

# Royal Canadian Sea Cadet Corps “AJAX”



## GUELPH SEA CADETS

### WELCOME PACKAGE

FOR NEW CADETS

1 SEPTEMBER 2023

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## Commanding Officer's Welcome

On behalf of the ship's company of RCSCC AJAX, I take great pleasure in welcoming you aboard.

In joining the Sea Cadet Program, you are about to embark on a journey that will positively impact your life in ways you yet cannot imagine. You will develop long term friendships and leadership skills that will benefit you throughout your life. You will be challenged in many exciting ways while acquiring valuable life and practical skills. You will have opportunities to travel, take part in competitions, earn school credits, and gain volunteer hours. Most of all, you will become a part of a unique National Organization filled with people who will become an extended family to you.

Being a cadet, wearing the cadet uniform and taking part in cadet activities is a uniquely unique experience. The highly trained and qualified team of adult and youth leaders here at the Guelph Sea Cadets are dedicated to making your experience an incredible and memorable one. Our staff, comprising of Commissioned Officers, Civilian Instructors, Civilian Volunteers, Branch Personnel, and Staff Cadets, work extremely hard to deliver a quality individualized program for you and in return I expect a solid commitment from all members of the Ships Company. Part of this expectation is that you attend training, take part in local community and Corps activities by applying yourself to the best of your abilities. The more active you are in the cadet program, the more you will benefit from its unique opportunities. Being called a cadet is a distinct privilege.

We have prepared this guide for you to provide some basic information to help you as you get started in the cadet program. It will serve as a valuable reference, but if you have questions, please speak with a senior staff cadet who will be happy to help you learn and grow as a cadet.

I would hope that you enjoy your experiences with the Guelph Sea Cadets and the Canadian Cadet Organizations. Our Commitment to you is that we will support you every step along the way as you endeavour to achieve your maximum potential in preparedness, '...to become the leaders of tomorrow.'

Lt(N) Sue Patterson, CD  
Commanding Officer  
RCSCC AJAX, Guelph Sea Cadets  
[Susan.Patterson@cadets.gc.ca](mailto:Susan.Patterson@cadets.gc.ca)



**ILLUMINATE VIAM**  
("Illuminate the way")

**Canada** 



## What's in a name?



The **Royal Canadian Sea Cadets (RCSC)** are a component of the Canadian Cadet Organizations (CCO), a Canadian national youth program created by the National Defence Act (NDA). The CCO is sponsored by the Canadian Armed Forces (CAF) and their civilian partners the Navy, Army and Air Leagues of Canada. The program is administered by the Cadet Organizations Administration and Training Service, (COATS), who are part time members of the CAF. The program is funded by the Department of National Defence (DND), with the civilian partner providing support in the local community. Cadets are not members of the CAF.

Lt(N) S. Patterson CD, CO, RCSCC Ajax

Contact: [co@rcsccajax.ca](mailto:co@rcsccajax.ca) or [Susan.Patterson@cadets.gc.ca](mailto:Susan.Patterson@cadets.gc.ca)



The **Navy League of Canada (NLC)** (*French: Ligue navale du Canada*) is a non-profit organization founded in 1895 and incorporated in 1918. Originally formed to promote maritime issues to Canadians, the Navy League is the non-governmental partner of the Department of National Defence in the delivery of the Royal Canadian Sea Cadets program. The Navy League is also the sole sponsor of the Navy League Cadets program for boys and girls between the ages of nine and twelve. The Guelph Branch of the Navy League provides the building for RCSCC Ajax to use and supports optional activities such as the Band.

Mr. Rick Berthiaume, President, Guelph Branch

Contact: [rick.berthiaume@gmail.com](mailto:rick.berthiaume@gmail.com)



The **Cadet Organizations Administration and Training Service (COATS)** is comprised of Canadian Armed Forces Members (COATS members) and are primarily assigned to duties relating to the supervision, administration, and training of cadets who are members of the Royal Canadian Sea Cadets, Royal Canadian Army Cadets and Royal Canadian Air Cadets. COATS members are also responsible for Junior Canadian Rangers (JCR) when JCR attend a Cadet Training Centre (CTC) or participate in other authorized activities for cadets.

For more info [CLICK HERE](#).

Don't worry, you'll get used to all of the acronyms!



## Why “RCSCC Ajax” if the Corps is in Guelph, ON?

Professor Jack Baker of the Ontario Agriculture College is considered the founder of the Ajax Sea Cadet Corps about 1937. In 1940, a group of Guelph businessmen formed the Guelph Branch of The Navy League of Canada, to procure and supply the Sea Cadet Corps with the necessary equipment and building to operate properly.

In early 1941, twenty potential cadets were recruited to form the nucleus of the Guelph Corps. They were transported weekly to RCSCC LION, in Hamilton, for some six months training pending the Commissioning of AJAX on August 3rd, 1941. They became the first Chief Petty Officers, Petty Officers, Leading Cadets, and Sub-Instructors of the Corps.



HMS Ajax 1935-48  
Cruiser Badge

**Each Sea Cadet Corps** (the *p* and *s* in *corps* are silent, so it's pronounced like *core*) **is affiliated with a Commonwealth Naval Ship or Naval Officer of historical importance. (Primarily the United Kingdom and Canada). The Guelph Sea Cadets are affiliated and named after HMS AJAX.**



Picture courtesy of: (probertencyclopaedia.com, 2018)

*HMS AJAX (22) was a Leander-class light cruiser which served with the Royal Navy (RN) during World War II. She became famous for her part in the Battle of the River Plate, The Battle of Crete, and the Battle of Malta and as a supply escort in the Siege of Tobruk. The Ship was the eighth in the RN to bear the name. In February 1942, she was adopted by the community of Halifax, West Yorkshire.*

## The Stone “Frigate”

In 1941, the newly formed RCSCC Ajax began parading in its first building which was the old Boathouse along the Speed River (currently The Boathouse – Tea Room and Ice Cream). The building was named “The Ship” because as the cadets trained, they would treat the building as if it were a Ship at Sea, following all of the customs and traditions of the Royal Canadian Navy.

RCSCC Ajax paraded in that building until 1995 when they City of Guelph offered a new building to the Navy League (our current building at 75 Cardigan St.). Volunteers were mustered again, just as they had back in 1941, and renovated the old warehouse to become the new Ship. The old Ship was decommissioned and the new Ship was commissioned in 1998 by the Hon. Hilary Weston, Governor General of Ontario, as “The Stone Frigate.” The Stone Frigate refers to the current Halifax Class Frigates of The Canadian Navy. We continue the traditions today that began back in 1941, and treat the building as if it were a Ship at Sea. Cadets in Guelph will continue to learn about the customs and traditions of the Navy for many more years to come.



HMCS Toronto (FFH 333) is a Halifax-class frigate that has served in the Canadian Forces since 1993.



## Ship's Badge

The HM Ship's Badge features the ancient Greek helmet of Ajax with two symbols thereon: a ram's head on the jaw piece, a reference to Ajax's moment of madness when he slaughtered a flock of sheep; and his reputed birthplace on the Island of Salamis represented by a snake.

The badge is surmounted by sterns of men-of-war, each with three poop lanterns, and square sails each spread on a mast and yard, fully fitted and sheeted home, the ships and sails being positioned alternately. The crown is gold with the centre stone a red ruby. The stones either side are green emeralds and those on the extremities, blue sapphires. The studs either side of the emeralds are white pearls.

Badges were first officially recognised by the Admiralty in 1918 although banners and shields had been displayed long before this. Until 1976 badge shapes depended upon the vessel type: circular for capital ships (battleships and battlecruisers); pentagonal for cruisers; shield for destroyers and submarines; and diamond for aircraft carriers. Thereafter, badges were circular. The cruiser Ajax features a pentagonal badge and the frigate Ajax a round one.

*The information on this page comes from [www.hmsajax.org](http://www.hmsajax.org)*

## Ship's Motto

***"NEC QUISQUAM NISI AJAX"***

The literal meaning of the motto is "Not anyone but Ajax." The meaning of the phrase can only be understood knowing the context of the quotation. The motto is a shortened form of the Latin sentence meaning "No one is able to overcome Ajax but Ajax himself." The fall of Ajax is impossible without his consent; he is in control of himself. For us the meaning of the motto is that Ajax is superior to all or:

***"NONE BUT AJAX CAN OVERCOME AJAX"***

## History of the Name Ajax

The name Ajax (Greek Aias) is said to arise from the appearance of an eagle (Greek Aietos) sent by Zeus in response to the prayers of Hercules to give Telamon, King of the Salamis, a brave son.

Ajax was a legendary hero of ancient Greece and the most famous hero, after Achilles, of the Trojan War. He was a man of giant stature. He engaged Hector in single combat. Their fight was ended by the heralds. The two heroes exchanged gifts: Hector received a belt from Ajax and Hector gave Ajax a sword. It was with the belt of Ajax that Achilles dragged Hector. Ajax also, with the aid of Athena, rescued the body of Achilles, killed by Paris, from the hands of the Trojans.

Agamemnon awarded Achilles' armour to Odysseus. Enraged by this decision, Ajax planned an assault on the Greek troops. However, Athena, the goddess of wisdom, drove Ajax temporarily insane and he attacked a flock of sheep instead. After recovering his senses he was so ashamed that he killed himself with the sword Hector had given him. From his blood sprung a red hyacinth with the first two letters of his Greek name, AI, on the petals. Even in his afterlife in the Underworld, Ajax was still angry and refused to speak with Odysseus.

Ajax was a tutelary hero of the island of Salamis where he had a temple and an image, and where the festival of Aianteia was celebrated in his honour.

The ship's 'Ajax' refers to 'Ajax the Great' to distinguish him from another Ajax known as Oilean Ajax or Ajax the Lesser.'

## Statement of Acknowledgement

As we gather, we are reminded that Guelph is situated on treaty land that is steeped in rich indigenous history and home to many First Nations, Inuit and Métis people today.

As a City we have a responsibility for the stewardship of the land on which we live and work.

Today we acknowledge the Mississaugas of the Credit First Nation of the Anishinaabek Peoples on whose traditional territory we are meeting.

*(Source: City of Guelph Territorial Acknowledgement)*

## About Sea Cadets

### What is a Sea Cadet?

Sea Cadets are youth, 12-18 years of age that have joined the CCO. There is no direct cost to being a Cadet. Uniforms and equipment are provided on loan and are the responsibility of the cadet. Training is supported by DND and the Navy League, and during summer training cadets can earn training bonuses or pay as a Staff Cadet. The only financial obligation that a cadet would have is to participate in local fundraising activities to help cover costs and other expenses currently not recognized by the Government of Canada.

### Are Sea Cadets members of the military?

Cadets are **not** members of the Canadian Armed Forces (CAF) and are not expected to join the CAF. The Sea Cadet program is sponsored by DND and the Navy League of Canada. COATS members (officer staff) are part of the CAF, but **not** the cadets.

### What do Sea Cadets learn?

Royal Canadian Sea Cadets learn about the Canadian naval and maritime environment by participating in a variety of activities on and off the water. Sea Cadets specialize in sailing, seamanship, shipboard life, naval communications, power boat handling, boat repair, navigation, and marine engineering. Selected senior cadets can attend international exchanges, to sail aboard a tall ship or to participate in ship deployments aboard Canadian and Allied Naval and Coast Guard Vessels around the world. Additionally, Sea Cadets can compete for a chance to participate in annual sailing regattas! Sea Cadets also participate in ceremonial events and citizenship activities that allow them to connect to their Canadian naval heritage.

### What's the commitment required?

RCSCC AJAX cadets have regular training on most Wednesday evenings from September through June. These, and occasional weekend activities (usually about once per month) are considered "mandatory", which means all cadets must meet a minimum number of activities in order to advance through the training phases, which are required to advance in rank.

Some other mandatory training activities include the Remembrance Day ceremony, Battle of Atlantic Parade, Seamanship Inter-Divisional Competition, and our Annual Review in addition to assisting with the Royal Canadian Legion Poppy Campaign and other fundraising activities.

We also conduct optional training activities that you're invited to join in on, such as competitive marksmanship, Band, Orienteering, and Biathlon. The summer training program is optional, and all cadets are welcome to apply, but not all cadets are selected each year.

### What are the rules?

When you join you will be asked to sign the Cadet Code of Conduct. This is a set of rules that you agree to abide by when at cadets and online. It covers things like treating each other with respect, being honest, following orders, doing your uniform, etc., and things that you cannot do like bullying or harassment. We also have the new PHASE training system called Promoting Healthy and Safe Experiences that will help us talk about issues facing youth today.

The cadet program is also governed by various policies and procedures provided by DND, such as the Cadet Administration and Training Orders (CATOs). This information is publicly available online by [CLICKING HERE](#). As far as rules within RCSCC AJAX, Guelph Sea Cadets, you should familiarize yourself with the Ships Standing Orders (SSO's).

### What is summer training?

For many cadets, participating in summer training is the highlight of their year. The many diverse training opportunities offered during the summer months, including the Cadet Activity Programs, Cadet Training Centre (CTC) Courses, the Cadet Digital Campus, the National Cadet Advisory Council (NCAC), Information Technology (IT) on-the-job-training (OJT) and International Training Activities, are the perfect occasion to make friends for life during experiences youth will never forget.

Summer Opportunity	Description
<b>Cadet Activity Programs (CAP)</b>	CAP will be delivered locally for cadets in year one and two. The programming will be managed by the Regional Commanding Officers, offering expanded opportunities for Cadets across Canada.
<b>Cadet Training Centre (CTC) Training</b>	Courses offered to cadets who have completed their third year of training, or higher, hosted at Cadet Training Centres (CTC). Courses range in length from 2-7 weeks and take place at CTC locations across the country. Some CTC locations may include satellite sites to meet training requirements.

The **Cadet Activity Programs (CAP)** are summer opportunities that aim to enhance corps and squadron training for first and second-year cadets, while providing enhanced staff cadet opportunities. Dynamic citizenship, fitness, team building and CAF engagement activities provide an elevated experience linked to Cadet Program aims and objectives.

[Learn more about the CAP Program](#)

[Learn more about CTC Training opportunities](#)



PO2 Smith  
Sailing in a Whaler in Kingston, July 2023



## RCSCC Ajax Joining Instructions

### Signing up for the website



As soon as you join the first thing you will want to do is register on the website.

**This is the primary means of communication.** We will regularly post reminders, alerts, updates, and cancellations. Important documents will also be posted including announcements and Routine Orders (see *below*).

Every cadet and at least 1 parent must register. You will be asked to provide either a cell phone number or email address. Cell numbers must be with the big 5 carriers or email is the only option. We recommend providing a cell phone number as it will send a text message with a link to open on the website. When you have to make a username please use the following format:

Joe Bloggins = blogginsj                      *lastnamefirstinitial*  
Parent = blogginsjP                      *same as cadet but add a capital P*

**CANCELLATION NOTIFICATIONS** – If we need to cancel an activity for any reason (i.e. the weather), notifications will be sent out through the website first, and it will be in a red banner along the top of the website. If you're unsure check the website first before coming. We will also post to TEAMS on CADET365.

### Cadet 365

#### What is Cadet365?

Cadet365 is a collaborative platform for Cadets and Adult Staff across Canada. The suite provides access to familiar products like Outlook, Word, Excel, PowerPoint, Teams, Planner, OneNote and OneDrive. The aim of the suite is to promote collaboration and facilitate remote work. The innovative cloud-based platform enables the team to work on both personal and work devices.

#### How does Cadet365 work?

After you have completed your onboarding process, you will always have access to the Microsoft365 suite on your personal or work device. You will be able to use the different apps to collaborate with your colleagues.

[FOR ONLINE INSTRUCTIONS AND MORE INFO CLICK HERE](#)

My new cadet email is: \_\_\_\_\_

My temp password: \_\_\_\_\_ New password: \_\_\_\_\_


## Onboarding Instructions

1

On your Smartphone, go to your applications store and download the **Microsoft Authenticator** app. Please note your device must be passcode protected to move forward.

Available on the  
**App Store**

GET IT ON  
**Google Play**



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2

On a computer, using Chrome or Edge browser, navigate to **office.com**


<>

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3

**Sign into your account.**

Enter the username and password that you received



---


4

Scroll down and **accept the DND-Cadets Terms of Use**

**Accept**

5


Follow on screen instructions and click next until you get to a **QR code.**




---

6


On your smartphone, open the Microsoft Authenticator app. Click the three dots on the top right, and select add account. Select Work or school account, click Scan a QR code.



**+ Add account**



**Work or School**




Scan a QR code

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7

Scan the QR code on your computer with your smartphone. Close the app on your phone. On your computer press next.



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8

Approve sign in on your phone.

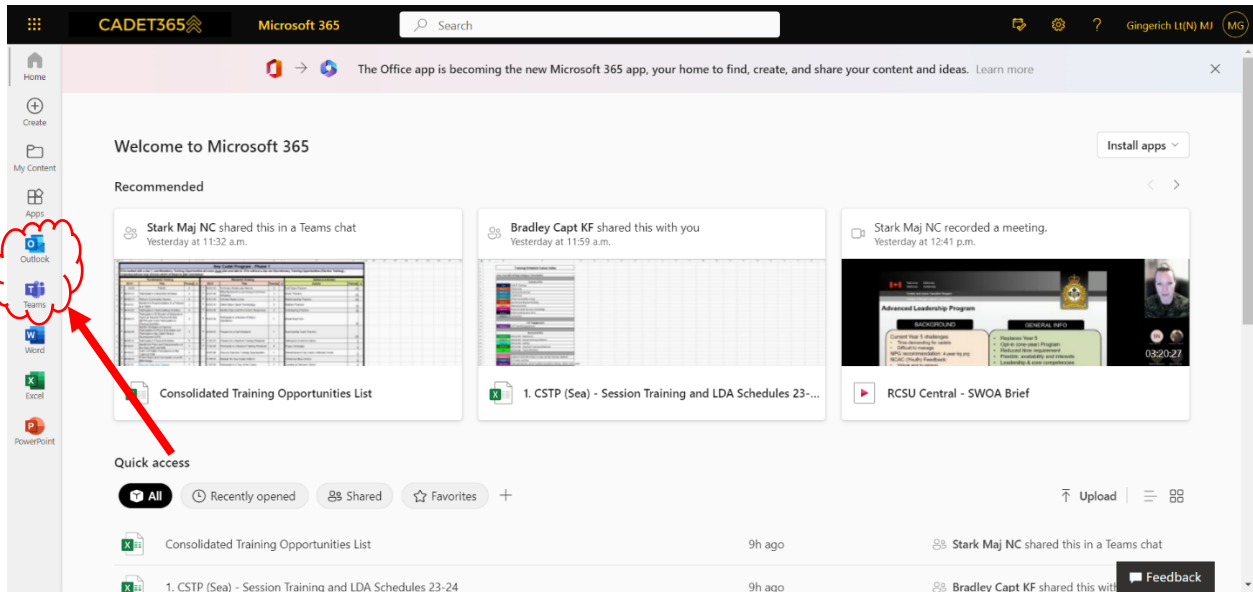
Approve

Follow the on screen instructions to add a second authentication method e.g. phone number.

**You can now access Cadet365 on your personal devices!**

If you don't have a smart phone you can still sign up [Click Here.](#)

When you're logged into Cadet365 it will look something like this:

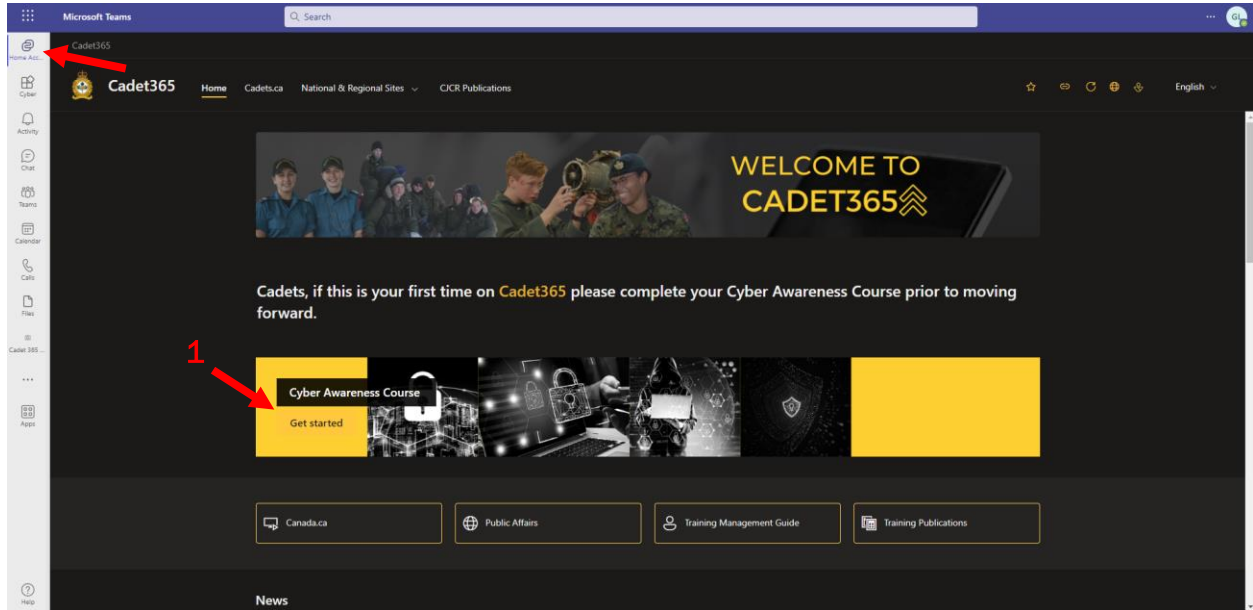


Select **Outlook** for your email and **Teams** for your RCSCC Ajax page.

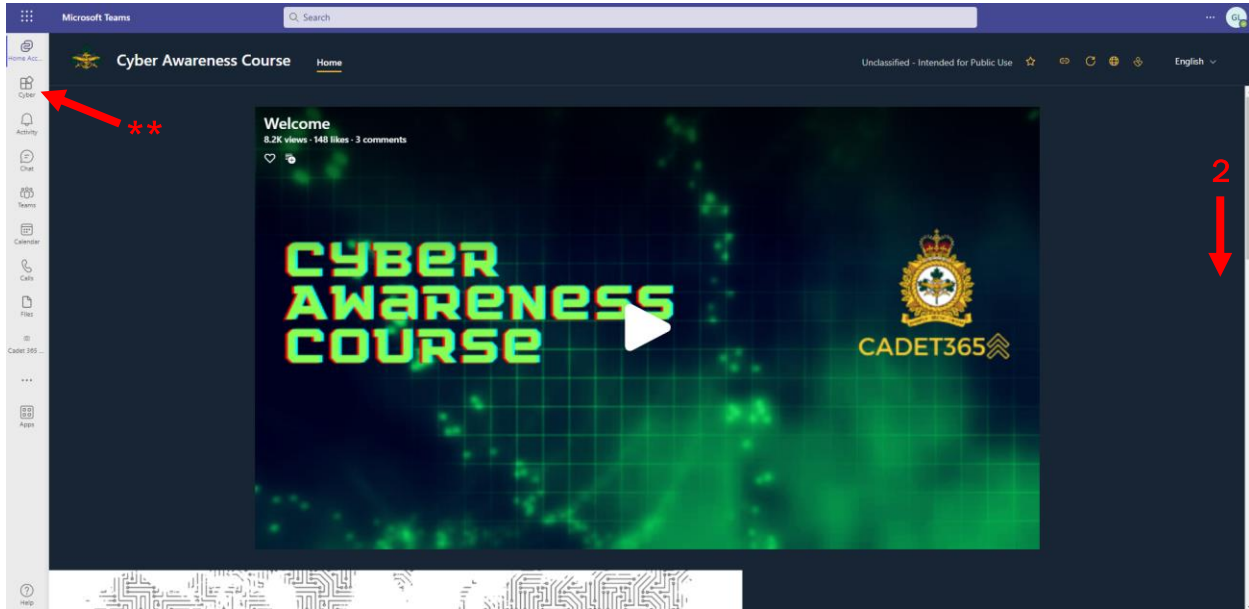
## How to complete the Cyber Awareness Course

In WINDOWS – Open TEAMS

1. Make sure you are on the “Home” tab and you should see a link to directly start the course: “Get started”.



2. This should open a new tab in your browser that looks like this. Scroll down.



\*\*If the link is not working or the page doesn't load correctly, you can alternatively go to the "Cyber" tab on the left menu, just below the "Home" tab. Then scroll down.

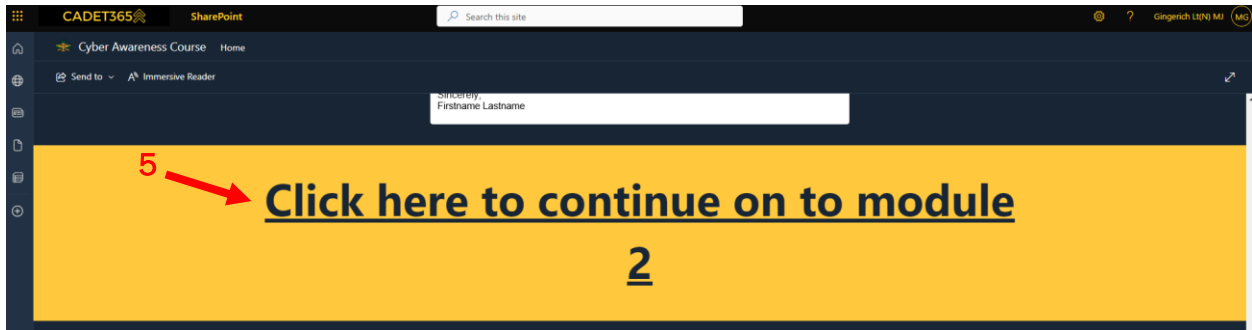
3. Select "Start Module one"



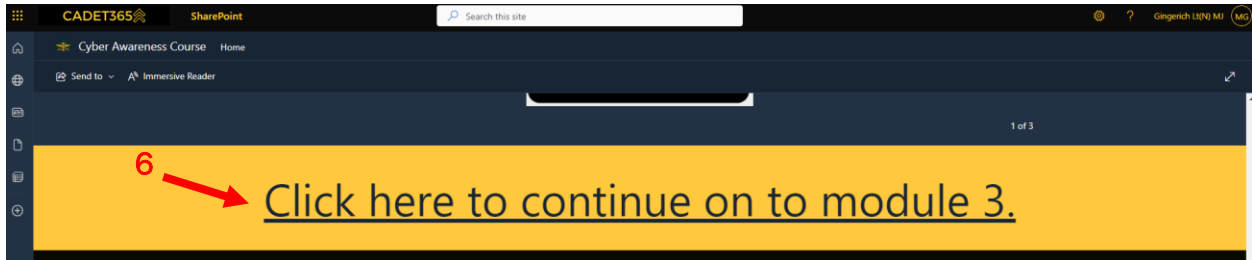
4. This will open a new tab in your browser for Module 1.



5. Scroll down, read, watch the videos, and at the bottom of the page you can continue on to module 2.

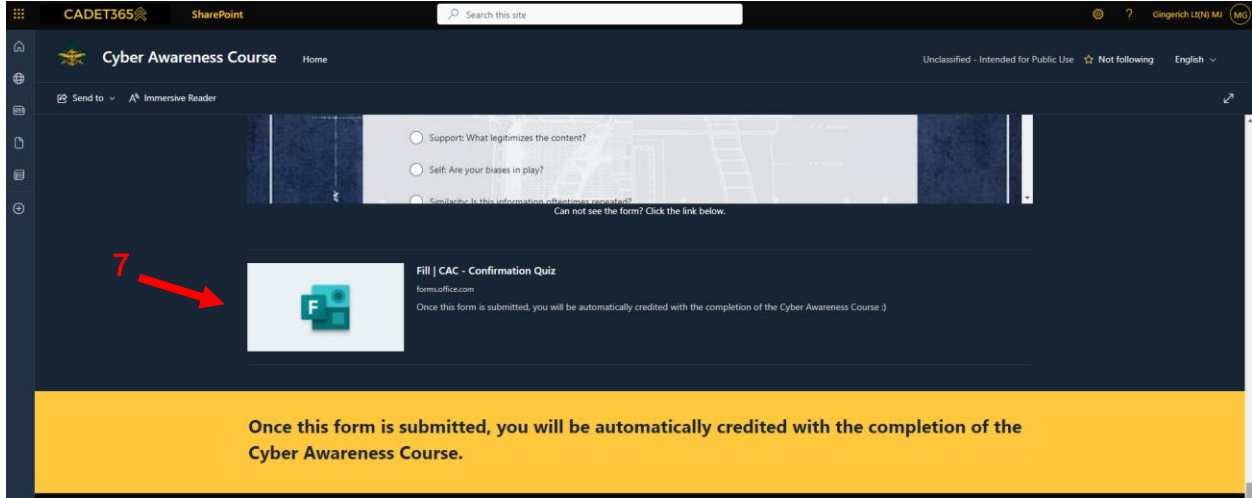


6. Scroll down, read, watch the videos, do the activity, fill out the form, and at the bottom of the page you can continue on to module 3.





7. Scroll down, read, watch the videos, do the activities, fill out the form, and when you submit the final form you will be automatically credited with the completion of the course.



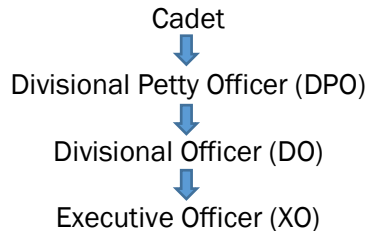
8. You're done!!



Thank you for taking Cyber Security seriously and let's all stay safe online!

## What is the Divisional System?

RCSCC Ajax uses a two-watch system, and is also referred to as the divisional system. The divisional system is designed to handle all questions or concerns that come from cadets. It is important that you understand how this system works and that you use it effectively. If you have any questions or concerns the first person you contact is your Divisional Petty Officer (DPO).



RCSCC Ajax is typically broken up into a Port and Starboard Watch but may also have other names based on Naval customs and traditions.

## Reporting Absences

\*\*If you need to be absent from a cadet activity where you are expected to be:

1. Fill out a Paper Request Form and submit it to your DPO (if you know ahead of time); or
2. Fill out an Online Request Form through MS Teams – Administration. When you complete the form make sure you clearly explain the reason for your request.
3. If you do not have access to either above and the activity is imminent or already occurring please call the Ship at 519-836-4530.
4. If you follow the procedure above, you will be marked on the attendance as Absent with Leave (AWL). If you do not let us know you will be absent you will be marked on the attendance as Absent without Leave (AWOL).
5. Missing mandatory activities, or poor attendance, could have an impact on training results, selection for special activities, and might have negative consequences (withholding privileges, promotions, etc.).

## What are Routine Orders?

Routine Orders are a set of instructions that help us control the day-to-day activities of RCSCC Ajax. The information contained is continually updated and published bi-monthly on MS Teams and our website. All cadets and parents/guardians should be familiar with how to access these and check them on a regular basis.

## The Sea Cadet Uniform

As a sea cadet, you will be issued uniforms that are worn for regular training, special activities and ceremonies. The Department of National Defence approves and issues these uniforms and are **on loan** to the cadet. The care and custody of all items of clothing issued are the responsibility of individual cadet and their parents or guardians during the cadet's time with the organization.



### Department

**General:** IAW QR (Cadets) 5.20, the deportment and appearance of all cadets, in uniform or when wearing civilian attire, shall on all occasions reflect credit on the CCO and the individual. It is the responsibility and duty of all cadets to ensure that, by their vigilance, actions and example, the policies, regulations and instructions contained herein are adhered to.

**Behaviour:** When in uniform, cadets shall conduct themselves in a manner which projects a positive public appearance. Behaviour such as, but not limited to, chewing gum, use of electronic devices while walking, placing hands in pockets, and walking hand in hand, is prohibited.

**Cadet Presence:** Cadets in uniform shall be well presented, with footwear cleaned and shone, and uniform cleaned and properly pressed. In particular, buttons, fasteners and zippers shall be kept closed; pockets shall not be bulged; items such as personal mobile devices, portable electronics, glasses, glass cases, sunglasses, pens, pencils, key rings, or paper shall not be visibly extended, protrude from pockets, or be suspended from waist belts; headphones shall not be worn; and ear buds may only be worn when travelling on transport. Cadets wearing civilian clothes during cadet activities shall dress and conduct themselves in a manner that reflects positively as members of the CCO.

### Personal Appearance

#### Hair

Hair shall not prevent the proper wear of a military headdress or protective equipment. Hair must be worn so that without a headdress the cadet's face is visible. Full or partial shaving of hair on the head is permitted. Colouring of hair is permitted. The wearing of wigs, dreadlocks, or hair extensions is permitted. Long hair is permitted but must be secured accordingly when extending below the top / ridge of the shoulder in such a manner to prevent hair from covering the face. Acceptable accessories to secure hair include, but are not limited to, clips, barrettes, bobby pins, fabric elastics, elastic bands, and hair nets.

In cases where safety may be compromised, or where a hairstyle that is associated with a cultural, religious, or spiritual belief that does not align with this policy, cadets are to refer to DAOD 5516-3, *Religious or Spiritual Accommodation* and [Section 3](#) of this chapter.

#### Facial Hair

All styles of facial hair and sideburns are authorized. Facial hair may be braided / ponytail style and coloured. Accessories to secure facial hair include but are not limited to: barrettes, bobby pins, fabric elastics, elastic bands, and hair nets.

## Body adornment

**Jewellery:** The wearing of jewellery is permitted in uniform however cadets must not:

- wear jewellery over uniform items;
- while in uniform, have ear piercings and ear gauges / spacers of more than 2.5 cm diameter or diagonal measurement (dependent on the activity whether for ceremonial or safety reasons, the number of earrings may be restricted);
- wear jewellery in piercings which are normally covered by uniforms if they pose a risk of injury;
- wear jewellery that impairs the cadets' safety or ability to perform their duties;
- wear jewellery that a cadet knows, or ought reasonably to know, are connected with criminal activities (e.g., criminal gangs), that promote and / or express, on the basis of a prohibited ground of discrimination as defined in the *Canadian Human Rights Act* (CHRA), the following: hatred, violence, discrimination, or harassment; or
- wear jewellery that a cadet knows, or ought to know, promote and / or express: racism, sexism, misogyny, misandry, xenophobia, homophobia, ableism, or sexually explicit material.

**Rings:** There are no limits to the number of rings a cadet can wear in uniform (dependent on the activity whether for ceremonial or safety reasons, the number of rings may be restricted);

**Earrings:** Cadets in uniform may have multiple ear piercings as well as ear gauges / spacers of no more than 2.5 cm square or diameter.

**Nose rings:** Cadets in uniform may have a single nose piercing, as associated with a cultural, religious, or spiritual belief. Septum piercings are not permitted, (dependent on the activity whether for ceremonial or safety reasons, the number of earrings may be restricted). The only authorized piercing above the shoulders are those on the ears and nose.

**Make-up:** Cadets may wear make-up, whether in uniform or civilian clothes. They may wear nail polish, artificial nails, temporary lashes, and eyelash extensions unless it impairs the cadets' safety or ability to perform their duties. Safety must be considered at all times.

**Tattoos:** Tattoos are permitted. However, cadets must not have:

- tattoos that a cadet knows, or ought reasonably to know, are connected with criminal activities (e.g., criminal gangs), tattoos that promote and / or express, on the basis of a prohibited ground of discrimination as defined in the CHRA, the following: hatred, violence, discrimination, or harassment; or
- tattoos that a cadet knows, or ought to know, promote and / or express: racism, sexism, misogyny, misandry, xenophobia, homophobia, ableism, or sexually explicit material.
- tattoos of a cultural nature (such as Inuit face tattoos) shall be allowed.

## Undergarments

Undergarments 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. 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. Undershirts shall not be visible at the neck opening or below the sleeves.

## Eyeglasses / sunglasses

Eyeglasses and sunglasses are permitted for wear in all orders of dress.

[Specific guidance for ceremonial occasions](#)

Ceremonial order of dress (C1) shall only be ordered for specific occasions (CO's parade, Formal parades, ACRs, etc.) C1 shall not be the standard training dress at a corps/squadron. The following amplification is provided for all cadets when in C1 order of dress:

- footwear will be worn as per environment / regiments / branches and corps / squadron dress instructions;
- over garment will be worn as per environments / regiments / branches and corps / squadron dress instructions. Medals are not to be worn on over garment (parka, gabardine, windbreaker);
- hair that extends below the tunic jacket collar shall be secured in one of the following styles:
  - in a bun;
  - a single braid;
  - double braids centered to the back;
  - multi braids or locks, be pulled back to the center of the back or equally positioned along the shoulder blades and secured; or
  - when hairstyle or hair type does not allow a cadet to adopt one of the aforementioned hairstyles, the cadet must discuss with the Chain of Command to find a hairstyle that can be secured accordingly.
- Rings, a maximum of two rings which are not of costume jewellery nature. Additional rings may only be worn when they indicate professional standing, such as an engineer, or are worn with a wedding band as a single set indicating betrothal or fidelity, e.g., an engagement or an anniversary ring. Rings shall not inhibit the execution of proper arms drill or cause an unsightly bulge in white or black gloves.
- Necklaces and bracelets shall not be visible;
- Piercings. The only piercings authorized are single or single set of stud or single stone earrings (one in each ear) are permitted in the ear lobe(s). These earrings shall not exceed one centimeter square or diameter. Gauges / spacers shall not exceed 2.5 cm in diameter;
- Plain tie-pins or clips or with a Canadian military/Cadet insignia are permitted.
- Facial make-up, temporary lashes, and eyelashes extensions are permitted; and
- Coloured nail polish and artificial nails are permitted as long as they do not impair the cadet's ability to perform their duties.

[CLICK HERE to go online: Cadets and Junior Canadian Rangers \(CJCR\) Dress instructions](#)



## How to Tie a Cap Tally

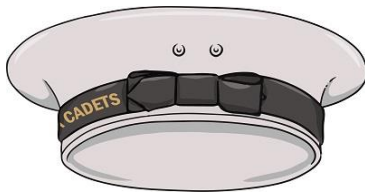
### Step 1:

After first lining up the lettering on the cap tally IAW [Chapter 2, Section 2, Paragraph 17 c](#), tie an overhand knot directly under the left-hand seam of the cap.



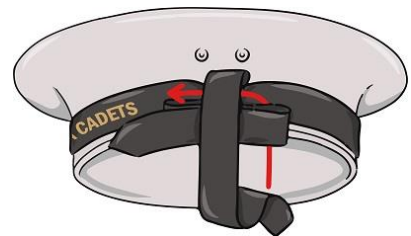
### Step 2:

Form a bight in the bottom tail.



### Step 3:

Pass the upper tail over the bight formed by the bottom tail.



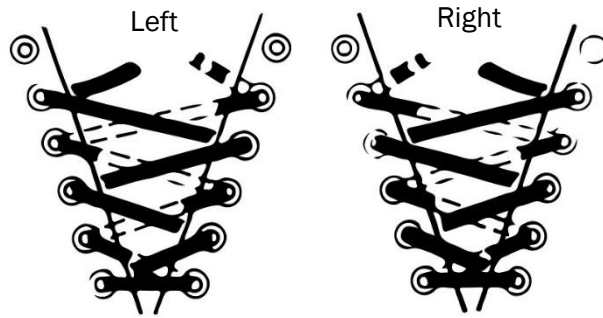
### Step 4:

Pass the upper tail around and behind the bight and then through the formed loop.

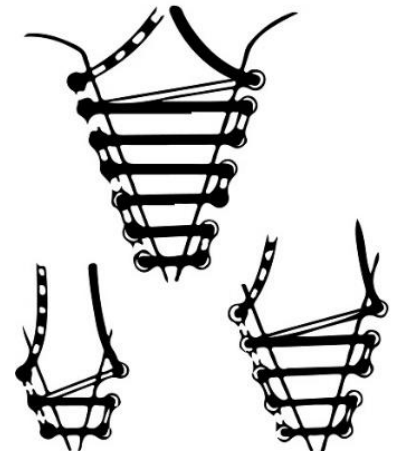
### Step 5:

Pull tight and ensure that it is straight, centered, and not more than 7.5 cm and not less than 5 cm across, the ends being of equal length. Cut off excess tails even with the loops.

## How to Lace your Boots

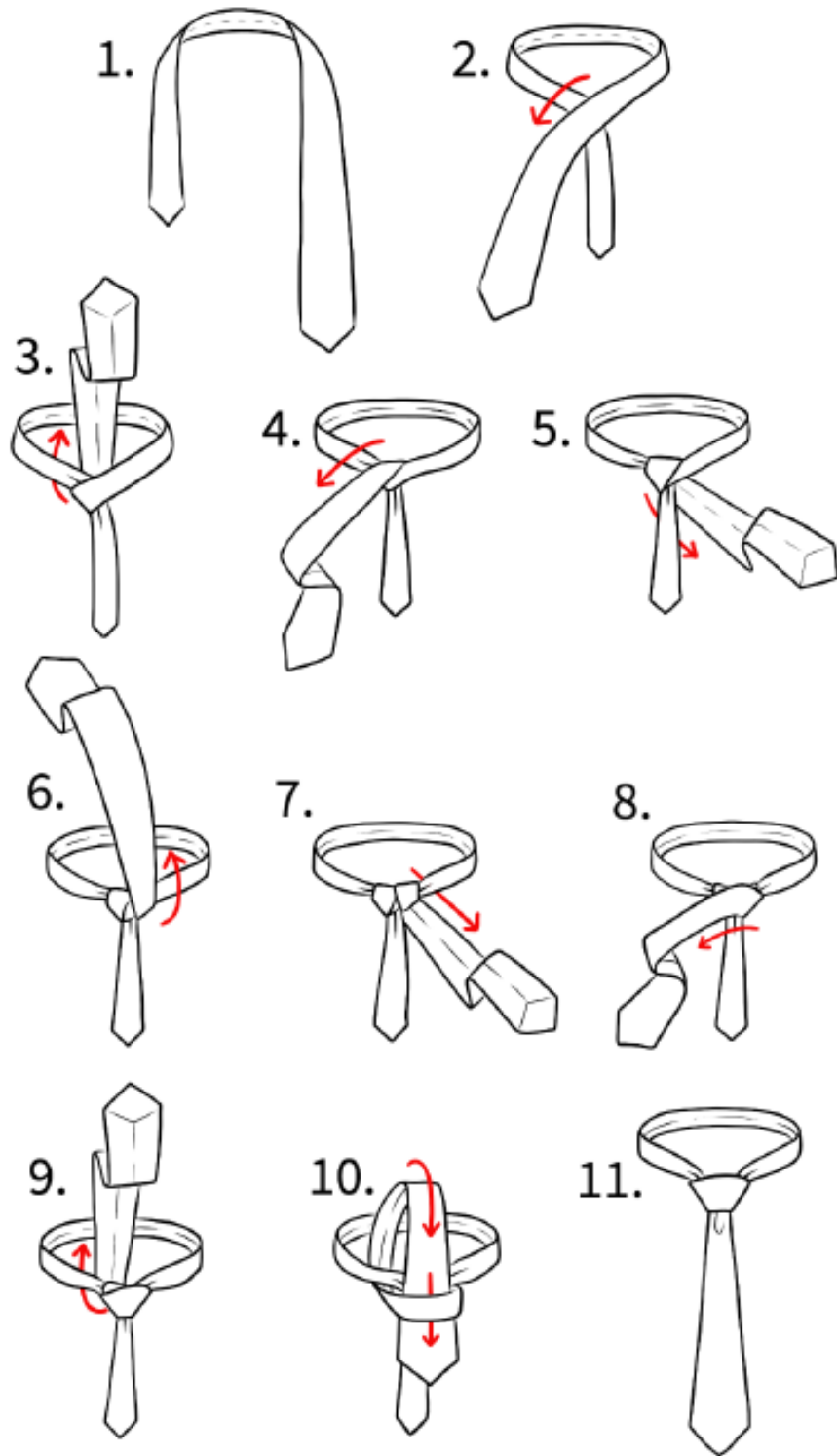


Multi-Purpose Boots



Ankle Boots

How to Tie a Neck-Tie – Windsor Knot



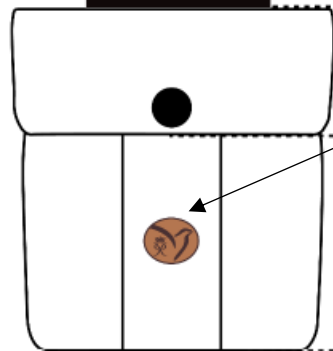
## Badge Placements

The Corps Crest is worn centered above the right breast pocket, 3 cm above the top of the pocket.



If a name tag is worn (we don't wear)

3 cm

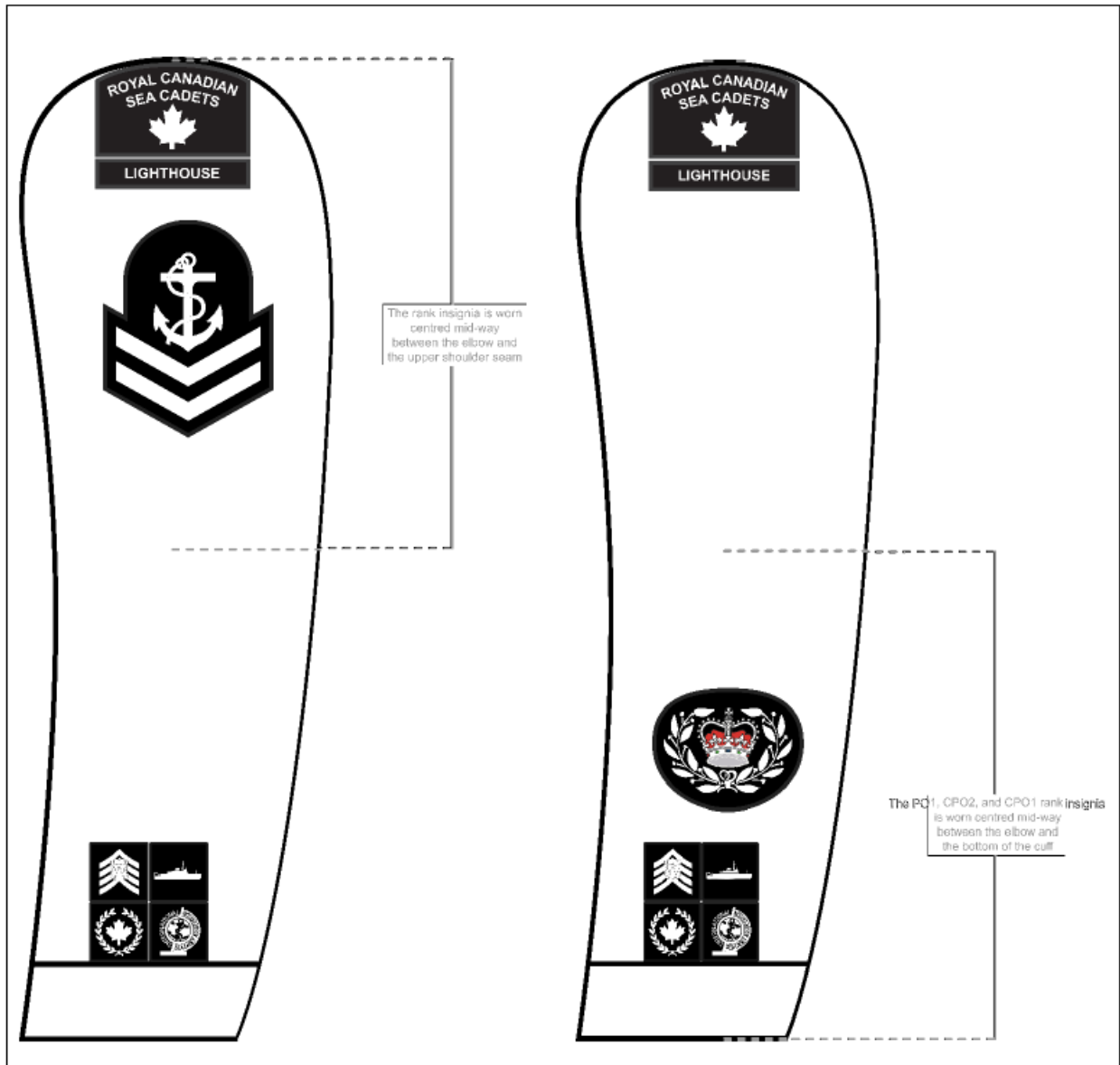


If you are entitled to wear certain pins.

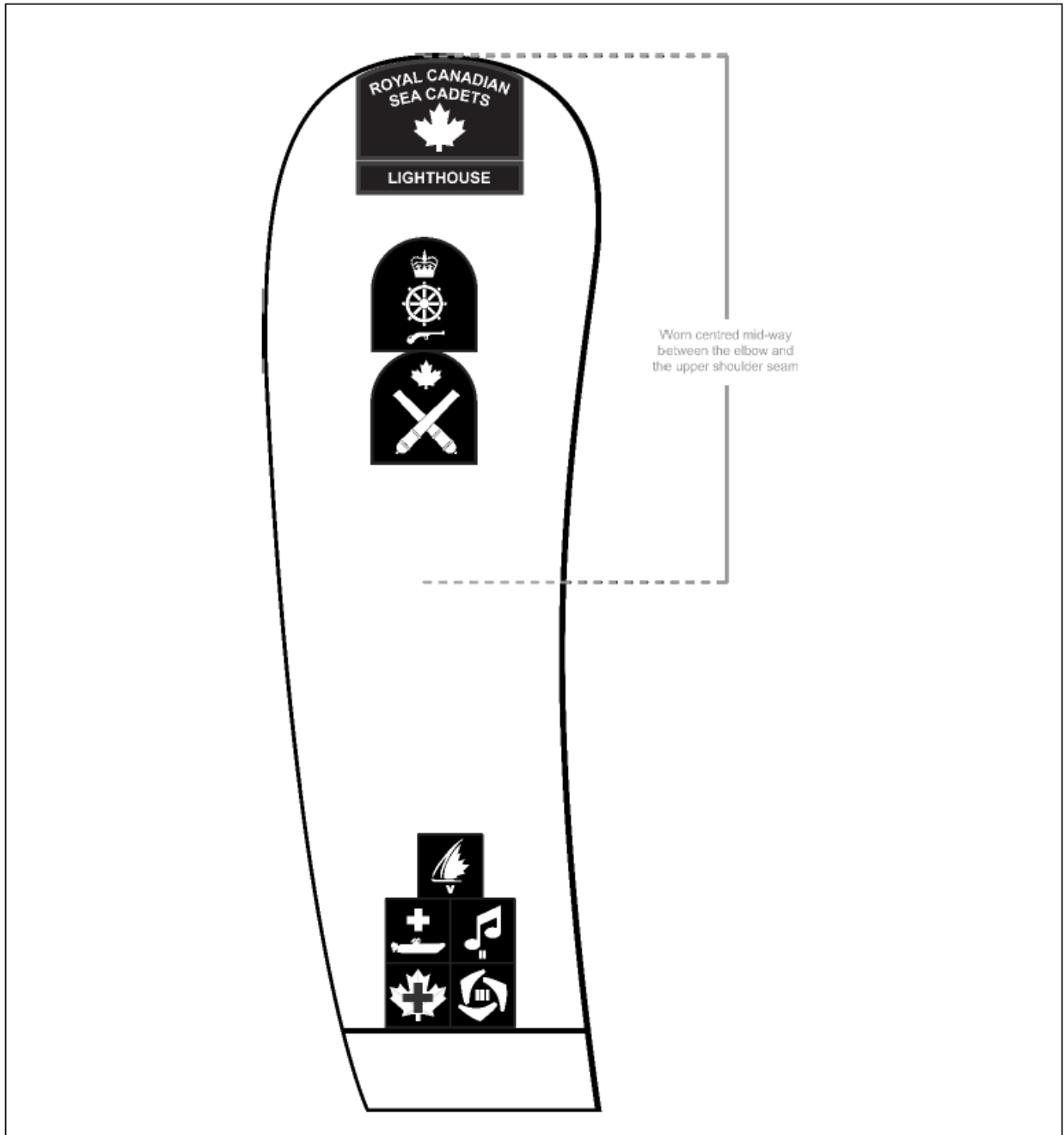


### INSIGNIA PLACEMENT

#### SEA CADETS – LEFT SLEEVE




SEA CADETS – RIGHT SLEEVE





Orders of Dress

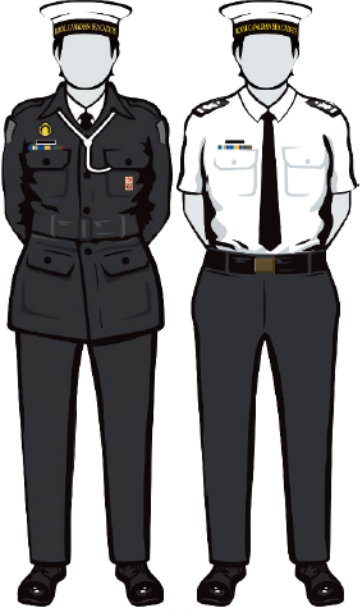
CEREMONIAL DRESS – SEA

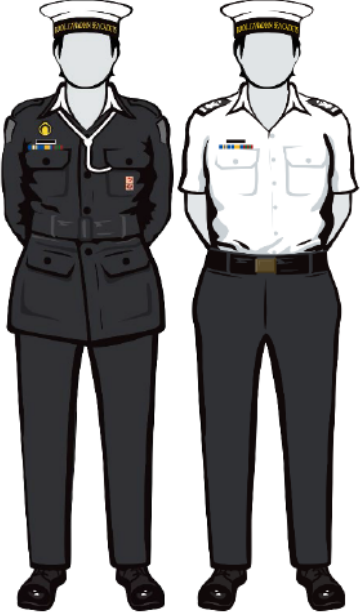
ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p style="text-align: center;"><b>C1</b></p>	<ul style="list-style-type: none"> <li>• Sailor's cap with cap tally / turban.</li> <li>• Environmental dress shirt.</li> <li>• Necktie.</li> <li>• Lanyard.</li> <li>• Environmental cadet jacket with belt.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Medals.</li> <li>• Pins.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• White gloves.</li> <li>• White belt and white gaiters.</li> <li>• When authorized, the boatswain's or gunner's call and chain may replace the lanyard.</li> </ul>

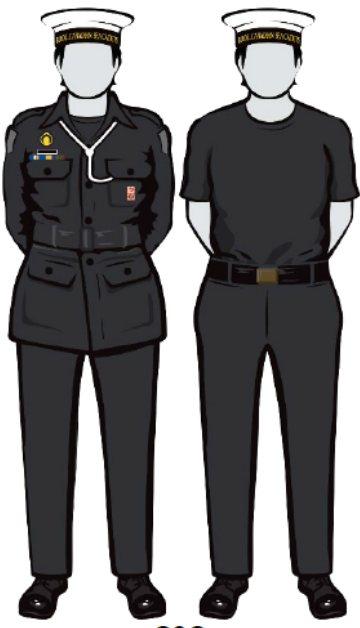
MESS DRESS – SEA

ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p style="text-align: center;"><b>C2</b></p>	<ul style="list-style-type: none"> <li>• Environmental dress shirt</li> <li>• Necktie (black bow tie optional).</li> <li>• Sea cadet lanyard</li> <li>• Jacket.</li> <li>• Trousers with belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tags are not worn.</li> </ul>


**SERVICE DRESS – SEA**


ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p style="text-align: center;"><b>C3</b></p>	<ul style="list-style-type: none"> <li>• Sailor's cap with cap tally / turban.</li> <li>• Environmental dress shirt</li> <li>• Necktie.</li> <li>• Lanyard.</li> <li>• Jacket with belt.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• White belt and white gaiters.</li> <li>• When authorized, the boatswain's or gunner's chain and call may replace the lanyard.</li> <li>• Slip-ons on dress shirt.</li> </ul>


ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p style="text-align: center;"><b>C3A</b></p>	<ul style="list-style-type: none"> <li>• Sailor's cap with cap tally / turban.</li> <li>• Environmental dress shirt.</li> <li>• Shirt rank insignia.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• White belt and white gaiters.</li> <li>• When authorized, the boatswain's or gunner's chain and call may replace the lanyard.</li> <li>• Slip-ons on dress shirt.</li> </ul>

 <p style="text-align: center;"><b>C3C</b></p>	<ul style="list-style-type: none"> <li>• Sailor's cap with cap tally / turban.</li> <li>• Environmental t-shirt (black).</li> <li>• Lanyard.</li> <li>• Jacket with belt.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	<ul style="list-style-type: none"> <li>• White belt and white gaiters.</li> <li>• Name tag to be worn on jacket only.</li> </ul>
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**TRAINING DRESS – SEA**

ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p style="text-align: center;"><b>C5</b></p>	<ul style="list-style-type: none"> <li>• Issued ball cap or wide-brimmed tan summer hat.</li> <li>• blue STU shirt.</li> <li>• Environmental t-shirt (black).</li> <li>• Rank slip-ons.</li> <li>• Trousers and belt.</li> <li>• Socks.</li> <li>• Boots (alternative footwear may be authorized based on the activity).</li> </ul> <p>At CTC:</p> <ul style="list-style-type: none"> <li>• Issued ball cap or wide-brimmed tan summer hat.</li> <li>• Field shirt.</li> <li>• Rank slip-ons.</li> <li>• Environmental t-shirt (black) / CTC t-shirt.</li> <li>• Field pants and belt.</li> <li>• Socks.</li> <li>• Multi-Purpose Boots (alternative footwear may be authorized when necessary based on the activity).</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment brassard.</li> <li>• When authorized, boatswain's or gunner's chain and call may be worn with the STU shirt.</li> <li>• Shirt may be worn with sleeves extended or rolled above the elbows.</li> <li>• Name tag (nametape optional) with STU shirt.</li> <li>• Nametape optional on FTU shirt.</li> </ul>

 <p style="text-align: center;"><b>C5A</b></p>	<ul style="list-style-type: none"> <li>• Issued ball cap or wide-brimmed tan summer hat.</li> <li>• Environmental t-shirt (black) / corps / CTC t-shirt..</li> <li>• Trousers and belt.</li> <li>• Socks.</li> <li>• Boots (alternative footwear may be authorized based on the activity).</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment or rank brassard.</li> <li>• No name tag or tape.</li> </ul>
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ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p style="text-align: center;"><b>C5B</b></p>	<ul style="list-style-type: none"> <li>• Corps, HMCS or black ball cap, turban, or toque.</li> <li>• Naval combat shirt.</li> <li>• Naval combat jacket.</li> <li>• Rank slip-ons.</li> <li>• Environmental t-shirt (black) / corps / CTC t-shirt.</li> <li>• Naval Combat pants and belt.</li> <li>• Socks.</li> <li>• Multi-Purpose Boots (alternative footwear may be authorized when necessary based on the activity).</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment brassard.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Shirt may be worn with sleeves extended or rolled above the elbows.</li> <li>• Name tags are not worn.</li> <li>• Nametapes are optional.</li> <li>• Worn IAW A-DH-265-000/AG-001 CFP 265 Canadian Armed Forces Dress Instructions</li> </ul>













Cadet Ranks

<p>Ordinary Cadet – OC Year 1 (Phase 1 - no badge on Tunic)</p>	 <p>Able Cadet – AC Year 1 (Phase 1 - after 5 months)</p>
 <p>Leading Cadet – LC Year 2 (Phase 2)</p>	 <p>Master Cadet – MC Year 3 (Phase 3)</p>
 <p>Petty Officer 2nd Class (Cadet) – PO2 Year 4 (Phase 4)</p>	 <p>Petty Officer 1st Class (Cadet) – PO1 Year 5 (Phase 5)</p>
 <p>Chief Petty Officer 2<sup>nd</sup> Class (Cadet) – CPO2 Year 5+ (Phase 5)</p>	 <p>Chief Petty Officer 1<sup>st</sup> Class (Cadet) – CPO1 Year 5+ (Phase 5 – only 1 cadet at a time)</p>



Cadet Slip Ons (on shirts and all weather jacket)

Officer Ranks

Canadian Naval Officer Rank Insignia Insignes de grade des officiers de la Marine canadienne		
	 <p>Admiral Amiral</p>	 <p>Vice Admiral Vice-amiral</p>
 <p>Rear Admiral Contre-amiral</p>	 <p>Commodore Commodore</p>	 <p>Captain (N) Capitaine de vaisseau</p>
 <p>Commander Capitaine de frégate</p>	 <p>Lieutenant-Commander Capitaine de corvette</p>	 <p>Lieutenant (N) Lieutenant de vaisseau</p>
 <p>Sub-Lieutenant Enseigne de vaisseau de 1er classe</p>	 <p>Acting Sub-Lieutenant Enseigne de vaisseau de 2e classe</p>	 <p>Naval Cadet Aspirant de marine</p>





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