

2019-
2020
CORPS
HANDBOOK

22 ROYAL CANADIAN SEA CADET CORPS
UNDAUNTED



Bienvenue!

(Welcome!)

101 Years Proud

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FOREWORD



GREETINGS FROM THE COMMANDING OFFICER

Welcome to the 2019-2020 training year of
#22 RCSCC UNDAUNTED

On behalf of the officers and staff of RCSCC UNDAUNTED, welcome to our one hundred and first training year! Our corps has a long and proud history of being one of the leading sea cadet corps in the country and I am looking forward to working with all cadets and parents to continue to build on that tradition.

The motto of our corps is *Bienvenue!* This is the French word for *welcome*, and we are first and foremost a corps where all cadets are welcomed and made to feel at home. This means feeling safe and included, regardless of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation, or physical characteristics. That said, our program is challenging, and we expect all our cadets to try, fail, learn, try again, and succeed.

To our returning cadets, you already know the value of being UNDAUNTED. This year we will be building on the activities we had last year, plus adding some new ones.

To our parents and guardians, please consider getting involved with our sponsoring committee, the Navy League of Canada, Calgary Branch. These dedicated volunteers assist in many ways to make sure we continue to have a successful program and they can always use the help.

To our new cadets, you're about to embark on an exciting journey into self-discovery. This program is not for everyone – and your success is entirely in your own hands. One of the things that struck me when I first got involved with the program is how quickly and competently our cadets learn to be the leaders of tomorrow. Most of our activities are essentially run by senior cadets, with the officers and adult staff simply providing guidance, coaching and oversight. I can assure you that if you're willing to learn and commit yourself to the experience of being a cadet, you will do and accomplish things you never thought yourself capable of. I urge you to give the program a full training year and a summer's worth of your time, and you'll be hooked. At the end of your career you'll look back and be amazed at what you have accomplished.

I am very thankful for the tremendous support we get from our naval reserve unit, HMCS TECUMSEH. Not only do they provide us with a top-notch facility, but they also provide opportunities to learn more about our Navy and how it operates.

I look forward to another great year and thank all of you in advance for your contributions.

W.G. (Bill) Durtler
Lieutenant (N)
Commanding Officer

ABOUT SEA CADETS

Congratulations! You have just taken the first steps toward becoming a member of the best youth program Canada has to offer. The opportunities are limitless – you won't regret it!

The Royal Canadian Cadet Program is a national program, developed by the Department of National Defence (DND) for youth ages 12 to 18. The program is designed to enable youth to overcome the adversities of the modern world through both fun and challenging activities. DND shares joint responsibility for the Sea Cadet Program with its civilian counterpart, the Navy League of Canada.

The goals of the Cadet Program are:

- To promote leadership, teamwork and good citizenship
- To promote physical fitness
- To stimulate an interest in the activities of the Canadian Armed Forces

Costs

There are no registration fees or dues to join the Cadet Program. Parents are asked to take out a voluntary annual membership in the Navy League of Canada, Calgary Branch (\$100 per cadet/\$200 family maximum). Cadets and parents are encouraged to participate in and contribute to fundraising on behalf of the Calgary Branch, to offset costs not covered by the DND. All funds including the membership fee go straight towards Cadet training.

Uniforms

Upon joining, uniforms are loaned to you free of charge. They remain the property of the DND and **must** be returned if you decide to leave. Please refer to page 13 for more information on acquiring a uniform and page 20 for uniform standards.

Cadets are not Members of the Canadian Armed Forces

While cadets will learn about the Canadian Armed Forces (CAF), they are not members of the military, nor are they expected to join when they finish with cadets. The military structure and operation of the Cadet Program comes from its historical roots as a school program in the late 1800s to train schoolboys in military skills.

Attendance and Active Participation

Cadets are expected to attend weekly Tuesday "Parades". Missing too many parades can interfere with completion of training and promotions. If a cadet will be absent, they must notify the Corps and ensure that they catch up on missed training. Cadets should be punctual; arriving 5-10 minutes before an activity starts. Please refer to page 12 for how to notify the Corps in an event of an absence. Parents should also be punctual when picking up their cadet at the end of an activity. UNDAUNTED staff cannot leave a cadet unattended and so must wait until the last cadet has been picked up.

Staff

The Corps staff is comprised of members of the Cadet Instructor Cadre (CIC), a branch of the CAF Reserve Force responsible for the training and administration of cadets. Other Canadian Armed Forces members and Civilian Instructors/Volunteers and Subject Matter Experts may also be part of the staff from time-to-time.

Sponsoring Committees

Sponsoring committees are community-level organizations that coordinate local support for the Cadets. Depending on the unit, they can include parents, community members, service clubs, town councils and corporations. The Navy League of Canada is the supervisory body for the local sponsoring committee. UNDAUNTED's sponsoring committee is the Navy League of Canada, Calgary Branch.

Calgary Branch responsibility

- Providing suitable accommodation for cadet training activities.
- Promoting the Cadet Program to the community through advertising and recruiting.
- Fundraising and managing the funds for additional activities not supported by the DND.

Parental Role

Supporting and encouraging your child is an important aspect of your role in the cadet program. Please help your cadet to arrive on time for cadet activities; be there to pick them up promptly when activities end. It is important that you keep the Corps staff informed of any changes that may affect your child's personal file such as medical concerns, emergency contact information, legal custody, and contact info. You should also inform the Corps staff of any incidents or concerns, or if your child wishes to leave the program.

Feel free to contact the Commanding Officer or a member of the staff at any time throughout the year in person or by email. Contact information can be located on page 12.

The responsibility rests on your child to keep you informed of the activities at the cadet unit.



Navy League of Canada - Calgary Branch

A MESSAGE FROM THE PRESIDENT – Ms. Tonja More

To the Parents of Cadets:

Welcome to the Royal Canadian Sea Cadet program! In this program our youth get a chance to learn new skills, make new friends from all over our great country and learn leadership skills that will be useful for the rest of their lives. As parents, you can help the Navy League of Canada, Calgary Branch provide the best program and opportunities we can for the cadets. Volunteering with fundraisers, bingos and canteen are a few examples of how you can help us. I am excited to be here for this 101st year of #22 RCSCC UNDAUNTED, and 125th year of the Navy League of Canada. This will be an amazing year.

Calgary Branch

The Mission of the Navy League of Canada is- “to promote, organize, sponsor, support and encourage the education of youth through the Cadet Movement” with a Maritime (Sea) Orientation.

The Calgary Branch is responsible for the promotion, organization, sponsorship, support and the youth (cadets) of RCSCC UNDAUNTED and NLCC CAPTAIN JACKSON. This includes fundraising, holding and administration of funds, screening of volunteers & officers, and support and promotion of the Corps.

Parents are strongly encouraged to take part in the activities of the Calgary Branch by volunteering at fund raising events such as: Bingos and Casinos, Bottle Drives, Christmas Wreath Sales, BBQ's and/or by volunteering as a Board Member of the Branch. We also require parent volunteers for Canteen & Kit shop, I.T., building maintenance & cleaning and so on.

Please access our list of events and dates through the Corps website www.undaunted.ca and through weekly updates and notices sent to your email. (Please ensure that we have your current email address to ensure these communications reach you.)

Membership

Parents are strongly encouraged to take out a Membership in the Calgary Branch. Membership is \$100 per cadet per year to a maximum of \$200 per family if you have more than two cadets.

Your membership fee covers cadet and adult volunteer liability insurance, gives you the right to vote at our Annual General Meeting and Special Meetings of the Branch, the privilege of being able to run for a position on the Branch Board and the opportunity to secure Volunteer Clearance under the regulations for the Navy League of Canada. A portion of your membership fee is designated as donation to the Corps activities and a Revenue Canada Tax Receipt is issued for that portion. Fees may be paid by cash, Visa or MasterCard.

Funding

The Sea Cadet Program (RCSCC UNDAUNTED) is co-sponsored by the Department of National Defence (DND) and the Navy League of Canada (NLC). DND supplies cadet and officer uniforms, training and promotion of the Officers who are responsible for your cadet(s), rations (meals) and transportation for DND sponsored activities and Cadet Training Centres (summer camps) at various locations across Canada.

Supplementary activities such as Band, Guard, Biathlon, Marksmanship, Outdoor Adventure Training (OAT) and the necessary training aids (instruments, rifles, skis, etc.) that are necessary to provide a well-rounded program for the cadets are funded by the NLC Calgary Branch. These additional items are paid for solely by your fundraising efforts and donations to NLC Calgary Branch.

Each year, Calgary Branch provides opportunities to raise money through fundraising initiatives such as Bingos, Casinos, Christmas Wreaths, Bottle Drives, Silent Auctions, etc.

All these activities take a great deal of manpower and it is essential that the parents of our cadet pitch in to make these fundraisers a success. We ask that you contact your Branch Liaison to offer your support and manpower so that we can make our cadet year the best it can be.

If you or your company are looking for a great youth program to sponsor, NLC Calgary Branch is a registered charity and all donations (in money or gifts in kind) will be issued a tax-deductible Charitable donations receipt. Please contact me for our current "Wishes & Needs list".

A few notes on Protocol

There are a few things you must know as a parent of a cadet:

- When dropping off and picking up your cadet(s) please pull completely into the parking lot and use a stall, do not stop in front of the Annex or the commissioner's shack. This is a safety issue for everyone using the facilities – we are guests of HMCS TECUMSEH and follow their guidelines.
- Please use only the main front door to the parade deck to enter/exit HMCS TECUMSEH. Government issued identification must be provided for all persons over the age of 18 wishing to enter the facility. No exceptions.
- Upon entering the Annex where the cadet and branch offices are, please approach the Administration Desk (to the left of the doors) and ask for the person you wish to speak to. For privacy and security reasons, some areas of the office building are for authorized personnel only.
- When on the parade deck, we ask that you never cross the deck during the training evenings. That space is reserved exclusively for the cadets, officers and inspecting dignitaries.
- There are usually parade markers set out at the four corners of the square that delineate the boundaries, please stay along the periphery of the parade deck.

- Any time that the Canadian Flag is raised or lowered you must stand, remove your hat and give your attention to the flag by turning your body towards it. You will notice the cadets are standing at attention during this time.
- Each parade evening ends with announcements. During the announcement period we ask that visitors remain quiet and listen to them. As parents it is also our responsibility to hear the announcements so that we can help our cadet get signed up for any activities that are of interest to them.

Volunteers

If you have a unique skill that can benefit our children or just want to help behind the scenes to make the program better, please let us know! We can always use help with the website, recruiting, the canteen, open houses, fundraisers and organizing special events for the cadets. You do not need to be a Board member to aid us with these activities.

It is important to ensure all volunteers are appropriately selected, initially supervised, well-intended, offer skills which add value and complement the program, and are good role models for Sea Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Corps Officers, staff and the Calgary Branch.

In order to be properly acquainted with League volunteers and other volunteers, certain information is required of our volunteers.

A Volunteer Registration and Information Form must be completed. **ALL** volunteers must be screened for *vulnerable sector clearance* to work with the Cadets.

Volunteer activities which do not interact with the cadets are available which do not require screening to be completed. These include bingos & casinos, cleaning, etc.

An interview with a League representative will be required after receipt of the completed form and a Police Record Check. For positions of trust (such as Treasurer and Fund Raising), a Credit Check may be required. By applying and being approved, the Volunteer undertakes an obligation to report any subsequent change to his/her situation/circumstances that is of a nature to reasonably and usually require a re-evaluation and re-screening (example, a new criminal offence).

We thank you for your generous offer of volunteer services and hope you understand the legal and moral obligation of the Branch in reviewing the suitability of all individuals working or involved with youth.

Feel free to contact us via our email addresses listed below or by leaving a message at 403-630-5365

Volunteering will enhance your cadets' experience.

We welcome any and all participation.

Welcome to RCSCC UNDAUNTED and the Calgary Branch.
We are happy to have you join us.



**Navy League of Canada, Calgary Branch
2019-2020 Executive Board Members**

President: Tonja More
calgarypresident@abnavyleague.ca

1st Vice President: Britt McKeen
calgaryvicepres1@abnavyleague.ca

2nd Vice President: Melissa Basaraba
Calgaryvicepres2@abnavyleague.ca

Secretary: Amanda Turner
calgarysecretary@abnavyleague.ca

Treasurer: Pam Schebel
calgarytreasurer@abnavyleague.ca

Directors -at- Large

Lera Shirley (Gaming)

Dora Macleod (Screening)

Frank Brakke

Geordie Turner (CJ & Undaunted Liaison)

Ratna Mahadev

Paul Chateau (Fundraising)

Weekly Announcements

Announcements are delivered during opening and closing parade every Tuesday, and weekly (Thursday or Friday), by email. It is the responsibility of the cadet to make note of these announcements. Parents are of course more than welcome to work with their cadets in ensuring that they take note of Corps events and that they work with their schedules. We highly recommend that all parents and cadets subscribe to the weekly email announcements with the link

<https://undaunted.ca/weekly-updates>

and filling out the subscription information there. To ensure that the weekly announcements do not end up in your trash folder, please add the email address **co.undaunted@icloud.com** to your email contacts.

The weekly email announcements will list all upcoming Corps activities, dates, times, kit lists and will provide all important and supplementary information as well. They will also provide cadets with a link to each event signup.

CORPS DEPARTMENTS

ADMINISTRATION/SHIP'S OFFICE

The Ship's Office is located in the Annex.

The Administration Department is responsible for Corps personnel and administrative files, attendance, recruiting, and correspondence. All forms, including applications to join the Corps and/or to attend summer training are submitted to the Administration Department.

If you will be missing training (mandatory or complementary) you (**the cadet**) must inform the Administration Department by filling out the online Leave and Absence Notification found on the UNDAUNTED website at <http://undaunted.ca/leave-request>. Note that as of the 2019-2020 training year, this is the **ONLY** way to request leave for normal events such as Tuesdays and Sunday Full Ships Practices. Requests by phone will no longer be accepted.

On Tuesday evenings, **notification of absence must be reported no later than 1900 hrs** in order to be recorded as "on leave" (excused absence). Late notifications will be recorded as "absent without leave" (AWOL) and can impact access to future opportunities such as summer training.

Leave from special mandatory events (e.g. Remembrance Day Parade or the Battle of the Atlantic Parade) can only be requested from the Commanding Officer in writing or email at co.undaunted@icloud.com.

Please watch the Weekly Updates for events labelled "mandatory."

The Administration office is open during regular parade nights (Tuesdays) 1800-2130 hours (6:00pm-9:30pm), except on nights when the officers are having a staff meeting, when all officers will be unavailable after 2100 hrs (9:00 PM).

CORPS CONTACT INFORMATION

Admin O: SLt Don Figol
Phone: (403) 242-1029 (Leave message)
Email: donald.figol@cadets.gc.ca
Websites: www.undaunted.ca
Address: HMCS TECUMSEH 1820 24 Street
 SW Calgary, AB T2T 0G6

CORPS STAFF 2018-2019

**** Cadets: Always use the chain of command. Contact your Divisional Petty Officer first, if they are unreachable or unable to answer your question, talk to your Divisional Officer.**

Name	Position	Email
Lt(N) Bill Durtler	Commanding Officer	co.undaunted@icloud.com willem.durtler@cadets.gc.ca
Lt(N) Brent Bezugley	Executive Officer	brent.bezugley@cadets.gc.ca
SLt Sandra Jenks	Training Officer	sandra.jenks@cadets.gc.ca
SLt Timothy Wun	Supply Officer/ Senior Instructor (Phases 1 and 4)	timothy.wun@cadets.gc.ca
SLt Shona Reilly	Assistant Supply Officer/ Senior Instructor (Phases 2 and 3)	shona.reilly@cadets.gc.ca
SLt Don Figol	Administration Officer	donald.figol@cadets.gc.ca
Lt(N) Mark Michalak	Operations Officer	mark.michalak@cadets.gc.ca
Lt(N) Mark Michalak / Lt(N) Bill Durtler	UCCMA	See email addresses above
Lt(N) Mark Michalak	Divisional Officer (Crusader)	mark.michalak@cadets.gc.ca
SLt Don Figol	Divisional Officer (Haida)	donald.figol@cadets.gc.ca
SLt Shona Reilly	Divisional Officer (Niobi)	shona.reilly@cadets.gc.ca
CV Keith Bowen	Divisional Officer (Rainbow)	22Sea@cadets.gc.ca
SLt Sandra Jenks	Divisional Officer (Saguenay)	sandra.jenks@cadets.gc.ca
Lt(N) Matt McMillan	Divisional Officer (Skeena)	matt.mcmillan@cadets.gc.ca
CV Tiffany Lennox	Phase 1 Officer	22Sea@cadets.gc.ca
CV Keith Bowen	Phase 2 Officer	22Sea@cadets.gc.ca
CV Debi Theriault	Phase 3 Officer	22Sea@cadets.gc.ca
CV Chantal Coleman	Phase 4 Officer	22Sea@cadets.gc.ca
Lt(N) Brent Bezugley	Phase 5 Officer	brent.bezugley@cadets.gc.ca
Lt(N) Mark Michalak	Band Officer	mark.michalak@cadets.gc.ca
SLt Don Figol	Guard Officer	donald.figol@cadets.gc.ca
SLt Sandra Jenks	Biathlon Coach	sandra.jenks@cadets.gc.ca
CV Chantal Coleman	Biathlon Coach	22Sea@cadets.gc.ca

CV = Civilian Volunteer CI = Civilian Instructor

UCCMA = Unit Cadet Conflict Management Advisor

SUPPLY

Cadets are equipped, at no cost, with a uniform following approximately three (3) consecutive weeks of training (subject to availability). The uniforms are supplied by the Department of National Defence, and are **on loan to the cadet** for the duration of their membership in the Corps. Our Supply office maintains a small inventory of uniform pieces for the purpose of replacing uniform components that are too small or in ill repair. The care of this uniform and asking for replacement parts is the **responsibility of the individual cadet**.

The Supply office is located in Ship's Office (Annex) and is open Tuesday evenings 1800 – 2100 hours. Appointments can be made to see the Supply Officer on some Sundays as well. These are the times that you can exchange uniform parts. It is the expectation that **the cadet** take the initiative to visit supply to have parts ordered/exchanged when necessary. If you require a uniform part that is not in stock it must be ordered in from our supplier which is located in Quebec. This process can take an extended period of time (3-4 weeks) depending on availability. For example, special orders usually take longer in Sep/Oct due to all units ordering parts. When your uniform part(s) arrive, the Supply Officer will make an announcement.

When a cadet leaves the Corps, either by aging out at 19, moving to another city, or choosing to leave the program, the uniform **must** be promptly returned to Supply.

TRAINING

The Training Office is located in the Ship's Office, right next to the Administration Office.

The sea cadet-training program consists of 5 phases of mandatory training. These levels start at Phase 1 which is basic and gives way for Phases 2, 3 and 4 to build upon. Phase 5 is mainly “on the job training” for senior cadets. Some of the classes you can expect to learn include Drill, General Cadet Knowledge, Citizenship, Leadership, Fitness, and various aspects of Naval History, Naval Lore, Seamanship, and Sailing. Mandatory training runs on Tuesday nights at HMCS TECUMSEH from 1815-2130 hours (6:15 pm – 9:30 pm).

Complementary Training is training that helps to supplement the classroom teachings. These include museum tours, sailing, citizenship tours and activities, ceremonial parades, community service and outdoor adventure training weekends. This training takes place throughout the year on parade nights and weekends making it possible for maximum participation.

Optional Training is training that reinforces the cadet program aims of Leadership, Citizenship, and Physical fitness. These activities also help to boost morale and esprit de corps within the Corps. These activities include drill teams, band, guard, marksmanship, biathlon, gun crew. Most of this training runs on Sundays between 0900 – 1600 hours (9:00am - 4:00pm). In special circumstances, some additional practice/training time may be scheduled on Saturday (daytime and/or evenings) as well.



TRAINING NIGHT TIMETABLES

(subject to change)

Mandatory Training Parades - Tuesdays – Ships Routine

Timings	Action
1745 (5:45 PM)	Senior Cadets/Officers On Board/ Officer of the Day
1805	Leave expires; all cadets on board
1815	Cadets fall in on parade; Duty Watch closes-up
1825	XO takes Parade, March on Colour Party / Guard / Band
1855	Fall in for classes
1905 – 1935	Period 1 classes
1935 – 1950	Stand Easy (break) for Phases 1 and 2
1935 – 2005	Period 2 classes for Phase 3 and 4
1950 – 2020	Period 2 classes for Phases 1 and 2
2005 – 2020	Stand Easy for Phases 3 and 4
2020 – 2050	Period 3 classes
2050	Out pipes, muster for Sunset
2055	Cox'n takes parade
2100	XO takes parade, announcements
2105	CO on parade, Sunset, remarks, announcements
2115	Ship's Company dismissed; muster duty company
2130	Liberty boats, all hands ashore

Parents are encouraged to be in attendance for the Sunset Parade each Tuesday evening to hear the announcements about upcoming corps activities.

Some nights we are finished earlier or later than 2115 hrs (9:15 PM) depending on the number of announcements; please be flexible. In particular, we usually have Ceremonial Divisions on the last Tuesday of the month. We use this opportunity for awards and promotions, and this may lead to a later-than-normal finish.

All junior cadets (and those not on duty) should be picked up no later than 2130 hrs (9:30 PM)

OPTIONAL TRAINING ACTIVITIES*

Mondays – Officer Administration Night, No Cadets

Saturday day/evenings – biathlon/marksmanship practices as required, possible field gun practices (tentative/ad hoc)

Sundays – Drill Team, Guard, Band, Biathlon, Marksmanship

Sundays – Full Ships Practice Last Sunday of Every Month

Timings	Action
0845-1000	Drill Team
1000-1200	Guard and Band
1200-1230	Lunch break (bring own lunch)
1230-1600 (approx)	Biathlon/Marksmanship/ other optional activities

Timings	Action
0900-1000	Drill Team
1000 - 1230	**Full Ships company practice**
1230 - 1300	Lunch Break (bring own lunch)
1300 - 1400	Divisional Practice/uniform work

* Please note that the term ‘optional’ does not mean that attendance is optional in these programs. If you are a member of the band, guard, drill team or other group that regularly meets on Sundays, regular attendance is expected.

- Range open – subject to availability of Range Safety Officer
- **all cadets required to attend

CORPS ORGANIZATION

CHAIN OF COMMAND

Our Corps utilizes 3 interlinked chains of Command: Officers, Parent Sponsoring Committee, and Cadets. The chain of command is used to pass information as easily as possible up and down the corps hierarchy. It can be compared to the rungs on a ladder that sit one atop another. The chain of command is simply the best way of organizing people so that orders and information get passed from one person to the next.

The Officers are responsible for the day to day operations of the Corps. The top of The Officer Chain of Command is the Commanding Officer (CO). The CO is also in charge of liaising with the Navy League of Canada (NLC) - Calgary Branch, the Area Cadet Officer (Calgary), and the Regional Cadet Support Unit (RCSU Northwest) in Winnipeg.

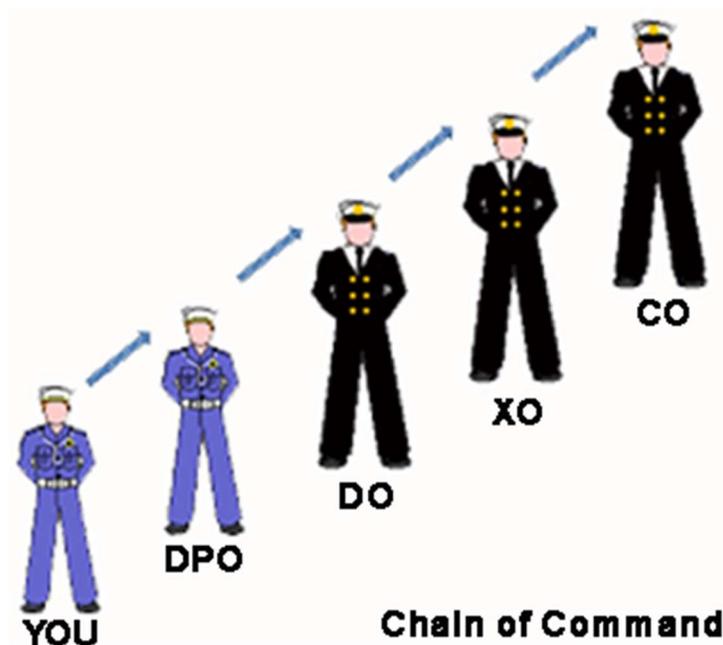
The Navy League of Canada, Calgary Branch, is in charge of raising funds and supporting the Officer staff in daily operations. A liaison is appointed from the NLC Calgary Branch to work with the Commanding Officer

The senior cadet in the chain of command is the Coxswain (pronounced Cox'n) and is in charge of daily operations at the Corps with guidance and support from the officers. The Cox'n acts as a liaison between the officer staff and the cadets.

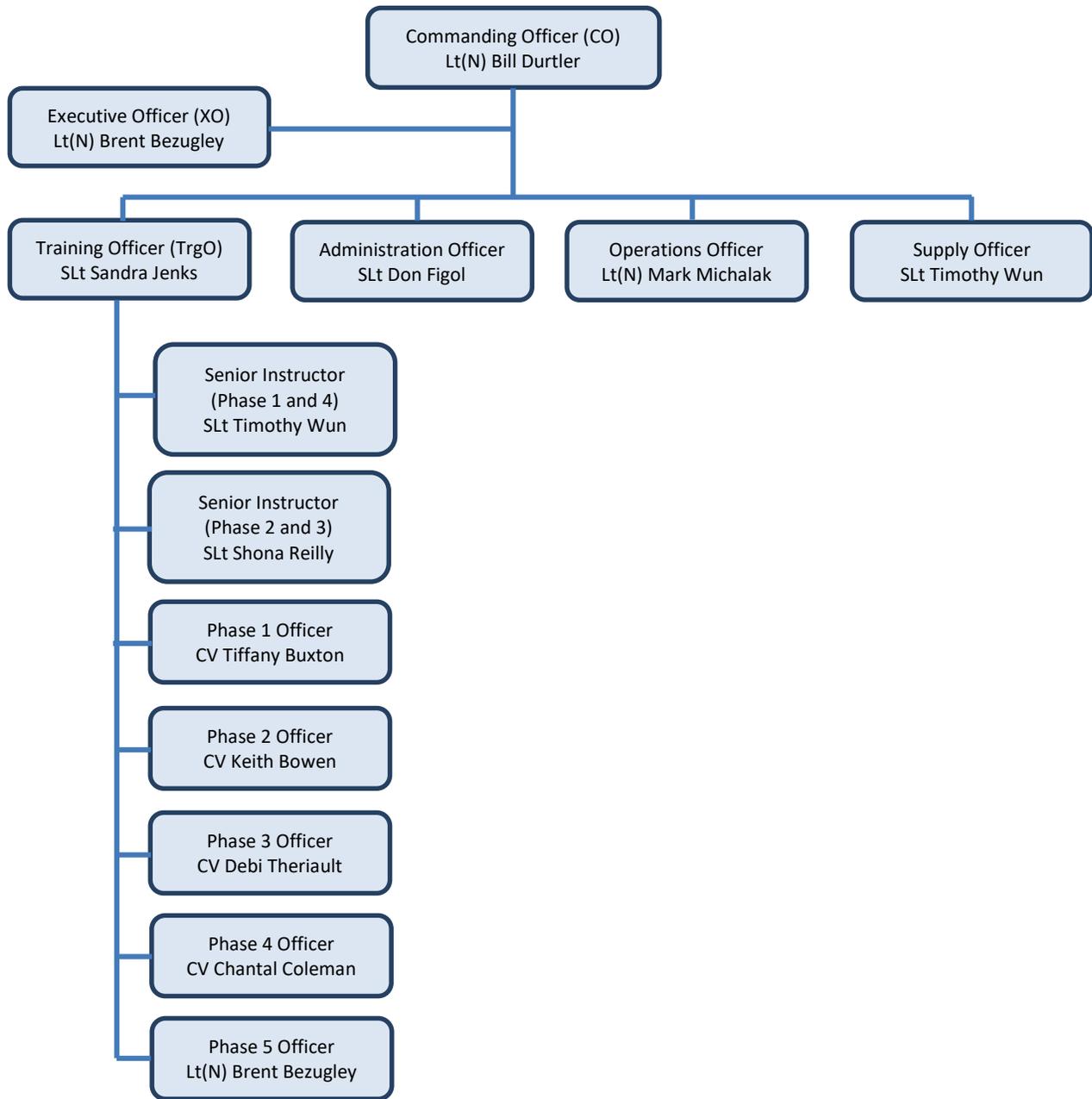
There is a vast amount of things that are required to happen in order to have the corps run effectively. These 3 chains of command are crucial to ensuring information is passed along, training is effective, and to solve problems in a timely and efficient manner.

It is very important to follow your chain of command. They can answer your questions, offer guidance and support, and keep you informed.

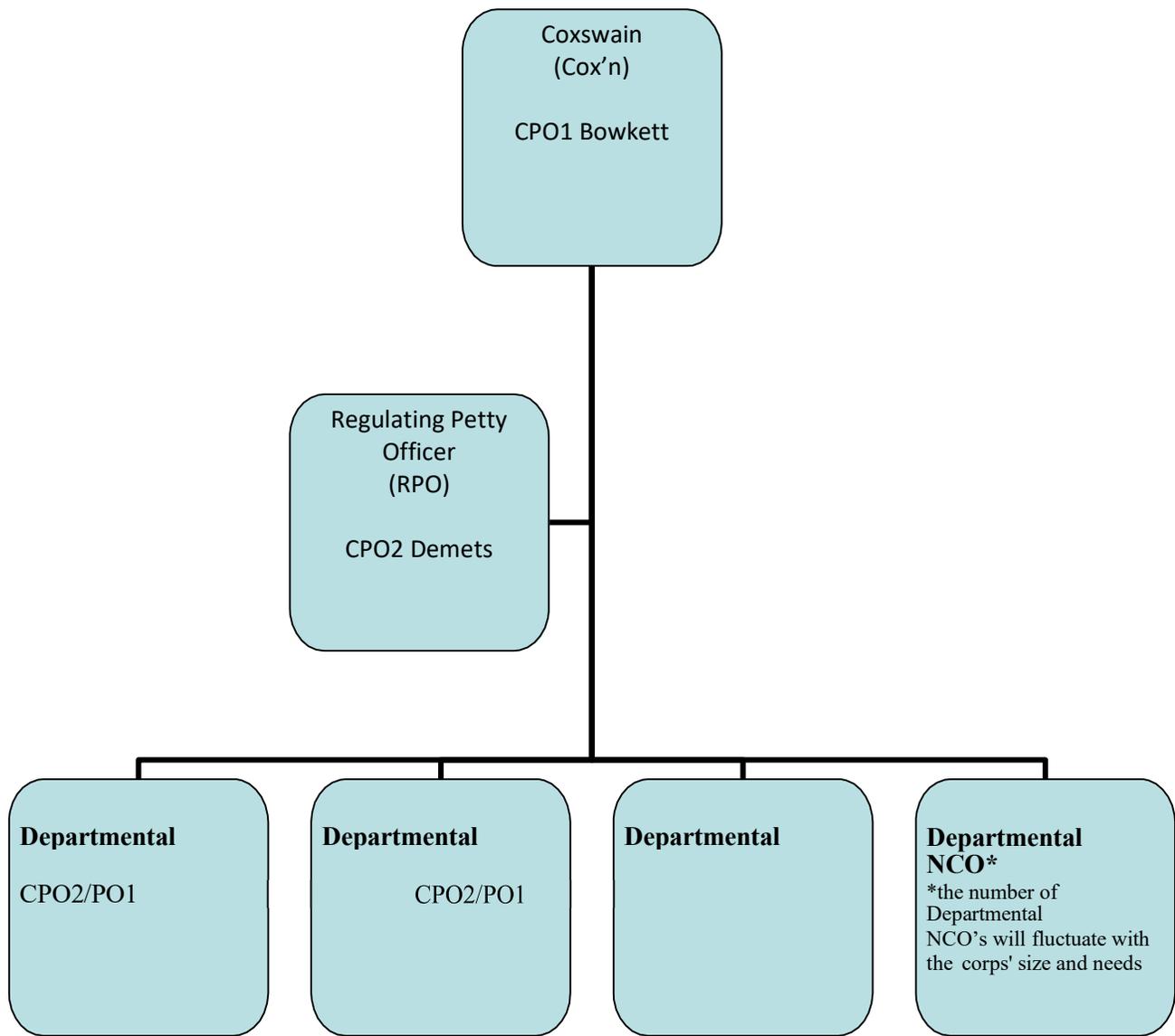
(There is a higher chain of command outside the Corps for both the officers and the NLC Calgary Branch. Your contact with them should be only under extenuating circumstances. All questions and concerns can be addressed within one of the Corps chains of command.)



#22 RCSCC UNDAUNTED – CORPS STAFF CHAIN OF COMMAND



#22 RCSCC UNDAUNTED – CADET CHAIN OF COMMAND



RANK STRUCTURE FOR OFFICERS AND SEA CADETS

Naval Officer Ranks <i>(Army/Air equivalent shown in italics)</i>	Sea Cadet Ranks
Naval Cadet (NCdt) <i>Officer Cadet (OCdt)</i> 	Ordinary Seaman (OS) No insignia
Acting Sub-Lieutenant (A/SLt) <i>Second Lieutenant (2Lt)</i> 	Able Seaman (AB) 
Sub-Lieutenant (SLt) <i>Lieutenant (Lt)</i> 	Leading Seaman (LS) 
Lieutenant (N) Lt(N) <i>Captain (Capt)</i> 	Master Seaman (MS) 
Lieutenant Commander (LCdr) <i>Major (Maj)</i> 	Petty Officer Second Class (PO2) 
Commander (Cdr) <i>Lieutenant Colonel (LCol)</i> 	Petty Officer First Class (PO1) 
Captain (N) Capt(N) <i>Colonel (Col)</i> 	Chief Petty Officer Second Class (CPO2) 
Officer Ranks Not Shown: Commodore, Rear Admiral, Vice Admiral, Admiral	Chief Petty Officer First Class (CPO1) 

STANDARDS

UNIFORMS

Cadets are issued, at no cost to them, a uniform that they must maintain throughout their cadet career. They will be taught how to shine their boots, iron their shirts, tunics and pants. The uniforms are supplied by the Department of National Defence, and are on loan to the cadet for the duration of their membership in the Corps. Uniforms must be returned promptly to Supply when a cadet ceases to be a member of the Corps.

Cadet Uniform Dress Standards

1. Sea Cadet Orders of Dress appear in A-CR-CCO-100/AG-001 CADET AND JUNIOR CANADIAN RANGERS DRESS INSTRUCTIONS. These can be downloaded from the UNDAUNTED website.

All orders of dress shall be worn in a clean, neat, professional manner at all times.

2. The uniform of the day, as promulgated, will be worn in its entirety for the duration of the event. **The only acceptable excuse for being out of uniform is that you do not have one** (this applies to new cadets). New cadets who have not yet received their uniforms will be asked to wear **black pants and a white shirt** until such time as a uniform is issued to them. If a situation arises that you must attend a parade night in civilian clothing, appropriate civilian attire will be expected (i.e., No jeans, spaghetti straps, exposed mid-riffs or flip-flops). **Your civilian attire should be comparable to the uniformed dress of the day.**
3. Cadets are to wear the issued overcoat/toque/gloves as applicable to the weather conditions. The wearing of suitable civilian heavy winter coats, hats, mitts and boots over the uniform is authorized if a cadet has not been issued the uniform equivalent.
4. All issued clothing is to be clearly marked with the cadet's name.
5. Replacement of lost or ill-fitting articles of clothing is the responsibility of the individual cadet. To replace an item, you must see the Supply Officer.
6. Nametags shall be worn with all ceremonial and service orders of dress. Nametags shall **not** be worn as follows:
 - a. on the gun shirt
 - b. on the outside of overcoats
7. Cadets shall not wear uniform except when:
 - a. on training, or proceeding to or from their place of training; or
 - b. attending a military function or ceremony at which the wearing of uniform is appropriate, and the CO has granted permission for this to occur.

(for example, the cadet uniform is NOT to be worn as a Halloween costume)

8. Cadets require the permission of the CO to wear any order of dress on any occasion other than an authorized cadet function. This includes events such as weddings, baptisms, funerals, and Remembrance Day services at the cadet's school.

9. Uniform parts shall never be worn in combination with civilian clothing except where specifically authorized by the chain of command. For example, the uniform jacket (tunic) is never worn as a jacket with civilian clothes. The cadet overcoat is never worn over civilian clothes and civilian overcoats should NOT be worn over the uniform unless no overcoat has been issued. See the Supply Officer to order an overcoat if you do not have one. (The only exception to this is when “boots and white tops” are ordered for certain practices in conjunction with civilian clothing. In this case, the boots and white tops should be carried to the training facility and put on when the cadet arrives – they should not be seen in public wearing boots and white tops with civilian attire).
10. Undergarments will be worn with all orders of dress and shall be of an appropriate colour so as not to be visible through uniform items of clothing.
11. Chewing gum, slouching, sauntering, placing hands in pockets, smoking or eating while walking, walking hand in hand, and similar deportment which detracts from a proud and orderly appearance in the eyes of the public is unacceptable for cadets in uniform/on duty. The object of this guideline is to project an image of a disciplined and self-controlled group. Thus, as one example, physical displays of affection between uniformed cadets shall be avoided.
12. While in uniform in public, cadets must wear the **complete uniform** at all times, and behave as good citizens and good ambassadors for the cadet program and for #22 RCSCC UNDAUNTED. (A cadet should never be seen on the street or in a public place wearing only part of a uniform and/or behaving in an inappropriate manner). **Consider yourself a walking billboard – you are on display, advertising the best youth program Canada has to offer. Wear that uniform with pride!**



Seaman's Cap or White Top

- * Worn so that the rim of the cap is 2.5 cm (1 in.) above the eyebrow.
- * The front cap seam is centred directly over your nose.
- * Your chin stay is to be sewn inside your cap at the length that permits the stay to fit under your chin. You do not wear your chin stay unless you are told to.
- * Hand wash your cap regularly in cold water and detergent, using an old toothbrush to scrub the dirt off (Do not completely immerse the cap).
- * Cap tallies with "Royal Canadian Sea Cadets" should be centred so that the front cap seam is between the "I" and "A" of the word "Canadian". Cap Tallies with "RCSCC UNDAUNTED" should be centred on the first "N" in "UNDAUNTED"
- * The "Sea CSTC" cap tally, if issued. Will be worn by all staff cadets, while employed at a Sea Cadet Summer Training Centre.
- * Tie your cap tally with a neat bow, not more than 7.5 cm and not less than 5 cm across. The ends are of equal length.
- * Centre your bow over the left ear vents.

**Sea Cadets Ball Cap**

- * Worn square on the head with the sweatband 2.5 cm (1 in.) above the eyebrows.
- * The brim of the cap shall not have excessive or exaggerated curve and is not to be folded or creased down the centre.
- * The lettering is to be 1.3 cm (1/2 in.) gold coloured thread embroidery, displaying "22 RCSCC UNDAUNTED" on the front panel in capital block lettering;
- * no other lettering or graphic is authorized

Turban/Hijab

- * Religious headdress may be worn in place of a white top or ballcap. Please see the Commanding Officer if you wish to wear a turban or hijab.

Gunshirts

- * May be worn with or without the tunic.
- * Shall be worn with C1, C3, and C3A orders of dress.
- * Only the black on white rank insignia is worn on the left sleeve of the gunshirt.
- * No other insignia, accoutrements or accessories are to be worn.
- * Sleeves are to be pressed, with a moderate quantity of starch, so that a crease forms along the upper edge of each sleeve.
- * With a moderate quantity of starch, iron a vertical crease centred down the front of your gunshirt.
- * Can be washed and dried.



Tunic

- * Shall be worn with C1, C2, and C3 orders of dress.
- * Sleeves shall be roll-pressed with no creases.
- * When your tunic is worn, it shall be fully buttoned, except for the first button down from the top.
- * Ensure all your pocket buttons are done up.
- * Do not fill your pockets with items so that they bulge out.
- * Be sure your belt is even, with no twists.
- * Use a pressing cloth (thin towel, or pillow case) when ironing, to prevent shininess.
- * Can be washed and dried or dry-cleaned.
- * The jacket belt shall be worn so that the excess of the belt, once attached, is on the left side of the buckle. The buckle shall be adjusted so that it is centred on the buttons of the jacket. The jacket shall be worn when the white belt or other accoutrements are worn.

**Lanyard**

- * Worn under the collar of your tunic (not under the shoulder straps).
- * The knot is at the level of your first fastened button (second button from the top).
- * Tuck the end of your lanyard into the inner corner of left breast pocket with the slack or bight hanging 8 cm below the level of the top of pocket.
- * Wash with warm soap/water – no bleach.
- * Hang it to dry with a weight (such as a bottle of water) attached at one end to ensure that it retains its shape.

**Trousers**

- * Shall be worn with C1, C2, C2A, C3, C3A, C4 and C4A.
- * Trousers are worn with the issued black belt.
- * Belts should be worn so the excess belt protrudes from the buckle towards the wearer's left.
- * Pressed so as to have creases down the centre of each leg.
- * The length of the trousers should extend to the 3rd eyelet from the bottom of the cadet ankle boot.
- * Wet your pants (with a spray bottle filled with water) when ironing to make sharp creases, and don't forget to use a pressing cloth to prevent shininess. A pressing cloth can be a towel or piece of cotton material laid over top of your pants while you iron.
- * Can be washed and dried or dry-cleaned.



All-Season Coat

- * 3-in-1 design.
- * May be worn year-round when weather conditions dictate. The liner and the exterior jacket may be worn separately or as a set.
- * The liner alone as the outer garment shall not be worn for official or ceremonial events in public.
- * When carried, drape it over your left arm.
- * When worn, do up the zipper.
- * Your rank is attached to your shoulders on slip-ons.

Gloves (black)

- * Worn when ordered or as required during winter dress.

Toque (black)

- * Worn as an alternative winter headdress.
- * Toques shall be worn flush against the top of the head and turned up once to show either a 7.5 cm (3 in.) or a 10 cm (4 in.) fold according to the design of the toque, with the lower edge of the fold 2.5 cm (1 in.) above the eyebrows.
- * The insignia is centered directly over the nose.
- * According to the severity of the weather, the toque may be:
 - (1) worn up, square on the head and slightly angled towards the back, or
 - (2) pulled down at the sides and back to cover the ears;
- * The toque is hand or machine washed using cold water and detergent.

Socks

- * Shall be worn with boots and running shoes.
- * Personal white sport socks may be worn with sports dress.
- * Cadets may elect to wear their own personal socks, dark grey or black, wool or cotton or nylon, in lieu of the issued grey wool socks. Cadets who elect to do so are sked not to request issued grey socks so that they can be given to those who want them.
- * Socks shall not be rolled down.

Boots

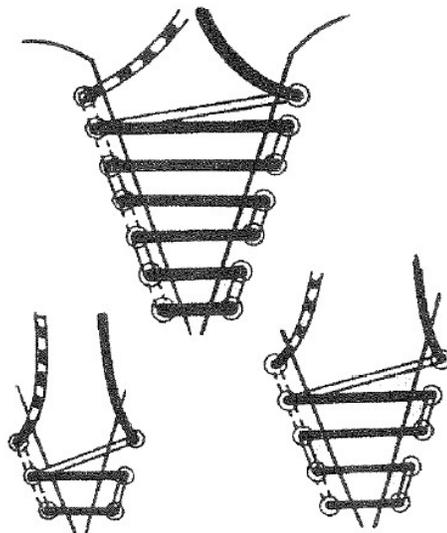
- * Laced horizontally from side to side – “straight laced” (see below).
- * Boots shall not be modified with ay type of metal cleats, hobnails or other metal attachments to heel or sole.
- * No varnish or product other than black shoe polish shall be used to shine the boots.
- * There are time-honored methods to bringing your boots up to the shiny standard you see on other boots. It takes time and patience, but hard work will bring great results.
Try the following using Kiwi Brand shoe polish and a Kiwi Brand polishing cloth:

- Remove dust and dirt from boot with a soft damp cloth.
 - Use an old toothbrush to remove dirt from catwalks.
 - Use a toothbrush, with polish, to blacken the catwalks.
 - Apply a moderate amount of polish to the area of the boot you will polish first.
 - Use a polishing cloth or other soft cloth wrapped around your index finger and dampened with cool water.
 - You should work on one section at a time. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works into the boot. Continue with the circular motion until you can no longer see the circles formed by the polish.
 - You will have to continue applying coats of polish in this way until the boots have a high gloss.
- * Some common problems you may encounter include drying and powdering of shoe polish (in which case apply some water and a new coat of polish to the cloth) and a dull cloudiness when you shine (in which case stop applying polish and continue to polish with water in a circular motion).

Be patient, good boots take time.

Proper Boot Lacing

("straight lacing", "straight across method")



STRAIGHT ACROSS METHOD

Webbing and White Belts

- * Worn by guard members, gun crews, band members, quartermasters and members of gangway staff while on duty, Chief Petty Officers, duty yeomen, duty buglers, members of side parties, and drill teams.
- * Webbing may be worn when proceeding to and from regular training by cadets authorize to wear it. Webbing shall not be worn during any other travel.
- * Webbing consists of white web or plastic belt and white web gaiters which go around your ankles.
- * White belts shall not be worn without gaiters.
- * Gaiters shall be worn with the scalloped edges down, buckles to the outside, tab ends to the back and tucked into retaining loops.
- * Webbing is not worn with the Sea Training Uniform (STU) in public.
- * Webbing shall only be worn with ceremonial and service orders of dress except for cadets under bayonet or cutlass training there is a requirement to wear the web belt only, during periods of instruction.
- * Only white webbing is authorized for wear by Sea Cadets. Other coloured webbing or black leather belt and gaiters are prohibited.



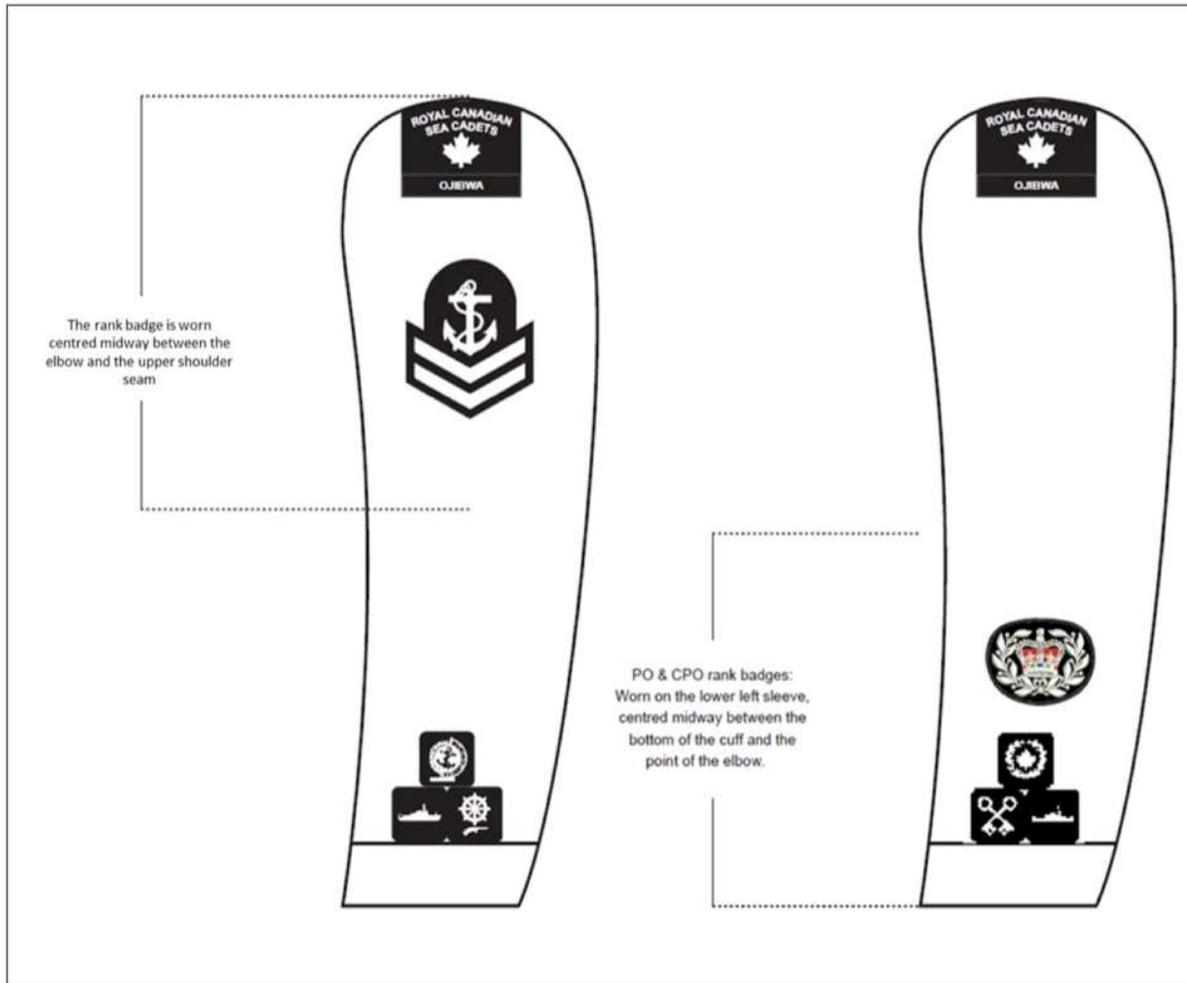
Badges

- * Will be sewn on the cadet tunic neatly, using a thread which blends in with the material.
- * Badges shall be sewn on using a stitch that crosses over the edge of the badge firmly securing it in place, not a straight stitch that leaves the edges and corners unsecured. If using a sewing machine, use a zigzag pattern.

Insignia	Illustration	Position on Uniform
Royal Canadian Sea Cadet Headdress Insignia		<p>Beret: Centred on the sewn-in badge backing plater, with the base of the badge 1 cm above the leather / cloth band.</p> <p>Turban: Metal headdress insignia shall be worn centred on the front of the turban.</p>
Royal Canadian Sea Cadet Cap Tally		Worn on the Seaman's Cap
Corps Title Cap Tally		Worn on the Seaman's Cap
Royal Canadian Sea Cadets Shoulder Insignia		Worn on each shoulder of the jacket with the upper edge of the insignia as close as possible to the shoulder seam.
Corps Name Insignia		Worn on each shoulder of the jacket centered directly under the shoulder insignia.
Royal Canadian Sea Cadets Corps Badge Insignia		<p>Worn on the Sea Cadet jacket.</p> <p>If three or fewer CCO medals are worn; the Sea Cadets Corps Badge shall be centred, 3 cm above the right breast pocket of the Sea Cadet jacket. If four or more CCO medals are worn; the Sea Cadet Corps Badge shall be centred, above the right breast pocket of the Sea Cadet uniform, 0.5 cm above the medals/ribbons.</p>

Rank Badges

- * Rank badges (Able Seaman to Petty Officer Second Class) are worn on the upper left sleeve, centred midway between the shoulder seam and the point of the elbow.
- * Rank Badges (Petty Officer First Class to Chief Petty Officer First Class) are worn on the lower left sleeve, centred midway between the bottom of the cuff and the point of elbow.



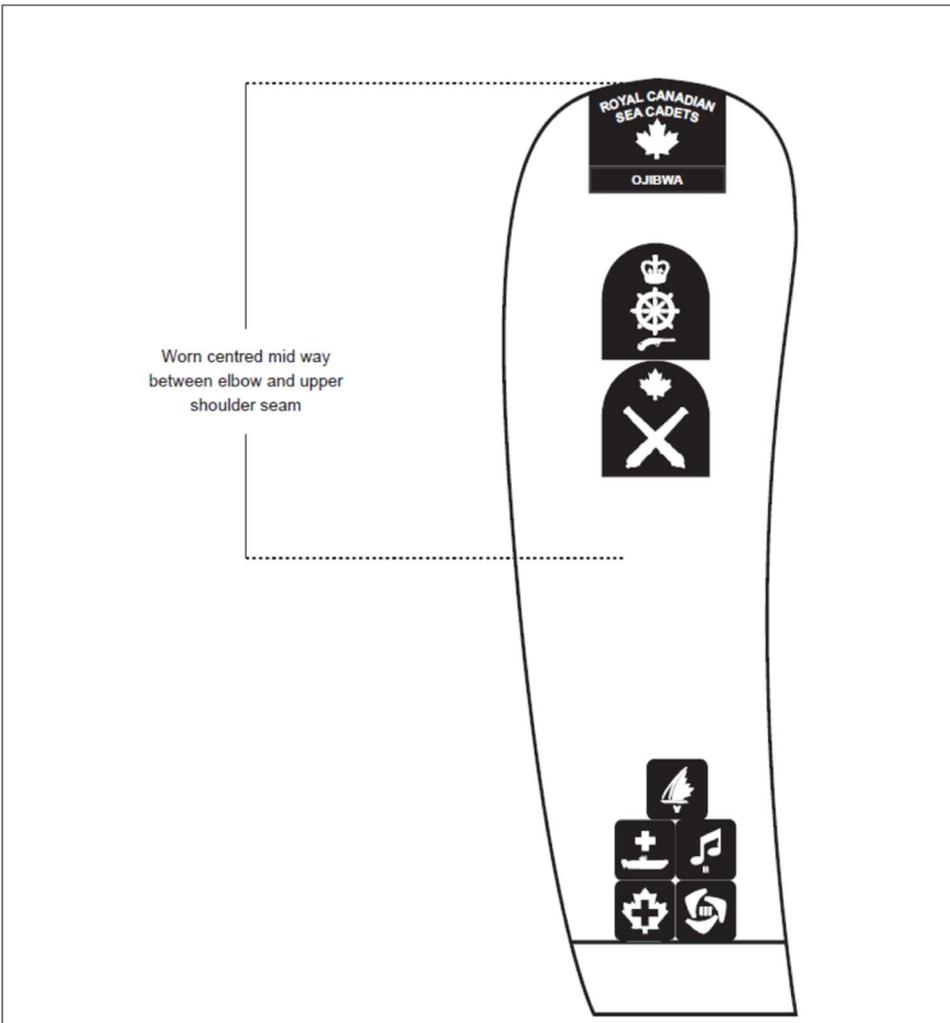
Qualification and Appointment Badges

- * Qualification (trade) are worn on the upper right sleeve centred midway between the shoulder seam and the point of the elbow.
- * Qualification Badges are awarded upon successful completion of summer training courses and Appointment Badges are awarded at the corps to indicate which job you have.

Proficiency Badges

- * Proficiency badges are worn on the lower right sleeve, directly above the upper seam of the cuff.
- * They are awarded for attaining proficiency in activities outside of summer training.

- * Multiple proficiency badges may be worn - if the first aid badge is worn it shall be placed in the superior position 6 mm above the proficiency and appointment badge(s).
- * You cannot wear a proficiency badge and qualification badge for the same thing together.



Other Badges / Medals

- * Duke of Edinburgh Award Badges shall be worn centred on the right breast pocket of the jacket.
- * Staff cadet badge shall be worn on the upper right sleeve, 6 mm below the qualification badge, both badges being centred midway between the shoulder seam and the point of the elbow.
- * Corps crest badges are worn centred above the right breast pocket of the jacket, 3 cm above it. If you are wearing a name tag, the name tag fits in the space between the tops of the pocket and the corps crest. The nametag is worn centred above the top of the right breast pocket.
- * The Royal Canadian Sea Cadet Badge is worn on each shoulder of the tunic with the upper edge of the badge as close as possible to the shoulder seam.
- * Corps Title Badge is worn immediately below and in contact with the Royal Canadian Sea Cadet Badge.
- * Medals are worn centred above the right breast pocket of the tunic, touching the top of the pocket (the nametag move up to accommodate any medals/ribbons).

Sea Cadet Order of Dress

CATEGORY	ORDER NO.	OCCASIONS WHEN WORN
CEREMONIAL DRESS	C1	A formal order of dress, worn on occasion including: <ul style="list-style-type: none"> a. formal ceremonies or parades; b. guards of honour; and c. church services or parades.
TRADITIONAL HIGHLAND DRESS	C1	To be promulgated.
	C1H	A formal or routine order of dress for Highland units and pipe bands.
MESS DRESS	C2	Optional formal order of dress worn on the following occasions: <ul style="list-style-type: none"> a. mess or formal dinners; and b. other occasions as ordered.
SERVICE DRESS	C3	Routine daily duty.
	C3A	At the discretion of corps / squadron CO
	C3B	At the discretion of corps / squadron CO
	C3C	At the discretion of corps / squadron CO
	C3D	At the discretion of corps / squadron CO
	C3E	Travel dress. Service dress at the discretion of corps / squadron CO
	C3F	At the discretion of corps / squadron CO
TRAINING DRESS	C5	A functional order of dress worn when participating in specific environmental training such as seamanship, marksmanship, garrison / field training or flying.
	C5A	At the discretion of corps / squadron CO
	C5B	At the discretion of corps / squadron CO
	C5C	At the discretion of corps / squadron CO
	C5E	At the discretion of CTC / corps / squadron CO

ORDER OF DRESS C1A	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES	ORDER OF DRESS C2	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> • Seaman's cap with cap tally. • Gunshirt. • Lanyard. • Jacket with belt. • Trousers. • Belt. • Boots. • Socks. • Medals. • Pins. • Corps badge. 	<ul style="list-style-type: none"> • Name tag. • White gloves. • White belt and white gaiters. • Cutlass. • When authorized, the boatswain's or gunner's call and chain may replace the lanyard. 		<ul style="list-style-type: none"> • Environmental dress shirt (white dress shirt optional). • Necktie (black bow tie optional). • Sea cadet lanyard (without tie). • Jacket. • Trousers with belt. • Boots. • Socks. • Ribbons. • Pins. 	<ul style="list-style-type: none"> • When authorized to wear, the boatswain's or gunner's chain and call may replace the lanyard (Sea).

ORDER OF DRESS C3	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> • Seaman's cap with cap tally. • Gunshirt. • Lanyard. • Jacket with belt. • Trousers. • Belt. • Boots. • Socks. • Ribbons. • Pins. • Corps badge. 	<ul style="list-style-type: none"> • Name tag. • White belt and white gaiters. • Corps badge. • When authorized, the boatswain's or gunner's chain and call may replace the lanyard.

ORDER OF DRESS C3B	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p>The illustration shows a sailor from the waist up, wearing a white short-sleeved t-shirt with a dark collar, dark trousers, and a white sailor's cap with a gold band. The sailor's hands are behind their back.</p>	<ul style="list-style-type: none"> • Seaman's cap with cap tally. • Gunshirt. • Gunshirt rank insignia. • Trousers. • Belt. • Boots. • Socks. 	<ul style="list-style-type: none"> • White belt and white gaiters.

ORDER OF DRESS C3E	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p style="text-align: center;">Image to be created</p>	<ul style="list-style-type: none"> • Seaman's cap with cap tally. • Black t-shirt. • Lanyard. • Jacket with belt. Jacket worn or carried. • Trousers. • Belt. • Boots. • Socks. • Ribbons. • Pins. • Corps badge. 	<ul style="list-style-type: none"> • Name tag.

Sea Cadet Training Uniform (STU)

The Sea Cadet Training Uniform (STU) is comprised of:

1. Issued Ball Cap (black)
2. Postman Blue Shirt (with or without name tag/tape)
3. Issued Black undershirt
4. Rolled Up Sleeves (or down if authorized due to weather)
5. Rank Slip-Ons
6. Trousers and Belt
7. Socks
8. Cadet Boots (ankle)
9. All Season Parka and components
10. Webbing is not worn with the STU in public, but may be worn at the corps for certain practices



STU may be authorized, to include wearing to and from location, by the Corps CO on:

1. Optional Training nights / weekends
2. Authorized Training Weekends
3. Public/Civic activities where a working dress is more practical than alternative uniforms
4. Other occasions where a Working Dress Uniform is more appropriate
5. Local, regional, National events where designated as a dress option by the Detachment, Regional or National HQ staff

ORDER OF DRESS C5	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> • Issued ball cap or wide-brimmed tan summer hat. • Postman blue shirt. • Black t-shirt. • Rank slip-ons. • Trousers and belt. • Socks. • Boots (alternative footwear may be authorized based on the activity). 	<ul style="list-style-type: none"> • Appointment brassard. • When authorized, boatswain's or gunner's chain and call may be worn with the shirt. • Shirt may be worn with sleeves extended or rolled above the elbows. • Name tag (nametape optional).
<p>Note: C5A – Same as C5 less Blue Shirt. Appointment brassard may be worn.</p>		

Cadet Civilian Dress Standards

1. Civilian dress standards are to be followed for EVERY cadet function where the dress is civilian clothing.
2. Clothing worn will be appropriate to cadet activity (e.g. Sports attire for sports practices)
3. Clothing is to be clean, and in good repair.
4. No 'revealing' clothing will be tolerated. No spaghetti straps, mid-riffs showing, low cut tops, saggy pants that reveal underclothing.
5. Jewelry and make-up standards are to be the same as if you are in uniform. (e.g., Females one pair of earrings, males no earrings)
6. For cadets who have not yet been issued a uniform, or who for a valid reason cannot attend a Tuesday evening parade in uniform, the dress shall be black dress pants and white dress shirt.

Personal Appearance

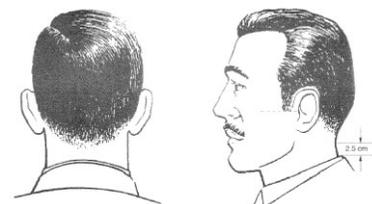
1. Neatness is a prime virtue. Therefore, every cadet shall strive for it, beginning with their own personal appearance and dress.
2. The deportment and standard of personal dress, appearance, and grooming of all cadets in uniform shall on all occasions reflect credit on the individual and project a positive appearance on the Cadet organization. It is the responsibility and duty of all senior cadets (rank of PO2 and above) to ensure that, by their vigilance, actions and example that the policies, regulations and instructions are adhered to.
3. Cadets in uniform shall be well groomed with footwear cleaned and shone. Their uniform shall be clean and properly pressed at all times. In particular, buttons, fasteners and zippers shall be kept closed. Pockets shall not be bulged; items such as eyeglasses, sunglasses, glasses cases, pens, pencils, key-rings or paper shall not be visibly extended nor protrude from pockets or be suspended from belts or pockets.
4. Behavior such as chewing gum, slouching, leaning on walls, sauntering, hands in pockets, smoking, walking hand in hand or arm in arm, and similar deportment detracts from a military appearance and is unacceptable.
5. The regulations are not intended to be overly restrictive. The intent is to ensure the maintenance of a high standard.

Grooming

A. Male Cadets

(1) Hair shall be:

- (a) neatly groomed and conservatively styled;
- (b) the length, bulk, or style of hair shall not detract from a positive appearance or preclude the proper wear of cadet headdress;
- (c) style and colour shall not present a bizarre, exaggerated, or unusual appearance;
- (d) taper trimmed at the back, sides, and above the ears to blend with the hairstyle
- (e) not more than 15 cm (6 in) in length and sufficiently short



TAPER TRIMMED HAIRCUT - CONVENTIONAL
COUPE DE CHEVEUX AMINCIÉ CONVENTIONNELLE



TAPER TRIM HAIRCUT - STRAIGHT BACK APPEARANCE
COUPE DE CHEVEUX AMINCIÉ AVEC APPARENCE D'UNE COUPE DROITE

so that when the hair is groomed and headdress is removed, no hair shall touch the ears or fall below the top of the eyebrows;

- (f) be no more than 4 cm (1.5 in) in bulk at the top of the head with the bulk decreasing gradually from the top and blending with the taper trimmed sides and back;
- (g) kept free from the neck to a distance of 2.5 cm (1 in) above the shirt collar; and
- (h) taper trimmed square back styles and shaving of all the hair on the head are permitted.

(2) Sideburns shall:

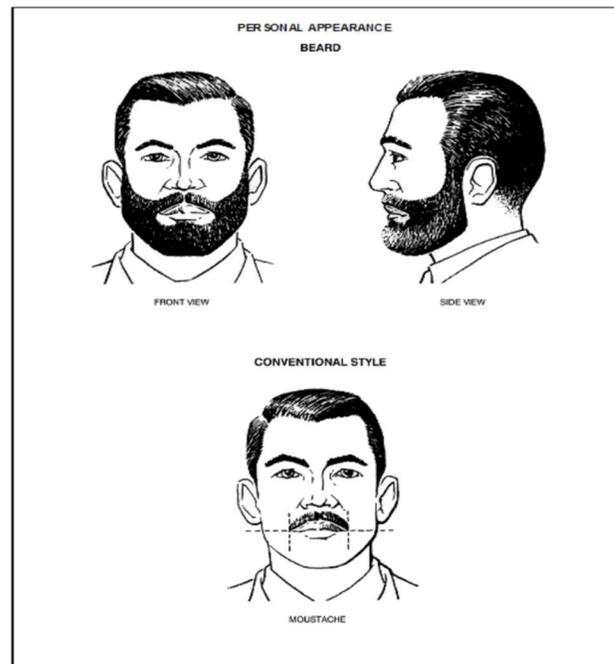
- (a) not extend below a line horizontally bisecting the ear;
- (b) be squared off in a horizontal line at the bottom edge;
- (c) be taper trimmed to conform to the overall hairstyle.

(3) Moustaches shall:

- (a) be worn at the authorization of the commanding officer;
- (b) be given four weeks to grow a beard or moustache or both, after which if it is not grown in, it is to be shaved off;
- (c) when worn alone, the unshaven portion of the face shall not extend outwards beyond the corners of the mouth;
- (d) be kept neatly trimmed; not be greater than 2 cm (3/4 in.) in bulk;
- (e) not extend below the corners of the mouth.

(4) Beards shall:

- (a) be given four weeks to grow a beard or moustache or both, after which if it is not grown in, it is to be shaved off;
- (b) be worn with a moustache;
- (c) kept neatly trimmed, especially on the lower neck and cheekbones; and
- (d) not exceed 2.5 cm (1 in.) in bulk.



B.

Female Cadets

(1) Hair shall:

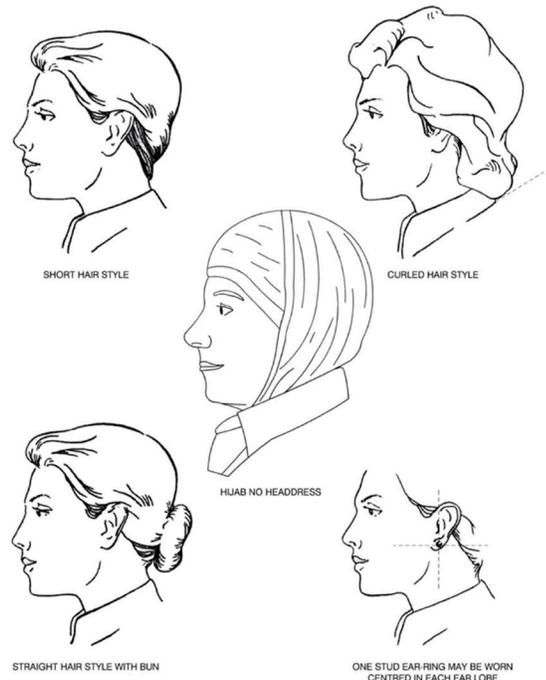
- (a) not extend below the lower edge of the shirt collar. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized.

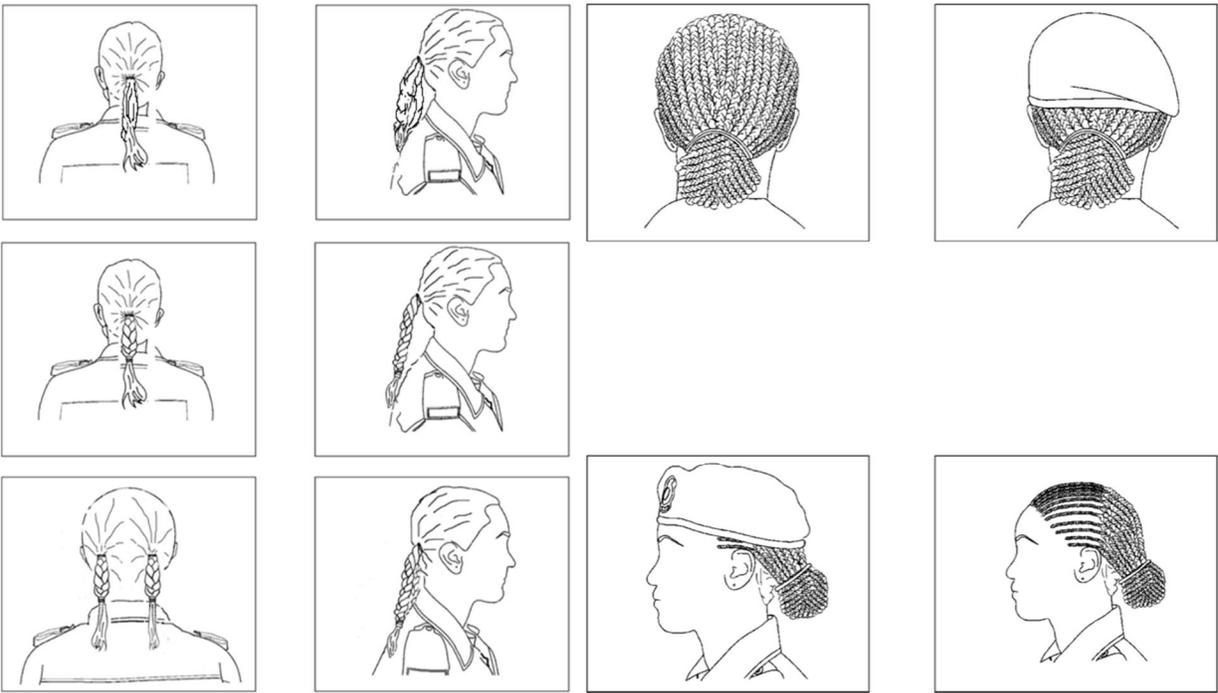
(2) **Pony Tails shall:**

- (a) If worn, be styled conservatively and tied tightly by a knot or a small unadorned fastener. A pony tail shall be worn in the centre of the back.

(3) **Braids:**

- (a) if worn, shall be styled conservatively and tied tightly;
- (b) shall be secured at the end by a knot or a small unadorned fastener;
- (c) a second small unadorned fastener may be used to secure the top of the braid;
- (d) if worn as a single braid, the braid shall be worn in the centre of the back;
- (e) double braids shall be worn behind the shoulders;
- (f) hair shall be a maximum length when gathered behind the head and braided which does not extend below the armpit;
- (g) multiple braids (cornrows) shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener;
- (h) multiple braids may be worn with a small unadorned fastener used to secure the top of the braid;
- (i) Multiple braids extending below the lower edge of the collar are to be gathered in a bun.
- (j) With the permission of the permission of the CO, a reasonable period may be authorized in order to transition from short to long hairstyles, during which time hair may extend below the lower edge of the shirt collar; all while maintaining a positive military appearance and subject to the cadet's safety.





B. Indigenous/ Rastafarian Cadets- Please see your divisional officer for more information.

Personal Appearance

(1) Jewelry

- (a) Cadets may wear a wristwatch, a Medical Alert identifier and a maximum of two rings which are not of a costume jewelry nature.

(2) Piercings

- (a) Cadets in uniform may wear a single pair of plain gold, silver stud, white diamond, or pearl earrings in pierced ears.
- (b) The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and shall not exceed 0.6 cm (1/4 in.) in diameter. In addition to authorized earrings in pierced ears, conservative, non-visible, clear body piercing adornments are permitted to be worn by cadets in uniform or during cadet activities in civilian clothing.

(3) Body Adornment

- (a) Make-up. Cadets are authorized to wear a minimal amount of make-up. During cadet activities, make-up shall be applied conservatively. The use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, coloured nail polish, bright or vivid lipstick and excessive facial make-up is not authorized.
- (b) Body Tattoos. Cadets shall not display visible tattoos that could be deemed to be offensive or otherwise reflect discredit on the Cadet Program.

(4) Undergarments

- (a) Undergarments, including a brassiere for female cadets, if required, shall be worn under all orders of dress and shall be of an appropriate colour so as not to be visible through uniform and civilian items of clothing.
- (b) Undershirts may be worn under any order of dress. Undershirts shall be of a solid colour and free of lettering or designs that will show through the uniform shirt, they shall not be visible at the neck opening or below the sleeves.

(5) Eyeglasses and Sunglasses

- (a) Eyeglasses and sunglasses shall be conservative in design and colour.
- (b) Cadets, who normally wear eyeglasses, may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions and circumstances dictate. Other cadets may wear conservatively style sunglasses that do not detract from the overall appearance of the uniform when conditions and circumstances dictate. Sunglasses shall not be worn on parade unless authorized by the CO in special circumstances.
- (c) Sunglasses with mirrored lenses are not authorized for wear.

Orders of Dress

The following are the proper orders of dress:

	Cadets	Officers	Civilians
Regular training night (Winter)	C3	3C	Business Casual
Regular training night (Summer)	C3A	3B	Business Casual
CD's/Annual Ceremonial Review	C1	1A	Business Formal

PROMOTION POLICY

Sea Cadet Rank Promotion policies appear in CATO VOL 1-13.02. Please refer to the chart below for a general guideline on promotions. Please note that the usual promotion times are not guaranteed and that other factors such as commitment, deportment, dress, effort, participation, etc... are taken into consideration.

Cadets are to refer to their DivO or Phase Training Officer for more information on promotion policies.

Junior Ranks

Insignia	Rank	Usual promotion time
[no insignia]	Ordinary Seaman OS	when joining
	Able Seaman AB	after five months of service
	Leading Seaman LS	on completion of Phase 1
	Master Seaman MS	on completion of Phase 2

Senior Ranks

Insignia	Rank	Usual promotion time
	Petty Officer 2 nd Class PO2	on completion of Phase 3
	Petty Officer 1 st Class PO1	on completion of Phase 4
	Chief Petty Officer 2 nd Class CPO2	during the 6 th or 7 th year
	Chief Petty Officer 1 st Class CPO1	when appointed to the position of Coxswain

AWARDS & RECOGNITION

UNDAUNTED has numerous awards that recognize the achievements made by our cadets during the year. Awards are presented annually at our Awards Dinner in May.



- 100% ATTENDANCE AWARD -

Awarded to all cadets who have achieved 100% attendance for all mandatory and optional activities they have signed up for the whole training year.

- MOST IMPROVED BANDSMAN -

Awarded to the band member showing the most improvement in all aspects of band training, performance, and showmanship. Donated by Elan McGinn (née Masson).

- MOST OUTSTANDING BANDSMAN -

Awarded to the band member showing the most consistent effort in musicianship, dress, deportment, punctuality, attendance, and general attitude.

- TOP BIATHLETE AWARDS -

Awarded to the Top Junior (not 15 by 08 Mar of the training year) and Top Senior (age 15 or older) Biathletes who participated in the biathlon program throughout the training year, demonstrating athleticism, marksmanship skill, perseverance, determination and sportsmanship.

- BIATHLON ENDEAVOUR AWARD -

Awarded to an UNDAUNTED biathlete who showed exceptional determination, dedication, perseverance and tenacity in biathlon throughout the training year.

- MOST OUTSTANDING GUARDSMAN -

Awarded to the guard member showing the greatest proficiency in parade and rifle drill and who demonstrates a superior standard of dress, deportment, attendance, and enthusiasm with respect to guard training and parades. Donated by Cdr J. Newberry.

- ALEXANDER OF TUNIS UNIT 2 ANAVETS GUN'S CREW AWARD -

Awarded to the Gun's Crew member showing excellent proficiency, drill, dress, deportment, and team work. This award was donated in 2019 by the Alexander of Tunis Unit 2 Army Navy and Air Force Veterans in recognition of UNDAUNTED's Centennial year.

- MOST IMPROVED MARKSMAN -

Awarded to the cadet who has shown the most improvement in Air Rifle Marksmanship throughout the training year. Donated by SLt M. Holowaty & Lt(N) C. Hallman.

- RANGE AWARD -

Awarded to the Top Junior (not 15 by 1 March of training year) and Top Senior (age 15 or older) Marksmen. Donated by HMCS TECUMSEH.

- OUTSTANDING SAILOR AWARD -

Awarded to a cadet who shows outstanding sailing skills both in the classroom and on the water. Donated by the Calgary Branch Navy League of Canada, Naval Association of Canada and Major R.S. (Dick) Westbury CD.

- MOST PROFICIENT FIRST YEAR CADET -

Awarded to a first year cadet who has not had any previous cadet experience and who demonstrates excellent interest, enthusiasm, attendance, dress, conduct, and scholastic achievements throughout the training year.

- MOST OUTSTANDING EX NAVY LEAGUE CADET -

Awarded to a cadet who is a former Navy League cadet and who has completed his/her first year with Sea Cadets. The award is intended to recognize the cadet who has made the necessary adjustments in an outstanding manner. Donated by A/SLt Tobler 1981.

- MOST IMPROVED CADET -

Awarded to a cadet of any rank, who has shown the most improvement in the past year in all areas of cadet training, dress, deportment, and enthusiasm. Established by AB Division, Navy League of Canada.

- MOST PROFICIENT LATE JOINER

Awarded to a cadet who was 13 years or older at time of joining, with no previous cadet experience, who has shown exceptional ability, dress, conduct and attitude in their first year.

- NAVY LEAGUE OF CANADA ALBERTA DIVISION PROFICIENCY AWARD -

Awarded to an Ordinary, Able or Leading Seaman in recognition of outstanding participation and perseverance in all aspects of cadet training. The Navy League of Canada, Alberta Division, will present this award.

- CHARLES E. HILL MEMORIAL AWARD FOR CITIZENSHIP -

This award and a \$100.00 grant are made to the cadet who not only makes a worthwhile contribution to cadet work but also to school, religious and community endeavors. This award acknowledges the accomplishments of an all-around citizen. Donated by the Hill family.

- THE UNSUNG HERO AWARD -

Awarded to an individual who has performed selfless volunteering both within and outside of the cadet program. This award was established in honour of the late A/SLt John Langridge, Supply Officer for UNDAUNTED, who volunteered his time in many places to help the people of his community. Donated by the 52 TVS Legion.

- CAPTAINS PROFICIENCY AWARD -

Awarded annually to a Leading Seaman and Master Seaman in recognition of outstanding participation and perseverance in all aspects of training. Donated by Lt(N) Rose Read.

- SPIRIT & ENTHUSIASM AWARD -

Awarded to a cadet who works hard for him/herself and the corps, and shows great enthusiasm and spirit in all tasks he/she undertakes. Established in memory of LC Holly Erin Reid 1989.

- ESPRIT DE CORPS AWARD -

This award is presented to a cadet who continually displays a strong commitment to the Corps, demonstrates dependability in carrying out assigned duties, and instills camaraderie amongst fellow cadets. This cadet sets the example by pursuing personal goals with balance, passion and determination. Donated by LCdr J. Parkin.

- BEST JUNIOR NCO -

Awarded to the junior NCO, Master Seaman or Petty Officer 2nd Class, who demonstrates an outstanding level of dress and deportment as well as showing excellent leadership and power of command abilities.

- LCdr J. COUTTS TROPHY - BEST DIVISIONAL PETTY OFFICER

The LCdr J. Coutts Trophy is awarded to the Divisional Petty Officer who shows superior leadership as well as setting an outstanding personal example of dress and deportment.

- TRAINING AWARD -

Awarded to the staff cadet, employed as an instructor, who demonstrates superior abilities in Instructional Technique, Leadership, and an overall knowledge of the training department.

- HEADQUARTERS AWARD -

Awarded to a cadet who is a member of the Headquarters department and is employed in a staff cadet position with the corps. This cadet must have executed his/her duties with interest, enthusiasm, and proficiency.

- GUNNERY AWARD -

Donated by Mr Barry Norrington in 2006. Presented annually to the Best Overall Cadet in the Gunnery Department.

- MOST OUTSTANDING BOATSWAIN -

Presented annually to the cadet who exemplifies the skills and leadership of the Boatswain Trade. Donated to the corps by CPO2 Anthony Von 2007.

- CDR BILL EVELYN AWARD -

This award is presented to a cadet who has worked hard all training year at the tasks he or she was assigned. This cadet clearly demonstrates the initiative and motivation to participate in many activities with the corps, and does so for the selfless benefit of the corps. This award may be presented to any cadet who has made a significant contribution to the corps through his or her hard work. In memory of Cdr Bill Evelyn.

-McGOWAN MEMORIAL TROPHY - FOR BEST SENIOR NCO

Awarded to a senior NCO who is outstanding in dress, deportment, and knowledge. This cadet must also have the ability and willingness to work with all cadets and possesses power of command abilities.

- COCK OF THE WALK (Best Division)-

This award is determined by the "Cock of the Walk" competition, which is conducted annually from 1 October to 30 April each training year.

- CADET OF THE YEAR -

Awarded to the UNDAUNTED cadet who is outstanding in all respects. This cadet must excel in carrying out all duties while maintaining a superior standard of dress and deportment, and by encouraging others to do the same.

- LORD STRATHCONA MEDAL OF EXCELLENCE -

Awarded to a cadet who demonstrates a complete knowledge of the activities of the cadet movement, who demonstrates a high level of physical fitness, has achieved the minimum rank of PO2, has attended at least 75% of the scheduled training parades and at least 50% of the scheduled optional training programs in the year of nomination and is regarded by peers and supervisors as exemplifying the model cadet.

- ROYAL CANADIAN LEGION CADET MEDAL OF EXCELLENCE -

The RCL Cadet Medal of Excellence emphasizes the citizenship aspects of the cadet program. The recipient must have met all requirements of the corps' annual mandatory and optional training programs, have participated in a minimum of three community service events and be regarded by peers and superiors as exemplifying a model cadet. The recipient will have enhanced the cadet corps through cooperation with peers and subordinates, comradeship, promoting goodwill and morale, aided in development of group identity and cohesiveness, supported and assisted fellow corps members and been involved in the local community.

- NAVY LEAGUE OF CANADA MEDAL OF EXCELLENCE -

May be awarded annually to the most proficient Navy League Cadets and Royal Canadian Sea Cadets within each Division. To be eligible for this award, the cadet must have:

- Attended a minimum of 80% of all activities in the current training year
- Achieved the rank of Petty Officer first class or higher.
- Consistently set an outstanding personal example of dress and deportment.
- Demonstrated a thorough grasp of cadet training, as indicated by promotions, examinations and previous awards.
- Demonstrated good citizenship through community service activities.

The Award is in the form of a certificate and a medal to be worn on the right breast of the uniform. The Award will be issued by the National Office for presentation by the Branch. The award is issued based on a quota of 1 medal for every 200 cadets (or part thereof), excluding the medal awarded each to Division Cadet of the Year.

CONDUCT & DISCIPLINE

GENERAL INFORMATION

The cadet program is based on military discipline, which is a system that promotes efficient action and protects the individual. Cadets are expected to display high standards of behaviour and strict discipline shall be enforced to maintain this high standard. Canadian Forces members, including Officers of the CIC, are subject to the Code of Service Discipline in the National Defence Act along with all international, federal, provincial and municipal laws. A civilian or a cadet is not subject to the Code of Service Discipline, but, by consenting to participate in the Canadian Cadet Organization, shall be considered to have agreed to conform to regulations, orders and instructions issued by competent authorities.

Cadets shall be governed in their conduct and discipline by the Cadet Administration and Training Orders (CATO). UNDAUNTED also requires that cadets sign a Code of Conduct upon joining the unit. Failure of a cadet to follow these codes of conduct or violation of orders shall result in administrative or disciplinary measures being taken in accordance with CATO 13-22.

PAYING COMPLIMENTS

The salute is a mark of respect and courtesy for an officer's commission and/or higher rank of other officers, for the Canadian Flag, or the National Anthem. Salutes are not performed if the individual is not wearing a headdress (including tilley cap or ball cap), instead they are to stand at attention.

WHO to Salute: Only uniform officers receive salutes. Officers can be recognized by the gold braid rank they wear around the sleeves of their uniform jackets or on their shirt epaulettes (for examples, see the rank structure examples provided in this handbook). When you recognize a uniform officer who happens to be in civilian attire, you DO salute them as you are supporting their Queen's Commission and not their uniforms.

WHO NOT to Salute: Do NOT salute cadets (regardless of rank), Civilian Instructors, or other civilians.

The following areas are deemed saluting areas at the local headquarters:

- * Outside of the building.
- * The Parade Square.
- * When passing through the Quarterdeck on HMCS TECUMSEH.
- * Upon entering or leaving an office where there is an officer present.
- * Compliments will be paid to officers while in the gangways/stairwells your head and eyes and a proper greeting "Good Evening Ma'am/Sir (the gangways are too narrow to salute when walking past someone)



All adults will be addressed as Ma'am or Sir (including cadet's parents)

SMOKING

Under no circumstances shall cadets smoke or be in possession of tobacco products while at or travelling to/from cadet activities. Staff shall not smoke in front of cadets.

**ALCOHOL and CANNABIS**

No cadet (regardless of age) shall consume or be in possession of alcoholic beverages or be intoxicated during Corps activities. No Corps staff member, including civilian volunteers, civilian instructors and CIC Officers, shall consume or be in possession of alcoholic beverages or cannabis or be intoxicated while performing their duties as a CV, CI or CIC Officer.

DRUGS

No member of the Corps, including cadets, civilian volunteers, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort.

The Corps Commanding Officer shall immediately notify proper local authorities of any breach of the above policies.

POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)

The safety and wellbeing of every cadet is of primary importance to the Canadian Cadet Movement. That's why the Cadet Harassment and Abuse Prevention (CHAP) Program was created and implemented several years ago. Commencing with the 2010-2011 training year, CHAP was replaced with an updated and revised program called **Positive Social Relations for Youth (PSRY)**. Attending PSRY training is mandatory for every cadet in Phase 1 and Phase 4.

The objectives of the PSRY program are to prepare cadets to:

- * Interact comfortably within the cadet community
- * Interact positively with others
- * Exercise sound judgment
- * Accept personal accountability for actions and choices
- * Deal with interpersonal conflict
- * Seek assistance from available resources when needed

It should be noted that if a cadet has a situation outside of cadets they are still free to talk to whomever they feel comfortable with, be it an officer, another cadet, parent, etc... should they choose to do so.

The Unit Cadet Conflict Management Advisors (UCCMA) for #22 UNDAUNTED are Lt(N) Bill Durtler and Lt(N) Mark Michalak. However, cadets are encouraged to talk to whichever officer they feel comfortable with.

ATTENDANCE POLICY

General attendance for mandatory training

An excused absence is when a phone call to the Corps or prior notification to Administration is given. It is the cadet's responsibility to contact the corps before the training being missed (if you are sick that day then you must leave a message at the corps by phone or online no later than 1900 hrs (7pm) on the training night). If there is no notification of the absence then it is considered an Unexcused Absence, or Absent Without Leave (AWOL). Too many AWOL's on a cadet's record can impact selection for optional activities and summer training.

Regular training on Tuesdays is mandatory (but does not usually require leave from the Commanding Officer). Three or more consecutive absences without prior permission from the Commanding Officer is unacceptable. This results in the cadet being taken off of our parading strength, and possibly out of the program. There are situations that arise where the cadet has no prior knowledge of absences (i.e. sickness in family...), these are handled on a case to case basis. These rules also apply to our optional programs that you have signed up for (i.e. Band, drill team, range...).

Full Ship's Company Practices – cadets are also expected to attend the Full Ship's Practices on the last Sunday of each month. These practices ensure that the entire Ship's Company is prepared for the Ceremonial Divisions and Inspections that take place on the last Tuesday of each month, and ultimately, the Annual Ceremonial Review which takes place in May/June of each training year.

Attendance for weekend and optional training

Activities and training sometimes occur on weekends. Some of this training is required for successful completion of the cadet training level. Mandatory weekend training includes: at least one weekend survival exercise per year, Remembrance Day Ceremonies, and one citizenship activity (i.e. poppy sales, cemetery clean-up...). If you sign up for an activity you must attend or inform us of your absence (same procedure as regular attendance). Attendance at weekend activities counts towards special trips which take place usually every second or third year (for example, CFB Esquimalt in Victoria B.C.). If you sign up for an activity and fail to attend without notice it will count against you for future optional events. It is important for you to inform us as soon as possible because you are potentially taking away the opportunity from another cadet.

Perfect Attendance

There are awards at the end of the training year for perfect attendance. The criterion for this award is no absences, excused or otherwise for Tuesday night parades. In addition, the cadet must have completed all training requirements (regular training, as well as Remembrance Day, weekend survival exercise, and citizenship activity/ies). There is a nominal roll taken at every event and it is the cadet's responsibility to ensure he/she signs it.

SELECTION PROCESS FOR FUN/OPTIONAL ACTIVITIES

Throughout the training year we will have fun events/trips for the cadets. The following are the criteria used:

- * Cadet attendance at mandatory training / support training activities
- * Cadet attendance at optional training
- * Cadet attendance at fundraising activities (not including bingos or casinos)
- * Cadet deportment/discipline
- * Sufficient rank structure to support event (if necessary structure is not met)
- * Cadet time in program (if necessary)

*Note: Parental involvement has no bearing on selection process.

DIRECTED OPTIONAL TRAINING

DRILL TEAM

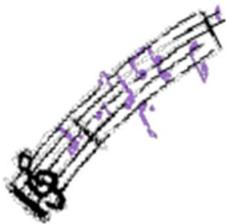
The Drill Team of #22 RCSCC UNDAUNTED has a long tradition of excellence. Ever since the Corps began, a team of cadets would gather weekly to practice marching and drill movements. In annual competitions the drill team's dedication to perfection has earned many awards. In 2006-2007, 2007-2008, 2008-2009, and 2009-2010, #22 RCSCC UNDAUNTED came in first place at the Alberta Sea Cadet Sports and Drill Competition. In 2010-2011, the Drill Team of #22 UNDAUNTED won Gold and in 2011-2012 won Silver at the Southern Alberta Tri-Service Drill Competition. In the 2014-15 training year, the UNDAUNTED Drill Team placed third between all Cadet Groups in Southern Alberta. That year's Drill Team Commander also took home the award for top commander in all of Southern Alberta.



This year the tradition will continue. Each week, on Sunday mornings, Drill Team members will gather to work on their skills with the hope that they will have the privilege of representing the Corps in the Southern Alberta Zone competition.

Any member of the Corps may apply for membership on the Drill Team, but only those who display dedication and competence will remain. If you have what it takes to learn the movements and perform the drills, you will have a year to remember. Are you ready to be part of the Corps tradition this year?

BAND



Welcome to the “#22 UNDAUNTED” Band and what is going to prove to be a strong musical year. The cadet music program offers many opportunities that should not be missed. This band is made up of Beginner (first time) and experienced musicians. The cadet music program gives cadets a chance to advance in their level of playing abilities as they progress in skill. This advancement is done through formal testing (levels one through five). Excluding technical studies, the Cadet Music Levels 3, 4, and 5 were specifically designed to be relatively equal in all aspects to the Royal Conservatory of Music Grades 2, 4, and 5 respectively. Band members have the opportunity to participate in ceremonies, parades, music concentration weekends, level testing and if selected, the Prairie Region honour band.

Our focus this year is on musicianship, and the Naval Reserve Band of HMCS TECUMSEH has invited as many of UNDAUNTED's cadets as possible to attend their rehearsals on Wednesday evenings. The program consists of drill/marching, sectional instruction/workshops/clinics and ensemble practices. Collaboration with HMCS TECUMSEH's band will be extremely valuable for developing individual musicians and UNDAUNTED's band as a whole.

Our practices are on Sunday Mornings. Our goal, as the "#22 UNDAUNTED" Band, will be to act as the Corps ambassadors. As a band, we not only give the first impression of the Corps; but also the last. It is a serious position to be in, however, through hard work and commitment, we will accomplish our goals and have fun at the same time!

GUARD

The Guard is a group of hard-working cadets, who through training and dedication are on display as the Corps show piece, carrying parade rifles each and every Tuesday Parade. They often participate in many special events, such as Remembrance Day Services. To be a part of the Guard it takes a dedicated team player that has a desire to hone their self-discipline, confidence, stamina, drill and leadership potential. A very solid understanding of basic drill movements, dress and deportment are required, therefore, tryouts to be on the Guard are required. If selected, it is expected that you dedicate yourself to continuous improvement throughout the training year. The Guard practices on Sunday mornings. REMEMBER: Many are called, few are chosen to be a part of this team; your spot on this team is a privilege at all times, not an expectation.

RANGE/MARKSMANSHIP TEAM

The Air Rifle Range is open and available to all cadets interested. We have specialists that work with our Marksmanship Team for competitions. For the past several years, we have had cadets qualify for the Provincial level of competition and our goal is to have cadets advance to Nationals. Success requires dedication and eagerness to achieve the various marksman levels.

BIATHLON

The "#22 UNDAUNTED" Biathlon Program provides cadets with the opportunity to learn and compete in the combined sports of target shooting and skate skiing. Biathlon is a sport that offers a test of individual endurance as well as the disciplined art of rifle handling and skiing. Teamwork and leadership are an important part of the program.

The Biathlon Team trains on Thursday evenings for aerobic and strength training and Sunday afternoons from 1300 – 1600 hrs to combine aerobic and precision shooting combination practice. Sunday afternoons are replaced by full days on Saturdays for those moving to the next level of competition. Additionally, some other fitness training may take place in conjunction with other cadet corps/squadrons in the city on additional days of the week. The physical training is to build upon an individual's endurance and mental toughness. Range training will teach the cadet proper handling, basic knowledge of the Daisy Air Rifle, the Anschutz small-bore biathlon rifle and range safety. Safety is of the utmost importance throughout all training. The competitive Biathlon season extends from September through March.

Biathlon is a huge commitment and not to be taken lightly. Cadets and parents involved in this program can anticipate some carpooling and financial commitments in addition to the time spent training.

There are three levels of competition. In November, there is a Zone Competition which typically

involves cross-country running and shooting with the Daisy Air Rifle. The Provincial Championships are held in late January or early February, and involve skiing and shooting with the Anschutz small-bore rifles. The National Championship is held in March. There are opportunities for cadets to compete at these competitions, and to serve as staff cadets. All equipment is provided by the Corps, but those with their own equipment are welcome to join in as well. There are a limited number of places available on the competitive team, so cadets are required to try out for the team.

To be a part of the Biathlon team, you must be extremely dedicated. The amount of effort YOU personally put in directly attributes to overall selection on the team and the end result of winning. This requires training OUTSIDE of the Cadet program as well as training with UNDAUNTED at the Corps. It is EXPECTED you are an athlete and take being an athlete VERY seriously. Regular training at home is expected as an athlete as this is the most competitive program the Canadian Cadet Movement has to offer for all three services.

Thanks to dedication of our coaches, parents and cadets, Undaunted has been able to repeatedly send cadets to the Provincial championship year after year. Once at the Provincial championships, the winners of the competition are selected to create a team to represent the province of Alberta. Undaunted has had great success at sending athletes as part of team Alberta to the National Cadet Biathlon Championship over the past years. Last year, UNDAUNTED cadets made up 3 of the 10 spots to represent our province and returned with 3 medals.

GUN CREW

2011 saw the return of a Naval Field Gun Crew and Gun Run display for the ACR. The Naval Field Gun was graciously loaned to UNDAUNTED by the CO of HMCS TECUMSEH and the Naval Museum Society of Alberta. It is hoped that this program can continue— pending the continued loan of the Gun.

SAILING AND SAILING LEVELS

Throughout the training year, cadets will be offered the opportunity to participate in Sailing at the Central Alberta Sylvan Lake Cadet Nautical Site and Southern Alberta Chestemere Cadet Nautical Site. Programs are usually offered three times per year, in the early fall and twice in the spring. Cadets attending can obtain Sailing proficiency levels.

Each September, cadets of #22 UNDAUNTED sail in the Calgary Cup Sailing Regatta hosted by the Naval Association of Canada. Cadets with sailing experience and proficiency are encouraged to participate in the race and a day of fun activities. The Regatta is held annually at Glenmore Reservoir, usually on the second Sunday in September.

Duke of Edinburgh's Award

Do you play sports? An instrument? Do you have a hobby? Would you like to be recognized with for your skills and your extracurricular activities with an international award? Would you like to meet a real prince or a princess? If so, then you are a perfect candidate for the Duke of Edinburgh's Award!

The Duke of Edinburgh's Award is an internationally recognized award established in 1956 by His Royal Highness The Prince Philip, Duke of Edinburgh. The award aims to encourage and reward young people to set and accomplish personal goals in the four areas of fitness, skill, adventure, and service. The award is noncompetitive and has three levels Bronze, Silver, and Gold each requiring a certain age for entry and an unlimited time span for completion up until the age of 25.

To achieve the award, participants must complete a certain number of hours in each of the four areas of focus (fitness, skill, adventure, and service). You are free to pick whatever activity you want as long as it is under the four criteria. For example, you may play soccer or lift weights for your fitness requirement, and you may choose to play piano or build scale models for your skill. Your choice of activity is endless.

All cadets (age 13.5 and up) with UNDAUNTED are highly encouraged to register into the D of E program. Many of the activities offered by the Cadet Program and the corps fulfill the requirements for each level of the award! All the participants need to do is supplement the few remaining hours with activities easily completed with other afterschool (and sometimes in school programs) or at home. Completion of each level of the award warrants presentation from various dignitaries. Bronze Award achievers are presented their pin and certificate from the CO of the Corps. Completion of the Silver Level is presented by the lieutenant-governor of Alberta while completion of the Gold Level is presented by a member of the royal family or the governor-general of Canada. This award is perfect for those who want to be recognized for their effort and work as an all-around person and will represent you well for future jobs, scholarships, schools, awards, and so much more!

SUMMER TRAINING

Cadets can be selected to summer training for two to eight weeks on a variety of courses. Each training course offers a unique mixture of outdoor activities and valuable instruction. Attendance on cadet summer training courses is free of charge. Courses include training in leadership, instructional techniques, music, marksmanship, sailing, ceremonial drill, physical education, survival training, and ship's boat driver. Advanced Cadets can qualify for Silver Sail or Marine Engineering, as well as international exchange trips and deployments to Canadian Coast Guard Ships and Tall Ships.

Not every cadet is guaranteed selection for summer training each year. There is a process and pre-requisites to be met when applying for summer training. First-year cadets must have joined cadets no later than 31 January of the training year, be in good standing at the cadet corps (i.e., good attendance, good attitude, dress and deportment), be medically fit, and meet the course specific requirements. The process involves filling out an application form and returning all necessary attachments by the deadline established. For senior level courses, exchanges, deployments and staff cadet applicants, the deadline is typically in December or early January, and for junior level courses, the deadline is typically in early February. We cannot accept applications after the deadlines.

Summer training is ongoing throughout the summer months; there are usually 2-3 intakes for each of the one and three week training courses, and one intake for the senior courses, which are 6 weeks in length. With this in mind, we ask that you coordinate holidays and summer training so they do not overlap, (if there are holiday plans please inform us so we also can plan accordingly and apply for the appropriate dates).

There are limited spaces available so paying close attention to requirements and deadlines is of the utmost importance.



REFERENCE MATERIAL**NATIONAL ANTHEM: Ô CANADA**

O Canada! Our home and native land True
 patriot love in all of us command. With
 glowing hearts we see thee rise
 The true north, strong and free
 From far and wide, O Canada
 We stand on guard for thee.
 God keep our land glorious and free O
 Canada! We stand on guard for thee
 O Canada! We stand on guard for thee.



O Canada! Terre de nos aïeux
 Ton front est ceint de fleurons glorieux!
 Car ton bras sait porter l'épée
 Il sait porter la croix!
 Ton histoire est une épopée
 Des plus brillants exploits. Et
 ta valeur, de foi trempée
 Protégera nos foyers et nos droits
 Protégera nos foyers et nos droits.

**GOD SAVE THE QUEEN**

God save our gracious Queen Long live our noble Queen, God save the Queen:

Send her victorious, Happy and glorious, Long to reign over us: God save the Queen.

HEART OF OAK

Come cheer up my Lads, 'tis to glory we steer, To add something more to this wonderful year.
To honour we call you, as freemen, not slaves, For who are so free as the sons of the waves?

Chorus:

Heart of oak are our ships, jolly tars are our men, We always are ready, Steady, boys, steady,
We'll fight and we'll conquer again,

Heart of Oak are our ships, jolly tars are our men, We always are ready, Steady boys, steady,
We'll fight and we'll conquer again, and again!

We ne'er see our foes but we wish them to stay, They never see us but they wish us away.
If they run, why, we follow and run them ashore, For if they won't fight us, we cannot do
more.

(Chorus)

They swear they'll invade us, these terrible foes; They frighten women, children, and beaus,
But should their flat bottoms in darkness get o'er, Still Britons they'll find to receive them on
shore.

(Chorus)

We'll still make them fear, and we'll still make them flee, And drub 'em on shore as we've
drubb'd 'em at sea,

Then cheer up my lads, with one hear let us sing, Our Soldiers, our Sailors, our Statesmen, our
King.

(Chorus x2)

We'll still make 'em run, and we'll still make 'em sweat, In spite of the Devil and Brussels
Gazette,

Then cheer up my lads, with one heart let us sing, Our Soldiers, our Sailors, our Statesmen,
our King.

NAVAL PRAYER

O Eternal Lord God, who alone spreadest out the heavens, and rulest the raging of the sea, who has compassed the waters with bounds until day and night come to an end:

Be pleased to receive into thy Almighty and most gracious protection the persons of us thy servants, and the Fleet in which we serve. Preserve us from the dangers of the sea,

and the violence of our enemy; that we may be a safeguard

unto our most gracious Sovereign Lady,

Queen Elizabeth

and a security for such as pass on the seas upon their lawful occasions;

that the inhabitants of our Commonwealth

may in peace and quietness serve thee our God; and that we may return to safety

to enjoy the blessing of our land, with the fruits of our labours,

and with a thankful remembrance of thy mercies to praise and glorify thy holy Name.

Amen.

OATH OF ALLEGIANCE

I hereby affirm my loyalty to Her Majesty the Queen, her heirs and successors.

KNOW YOUR SHIP!**A SHORT GLOSSARY OF COMMON NAVAL TERMS AND SAYINGS**

BANYAN: A Banyan is barbecue or party, usually with steaks and beer. The term is derived from "banian", a garment worn by an East Indian sect which neither kills nor eats meat. In the 18th century, the British navy denied its sailors meat on Mondays, Wednesdays, and Fridays; these days were known as "banian" (or Banyan) days. The custom was introduced during the reign of Queen Elizabeth I as an attempt to economize. The term has now come to mean just the opposite.

BOATSWAIN (pronounced Bosun or Bos'n): This term comes from the Old English batswegan, meaning the boat's swain, or husband. Today it refers to the professional seaman trade.

BRAVO ZULU: Phonetic pronunciation of 'BZ' from the NATO signals codes. Signifies 'Good Job' or 'Well Done.'

BOATSWAIN'S MATE (aka BUFFER): In harbour, this person is part of the gangway staff, under the command of the officer of the day. He makes all pipes and assists the quartermaster. At sea, his post is on the bridge, under the command of the officer of the watch.

BROW: A gangway between two ships or from ship to shore.

BULKHEAD: A wall.

COXSWAIN (pronounced Cox'n): The coxswain is the senior non-commissioned officer on board. He/she is the link between the officers and the enlisted personnel, other than that provided by the divisional system. He/she is responsible for routine and discipline. Coxswain may also refer to the seaman in charge of a ship's boat when it is away from the ship.

CRUSHER: The Regulating Petty Officer (RPO) in charge of administration and discipline.

DECK: The floor.

DECKHEAD: The ceiling.

GANGWAY: Any recognized entrance to, passageway, or traffic route within a ship. A hallway or corridor.

GASH: Garbage.

GASH CAN: Garbage can.

HEADS: Toilets.

IRISH PENNANTS: Rope yarns or stray rope ends hanging. Often referred to loose threads on the uniform.

KYE: Hot chocolate drink.

LIBERTY BOAT: The ship's boat carrying members of the ship's company permitted to go ashore.

MUSTER: Form up and take attendance.

NUMBER ONE: The Executive Officer (XO).

PIPE DOWN: An order meaning keep silence; a pipe down at sea means a free afternoon to catch up on lost sleep.

SCRAN LOCKER: Stowage for kit left lying about.

STAND EASY: To "stand easy" is a parade command, meaning to assume a relaxed posture. On board a ship, the command "stand easy" refers to a "coffee break".

BACKGROUND OF THE ROYAL CANADIAN SEA CADETS

EARLY DAYS

In 1895, due to concern over the Royal Navy's ability to provide adequate naval defence, concerned citizens formed the Navy League, to promote interest in the problems of maritime trade and defence.

The League formed local branches throughout the United Kingdom and in other countries of the British Empire. The earliest Canadian branch was formed in Toronto. Its warrant (Warrant No. 5) is dated December 10, 1895, and currently hangs in the Navy League (of Canada) National Office.

At that time, Canadian branches supported a cadet program called the Boys' Naval Brigades, aimed at encouraging young men to consider a seafaring career and provide basic training in citizenship and seamanship,.

EVOLUTION

At the formation of the Canadian Naval Service in May 1910, (subsequently designated the Royal Canadian Navy (RCN) in August 1911 until February 1968) the organization was renamed from "Boys' Naval Brigade" to "Navy League Sea Cadets," to permit closer liaison with the Navy. In 1942, King George VI graciously consented to be Admiral of the Navy League's Sea Cadets, and granted the "Royal" suffix, causing another name change, to the current "Royal Canadian Sea Cadets." Queen Elizabeth continued this Royal patronage and named His Royal Highness Prince Philip, Duke of Edinburgh as the Admiral of the RCSCs until his retirement in 2017. Finally, in 1941, the RCN became a joint partner with the Navy League in support of the RCSC.

GIRLS

In 1950 the Navy League Wrenette Corps' were established for girls aged 13 to 18 years, though some corps existed unofficially before that date. In 1975, the two programs were amalgamated and girls were officially enrolled in Sea Cadets.

MEMORIAL

At the Royal Military College of Canada, outside Currie Hall in Kingston, Ontario stained glass windows relate the history of the Royal Canadian Sea Cadets.

- * Donated as a tribute to all national presidents of the Navy League of Canada for the proven love of country in promoting patriotism... seapower ... youth training, the window bestows 'Honour and Glory to patriotic citizens who have and will serve Canada.' The window features images of the Royal Canadian Sea Cadets, Navy League Cadets and Navy League Wrenettes.
- * In memory of David H. Gibson, C.B.E. National President, Navy League of Canada, 1938-1952 a stained glass window features images of a young sailor and God behind the ships' wheel. The window is dedicated to Canadians who in defence of the country went down

to the sea in ships. The window includes a poem by H.R. Gillarm: "Proudly in ships they sailed to sea. Ahead their goal, perhaps eternity. But with God as their pilot they had no fear facing all danger as their course was clear. Their cargo? The record of their life. Some good, some bad, some peace, some strife."

NAVY LEAGUE TODAY

In 1995, the Navy League of Canada celebrated its 100th Anniversary. The League promotes the same subjects today, as at its founding: knowledge of, and support for, maritime interests. On a national level, the League supports the International Exchange Program, certain scholarships, and the National Sea Cadet Regatta, while local branches provide vital logistical support to individual RCSCC Corps.



ROYAL CANADIAN SEA CADETS BADGE

This badge is the service crest of the RCSC, and is worn on cadet issued parkas. It also appears as a brass cap badge worn on a black beret.

#22 RCSCC UNDAUNTED CORPS HISTORY



#22 RCSCC UNDAUNTED is named after the Royal Naval vessel the HMS UNDAUNTED, originally a British captured French 28-gun sixth rate, storeship and prison ship named “Bien Venue” launched 7 May 1788 and built by J.F. Gouet and Louis Deros. She was captured in 1794 during the British capture of Fort Royal and Fort Saint Louis (Martinique). The Royal Navy then sold HMS UNDAUNTED in July 1795.

It is practice of all commissioned ships and Sea Cadet Corps throughout the Commonwealth to maintain a Corps motto. RCSCC UNDAUNTED has chosen to keep the motto “Bienvenue” of the HMS UNDAUNTED from which the corps is named. The motto “Bienvenue” is the French word for “welcome” and ties our Corps back to the ship’s French origins.

Since the original HMS UNDAUNTED of 1794, there have been 8 ships named UNDAUNTED. Some have a very colourful history.

For example, the 3rd HMS UNDAUNTED (38-gun fifth rate) launched in 1807. She conveyed the French Emperor Napoleon to his exile on the island of Elba in the South Atlantic Ocean, in 1814. After 53 years of service she was used as a target vessel in 1856 and then subsequently scrapped in 1860.

The 6th HMS UNDAUNTED (launched 28 August 1914) was an Arethusa-class light cruiser. She fought bravely in WW1 and earned two Battle Honours: the first at Dogger Bank the second on the Belgian Coast.

The 7th HMS UNDAUNTED was commissioned 30 December 1940 as a British U class submarine. She sailed from Malta to patrol off Tripoli, Libya. She was due to return to Malta 11 May 1941; however, she was lost due to unknown causes off the coast of Gibraltar in 1941.

The 8th and final HMS UNDAUNTED was a U class destroyer of 1,710 tons launched 19 July 1943. She earned two battle honours during WW2. The first one was during WW2 on 6 June 1944, when the largest armada in history landed on the beaches of Normandy. By the end of the day, 175,000 men were ashore and Hitler’s vaunted Atlantic Wall had been breached. Among the troops were thousands of Canadians, many of them Calgarians. The second honour came in Okinawa in 1945.

After WW2, HMS UNDAUNTED remained in active service where she was converted to an anti- submarine frigate from 1952 to 1954. In 1978, she was expended as a target ship.

RCSCC UNDAUNTED was formed in Calgary in 1919 and has paraded at HMCS TECUMSEH since that time. RCSCC UNDAUNTED proudly celebrated its 100th Anniversary in 2019.

For more information about HMS UNDAUNTED’s history, please visit www.Wikipedia.org and search HMS UNDAUNTED.