

NAVY LEAGUE OF CANADA  
VANCOUVER ISLAND DIVISION

DIVISION COMMANDER'S STANDING ORDERS



EFFECTIVE  
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ISSUED BY:

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FOR

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## 1 PUBLIC RELATIONS

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1. While in the general public, Officers and Civilian Instructors will conduct themselves in a manner that does not bring negative attention upon the Navy League of Canada. The general public cannot distinguish the difference between Officers of the Navy League, Sea Cadets, or Canadian Navy. We must remember that our behavior reflects on all members of the Naval Community.
2. All incidents that could or did bring negative publicity upon the Navy League shall be reported immediately to the Division Commander and Division Area Officer. In many cases, early intervention and good communication by the senior command can prevent or contain potential damage to the image of the Navy League.
3. Any incidents of publicity damaging to the organization caused by officer misconduct will not be tolerated and will be dealt with swiftly and severely. Punitive measures will be issued by Vancouver Island Division Executive in consultation with the Division Commander in accordance with the NL (8).
4. Officers and Cadets of the Navy League of Canada, Vancouver Island Division shall respect all rank regardless of branch of service.
5. ALL NAVY LEAGUE PERSONNEL are required to carry their Navy League identification at ALL Navy League functions and activities.

## 2 ABUSE AND HARASSMENT

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1. All Officers and Civilian Instructors of Vancouver Island Division shall be issued copies of and familiarize themselves with the Navy League Harassment and Abuse Policy NL (22) released as of March 2016.
2. Officers and Civilian Instructors shall attend the Abuse and Harassment Awareness Training offered at Officer Training Days within 12 months of enrollment as a Civilian Instructor, and every **2 years** thereafter throughout their career as an Officer or Instructor aboard Navy League Ships.

3. Navy League of Canada, as per the NL (22), has directed that there is a Zero tolerance level for harassment at any level within the Division. Commanding Officers shall ensure that all staff understands harassment and abuse of authority aboard their respective ships.
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4. All questions and concerns shall be directed first to the corps' designated Abuse Harassment Officer, then to the designated Division Abuse Harassment Officer.
  5. All complaints shall follow proper Chain of Command.

### **3 SOCIAL MEDIA**

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1. Social media can be a useful tool, but also can quickly become detrimental to our organization and the volunteers within. It can be quite subjective, refer to National's guide on use of social media.
2. Social media includes but is not limited to the following: Facebook, Twitter, Snapchat, Instagram, Pinterest, LinkedIn.
3. Understand the age of the Cadets and the age restrictions of joining these social media groups, there is no reason why any Officer or Civilian Instructor should have Cadets as contacts (ie Facebook Friends, Twitter followers etc.)
4. As an organization, there is control through a webmaster over what gets posted on a website. As an individual on Facebook, for example, there is no control over what others post.
5. If a Navy League member desires to have a social media account, they must separate Navy League from personal media. At no time should Navy League business, information, images, etc. be posted on a personal account. Likewise, Navy League accounts should not have links to non Navy League related individuals/organizations.
6. Parents of cadets sign a media release that authorizes members of the Navy League of Canada to utilize images attained at cadet functions for official business. You as an individual do not have the right to use such images for personal accounts (even if you took the image); you are opening yourself up for legal action.

7. Consider the following:
  - A. Restrict who has access to view your account, add/edit it.
  - B. Avoid posting cadet pictures while on exercises; to avoid having a disgruntled parent or predator from discovering your location and showing up uninvited.
  - C. Avoid posting political comments or comments that reflect negatively on the Navy League of Canada.
  - D. Avoid impulsive comments, permit yourself time to reflect on your desired message. Ask yourself, would you say this to your supervisor or manager at work?

## **4 UNIFORMS**

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### **4.1 CADET UNIFORMS**

1. Cadet Uniforms shall comply with NL (410) Chapter 2 (Cadet Uniforms).
2. All variations are to be referred to the Division Commander and have approval from Vancouver Island Division before being placed into use.
3. As per the NL (410) – “Female officers or cadets may wear plain gold or silver studs or sleepers in their ears. Under no circumstances are male Officers or male Cadets to wear earrings of any type while they are in uniform”, Females are limited to a single pair of gold or silver stud earrings centered in the lobe of the ear. The use of Band-Aids or other such means to cover piercings is not permitted.

### **4.2 OFFICER UNIFORMS**

1. All Officer uniforms shall comply with NL (410) Chapter 3 (Officer’s Uniform) Please note in particular, section 3.06.b: *‘the Royal Canadian Sea Cadet Service Medal is to be worn on the RIGHT side of the jacket (to the right of the Long Service Medal), 2mm below and centered with the nametag, or in place of the medal, the undressed ribbon.’*

2. Officers wishing to wear their uniform to a non-sanctioned Navy League event must have prior approval through their Commanding Officer from the Division Commander.
3. Berets are approved for wear with Work Dress and shall only be worn at the Corps level. Officers will not wear berets in public or during ceremonial divisions. **As per NL (410), small cap badges are approved for beret only.**
4. Female officers who participate in public, regular parade night ceremonies, and/or ceremonial divisions are permitted to either wear skirts or trousers as per the NL (410). To keep uniformity, the female staff of a corps must all be in the same uniform as determined by the CO or in the case of a Division function, the Division Commander. (all wearing skirts or all wearing trousers)
5. Any variation or suggestion for change to the uniform within Vancouver Island Division must be referred to the Division Commander and have approval of the Vancouver Island Division Executive before change is put into effect. A letter of decision will be forwarded to corps Commanding Officer.
6. No body piercing or offensive tattoos of any kind are to be visible to cadets, officers or the public. This includes tongue piercing. Officers shall not show cadets any body piercing or tattoos.
7. Facial Hair – the following guidelines will be followed
  - a) Moustaches: will be kept neatly trimmed and above the corners of the mouth.
  - b) Beards – will be kept neatly trimmed and follow the jaw line not covering the neck. All beards must be accompanied with a mustache. Unless permission has been received by the Division Commander to not have a moustache with a beard.
  - c) Goatees are permitted and must be kept neatly trimmed.
8. *Only authorized dress will be approved in the NL (410) Cadet Regulations. Officers not complying to dress regulations will be suspended from duty, and face dismissal from the corps. This shall be in effect for all functions that an officer attends as a representative of the Navy League.”*

#### **4.3 CIVILIAN INSTRUCTOR/ GUEST INSTRUCTOR DRESS**

1. #1 Uniform – Black shoes with black socks or boots with black or grey socks, black trousers, white long sleeve officer shirt with Civilian Instructor epaulets, black officer tie, nametag and medals (as approved).
2. Work Dress - Black shoes with black socks or boots with black or grey socks, black trousers, white officer shirt, and naval style black sweater with Civilian Instructor epaulets, corps ball cap.
3. Guest instructors will be required to dress according to dress of the day. Sea, Army, or Air Cadets acting as staff cadets will wear their respective work or #1 if approved, by their Commanding Officer. This rule shall be applied to regular and reserve members of the Armed Forces as well.
4. Civilian Instructor's shall wear no rank or insignia of the Navy League of Canada with the exception of the approved Navy League Civilian Instructor slip-ons.

#### **4.4 WEARING OF UNIFORMS IN PUBLIC**

1. The wearing of the Navy League uniform is a privilege extended to currently warranted members of the Navy League of Canada for official Navy League business. Navy League business shall mean activities where Navy League Officers are responsible for supervising Cadets.
2. All Officers and Civilian Instructors and cadets shall wear #1 uniform when parading in public. Parading shall mean all functions held off ship and in the public (e.g. fundraisers, parades, recruiting). ***Permission for relax dress must be obtained in writing from the Division Commander.***
3. All Officers and Civilian Instructors attending functions in public which are not official Navy League business are not permitted to wear the Navy League uniform. Such activities include, but are not limited to Officer Mess Dinners, staff celebrations. A non-official function requires the approval of the Division Commander, and Vancouver Island Division President.
4. Officers proceeding to the Ship's Wardroom following a parade night shall be permitted to remain in uniform. "Relaxed Dress" is not permitted for Officers

in a Public Wardroom, such as a local Legion or restaurant. Respectable dress and deportment in public is key to maintaining the reputation of the Navy League of Canada. Rig of the day must be maintained.

## **5 TOUR REQUESTS FOR ACTIVITIES**

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1. Activities requiring a corps and/or officer(s) to leave their geographical area on Navy League business requires approval from the Division Commander. Corps who are staying overnight not on their ship but within their geographical area must submit a request to the Division Commander. The following is the minimum lead time required when submitting tour requests:
  - a) Outside the corps geographical area (city limits) – 1 week minimum
  - b) Within the Province of BC – 4 week minimum
  - c) Within Canada but outside the province of BC – 2 month minimum as it goes to Vancouver Island Division Executive for approval
  - d) Travel outside of Canada requires 6 month minimum as it goes to National for approval
2. Tour Requests are to be presented to Branch for approval, recorded in Branch minutes. The Branch President must sign the tour request and the request is to be sent to the corps' Division Area Officer for final approval. Unsigned requests will not be accepted. E-mailed requests will be accepted if properly completed and signed off. Activities requiring funding between \$5,000 and \$10,000 require Division Executive approval; activities requiring \$10,000 and above require Division and National approval. Allow enough time to process your requests.
3. All tour requests for camps must be accompanied with a risk assessment for the camp. There must be qualified first-aid personnel on all camp trips and they shall be identified on the request.
4. Tour requests ensure that all Navy League personnel (cadets, officers & volunteers) are covered under the Navy League Insurance Policy while in transit to and from any approved event and for the duration of the event. If tour requests are not submitted punctually and correctly, there will be no insurance on those participating in the event. As such, the Commanding Officer has accepted personal liability for the cadets and officers.

5. The Division Area Officer's will note the completeness and punctuality of the requests through the inspection marks and the year-end reporting/marking for each corps.
6. Division staff will forward their tour requests to the Division Commander and the Vancouver Island Division Navy League Chair.
7. Division Area Officers are required to provide a safety review of all details of the activity. The Division Area Officer's approval will be submitted in writing back to the Commanding Officer to confirm the approval of the tour request. As Division Area Officers must review the details of the pending activity, Commanding Officer's would be proactive to include their Division Area Officers in the development of the camp.

## **6 CADET ACTIVITY RISK ASSESSMENT**

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1. When corps are using a facility, camp, or venue that is otherwise new to them, at least a month prior to scheduling that activity a team of Officers must visit the location and complete a written assessment. The completed document must be retained with the corps and a copy forwarded with the tour request to the Division Area Officer and Commander for approval.
2. This should provide adequate time for planning additional means to mitigate risk, as well as develop the fire orders, lock down orders, and other emergency preparations for this site.
3. Upon arrival at the facility, camp, or venue on the day of the event, an Operations Team will conduct an assessment for any areas that cadets and officers will have access to or could reasonably access. Hazards identified with medium or high risk must have mitigating controls documented and in place. If the risk cannot be reduced to low, the activity must be altered. Following the event, corps will retain the completed document.
4. Division Area Officers will be reviewing completed assessments as part of the corps inspections.

## **7 FIRE ORDERS/LOCK-DOWN ORDERS/SHIPS STANDING ORDERS**

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1. Corps Commanding Officers shall be responsible for the development of Fire Orders and Standing Orders aboard their respective ship.
2. Fire Orders along with a map of the facility shall be posted in view of all members of the Ship's Company. Commanding Officers shall ensure that classes are taught on evacuation during fire or emergency.
3. One (1) fire drill will be carried out bi-monthly during the training year. Corps will be marked at inspections for adherence to this policy. The Ship's Log must show results of the drill.

4. Lock-down Orders must be included in the Ship's Standing Orders to identify safe locations and procedures to secure cadets and officers should an incident occur that requires protecting personnel.
5. One (1) lock-down drill will be carried out bi-monthly during of the training year. Corps will be marked at inspections for adherence to this policy. The Ship's Log must show results of the drill. The lock-down drill is not considered a fire drill.
6. Ship's Standing Orders should provide corps specific protocol such as but not limited to: site access, normal hours, expectations, duties and responsibilities, etc.
7. Ship's Standing Orders, Directives and Routine Orders must be posted for staff, cadets, and/or guests to your ship to review. A copy of the Ship's Standing Orders must be provided to your DAO and the Division Commander.
8. It is imperative that a building Evacuation Plan is in place and posted with your Orders.
9. When attending camps and activities off the ship, Fire Orders, Lock-down Orders, and Evacuation Plans must be in place, where possible, for these activities.

## **8 INCIDENT REPORTS**

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1. Corps' are to fill out an Incident Report no matter how insignificant the incident may seem. (eg cadet goes missing for a short period of time at a camp, a physical altercation between cadets, lock down etc). Incidents can often bring unwanted media attention or misunderstanding of actions taken or not taken.
2. The Incident Report does not replace the National Insurance Claim Form. If there is an injury, both need to be completed (Incident Report & \WC112 National).
3. The IR form needs to be submitted to your DAO as soon as possible.
4. If the incident is of a serious nature the Commanding Officer or Executive Officer must connect via phone with your DAO and Branch President. If the DAO is not

available, call the Division Commander. A serious incident is classified when first responders have been called or emergency crews have made contact with the corps (ie lock down, gas leak, fire, medical emergency requiring patient transfer, law enforcement intervention).

5. In the case of a serious incident, the DAO will inform the Division Commander ASAP who will then brief the Division NL Chair and Division President.

## **9 CORPS MONTHLY REPORTS**

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1. A Corps Monthly Report must be submitted to the Division Area Officer for every month of the training year - September to August inclusive.
2. Corps must submit the monthly report no later than the 10<sup>th</sup> day of the following month. (e.g. September report no later than October 10)
3. One report, the Summer report, must include all activities following Annual Inspection through to the beginning of the training year. This report must be submitted no later than September 10 of the new training year.
4. Reports shall include the following:
  - A. Corps Strength
  - B. Officer Strength
  - C. Activities for the month
5. Reports may be prepared by the Executive Officer or Administration Officer, but it must be reviewed and signed off by the Commanding Officer. A report on how the Corps is progressing or any officer, cadet, or Branch concerns are welcome.
6. All monthly reports shall be used for marked inspections and year-end awards. E-mail submissions are acceptable.

## **10 CORPS POLICY**

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## ***10.1 PARENT HANDBOOK***

- a) All corps should develop a parent handbook to provide clarification to parents on the various aspects of the cadet program. The handbook should include, but not be limited to the following:
- b) Commanding Officer's expectations,
- c) Chain of Command; including officer contact information for use of cadets/parents.
- d) Ship's routine
- e) Corps specific policies
- f) Details on opportunities available to the cadets: ie. Band, Colour Party, NCO positions, Camps, Awards, etc.

## ***10.2 NATIONAL AND PROVINCIAL AWARDS***

1. Vancouver Island Division and the Navy League of Canada have many awards from Officer to donor appreciation. Please consult the Navy League of Canada website under publications NL 21.

## ***10.3 AWARDS SELECTION***

1. Corps shall follow the awards policy outlined here for the selection of cadets for the various corps awards. Any corps specific requirements supplementing this policy must be documented at the corps level.
2. Corps shall provide a summary of all awards available and the criteria for each award.
3. The awards selection process requires the awards committee, comprised of all corps officers and one third party observer/participant invited by the CO, such as a Legion rep, Branch rep, Sea Cadet CO, Division rep or other individual.
4. The committee will meet at a closed location and be reminded of the confidentiality of the process. The committee will review each of the award's criteria and each member will have the opportunity to nominate 1 cadet.
5. A parent/relative/legal guardian of a cadet can not nominate their own cadet.
6. If a member of the committee is the parent/relative/legal guardian of a nominated cadet, they shall leave the room for the discussion and selection of that specific award.

7. Each committee member nominating a cadet will have to provide supporting evidence/justification for that cadet receiving the award. This process should include a review of cadet files and other corps specific documentation.
8. In the event of a tie during voting and the committee can reduce the nominated cadets down to those tied, a second round of discussions and voting may select the recipient. If this is not possible, the Commanding Officer (or their designate) will have the tie breaking vote.
9. CO's are to ensure this process is documented, along with supporting information on why each recipient was selected to receive the award. This information is not required to be disclosed to anyone other than VI Division staff.
10. During the presentation of awards, corps shall ensure that the presenter of an award is not the parent/relative/legal guardian of the recipient where possible, to avoid the appearance of favoritism amongst cadets, parents, and officers.

#### ***10.4 NON-COMMISSIONED OFFICERS (NCO) SELECTION***

1. Corps shall follow the NCO selection policy outlined here for the selection of cadets staffing the NCO positions on the ship; Cox'n and RPO. Any corps specific requirements supplementing this policy must be documented at the corps level.
2. Corps shall provide a description of the position(s) including duties and responsibilities, as well as the application process for the parents and cadets in the parent hand book.
3. The application process shall be open to all senior cadets and should provide an opportunity for these cadets to demonstrate that they are interested in the position. (ie. letter, video, attendance at NCO training event, etc.) This information is only to be disclosed to the selection committee.
4. The selection process may include events such as NCO training nights/weekends where each applicant is given the same opportunities and responsibilities. Officers shall document the evaluation of each applicant, to be disclosed to the selection committee.
5. The selection committee may include the CO or XO, Branch representative, and Division representative.

6. Committee members will meet and conduct NCO boards, where each applicant will be asked the same questions and the committee will evaluate responses. Applicants shall be in #1 dress, Officers shall be in Summer Dress, and Branch/Division Executive in business casual.
7. Following the interview sessions, the committee members will review all supporting documentation, such as letters, training records, cadet files, etc. before making the final selection for these positions. The CO cannot override the decision of the committee unless there are extreme extenuating circumstances. In such a situation, the CO must consult with their DAO and request permission from the Commander. The Division and Branch Presidents are to be advised before a change is announced.
8. A qualified pool of cadets can be created at the start of the year and used to provide alternates should a cadet age out or leave the program during the training year. The ranking of the cadets in the pool shall not be disclosed.

## **11 INSPECTIONS**

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1. Three Formal Inspections will be carried out during the training year.
2. Reviewing Officers are:
  - a) Branch Inspection – Branch President
  - b) Division Inspection – Division President or delegate
  - c) Annual Inspection – Corps choice
  - d) Regular Parade – not applicable
  - e) Ceremonial Divisions – Legion member, Sea Cadet Corps Commanding Officer, Sponsors, City Officials, etc.
3. Inspecting Officer will be the Division Commander or Division Area Officer.
4. All inspection dates must be submitted to the Division Administration Officer no later than August 31 for the training parade year. There are to be no duplication for Annual Inspections. Dates will be on a first submitted basis. The Division AdminO will immediately notify corps who must select a new date.

5. Annual Inspections are to be scheduled for Saturdays or Sundays. It is not fair to the cadets to expect them to set up and perform an Annual Inspection following a full day of school. Weekend Inspections also increase the number of invited guests and dignitaries who will be able to attend.

## **12 COMMANDING OFFICER TERM OF OFFICE**

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1.  
As per NL (8), Section 4.14 – A Commanding Officer’s normal term shall be 3 years with a maximum of 2 – 1-year extensions, and must be approved by the Branch President, Division Commander and Division President.
2. All requests for extension shall be forwarded, in writing, to the Navy League Chairperson. The request must be from the Branch President, and a copy must be forwarded to the Division Commander. Ideally extensions must be submitted by March 31 of the training year for consideration.
3. Extensions will only be approved should a corps demonstrate extenuating circumstances for the Commanding Officer remaining in position.
4. Division Staff Officers shall refer to NL (8) – Section 4.18. Division Commander will request extensions in writing to the Vancouver Island Division President.
5. Commanding Officers shall recommend to Branch, suitable replacements the September before Change of Command.

## **13 SUCCESSION PLANNING**

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1.  
A Commanding Officer shall not assume nor plan that they will be granted an extension of their term. As such, it is the responsibility of the Commanding Officer to provide training to a suitable replacement during his/her term as Commanding Officer.
2. At the beginning of each Training year, the Commanding Officer shall submit a Corps Succession Plan, to their Divisional Area Officer. This shall outline current officer roles and how the Commanding Officer is planning to staff the Departments over the next 3 years. This shall be completed with the Executive Officer.

### ***CHANGE OF COMMAND***

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1. The Change of Command of a Corps is to take place after their Annual Inspection and prior to the 30th of June of that training year if at all possible.
  2. The Outgoing Commanding Officer should not remain at the Corps that he/she has just relinquished command of.
  3. The Incoming Commanding Officer is not obligated to retain the Outgoing Commanding Officer on the Corps' Officer nominal role.

## **15 SUPPLEMENTAL OFFICERS**

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1. An active Navy League Officer may apply to go on the Supplemental Officers' List instead of resigning their Warrant. They would still be considered an active officer.
2. The applicant must have served with a Corps for a minimum of three (3) years and must have achieved the rank of Acting Sub Lieutenant (NL).
3. The applicant must be associated with a Navy League of Canada Branch and the Branch must agree to rescreen the applicant as required.
4. Applications shall be approved by the Division Commander and VI Division President.
5. Re-application shall be made every 2 years.
6. By going on the Supplemental Officers' List, "consecutive" time of service would be put on hold until the Officer is off the Supplemental Officers' List and back with a Corps or with VI Division. "Consecutive" time of service would recommence.
7. Officers on the Supplemental Officer's List will be expected to assist a corps in their area a minimum of three times in a training year.
8. Time spent on the Supplemental Officers' List cannot be counted towards awards, medals, service pins, etc.
9. When a Supplemental Officer will be volunteering at a corps, the corps Commanding Officer shall notify the Divisional Area Officer of the date and what their purpose will be.

10. If an officer goes on the Supplemental Officers' List they would retain their attained rank , up to the rank of LT (NL) (as per NL (8) 4.8.06)
11. Once returned to active service their time would be reactivated.
12. The applicant must be in possession of a current Navy League of Canada Identification Card (as per NL (21) 2.04) whenever they attend any Navy League Cadet or Sea Cadet function. COs need to ensure that any volunteer with their Corps holds a current screening card.
13. If an officer, currently on the Supplementary Officers' List volunteers with a Corps or Vancouver Island Division, any expenses incurred would be their own.
14. An officer currently on the Supplemental Officers' List may apply for an open position on Vancouver Island Division if they have served as a Commanding Officer of a Corps for a minimum of three (3) years and attained the rank of Lieutenant (NL) [as per NL (8)]
15. An officer on the Supplemental Officers' List cannot be elected or appointed to a Navy League Branch as they are deemed to be an active officer while on the Supplemental Officers' List.
16. Officers on the Supplemental Officers' List must attend Division Training weekends in order to remain current with Navy League Directives. Supplemental Officers are responsible for paying their own travel expenses and registration fees for training weekends. The home corps is not responsible for those expenses.

## **16 OFFICER RANK QUALIFICATION AND EXTRA TRAINING SESSIONS**

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1. Vancouver Island Division Training Officer shall conduct 2 Officer Training weekends each training year (September/October & March) in order to facilitate Officer Development (Fall) and Rank Qualifications (Spring).
2. Vancouver Island Division Commander and Vancouver Island Division Executive will direct all extra training sessions.

The following orders shall be in effect for all training and meetings attended by Vancouver Island Division Navy League Corps Officers and Division Staff Officers.

## **16.1 NAVY LEAGUE SHIP**

1. All facilities used during training sessions, qualification courses or Vancouver Island Division AGM shall be referred to as the Navy League Ship.
2. During all functions aboard the Navy League Ship, The Division Commander shall be the Commanding Officer of Navy League Officers, in absence of the Division Commander they shall designate an alternate who will be in command.
3. No person attending sessions shall leave the Ship without the express permission of the Division Commander.

## **16.2 DRESS REGULATIONS**

1. Dress regulations shall remain in effect for all functions. Changes to dress will be issued in writing by the Commander or their designate. The end of the Fall Training weekend signifies the start of Winter Dress for all Navy League Officers and Civilian Instructors, although the Corps Commanding Officer may direct their Corps otherwise as the local environment dictates.
2. Meet and Greet – All persons attending the meet and greet shall be dressed in a business style dress. Running shoes, sandals, denim, shorts, or T-shirts are not permitted. Persons not properly attired will be removed from the mess.
3. Classes – Dress of the day for Officers’ Fall Training will be Summer Work Dress, and at the Officers’ Spring Training Winter Work Dress will be in effect for both Officers and Civilian Instructors unless otherwise directed by the Vancouver Island Division Training Officer. All Officers must be prepared for either mode of dress. Ball caps will be worn for all movements outside of the building and for drill.
4. Instructors of Classes may permit “relaxed dress” due to conditions in the classroom. When officers leave the class to go to the heads, coffee break, or change classes they shall do so in proper dress of the day.
5. All Officers are reminded that the weather in BC can vary greatly in a matter of hours. At the Division Commander’s or Division Training Officer’s discretion, dress of the day for training weekends may be changed accordingly.
6. Changes to dress regulations for any other function will be issued in writing 1 month prior to event where possible.

7. No person shall wear any order of dress not approved by Vancouver Island Division.

### **16.3 SMOKING**

1. Smoking shall be restricted to areas designated by the Division Commander or Division Staff Officer in charge of the function.
2. "Smoking" includes but is not limited to cigarettes, cigars, pipes, and electronic smoking devices.
3. Officers shall refrain from smoking in the presence of Cadets.
4. Smokers shall police the cleanliness of smoking areas at the end of each working day.

### **16.4 ELECTRONIC DEVICES**

1. During Officer Training weekends cell phone ringers will be turned off and cell phones are not to be used in any form during classes unless prior permission is given by the Division Commander or Division Training Officer.
2. Laptops or other electronic devices are not to be used during class time unless they are being used to take notes or add to an appropriate class discussion and the instructor will determine if appropriate.

### **16.5 PROTOCOL**

1. At all times, Officers shall conduct themselves in a respectful manner.
2. Proper marks of respect shall be adhered to during all functions.
3. The Division Commander and/or Division Training Officer shall address breaches of protocol and respect.

### **16.6 BARRACKS**

1. During training sessions, all sleeping areas will be referred to as barracks.
2. No alcoholic beverages will be permitted in the barracks area at any time.
3. Quiet time will be from 2300 to Wakey, Wakey. All personnel will make every attempt to remain quiet during this time period both inside and outside the barracks.

### **16.7 QUARTERDECK**

A quarterdeck shall be established in a highly visible area of the Navy League Ship in which all staff and visitors will pass by. All personnel shall pay respects to the quarterdeck at all times.

## **17    PROTOCOL / CHAIN OF COMMAND**

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1. Marks of respect will be used throughout the Navy League. Officers shall respect the offices of the Division Executive, Branch President, and National. Navy League Corps Officers must remember that the Branch President is the immediate superior of the respective corps.
2. Contact with Division Staff Officers shall follow proper chain of command and shall be initiated through the Commanding Officer.
3. Directives and global emails will be issued by the Division Commander to all Commanding Officers, Executive Officers, Administration Officers and Division Staff Officers.
4. The Branch President must initiate all contact with Division Executive. Concerns regarding the Navy League will be forwarded to the Branch Advisor, followed by the Navy League Chairperson.
5. Contact with the National Council will be completed through the Division President.
6. Problems arising at the corps level shall be dealt with through the branch first. This procedure includes problems with Commanding Officers.

## **18    RANKS ON ENROLLMENT**

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1. As directed by National, Rank Qualification for:
  - a. CI – MID (NL) shall be six (6) months
  - b. MID (NL) – A/SLT (NL) shall be one (1) year
  - c. A/SLT (NL) to SLT (NL) shall be two (2) years
  - d. SLT (NL) to LT (NL) shall be two (2) years
2. All persons requesting enrollment at a rank higher than Midshipman shall submit the request in writing through their Commanding Officer with supporting documentation to the Division Commander and Vancouver Island Division Navy League Chairperson.

3. Each case will be assessed by the Division Commander and the Vancouver Island Division Navy League Chairperson on the information submitted ensuring that the applicant meets the qualification standards of Vancouver Island Division.
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4. This procedure must be completed with the Division Commander's recommendation BEFORE the promotion paperwork is submitted.

## **19 OFFICER PROMOTIONS**

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1. Promotions are not a 'given'. Officers need to earn them through knowledge, time served, and ability.
2. In order for an officer to receive a promotion the following criteria must be met:
  - a. Must have successfully completed the Rank Qualification with both the written and drill assessments.
  - b. Must have successfully completed the level qualification examinations.
  - c. Must have attended the Abuse Awareness Program offered by Vancouver Island Division within the last 2 years.
  - d. Must have the required time served.
  - e. Must have been assessed by the Commanding Officer and an NL304 completed with any substantiating paperwork attached.
  - f. Must have the proper paperwork filled in, signed and submitted to the Division Commander.
  - g. Prior to promoting an officer to a new rank, the Commanding Officer will consult with the Division Training Officer to ensure the Abuse Awareness Program status is current and that the Officer has attended at least one Officer Training session in the last year. No officer shall be promoted if it has been more than two years since he or she attended Abuse Awareness Training.
3. Any exceptions to these rules must be requested in written letter format from the Commanding Officer and submitted to the Division Commander.

Changes or amendments to these regulations will be approved by the Division Commander 30 days prior to going into effect. The copy published to the VI Division Website are the most current and supersedes all other copies.

## **20 DIVISION STAFF**

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1. The following Officers constitute the Vancouver Island Division Staff:

Division Commander -	Cdr(NL) Randy Muttitt, CD
Division Administration Officer -	Lt(NL) Patrick Irvine
Division Training Officer -	LCdr(NL) Michele Gill
Division Area Officer North -	LCdr(NL) Chris Flaro
Division Area Officer South -	LCdr(NL) Patrick Irvine
Division Range Safety Officer -	LCdr(NL) Chris Flaro
Division First Aid Officer -	LCdr(NL) Randy Muttitt, CD
Division Dive Officer -	LCdr(NL) Patrick Irvine
Division Officer-	Lt(NL) Cassandra McParlan

**LCdr.(NL) Patrick Irvine**

**For,**

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Randy Muttitt, CD  
Commander (NL)  
Vancouver Island Division  
The Navy League of Canada

# ***Signatory Sheet for Standing Orders***

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September 2022

To: All Commanding Officers Vancouver  
Island Division Staff

**RE: Standing Orders**

Please have all of your officers read and sign the Standings Orders for each Training Yea.

Please return a copy of this page to the Corps DIVISIONAL AREA OFFICER at Division Inspection. Please keep a record of this page, you may be asked to produce it at one of your inspections. Remember to update as new officers come on board.

Corps Name: \_\_\_\_\_ Training Year: \_\_\_\_\_

Officer's Name (Printed)	Signature

CDR1