

2022

NL Cadet Instructor Training Package

NL 520



Navy League Officer Training and Development Program

Cadet Instructor Training

Training Prerequisites

You must have successfully completed Training Package OTS 510

Introduction

To the Candidate:

Joining the Navy League of Canada as a Cadet Instructor adds one more experience to your life. As you move up in the Navy League of Canada you will find that working more in-depth with youth starts to get into your blood.

Here you will find the necessary information to complete this package. Some sections of it are closely related to the Cadet Training Standards. It is important that you read and understand what is being presented. If you have questions – ask. Your instructors and senior officers will take the time to instruct you in knowledge and to make sure you progress appropriately.

This package contains the National mandatory portion of the training requirements to be recommended for promotion to the next rank. All requirements as stated for promotion in NL 8 must be fulfilled. Divisional Staff validation of this package is required

As part of this phase of your training, your Commanding Officer may include other documentation for you to read, which may amplify the subjects within this package.

To the Commanding Officer:

This package is designed to assist you, the Commanding Officer, in training a new Cadet Instructor into 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.

Corps are not authorized to add or modify this package.

It is incumbent upon your staff to remain current 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 the standards of the Navy League of Canada requirements. The more care that you place in the development of your officer; the more satisfied you will be with their performance.

Table of Contents

Section 1 - Officer Conduct and Responsibilities (OTS 521)	1
1. Canadian Citizenship	1
2. Officer Like Qualities	2
3. Marks of Respect	4
Section 2 - Uniforms (OTS 522)	7
1. Dress and deportment	7
2. Uniform upkeep	7
3. Orders of Dress	7
Section 3 - Drill (OTS 523)	9
1. Basic Drill at the Halt (CTS 04.1)	9
2. Basic Drill on the March (CTS 04.2)	10
3. Colours and Sunset procedures (CTS 01.1.5)	12
4. Basic understanding of the different types of parades	13
Section 4 - Divisional System (OTS 524)	14
1. Divisional System and Chain of Command in depth (CTS 01.1.2)	14
2. Rights, Responsibilities, Duties and Privileges (CTS 01.1.4)	15
Section 5 - Navy League Cadet Training Program (OTS 525)	17
Basic understanding of the CTS	17
Section 6 - Public Speaking (OTS 526)	18
Interpersonal communications	18

Section 1 - Officer Conduct and Responsibilities (OTS 521)

Navy League Officer Statement: The objective of the Navy League Cadet program is to provide our youth with the Navy League core values as stated in the NL Cadet Regulations.

1. Canadian Citizenship

The Justice Laws Website for the Government of Canada holds a copy of the Citizenship Act for Canada. The link is: <https://laws-lois.justice.gc.ca/eng/acts/c-29/fulltext.html>

Canadian citizens have certain rights and responsibilities.

What are my rights as a citizen?

If you are a Canadian citizen, your **rights** include:

- Democratic rights (for example, the right to vote)
- Language rights
- Equality rights
- Legal rights
- Mobility rights
- Freedom of religion
- Freedom of expression
- Freedom of assembly and association
- Freedom of diversity

Do I have responsibilities as a citizen?

As a Canadian citizen, you also have **responsibilities**:

- **To obey the law** — One of Canada's founding principles is the rule of law. Individuals and governments are regulated by laws and not by arbitrary actions. No person or group is above the law.
- **To take responsibility for oneself and one's family** — Getting a job, taking care of one's family and working hard in keeping with one's abilities are important Canadian values. Work contributes to personal dignity and self-respect, and to Canada's prosperity.
- **To Serve on a jury** — When called to do so, you are legally required to serve. Serving on a jury is a privilege that makes the justice system work as it depends on impartial juries made up of citizens.
- **To Vote in elections** — The right to vote comes with a responsibility to vote in federal, provincial, territorial or local elections.
- **Helping others in the community** — Millions of volunteers freely donate their time to help others without pay—helping people in need, assisting at your child's school, volunteering at a food bank or other charity, or encouraging newcomers to integrate. Volunteering is an excellent way to gain useful skills and develop friends and contacts.
- **Protecting and enjoying our heritage and environment** — Every citizen has a role to play in avoiding waste and pollution while protecting Canada's natural, cultural, and architectural heritage for future generations.

2. Officer Like Qualities

It is an important point, as an officer, you must be an officer no matter to what Branch you belong, and as an officer you must remember that the art of leadership must on no account be subjugated to technical qualifications.

The following are excerpts of a document from The Training Department, Royal Naval Barracks, Portsmouth, dated March 1941. Although they were written many years ago, they are still relevant today. These excerpts have been modified for use by The Navy League of Canada. I have replaced the word “men” with “cadets” and in some cases removed sections that do not apply to The Navy League of Canada.

Bearing and example

- Be smart and alert in your bearing and be always meticulous about your dress.
- Develop your voice and word of command.
- Your demeanor should be cheerful and enthusiastic – it is your business to inspire enthusiasm and pride in your corps and The Navy League of Canada. Never appear bored or fed up, however irksome the work may be.
- Never allow panic to show in your voice or manner; there is an ever-present tendency in your cadets to turn to an officer for their cue in an emergency.

Knowledge

- Do not be too proud to study the manuals or other technical books; they are the teaching of many generations of experience.
- Do not despise advice tendered to you by your subordinates.
- On taking up a new job, keep your eyes and ears wide open and, unless and until you know something about it, your mouth tight shut. It is your business to do your utmost to acquire knowledge and impart it.
- Cadets quickly form a very shrewd opinion of your ability and capacity for just dealing. On this assessment their readiness to follow your lead and work with a will under you, mostly depends. You cannot be just without knowledge.

Firmness and Fairness

- You can only acquire these through knowledge and the resulting confidence in yourself.
- Be precise in your orders.
- Think ahead, and thus avoid indecision and contradictory orders. Remember that many mistakes and much apparent slackness may be due to ignorance of what is required. Your job is to teach as well as to take charge and find fault only if necessary.
- Ignorance may be your fault, and there are times when you could and should be kindly.
- To obtain the essential grip on your cadets, be on the lookout for opportunities to nip silliness in the bud. This will not be rare. Use your voice on these occasions so that others may hear you, but do not scream and use sarcasm; a short, sharp word is by no means excluded, but it must be justly deserved.
- Remember that it is more difficult to tighten up a rope than to ease it away. Therefore, at first particularly, you must be alert and strict; but do not overdo it.
- Do not deal harshly with cadets solely for the sake of making an example of them. It sometimes happens that the Orders or Regulations become temporarily unenforced. The initial fault then lies with those in authority, and it is not just, therefore, to drop heavily on one cadet, when there are possibly many others equally deserving punishment.

Loyalty

- Loyalty can only start from the top and grow downwards. It can be checked, or even destroyed, by lack of strength in the link just above.
- Loyalty can only flourish when it acts both ways, i.e., be loyal to your superiors as well as to your cadets. The former is often forgotten.
- Do not risk giving the appearance of washing your hands of responsibility or giving a hint of criticism of high authority.
- Do not discuss the failures of your cadets in the hearing of other cadets. It is just as bad as admonishing a cadet in front of their peers.

Loyalty to your Corps

- It is no good as an officer putting the blame for inefficiency – which is very largely caused by unhappiness – on the corps ship's company.
- The whole tone and efficiency of a corps depends on the officers.
- Most work and most activities can, and should, be performed in a businesslike manner. Slackness in falling-in, mustering or moving-off, quickly react on the whole spirit of the corps.
- Of the two seamanlike terms "Roundly" and "Handsomely", the latter should be used rarely, and not as a substitute for "Safety First".
- "Safety First" was invented to preserve the blind and ignorant amongst shore-goers. It has no place, as we depend for safety on a quick eye and rapid action.
- Do your best to preserve what might be termed the minor traditions of the Navy. Do your best to keep such things as piping and the ringing of the ship's bell to a standard, as little things like these help to spread pride of the corps.

Word of Command

- A great deal can be gained by making a determined effort to improve the tone and delivery of your orders. This applies equally to seamanship and parade ground orders, although the best manner of giving each differs somewhat.
- Whenever you hear a strikingly good order (some- (a few) – have a gift for it) study it and mimic it. Many officers do not make themselves heard – a bad fault.
- Fill up your chest before giving an order. Put enthusiasm into its tone. Give it as if you meant it.

Parade Smartness

- There are few opportunities as valuable for building up smartness of bearing as are afforded on parade. Officers are expected to set a high example in their bearing, manner of giving orders, marching, and saluting.

Saluting

- A salute is not complete until it has been smartly and properly returned. A slovenly return is bad manners.
- Never try to save a cadet a salute by turning away from them. Look at the cadet as they approach you and give them a chance to do their part unhesitatingly.
- The foolish, shy manner in which many officers return salutes and sometimes endeavour to avoid them is the principal cause of slack saluting.

Knowledge in Serving your Cadets

- Learn their names. You must make a sustained effort in this direction should it lie within your powers.

- There is nothing more irritating to a cadet than to be addressed as “You there” or something akin to that. They like to know that you know their name.
- Should a cadet come to you for advice, do not let the matter drop. It may well be that a subsequent enquiry as to how things are going on will sometimes bring to light that the cadet is still in need of further help but is averse to coming along a second time because they think they have already made enough fuss about it.
- Do not be afraid to accept an invitation to play games, however poor a performer you may be. You would not be asked to play because of your value as a player only.
- Always avoid concentrating on the good cadets at the expense of the poor cadets. The poor cadets, especially the young ones, may turn into something better if you devote some of your time to them and learn their difficulties.
- Never neglect opportunities for getting in touch with a “bad” cadet. You may, over time, be able to influence them or find out where they need more assistance. The latter may be useful information one day. Remember that “bad” cadets usually form their own cliques, as they realize that their way is not appreciated by the remainder of the ship’s company. **N'oubliez pas l'expression «qui se ressemble s'assemble».**
- There is a quality called tactfulness, a very misused word in many ways, without which no officer can succeed.
- Your endeavour should be to inspire in you cadets a feeling of respect for you and confidence in your sympathetic interest and understanding of their problems as well as in your professional ability.
- It is also your business to instruct and educate your cadets with a view to inducing ambition to better their positions in the corps.

Forethought

- Look ahead; do not wait until something goes wrong. If you anticipate that you may run into a problem be prepared.
- Napoleon’s reply to a sycophant is well worth of remembrance, and this is it: “If I always appear prepared, it is because before entering on any undertaking I have meditated long and have foreseen what may occur. It is not genius which reveals to me what I should do; it is thought and meditation.”
- Napoleon’s secret was little more than careful concentration of his thoughts, the carrying out of a mental “dummy-run” whenever possible.
- Finally, it is not possible to write a handbook on how to be an officer and a leader. We have each to find out for ourselves the best use we can make of those particular qualities possessed by each of us in varying degrees.

3. Marks of Respect

In The Navy League of Canada there are two types of respect: paying of compliments, and military address. Rank recognition is significant in the Navy League, Military and Cadet members and always acknowledge each other’s rank.

Only warranted staff are to salute and members not in uniform are to stand at attention.

- Compliments are formal marks of respect and courtesy, i.e., salutes. Because of the rank worn, “Honouraries” will be saluted. As Honourary Colonels and Lieutenant Colonels are filling the same role, saluting between them is minimal when they are together at a gathering. However, when in public, it is correct to offer a salute to the higher rank.
- The military salute is a traditional demonstration of trust and respect. Although the method of saluting varies with circumstances, the paying of compliments is a fundamental requirement that is indispensable to service discipline. Salutes must be returned when in

uniform (and wearing headdress), usually this will occur outdoors or in designated unit areas. To learn the appropriate method for saluting, seek the advice of unit leadership.

- In Canada, military compliments are only paid to the Sovereign; the Governor General; members of the Royal Family; recognized foreign royalty; foreign heads of state or government; the Prime Minister; the Minister and Associate Minister of National Defence; Lieutenant-Governors; and Commissioned Officers. Service individuals receiving a compliment shall acknowledge it.
 - Officers shall salute all officers of higher rank and shall return all compliments paid to them. Senior officers receiving compliments from marching troops on a ceremonial parade shall hold the salute as each individual component passes directly by in review.
 - Compliments should also be paid to federal, provincial, and municipal representatives
 - Officers not part of a formed military group shall pay individual compliments to an approaching higher-ranking officer. The senior officer receiving the salute shall return the compliment, while military persons accompanying that officer give an eyes right/left during the exchange of compliments or greetings. When in uniform and not wearing headdress, compliments shall be paid or returned by standing at attention. This said, saluting is never done without headdress – if acknowledging a superior officer or requiring to return a salute the appropriate manoeuvre is to “come to attention” with arms straight at your sides.
- a. **Buildings.** Salutes are not given indoors in either public or service buildings except on parades, ceremonial occasions, in areas so designated by commanders, or when entering or leaving the office of an officer who should be paid compliments by virtue of his/her rank or appointment.
 - b. **Cenotaphs.** Officers shall salute individually and when formed in divisions shall pay compliments when passing the National War Memorial and cenotaphs to military dead.
 - c. **Colours.** Individuals and when formed in divisions shall pay compliments to uncased Colours, except when the Colour is part of an escort to the deceased during a funeral.
 - d. **Religious Services and Buildings.** Conventional marks of respect and courtesy shall be observed during religious services and in places of worship, depending on the customs of the religion involved and the faith of the member.
 - e. **Funerals.** The following compliments shall be paid at state, military, and civilian funerals. The remains of the deceased take seniority and alone receive compliments during a funeral:
 - i. members shall wear headdress and pay respects by saluting when passing the casket at a vigil.
 - ii. divisions shall be halted and turned to face a passing funeral procession and the officer or cadet in charge will salute the deceased while passing. Individual compliments shall be paid in a similar fashion.
 - iii. salutes, as above, shall be accorded the casket during interments; and
 - iv. at the end of a Service funeral, the officiating chaplain will proceed to the foot of the grave to pay his/her respects. Members should then proceed to the foot of the grave, in order of seniority, to pay individual respects by saluting. When numbers warrant, members may approach in small informal groups.
 - f. **Memorial Services and Funerals.** Compliments to the dead shall be paid during the sounding of the calls “Last Post” and “Rouse” when they are used in memorial services and funerals. Compliments will commence on the first note and terminate on the last of each call when sounded.
 - g. **Courtesy Salutes.** The following applies:
 - i. foreign officers shall be saluted in the same manner as Navy League officers unless the circumstances clearly dictate otherwise; and

- ii. Navy League Officers may express their respect for individual civilians by using a salute as a formal means of greeting or farewell.
- h. **Anthems and Salutes.** When the Royal Anthem, Royal Salute, Vice-Regal Salute, National Anthem or the national anthem of a foreign country is played, all shall stand and:
 - i. all ranks who are not part of a division shall salute. The salute shall commence with the playing of the first note of music and shall be cut away at the end of the last note.
 - ii. divisions shall be called to attention and all officers or the person in charge shall salute.
 - iii. on defence establishments, all vehicles within hearing distance shall be stopped and the occupants shall dismount and pay compliments; and
 - iv. anthems are not sung when played as part of a salute, or on a parade other than a church parade (remembrance or commemorative service/ceremony). If ordered to sing on a drumhead or remembrance ceremony, the parade will be brought to attention and all will join in the singing of the National Anthem; officers do not salute.
- i. **National Flag.** When the National Flag is hoisted or lowered in any establishment, all ranks in or out of uniform within view shall face the flagpole or mast, stand at attention and pay compliments as follows:
 - i. all who are not part of a division shall salute.
 - ii. divisions shall be halted facing the flagpole and the officer or cadet in charge shall salute; and
 - iii. motor vehicles in view shall be stopped and the occupants shall dismount and pay compliments.
- j. **Parades.** Navy League Cadet staff members who are spectators at a parade shall:
 - i. stand at the arrival and departure of a reviewing officer or dignitary. At the departure, all ranks will remain standing after the last Royal/General Salute until the reviewing officer or dignitary leaves the parade area.
 - ii. salute when uncased Colours pass directly in front of them. Guns and the Colours of formed artillery units and will be treated as such when they roll past in review on formal ceremonial parades; and
 - iii. salute during the playing of National Anthems and Royal Salutes; and stand at attention during the playing of the General Salute.

Section 2 - Uniforms (OTS 522)

1. Dress and deportment

The deportment and appearance of all ranks, whether in uniform or in civilian attire, reflects on the individual, the Corps and The Navy League of Canada. A favourable impression is created when members are smartly dressed, professional in conduct, and in compliance with instructions governing the proper forms of address and paying of compliments.

Navy League Dress Instructions are updated periodically, and all members should be familiar with the current dress regulations. In general, members should always have uniforms properly fitted, clean and pressed, and shoes shined. Buttons, fasteners and zippers should be closed, and pockets should not bulge or have items such as pens protruding from them. Headphones are not to be worn and sunglasses should be simple and conservative. Tote bags, purses and backpacks should be conservative in colour and carried in the left hand or worn on the back.

Civilians are quick to judge personnel in uniform and nothing should be done to attract undue and negative attention. Good taste and common sense should guide the deportment of a Navy League member at all times to project an image of a disciplined and self-controlled force. When in uniform, behaviour such as chewing gum, slouching, placing hands in pockets, and smoking or eating on the street is forbidden. In addition, walking and using a phone to either talk or message/e-mail does not present a professional appearance.

2. Uniform upkeep

All officers and cadet instructors are responsible for their uniforms. They are to be kept in a clean, neat manner. If any part of your uniform becomes unsightly, make sure that this is brought to the attention of the Supply Officer who will endeavor to replace it as soon as possible. If any part of the uniform becomes so badly damaged as to bring disgrace to The Navy League of Canada it is not to be worn.

Unless you specifically buy or otherwise acquire your uniform from any source except your Corps, you must return the uniform once you have ceased to be a member of The Navy League of Canada.

3. Orders of Dress

The orders of dress are shown below. Definitions of the parts worn are in the Navy League Dress Manual Chapter 3.

Orders of dress are usually promulgated by the Commanding Officer or the Senior Officer of an event. All members of the staff should be in the same order of dress. Officers in either 1, 2 or 3 and CI's in 7's.

No.1 Ceremonial Dress

- No. 1 - Navy blue, double-breasted tunic, and trousers. Naval dress uniform worn with a white long-sleeve shirt and black necktie. Only full-sized medals to be worn.

No. 2 Mess Dress

- No. 2 - Normal service dress, however worn with a black bow tie instead of the necktie, oxford shoes and ribbons only (without medals or name tag).

No. 3 Service Dress

- No. 3 - Like No. 1, however only ribbons, no medals, are worn
- No. 3A - White long-sleeve shirt with necktie and black trousers. (Worn indoors when an occasion allows the removal of jackets for more casual work appearance or with headdress when moving between adjacent buildings within the confines of Cadet/DND property)
- No. 3B - White, short-sleeve shirt, with ribbons, specialist skill insignias, and name tag, black trousers, and black oxfords
- No. 3C - Black wool sweater worn with the long sleeve shirt with necktie. Short-sleeve shirts to be worn without tie and top button open.

No. 5 Work Dress (Worn by Officers and Cadet Instructors)

- No. 5 - CANEX jacket, with beret or baseball cap (with unit's name and designator), trousers, work dress (dark blue) shirt and boots
- No. 5A - Same as above, without jacket
- No. 5B - Same as above with shirt sleeves rolled up
- No. 5C - Same as above with sweater

No. 7 Cadet Instructor Dress

- No. 7 - Dependent on the season and dress, White short sleeved or long-sleeved shirt with epaulettes and black trousers. NO shoulder flash allowed. Slip-on Cadet Instructor rank insignia worn on the shirt. No Cap or Headdress.
- No. 7A - White, short-sleeve shirt, with ribbons, specialist skill insignias, and name tag, black trousers and black oxfords
- No. 7B - Black wool sweater worn with the long sleeve shirt with necktie. Short-sleeve shirts to be worn without tie and top button open.
- No. 7C - Parade Optional – On occasions where a formal jacket should be worn, a black/navy blue blazer may be worn in place of sweater.

Section 3 - Drill (OTS 523)

A reminder to the student that in the future you may be giving the orders. So that there is no duplication of documents, you will find the required instruction in the Cadet Training Standards and Lesson Plans.

1. Basic Drill at the Halt (CTS 04.1)

You will be expected to learn:

- (a) the position of attention,
- (b) attention to stand at ease,
- (c) stand at ease to stand easy, and
- (d) stand at ease to attention.

a. Position of Attention

The position of attention is one of readiness for a word of command. Alertness and exactness in this position is important, and therefore personnel should not be kept at attention longer than necessary.

The position of attention is the position adopted by all when addressing a superior.

The position of attention is as

- i. heels together and in line;
- ii. feet turned out to form an angle of 30 degrees;
- iii. body balanced and weight distributed evenly on both feet
- iv. shoulders level, square to the front
- v. arms hanging as straight as their natural bend will allow, with elbows and wrists touching the body;
- vi. wrists straight, the back of the hands outwards
- vii. fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers; and
- viii. head held erect, neck touching the back of the collar, eyes steady, looking their height and straight to the front.

No part of the body should be strained

NOTE: Although this is a still position, do not forget to 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.

Position of Stand at Ease

The position of standing at ease is an intermediate position between attention and standing easy. It allows no relaxation but can be maintained without strain for a longer time than the position of attention.

b. Stand at Ease from Attention

On the command STAND AT EASE BY NUMBERS, SQUAD – ONE, squad members bend the left knee.

On the command SQUAD – TWO, squad members shall:

- i. carry the left foot to the left, straightening it in double time, and place it smartly flat on the ground with the inside of the heels 25 cm apart;
- ii. simultaneously, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended; and
- iii. balance the body with the weight evenly distributed on both feet.

On the command STAND AT – EASE, the two movements are combined.

c. Stand Easy

The position of stand easy is ordered when it is desirable to permit troops to relax. This command is only given when the squad is in the position of stand at ease.

On the command STAND – EASY, squad members shall:

- i. close the hands and bring the arms to the position of attention;
- ii. observe a standard pause;
- iii. relax.

When standing easy, squad members may, with permission, move all but their feet and adjust clothing and equipment, but they shall not talk.

d. Attention from Stand at Ease

On the command ATTENTION BY NUMBERS, SQUAD – ONE, squad members shall bend the left knee and shift their balance to the right foot.

On the command SQUAD – TWO, squad members shall:

- i. straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned; and
- ii. simultaneously, with a quick motion, bring the arms and hands to the position of attention.

On the command ATTEN – TION, the two segments of the movements are combined as one.

2. Basic Drill on the March (CTS 04.2)

You will be expected to learn (a) marching in quick time, (b) halting from quick march, (c) mark time from quick march, and (d) stepping off from quick mark time.

a. Marching in Quick Time

Purpose – marching is the method that we use for moving from one place to another

On the command QUICK MARCH BY NUMBERS, SQUAD – ONE, squad members shall:

- i. shoot the left foot forward one-half pace, toes up;
- ii. strike the heel on the ground first and keep the toe pointed directly forward; and
- iii. simultaneously, swing the right arm straight forward and the left arm straight to the rear, waist high.

On the command SQUAD – TWO, squad members shall:

- i. continue marching with subsequent paces of standard length;
- ii. bring the legs forward successively in a straight line;
- iii. swing the arms forward successively in a straight line from the shoulder, front to rear, with hands closed as in the position of attention; and
- iv. maintain dressing by the directing flank.

On the command QUICK – MARCH, the two movements are combined.

The command QUICK – MARCH shall always be given to ensure that troops step off in time with a band or another body of troops which is already on the march. It is given on successive right feet of the group which is already moving, i.e., QUICK on the right foot of the marching troops and MARCH on the next right foot.

b. Halting in Quick Time

Purpose – used for the purpose of stopping an individual or division while marching.

On the command HALT BY NUMBERS, SQUAD – ONE given as the left foot is forward and on the ground, squad members shall:

- i. check the forward movement by placing the right foot flat on the ground naturally, using the heel as a brake; and
- ii. swing the left arm forward and the right arm to the rear.

On the command SQUAD – TWO, squad members shall:

- i. take a half pace with the left foot, placing it flat on the ground; and
- ii. swing the right arm forward and the left to the rear.

On the command SQUAD – THREE, squad members shall:

- i. bend the right knee, straightening it in double time; and
- ii. simultaneously, cut the arms to the side as quickly as possible and assume the position of attention.

On the command SQUAD – HALT, the three movements are combined in quick time. The timing is called as “one, one-two”.

c. Marking Time in Quick Time

Purpose – this order stops the division temporarily (not more than a few seconds) and is primarily used during parades.

Marking time in quick time is carried out at the same cadence as for marching.

On the command MARK TIME BY NUMBERS, SQUAD – ONE given as the right foot is on the ground, squad members shall:

- i. take a half pace with the left foot, placing the foot flat on the ground naturally;
- ii. bring the right foot into the left in a straight leg manner, not scraping the ground;
- iii. simultaneously, cut the arms to the sides and assume the position of attention; and
- iv. maintain the same cadence.

On the command SQUAD – TWO, squad members shall:

- i. bend the left knee;
- ii. place the toe on the ground before the heel as the leg is lowered; and
- iii. continue to mark time until the command FOR – WARD or HALT is given.

On the command MARK – TIME, the two movements are combined.

The timing is:

- i. Count: LEFT – IN – LEFT – RIGHT – LEFT
- ii. Foot: LEFT – RIGHT – LEFT – RIGHT – LEFT

d. Forward from Mark Time

Purpose – to commence marching from the “Mark Time”

On the command FOR – WARD given as the left foot is on the ground, squad members shall:

- i. straighten the right leg and assume the position of attention;
- ii. shoot the left foot forward in a half pace; and
- iii. continue marching in quick time, swinging the right arm forward and the left to the rear.

3. Colours and Sunset procedures (CTS 01.1.5)

You will be expected to learn about and participate in the ceremonies of Colours and Sunset to see how they are performed.

The Ceremony of Colours – What it is and why we do it.

The Royal Canadian Navy performs the act of Colours every morning at 0800 hrs. Historically, the Ensign (National Flag) was raised to indicate friend or foe to other ships. Today, it is used for ceremonial and traditional purposes.

Procedure 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:

- a. The National Flag or Ensign– on the main halyard (usually the centre of the mast)
- b. The Navy League Cadet Flag – on the starboard outer halyard (when facing the mast)
- c. The Preparatory Pennant – on the port outer halyard (when facing the mast)
- d. Boatswain – handles the pipes

The procedure for Colours

“5 minutes to Colours, Sir/Ma’am”	<ul style="list-style-type: none"> • “prep” flag closed up (all the way to the top) • announced by the cadet on the Ensign
“1 minute to Colours, Sir/Ma’am”	<ul style="list-style-type: none"> • announced by the cadet on the Ensign • ship’s company turns to face the mast by parade commander (XO, cox’n, etc)
“Colours, Sir/Ma’am”	<ul style="list-style-type: none"> • “Prep” flag dipped 4 feet (or 1/3 from the top) • announced by the cadet on the Ensign • after parade commander says “very good”, bos’n pipes the still • after the still, members outside of a division salute as the Ensign and NL Cadet flag are raised
“Carry on, Sir/Ma’am”	<ul style="list-style-type: none"> • announced by the cadet on the Ensign • parade commander responses with “Carry on” • bos’n pipes the carry on • after the pipe, members saluting come back to attention, cadet strikes the “prep” flag (all the way down) • “prep” flag is secured

The Procedure for Sunset - performed at sunset on a ship, and at a pre-set time when on shore. Personnel required are the same for sunset as it is for colours

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

- the word “Colours” is replaced with “Sunset”
- the ensign and NL Cadet flag come down instead of go up

4. Basic understanding of the different types of parades

There are basically three different types of parades.

The first is the normal cadet parade day/night. This is where the cadets are fallen in for both colours and sunset.

The second is a formal parade. This may be as simple as when the Branch President or their designate inspect the ships company. It may get much more complicated when it is the Annual Ceremonial Review where you have a VIP as the guest.

The third is a marching parade. This is something like the Remembrance Day Parade where your corps is involved in parading in the community with several other groups and someone else is in command.

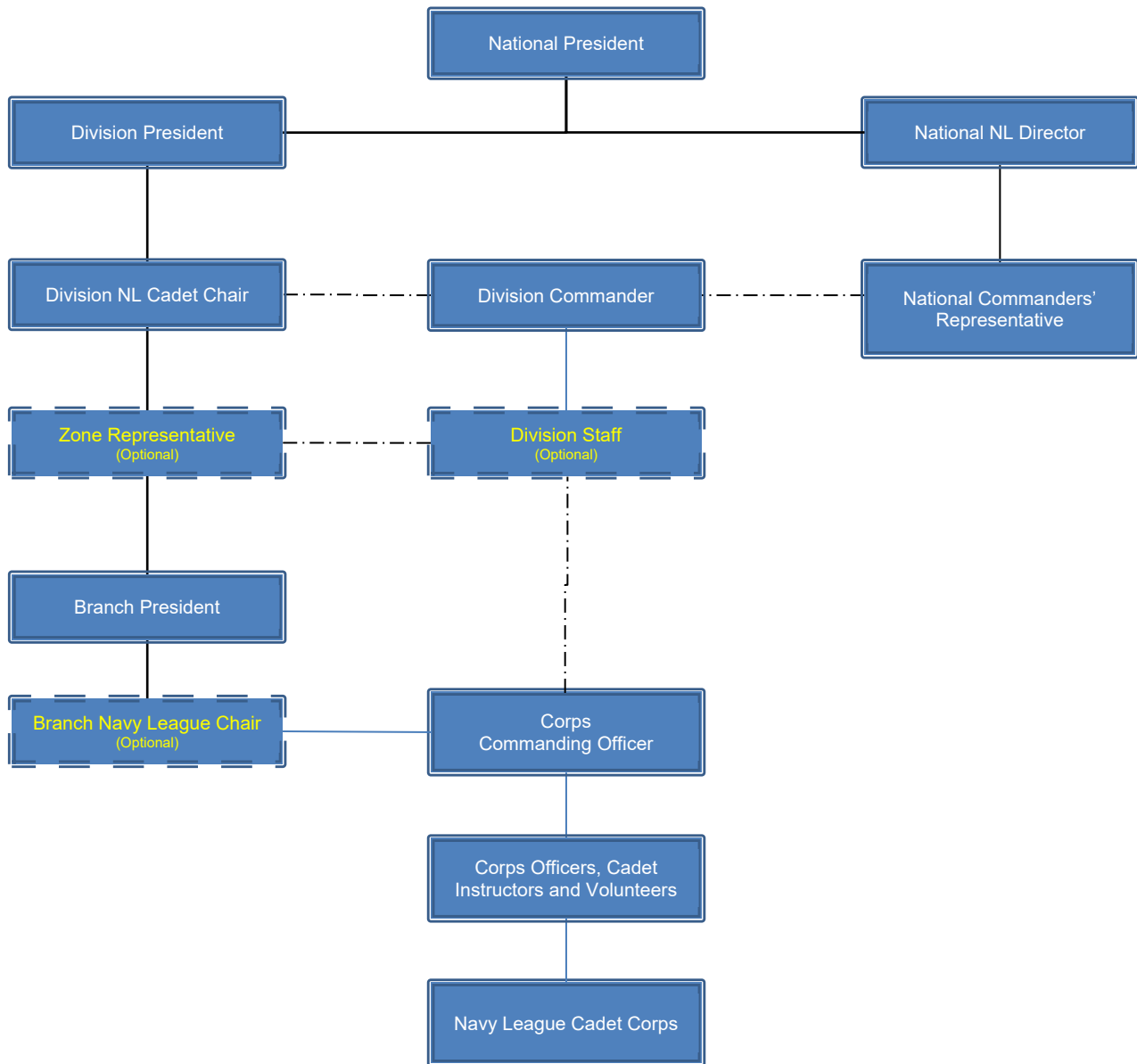
Section 4 - Divisional System (OTS 524)

1. Divisional System and Chain of Command in depth (CTS 01.1.2)

You will learn about the history and purpose for the Divisional System and Chain of Command. To minimize duplication of material, you are required to read the CTS 01.1.2

In addition to the above, you are required to read Partnership Guide for NL Cadet Corps.

The following chart shows the chain of command from the National President to the Cadets, which is also outlined in the NL Officer Terms of Reference.



2. Rights, Responsibilities, Duties and Privileges (CTS 01.1.4)

The rights and responsibilities of a Navy League Officer, Cadet Instructor or Volunteer are in line with those of the Navy League Cadets.

Rights

- Be treated fairly and with respect.
- Be included.
- Seek help.
- Make decisions.
- Use the law.
- Feel safe.
- Learn.
- Be heard.
- Say “NO” to unwelcome behaviour.
- Be protected from all forms of abuse and harassment.
- To be able to submit a grievance. Grievances are covered the NL Cadet Regulations.

Responsibilities

- Show support for your corps and your community.
- Treat Officers, Cadet Instructors, Volunteers and cadets fairly and with respect.
- Attend parades regularly and be on time.
- Present oneself in an appropriate manner while in uniform and at all NL Cadet activities.
- Wear and maintain the uniform and equipment in your possession.
- Actively participate.
- Participate in NL branch fundraising endeavours.
- Perform duties as they are assigned.

Duties

The PRIMARY DUTY of all Navy League Cadet Officers and Instructors is the SAFETY and WELL-BEING of cadets in their charge. An officer is to perform other duties as prescribed by the National Cadet Committee, Division, and/or Branch. In general, Officers' responsibilities include:

- a. Commanding Officer (CO) - Responsible to the Branch for the administration, operation and efficiency of the Corps;
- b. Executive Officer (XO) - Second in command, responsible to the CO for duties delegated by the CO, and to command in the CO's absence;
- c. Divisional Officer (DO) - Responsible to the CO, through the XO, for the well-being and development of Cadets in their division;
- d. Administration Officer (AdminO) - Responsible to the CO for all correspondence, records and files, the maintenance of Corps Admin. Manuals, and the timely preparation of all reports and forms;
- e. Supply Officer (SupO) - Responsible to the CO for the custody, issue, return and accounting of all stores, equipment and property owned by the League, or on loan to the Corps from any other source;
- f. Training Officer (TrgO) - Responsible to the CO for all Cadet training and instruction, and applicable manuals, equipment, etc., in accordance with the prescribed syllabus and other instructions;
- g. Band Officer (BandO) - Responsible to the CO for the training of Band members in music and appropriate drill, and the care and maintenance of instruments; and for the safe custody, issue, return and accounting of all Band stores, equipment, instruments and music; and,

- h. First Aid Officer (FAO) - Responsible to the CO for ensuring that the Cadets' required medical standards are maintained. Care must be taken to ensure that the First Aid Officer's qualifications are appropriate for the cadet activities, any medical situation anticipated, or the extent of medical advice or activity undertaken.

Additional information concerning the Terms of Reference of NL Officers.

Privileges

- You have the privilege of guiding youth into strong Canadian Citizens.
- You have the privilege of mentoring youth into tomorrow's leaders.
- You have the privilege of leading youth to understand what it is like to be a diverse organization where no person is excluded.
- You have the privilege to wear a uniform. It is not an entitlement.
- You have the privilege to work within one of the finest non-profit organizations for youth.

Working with youth is one of the most fulfilling endeavours that you will ever encounter.

Section 5 - Navy League Cadet Training Program (OTS 525)

Basic understanding of the CTS

The NL 420 Cadet Training Program (CTS) sets out the training for the Navy League Cadets. There are twelve modules included in the program.

1. 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.

2. CTS 02 Wearing and Maintenance of the Uniform

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

3. CTS 03 Navy League Movement

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

4. 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

5. 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

6. CTS 06 Seamanship

The aim of this subject is to teach cadets the seamanship skills necessary for sailing and to introduce them to rope work

7. CTS 07 Naval Knowledge

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

8. CTS 08 Leadership

The aim of this subject is to teach cadets the skills to become a leader

9. CTS 09 Divisional Officer Periods

The aim of this is to evaluate the cadets to ensure their timely advancement and confirm that levels are understood

10. CTS 10 Recreation / Sports and Evaluations

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

11. CTS 11 Optional Training

The aim of this subject is to allow the Commanding Officer to offer optional training to the cadets. The courses taught during this training are not to be used as criteria for promotion

12. CTS 12 Introduction to Sea, Army and Air Cadets

The aim of this subject is to introduce cadets to the elements of the Canadian Cadet Movement. Sea Cadets, Army Cadets and Air Cadets.

Section 6 - Public Speaking (OTS 526)

Interpersonal communications

Many people are afraid to formally speak to a group of people. You can joke with a group and even feel comfortable debating with them. However, once you are required to get up front where you are the focus of everyone, glossophobia can set in.

Glossophobia, or a fear of public speaking, is a very common phobia and one that is believed to affect up to 75% of the population. Some individuals may feel a slight nervousness at the very thought of public speaking, while others experience full-on panic and fear.

The Mayo Clinic gives some steps that may help:

- **Know your topic.** The better you understand what you're talking about — and the more you care about the topic — the less likely you'll make a mistake or get off track. And if you do get lost, you'll be able to recover quickly. Take some time to consider what questions the audience may ask and have your responses ready.
- **Get organized.** Ahead of time, carefully plan out the information you want to present, including any props, audio, or visual aids. The more organized you are, the less nervous you'll be. Use an outline on a small card to stay on track. If possible, visit the place where you'll be speaking and review available equipment before your presentation.
- **Practice, and then practice some more.** Practice your complete presentation several times. Do it for some people you're comfortable with and ask for feedback. It may also be helpful to practice with a few people with whom you're less familiar. Consider making a video of your presentation so you can watch it and see opportunities for improvement.
- **Challenge specific worries.** When you're afraid of something, you may overestimate the likelihood of bad things happening. List your specific worries. Then directly challenge them by identifying probable and alternative outcomes and any objective evidence that supports each worry or the likelihood that your feared outcomes will happen.
- **Visualize your success.** Imagine that your presentation will go well. Positive thoughts can help decrease some of your negativity about your social performance and relieve some anxiety.
- **Do some deep breathing.** This can be very calming. Take two or more deep, slow breaths before you get up to the podium and during your speech.
- **Focus on your material, not on your audience.** People mainly pay attention to new information — not how it's presented. They may not notice your nervousness. If audience members do notice that you're nervous, they may root for you and want your presentation to be a success.

- **Don't fear a moment of silence.** If you lose track of what you're saying or start to feel nervous and your mind goes blank, it may seem like you've been silent for an eternity. In reality, it's probably only a few seconds. Even if it's longer, it's likely your audience won't mind a pause to consider what you've been saying. Just take a few slow, deep breaths.
- **Recognize your success.** After your speech or presentation, give yourself a pat on the back. It may not have been perfect, but chances are you're far more critical of yourself than your audience is. See if any of your specific worries actually occurred. Everyone makes mistakes. Look at any mistakes you made as an opportunity to improve your skills.
- **Get support.** Join a group that offers support for people who have difficulty with public speaking. One of the many resources is Toastmasters, a non-profit organization with local chapters that focuses on training people in speaking and leadership skills.

The Navy League of Canada Alberta Division has developed a training plan for cadets which is an excellent resource for all members. It can be found on the LNC's Google shared drive under Public Speaking.

(<https://drive.google.com/drive/folders/0AFt0JvuIXazYUk9PVA>)