

136 RCSCC AMPHION  
**SHIP'S STANDING ORDERS**

**PREAMBLE**

A. This Document presents the Standing Orders for the Cadets, Officers and Staff of facilities and training operated by 136 ROYAL CANADIAN SEA CADET CORPS AMPHION.

B. These Standing Orders are promulgated by the Commanding Officer of 136 RCSCC AMPHION pursuant to the authority and requirements of the CATOs and the PRCIs.

C. These Standing Orders for the Cadets, Officers and Staff are a description of the relationship and the responsibilities between the Commanding Officer and individual members of the Corps acting collectively as the Cadet organization.

D. Ship's Standing Orders are regulations pertaining to the personnel, administration, operation, supply and finances of 136 RCSCC AMPHION and are meant to amplify regulations issued under Queen's Regulations and Orders for the Canadian Forces (QR&O), Canadian Forces Administrative Orders (CFAO), Cadet Administrative and Training Orders (CATO) and Pacific Region Cadet Instructions (PRCI).

E. The Commanding Officer shall be the final authority for interpretation and enforcement of Ship's Standing Orders. The Cadets, Officers and Staff must be organized in conformity with these Standing Orders, all staff and cadets will read these directives.

F. The Commanding Officer is ultimately accountable for the quality of training, and provision of appropriate resources within available funding, in the facilities and programs operated by 136 RCSCC AMPHION. Suggestions for amendments shall be forwarded to the Commanding Officer through the chain of command. Necessary amendments will be published as required.

*// original signed by //*

S.G. Dudley  
Lieutenant (Navy)  
Commanding Officer  
136 RCSCC AMPHION

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**CHAPTER 1 – SHIP'S ROUTINE**

**General**

1.01 Standard procedures and regulations are an essential part of all cadet training establishments and a very important guide to the activities within the establishment. It is imperative that all AMPHION personnel follow the orders herein to the best of their ability to allow for a smooth running and well organized unit.

**Esprit de Corps**

1.02 In the interest of fostering of esprit de corps, AMPHIONS approved motto has been designated by the Commanding Officer as *FEAR NONE*.

1.03 – 1.04 NOT ALLOCATED

**Rank and Command**

1.05 The Executive Officer is second in command of AMPHION, and in the Commanding Officer's absence is to act temporary in command.

1.06 The Officer Of The Day (OOD) is responsible for the routine operation of AMPHION. In the event of the absence of the Commanding Officer and Executive Officer, the OOD has charge of AMPHION until relieved by the CO or XO.

**Chain of Command**

1.07 All Officers, Civilian Instructors and Cadets will exercise the Chain of Command procedure. Under no circumstances will any AMPHION personnel conduct external corps activities or business without prior approval and authorization from the Commanding Officer. To be more explicit, this includes exercises, sports, correspondence, advertising or any function that involves the name or personnel of AMPHION.

1.08 Cadets wishing to see the Commanding Officer, Executive Officer or Supply Officer on a formal nature shall obtain prior permission through their respective Divisional Officers using the proper procedure.

1.09 – 1.16 NOT ALLOCATED

**Ship's Evening Routine**

1.17 Officers, Officers, Civilian Instructors and Cadets shall completely familiarize themselves with the Evening Routine. It is imperative that the Evening Routine is adhered to as closely as the present training programme permits.

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1.18 Attached as ANNEX A to this chapter is the corps Evening Routine.

**Paying of Compliments**

1.19 A high standard of military bearing is to be maintained and all ranks will pay proper compliments to commissioned officers. Compliments will be carried out in accordance with the regulations set out in the CF 201 as well as the following areas;

- a. When stepping onboard AMPHION at the Quarterdeck, and again when leaving.
- b. when an Officer enters the room, the senior or first person to notice will call "ROOM" and everyone will sit at attention until told to "RELAX"

1.20 Paying of compliments at the LHQ will be carried out in the following areas:

- a. salutes will be observed when outdoors;
- b. salutes will be observed on the main deck;
- c. salutes will NOT be observed in classrooms, hallways, or offices, unless reporting;

**Fire**

1.21 Every effort must be taken by all personnel in the practice of fire safety. Fire poses a serious threat to our lives, property and equipment.

1.22 All potential fire hazards are to be reported to the Executive Officer immediately. All personnel are to pay particularly close attention to the following:

- a. electrical hazards, bare wires, over-plugged sockets;
- b. oily rags improperly stowed;
- c. full gash cans, to be emptied on completion of each evening;
- d. smoking regulations are strictly adhered to; and
- e. exits and hallways shall be unobstructed.

WASTE OR OTHER MATERIALS IMPROPERLY STOWED IS THE START OF MANY FIRES.

1.23 – 1.25 NOT ALLOCATED

**Action On Discovery Of Fire**

1.26 Any person discovering a fire shall immediately shout "FIRE, FIRE, FIRE" – STATING AREA. The gangway staff will then sound the General Alarm by vigorous ringing of the Ship's Bell for not less than one minute and activate the building's fire alarm system via the nearest pull station. All cadets will exit through the nearest Fire Exit door calmly and quietly and muster in the parking lot adjacent to the building. The OOD will take attendance and report to the XO. The OOD will also delegate one officer to telephone the fire department from the nearest telephone. The Nanaimo Fire Department

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emergency telephone number is 911. The delegated Officer will state his/her name and location, 750 Fifth Street.

1.27 All doors and windows are to be closed, lights and furnace turned off.

1.28 Officers and Civilian Instructors will muster their divisions in the pre-planned muster area and wait for any instructions.

1.29 The muster list, ship's log, and sign-out book must be obtained from the Ship's Office by the duty staff prior to exiting the building if possible.

### **Fire Drills**

1.30 Fire drills will be conducted periodically to ensure all personnel are familiar with fire drill procedures.

1.31 The person who discovers the simulated fire will shout "FOR EXERCISE, FOR EXERCISE, FIRE, FIRE, FIRE" – STATING AREA. With the exception of calling the fire department the procedure will remain the same as for an actual fire. **DO NOT CALL THE FIRE DEPARTMENT.**

### **Smoking Regulations**

1.32 According to PRCI 122, cadets shall not be permitted to possess or use tobacco products or e-cigarettes while participating in cadet activities within Pacific Region. Cadets may not smoke tobacco products or use e-cigarettes at any time that they are wearing the cadet uniform (i.e. travelling to/from cadet activities in uniform). The fact or suspicion that a cadet uses tobacco products or e-cigarettes outside of cadet activities shall not be considered in any selection process within the Cadet Program (i.e. selection for ranks, positions, summer training opportunities, awards, etc.).

1.33 According to PRCI 122, the use of electronic cigarettes (e-cigarettes) is prohibited in a DND/CAF workplace; therefore e-cigarettes may not be used by COATS members, CAF Volunteers, Civilian Instructors, Volunteers, Cadets or guests at any cadet training location or activity. Due to a lack of evidence to support e-cigarette use for smoking cessation, the uncertainty with respect to the safety of e-cigarette vapours, and their potential irritant nature, e-cigarettes shall be used in the same manner as tobacco products.

1.34 According to PRCI 122, smoking cessation products (i.e. Nicorette, Habitrol, the "Patch", etc.) required by cadets and/or staff members in order to comply with this policy are the responsibility of the individual.

### **Security Regulations**

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1.35 It shall be the duty of each Officer, Civilian Instructor and Cadet to ensure the security of this establishment. AMPHION and the Navy League have many valuable pieces of equipment at the hall, which we cannot afford to lose or replace.

1.36 Keys to this establishment shall be retained by Officers only and not loaned to cadets for unsupervised activities. The Commanding Officer will have duplicate keys for the Ship's Stores. The secondary key press will be kept in the main filing cabinet, which contains the keys to the weapons room, the rifle lockers and the ammunition box. All Officers are authorized to have the combination to the filing cabinet. S283 locks #1 – 4 will be on the operable weapons cabinet; lock #5 will be on the SAA box; lock #6 will be on the inoperable weapons cabinet.

1.37 Keys to the Chief and Petty Officers Mess will be retained by each Chief Petty Officer. The issue of keys will be logged by the Coxswain and will be returned to the Coxswain upon leaving the Cadet program. A spare key will be retained by the Commanding Officer and Executive Officer.

1.38 The first Officer to arrive at the establishment shall conduct a security check of the premises. In the event of a break in, theft or damages, the Commanding Officer shall be contacted immediately and depending upon the extent or seriousness, the Nanaimo Detachment RCMP shall be contacted at (250) 474-2264. If damage or theft is extensive, DO NOT TOUCH ANYTHING. The Commanding Officer only will contact Navy League representatives to inform them of the incident.

1.39 The OOD will be the last officer to depart the establishment and shall conduct a security check of the premises to ensure all doors and windows are locked and state any discrepancies in the Ship's Log.

1.40 Any visitors will sign the ship's log. Visitors are to be accompanied at all times by a person appointed by the Executive Officer. At no times are guests to remain unsupervised with cadets without the expressed approval of the Commanding Officer.

**Out of Bound Areas**

1.41 The following areas are Out of Bounds to all cadets:

- a. Wardroom;
- b. Galley;
- c. Ship's Office, Commanding Officer's Cabin, Training Office and Ship's Stores EXCEPT when on authorized business; and
- d. Navy League Offices.

1.42 NOT ALLOCATED

**Safety Precautions**

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1.43 The Canadian Forces and Navy League of Canada's responsibility for "safety" involved in the training of cadets shall be fully appreciated by all personnel of AMPHION. Extreme care is to be administered to prevent accidents of any kind.

1.44 In the event of an accident requiring medical attention on or off the establishment, a CF 98 Report of Injuries or Immediate Death form shall be completed for CF Officers and a DND 2299 Report on Injuries, Immediate Death from or Exposure to Toxic Material shall be completed for Cadets and CIs in accordance with PRCI 502.

1.45 NOT ALLOCATED

**Cleanliness**

1.46 It shall be the responsibility of all Officers, Civilian Instructors and Cadets to ensure the cleanliness of this establishment whether on duty or not. This establishment is not the property of AMPHION and it is our responsibility to keep the premises neat and tidy at all times.

1.47 All gash, etc., shall be placed in proper receptacles and not thrown on the deck.

1.48 Writing on the bulkhead and malicious damage is absolutely forbidden. Anyone causing negligent damage to the establishment will be dealt with accordingly.

1.49 All damages or infractions of the above shall be reported to the Officer Of The Day who will in turn advise the Executive Officer.

1.50 – 1.51 NOT ALLOCATED

**Leave and Absent Without Leave (AWOL)**

1.52 All Officers, Civilian Instructors and Cadets are expected to attend training parades and every effort shall be made to attend weekend exercises. Attendance is a very important function of all personnel, to the training programme and to AMPHION both competitively and academically.

1.53 Leave may be granted for personnel with a legitimate excuse. Officers are to request leave through the Executive Officer prior to the training night. They are responsible for having a replacement assume their instructional and/or supervision (OOD) duties. Cadets requesting Leave in advance will complete a Request Form for the Divisional Officer's approval. If Leave is required on short notice, cadets must telephone their respective Divisional Officers or if not available, any other officer within the corps.

1.54 Cadets will not pass on leave requests through other cadets. An Officer may only grant leave.

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1.55 Cadets who do not obtain Leave are considered Absent Without Leave (AWOL) and lose points for their Division. Cadets AWOL for three consecutive training parades will be subject to discharge from the corps.

1.56 It shall be the responsibility of those cadets with or without Leave to obtain any information missed during training parades. Cadets are expected to ask Officers for any missed information as a result of their absence.

1.57 Separate Attendance Records are maintained for each member of AMPHION.

1.58 It shall be the responsibility of the person requesting leave to find replacement instructors if that person is scheduled to instruct on the training date in question.

1.59 – 1.60 NOT ALLOCATED

**Top Division Competition**

1.61 The Top Division competition is established to create a competitive spirit or “Esprit de Corps” amongst corps Divisions. It also prepares personnel for inter-corps competitions. A corps with high “Esprit de Corps” has good morale, and is a well-motivated group.

1.62 The Administration Officer shall be responsible for the Top Division Competition and maintain accurate records for each Division. Points are to be accumulated monthly and posted on the Top Division Board.

1.63 Divisions may be awarded or deducted points based on the following:

- a. attendance
- b. recruits (on enrolment)
- c. sports
- d. work parties
- e. exams
- f. special parades
- g. AWOL
- h. inspections (dress)
- i. performance chits

1.64 – 1.71 NOT ALLOCATED

**Canteen**

1.72 The Canteen is administered by the Canteen Chief.

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1.73 All Cadets shall show proper marks of respect towards the personnel operating the canteen.

1.74 Cadets will not wander around the building eating or drinking but shall remain on the main deck. The OOD and POOD are responsible for supervision during Stand Easy. Chiefs and POs may adjourn to their mess.

1.75 – 1.76 NOT ALLOCATED

**Officer Meetings**

1.77 Meetings shall be conducted as required to familiarize and up-date Officers and Civilian Instructors with corps activities. Unless otherwise notified, meetings will take place immediately following Evening Quarters.

1.78 The Commanding Officer will hold meetings as required.

1.79 Training meetings shall be conducted upon completion of all training sections or levels to discuss the next section or any problems encountered during the last section.

1.80 NOT ALLOCATED

**Promotions**

1.81 Promotions will occur when the training required is complete and if space allows.

1.82 All promotions are at the discretion of the Commanding Officer. All cadets that have completed the mandatory training to the rank of PO2 are eligible for promotion exams. Promotion to the rank of PO1 and above will be considered based on leadership, merit and initiative at the discretion of the CO.

1.83 Promotions are not to exceed the Corps Establishment for Chiefs and Petty Officers (substantive) according to ANNEX B to CATO Vol. 3, 33.01.

1.84 – 1.89 NOT ALLOCATED

**Conduct of Correspondence**

1.90 All incoming correspondence will be passed directly to the Administration Officer, who will record it in the Correspondence Register. The Admin O will then forward a file of current correspondence to the Commanding Officer. After reviewing, the Commanding Officer will return the correspondence file to the Admin O for general distribution. Under no circumstances shall this routine be altered.



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1.91 No piece of correspondence shall be removed from the correspondence file or main file without informing the Administration Officer.

1.92 ALL outgoing correspondence shall be in proper military style and shall bear the Commanding Officer's signature block. With the exception of the Admin O, no officer shall sign on the behalf of the Commanding Officer without receiving prior permission.

1.93 All correspondence, including memos, newsletters, press releases, and information to parents, must be reviewed and approved by the Commanding Officer.

1.94 All communications with Regional Cadet Support Unit (Pacific) or Vancouver Island Division of the Navy League of Canada will be through the Commanding Officer unless approved beforehand by the Commanding Officer.

**Ship's Log**

1.95 The Ship's Log used by AMPHION is designed specifically for sea cadet corps. Instructions on how to complete the log may be found on the first page of the Ship's Log.

1.96 The Ship's Log is a permanent record of events and occurrences both normal and special and shall be retained by AMPHION indefinitely.

1.97 Those making entries in the log shall exercise neatness and legible entries, ensuring that all pertinent information is recorded correctly and done in pencil.

1.98 – 1.99 NOT ALLOCATED

ANNEX A

To Chapter 1

**RCSCC AMPHION**

**SHIP'S ROUTINE**

1800 OOD and Staff Aboard  
1805 POOD/Duty Watch Aboard  
1815 Ship's Company Aboard  
1825 Hands Fall In  
1835 Colours  
1850 Hands to Classes—Period 1 Training  
1925 Hands to Classes—Period 2 Training  
1955 Stand Easy  
2010 Hands to Classes—Period 3 Training

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2040 Secure—Cadets Muster for Evening Quarters  
2045 Sunset  
2100 Cadets to Liberty Boats—Duty Watch to Muster  
2115 Duty Watch to Liberty Boats

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**CHAPTER 2 – TERMS OF REFERENCE FOR APPOINTMENTS**

**General**

2.01 As previously stated in Chapter 1, Article 1.07, all personnel will exercise the Chain of Command procedure.

2.02 The following Terms of Reference outline the responsibilities of senior Staff Cadet appointments in AMPHION. However, the Commanding Officer may delegate extra duties as required.

2.03 Each Officer and Civilian Instructor is expected to carry out these duties to the best of their ability and in an efficient manner. Officers and Civilian Instructors shall be expected to show motivation, initiative and if necessary, recommend any changes for the improvement of AMPHION.

2.04 Attached at Annex A are Terms of Reference for appointments and duty assignments.

2.05 – 2.99 NOT ALLOCATED

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ANNEX A

To Chapter 2

<b>Local Headquarter Cadet Appointment Terms of Reference / Statement of Duties</b>	
<b>Position:</b>	COXSWAIN
<b>Short Title:</b>	Cox'n
<b>Established Rank:</b>	PO1 / CPO2 / CPO1
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Executive Officer
<b>Responsible for:</b>	Ships Company Running of the ships routine
<b>Duration:</b>	1 Training Year

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**Primary Duties:**

- a. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program;
- b. act as liaison between cadets and officers to ensure the chain of command is followed;
- c. the disposition and supervision of discipline boards, coordinate and supervise the administration of discipline boards with the Executive Officer;
- d. monitor all disciplinary occurrences, which involve either senior cadet or junior cadets;
- e. ensure a true separation of senior cadets in regards to junior cadets;
- f. ensure the cohesiveness of the mess and assume duties as the President of the Mess Committee;
- g. ensuring that regular meetings are held with the Chiefs and Petty Officers under appointed authority to discuss activities of citizenship that may be recommended to the Commanding Officer;
- h. facilitate monthly meetings, and attend a monthly meeting with the Executive Officer and Commanding Officer to discuss major issues within the ship's company;
- i. coordinate all senior cadet duty assignments with the OICs of exercise;
- j. be responsible for the dress, drill, deportment and discipline of all cadets, including senior cadets;
- k. Inspect building nightly and advise respective responsible officers of any concerns;
- l. oversee and approve the issue of leave for all senior cadets;
- m. be thoroughly conversant with all pertinent rules and regulations associated with the operations of the corps;
- n. ensure the effective operation of ships routine including Colors, Attendance, Inspections, March Past, Parade Training, Sunset, Liberty Boats, Duty Watch and Secure;
- o. have a thorough knowledge of the duties and responsibilities of all subordinates;
- p. report to the Executive Officer all outstanding issues;
- q. responsible for cadet attendance at all musters, parades, rounds and inspections conducted by the Commanding Officer and Executive Officer;
- r. shall assist the Executive Officer and Training Officer in the preparation and organisation of ship's activities and programs as required;
- s. act as escort for Reviewing Officers, Commanding Officers, and special guests at all regular, special and ceremonial parades;
- t. ensuring that all POs carry out their assigned duties;
- u. ensuring the proper conduct, discipline and dress of the ships company;
- v. shall ensure that all cadets exercise proper marks of respect to those in authority by virtue of higher rank or appointment;
- w. maintain Notices, Orders and Instructions of concern to the Ships Company; and
- x. other general duties that may be assigned by the Executive Officer or the Commanding Officer.

**Secondary Duties:**

- a. Corps teams as desired
- b. All other duties as assigned by the XO/CO

**Signature:**

**Dated:**

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<b>Local Headquarter Cadet Appointment Terms of Reference / Statement of Duties</b>	
<b>Position:</b>	REGULATING PETTY OFFICER
<b>Short Title:</b>	RPO
<b>Established Rank:</b>	PO1 / CPO2
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Executive Officer & Coxswain
<b>Responsible for:</b>	Regulating the Ship
<b>Duration:</b>	1 Training Year
<p><b><u>Primary Duties:</u></b></p> <ul style="list-style-type: none"> <li>a. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program;</li> <li>b. ensuring that a harassment free workplace is maintained and that he/she supports the department harassment policy;</li> <li>c. perform duties as acting Coxswain when required;</li> <li>d. ensuring that disciplinary matters are handled at the lowest level, elevating them higher when needed;</li> <li>e. to regulate dress and deportment of the ships company;</li> <li>f. to conduct divisional inspections as part of the nightly routine, in conjunction with the Standards PO and XO;</li> <li>g. assist the Duty Officers with the nightly building inspection evaluations;</li> <li>h. in conjunction with the Standards PO, ensure that Cock-o-the-Walk and Jock-o-the-Walk points are posted where the ships company can see them;</li> <li>i. ensure proper disposition of all inspection evaluations; and</li> <li>j. other general duties as may be assigned by the Trg O or the CO.</li> </ul>	
<p><b><u>Secondary Duties:</u></b></p> <ul style="list-style-type: none"> <li>a. Duty Petty Officer and all the responsibilities that goes with the position</li> <li>b. Corps teams as desired</li> </ul>	

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c. All other duties as assigned by the XO/CO;	
<b>Signature:</b>	<b>Dated:</b>

<b>136 RCSCC AMPHION CADET APPOINTMENT</b>	
<b>Terms of Reference</b>	
<b>Position:</b>	SENIOR DIVISIONAL PETTY OFFICER
<b>Short Title:</b>	SR DPO
<b>Established Rank:</b>	PO1/CPO2
<b>Prerequisites:</b>	PO1 - Completion of LHQ Phase IV Training, previously held position of Divisional Petty Officer; preferred experience as Phase Training Petty Officer.
<b>Responsible to:</b>	XO
<b>Responsible for:</b>	Coordination of all corps divisional staff cadets. Implementation of the Commanding Officers Polices. Exercise Command and control of all cadets.
<b>Duration (days/dates):</b>	Training Year – Possibility of extension dependent upon age.
<b><u>Primary Duties:</u></b>	
<ul style="list-style-type: none"> <li>y. Ensuring that safety is incorporated in all aspects of the job and that he/she supports the unit general safety program;</li> <li>z. Ensure a harassment free workplace is maintained for all subordinates;</li> <li>aa. To maintain weekly and constant contact with corps' divisional staff cadets ensuring that each division is contacted by telephone, or other methods of communication IAW CO's weekly phoning directions;</li> <li>bb. To ensure that divisions are properly staffed and equally manned with cadets;</li> <li>cc. To ensure attendance is maintained and repeated absences are dealt with through the proper chain of command;</li> <li>dd. Coordinate with the Administration staff to ensure proper nominal roles are maintained for each division;</li> <li>ee. Coordinate with and brief the corps' divisional staff about new orders and directives to ensure they are put into place;</li> <li>ff. Ensure the well-being and morale of all cadets is maintained;</li> <li>gg. Maintain esprit-de-corps by coordinating the planning of divisional competitions;</li> <li>hh. Oversee the planning of divisional activities outside of the training schedule (i.e. pizza parties, bowling, etc.);</li> <li>ii. Ensure you are available to answer any Questions that your Cadets may have;</li> </ul>	

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jj. Ensure divisional meetings are held at least once monthly;	
kk. Maintain the standard of dress, drill and deportment IAW with CATO 35-01 and CFP 201.	
<b>Secondary Duties:</b>	
1. Duty Coxswain/Petty Officer of the Day and all the responsibilities that goes with the position	
2. Corps teams as desired	
3. All other duties as assigned by the XO/CO;	
Signature:	Dated:

Local Headquarter Cadet Appointment Terms of Reference / Statement of Duties	
<b>Position:</b>	STANDARDS PETTY OFFICER
<b>Short Title:</b>	STD PO
<b>Established Rank:</b>	PO1 / CPO2
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Standards Officer
<b>Responsible for:</b>	Keeping ships standards at its optimum.
<b>Duration:</b>	1 Training Year
<p><b>Primary Duties:</b></p> <ul style="list-style-type: none"> <li>a. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program.</li> <li>b. ensure that a harassment free workplace is maintained and that he/she supports the department harassment policy</li> <li>c. ensuring ships routine is maintained;</li> <li>d. perform duties as acting Coxswain when required;</li> <li>e. assist Duty Officer with nightly duties,</li> <li>f. Monitoring classrooms and instructors abilities;</li> <li>g. Provide feedback to instructors after a class is complete;</li> <li>h. Check on lesson plans prior to lessons being taught;</li> <li>i. Provide feedback and assistance with lesson plans;</li> <li>j. Ensuring timings are adhered to for classes, according to QSPs;</li> <li>k. Control and calculate Cock-of-the-Walk results;</li> </ul>	



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- l. Control and calculate Jock-of-the-Walk results;
- m. Conduct divisional inspections as part of the nightly routine, in conjunction with the RPO;
- n. Work alongside TrgO to share information: and
- o. other general duties that may be assigned by the Standards Officer or Commanding Officer;

**Secondary Duties:**

- d. Duty Petty Officer and all the responsibilities that goes with the position
- e. Corps teams as desired
- f. All other duties as assigned by the XO/CO;
- g. All other duties as assigned by the Standards Officer;

**Signature:**

**Dated:**

**Local Headquarter Cadet Appointment  
 Terms of Reference / Statement of Duties**

<b>Position:</b>	SENIOR INSTRUCTOR/SENIOR CORPS GUNNER
<b>Short Title:</b>	SR INSTR/SR CORPS GNR
<b>Established Rank:</b>	PO1 / CPO2
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Standards Officer
<b>Responsible for:</b>	Keeping ships standards at its optimum.

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<b>Duration:</b>	1 Training Year
<p><b><u>Primary Duties:</u></b></p> <p>p. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program.</p> <p>q. ensure that a harassment free workplace is maintained and that he/she supports the department harassment policy</p> <p>r. ensuring ships routine is maintained;</p> <p>s. perform duties as acting Coxswain when required;</p> <p>t. assist Duty Officer with nightly duties,</p> <p>u. Monitoring classrooms and instructors abilities;</p> <p>v. Provide feedback to instructors after a class is complete;</p> <p>w. Check on lesson plans prior to lessons being taught;</p> <p>x. Provide feedback and assistance with lesson plans;</p> <p>y. Ensuring timings are adhered to for classes, according to QSPs;</p> <p>z. Coordinate drill and ceremonial resources based on the needs of the training department;</p> <p>aa. Ensure all drill and ceremonial training is conducted IAW appropriate manuals and directives;</p> <p>bb. Ensure the standard of drill is maintained by coordinating parade gunners and establishing appropriate standards for all parades; and</p> <p>cc. other general duties that may be assigned by the Standards Officer or Commanding Officer;</p>	
<p><b><u>Secondary Duties:</u></b></p> <p>h. Duty Petty Officer and all the responsibilities that goes with the position</p> <p>i. Corps teams as desired</p> <p>j. All other duties as assigned by the XO/CO;</p> <p>k. All other duties as assigned by the Standards Officer;</p>	
<b>Signature:</b>	<b>Dated:</b>

<b>Local Headquarter Cadet Appointment Terms of Reference / Statement of Duties</b>	
<b>Position:</b>	TRAINING PETTY OFFICER

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<b>Short Title:</b>	Trg PO
<b>Established Rank:</b>	PO1 / CPO2
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Training Officer
<b>Responsible for:</b>	Duties pertaining to the Training of cadets in accordance with the published QSPs
<b>Duration:</b>	1 Training Year
<p><b><u>Primary Duties:</u></b></p> <ul style="list-style-type: none"> <li>a. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program;</li> <li>b. ensuring that a harassment free workplace is maintained and that he/she supports the organizations harassment policy;</li> <li>c. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;</li> <li>d. ensuring the ships routine is maintained;</li> <li>e. maintain training records showing attendance of each cadet in classes;</li> <li>f. advising the Training and Supply Officers of names of cadets who have obtained qualifications;</li> <li>g. ensure all new cadets are added to the training boards in their respective phase levels;</li> <li>h. assisting the Training Officer with filing, upkeep of the events schedule, and distribution of warning orders;</li> <li>i. planning and preparation of phase training weekend as well as other training weekends working closely with the training officers;</li> <li>j. ensuring that cadets attend classes;</li> <li>k. greeting and assisting all personnel who enter the ship's office; and</li> <li>l. other general duties that may be assigned by the Training Officer or Commanding Officer.</li> </ul>	
<p><b><u>Secondary Duties:</u></b></p> <ul style="list-style-type: none"> <li>l. Duty Cox'n and all the responsibilities that goes with the position</li> <li>m. Corps teams as desired</li> </ul>	

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<b>Signature:</b>	<b>Dated:</b>
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<b>Local Headquarter Cadet Appointment Terms of Reference / Statement of Duties</b>	
<b>Position:</b>	ADMINISTRATION PETTY OFFICER
<b>Short Title:</b>	Admin PO
<b>Established Rank:</b>	PO1 / CPO2
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Administration Officer
<b>Responsible for:</b>	General Duties required by the Ships Office
<b>Duration:</b>	1 Training Year
<p><b><u>Primary Duties:</u></b></p> <p>dd. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program;</p> <p>ee. ensuring that a harassment free workplace is maintained and that he/she supports the organizations harassment policy;</p> <p>ff. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;</p> <p>gg. ensuring the ships routine is maintained;</p> <p>hh. production and distribution of Monthly Routine Orders to the appropriate personnel;</p> <p>ii. maintaining records showing attendance of each cadet;</p> <p>jj. initiating and maintaining personnel files on each cadet including name, date of enrolment and departure, address changes, training courses, cruises, weekend exercises, training progress, awards, recognitions and any other pertinent information;</p> <p>kk. maintaining a register of all incoming and outgoing correspondence, maintaining the corps filing system and adding updates to the CATOs and PRCIs when they are published;</p> <p>ll. advising the Supply Officer of names of cadets enrolled and released from the corps;</p> <p>mm. ensure all new cadets receive enrolment documentation and return the documentation within one week, complete and accurate;</p> <p>nn. assisting the Administration Officer with filing, answering of phones, upkeep of the events calendar;</p>	

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- oo. greeting and assisting all personnel who enter the ship's office; and
- pp. other general duties that may be assigned by the Administration Officer or Commanding Officer.

**Secondary Duties:**

- n. Duty Cox'n and all the responsibilities that goes with the position
- o. Corps teams as desired

**Signature:**

**Dated:**

**Local Headquarter Cadet Appointment  
 Terms of Reference / Statement of Duties**

<b>Position:</b>	SUPPLY PETTY OFFICER
<b>Short Title:</b>	Sup PO
<b>Established Rank:</b>	PO1 / CPO2
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	Supply Officer
<b>Responsible for:</b>	Administrative requirements and kitting out of cadets under the direction of the Supply Officer.
<b>Duration:</b>	1 Training Year

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**Primary Duties:**

- a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
- b. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
- c. ensuring that ethical behaviour is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
- d. maintaining individual loan cards:
- e. demanding, receiving and returning of all equipment;
- f. conducting cadet kit inspections as required, but at least once annually;
- g. ensuring the security and care of all material;
- h. receiving, issuing, and exchanging material;
- i. undertaking measures for recovering uniforms from cadets no longer parading with the corps;
- j. ensuring no uniforms are returned to Supply without first obtaining an Out Routine from the Administration Officer;
- k. arranging for cleaning of returned uniform articles before re-issuing; and
- l. performing other duties as assigned by the Supply Officer and the Commanding Officer.

**Secondary Duties:**

- p. Duty Petty Officer and all the responsibilities that goes with the position
- q. Corps teams as desired

**Signature:**

**Dated:**

**Local Headquarter Cadet Appointment  
Terms of Reference / Statement of Duties**

<b>Position:</b>	FOOD AND NUTRITION PETTY OFFICER
<b>Short Title:</b>	FOOD PO
<b>Established Rank:</b>	PO1
<b>Prerequisites:</b>	Have completed Phase 4 Training Reached the rank of PO1 or higher Above average organizational skills
<b>Responsible to:</b>	EXECUTIVE OFFICER

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<b>Responsible for:</b>	Keeping ships standards at its optimum.
<b>Duration:</b>	1 Training Year
<b><u>Primary Duties:</u></b>	
<p>qq. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program.</p> <p>rr. ensure that a harassment free workplace is maintained and that he/she supports the department harassment policy</p> <p>ss. ensuring ships routine is maintained;</p> <p>tt. perform duties as acting Coxswain when required;</p> <p>uu. assist Duty Officer with nightly duties,</p> <p>vv. coordinate resources related to cooking;</p> <p>ww. plan menus and rations IAW food and nutrition guidelines;</p> <p>xx. ensure training related to foods, nutrition, and healthy living is conducted IAW cadet training QSP guidelines;</p> <p>yy. coordinate the planning and execution of optional foods training classes as part of the optional food training program; and</p> <p>zz. other general duties that may be assigned.</p>	
<b><u>Secondary Duties:</u></b>	
<p>r. Duty Petty Officer and all the responsibilities that goes with the position</p> <p>s. Corps teams as desired</p> <p>t. All other duties as assigned by the XO/CO;</p>	
<b>Signature:</b>	<b>Dated:</b>
<b>PO1 LOGAN SPENCER</b>	

<b>Local Headquarter Cadet Appointment Terms of Reference / Statement of Duties</b>	
<b>Position:</b>	BOATS PETTY OFFICER
<b>Short Title:</b>	BOATS PO
<b>Established Rank:</b>	PO1
<b>Prerequisites:</b>	<p>Have completed Phase 4 Training</p> <p>Reached the rank of PO1 or higher</p> <p>Above average organizational skills</p>

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<b>Responsible to:</b>	BOATS OFFICER
<b>Responsible for:</b>	Upkeep and organization of all boats and marine resources.
<b>Duration:</b>	1 Training Year
<p><b><u>Primary Duties:</u></b></p> <p>aaa. ensuring that safety is incorporated in all aspects of the job and that he/she supports the corps general safety program.</p> <p>bbb. ensure that a harassment free workplace is maintained and that he/she supports the department harassment policy</p> <p>ccc. ensuring ships routine is maintained;</p> <p>ddd. perform duties as acting Coxswain when required;</p> <p>eee. assist Duty Officer with nightly duties,</p> <p>fff. work with the Boats O to ensure all resources are organized and maintained;</p> <p>ggg. maintain an understanding of the proper maintenance routine of the boats and equipment;</p> <p>hhh. all duties as assigned by the Boats O; and</p> <p>iii. other general duties that may be assigned.</p>	
<p><b><u>Secondary Duties:</u></b></p> <p>u. Duty Petty Officer and all the responsibilities that goes with the position</p> <p>v. Corps teams as desired</p> <p>w. All other duties as assigned by the XO/CO;</p>	
<b>Signature:</b>	<b>Dated:</b>

<b>136 RCSCC AMPHION CADET APPOINTMENT</b>	
<b>Terms of Reference</b>	
<b>Position:</b>	DIVISIONAL PETTY OFFICER
<b>Short Title:</b>	DPO
<b>Established Rank:</b>	PO1/PO2



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<b>Prerequisites:</b>	PO1 - Completion of LHQ Phase IV Training PO2 – In Training Phase IV Training
<b>Responsible to:</b>	DO/XO
<b>Responsible for:</b>	Implementation of the Commanding Officers Polices. Exercise Command and control of all cadets.
<b>Duration (days/dates):</b>	Training Year – Possibility of extension dependant upon age.
<b><u>Primary Duties:</u></b>	
<ul style="list-style-type: none"> <li>ll. Ensuring that safety is incorporated in all aspects of the job and that he/she supports the unit general safety program;</li> <li>mm. Ensure a harassment free workplace is maintained for all subordinates’</li> <li>nn. To maintain weekly and constant contact with your division by telephone, or other methods of communication</li> <li>oo. To ensure that nightly inspections are done.</li> <li>pp. To ensure attendance is maintained and if the cadet can not attend then leave is requested and granted.</li> <li>qq. Maintain the standard of dress, drill and deportment IAW with CATO 35-01 and CFP 201</li> <li>rr. Ensure you are available to answer any Questions that your Cadets may have;</li> <li>ss. Hold monthly Divisional meeting in conjunction with your Divisional Officer;</li> <li>tt. Plan and implement extra-curricular activities for Division;</li> <li>uu. Ensure esprit-de-corps is initiated and maintained.</li> </ul>	
<b><u>Secondary Duties:</u></b>	
<ul style="list-style-type: none"> <li>4. Duty Petty Officer and all the responsibilities that goes with the position</li> <li>5. Corps teams as desired</li> <li>6. All other duties as assigned by the XO/CO;</li> </ul>	
Signature:	Dated:

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**CHAPTER 3 – DUTY PERSONNEL**

**General**

3.01 All duty personnel are designated by the Executive Officer. Names of duty personnel for each month will be listed in Monthly Routine Orders.

3.02 Unless otherwise directed, duty personnel and divisions will rotate on a weekly cycle. Duty personnel will include various adult staff and those from the assigned Duty Division.

3.03 The Duty Watch will comprise of the following:

- a. Officer Of The Day;
- b. Petty Officer Of The Day;
- c. Duty Division;
- d. Quartermaster;
- e. Boatswain's Mate; and
- f. Signalman.

3.04 – 3.99 NOT ALLOCATED

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**CHAPTER 4 – DISCIPLINE**

**General**

4.01 The Cadet programme promotes citizenship, leadership, physical fitness, community involvement, interest in the sea element of the Canadian Forces and the opportunity to meet and make friends with many other people with a common interest. The Cadet Aims are achieved through home unit training, summer camps and cruises.

4.02 A high standard of military behaviour is expected from all personnel in AMPHION and strict discipline and procedure will be maintained to achieve this standard.

4.03 NOT ALLOCATED

**Marks of Respect**

4.04 All AMPHION personnel shall pay proper marks of respect in accordance with established Canadian Forces Custom.

4.05 Officer and Civilian Instructors shall ensure that cadets especially, conduct themselves in the high standard expected. Do not hesitate to properly correct a cadet for any infraction, along with ensuring the cadet is informed and made aware of the correct procedures.

4.06 Officers and Civilian Instructors are also expected to conduct themselves accordingly to senior personnel and more so in the presence of cadets.

4.07 – 4.10 NOT ALLOCATED

**Dress**

4.11 All AMPHION personnel shall maintain a high standard of dress at all times.

4.12 Unless otherwise directed by the Commanding Officer all personnel shall wear the proper uniform to all training parades and exercises. Exceptions to this may include work parties or sports activities. Officers and cadets will not wear the uniform on non-cadet activities unless authorized by the Commanding Officer. All other dress specifications will strictly be followed from the Canadian Forces Dress Instructions.

4.13 The various orders of dress for cadets are available in CATO 35-01.

4.14 Civilian Instructors are expected to dress accordingly equal to that of the present dress standard of the CF uniform.

4.15 NOT ALLOCATED

**Hair**

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4.16 Officers and Cadets shall maintain hair to present Canadian Forces regulations and standards.

4.17 Civilian Instructors are expected to maintain their hair in a neat and tidy appearance.

4.18 Male personnel shall be clean shaven at all times, with the exception of suitably trimmed moustaches and beards. Personnel desiring to grow a beard/moustache shall submit a request to cease shaving to the Executive Officer.

4.19 Female cadets shall keep hair neat and arranged to remain clear of the collar when in uniform.

4.20 – 4.22 NOT ALLOCATED

**Conduct**

4.23 All AMPHION personnel will conduct themselves in a manner as to bring credit to the corps and to the cadet organization.

4.24 Smoking in public, chewing gum, hands in pockets and general misbehaviour will not be tolerated.

4.25 Personnel in classrooms will treat all furniture and equipment with care. Classrooms shall be left clean, all chairs and desks will be in an organized condition, blackboards erased and waste placed in proper containers. Food or soft drinks are not permitted in classrooms.

4.26 NOT ALLOCATED

4.27 When in vehicles, cadets will comply with the instructions given by the driver of any vehicle. Catcalling, hanging out of windows, littering, or damage will not be tolerated. All gash will be picked up before exiting vehicles, ensuring that the vehicle is left as clean or better.

4.28 Personnel will maintain a safe working environment at all times ensuring the proper conduct appropriate to working conditions.

4.29 NOT ALLOCATED

**Alcohol and Illegal Drugs**

4.30 The possession or use of alcohol or illegal drugs while at a cadet activity is prohibited for anyone involved in the Canadian Cadet Organization. This also includes being under the influence of alcohol or illegal drugs on arrival.

4.31 Officers, Civilian Instructors and Volunteers will abstain from consuming alcohol eight hours prior to contact with cadets and at all times while in the presence of cadets.

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4.32 – 4.33 NOT ALLOCATED

**Requestment**

4.34 Cadets requiring leave, short term or long term, are required to complete a request form, to be submitted to their Divisional Officer up the Chain of Command for approval. Request forms are required for leave in advance. Request forms are available from the Administration Officer.

4.35 Cadets will not approach an Officer on a formal nature without first completing a Request Form. Request forms are to be completed by the cadet concerned and actioned as soon as possible.

4.36 – 4.40 NOT ALLOCATED

**Corrective Action**

4.41 Cadets who have been brought forward for corrective action shall be counselled on their shortcomings and a fair course of action will be determined. Prolonged shortcomings especially after initial counselling shall be dealt with on a case by case basis and shall have firm consequences ranging from extra duties to removal from the cadet program.

**Fraternization**

4.42 Cadets will not fraternize at Cadet Facilities, during Cadet training or activities (in uniform or civilian attire) or while in uniform, including outside of Cadet Facilities (e.g. public transit).

4.43 Fraternization includes, but is not limited to, physical contact of another including holding hands, embracing, and other such behaviors other than those described below:

- a. Kiss, except in greeting and farewell.

4.44 The standards of personal discipline and conduct demand that personal relationships are to be set aside while engaged in any cadet training. As such, regardless of any personal relationships, both staff and cadets must always exercise the principles of good leadership and pay the proper respects demanded by military procedure.

4.45 Under no circumstances shall any members of the Corps display or engage in any act of a sexual nature.

**Personal Hygiene**

4.46 Personnel will protect their own health and foster goodwill by showering daily and frequently washing their soiled clothing.

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4.47 During weekend training activities, cadets are to have appropriate toiletries with them. (e.g. soap, tooth brush and tooth paste, deodorant) Appropriate amount of items on the kit list must also be with cadet in their kit. Cadets may be asked to leave an activity if these conditions are not met.

4.48 Facilities are available at the LHQ to maintain personal hygiene and will be opened during weekend activities or as appropriate.

4.49 – 4.99 NOT ALLOCATED

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**CHAPTER 5 – CHIEFS AND PETTY OFFICERS MESS, WARDROOM, AND CANTEEN**

**General**

5.01 Messes and the ship's canteen are established under the authority of the Commanding Officer.

**Chiefs and Petty Officers Mess**

5.02 Under the direction of the Commanding Officer, the Chiefs and Petty Officers of AMPHION have been authorized to establish a mess.

5.03 All cadets Petty Officer Second Class and above who pay mess dues will be members of the mess.

5.04 All regulations pertaining to the organization and operation of the mess will be contained in the mess bylaws.

5.05 A mess fund has been created by the Chiefs and Petty Officers to support their activities. All funds raised and used are at the discretion of the mess.

5.06 Visitors shall conform to orders set in Chapter 1, Section 1.40. Visitors will not be permitted to enter the mess without the approval of the Commanding Officer and of the mess executive. In the event of an emergency, entry shall be given to all officers and adult staff without question. At no other time will officers or adult staff be permitted free entry into the mess without an invitation from the mess executive with exception to those listed below;

- a. Commanding Officer
- b. Executive Officer
- c. Officer of the Day

5.07 The Executive Officer shall serve as the liaison for the mess.

5.08 The mess shall run the ship's canteen as detailed in Chapter 5, section 5.61-5.65.

5.09 – 5.30 NOT ALLOCATED

**Wardroom**

5.31 – 5.60 NOT ALLOCATED

**Canteen**

5.61 The Commanding Officer has authorized the Chiefs and Petty Officers Mess to operate a canteen to generate funds for their mess.

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5.62 The canteen will be run by appointed staff cadets ranking Petty Officer Second Class and above.

5.63 An inventory shall be maintained of all merchandise in the canteen and submitted weekly with the cash out procedure.

5.64 The cash box will be kept in the safe in the Commanding Officer's office while the canteen is not in operation.

5.65 The canteen will be open during stand easy on all mandatory and optional training nights as well as weekend exercises when authorized by the Commanding Officer.

5.66 – 5.99 NOT ALLOCATED



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**CHAPTER 6 – ADMINISTRATION**

**General**

6.01 Administration staff at AMPHION are made up the Administration Officer, Assistant Administration Officer, Administration Chief Petty Officer, and petty officers appointed as the Ship's Writer. The Administration staff are responsible for the clerical organization for all components of the corps.

**In/Out Routines**

6.01 At the beginning of every training year, all cadets will complete the in-routine process including the yearly registration forms and detailed health questionnaire. Cadets who join after registration night will also be required to complete an in-routine on their first night with the corps ensuring all steps in the registration process are met. In-Routines will be kept on the cadet's file.

6.02 NOT ALLOCATED.

**Work Spaces**

6.03 The training and administration office is a shared space between all instructors and support staff within the corps.

6.04 The following personnel have assigned work spaces in the Ship's Office;

- a. Executive Officer
- b. Training Officer
- c. Administration Officer
- d. Coxswain
- e. Regulating Petty Officer
- f. Training Petty Officer
- g. Standards Petty Officer

6.05 Instructors and staff are permitted to utilize any extra space in the office for corps-related activities only. The Ship's Office is not a general meeting place or social area.

6.06 The Ship's Office is to be maintained by the occupying staff. The Duty Division is to ensure all gash cans are emptied at the end of each training night or exercise.

6.07 – 6.99 NOT ALLOCATED

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**CHAPTER 7 – TRAINING**

7.01 – 7.99 NOT ALLOCATED

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## **CHAPTER 8 – SUPPLY**

### **General**

8.01 Supply staff at AMPHION are made of the Supply Officer, Assistant Supply Officer, and petty officers appointed as Stores Petty Officers. The supply staff are responsible for all DND and non-DND equipment.

### **Equipment**

8.02 All DND owned equipment shall be listed on the corps Distribution Account. All non-DND equipment shall be maintained on a separate inventory list to be kept updated by the supply officer.

8.03 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. The supply officer will regularly coordinate the recovery of equipment on temporary loan.

8.04 DND or corps held equipment shall be for professional use only. Personal use of corps property will be strictly prohibited.

8.05 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.

### **Scran Locker**

8.06 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

8.07 The Scran Locker will be kept in Ship's Stores, and items will be held for a period of no longer than 30 days prior to being disposed of if unclaimed.

8.08 Claimants must be able to describe the item to the Supply Officer prior to claiming it.

8.09 Under no circumstances will unclaimed items be distributed for personal use. Unclaimed items shall be donated to a local charity or group.

### **Appointments**

8.10 Ship's Supply shall be open during the following hours for cadets to obtain replacement uniform parts:

- a. 1800-1820
- b. 1955-2010
- c. 2045-2100
- d. Periodic timings during weekend training exercises

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8.11 Other than extenuating circumstances, cadets under training will not be permitted to make appointments in supply during training hours.

8.12 Senior Cadets may make appointments in supply during training hours, provided it does not conflict with other duties.

8.13 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 as part of their in-routine.

8.14 If a cadet wishes to obtain a replacement uniform part from supply, they may make an appointment through their divisional chain of command through a request form.

8.15 Divisional staff shall be responsible for identifying the need for replacement parts through regular uniform inspections.

8.16 – 8.99 NOT ALLOCATED

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## **CHAPTER 9 – OPTIONAL ACTIVITIES**

### **General**

9.01 The Commanding Officer authorizes the following optional activities to be undertaken at RCSCC Warrior:

- a. Band
- b. Guard
- c. Drill Team
- d. Marksmanship
- e. Sailing

9.02 Other activities and teams may be formed with the permission of the Commanding Officer.

9.03 All coordinators of optional activities shall submit objectives and training plans to the Training Officer for approval prior to the commencement of the training year.

9.04 Coordinators must also have available a detailed outline of requirements for joining, attendance standards, and performance standards.

### **Band**

9.05 The Band program will be coordinated by the Music Training Officer or Band Officer. This individual will ideally have a background in a cadet or civilian music program.

9.06 The band will rehearse during Monday night training and Sunday practices as required.

9.07 The band will play on Monday night training and Thursday night mandatory training as required by the Commanding Officer.

9.08 The band may be committed to play at various performances from time to time as deemed appropriate by the Commanding Officer.

9.09 Cadets must be able to perform at a minimum standard prior to parading with the band, as set out by the Band Officer.

9.10 Band membership requires attendance at practices and functions unless excused by the Music Training Officer. Repeated unexcused absence will result in removal from the band.

### **Guard**

9.11 The Guard program will be coordinated by the Guard Officer. This individual will ideally have an extensive background in cadet drill and ceremonial procedures.

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9.12 The Guard will practice during Monday night training and Sunday practices as required.

9.13 The Guard will parade on Monday night training and Thursday night mandatory training as required.

9.14 The guard may be committed to be on parade at various functions from time to time as deemed appropriate by the Commanding Officer.

9.15 Cadets must be able to perform drill at a minimum standard prior to parading with the guard, as set out by the Guard Officer and Guard Petty Officer.

**Drill Team**

9.16 The drill team will normally be coordinated by the Guard Officer or another officer with extensive knowledge of cadet drill and ceremonial procedures.

9.17 The drill team shall practice during scheduled Sunday timings, and will be required to compete in competitions and perform displays as appropriate.

9.18 All cadets must be able to perform drill at a minimum acceptable standard prior to being accepted onto the Drill Team, as set out by the Drill Team Commander

**Marksmanship**

9.19 The marksmanship program will be coordinated by an adult staff member with experience in marksmanship coaching, preferably who holds certification as a Range Safety Officer.

9.20 The marksmanship team will practice on Saturdays during scheduled timings.

9.21 All cadets must be able to shoot at a minimum acceptable standard prior to being accepted onto the Marksmanship Team.

9.22 – 9.99 NOT ALLOCATED