

**27 Royal Canadian Sea Cadet Corps
Warrior**

Ship's Standing Orders and Operating
Procedures

September 2009

TABLE OF CONTENTS

Chapter 1

Personnel and Organization

- 1-01 Introduction
- 1-02 Organization Chart
- 1-03 Departments
- 1-04 Senior Cadet Appointments
- 1-05 Communication
- 1-06 Chief and Petty Officer's Mess

Chapter 2

Terms of Reference

- 2-01 Commanding Officer
- 2-02 Executive Officer
- 2-03 Training Officer
- 2-04 Administration Officer
- 2-05 Supply Officer
- 2-06 Divisional Officer
- 2-07 Phase Training Coordinator
- 2-08 Training Standards/Assistant Training Officer
- 2-09 Recruiting and Unit Information Officer
- 2-10 Music Training Officer
- 2-11 Coxswain
- 2-12 Chief Boatswain's Mate
- 2-13 Chief Gunner
- 2-14 Chief of Training
- 2-15 Regulating Petty Officer
- 2-16 New Entry Petty Officer
- 2-17 Corps Gunner
- 2-18 Ship's Writer
- 2-19 Supply Petty Officer
- 2-20 Divisional Petty Officer

Chapter 3

Operations and Security

- 3-01 Ship's Routine
- 3-02 Duty Watch
- 3-03 Procedure for Colours
- 3-04 Procedure for Sunset
- 3-05 Authorized Personnel

3-06	Smoking
3-07	Parking
3-08	Restricted Areas
3-09	Fire Orders
3-10	Key Control

Chapter 4 Discipline

4-01	Dress
4-02	Discipline
4-03	Incident Reports
4-04	Defaulters
4-05	Paying of Compliments

Chapter 5 Administration

5-01	Attendance
5-02	In/Out Routines
5-03	Request Forms
5-04	Work Areas

Chapter 6 Training

Chapter 7 Supply

7-01	Equipment
7-02	Scran Locker
7-03	Timings and Appointments

Chapter 8 Optional Activities

9-01	General
9-02	Band
9-03	Guard
9-04	Drill Team
9-05	Biathlon
9-06	Marksmanship
9-07	Sail

Chapter 9 Range Procedures

10-01	Safety
10-02	Equipment
10-03	Setup
10-04	Firing Regulations
10-05	Emergency Procedures
10-06	Range Personnel

Chapter 10

Awards

Chapter 1- Personnel and Organization

1-01 Introduction

1. All adult staff members and senior cadets who have completed Phase IV training will be assigned to headquarters division.
2. This division will be overseen by the Commanding Officer, and the Executive Officer will act as the Divisional Officer.
3. The Coxswain will act as the Divisional Petty Officer to all Senior Cadets.
4. Senior cadets may be assigned positions in various departments; however their chain of command will always be through the Coxswain.

1-02 Organization Chart

1. All headquarters personnel will adhere to the chain of command depicted in Figure 1 below.
2. Some junior adult staff members may be assigned to more than one role.

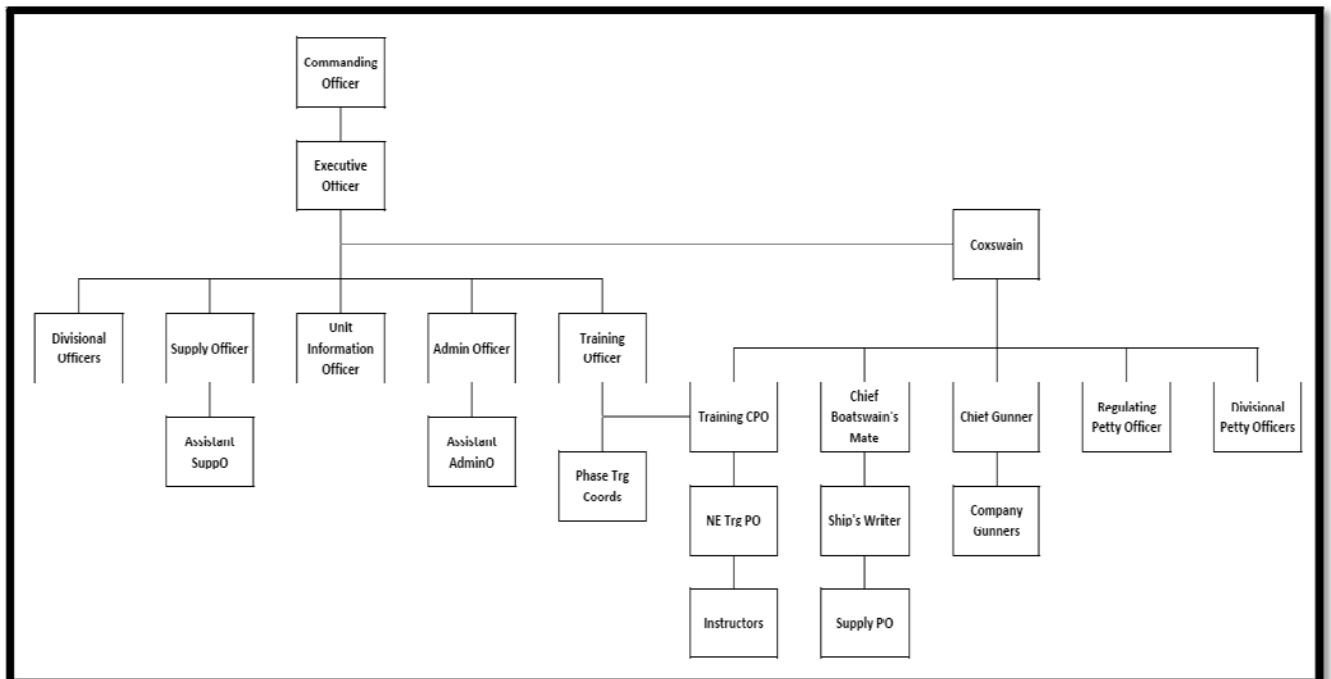


Figure 1-1: 27 RCSCC Warrior Organization Chart

1-03 Departments

Command

1. The command department will consist of the following personnel:
 - a. Commanding Officer
 - b. Executive Officer
 - c. Coxswain
 - d. Chief Boatswain's Mate
 - e. Chief Gunner
 - f. Regulating Petty Officer

2. The command department will be responsible for the following:
 - a. Overseeing all corps activities
 - b. Supervision of all other departments and headquarters staff
 - c. Drill, Dress, and Department of all corps members
 - d. Discipline of all corps members
 - e. Safety and Security
 - f. Communication and liaison with all external parties

Training

3. The Training Department will consist of the following personnel:
 - a. Training Officer
 - b. Training Standards/Assistant Training Officer
 - c. Chief of Training
 - d. Phase Training Coordinators
 - e. New Entry Training Coordinator
 - f. New Entry Training Petty Officer
 - g. Temporary Instructors as Required

4. The Training Department will be responsible for the following:
 - a. Scheduling and carrying out all mandatory training IAW national standards
 - b. Maintaining the corps schedule of events and submitting RFA's
 - c. Maintaining and distributing training aids as required
 - d. Professional development of instructional abilities in senior cadets

Administration

5. The Administration Department will consist of the following personnel:
 - a. Administration Officer
 - b. Assistant Administration Officer
 - c. Ship's Writer

6. The Administration Department will be responsible for the following:
 - a. Maintaining updated files on all members of the unit
 - b. Tracking and recording attendance of all cadets
 - c. Maintaining logs of Incoming/Outgoing correspondence
 - d. Maintaining sufficient inventories of administrative supplies/equipment
 - e. All other administrative duties as required
 - f. Maintaining cleanliness of the ship's office

Supply

7. The Supply Department will consist of the following personnel:
 - a. Supply Officer
 - b. Assistant Supply Officer
 - c. Stores Petty Officers

8. The Supply Department will be responsible for the following:
 - a. Ensuring proper distribution of cadet uniforms
 - b. Verification and maintenance of DND Distribution Account
 - c. Verification and Maintenance of Non-Public Inventory
 - d. Maintaining updated cadet clothing records
 - e. Maintaining a Stock of Standard Uniform Items
 - f. Temporary issue of corps equipment as required
 - g. Maintaining cleanliness and orderliness of supply areas
 - h. Maintaining the corps Scran Locker

Divisional

9. The Divisional System will consist of the following personnel:

- a. Divisional Officers (one per division)
- b. Music Training Officer
- c. Divisional Petty Officers (one per division)

10. Divisional Leaders will be responsible for the following:

- a. Keeping junior cadets informed of all necessary information
- b. Maintaining a high level of morale within their divisions
- c. Dealing with administrative, supply and training requirements of cadets in their divisions
- d. Conducting any necessary training not provided by the training department
- e. Overseeing dress, discipline, and attendance within their divisions
- f. Professional development of all junior cadets

Duty Watch

11. The Duty Watch will consist of the following personnel, assigned on a rotating schedule:

- a. Officer of the Day
- b. 2nd Officer of the Day
- c. Petty Officer of the Day
- d. 2nd Petty Officer of the Day

12. The Duty Watch will be responsible for the following:

- a. Overseeing the ship's routing and ensuring adherence to timings
- b. Safety and security of Ship's Company during parade nights
- c. Keeping of the ship's log
- d. Cleanliness of the entire ship before, during, and after training

1-04 Senior Cadet Appointments

1. The Coxswain of the corps shall have previously served a minimum of six months in any CPO2 position, and have demonstrated consistent outstanding leadership ability. They will preferably have completed a Trade Group 3 SCSTC course in any subject area, and hold the rank of Chief Petty Officer 1st Class.
2. The Chief Boatswain's Mate (Buffer) shall have served a minimum of six months in any PO1 position, have demonstrated excellent leadership potential, and have

completed, as a minimum, the Boatswain Trade Group 2 course. They shall preferably have experience in the Cadet Marksmanship Program, and hold the rank of Chief Petty Officer 2nd Class.

3. The Chief Gunner shall have served a minimum of six months in any PO1 position, have demonstrated excellent leadership potential, and have completed as a minimum the Gunnery Trade Group 2 course. They shall preferably have experience in corps guards or band, and hold the rank of Chief Petty Officer 2nd Class.
4. The Chief of Training shall have served a minimum of six months in any PO1 position, have demonstrated outstanding instructional ability, and have completed as a minimum any Trade Group 3 SCSTC course in any subject area. They will preferably hold the rank of Chief Petty Officer 2nd Class.
5. The Regulating Petty Officer shall have previously served in any leadership role in the corps for a minimum of six months, have an outstanding attendance record, and a demonstrated excellent personal uniform standard. They shall hold the rank of Petty Officer 1st Class.
6. The New Entry Training Petty Officer shall have previously served in any leadership role in the corps, have demonstrated outstanding instructional ability, and have a thorough knowledge of the corps and cadet program in general. They shall hold the rank of Petty Officer 1st Class.
7. Corps Gunners will preferably have completed a minimum of Trade Group 2 at summer training, have experience in the corps guard or band, have completed Phase IV LHQ Training, and have a proven exceptional ability to perform drill. They shall preferably hold the rank of Petty Officer 1st Class.
8. The Ship's Writer will preferably have completed any Trade Group 2 course at summer training, have completed Phase IV LHQ training, and have a proven exceptional organizational ability. They shall preferably hold the rank of Petty Officer 1st Class.
9. Stores Petty Officers shall preferably have completed any Trade Group 2 course at summer training, have completed Phase IV LHQ training, and have proven organizational ability. They may hold the rank of Petty Officer 1st or 2nd Class.

10. Divisional Petty Officers shall preferably have completed any summer training course, and have experience as 2nd in command or a corps division. They may hold the rank of Petty Officer 1st or 2nd Class.

1-05 Communication

1. The Commanding Officer will be responsible for all written, verbal and electronic communication to and from:
 - a. RCSU(pra) and the Area Cadet Officer
 - b. Navy League of Canada (Edmonton Branch) through the Sea Cadet Liaison
 - c. HMCS Nonsuch
 - d. The Royal Canadian Legion (Norwood Branch)
 - e. Other Cadet Units and Navy League Cadet Corps
 - f. Community groups such as the RCNA, WRENS, NOAC and ENCC
2. All written, verbal and electronic communication between the corps and parents will be through the divisional officers. Parents do have the opportunity to approach the commanding officer at any time for non-routine issues or concerns.
3. Parents meetings conducted by the commanding officer will be held on a regular basis.
4. The commanding officer will issue a newsletter to the parents on a monthly basis via direct mail or e-mail.
5. The commanding officer will disperse all necessary information to all other personnel in the corps.
6. From time to time the commanding officer may assign any other adult member to communicate with external parties.
7. The commanding officer shall always be copied on all external communications.

1-06 Chief and Petty Officers Mess

1. The commanding officer authorizes the Chief and Petty Officers of the corps to form a mess.
2. All senior cadets of the rank of Petty Officer 2nd Class and above that pay mess dues eligible to be members of this mess.

3. All regulations pertaining to the organization and operation of the mess will be contained in the mess bylaws.
4. The Executive Officer shall serve as the officer liaison for the mess.
5. The Chief and Petty Officer's mess will be responsible for the full operation of the corps canteen.
6. Details of Canteen policies and procedures will be found in the Chief & Petty Officers Mess Bylaws.

Chapter 2- Terms of Reference

2-01 Commanding Officer

1. The Corps Commanding Officer is responsible to the Commanding Officer of RCSU (pra) and will be responsible for the following:
 - a. Acting as the immediate supervising officer of all Cadet Corps staff.
 - b. The appointment of responsible officers to fill positions in the corps.
 - c. The Enrollment, Promotion and Release of all Officers, Civilian Instructors, and Civilian Volunteers.
 - d. Fostering and Maintaining Good Public Relations.
 - e. Ensuring that Safety is incorporated into all aspects of the corps.
 - f. Ensuring that Environmental Stewardship is incorporated into all aspects of the corps.
 - g. Ensuring that Ethical Behaviour is incorporated into all Aspects of the Corps.
 - h. Ensuring the Physical and Emotional Safety of all cadets and staff members.
 - i. Working Cooperatively with the Navy of Canada (Edmonton Branch).
 - j. Any other Duties as Assigned by the CO RCSU(pra).
2. Full terms of Reference for a Corps Commanding Officer can be found in Annex S of CATO 11-36.

2-02 Executive Officer

1. The Executive Officer is responsible to the Commanding Officer of the corps, and is responsible for the following:
 - a. Overseeing the day-to-day operations of the cadet unit.
 - b. The drill, discipline, physical fitness, and deportment of the ship's company.
 - c. The coordination of all corps Drill and Ceremonial practices and procedures.
 - d. Ensuring the Ship's Company personnel is informed of all necessary information.
 - e. Acting as the divisional officer for all adult staff members and headquarters division.
 - f. Overseeing all operations of the duty division.
 - g. The supervision of the day-to-day operations of the Administration, Training, Supply, and Divisional Departments, as well as the corps coxswain.
 - h. Coordination and Supervision of corps optional activities (ie: Guard, Band, Marksmanship, Biathlon, etc...).
 - i. Acting as the liaison to the Chief's & Petty Officer's Mess.
 - j. Any other duties as assigned by the Commanding Officer of the Corps.

2-03 Training Officer

1. The Training Officer will be Responsible to the Executive Officer for the following:
 - a. Effecting the planning and Coordination Necessary to implement mandatory training IAW national standards.
 - b. Ensuring all administrative actions are taken in regard to mandatory training objectives.
 - c. Ensuring that training material and reference manuals are available as required.
 - d. Supervising Phase Training Coordinators in the preparation and presentation of the courses.
 - e. Assignment, scheduling, and professional development of instructors.
 - f. Maintenance of up-to-date Fortress training records and qualifications for all cadets.
 - g. Submission of Request for Authority forms for all activities.
 - h. Any other duties as assigned by the CO or XO.

2-04 Administration Officer

1. The Administration Officer will be Responsible to the Executive Officer for the following:
 - a. Creation and maintenance of both paper and electronic (Fortress) files for all cadets.
 - b. Preparation of weekly nominal roles and up-to-date maintenance of Fortress attendance records.
 - c. Processing and filing of any administration or training forms into cadet files.
 - d. Maintenance of the Incoming/Outgoing Correspondence Register.
 - e. Maintenance and Inventory of all Administrative Forms, Supplies, and Equipment.
 - f. Maintenance of divisional lists and phone lists.
 - g. Maintenance of medical records and personal emergency notifications for all cadets.
 - h. Cleanliness of the ship's office and administrative areas.
 - i. Any other duties as assigned by the CO or XO.

2-05 Supply Officer

1. The Supply Officer will be Responsible to the Executive Officer for the following:
 - a. The inventory and maintenance of uniform parts, the Distribution Account, and non-public inventory.
 - b. Issuing of cadet uniforms and replacement parts as required.
 - c. Cleanliness, organization, and orderliness of the corps supply section.
 - d. Upkeep of a Scran Locker.
 - e. Temporary issue and subsequent recovery of corps equipment.
 - f. Preparation of supplies for any training weekend.
 - g. Any other duties as assigned by the CO or XO.

2-06 Divisional Officer

1. Divisional Officers will be Responsible to the Executive Officer for the following:
 - a. The discipline, non-mandatory training, and welfare of the cadets within their respective division.
 - b. Ensuring that divisional cadets are dressed in the required order of dress and maintain a high standard of dress.
 - c. Overseeing Divisional Petty Officers in performing their duties.
 - d. Ensuring the Chain of Command is strictly adhered to.
 - e. Integration of new cadets into the division.
 - f. Monitoring of attendance of cadets in the division and following up on AWOL's as required with phone calls.
 - g. Being present at any disciplinary reviews conducted by the Coxswain, Executive Officer, or Commanding Officer.
 - h. Divisional morale and standards.
 - i. Any other duties as assigned by the Executive Officer or Commanding Officer.

2-08 Training Standards Officer/Assistant Training Officer

1. The Training Standards Officer will be responsible to the Training Officer for the following:
 - a. Creating schedules of formal evaluations for instructors and evaluating or assigning evaluations as required.
 - b. Keeping records of instructional evaluations.
 - c. Keeping the training officer informed of instructor progress and developmental requirements.
 - d. Identifying instructor difficulties and ensuring that the Phase training coordinator is aware of problems and working towards a solution (and providing assistance with this as required)
 - e. Performing the duties of the Phase IV Training Coordinator
 - f. Any other duties as required and assigned.

2-09 Phase Training Coordinator

1. Phase Training Coordinators will be responsible to the Training Officer for the following:
 - a. Ensuring the training schedule for their respective phase is followed properly.
 - b. Coordinate with instructors during one-on-one meetings to assist in preparation of lessons for upcoming training nights.
 - c. Assisting in the maintenance of cadet training records.
 - d. Conducting formal evaluations as assigned by the training officer.
 - e. Provision of adult supervision for phase training during Thursday night training.
 - f. Any other duties as required and assigned.

2-10 Recruiting & Unit Information Officer

1. The Recruiting & Unit Information Officer will be responsible to the Executive Officer for the following:
 - a. Coordinating all recruiting campaigns as required.
 - b. Integration of new cadets into the corps and divisional system, and coordination of enrollment packages with new parents.
 - c. Ensuring completion of the New Entry Training in consultation with the Training Officer.
 - d. Coordinating Swearing-In Ceremonies.
 - e. Writing letters and preparing media releases as required and assigned by the Commanding Officer.
 - f. Return any inquiries related to recruiting or public information.
 - g. Any other duties as assigned by the CO or XO.

2-11 Music Training Officer

1. The Music Training Officer is part of the divisional system and reports to the Executive Officer for the following duties:
 - a. Training all corps musicians IAW Technical Standards for Cadet Musicians.
 - b. Maintenance and inventory of all music supplies and equipment.
 - c. Creating and following a training schedule for band rehearsals.
 - d. Coordinating instructors for sectionals and private lessons.
 - e. Maintaining the corps music library.
 - f. Selecting and preparing music and assigning parts for the corps band.
 - g. Ensuring a high standard of musical ability.
 - h. Any other duties as assigned by the CO or XO.
2. Depending on staff availability, the Music Training Officer may be required to also be the divisional officer for the Band division.

2-12 Coxswain

1. The Coxswain shall be the highest ranking senior cadet in the corps, and will be responsible to the Executive Officer for the following:
 - a. Ensuring the proper conduct and discipline of the ship's company.
 - b. Advising appropriate divisional leaders of pending disciplinary action.
 - c. Acting as the Divisional Petty Officer for Headquarters Division.
 - d. Supervising the Chief Boatswain's Mate, Chief Gunner, Chief of Training, Regulating Petty Officer, and Divisional Petty Officers in their duties.
 - e. Being President of the Chief's and Petty Officer's Mess.
 - f. Maintaining the morale of the corps.
 - g. Keeping records of disciplinary warnings, reviews, and corrective actions.
 - h. Attendance at all corps activities.
 - i. Maintaining a thorough knowledge of the duties and responsibilities of all senior cadets.
 - j. Being responsible for the general conduct of the corps.
 - k. Ensuring that all ratings exercise proper marks of respect to those in authority by virtue of higher rank or appointment.
 - l. Convey any general interest or suggestion from the lower deck to the Executive Officer.
 - m. Maintaining a personal high standard of drill, dress, and deportment
 - n. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - o. Any other duties as assigned by the CO or XO.

2-13 Chief Boatswain's Mate

1. The Chief Boatswain's Mate will be responsible to the Coxswain for performing the following duties:
 - a. Overseeing the Ship's Writer and Stores Petty Officers in the carrying out of their duties and their general conduct and discipline.
 - b. Overseeing the efficient operation of the duty watch.
 - c. Performing instruction of seamanship training as assigned by the training department.
 - d. Conducting regular security rounds, and supervising the security of the ship.
 - e. Maintenance and inventory of all seamanship and marksmanship supplies and equipment.
 - f. Conducting all ceremonial procedures regarding seamanship and communications.
 - g. Ensuring all timings are strictly adhered to.
 - h. Maintaining a personal high standard of drill, dress, and deportment
 - i. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - j. Any other duties as assigned.

2-14 Chief Gunner

1. The Chief Gunner will be responsible to the Coxswain for performing the following duties:
 - a. Being thoroughly conversant with the methods, procedures, and instructions relating to drill as prescribed in the CFP 201, CFP 202, and the Sea Cadet Manual of Drill and Ceremonial.
 - b. Overseeing the Corps Gunner(s) in carrying out of their duties, as well as their general conduct and discipline.
 - c. Performing instruction of Drill training as assigned by the Training Department, and assisting in the monitoring of drill instruction.
 - d. Assisting Divisional leaders in building and maintaining divisional drill standards.
 - e. Ensuring a high quality of drill is maintained for all senior cadets.
 - f. Falling in the ship's company for all parades and reporting to the Coxswain.
 - g. Assigning and maintaining the corps parade state.
 - h. Overseeing all physical fitness activities within the corps, and ensuring a high level of physical fitness.
 - i. Assisting the RPO in maintaining high uniform standards within the corps.
 - j. Maintaining a personal high standard of drill, dress, and deportment
 - k. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - l. Any other duties as assigned.

2-15 Chief of Training

1. The Chief of Training will be responsible to the Coxswain for performing the following duties:
 - a. Ensuring adherence to the training schedule as set out by the Training Officer.
 - b. Supervising the New Entry Training Petty Officer, and temporarily assigned Senior Cadet Instructors in the performance of their duties.
 - c. Coordinating the planning and scheduling of all training resources including audio-visual equipment, visual aids, books, manuals, posters, and classrooms.
 - d. Instructing classes as assigned by the Training Department.
 - e. Performing regular rounds of training classes.
 - f. Maintenance and inventory of the bank of master lesson plans.
 - g. Maintenance and inventory of all training resources and visual aids.
 - h. Monitoring of junior instructors.
 - i. Maintaining a personal high standard of drill, dress, and deportment
 - j. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - k. Any other duties as assigned.

2-16 Regulating Petty Officer

1. The Regulating Petty Officer will be responsible to the Coxswain for performing the following duties:
 - a. Responsible for overseeing and maintaining a high standard of dress within the corps.
 - b. Responsible for overseeing attendance and following up on Absent without Leave cases.
 - c. Assisting the coxswain in the carrying out of disciplinary reviews.
 - d. Supervising corrective action as assigned by the Coxswain.
 - e. Maintaining a personal high standard of drill, dress, and deportment
 - f. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - g. Any other duties as assigned.

2-17 New Entry Petty Officer

1. The New Entry Petty Officer will be responsible to the Chief of Training for performing the following duties:
 - a. Being thoroughly familiar with all aspects of the New Entry Training Program.
 - b. Conducting and coordinating the New Entry Training Program.
 - c. Ensuring integration of new cadets into the divisional system.
 - d. Mentoring new cadets in subjects such as Dress, Drill, and Deportment.
 - e. Overseeing the welfare of new cadets until sworn into the corps.
 - f. Assisting the Recruiting and Unit Information Officer with their duties.
 - g. Maintaining a personal high standard of drill, dress, and deportment
 - h. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - i. Any other duties as assigned.

2-18 Corps Gunner

1. Corps Gunners will be responsible to the Chief Gunner for performing the following duties:
 - a. Ensuring a high standard of drill on the parade deck and within divisions.
 - b. Performing drill instruction as assigned by the Training Department.
 - c. Assisting the RPO in maintaining a high standard of dress within the corps.
 - d. Assisting the Chief of Gunnery in his/her duties.
 - e. Maintaining a personal high standard of drill, dress, and deportment
 - f. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - g. Any other duties as assigned.

2-19 Ship's Writer

1. The Ship's Writer will be responsible to the Chief Boatswain's Mate for performing the following duties:
 - a. Manning and operating the desk outside of the Ship's Office answering any inquiries as required.
 - b. Answering and directing phone calls as required during a parade night.
 - c. Performing photocopying duties as requested by any adult staff member, chief petty officer, or instructor.
 - d. Assisting in the preparation and distribution of handouts and notices.
 - e. Assisting in the preparation of weekly routine orders.
 - f. Maintaining a personal high standard of drill, dress, and deportment
 - g. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - h. Any other duties as assigned.

2-20 Supply Petty Officer

1. The Supply Petty Officer will be responsible to the Chief Boatswain's Mate for performing the following duties:
 - a. Assisting the Supply Officer in the execution of his/her duties.
 - b. Maintaining the cleanliness and orderliness of the supply section.
 - c. Assisting the canteen manager in the operation of the corps canteen.
 - d. Assisting in the stowage, issue, and maintenance of all corps material.
 - e. Maintaining a personal high standard of drill, dress, and deportment
 - f. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - g. Any other duties as assigned.

2-21 Divisional Petty Officer

1. Divisional Petty Officers will be responsible to the Coxswain for performing the following duties:
 - a. Ensuring the maintenance of good order and discipline within his/her division.
 - b. Assisting divisional cadets with administrative, training, or supply issues as required.
 - c. Overseeing uniform standards, and assisting cadets with getting uniforms up to an acceptable standard.
 - d. Assisting and encouraging members of their division in developing leadership, citizenship, and physical fitness abilities.
 - e. Completing the divisional attendance record at the beginning of the evening and keeping track of cadet attendance.
 - f. Performing phone calls weekly to inform cadets of upcoming events.
 - g. Communicating all pertinent information regarding the corps on a consistent basis to junior cadets in their division.
 - h. Keeping Divisional Officers informed of any pertinent divisional issues.
 - i. Maintaining a personal high standard of drill, dress, and deportment
 - j. Having a thorough knowledge of general cadet subjects and corps standard operating procedures.
 - k. Any other duties as assigned.

Chapter 3- Operations and Security

3-01 Ship's Routine

1. Routine for Thursday night training will be conducted IAW with the table below:

Table 3-1: Thursday Evening Routine

1810	Officer of the Day / 2 nd Officer of the Day Onboard
1815	POOD/2POOD, CPO's, Adult Staff Onboard
1820	Duty Watch Briefing / Adult Staff O-Group
1825	Senior Cadet Muster
1835	Ship's Company Fall In / Attendance / Uniform Inspections
1850	Officer's Call / Colours & Prayers
1855	Secure Colours
1900	Hands to First Classes
1930	Hands to Second Classes
2000	Stand Easy
2020	Hands to Third Classes
2050	Secure Classes / Guard and Band to Muster
2055	Ship's Company Fall In
2100	Officer's Call
2105	Sunset / Marchpast
2125	Announcements
2130	Ship's Company Ashore / Duty Division Muster
2145	Secure Duty Division
2150	Building Secure

3-02 Duty Watch

1. Duty Watch positions will be assigned on a rotating basis and will consist of the personnel as described in Section 1-03 para. 11 and one of the corps divisions.
2. The POOD will assign cadets from the duty division to perform the following tasks at Colours and Sunset:
 - a. Signalmen
 - b. Messenger
3. Guard and Band Members shall not perform these duties during sunset or ceremonial parades, and cadets from other divisions may fill these roles when the

Guard or Band is on Duty.

4. During Colours & Sunset Ceremonies, the 2POOD will act as the Quartermaster, and during training hours, the POOD will fill this position.
5. Duty Watch personnel shall complete checklists and rounds as assigned by the XO on a weekly basis.
6. Responsibilities of the duty watch are listed in Section 1-03 para 12.

3-03 Procedures for Colours

1. The POOD, Messenger, Signalmen, and Quartermaster will be briefed by the Chief Boatswain's Mate prior to the commencement of colours. They shall fall into their positions.
2. The Preparative Pennant will be hoisted five minutes prior to colours (approx 1845 hrs)
3. At the time of colours, the prep is dipped, the POOD salutes the OOD/COX'N (if entitlement exists), and reports "COLOURS SIR/MA'AM/CHIEF".
4. The OOD/COX'N replies "MAKE IT SO", the Messenger strikes the ship's bell eight times, and the OOD/COX'N orders the POOD to "PIPE THE STILL"
5. The Signalmen slowly and respectfully hoist the Ensign in a uniform manner.
6. After the Ensign is fully hoisted, at the prompting of the POOD, the prep shall be quickly taken down.
7. The POOD reports to the OOD/COX'N "CARRY ON, SIR/MA'AM/CHIEF"
8. The OOD/COX'N replies "CARRY ON", which is followed by the appropriate pipe.

3-04 Procedures for Sunset

1. The POOD, Messenger, Signalmen, and Quartermaster will be briefed by the Chief Boatswain's Mate prior to the commencement of the Sunset Ceremony. They shall

- fall into their positions before the parade.
2. The Preparative Pennant will be hoisted five minutes prior to sunset (approx 2110 hrs)
 3. At the time of sunset, the prep is dipped, the POOD salutes the CO (if entitlement exists), and reports "SUNSET SIR/MA'AM".
 4. The CO replies "VERY GOOD"
 5. The band will then play the appropriate music for the sunset ceremony, and the COX'N shall order the Ship's Company to "GENERAL SALUTE PRESENT ARMS" as required.
 6. The Signalmen shall slowly and respectfully lower the Ensign in a uniform manner in time with the music played by the band.
 7. After the Ensign is fully lowered, at the prompting of the POOD, the prep shall be quickly taken down.
 8. The POOD reports to the CO "CARRY ON, SIR/MA'AM"
 9. The CO replies "CARRY ON", which is followed by the appropriate bugle call.

3-05 Authorized Personnel

1. The following personnel are authorized to be onboard at all times.
 - a. All RCSCC Warrior Officers, Civilian Instructors and Civilian Volunteers
 - b. All Cadet members of RCSCC Warrior
 - c. The Navy League of Canada (Edmonton Branch) Sea Cadet Liaison
 - d. Any Member of HMCS Nonsuch
2. Parents and guests are invited to remain onboard during colours and sunset only. Parents and guests shall only be permitted onboard between 1800-1900 hrs, and 2100 hrs to dismissal.

3. Parents and guests will be invited by the Commanding Officer for special parades and events, at which time they may remain onboard for the duration of that event.
4. Special requests may be made to the Commanding Officer via written, verbal or electronic communication at least 2 days prior to the training activity to visit, or to remain onboard for the duration of that training activity.
5. Any guests onboard during hours not listed in para 2 must sign in at the quarterdeck.

3-06 Smoking

1. At no time shall any persons smoke during a RCSCC Warrior activity on HMCS Nonsuch property.

3-07 Parking

1. All parents and guests will park in the parking lot leaving the first 4 stalls vacant.
2. At no time shall any person stop or park on the roadway between the building and the parking lot.
3. At no time shall any person, other than the commanding officer park in the small parking area between the building and Canadian Tire, in front of the stairs leading to the wardroom.
4. At no time shall any person park, stop, or turn around in front of the garbage dumpster on the roadway.
5. At no time shall any person park in the side parking lot on the east side of the building regardless if the gate is open or closed, unless authorized by the commanding officer.
6. For the safety of all personnel, at no time shall any person stop on the roadway to drop off or pick up cadets. All cars will be parked in the parking lot for cadets to get in and out of vehicles.
7. Personnel not onboard shall not leave vehicles in the parking lot for any reason. In the event of a breakdown any person leaving a vehicle will immediately inform the Officer of the Day that a vehicle is being left unattended.

3-08 Restricted Areas

1. Only officers and staff of RCSCC Warrior are permitted access to the Wardroom.
2. No personnel are permitted in the ships office other than:
 - a. Commanding Officer
 - b. Executive Officer
 - c. Training Officer
 - d. Administration Officer
3. The afterdeck beyond the control point is out of bounds to all cadets and visitors. Cadets are permitted past the control point in the after deck after colours for training purposes and to retrieve guard and band equipment.
4. Cadets shall not congregate out the front entrance of the building.
5. During stand easy cadets are permitted outside in the following areas only.
 - a. Trailer in the parking lot for supply purposes
 - b. Outside the large overhead door where the canteen is set up
6. Visitors are not permitted outside any other entrances other than the front main entrance.
7. The following areas are out of bounds to all personnel unless permission is granted for special events:
 - a. Swimming pool
 - b. Junior Ranks Mess
 - c. Galley
 - d. Chief and Petty Officers Mess
 - e. All Nonsuch offices
 - f. Upper deck area and classrooms

03-09 Fire Orders

1. Fire alarm and evacuation procedures shall be in accordance with HMCS Nonsuch fire regulations.
2. All personnel will exit the building via the nearest exit and muster in the front parking lot at a safe distance from the building.
3. All cadets will form one mass division with the Coxswain in command.
4. The coxswain will take a head count and report to the Executive Officer. The coxswain will then proceed with a roll call.
5. The officers and volunteers will fall into a division with the Executive Officer in command.
6. The Executive Officer will ensure all are present and accounted for, and report to the Commanding Officer.
7. The Commanding Officer will ensure all visitors are accounted for.
8. The Commanding Officer will liaise with emergency response agencies as required.

03-10 Key Control

1. The only personnel authorized to hold keys are CIC Officers on the RCSCC Warrior slate.
2. Officers will be issued with keys to the following locks:
 - a. HMCS Nonsuch gate
 - b. Supply Trailer
 - c. Trailer key locker
 - d. Ship's Office
 - e. Ship's Office key locker
3. The building key to HMCS Nonsuch will remain in the trailer key locker while the corps is not on site, and in the ship's office key locker during all unit activities at HMCS Nonsuch.

4. The Supply Officer and Commanding Officer are the only individuals permitted to hold keys to the supply section.
5. When a key is taken from any key-locker, its removal and return shall be documented in the key log with no exception.

Chapter 4- Discipline

4-01 Dress

1. Authorized orders of dress for all corps activities are IAW CATO 35-01 and will be designated as follows:
 - a. C1: Tunic, Gunshirt, Medals, No Nametags
 - b. C2: Tunic, Gunshirt, Ribbons, Nametags
 - c. C2A: Gunshirt
 - d. C3: Workdress with Postman Blue Shirt, or Cadet T-Shirt
 - e. C3A: Workdress with Postman Blue Shirt and Sweater
 - f. PTA PT Gear with Running Shoes and Tilley Hat or Baseball Cap
 - g. PTB PT Gear with Boots and Tilley Hat or Baseball Cap
2. Civilian Attire shall not be worn during any activity without the express permission of the Executive Officer. At times when it is worn, civilian attire shall be appropriate.
3. Dress will be maintained at the highest standard, and uniform inspections will be conducted regularly.
4. Dress for Thursday evenings shall be C1, C2, or C2A, with the exception of sports nights where the dress will be PT gear.
5. Dress for Sunday practice will be designated as C2A, C3, or PT at the discretion of the officer coordinating the activity.

4-02 Discipline

1. All cadets are expected to uphold the highest order of discipline at all times, regardless of the nature of the activity of which they are attending.
2. Senior Cadets and adult staff members are responsible for reporting all disciplinary misdemeanors to the Coxswain IAW Section 4-03.
3. Divisional Officers shall be notified by the coxswain on a weekly basis as to which of their cadets have been issued warnings or corrective action for disciplinary purposes.

4. The Coxswain, Executive Officer, and Commanding Officer are the only individuals permitted to assign corrective action (other than incident report warnings) to any cadet. The severity of the incident will determine which of these three positions deals with the assignment of corrective action.
5. Serious or chronic disciplinary incidents will be dealt with IAW CATO 15-22, while less serious incidents will be classified into the following categories:
 - a. Absent Without Leave
 - b. Going Ashore Without Permission
 - c. Being Late for Parade (without prior notification to Divisional PO)
 - d. Making False Accusations
 - e. Obtaining Leave Under False Pretences
 - f. Not Being Properly Dressed
 - g. Being Dirty or Slovenly in Person or Dress
 - h. Unacceptable Standard of Dress
 - i. Inattention in Training
 - j. Making Noise or Talking In Ranks
 - k. Contributing Towards an Untidy Ship
 - l. Cursing, Swearing, or Use of Obscene Language
 - m. Fraternalization
 - n. Disrespect Towards Superiors
 - o. Neglect in Carrying Out Orders
 - p. Any Act that Brings Discredit Upon the Uniform, Corps, or Cadet Program
 - q. Failure to Pay Correct Compliments
 - r. Chronic Misbehaviour

4-03 Incident Reports

1. All adult staff members and Headquarters staff are permitted to write an incident report form at any time for any junior cadet.
2. Incident report forms may be either positive or corrective in nature, and shall be filled out immediately following the incident by the reporting individual, initialed by the cadet, and promptly submitted to the Coxswain.
3. The individual reporting the incident has the option to recommend that the cadet is assigned defaulters based on the severity and nature of the offense. These recommendations will be reviewed on a case by case basis by the coxswain.

4. If the Coxswain determines that an incident warrants assignment of defaulters, procedures shall be carried out IAW Section 4-03.
5. Any cadet who receives three warning incident reports will be assigned defaulters for Chronic Misbehaviour (Section 4-02, para 5q). More than three warnings will warrant a disciplinary review conducted by the Executive Officer and the Cadet's Divisional Officer.
6. The Coxswain will record all incident reports in a file to be available for review at any time by the Executive Officer or Divisional Officers.

4-04 Defaulters

1. The Coxswain will prepare a weekly defaulters list based on incident reports submitted by headquarters staff.
2. The RPO will then bring in turn, every charged cadet to appear before the Coxswain for a corrective review before being assigned corrective action.
3. The Divisional Officer of the cadet will be present to ensure that the individual is aware of their rights.
4. The procedure for the corrective review will occur as follows:
 - a. Cadet removed from training by RPO and marched to Northeast corner of the deck.
 - b. Divisional Officer advises accused of rights
 - c. Accused Marched into Coxswain's Office (no webbing permitted)
 - d. Incident Report read by RPO
 - e. RPO and Cadet remove headdress
 - f. Coxswain conducts review
 - g. If required, Coxswain assigns disciplinary category IAW Section 4-02, para 5 and assigns an appropriate corrective action
 - h. Accused marched out and returned to training
5. Corrective action shall be appropriately assigned based on the nature of the offence.

6. Corrective action will normally be carried out by the RPO between 2000-2015 hrs weekly. The Coxswain and RPO will maintain a list of which cadets require corrective action and follow up on it on a weekly basis.

4-05 Paying of Compliments

1. Onboard HMCS Nonsuch, all cadets shall salute and pay compliments in the following circumstances:
 - a. At the Brow when entering and exiting the Ship
 - b. Passing by a commissioned officer outdoors at any time
 - c. Passing by a commissioned officer on the deck at any time
 - d. When approaching a commissioned officer
 - e. When approached by a commissioned officer
 - f. When the Canadian Ensign is hoisted or lowered (when not in a division)
 - g. As ordered or appropriate in a parade position
2. Cadets shall come to attention and pay compliments in the following circumstances:
 - a. When passing a commissioned officer in any area other than those listed in para 1.
 - b. When passing a subordinate officer, civilian instructor, or civilian volunteer at any time.
 - c. When approached by a subordinate officer, civilian instructor, civilian volunteer, or any senior cadet of the rank of Petty Officer 1st Class or higher.
 - d. When approaching a subordinate officer, civilian instructor, civilian volunteer, or any senior cadet of the rank of Petty Officer 1st Class or higher.
 - e. Any instance as described in para 1 where the cadet is not wearing headdress or is carrying something in both hands.
3. When addressed by a Petty Officer 1st Class or higher, or any adult staff member, all cadets must remain at attention unless told to stand easy or relax by the highest ranking individual present.
4. All cadets will address senior cadets and officer staff by their rank and surname, and use PO/Chief/Sir/or Ma'am as appropriate when being addressed.

5. Civilian Visitors, Civilian Volunteers, and Civilian Instructors will be addressed by the appropriate salutation (Mr., Ms., Mrs., etc...) and their surname. When being addressed, cadets will use Sir/Ma'am in conversation as appropriate.

Chapter 5- Administration

5-01 Attendance

1. Attendance shall be monitored by the administration and divisional departments, and regulated by the RPO.
2. In order to obtain an excused absence for a training night, a cadet must notify the ship's office by phone or electronically a minimum of one hour prior to the start of training night. Otherwise, a cadet will be considered Absent without Leave.
3. If a cadet requires leave for a Mandatory Training Activity, Ceremonial Parade, or any other activity as deemed critically important by the CO, they will be required to fill out an administrative request form for a leave of absence for that day and have it approved by their Divisional Officer.
4. If a cadet requires an excused absence for more than two consecutive weeks, they must fill out an administrative request form to be approved by the Commanding Officer.
5. If a cadet is AWOL for more than three consecutive weeks, the Divisional Officer will immediately get in contact with the cadet to determine if they wish to continue on as a member of the corps.
6. If the AWOL cadet does not return their uniform within two weeks of being contacted by the divisional officer, a letter will be sent requiring the return of all corps equipment and the cadet will be struck off of strength.

5-02 In/Out Routines

1. At the beginning of every training year, all cadets will complete an In-Routine form.
2. Cadets who join after registration night will also be required to complete the In-Routine on their first night with the corps.
3. In-Routines will be kept on a cadet's file for the duration of the training year, or until an Out-Routine is completed.

4. Upon completion of each training year, all cadets will be required to complete an Out-Routine.
5. If a cadet decides to leave the corps midway through a training year, they will be required to complete their Out-Routine prior to being struck off of strength.

5-03 Request Forms

1. If a cadet requires something that cannot be provided at a divisional level, they will fill out a request form to be submitted through their chain of command.
2. Request forms shall be used for the following:
 - a. Leave of Absence (for more than 2 consecutive parade nights)
 - b. Divisional Transfer
 - c. Medical Chit for inability to perform certain training
 - d. Growing out hair
 - e. Growing a beard or mustache
 - f. Any other request as deemed appropriate by the Divisional Officer
3. Request forms shall be looked over and approved or denied by the following personnel:
 - a. Divisional Petty Officer
 - b. Divisional Officer
 - c. Executive Officer
 - d. Commanding Officer (as required)
4. Following review, the highest signing authority on the form (CO or XO) will designate which individuals need to action an approved request, and have it distributed accordingly.
5. Denied requests will be returned to the cadet by the Divisional Officer and the cadet shall be provided with a reason for the denial.
6. Following action of the request, the form will be submitted to the Administration Officer, where it will be put added to the cadet's paper file.

5-04 Work Areas

1. As described in Section 3-08, para 2, the Ship's Office shall be designated as a work area for the following individuals only:
 - a. Commanding Officer
 - b. Executive Officer
 - c. Training Officer
 - d. Administration Officer
2. Other adult staff members will use a table set up to the port side of the ship's office as a work area as required.
3. The Coxswain, Chief Boatswain's Mate, Chief Gunner, and Chief of Training shall use the hallway adjacent to the Northeast exit. No other senior cadets shall be permitted in this area.
4. The Regulating Petty Officer and Ship's Writer shall use the table set up at the control point.
5. All other senior cadets may set up a table in the afterdeck forward of the control point.
6. The Canteen table shall not be used as a work area during training hours.

Chapter 7- Supply

7-01 Equipment

1. All DND owned equipment shall be listed on the corps Distribution Account.
2. All non-DND equipment shall be maintained on a separate inventory list to be kept updated by the supply officer.
3. Any personnel taking equipment ashore shall be required to sign a temporary loan card, and may only have use of the equipment for a maximum period of six months.
4. The supply officer will regularly coordinate the recovery of equipment on temporary loan.
5. DND or corps held equipment shall be for professional use only. Personal use of corps property will be strictly prohibited.
6. For training exercises not onboard, the Supply Officer will maintain an inventory list of equipment being used and will ensure that all equipment used is returned and undamaged.

7-02 Scran Locker

1. All lost and found items shall be collected by the duty watch and given to the Supply Department to be kept in a Scran Locker
2. The Scran Locker will be kept in Ship's Stores, and items will be held for a period of not longer than 30 days prior to being disposed of if unclaimed.
3. Claimants must be able to describe the item to the Supply Officer prior to claiming it.
4. Under no circumstances will unclaimed items be distributed for personal use.

7-03 Timings and Appointments

1. Ship's Supply shall be open during the following hours for cadets to obtain replacement uniform parts:
 - a. 1800-1820
 - b. 2000-2020

c. Periodic timings during Sunday Practices

2. Other than extenuating circumstances, cadets under training will not be permitted to make appointments in supply during training hours.
3. Senior Cadets may make appointments in supply during training hours, provided it does not conflict with other duties.
4. New Entries will be permitted to be fitted for uniforms during training hours in the time prior to being sworn in as a member of the corps.
5. If a cadet wishes to obtain a replacement uniform part from supply, they may make an appointment through their divisional chain of command, or via electronic request on the corps website.
6. Divisional Officers shall be responsible for identifying the need for replacement parts through regular uniform inspections.

Chapter 8- Optional Activities

8-01 General

1. The Commanding Officer authorizes the following optional activities to be undertaken at RCSCC Warrior:
 - a. Band
 - b. Guard
 - c. Drill Team
 - d. Biathlon
 - e. Marksmanship
 - f. Sail
2. Other activities and teams may be formed with the permission of the Commanding Officer.
3. All coordinators of optional activities shall submit objectives and training plans to the XO and CO for approval prior to the commencement of the training year.
4. Coordinators must also have available a detailed outline of requirements for joining, attendance standards, and performance standards.

8-02 Band

1. The Band program will be coordinated by the Music Training Officer and Band Divisional Officer. These individuals will ideally have a background in a cadet or civilian music program.
2. The band will rehearse during Sunday practices, and will be required to perform on parade every Thursday evening.
3. The band may be committed to play at various performances from time to time as deemed appropriate by the Commanding Officer.
4. Cadets must be able to perform at a minimum standard prior to parading with the band, as set out by the Music Training Officer.

8-03 Guard

1. The Guard program will be coordinated by the Guard Divisional Officer. This individual will ideally have an extensive background in cadet drill and ceremonial procedures.
2. The guard will practice during scheduled times on Sundays, and will be required to be on parade every Thursday evening.
3. The guard may be committed to be on parade at various functions from time to time as deemed appropriate by the Commanding Officer.
4. Cadets must be a minimum rank of Able Seaman (AB) before being permitted to join the guard.
5. Cadets must be able to perform drill at a minimum standard prior to parading with the guard, as set out by the Guard DivO.

8-04 Drill Team

1. The drill team will normally be coordinated by the Guard Divisional Officer.
2. The drill team shall practice during scheduled Sunday timings, and will be required to compete in competitions and perform displays as appropriate.
3. All cadets must be able to perform drill at a minimum acceptable standard prior to being accepted onto the Drill Team.

8-05 Biathlon

1. The biathlon program will be coordinated by an adult staff member with experience in cross-country skiing and marksmanship.
2. The biathlon team will practice Wednesday evenings, or during Sunday practices as required.
3. All cadets must meet a minimum acceptable standard of physical fitness and marksmanship ability prior to being accepted onto the Biathlon Team.

8-06 Marksmanship

1. The marksmanship program will be coordinated by an adult staff member with experience in marksmanship coaching.
2. The marksmanship team will practice on Sundays during scheduled timings.
3. All cadets must be able to shoot at a minimum acceptable standard prior to being accepted onto the Marksmanship Team.

8-07 Sailing

1. The sail program will be coordinated by an adult staff member with experience in CYA sailing or sail racing.
2. The sail team may practice as deemed appropriate by the team coordinator and as approved by the Commanding Officer.
3. The sail team will consist of cadets who have completed sail training courses at a SCSTC and have a minimum level of CYA White Sail 3
4. The sail team shall compete yearly in the Alberta Provincial Regatta.

Chapter 9- Range Orders

9-01 Safety

1. Eye protection will be worn at all times while in the areas where range training is conducted at HMCS Nonsuch. Shatterproof goggles will be available with the range equipment for anybody on the range.
2. Rifles shall always be pointed in a safe direction, and made safe when not firing.
3. If a potential dangerous situation occurs, anybody may call the command CEASE FIRE, and all personnel will immediately stop firing and make rifles safe.
4. No conversation shall be permitted on the range other than essential commands and communications, as well as instruction and assistance as required.
5. A qualified first-aider shall be present on the range at all times, and a first aid kit will be available with the range equipment.
6. Following handling of ammunition, all personnel shall wash their hands.

9-02 Equipment

1. The following equipment will be at the range at all times:
 - a. Shooting Backstops with cardboard backings for targets
 - b. Tarps to prevent floor and wall damage
 - c. Shooting Mats
 - d. Safety Glasses
 - e. Daisy 835-C Air Rifles
 - f. Air Rifle Paper targets or Biathlon falling plate targets
 - g. Air rifle pellets
 - h. Loading clips
 - i. Ramrods
 - j. First Aid Kit
 - k. Tape
 - l. Stapler
 - m. Scoring Equipment
 - n. Spotting Scopes

o. Table for Range Equipment

2. All rifles shall be inspected by a qualified RSO prior to their use.
3. All rifles will be cleaned with a cleaning pellet following every use.
4. Rifles and other equipment shall be stored in a secure area when not in use.

9-03 Setup

1. For range training, a temporary indoor range will be setup on the deck of HMCS Nonsuch.
2. Prior to commencement of training, the RSO will designate danger areas, and all areas where the wearing of eye protection is mandatory.
3. Following range training, the area used as a range will be thoroughly cleaned and swept to ensure the retrieval of all expended rounds.

9-04 Firing Regulations

1. All shooters will remain in the prone position when shooting. Firing while kneeling, sitting, or standing is not permitted.
2. Range commands will be called by the range safety officer, or the firing point officer.
3. Shooters shall only be permitted to fire the number of rounds designated by the RSO for each bout of shooting.

9-05 Emergency Procedures

1. In an emergency, a cease fire command shall be called, and all weapons made safe.
2. In the event of the injury, the designated first-aider will determine the seriousness of the injury, and apply emergency first aid as required.
3. If evacuation is required, the first-aider shall designate an individual to phone 911 on the nearest telephone.

4. All extraneous personnel will proceed to the afterdeck or outdoors in the event of a medical emergency to prevent crowding of the area.

9-06 Range Personnel

1. The following personnel shall be designated to be present during range training:
 - a. Range Safety Officer
 - b. Firing Point Officer (optional)
 - c. First Aid Attendant
 - d. Ammunition Party
 - e. Sentry (if required)
2. The RSO shall be a CIC officer who has successfully completed the air rifle range safety course and who is authorized to conduct range training IAW region routine orders.
3. The Firing Point Officer may be an officer or senior cadet with experience in marksmanship training.
4. The First Aid Attendant shall be an individual with a current St. John's Ambulance Standard First Aid certification.
5. The Ammunition Party and Sentry positions may be filled by any cadet or adult staff member, provided they are briefed on their duties by the RSO.