of Edinburgh pin shall be on the right side of the jacket, 2mm above and centred with the nametag.

## **2.08 NAME TAG / SERVICE PIN**

- a) Officers are to wear 3" x 1/2", surname only, white lettering on black background name tags on the right breast of their uniforms opposite the top of the breast pocket.
- b) Officers may wear coloured pins indicating years of Navy League service (by colour) on their uniforms. These pins (available from Ontario Division) are to be worn on the right breast below the nametag.

## **2.09 CANADIAN FORCES SPECIALIST INSIGNIA**

- a) An Officer may wear specialist insignia which he has previously earned and worn while an officer or member of the Canadian Forces. The insignia is to be worn one inch above the Maple Leaf on the left sleeve.

## **2.10 OFFICER'S SWORD**

- a) Corps C.O.'s and Guard Officers may wear Naval swords on ceremonial occasions. Female Officers wearing swords are to wear trousers.

## **2.11 HAIR**

- a) Males - Hair shall be:

- i. Neatly groomed;
- ii. Taper-trimmed at the back, sides, and above the ears to blend with the hair style;
- iii. No more than 15 cm in length, and sufficiently short so that when the hair is groomed and head-dress is removed, no hair shall touch the ears, or fall below the top of the eyebrows;
- iv. Styled so that it does not present a bizarre or exaggerated appearance, or interfere with the proper wearing of any head-dress; and
- v. Kept free from the neck to a distance of 2.5 cm above the shirt collar.
- vi. Aboriginal – Long hair that does not extend below the lower edge of the shirt collar shall be styled neatly. Long hair that does extend below the lower edge of the shirt collar shall be gathered behind the head with a small-unadorned fastener of a colour that blends with that of the hair itself, or the hair shall be braided. Single and double braids shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener as above. The maximum length of hair shall not extend below the top of the armpit. If hair normally extends below this, it will be tied up in order to conform to the above stated styles of hair. It does not need to be cut.

- b) Females

- i. Hair shall be kept neatly groomed and shall not extend below the lower edge of the shirt collar. Varying hairstyles, straight or curled, are permitted within these limits, but bizarre or unusual hair colours are not authorized. In no case shall the bulk or length of the hair detract from a positive appearance or preclude the wearing of uniform headdress.
- ii. Hair ornaments shall not be worn. Every effort shall be made to ensure that bobby pins, hairpins and similar items used to secure hair as unobtrusive as possible.
- iii. Braids – Shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall not extend below the top of the armpit when gathered behind the head or braided.

## **2.12 JEWELLERY**

- a) Female Officers may wear plain gold or silver studs or sleepers in their ears. Under no circumstances are male Officers or Cadets to wear earrings of any kind while they are in uniform.
- b) The only other jewellery that may be worn in uniform shall be a wristwatch, a medical alert chain identifier, a maximum of two rings, and a tie clasp. Additional rings may be worn where they indicate professional standing, such as an engineer, or are worn with a wedding band as a single set indicating betrothal or fidelity, such as an engagement or anniversary ring.
- c) Body tattoos and body piercing - Members shall not acquire visible tattoos that could be deemed to be offensive (e.g. pornographic, blasphemous, racist) or otherwise reflect discredit on the NLOC. Members either in uniform or on duty in civilian clothing shall not wear visible and non-visible body piercing adornments, with the exception of women's earrings and ear sleepers.

# MAINTENANCE

## 3.01 GENERAL

- a) Officers shall maintain their uniforms to the highest standard. The cadets will consider your uniform as a standard. If you have boots/shoes that have a high gloss, the cadets will likely want to achieve the same.

**CAP -**                    Male caps: On the white part, your cap should be cleaned with a soft brush, warm or hot water, and mild detergent such as dish soap. The beak and chinstay can be buffed with a Kiwi cloth.  
Female caps: : The white part is made of leather. Your cap should be cleaned with a cloth (use a soft brush for stubborn markings), warm or hot water, use a mild detergent such as dish soap.  
Both caps: Take care not to allow any soap to reach the black material. After your cap is clean it should be wiped dry (important for the female cap, as it can warp), placed in a bag and stored where it won't get crushed.

### Notes:

- a. Most clothing can be machine washed / dried, but do read the manufacturer's cleaning instructions on the label.
- b. Jacket and Trousers: It is recommended that these are dry cleaned.
- c. Workdress clothing doesn't normally require ironing. It must be clean and presentable. .

**TROUSERS -**        Press with a damp lint-free cloth. Press a crease down the front and back of your trousers in the centre. Try to press as high as you can go without including additional (and incorrect) creases. When finished place them on a pant hanger or a hanger that will not leave a crease through the middle.

**SHIRT -**                If you iron your shirt on a high temperature it will come out nicely. Press your collar, epaulettes, and cuffs first.  
For the sleeves, place them on the ironing board with the seam to one side. Iron each sleeve flat. On the long sleeve white shirt, ensure the **crease runs the length of the sleeve** from the centre of the epaulette straight down to the top of the cuff. On the short sleeve white shirt, ensure the **crease only runs from the** bottom of the shoulder flash to the bottom end of the sleeve. DO NOT crease the badge, nor above it.  
Make sure no threads (Irish pennants) are sticking out. If so, clip them off with a pair of scissors.

**BOOTS -**                Place a LIGHT coat of black shoe polish (Kiwi works best) on the boots let it dry for 15 to 20 minutes, then using cold-water rub in small circles until a shine can be seen. When finished the boots can be buffed with an old nylon. Do not use a shoe brush, it works fine for normal shoes, however, it is next to impossible to get a high gloss shine using a brush. Your boots should be polished after every time you wear them. When finished put them in a place where they will not get scuffed.

# MIDSHIPMAN I DEVELOPMENT PACKAGE

## OTS 207 CONFIRMATION STAGE #1

*Select the best response to the following questions and statements. The Commanding Officer will sign upon proper completion.*

1. Navy League uniforms shall be worn:
  - a) To, from, and at regular drills, parades or meetings,
  - b) At other official ceremonies and parades,
  - c) As ordered by the Commanding Officer,
  - d) All of the above
2. Navy League officer uniforms shall only be worn by warranted individuals.  
True  
False
3. While in uniform, female officers can wear \_\_\_\_\_ or \_\_\_\_\_ in their ears.
4. Which of the following is acceptable jewellery that may be worn in uniform?
  - a) Beads
  - b) Pendant
  - c) Wristwatch
  - d) Bracelet
5. Regarding the rules for hair, which of the following is statements are false?
  - a) Both genders: Hair shall be kept neatly groomed.
  - b) Male: hair can be short enough to touch the ears, and fall below the top of the eyebrows.
  - c) Female: Hair ornaments shall not be worn.
  - d) Both genders: Hair shall not detract from a positive appearance or preclude the wearing of uniform headdress.
6. The uniform with a dark blue workshirt, navy blue trousers, and a navy blue beret is called the: \_\_\_\_\_.
7. Which of the following is not an authorized optional item?
  - a) Short sleeved white military style shirt,
  - b) Naval style double breasted overcoat,
  - c) Black leather gloves,
  - d) None of the above

CO's Signature:		Date:	
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## MIDSHIPMAN I DEVELOPMENT PACKAGE OTS 207 CONFIRMATION STAGE #2

*This section provides the Commanding Officer with the opportunity to assess the proper completion of the performance requirements. The CO should not sign off each task until it has been completed correctly. The candidate may seek guidance from an experienced officer if required.*

*The following tasks must be completed for the Development Package to be completed.*

<b>TASK</b>	<b>CO's Signature</b>	<b>Date</b>
Demonstrate uniform maintenance		
Cap		
Jacket/Tunic		
Shirt		
Trousers/Skirt		
Shoes		
Wear the correct uniform IAW Routine Orders		
Sets a good example		
Demonstrates good conduct while in uniform		

# **OTS 208**

## **Divisional System**

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## **1.01 HISTORY**

The Divisional System came about over 200 years ago out of necessity. At the time, sailors dealt with the following conditions:

- low pay
- poor living conditions and food
- long and difficult working conditions

Once the Divisional System was in place, concern for the sailors living and working conditions became the primary concern of the officers in charge.

This created a better working atmosphere and helped promote TEAMWORK!!! .

Today, every navy in the world runs based on the Divisional System (including Navy League and Sea Cadets).

## **1.02 HOW DOES IT WORK?**

Called the Divisional System because everything is broken into “divisions”:

- division of groups of sailors
- division of responsibility and work

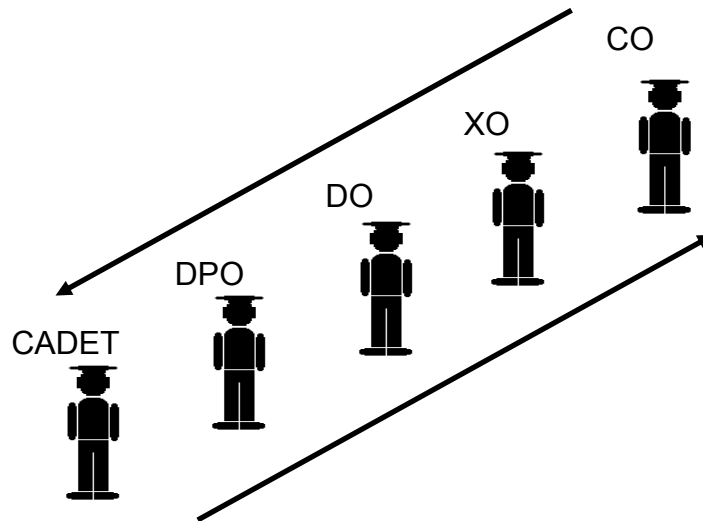
This makes it easier to take care of the needs of each individual sailor.

- In Navy League Cadets, divisions normally consist of 1 officer and a group of cadets (numbers depend on corps strength). Larger corps may split up their cadets into divisions based on the functions at the corps (Band, guard, etc...).

Division names may be applied to further distinguish the groups as well as providing some “esprit de corps” for the cadets. Divisions are normally named after a particular class of naval ships (ie. Halifax Class Frigates) or the phonetic alphabet.

(refer to the diagram on the next page as you read the next four paragraphs)

- If a cadet has a question or concern, they will normally go to the Divisional Petty Officer (DPO) or Chief. The DPO will then go to the Divisional Officer (DO). At times, the cadet will go directly to the DO, which is understandable since the DPO is often a child, like the cadet.
- If the DO is unable to answer the question or solve the problem, they will proceed to the Executive Officer (XO) who is responsible for all Divisions.
- If necessary, the XO will approach the Commanding Officer (CO).
- The response should come back down divisional system in the same manner as it went up. If the cadet asks the DO a question, the DO should deliver the answer.



### 1.03 DIVISIONAL OFFICERS

The Divisional Officer is the most important job. The DO will care for and promote the welfare of cadets in their charge.

Within the normal divisional system, all matters must always start with the DPO. However, when dealing with cadets, the DO must always have their ear to the ground. There is nothing wrong with allowing your DPO to handle questions of a routine nature, but when necessary (conflict resolution, personal matters, etc.), the DO must intervene. The DPO must also know when to pass problems to the DO, which enforces the necessity for a strong relationship of the divisional staff.

- The DO has the responsibility of determining the best action to take in any given situation. Any problem of a personal or behavioural matter will most often move up the Divisional System to the XO. Any other matter, if not handled by the DO, will be directed to the appropriate officer in the Chain of Command.

**For Example:**

A question about missing a week of training – Training Officer

A problem with a uniform item – Supply Officer

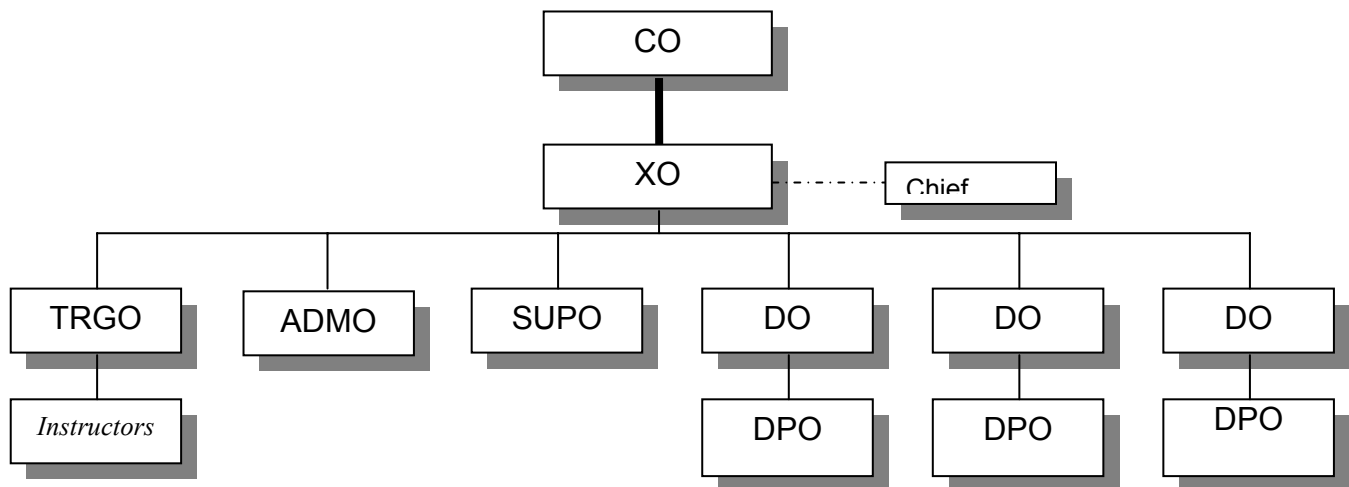
- The problems or requests that may be brought to the DO are many and varied. It may be a simple request for leave, a personal problem, a service matter concerning rank, etc. If they so desire, every member is entitled to meet with their commanding officer, provided they go through the proper channels.
- There is no better way to assist in morale than by the DPO and DO taking a personal interest in each cadet. There is no excuse for the DPO and DO not knowing the name of each cadet in their division. Whenever possible, the DPO/DO should be aware of a cadet's personal situation and circumstances (strengths, weaknesses, hobbies, physical disabilities, impairments, brothers and sisters, school situation, etc).

- **As a divisional officer it is imperative that you maintain a written record of the cadets in your division. This record should contain the personal information as to the parent's names, address, school, grade, teacher, etc. For example, a child with asthma should always carry an inhaler with them, and the DO can do routine checks.**
- This record should also list the all the Navy League activities attended and should have a monthly entry on the cadet's performance, including dress and deportment, attendance, co-operation, extra activities, tag days, etc. This record becomes an invaluable tool when deciding who should receive trophies and awards. A good Divisional Officer's notebook will give irrefutable proof that a particular cadet deserves and has earned what they are nominated for.

#### 1.04 CHAIN OF COMMAND

The Chain-of-Command is simply the best way of organizing people so that orders and information get passed down from one person to the next.

- The Chain-of-Command differs from the Divisional System in the fact that it forms the structure of the unit based on positions within the corps.
- Whereas the Divisional System was designed to assist individuals and their working environment, the Chain of Command is a tool used for the good of the unit. It is used to pass information as easily as possible up and down the corps hierarchy.



# MIDSHIPMAN I DEVELOPMENT PACKAGE

## OTS 208 CONFIRMATION STAGE #1

*Select the best response to the following questions and statements. The Commanding Officer will sign upon proper completion.*

1. Normally, a cadet with a question or concern will approach their DPO. Sometimes the cadet will go directly to the DO, which is sometimes understandable. Who is the next step in the Divisional system?
  - a) CO
  - b) XO
  - c) TRGO
  - d) None of the above
  
2. If a cadet asks the DO a question, the \_\_\_\_ should deliver the answer.
  - a) CO
  - b) XO
  - c) DO
  - d) DPO
  
3. How many divisions are in your Corps?

\_\_\_\_\_

4. Fill in the information about the divisions in your Corps?

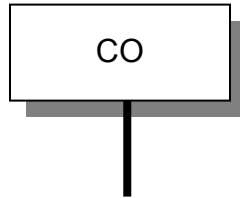
<i>Division Name:</i>	<i>Divisional Officer:</i>	<i>Divisional Petty Officer:</i>

CO's Signature:		Date:	
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# MIDSHIPMAN I DEVELOPMENT PACKAGE

## OTS 208 CONFIRMATION STAGE #2

*Finish the organizational chart to represent your own Corps Chain of Command. The Commanding Officer will sign upon proper completion.  
(the first box is drawn for you)*



CO's Signature:		Date:	
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**OTS 209**

**Navy League Cadet  
Training Program**

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## 1.01 DEVELOPMENT OF THE NAVY LEAGUE CADET TRAINING PROGRAM

The Navy League Cadet Program is committed to developing Canada's youth through moral guidance and encouragement, as well as mental and physical training designed to develop patriotism, good citizenship, a sense of duty, self-discipline, self-respect and respect for others, in a modern nautical environment built on sound naval traditions.

To ensure the training program fulfills these objectives, a 'value-based' training model is used. The 'value-based' model links each **Element** of the program (such as Respect for Others) with specific **Values** to be instilled in each cadet (such as Generosity). Each value is developed and supported through the acquisition of **Knowledge** and the application of learning through focused **Activities**.

This approach to training program development was adopted by the National Navy League Cadet Committee in 1998, following the publication of the "Bastille Paper". This document, produced by Vancouver Island Division, detailed the requirement for a critical review of the training program to ensure that the curriculum was relevant and supported the aims of the program.

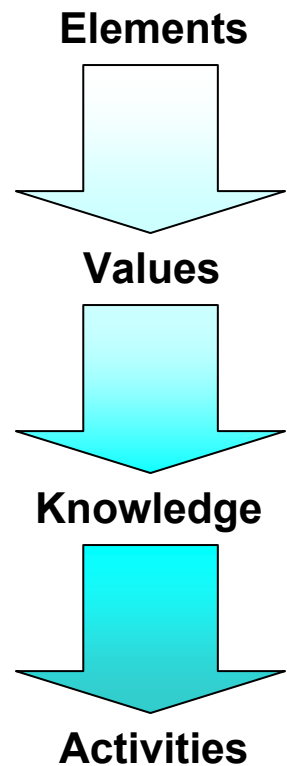
A copy of the 'Bastille Matrix' is included on the following page for your reference.

This matrix is a valuable tool that you can use when developing corps training and activities as this process will ensure your corps' activities support the aims of the program.

The development of the Navy League Cadet program has become a continual process. By examining activities within the value based framework it is easy to determine if an activity is still relevant or if it needs to be adapted to meet changing conditions. This allows the program to be 'evergreen'.

As a Navy League Officer you can help this process by contributing your ideas for lesson plans, training aids and activities. The sharing of **Best Practices** enriches the program and makes the important job of training your cadets more effective and much easier.

Send your training ideas to: [navyleaguecadets@navyleague.ca](mailto:navyleaguecadets@navyleague.ca).



## Bastille Matrix

ELEMENTS	VALUES	KNOWLEDGE	ACTIVITIES
<b>I. BELONGING</b> to Canada Our Community Navy League	Pride Patriotism Commitment Responsibility Loyalty Sense of duty	Value of Citizenship Rights and Duties of citizens Our Country, our province Navy League History Corps History Corps Organization	Regular Attendance Research projects Lectures Commemoration parades Visits to -Citizenship Court -Historic Sites -Legislature/Municipal Hall Involvement in Community projects Fund raising
<b>II. SELF- RESPECT AND SELF-IMPROVEMENT</b>	Truthfulness Self-Discipline Self-Respect Good Appearance Good Conduct Physical and mental Fitness Leadership	NL Uniform Personal Safety Programs	Proper wearing of uniform Drill and Parade Training Sports Adventure Training and Orienteering Multi-corps events Camping trips
<b>III. RESPECT FOR OTHERS</b>	Generosity Respect for superiors and elders Good Fellowship Good Manners	Community programs First Aid Training	Team games Sports Commemoration parades Participation in Community projects Multi-corps events, etc.
<b>IV. KNOWLEDGE OF THE SEA</b>	Initiative Self Reliance Leadership	The Sea and the Oceans Boatwise Program Naval History Naval environment Seamanship	Research projects Ships Visits Sailing Trips at sea Seamanship Training

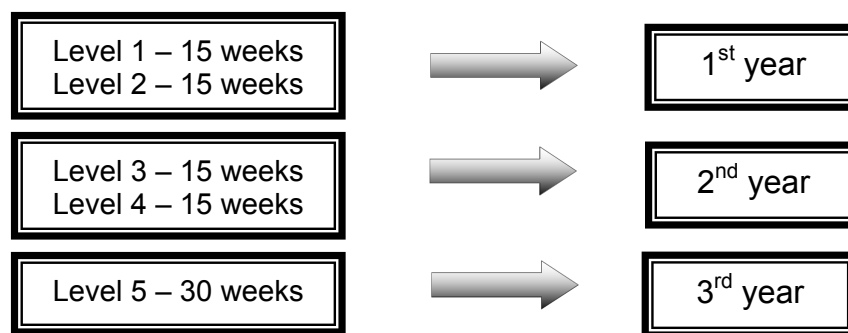
## 1.02 OBJECTIVES

The following objectives are based on the values supported by the Navy League Movement. The aim of the program is to help 9 – 12 year-old NL Cadets acquire new skills and develop character and self-confidence.

- a) To develop in NL Cadets a sense of loyalty and commitment to Canada and to their community
- b) To develop in NL Cadets a sense of commitment to their Corps and of loyalty and respect for their officers and instructors
- c) To help NL Cadets learn self-discipline and self-respect
- d) To help NL Cadets develop good physical and mental fitness
- e) To instil in NL Cadets a sense of initiative and self-reliance
- f) To develop teamwork among cadets and encourage them to help others
- g) To encourage NL Cadets to learn about the sea and ships
- h) To give NL Cadets first aid training
- i) To create a healthy environment where NL cadets can have fun
- j) To inform NL Cadets about the Cadet movement

## 1.03 GENERAL

The Navy League program consists of three consecutive years of training. One year of training is equal to 30 weeks of training. The training is broken into 5 levels as follows:



## 1.04 CADET TRAINING STANDARD (CTS)

There are 13 training subjects presented to cadets during their 3 years in NL Cadets. Cadets do not get exposure to all subjects each year, while others are present in all 3 years. Subject exposure is based on the age and experience of cadets, and the level of topic comprehension.

- a) CTS 01 Corps Organization and Ship's Routine

The aim of this subject is to familiarize new cadets with basic organizational knowledge in order to ease them into the system.



*lessons: ranks, divisional system, duties and privileges, etc.*

b) CTS 02 Wearing and Maintenance of Uniform

The aim of this subject is to teach cadets the proper method of wearing and maintaining the uniform.

➤ *lessons: uniform parts and maintenance*

c) CTS 03 Navy League Movement

The aim of this subject is to inform cadets of the history and objectives of the Navy League.

d) CTS 04 Drill

The aim of this subject is for the cadets to learn the minimum number of movements to perform in a parade with a march past.

➤ *lessons: basic drill at the halt, drill on the march, drill command, etc.*

e) CTS 05 Canadian Citizenship

The aim of this subject is to instill national, community, and corps pride in the cadets, and to allow them the opportunity to perform volunteer acts within the community.

➤ *lessons: Canadian heritage, social issues, community involvement*

f) CTS 06 Seamanship

The aim of this subject is to teach cadets the seamanship skills necessary for sailing, and to introduce them to fancy ropework.

➤ *lessons: knots and hitches, fancy ropework, etc.*

g) CTS 07 Naval Knowledge

The aim of this subject is to teach cadets about a wide range of significant naval topics.

➤ *lessons: terminology, watches and bells, boatswain's call, etc.*

h) CTS 08 Boatwork

The aim of this subject is to enhance the cadets interest in boating and to teach basic skills.

➤ *lessons: man overboard, onboard emergencies, navigation aids, etc.*

i) CTS 09 First Aid

The aim of this subject is to introduce cadets to First Aid and to foster an interest in further developing FA skills.

➤ *lessons: shock and fainting, burns, choking, etc.*

j) CTS 10 Leadership

The aim of this subject is to teach cadets basic leadership theory and to provide them with leadership experience.

➤ *lessons: principles of leadership, characteristics of a leader, etc.*

k) CTS 11 Orienteering

The aim of this subject is to teach cadets how to read a map and determine a position using information on a map.

➤ *lessons: map reading, introduction to orienteering, etc.*

l) CTS 12 Introduction to Cadets

The aim of this subject is to introduce cadets to the three elements of the Canadian Cadet Movement

m) CTS 13 Recreation and Sports

The aim of this subject is to further develop skills taught in mandatory subjects through fun activities and friendly competition, as well as to encourage personal fitness.

## 1.05 TESTING

Promotions shall be awarded based on the successful completion of a set of tasks. Each CTS provides information regarding the expectations cadets must meet to be promoted.

- ***“What should the cadet be able to perform at the end of the period?”***  
In general terms, this is the task or tasks that a cadet would reasonably be expected perform (with practice). It does not imply that they will have the ability to perform those tasks immediately after the period is complete. Stating these expectations at the beginning of the lesson will help cadets understand why they are learning the material and the goals that they should take away from the lesson.
- ***“How should the cadets be tested?”***  
Usually, this block will state what the cadet is required to do for promotion. There are different types of requirements. On most occasions, cadets will be expected to properly perform a task or combination of tasks. Some lessons require only an active participation in an activity. These expectations are also stated in general terms. Assessment forms will be included in the Lesson Material section for each CTS. These forms will provide the instructor with the detailed information required in order to properly assess a cadet.

As most of the assessments are based on performing a physical task, the instructor will judge the cadet on whether or not the task is complete. Factors involved in the decision will be included on the assessment form. The assessment will normally result in a grade of “Complete” or “Incomplete”.

# MIDSHIPMAN I DEVELOPMENT PACKAGE

## OTS 209 CONFIRMATION STAGE #1

*Select the best response to the following questions and statements. The Commanding Officer will sign upon proper completion.*

1. How many training subjects are presented to cadets?
  - a) 10
  - b) 11
  - c) 12
  - d) 13
2. The Navy League Cadet training program is based on \_\_\_\_\_ consecutive years of training.
  - a) One
  - b) Two
  - c) Three
  - d) Four
3. Which one of the following is not an objective of the Navy League Cadets program?
  - a) To give NL Cadets outdoor adventure training
  - b) To create a healthy environment where NL cadets can have fun
  - c) To instil in NL Cadets a sense of initiative and self-reliance
  - d) To help NL Cadets learn self-discipline and self-respect
4. Perform some research. Find your Corps' copy of the **Cadet Training Standards** publication, look in Chapter 1, find the "Training Summary" chart in paragraph six. According to that chart, which two levels receive the CTS 07 Naval Knowledge?
  - a) Level Two
  - b) Level Three
  - c) Level Four
  - d) Level Five
5. List the (as many as you have) Optional subjects your Corps has undertaken to teach the cadets.


CO's Signature:		Date:	
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