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### RECORD OF AMENDMENT

<table>
<thead>
<tr>
<th>ADMENDMENT</th>
<th>DATE</th>
<th>CHANGE</th>
<th>VERSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCdr S. Tofrud</td>
<td>16 March 2019</td>
<td>Initial Draft</td>
<td>0.1</td>
</tr>
<tr>
<td>LCdr S. Tofrud</td>
<td>30 March 2019</td>
<td>Minor edits</td>
<td>1.0</td>
</tr>
</tbody>
</table>
FORWARD

1. These Standing Orders are published on the authority of the Commanding Officer.
2. This publication contains the orders and policies of 201 Royal Canadian Sea Cadet Corps Grilse and shall be complied with by all personnel.
3. Suggestions for amendments may be made to the Commanding Officer through the Chain of Command
1. LANGUAGE

As per CATO 13-21 - OFFICIAL LANGUAGES, the language of 201 Royal Canadian Sea Cadet (RCSCC) Grilse will be English.

2. ENVIRONMENT

201 RCSCC Grilse will enforce a respectful and structured environment that will follow the letter and spirit of CATO 13-24 - HARASSMENT PREVENTION AND RESOLUTION and other applicable orders. Adult staff and cadets who do not adhere to this standard may face disciplinary action ranging from verbal to written warnings, short term suspensions and dismissal from the unit.

3. CORPS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>PARADE ADDRESS</th>
<th>SUPPORT ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 31057</td>
<td>2715 Esplanade Street</td>
<td>2707 Esplanade Ave</td>
</tr>
<tr>
<td>2929 St Johns Street</td>
<td>Port Moody</td>
<td>Port Moody</td>
</tr>
<tr>
<td>Port Moody</td>
<td>BC V3H 3R5</td>
<td>BC V3H 3P4</td>
</tr>
</tbody>
</table>

E-MAIL ADDRESS: 201sea@cadets.gc.ca

4. APPOINTMENTS

Officer Appointments 2018-2019 Training Year are as follows:

Commanding Officer: LCdr Shaun Tofsrud
604-499-7940
Shaun.Tofsrud@cadets.gc.ca

Executive Officer: Lt(N) Keith Nutbrown
778-255-9421
Keith.Nutbrown@cadets.gc.ca

Training Officer: SLt Howard Lung
604-505-0869
Howard.Lung@cadets.gc.ca

Special Operations Officer: Lt(N) Olga Kapustina
Olga.Kapustina@cadets.gc.ca

Administration Officer: Lt(N) Kevin Gallant
604-505-4345
Kevin.Gallant@cadets.gc.ca
Supply Officer:  Lt(N) Olga Kapustina
Support Officer:  SLt Chris Lesemann
               604-328-0369
               Christian.Lesemann@cadets.gc.ca
Band Officer:   NCdt Louise Puevas
               Marie.Puevas@cadets.gc.ca
Other Officers and Adult Staff:  VI Katie McWilliams
                                  VI Alex Diaz

Cadet Parade Positions will be posted in the Monthly Routine Orders

5. WEEKLY PARADE TIMINGS

Local Headquarters (LHQ) Training Program is operational from September to June of each year.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1815</td>
<td>Duty Division and Duty staff report, Head to Stores</td>
</tr>
<tr>
<td>1830</td>
<td>Liberty expires, all hands report</td>
</tr>
<tr>
<td>1840</td>
<td>Entire ship’s Company falls in, attendance taken</td>
</tr>
<tr>
<td>1845</td>
<td>Parade begins; Quarterdeck party close up, division inspections</td>
</tr>
<tr>
<td>1900</td>
<td>Colours</td>
</tr>
<tr>
<td>1905</td>
<td>Hands to Classes – Training Period 1</td>
</tr>
<tr>
<td>1935</td>
<td>Hands to Classes – Training Period 2</td>
</tr>
<tr>
<td>2005</td>
<td>Stand Easy</td>
</tr>
<tr>
<td>2020</td>
<td>Hands to Classes – Training Period 3</td>
</tr>
<tr>
<td>2050</td>
<td>Secure - Ship’s Company fall in</td>
</tr>
<tr>
<td>2100</td>
<td>Sunset</td>
</tr>
<tr>
<td>2115</td>
<td>Ship’s Husbandry, Liberty Boats</td>
</tr>
</tbody>
</table>

It is the responsibility of the instructor to collect the designated class at the beginning of period 1, 2 or 3 for training. All instructors must ensure the cadets are available at the OMBH for Stand Easy unless permission has been granted by the CO and TrgO to continue classes.
6. ORDERS

All orders pertaining to operations and training of Cadets for 201 RCSCC GRILSE will be posted on the Corps website (http://www.rcsccgrilse.com). This includes but not limited the following:

a. Ships Standing Orders
b. Monthly Routine Orders
c. Warning Orders
d. Operation Orders

7. CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

All electronic devices must be turned to silent mode during Cadet Activities. Electronic devices may only be used by Senior Cadets for Operational Requirements and other cadets when appropriate and do not disturb other members of the Ships Company.

All personnel are responsible for their own electronic devices. 201 RCSCC GRILSE and Navy League PoCoMo Branch are not financially responsible for lost or stolen items during cadet training.

8. SOCIAL MEDIA

Social Media Sites (Facebook, Twitter, Web page, Instagram) are the property of 201 RCSCC GRILSE. Information uploaded to these sites must be approved by the Commanding Officer or designate.

Cadets who are posting on Social Media (Personal or Corps Supported sites) are responsible and accountable for the information they post with respect to the Sea Cadet Program and 201 RCSCC GRILSE.

201 RCSCC GRILSE Official Social Media resources:

b. Public Facebook Page: https://www.facebook.com/201GRILSE/
c. Twitter: @201GRILSE
d. Instagram: @201SEA
e. WhatsApp/SMS: Instant Messaging platform to be used by Officers, Adult Staff and Senior Cadet Staff of 201 RCSCC GRILSE
9. COMMUNICATIONS

Communication regarding Operational support and planning with Regional Cadet Support Unit (Pacific) shall be through the Chain of Command and be conducted through CCO Email.

Other established email accounts maybe used for the administration of the Corps, however officers are expected to check their CCO email accounts on a regular basis.

The Corps Administration Officer will ensure that a current staff email/phone list is available to all Officers and Navy League Branch Members.

All ships orders will be posted to the website and communicated through all official social media outlets.

Instant Messaging (WhatsApp & SMS) shall be used by Senior Cadet Staff, Officers and Navy League Branch Members to communicate time sensitive materials and during cadet training for official purposes only.

10. ATTENDANCE

Officers and staff are expected to attend every weekly parade unless prior arrangements have been made with the Commanding Officer or delegate. Attendance is mandatory when the Officer is the OPI for an exercise.

Cadets are expected at all mandatory activities, which include weekly training and weekend training exercises as prescribed. WO’s will indicate which exercises are mandatory.

Cadets who wish to take part in extra training such as exercises at both LHQ and/or elsewhere, special activities, summer training, etc must have a regular record of attendance.

An adequate reason for non-attendance will result in an excused from training (E) being recorded on their individual attendance record. An inadequate reason or no show will result in an absent from training (A) being recorded.

Cadets with three (3) consecutive absences (excused or otherwise), or an individual attendance record that drops below 60% will be interviewed by the Commanding Officer or designate. Poor attendance may result in the Cadet being Struck Off Strength (SOS), effectively terminating enrolment as a cadet.

Cadets Leaving Early: If Cadet wishes to leave any training exercise early, they must report to the Administration officer or the OPI with the parent or guardian before that cadet can be dismissed.

Leave requests: Leave must be requested though the chain of command and approved by the Divisional Officer. Leave requests that are granted shall be reported in the “Grilse – Leave Requests” chat group on WhatsApp. Extended leave of three or more parades nights must be approved by the Commanding Officer or delegate and recorded in Fortress as required.
11. DRESS

Unless directed, all Corps activities shall be in uniform.

Officers will follow all dress instructions found in A-DH-265-000/AG-001 CANADIAN FORCES DRESS INSTRUCTIONS.

All personnel who do not have uniforms will normally wear business casual clothing. For CO parades and other special occasions, ties and dress shoes will be worn.

At all times, CI’s will follow the hair regulations in A-DH-265-000/AG-001 CANADIAN FORCES DRESS INSTRUCTIONS.

VI’s shall follow the hair regulations in A-DH-265-000/AG-001 CANADIAN FORCES DRESS INSTRUCTIONS.

When other adult staff are wearing Corps T-Shirts and Hoodies, CI’s and VI’s will wear them also.

At all times, cadets will follow CATO 35-01 - SEA CADET DRESS INSTRUCTIONS and will wear the same order of dress.

Cadets will ensure that whenever they are at a Cadet Activity that the rules for hair, makeup, jewelry, etc, found in CATO 35-01 are adhered to.

12. SALUTING AREA

With the exception of the office area, all areas of the LHQ are saluting areas. Since 201 GRILSE is a training unit, Officer Cadets will be saluted as if they are Commissioned Officers. Officers will be saluted at all times. When gathered in a group, all cadets will come to attention and the senior cadet will salute.

a. Ships Office: All cadets will salute before entering the office when using either entrance and ask permission to enter. When leaving the office cadets will salute before leaving.
b. Old Mill Boathouse Stairs: There will be no saluting on stairs, however when meeting an officer or senior officer on the stairs, cadets and junior officer will stop and stand at attention.
c. Old Mill Boathouse Patio: Officers shall be saluted, unless the space is utilized as a classroom
d. Flags: The National Flag will be saluted whenever it is passed when displayed on the outdoor parade square.
e. Classrooms: When an officer or instructor enters the classroom or instructional area, a cadet will call the room to attention with the command “Room”.

13. OFFICER OF THE DAY (OOD)

The OOD will be assigned for every regular training night. The OOD is responsible to ensure the buildings are unlocked at the correct time.

The OOD is responsible for the Duty Division and duty staff. The OOD shall ensure the duty division has cleaned and secured all buildings prior to dismissal.
An OOD will also be appointed for all weekend activities with tasks assigned as per directions from weekend IOC.

14. DUTY DIVISION

The Duty Division will be assigned for every regular training night. The Duty Division will report to the Petty Officer of the Day (POOD) at the start of the training night. During the training night the Chief Petty Officer of the day (CHOOD) will announce the end of Training Periods. The Duty Division, POOD and CHOOD will complete the checklist found in Annex A.

15. SMOKING

CATO 13-22 SMOKING POLICY will be expanded on by 201 GRILSE. There shall be no smoking of tobacco or cannabis at any cadet activity by any unit personnel. Smoking replacement products, such as vaping are also prohibited while at cadet activities.

Visitors to the corps will be expected to adhere to these restrictions.

16. DRUGS AND ALCOHOL

The corps will follow CATO 13-23 - DRUG AND ALCOHOL POLICY and PRCI 119. There will be no alcohol or recreational drugs at any Cadet Activity and any personnel who arrive at a Cadet Activity under the influence will not be allowed to participate.

17. WEAPONS

No weapons, or items that may be mistaken for or may be viewed as a weapon, including knifes, are not to be brought to any Cadet Activity unless specific instructions have been included in the WO or OPO.

18. FRATERNIZATION

CATO 25-05 - PERSONAL RELATIONSHIPS must be followed. There shall be no romantic displays of affections, or actions that may be interpreted as such during Cadet Activities.

19. ELECTRONIC DOCUMENT STORAGE

All electronic documents that are produced by 201 GRILSE that do not have protected information will be stored on the 201 GRILSE Private repository: “Grilse – Shared Folder (Private)”
https://drive.google.com/open?id=14ysk33pGBelRpJN_gm3g6hhmMhtrRSsc
Protected Documents that are to be shared between the Adult Staff will be stored on the 201 GRILSE Share drive on the CCO Intranet.

Documents for public consumption shall be stored in the 201 GRILSE Public repository: “Grilse Shared Folder (Public)”. https://drive.google.com/open?id=1H_ZbzKXZWEzaruLOgrx5uobmagQ1ZHuT

When posting to social media or posting to the website, documents shall be PDF versions of the document and posted using read only links to the unit “My Drive”.
<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commanding Officer</td>
<td>CO</td>
<td>CIC Officer appointed to be the Corps military commander</td>
</tr>
<tr>
<td>Cadet Instructor Cadet</td>
<td>CIC</td>
<td>The Branch of the Canadian Forces Reserves that Officers in the Cadet program belong to</td>
</tr>
<tr>
<td>Civilian Instructor</td>
<td>CI</td>
<td>A member of the corps staff that is not a member of the CIC</td>
</tr>
<tr>
<td>Volunteer Instructor</td>
<td>VI</td>
<td>A person who has been screened by the SSC and is used as specialist trainer</td>
</tr>
<tr>
<td>Navy League of Canada</td>
<td>NLC</td>
<td>The national civilian sponsor of the Sea Cadet Program</td>
</tr>
<tr>
<td>British Columbia Lower Mainland Division</td>
<td>BCMD</td>
<td>The provincial level of the Navy League of Canada</td>
</tr>
<tr>
<td>Corps Sponsoring Committee</td>
<td>CSC</td>
<td>The Local Level of the Navy League Of Canada</td>
</tr>
<tr>
<td>Canadian Cadet Organization</td>
<td>CCO</td>
<td>The military organization that that the corps belongs to</td>
</tr>
<tr>
<td>Pacific Region</td>
<td>PacReg</td>
<td>The military region that 201 GRILSE belongs to. It is 1 of 5 regions in the CCO</td>
</tr>
<tr>
<td>Region Cadet Support Unit</td>
<td>RCSU</td>
<td>Military Headquarters that the Corps reports to</td>
</tr>
<tr>
<td>Local Headquarters</td>
<td>LHQ</td>
<td>Where the Corps parades</td>
</tr>
<tr>
<td>Cadet Administrative and Training Orders</td>
<td>CATOs</td>
<td>The rules that govern the CCO</td>
</tr>
<tr>
<td>Canadian Forces Administrative Orders</td>
<td>CFAO</td>
<td>Military rules that govern the operation of the corps</td>
</tr>
<tr>
<td>Pacific Region Cadet Instructions</td>
<td>PRCI</td>
<td>Our Regions Orders and Instructions</td>
</tr>
<tr>
<td>Officer of Prime Importance</td>
<td>OPI</td>
<td>The officer who will be the contact officer for an exercise</td>
</tr>
<tr>
<td>Cadet Summer Training Center</td>
<td>CSTC</td>
<td>Where summer training is under taken</td>
</tr>
<tr>
<td>Non-Commissioned Officer</td>
<td>NCO</td>
<td>Cadet Ranks</td>
</tr>
</tbody>
</table>
ANNEX A - DUTY CHECKLIST

1. Arrive by 1810 at LHQ
2. Duty Division and duty staff report to OOD, proceed to stores
3. OOD to complete weapons sign out log for Guard
4. OOD to complete key sign out log for any keys leaving supply
5. Supervise setup of Colours, insure attendance is completed and handed to XO by 1845.
6. Unlock SCH as required:
   a. Doors open
   b. Lights on
   c. Alarm disarmed
7. Ensure Daily Routine is followed with Duty Staff Cadets
8. Supervise Stand Easy from 2005 to 2020hrs
9. Ensure Ships log has been completed
10. Ensure Sunset has been completed at 2100hrs
11. Secure SCH
    a. Floor swept
    b. Gash collected and disposed off in the dumpster
    c. Heat turned down
    d. Windows closed
    e. All external doors locked
    f. Lights out
    g. Security alarm set
12. Secure OMBH
    a. Floors swept
    b. Tables and chairs secured as per direction from OMBH facility
    c. Gash collected and disposed off in the dumpster
    d. Male and female heads secured
    e. Windows closed
    f. All external doors secured (including male and female heads)
    g. Lights out
    h. Security alarm set
13. Secure Supply
    a. OOD to complete weapons sign in for Guard
    b. OOD to complete key sign in
    c. Secure Band and Guard rooms (NOTE if rooms are not secured the building alarm will not set)
    d. Ensure all training and clothing supplies are secure and put away
    e. External door secure
    f. Lights out
    g. Security alarm set