

2824 ROYAL CANADIAN ARMY CADETS
(CADET ORGANIZATION POLICE SCHOOL)



**Locally Developed Training Program
Green Star**

Introduction

Your decision to become a member of the Royal Canadian Army Cadets is a big one. The cadet program is a national program, from the Atlantic to the Pacific. Through your involvement in cadets locally, and during the summer at our regional summer camps, you will experience new adventures and meet new friends. The friendship between those who have shared the challenge of cadet training is a strong one, and is one that becomes a lifelong bond. The leadership skills and self-discipline you learn from cadets give you a qualification that will allow you to stand out from the crowd. However, in order to gain the benefits available to you from the cadet system, you have to be dedicated and disciplined, and strive to reach a level of personal excellence.

This training program will introduce you to the basic lessons learned in the green star year. The best way to gain this knowledge is to come out and get hands on experience at the company level and on unit exercises.



The Cadet Program

The Royal Canadian Army Cadets are the oldest youth organization in Canada. We trace our origin to the year 1862, five years before confederation, when "associations for drill and musketry" were formed in schools in response to Fenian raids. In those days drill was not just a parade square exercise but the method of manoeuvring troops on the battlefield.

In 1887 the government began issuing arms and equipment to schools that agreed to form drill associations, now called "Cadet Corps". By 1908 the government was training teachers as army reserve officers to conduct physical training, drill, and musketry in schools. Provincial departments of education agreed to encourage cadet training, and this partnership contributed to the development of physical education programs in Canadian schools.

The Canadian Cadet Organization, which includes Royal Canadian Sea, Army, and Air Cadets, enrolls both males and females and currently has enrolled about 70,000 cadets across Canada of which about 25,000 are army cadets.

The officers who train cadets are members of the Cadet Instructors Cadre, a branch of the Canadian Forces Reserve. Cadets, however, are legally civilians; they are not members of the Canadian Forces, have no obligation to perform military service, and are not subject to military discipline. Nevertheless, by joining a cadet corps young people agree to cheerfully obey their officers and superior cadets, to attend cadet training each week, to observe military standards of grooming and conduct, and to care responsibly for all uniforms and equipment entrusted to them. Parents and guardians show that they agree with these obligations when they countersign a cadet Enrollment application.

The Cadet Program is designed to offer its members a variety of interesting and challenging activities.

The Cadet Program, which includes the Royal Canadian Sea, Army and Air Cadets, is the largest federally-sponsored youth program in Canada. It is a national program for young Canadians aged 12 to 18 who are interested in participating in a variety of fun, challenging and rewarding activities while learning about the navy, army and air force.

THE AIM:

The aim of the Cadet Program is to develop in youth the attributes of good citizenship and leadership, promote physical fitness, and stimulate interest in the sea, land and air activities of the Canadian Forces.

Citizenship - The development of responsible and caring citizens is one of the most important aspects of the Cadet Program. Throughout the year, cadets participate in citizenship activities in cities and towns across Canada.

Leadership - The Cadet Program encourages youth to be fair and ethical leaders. Cadets learn to take responsibility for their actions and motivate their peers to follow their example.

Physical Fitness - Cadets develop an understanding of the benefits of a healthy lifestyle. Participation in fitness activities results in a positive attitude that enables cadets to take on new challenges.

Stimulate Interest in the Activities of the Canadian Forces - Exposure to the sea, land and air activities of the Canadian Forces is a unique part of the Cadet Program identity, distinguishing it from other youth development programs.

MY RIGHTS AND RESPONSIBILITIES AS AN ARMY CADET!

As a Cadet I have the right to.....	As a Cadet I have the responsibility to...
Be treated fairly and with respect	Treat others with respect
Belong and feel included	Not exclude anyone and help protect others
Learn and seek help	Respect personal boundaries: honour "No's"
Be heard and make decisions	Listen to my peers and superiors
Be protected from emotional, physical, and sexual abuse and all forms of harassment	Control my anger
Use the law	Not harass or abuse anyone
Say "NO" to unwelcome behaviour	Get help if I need it



The Cadet Honour Code

I resolve, as a member of the Royal Canadian Army Cadets, that I shall aspire to become a citizen of the highest integrity in my community; I shall strive for success in my studies, to be considerate of all persons and their property, and to achieve the highest physical, mental, spiritual and moral standards as exemplified by members of the Canadian Forces as Citizens of Canada

Cadet Badge and Motto

The crown on the badge of the Royal Canadian Army Cadets signifies allegiance to Her Majesty the Queen. The motto **ACER ACERPORI** is Latin.

This may be translated as: **"As the maple, so the sapling"**

Cadet Corps Name, Number, and Affiliated Unit

Every cadet corps has a name and number. The numbers of some cadet corps, like 48 Highlanders and 75 Toronto Scottish recall the numbers of First World War battalions. Others like 1882 Wellington Rifles recall the year of formation. Others are numbered in the order of when they were formed.

The number of this cadet corps is **2824**. Every cadet corps has an affiliated unit, which may be a reserve force regiment or some component of the regular forces. Some cadet corps names are associated with that of their affiliated unit.



The name of this cadet corps is the **2824 Royal Canadian Army Cadets**, and is affiliated with the **Military Police**, which is why our cadet corp wears the special red beret and their capbadge, signified with the Thunderbird.

2824 RCAC is also the "Cadet Organization Police School" because our unit was founded by a Peel Regional Police Officer named Jack Kelly. The cadet corp's major sponsor remains Peel Regional Police.

Because of its size, 2824 COPS is broken down into 3 smaller companies which meet at 3 separate locations on Monday nights. The companies are: Alpha, Bravo and Charlie.

The 2824 motto is **"Pride-Honor-Duty"** which means **that no matter what we do or where we go, we make sure to carry ourselves with pride and honor.**

Attendance and Personal Conduct

By joining the 2824 RCAC COPS, you have made certain commitments, and are expected to keep them.

If you do not participate in cadets in an acceptable manner in relation to attendance or behaviour you may not be allowed to continue in cadets. Here are some important issues:

Attendance

Attendance is important. Everything you will gain from cadets will be directly related to what you put into it. Also, everything we get from the army (uniforms, equipment, officers, money, support for weekend exercises, and how many cadets can go to summer camp) depends on how many cadets actually attend each week.

SO, it is in your best interest to SHOW UP. You should attend all training, unless you have a good reason for not doing so.

Arrive 15 minutes early, and be sure your attendance is recorded. If you are late, first report in to the Administration Officer so your attendance can be noted. If you must be late or absent, email the CSM ahead of time. It's better to be marked Excused than Absent.

Conduct

It may be unfair, but it's a fact of life – people will be far more critical of childish or rowdy behaviour amongst cadets than amongst young people wearing civilian clothing. The reputation of the whole cadet organization, and even the Canadian Forces, is affected by how you look and act in public – on the bus, on the street, in malls and restaurants, etc. Here are a few things to keep in mind when in uniform, or even in civilian clothing, as a representative of the cadet movement, and the 2824 COPS:

1. Walk in a soldierly, professional manner, but without exaggeration.
2. Keep your hands out of your pockets.
3. Wear your uniform smartly, and don't chew gum.
4. Don't remove your beret in public, except in a restaurant or mess hall.
5. Don't unbutton your jacket, or loosen your tie in public.
6. Don't smoke in uniform or on (or near) military property.
7. Don't throw litter on the street.
8. Avoid horseplay, and keep your voice pleasant and dignified.

9. Males and females should not hold hands or show other displays of affection in uniform, or when participating in any cadet activity.

10. When walking around a military building in a group (or alone), walk or march in a single file, not a large grouping, and ensure you pay the proper respects to all officers you pass by saluting when in uniform and wearing a beret.

Even your conduct at school will reflect on the reputation of your cadet corps – and of all cadet corps and all their members, so **make a conscious effort to act in a professional and orderly manner**, and most importantly **use common sense!**

The Cadet Uniform

Personal Appearance and the Army Cadet Uniform

The Department of National Defense approves and issues **on loan**, the uniform worn by Army Cadets. The care and custody of all items of clothing are **your** responsibility.

Your uniform includes boots, socks, pants, shirt, tunic, necktie, and beret, and a toque, turtleneck, and coat for winter.

Once issued your uniform (approximately 6-weeks after you join), you will wear your uniform for all regular training. You are **NOT** to wear parts of the uniform with parts of civilian clothing.

Get your uniform ready the day before you need to wear it. Don't expect your parents or legal guardian to do your washing, ironing, sewing, or shining for you.

For field training, you are permitted to wear combat clothing, which can be purchased from an army surplus store or our Parent Kit Shop. **Canadian Forces solid green combat clothing** is acceptable. **DO NOT** spend your money on non-Canadian Forces patterns, because you **WILL NOT** be permitted to wear them with your Cadet rank insignia.



Army Cadet Uniforms C-1 (medals), C-2 (ribbons) and C-4

Army Cadet Headdress

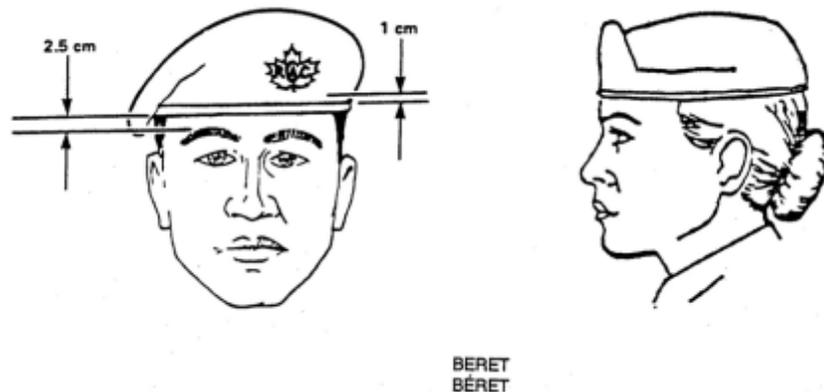
All cadets will wear an issued beret while in uniform. You wear your beret evenly on your head. The leather sweatband is to be 2.5 cm (about the width of two fingers) above your eyebrow. The crown of the beret is to be pulled downwards to the right and rear. Be sure your cap badge is centered over your left eye.

Draw strings are to be tucked inside the gap of the sweatband. If your hair hangs down on your forehead you should be sure to tuck it under your beret when in uniform.

You will have to form your beret to your head. This is done most easily by soaking the beret in hot water, then put on the beret with the badge over your left eye and the leather band level front and back, pull the excess material down over the right side and back. Tie the strings at the back of the beret to ensure the band is the right size. Continue to wear the beret until it is reasonably dry.

Your cloth cap badge must be sewn on over the hardened cardboard surface in the front of the beret. Ensure you match the thread to the colour of the badge background and do a neat sewing job.

During cold weather training the cadet toque may be worn in lieu of the beret. The cadet toque may be worn with civilian clothing during corps field exercises. The cadet toque is worn with the RCAC badge centered on the forehead.



Laundering, Ironing and Dry Cleaning

Your uniform is machine washable and will require ironing. For special occasions you may wish to take it to a dry cleaner to be professionally pressed. When ironing your pants and tunic you should use a pressing cloth. A pressing cloth may be a towel, a pillow case, or other piece of cloth. The pressing cloth will prevent your tunic and pants from becoming shiny due to ironing. You should also use a pressing cloth when ironing your necktie. The creases in your trousers/slacks sharpen by use of a moist pressing cloth or by wetting the crease itself.

Personal Grooming

Male cadets must have short haircuts tapered at the back, with the sideburns not more than halfway down the ear. Male cadets may not wear ear rings at any time while in uniform. Those cadets who have ear rings must remove them during cadet activities.

Except for medic-alert bracelets, and wristwatches, jewelry is not worn when in uniform, except that females may wear a single pair of plain gold, silver stud, diamonds, or white pearl earrings centered in the earlobe. Female cadets with long hair must wear their hair up off the collar when in uniform. If females wear eye make-up or other cosmetics, they must use it sparingly; nail polish, if worn, must be clear, not coloured.



TAPER TRIMMED HAIRCUT CONVENTIONAL
COUPE DE CHEVEUX AMBROIE CONVENTIONNELLE



SHORT HAIR STYLE
CHEVEUX COURTS



CURLED HAIR STYLE
CHEVEUX FRISÉS

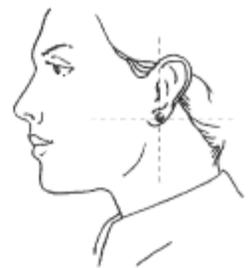


TAPER TRIM HAIRCUT - STRAIGHT BACK APPEARANCE
COUPE DE CHEVEUX AMBROIE AVEC APPARENCE D'UNE COUPE DROITE

MOUSTACHE



STRAIGHT HAIR STYLE WITH BUN
CHEVEUX TIRES EN CHIGNON



ONE STUD EAR RING MAY BE WORN
CENTRED IN EACH EAR LOBE
LE PERSONNEL FÉMININ PEUT PORTER
UN BOUTON D'OREILLE AU
CENTRE DE CHACUN DES LOBES

Tunic and Insignia

When wearing the tunic you will always keep all pockets buttoned. Be sure all front buttons (except the top one) are also fastened. You should keep your tunic well pressed; however, it should not have any creases. Be sure your belt is even with no twists. The black buckle of your tunic belt is to be centered. The pockets of your tunic should not bulge. A tunic fits correctly if it is not too loose or tight, the cuffs just cover the wrist, and the bottom hem just touches your finger tips when you hold your arm down and lightly close your hand.

Insignia shall be positioned as shown in the diagrams. The shoulder title is worn flush with the shoulder seam and centered on the epaulette, with the Royal Canadian Army Cadet's maple leaf below it. Insignia must be sewn neatly with matching colour thread. Do not use glue.

Trousers

Your trousers should be well pressed. Creases should be sharp but take care to avoid double creases (called railroad tracks). Creases pants go up the front centre of each leg and extend to the waist, inside the first belt-loops. Rear creases extend up the corner of the pocket. Rear creases extend up the centre of the pant leg and meet in the back at the waistband, forming an upside-down "V". Your trouser/slacks should reach the point where the crease will be slightly broken on the top of the boots. Trousers fit when the waist, crotch, and hips are comfortable, and the cuffs are long enough to conceal your socks and the tops of your boots, and they hang straight and don't bunch up on top of your boots. Your belt is a part of your uniform and will be worn with your cadet pants.

Shirt

Your shirt should be neatly pressed when worn. The only crease in the shirt should be down the centre of each arm beginning at the centre of each epaulette. Shirts are worn with a rank slip-on on each epaulette.

Socks

You will wear the gray wool socks which are issued to you by the Cadet Corps. If you are allergic to the material in the socks, you may wear other socks made of a suitable material and colour. Another option is to place sports socks under your issue gray socks.

3-Seasons Over-coat

Your overcoat may be worn when the weather requires it. Overcoats have removable liners so that they may be worn during cold and warm weather. Cadet rank slip-ons will be worn on the epaulets of the cadet overcoat. Cadets are issued overcoats when they have been in cadets for 6 months.

LEFT SLEEVE

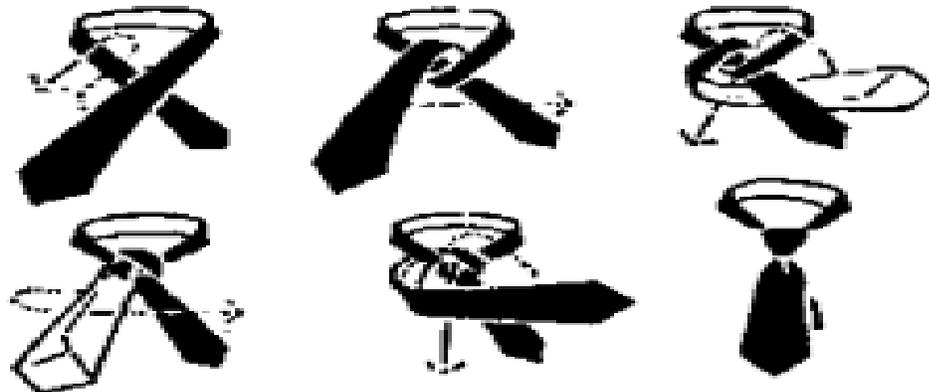


RIGHT SLEEVE - Up to Sgt



Necktie

Your necktie should be ironed and tidy. The knot should be compact and the tie done up to the collar when worn. There must be no shirt button showing above the knot. Both ends should be the same length, but the narrow end should not show behind the wide end. Ties must be tied with a Windsor knot, which can be taken off without untying it.

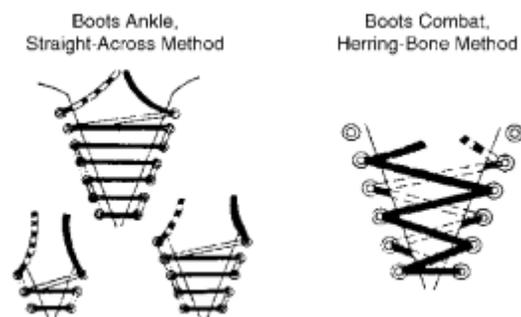


Windsor Knot

Boots

To shine your boots follow the following steps:

- Remove dust and dirt from the boot with a soft damp cloth (do not use this cloth for polishing as grit on the cloth will scratch the finish of your polish).
 - Use an old toothbrush to remove dirt from the welts. Use the toothbrush, with polish, to blacken the welts.
 - Place some cold water in the lid of your polish tin and wrap a soft Kiwi cloth around the end of your finger. Dipping your finger into the water from time to time, to keep the polish hard, apply a moderate amount of polish to the area of the boot you will polish first.
 - Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works in to the boot. Continue with the circular motion until you can no longer see the circles formed by the polish.
 - If you see small scratch marks developing in the shine switch to a clean location on your polish cloth. You will have to continue applying coats of polish in this way until the boots have a high gloss.
 - It will take many coats of polish and lots of patience to get the desired gloss. Polishing your boots while you watch your favorite TV program will help make polishing easier but be careful not to get the polish on anything. Considerable patience is required with new or previously unpolished boots.
 - Many short cuts have been tried.
- Remember to ensure you remove all water from the top of your polish tin to avoid rusting. Also remember to cover your boots when they are not in use to avoid dust build up. The simple practice of covering your boots can save you lots of time later on.
- Lace your boots horizontally using the straight across method.



Responsibility for the Uniform

You are responsible for all parts of your uniform. Do not leave your uniform lying around. Mark your name in every piece of your uniform. Return damaged or poorly fitting parts of your uniform and get measured for new parts. If you lose any part of your uniform ensure you report the loss to the Supply Officer as soon as possible. You must return your uniform promptly if you leave the Cadet Corps.

Rank Structure of the Royal Canadian Army Cadets

Rank is a system of grading seniority and command within military organizations. The Canadian military rank structure is divided into two sections, Non-Commissioned Members (NCM's), and Commissioned Officers (Officer Ranks). The difference between Non-Commissioned Members and Commissioned Officers is that Commissioned Officers hold a commission that means that they were 'constituted and appointed' to their rank and authority by the Queen, either directly or through her representative such as the Governor-General. When an officer is saluted, you are saluting the commission from the queen, not the officer themselves.

In the Canadian Forces, an Officer-NCM system is used, meaning that the officers are hired to command and train the troops (NCMs). This can be compared to construction, where the architects and engineers are the officers, and the trades people and workers are the NCMs.

Like the military, the army cadets use the same rank structure and system, in that the Officers are in the role of Officers and are the adults in charge, and the NCM's are the cadets. All orders from an officer should be obeyed, but if there is a question of safety, it is in your full right to refuse the order.

Cadet Ranks

Please note: The PRIVATE is now referred to as LANCE CORPORAL



Officer Ranks



Senior Officers



General Ranks



Promotions

The cadet corps operates on the “merit system”. This means that you will advance when you deserve to do so, provided you are qualified, and a vacancy exists. There is a national policy that prescribes **minimum** course proficiency qualifications for promotion to each rank.

Promotions are usually done bi-annually (twice a year)

The "Chain of Command"

The “Chain of command” within the cadet corps exists so that information and instructions can be passed efficiently between all levels. It allows leaders to organize their teams quickly and efficiently between all levels, and gives everyone a job to do.

A chain of command consists of various *appointments* including Regimental Sergeant Major (RSM), Company Sergeant Major (DSM), and Platoon Warrant Officers. The job you do is a result of your appointment, not necessarily because of the rank you hold. All cadets appointed to certain positions are there because they have been selected to do this job by an officer, because they have

deserved recognition and can be trusted to do what needs to be done. To receive an appointment is equally, if not more important, than receiving a rank.

The higher up the chain of command you are, the more responsibilities you have, however, everyone has an equally important role to play in the success of the corps.

The chain works both ways, both for passing information down and for passing information questions or answers back up. This system works because there is rarely any confusion over what each person's responsibilities are.

You must not "short-circuit" the chain of command: if you need information or have a problem, ask your platoon WO first. If your platoon WO can't help, they will find someone who can. However, in your cadet corps, as in the Canadian Forces, any member may approach any officer they feel comfortable with for a confidential interview to discuss any matter of personal importance.

Badges and Medals

In addition to receiving rank badges upon promotion through the Army Cadet ranks, you have the opportunity to attain badges and medals for various qualifications and activities that are part of the Army Cadet Program.

First and foremost, upon the successful completion of each star level, you will receive a star level badge, signifying your achievement in each training year, and your advancement through the Army Cadet Local Unit Training Program. In order to complete your star level successfully, most importantly, you must attend the scheduled training nights and weekends. Failure to attend more than 60 percent of training will result in having to repeat the star level. Remember, it is the effort that YOU put in to the program that will determine YOUR success, achievement, and overall experiences.

The star levels are as follows: Green Star (year 1), Red Star (year 2), Silver Star (year 3), Gold Star (year 4), and Master Cadet (year 5).





In addition to regular star level training, you may participate in additional activities, which may qualify you for certain proficiency badges, if you reach a certain standard for each. These include: physical fitness, marksmanship, biathlon, first aid, Duke of Edinburgh Awards, and music badges.



Biathlon



Bronze Champion
Champion de bronze



Silver Champion
Champion d'argent



Gold Champion
Champion d'or



Prix Millaire Medal Award
Diplome Millaire / Kestadi Toure

Duke of Edinburgh Award/Prix du Duc d'Edimbourg



Bronze



Silver / Argent



Gold / Or

Music / Musique



Piper / Cornemuseur



Drummer / Tambour



Sporer / Musicien



Bugler / Clairon



Level 1 / Niveau 1



Level 2 / Niveau 2



Level 3 / Niveau 3



Level 4 / Niveau 4



Level 5 / Niveau 5

First Aid / Secourisme



Emergency First Aid



Secourisme d'urgence



Standard First Aid



Secourisme general

Furthermore, with your advancement through the Army Cadet Program, you may have opportunities to participate in various types of advanced training courses such as expeditions, leadership and challenge courses, advanced music courses, military parachuting courses, and exchanges to countries such as Wales, Scotland, England, Germany, Australia, and several others. Keep in mind that in order to qualify for these courses, you must strive to excel in your unit star level training, as well as any summer courses you attend.



There are also several medals you can receive throughout your Army Cadet career. These include:

Medal of Bravery: given for demonstrating superior bravery in the face of danger in trying to save the lives or property of others.

Army Cadet Long Service Medal: given for four continuous years of good service as a Cadet

Lord Strathcona Medal: given for demonstrating proficiency in the skills required for being an army cadet.

Royal Canadian Legion Medal of Excellence: given for demonstrating superior commitment to your corps and community.

ANAVET (Army, Navy, and Air Force Veterans) Cadet Medal of Merit: given for overall achievement on a Cadet Leader Instructor Course at summer camp.

Major General W.A. Howard Award: awarded for exemplary cadet service and outstanding performance on the National Star Certification Exam



Summer Training

A large part of the Army Cadet Program is the training conducted between the months of July and August at Cadet Training Centers across Canada.

In order to be eligible for advanced training programs such as advanced expeditions and exchanges, you must attend summer training courses. Not every cadet gets to go to summer camp. Only cadets with high attendance and participation in optional activities are considered.

The available camps include:

Year One:

General Training (GT)

Once you complete your general training, you will have the opportunity to select which “stream” of training you prefer for subsequent training years.



Years two, three and four:

Drill and Ceremonial Training

Expedition Training

Fullbore Marksmanship

Air Rifle Marksmanship

Fitness and Sports

Military Band

Pipe Band



Years four and above:

Advanced Expedition Training

International Exchanges

National Marksmanship Team

Basic Parachutist

Staff Cadets: Assist in running the various cadet camps and get paid for it!

Drill

Drill is a military tradition, prided on its precision and discipline. As a green star, you will be introduced to the introductory movements of standing and marching drill.

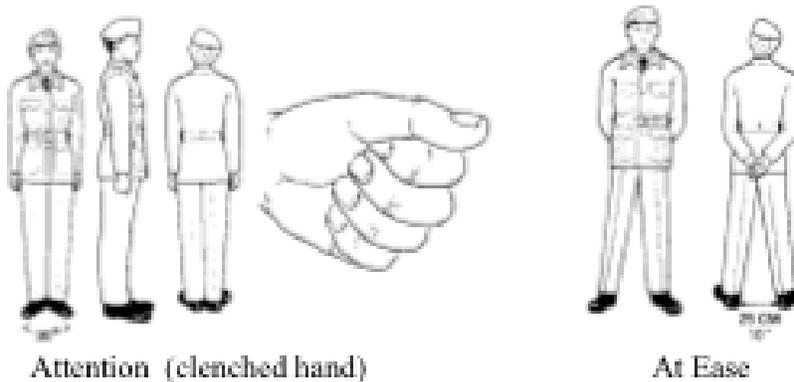
ATTENTION

The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important, as the position is adopted by officers and cadets when addressing a superior. The position of attention is as follows:

- a. heels together and in line;
- b. feet turned out to form an angle of 30 degrees;
- c. body balanced and the weight evenly distributed on both feet;
- d. shoulders level, square to the front;
- e. arms hanging as straight as their natural bend will allow with elbows and wrists touching the body;
- f. wrists straight, the back of the hands held outwards;
- g. the fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers;
- h. head held erect, neck touching the back of the collar, eyes looking straight to the front; and
- i. muscles should not be tense, merely held in position.

STAND AT EASE

The stand at ease is an intermediate position between attention and stand easy. It allows no movement, but can be maintained, without strain, for a longer time than the position of attention.



On the command "STAND-AT-EASE" you will:

- a. bend your left knee, carry your left foot to the left, straightening it in double time, and smartly placing your foot flat on the ground, with the insides of your heels 25 cm (10 in.) apart;
- b. at the same time, with a quick motion, bring your arms behind your back, stretched to their full extent, and place the back of your right hand in the palm of your left, with thumbs crossed right over left, the fingers together and extended; and
- c. balance your body with your weight evenly distributed on both feet.

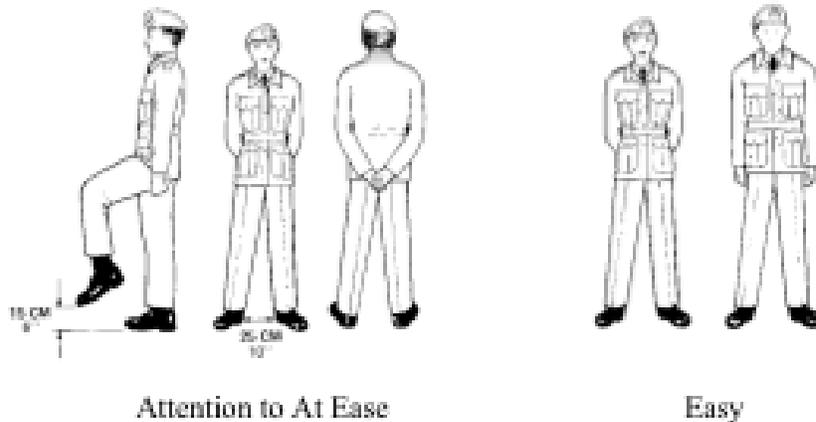
You will notice the term "bend the left (right) knee" is used throughout this chapter and in the drill chapters of the other manuals. The term means to bend your knee so your foot will hang at its natural angle with toe pointed

downwards 15 cm (6 in.) off the ground and directly underneath the knee.

STAND EASY

The position of stand easy is ordered when it is time for the squad to relax. This command is only given when the squad is in the position of stand at ease. On the command, "STAND-EASY", you will:

- a. close your hands and bring your arms to the position of attention;
- b. observe a standard pause; and
- c. relax (you may adjust clothing and equipment, but you cannot move your feet or talk)



STAND AT EASE FROM STAND EASY

On the command, "SQUAD" you will assume the position of stand at ease.

ATTENTION FROM STAND AT EASE

On the command, "ATTENTION" you will:

- a. bend your left knee and straighten your left leg in double time, placing your left foot smartly beside the right, in the position of attention, toe touching the ground first, followed by the heel, with heels aligned; and
- b. at the same time, with a quick motion, bring your arms and hands to the position of attention.

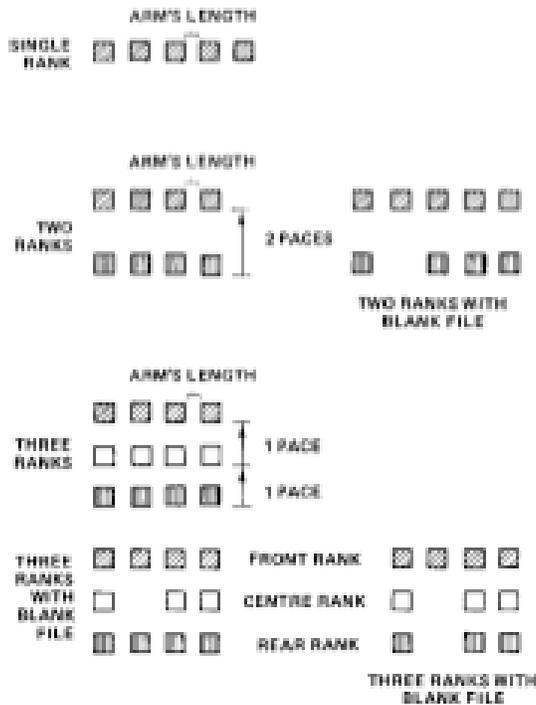
FORM A SQUAD AND RESPOND TO ROLL CALL

FORMATION OF A SQUAD

Soon after arrival at the Cadet Corps, new cadets will learn how to form a squad. These formations are essential to maintain control and ensure uniformity throughout training.

On the command, "FORM UP IN SINGLE (TWO OR THREE) RANK(S) MOVE", you will:

- a. assume the position of attention;
- b. observe the standard pause;
- c. step off with the left foot, march forward towards the instructor; and
- d. the first cadet who approaches the instructor will halt three paces directly in front of him/her and the remainder will cover off the first cadet from front to rear and/or fall in on his/her left at arm's length intervals.



CALLING THE ROLL

On the command, "ATTENTION/ANSWER TO YOUR NAME/STAND AT-EASE" each squad member will come to attention as his/her name is called and answer in one of the following ways:

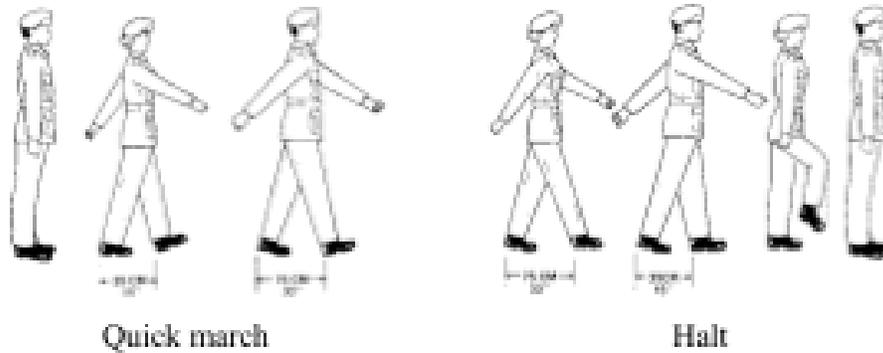
- "Sir" or "Ma'am" if the person calling the roll is an officer, a chief warrant officer, or a master warrant officer;
- "Warrant" when the roll is called by a warrant officer; and
- "Sergeant", "Master Corporal" or "Corporal" when the roll is called by a cadet holding one of these ranks.

When the roll-call is supervised by a person senior in rank to the person calling the roll, you will answer to your name with the correct response for the rank of the supervisor. (For example, if a master warrant officer is present when the roll is called by a master corporal you will answer to your name with "Sir" or "Ma'am".)

MARCH AND HALT IN QUICK TIME MARCHING IN QUICK TIME

When marching you will hold your body upright, keep your head and eyes to the front as it would and be in the position of attention. On the command, "BY THE RIGHT (LEFT OR CENTRE) QUICK MARCH", you will:

- shoot your left foot forward in a 35 cm (15 in.) pace, toe up;
- strike the heel on the ground first and keep the toe pointed directly forward;
- at the same time, swing your right arm straight forward and your left arm straight to the rear, waist high;
- continue marching with paces of 75 cm (30 in.) each; e. bring your legs forward successively in a straight line; and
- swing your arms forward successively in a straight line from your shoulder, front to rear, with hands closed as in the position of attention.



HALTING IN QUICK TIME

On the command, "SQUAD HALT", you will:

- check your forward movement by placing your right foot on the ground using the heel as a brake;
- swing your left arm forward and your right arm to the rear;
- take a 35 cm (15 in.) pace with your left foot, placing it flat on the ground;
- swing your right arm forward and your left to the rear;
- bend your right knee, straightening it in double time; and
- at the same time, cut your arms to your sides as quickly as possible and assume the position of attention.

The timing for the halt is called as "one, one two."

EXECUTE TURNS AT THE HALT

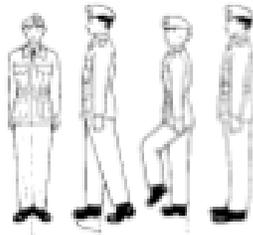
Turns and inclines are performed to change direction, right or left turns by 90 degrees, about turn 180 degrees, and right and left inclines 45 degrees.

On the command, "RIGHT TURN", you will keep both knees braced, arms at your sides, maintain your body upright, and turn 90 degrees to the right by pivoting on the right heel and left toe. On the completion of this part of the movement, the weight of your body is placed on the right foot, and your left leg is braced with the heel off the ground. To perform the second part of the movement you bend your left knee, straighten it in double time, and place your left foot by your right smartly to assume the position of attention. The standard pause is observed between the two parts of the movement.

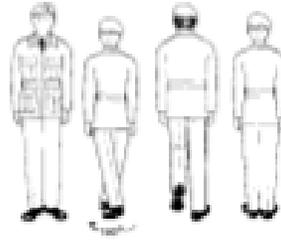
On the command, "ABOUT TURN", the drill as described on the right turn is followed except that the pivot to the right is made through 180 degrees. Balance is maintained by bracing your legs and locking the thighs together.

On the command, "LEFT TURN", the drill as described in the right turn is followed except that the details of moving your feet and direction are reversed.

On the command, "LEFT IN-CLINE", the drill as described in turning to the left is followed but the turn is only made through 45 degrees. On the command, "RIGHT IN-CLINE", the drill as described in turning to the right is followed but the turn is only made through 45 degrees.



Right turn



About turn

EXECUTE PACES FORWARD AND TO THE REAR

When taking paces forward and to the rear:

- a. the cadence will be in quick time; and b. the arms will be kept still at the sides. On the command, "ONE

PACE FORWARD – MARCH", squad members will:

- a. shoot the left foot forward in a 35 cm (15 in.) pace, forcing the weight forward on the left foot, with the right heel raised;
- b. keep the arms still at the sides; and
- c. bend the right knee, straighten it in double time, place the right foot smartly on the ground beside the left, and assume the position of attention.

On the command, "ONE PACE STEP BACK – MARCH", squad members will:

- a. shoot the left foot to the rear a 35 cm (15 in.) pace, with the weight forward on the right foot, with the left heel raised;
- b. keep the arms still at the sides; and
- c. bend the right knee, straighten it in double time, place the right foot smartly on the ground beside the left, and assume the position of attention.

The timing for the above movements is counted as follows: a. for one pace, "one-two;" and, b. for more than one pace, "one-two, two-two, three-two..." etc.

EXECUTE THE MOVEMENTS REQUIRED FOR RIGHT DRESS

A squad is dressed so that it looks sharp and well ordered. Dressing ensures that there is proper spacing between members from front to rear and side to side. Two orders are used to accomplish the dressing of a squad.

The first is "RIGHT DRESS", which is done in three movements, with the standard pause between each movement.

The second command is "EYES FRONT", which is one movement.

On the command, "RIGHT DRESS",

- a. the right-hand cadet of the front rank stands fast;
- b. the remainder take a 35 cm (15 in.) pace forward by shooting the left foot forward, bending the right knee, and adopting the position of attention;
- c. observe the standard pause;
- d. the right file of cadets stands fast;
- e. the remainder turn head and eyes to the right as far as possible without straining;
- f. at the same time, the front rank, except the right-hand cadet, shoots the right arm to its full extent behind the shoulder of the cadet on his/her right. The hand is closed as in the position of attention, back of the hand

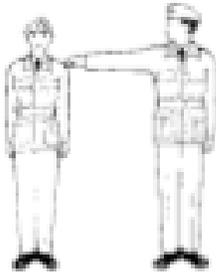
facing up and the right arm parallel to the ground;

g. observe the standard pause;

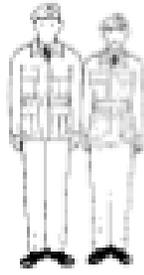
h. the right-hand cadet of the front rank stands fast; and

i. the remainder take up correct alignment, distance and covering by taking short quick paces until they are in the correct position.

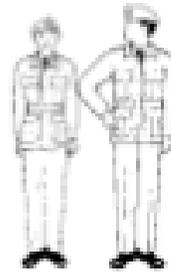
Movement starts with the left foot. As a guide to taking up correct alignment, each cadet in the squad, except the right-hand cadet, moves to a position from which he/she can just see the lower portion of the face of the second cadet to his/her right. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is touching the left shoulder of the cadet on the right.



Right dress



Shoulder dressing



Elbow dressing

On the command, "EYES FRONT", you will snap your head and eyes to the front and cut the right arm smartly to the position of attention, without slapping the thigh.

SHOULDER DRESSING AND ELBOW DRESSING

On the command, "SHOULDER DRESSING, RIGHT – DRESS", dressing is carried out as for the Right Dress, except the arms are not raised and dressing is taken up without an arm's length interval

On the command, "ELBOW DRESSING, RIGHT – DRESS", dressing is carried out as for the Right Dress except:

a. b. c. the right hand is placed on the hip, with fingers closed, pointed down and extended forward and thumbs to the rear; elbow straight out to the side; and the point of the elbow touching the cadet on the right.

DRESS TO THE LEFT

At times a squad may be commanded to dress to the left. In such cases the same drill is followed as for right dress, except the head and eyes are turned left and the left arm is raised. The left-hand cadet stands fast.

NOTE

When the Platoon 2 I/C dresses a rank and finds a cadet out of alignment, the Platoon 2 I/C will tell that cadet to either move forward or back. The cadet, upon being told to adjust position, will shuffle and pick up the dressing in double quick time.

SALUTE WITH THE HAND AT THE HALT

SALUTE TO THE FRONT

The salute is given with the right hand. When a cadet is unable to salute, compliments will be paid by turning the

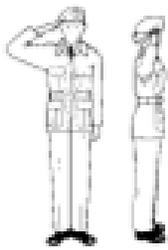
head and eyes to the left or right or standing to attention, as appropriate.

The salute is performed in two movements; up and down. On the command, "TO THE FRONT – SALUTE", you will;

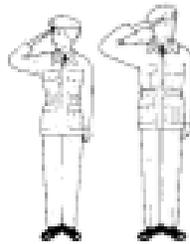
- a. bend your right elbow and open the palm of your right hand; and
- b. force your right hand by its shortest route to the outside edge of the eyebrow so that:

- (1) the palm of the hand is facing down;
- (2) the thumb and fingers are fully extended and close together;
- (3) the tip of the second finger is just touching the outside of your right eyebrow;
- (4) the hand, wrist and forearm are in a straight line;
- (5) the elbow is in line with the shoulders; and
- (6) the upper arm is parallel to the ground.

These steps complete the upward movement of the salute. The salute is held for the standard pause. The downward movement is then executed by bringing your hand sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level.



To the front



To the right or left

SALUTING TO THE RIGHT AND LEFT

At times it is desirable to salute to the left or right. When you are given the command "TO THE RIGHT (or LEFT) – SALUTE", the salute will be executed as explained for the Salute to the Front, except that:

- a. your head and eyes will be turned smartly to the right (left) as far as possible without straining;
- b. when saluting to the left, your right hand, wrist, and arm, are brought further over to the left to the correct position in line with the outside edge of the right eyebrow; and
- c. when saluting to the right, your arm is moved to the rear. The tip of the second finger remains in line with the outside edge of the right eyebrow.

After observing the standard pause, your hand is brought sharply to the position of attention; at the same time your head and eyes are turned smartly to the front.

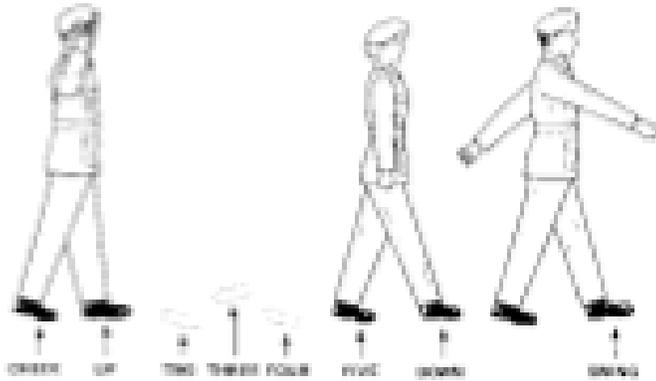
SALUTE ON THE MARCH

The movements of the salute to the front and to the left or right were described in the previous lesson and are the same for saluting at the halt.

When a cadet salutes on the march, he/she will commence the salute five paces before reaching an officer, look directly into the officer's eyes by turning his/her head in the required direction on the commencement of the salute, and complete the salute one pace beyond him/her. This permits the officer to return the salute before the cadet has passed.

On the command, "TO THE FRONT (LEFT or RIGHT) – SALUTE", you will:

- a. complete a 75 cm (30 in.) pace with your right foot;
- b. swing your left arm forward and your right arm to the rear;
- c. complete a 75 cm (30 in.) pace with your left foot;
- d. cut your left arm to the side;
- e. bring your right arm to the side, executing the salute in one continuous movement. While saluting, the head is turned right (left) as far as possible without straining;
- f. complete four 75 cm (30 in.) paces in quick time, ending with your left foot forward; complete a 75 cm (30 in.) pace with your right foot; cut your right arm to the side; and continue marching.



EXECUTE THE OPEN AND CLOSE ORDER MARCH

OPEN ORDER MARCH

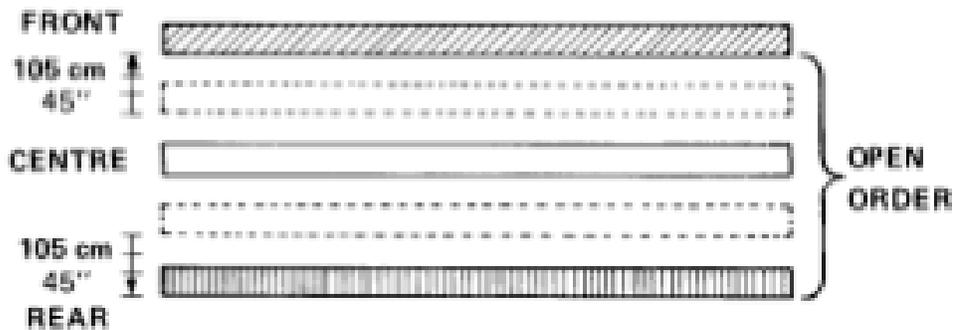
To execute the open order the following movements are carried out:

- a. the front rank will step forward three 35 cm (15 in.) paces, the rear rank will step back three 35 cm (15 in.) paces, and the centre rank will stand fast;
- b. the cadence will be in quick time; and
- c. the arms will be kept still at the sides.

On the command, "OPEN ORDER – MARCH", the movements will be executed as for three paces forward and to the rear. The final movement being executed by bending the right knee, straightening it in double time, and placing the right foot smartly on the ground by the left and assuming the position of attention. The timing for this movement is counted one, one, one-two.

CLOSE ORDER MARCH

On the command, "CLOSE ORDER – MARCH", the squad will act in the reverse of the action for the open order.



EXECUTE THE MOVEMENTS FOR DISMISSAL

The command "DIS – MISS" signifies the end of a parade, period of instruction, etc. The squad will be in one, two or three ranks and at attention when dismissed. On the command, "DIS – MISS", squad members will:

- a. turn right;
- b. observe the standard pause;
- c. salute, if an officer is on parade;
- d. observe the standard pause; and
- e. march at attention independently, in quick time, from the place of parade.

STEP OUT, STEP SHORT AND WHEEL IN QUICK TIME

STEPPING OUT AND STEPPING SHORT

Stepping out is used to increase the distance to be covered without altering the cadence. Stepping short is used to decrease the distance to be covered without altering the cadence. On the command, "STEP – OUT":

- a. the pace will be lengthened by 10 cm (3 in.) on the next left foot;
- b. the squad will continue to step out until the command, "QUICK – MARCH", is ordered; and
- c. this gives a length of pace equal to 85 cm (33 in.).

On the command, "QUICK MARCH", the pace is shortened by 10 cm (3 in.) on the next left foot. On the command, "STEP – SHORT",

- a. the pace will be shortened by 20 cm (9 in.) on the next left foot; b. the squad will continue to step short until the command, "QUICK – MARCH", is ordered; and c. this gives a length equal to 55 cm (21 in.).

On the command, "QUICK – MARCH", the pace is lengthened by 20 cm (9 in.) on the next left foot.

WHEELING

Wheeling is the term used for the action of changing direction without using a left or right turn. On the command, "RIGHT – WHEEL", the leading file of three cadets wheels around one quarter of a circle, which changes their direction by 90 degrees. The radius of the circle is to be 1.25 m (4 ft). The inner flank of cadets will step short, and the outside flank of cadets will step out, without changing the speed (cadence) of their steps.

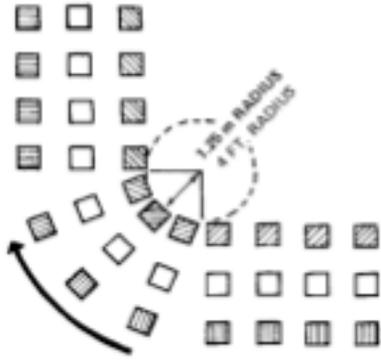
When the leading file has wheeled 90 degrees, it will march in the new direction, with the normal length of pace.

When the wheel is completed, the direction from which the dressing is taken is indicated by the instructor, or supervisor, ordering "BY THE RIGHT (LEFT)".

If the squad is ordered to halt or mark time, and only part of the squad has completed the wheel, the squad will remain in this position unless the command, "REAR FILES – COVER", is ordered.

On the command, "REAR FILES – COVER", the files at the rear cover off the files that are facing the new direction.

At times it may be desirable to wheel a squad less than 90 degrees. When this is the case, the command, "FOR – WARD", is ordered when the leading file is facing the required direction.

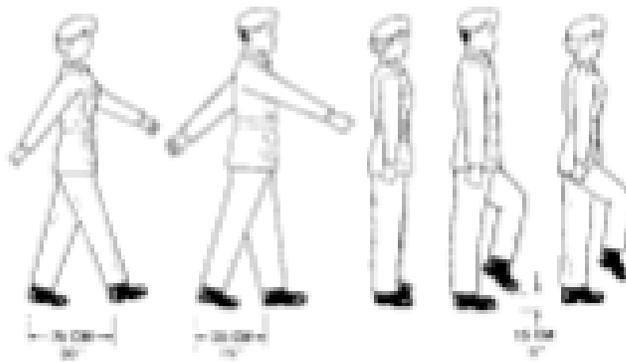


MARK TIME, FORWARD AND HALT IN QUICK TIME

MARKING TIME IN QUICK TIME

Marking time in quick time is done at the same cadence as marching in quick time.

On the a.b. c.d. e. command, "MARK – TIME", you will: take a 35 cm (15 in.) pace with your left foot, placing the foot flat on the ground; bring your right foot in to the left in a straight-leg manner, not scraping the ground; at the same time, cut your right arm down and your left in from the rear, and assume the position of attention; bend your left knee; place the toes on the ground before the heel as the leg is lowered; and continue to mark time until the command "FOR – WARD or HALT" is given.



FORWARD IN QUICK TIME

On the command, "FOR – WARD", you will: a. straighten your right leg and assume the position of attention; b. shoot your left foot forward in a 35 cm (15 in.) pace; and c. continue marching in quick time, swinging your right arm forward and your left arm to the rear.

HALT IN QUICK TIME

On the command, "SQUAD – HALT", you will:

- a. take a further mark time pace with your right foot;

- b. take a further mark time pace with your left foot; and
- c. straighten your right leg in double time and assume the position of attention. The timing for the halt is counted one, one – two.