

CHAPTER 2

NAUTICAL TRAINING CORPS CORPS CADET TRAINING

JUNIOR SEAMAN



JS 1. THE AIMS OF THE NAUTICAL TRAINING CORPS

Explain the Aims of the Nautical Training Corps as described in

- a. The Nautical Training Corps Code of Honour. Learn the meaning of the Promise should be fully explained.
- b. Emphasise the undertaking as it applies to:-

Discipline
Appearance
Loyalty
Conduct
Regular Attendance
Support of the Unit activities

***Note:**

Cadets should NOT be encouraged to learn the Code of Honour off by heart.

It may be difficult for them.

Do not embarrass them.

JS 2. JUNIOR SEAMAN TO ORDINARY SEAMAN ADVANCEMENT

- a. Explain in outline the Junior Seaman and Ordinary Seaman rating structure and how advancement is achieved.

JS 3. CEREMONIAL

- a. History and the make up of the Union Flag, Ensigns and their uses.
- b. Demonstrate the ability to carry out the Duty of colour Party during the ceremonies of Colours and Sunset.
- c. Demonstrate the ability to recognise and react to:-

Pipes: Still, Carry On, General call.

Pages 3—4

Cadet Training
Manual
Cadet Progress
Wall Chart

Pages 5—10

Cadet Training
Manual

JS 4. DRILL

- a. The Salute:- History.
- b. Demonstrate the ability to execute:
Saluting and Making a Report.
- c. Demonstrate the ability to execute:
Off Caps. ON Caps.
Off Berets.
- d. Demonstrate the ability to execute:
(Revise) ` Attention. Stand at Ease. Standing Easy.
Falling in. Dressing. Falling Out.
Left and Right Turn at the Halt.
About Turn at the Halt.
Dismissing.

Pages 11—23

NTC Corps Drill
Training Manual

NTC Corps Drill
Training Manual

JS 5. ORGANISATION

- a. Unit Personnel and Positions.
Explain the Chain of Command
Introduction to Officers, Senior Rates and Registered Instructors,
and teach how to address them.
- b. Demonstrate an understanding of:
Unit Command Structure.
Corps Command Structure.
- c. Demonstrate an understanding of:
Bells, Division, Watches. (Revise 24 hour Clock)
- d. Demonstrate an understanding of:
Cadets Grades Badges.

Pages 24—40

Cadet Training
Manual

JS 6. JUNIOR SEAMAN UNIFORM

- a. Teach how to care for and wear the Junior Seaman Uniform.
- b. Teach how to clean Boots and Shoes.

Pages 41—45

Cadet Training
Manual

Suggested Handout.

Pages 46—55

CODE OF HONOUR

On the Flag of my Country I promise.

To do my duty to God and the Queen.

To endeavour to be a useful and worthy citizen.

**A courageous Seaman, and a loyal
member of the Corps.**

CODE OF HONOUR (A summary of its meaning)

Your Promise

The flag of our country is the “Union Flag”, which represents the people of England, Scotland, Wales and North Ireland – collectively known as the United Kingdom of Great Britain and Northern Ireland. You are one person in this family of people.

The promise you make to carry out the conditions laid down in the “Code of Honour”, in effect, are made to everybody in this family.

To make these promises “On the flag of my country” is very similar to swearing on the Holy Bible to tell the truth in a court of law. You are promising to maintain the highest standards of discipline, loyalty and good citizenship, which, if carried out by all people, will not only benefit the country, but everyone in that country.

Your Duty to God

God is the Supreme Being from whom all good things come. Faith in God enables us to use the life and gifts which he has given us, to acquire Strength of Character, Discipline, Self Control and a Sense of Duty.

Our duty towards God, the hardest duty of all, is to try and live the Christian way of life.

To do this, we must always be on our guard in our daily doings and say to ourselves, “Is this the Christian Way?”, “Is it God’s way?”. If not – it is wrong.

In other words, we must be absolutely clean and honest in words, thought and deed. By trying to do our duty in this way, we shall create around us that brotherhood and friendliness which God intends.

Your Duty to the Queen and Country

Queen Elizabeth II is the head of the our Country and Commonwealth of Nations. We serve her loyally and faithfully as our leader. Going hand in hand with our to the Queen is the duty to our country. Our duty is to prove our gratitude to all those who have toiled and fought for our freedom in the past, thus giving us the many benefits that we receive in our daily lives, such as protection, education and general well being.

You can prove your gratitude by strict attention to your training, at work and at play; and by so doing, become a useful citizen, ready to help your country in every way that you can.

Your Duty to Your Fellow Citizens

The section of the “Code of Honour” which says, “To endeavour to be a useful and worthy citizen”, concerns your duty to your neighbours and fellow citizens.

It means that you should do all you can to help others.

Addressing them as “Sir” to “Madam”; addressing your parents as “Mum and Dad”, giving up your seat on a bus or train to old lady or gentleman; cheerfully helping with odd jobs at home, at school, or on your ship; this is all part of your duty.

A Courageous Seaman

The Nautical Training Corps is allowed to wear the uniform of the Royal Navy and this should be regarded as an Honour, and a privilege, which demands from you a high standard of smartness and behaviour at all times. Although you may never actually go to sea or become a regular seaman, you must remember that you are wearing the uniform which people outside of the Nautical Training Corps associate with the Courageous and loyal British seaman, both past and present, who have worn the uniform and who have fought for the life and existence of our Island country and helped Britain to be truly “Great”.

A Loyal Member of the Corps

This means that at all time you must live up to all the promises you have made whilst learning and understanding the “Code of Honour”. It means you must maintain a high standard of behaviour and discipline, and set a good example both in and out of uniform.

Always remember that the Corps is, in effect, a large family of Officers and Cadets, and any misconduct or disloyalty will only reflect back upon every Officer and Cadet.

Remember that you are wearing the uniform of the Royal Navy and that the majority of the general public will associate you with this service. Therefore, it is the responsibility of every cadet to live up to the high standards set by the Royal Navy, which, in turn, will reflect back onto the Nautical Training Corps and will maintain the high esteem that the Nautical Training Corps enjoys in the eyes of the public.

**THE CORPS
BADGE**



**PRO DEO REGINA
ET PATRIA**

The official badge of the Nautical Training Corps is;

An anchor surmounted by the Rose of England above a scroll bearing the letters N.T.C. with the Latin motto

“Pro Deo Regina Et Patria”

Beneath which means;

“FOR GOD, QUEEN AND COUNTRY”

CEREMONIAL

Union Flag and Ensigns

Training Objectives.

Demonstrate an understanding of the history and composition of the Union Flag;
Naval Ensigns and their uses..

TRAINING AIDS.

Flags or Flag Boards;

Books of Flags;

Admiralty manual of Seamanship Vol 1;

Optional Handouts.

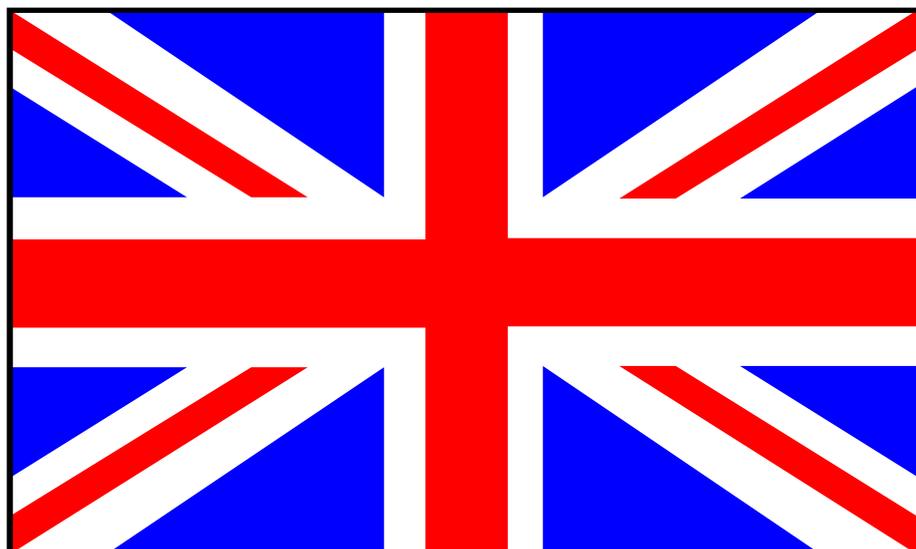
UNION FLAG.

One way in which we show our respect for Queen and country is by using flags.

The National flag of the united kingdom is known as the "Union Flag" because it is made up from the union [joining together] of the three flags of England, Scotland and Ireland.

The original flag of England and Wales was the banner of St George consisting of a red square cross on a white background. In 1603, England and Scotland were united under one sovereign, and as James the 1st of England he ordered in 1606, that the national flags of England and Scotland should be united for use at sea, while on land the separate flags were still to be used. The flag of Scotland [St Andrew's Cross] consisted of a white diagonal cross on a blue background. It was not until the reign of Queen Anne, in 1707, that the Union Flag was flown on land as well as at sea.

In 1801, Ireland was united with England and Scotland, so it was necessary to have a new flag in which Ireland was represented. At that time the Irish flag was a gold harp on a blue background, but it was decided instead to use St Patrick's Cross, a red diagonal cross on a white background. This combination of the flags of St George, St Andrew and St Patrick make up the Union Flag we know today; the cross of St Andrew forms the blue and white basis upon which lies the red and white cross of St Patrick, and upon the whole rests the red and white cross of St George.

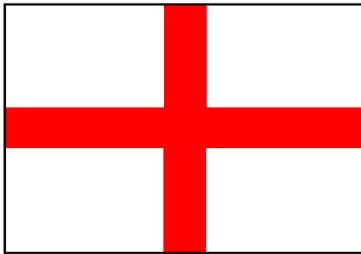


THE UNION FLAG

The Union Flag is the national flag of the united Kingdom and it is made up from the union, or joining together, of the flags of England [St George], Scotland [St Andrew] and Ireland [St Patrick].

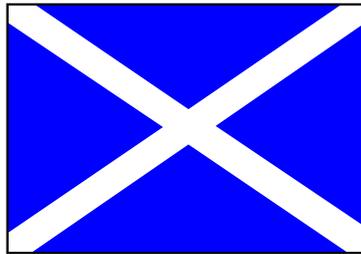
1. The flags of England (Cross of St George) and Scotland (Cross of St Andrew) were joined together in 1606 to form the first union Flag.

ENGLAND
(ST GEORGE)

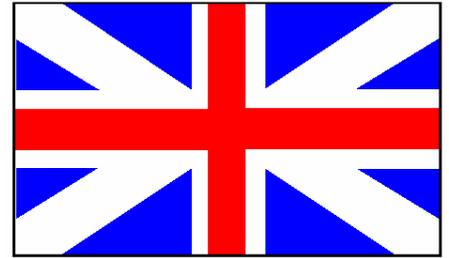


Cross on a Blue Field

SCOTLAND
(ST ANDREW)

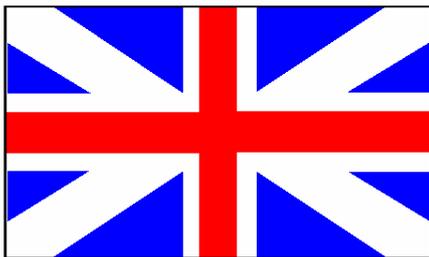


Red
UNION FLAG (adopted 1606)

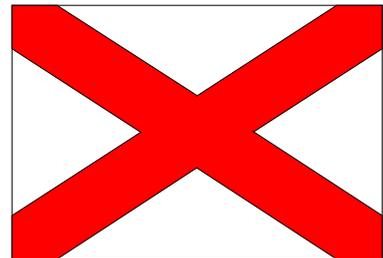


Cross on a White Field White

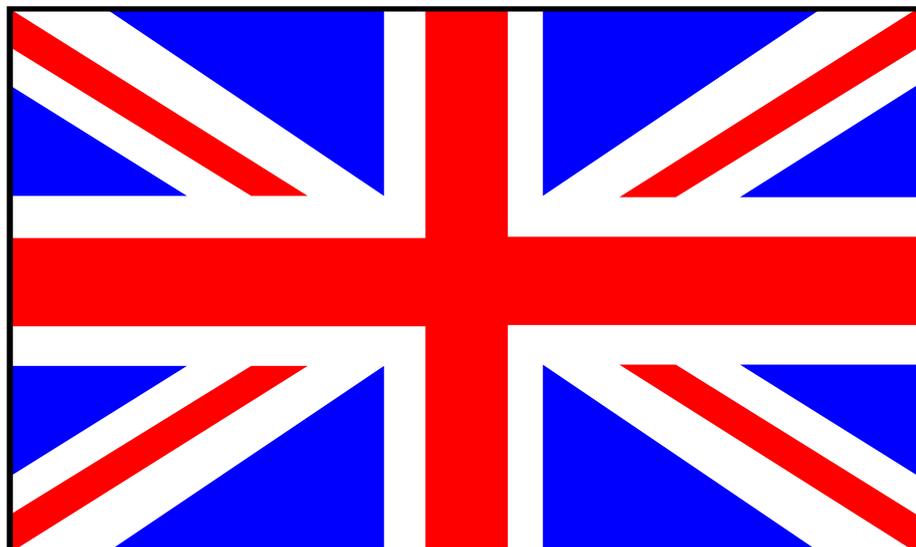
2. Later, in 1801, after the union with Ireland, the cross of St Patrick was added to form the Union Flag we know today.



UNION FLAG (adopted 1606)



Red Cross on a White Field



CEREMONIAL

“JACK”

The Union Flag is sometimes — but wrongly — called the “Union Jack”, but this is a special version used only at sea.

“Jack” is the name given to the colours worn on the jack staff of Her Majesty’s Ship’s when at anchor.

The Union Flag Should NEVER be worn at sea in any part of a boat; it is not only incorrect, but it is illegal, and the offender is liable to be mistaken for a Admiral of the Fleet; Likewise, the red, blue or white ensigns must never be flown ashore by individuals. Unit’s of the Nautical Training Corps do, however, arrange halliards within their own headquarters and hoist the Red Ensign, as if on board ship, but out of doors Unit’s should only hoist the Union Flag.

HOW TO FLY THE UNION FLAG

At each corner of the Union Flag there is a broad white stripe and a narrow one. The correct way to fly the flag is with the broad white stripe at the top nearest to the flagpole.

Over the years it became tradition that when the flag was flown way up then danger was at hand. This would show up even more clearly at sea if an ENSIGN was put up the mast the wrong way up. An obvious signal of a vessel in distress.



HALF MASTING

Another use of the flag as a signal, say from a castle tower, is shown here.



This flag is at HALF MAST.

It was used to signify a death. Today this tradition remains and is a most solemn sign of respect

To get the flag into this position it is first raised to the top of the mast, a small pause, then it is lowered back down to half way.
At sunset the flag is fully raised to the top again before being lowered in the normal way.

CEREMONIAL

NAVAL ENSIGNS

Ensigns are colours which are worn chiefly by ships. Flown at the stern, they are a nautical version of the national flag of the country from which a ship originates. The three ensigns authorised to be worn by British ships are the Red, White and Blue Ensigns, and it is both interesting and instructive to trace the origin of the regulations governing their wearing.

Up to and including the Tudor period the national flag for English ships was the St George's cross. The Red Ensign as the national colour for British ships other than warship appears to have been introduced about 1700, and thereafter was commonly worn by them.

From early in the 17th century the fleets of the Royal Navy were divided into Red, White and Blue Squadron, and by the middle of that century the ships of each of these squadrons were distinguished by wearing, respectively, the Red, White or Blue Ensign.

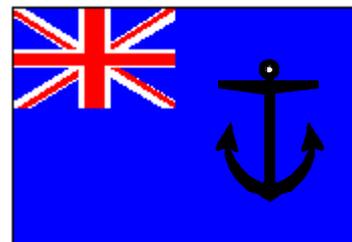
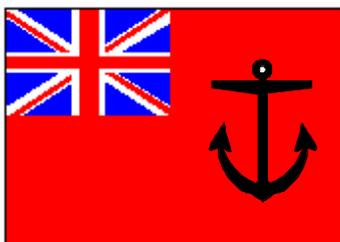
In practice the three flag became very confusing especially in battle and, at the Battle of Trafalgar, Nelson ordered all ships to wear the White Ensign, he being then Vice-Admiral of the White Squadron. The white flag being easier to distinguish in the smoke of battle than either the red and blue. This practice gradually spread, and in 1864, the Admiralty officially laid down that henceforth the White Ensign was to be the only ensign worn by ships of the Royal Navy. As a consequence the Red Ensign, the senior colour, was adopted as the national ensign of Great Britain and was therefore taken as the Merchant flag, and the Blue Ensign was given to the Royal Naval Reserve and ships belonging to public office.

Every British vessel afloat is entitled to wear the Red Ensign. Some yacht clubs are granted the privilege by the Admiralty of flying special ensign, which can take one of four forms:

1. A Red Ensign defaced by a special mark.
2. A Blue Ensign defaced.
3. A Blue Ensign.
4. The White Ensign.

The White Ensign of course belongs particularly to the Royal Navy, and only one club, the Royal Yacht Squadron, can fly it. In every case a yachtsman, even if he belongs to a club entitled to fly a special ensign, may only do so if he himself also gets a personal warrant from the Admiralty, and such a warrant applies only to a named boat.

Both the Blue Ensign and the Red Ensign are sometimes defaced, that is to say that the symbol of the club, or organisation is seen in the fly. A warrant from the Admiralty is necessary before a yacht can have the privilege of flying a blue or red ensign, or a blue ensign.

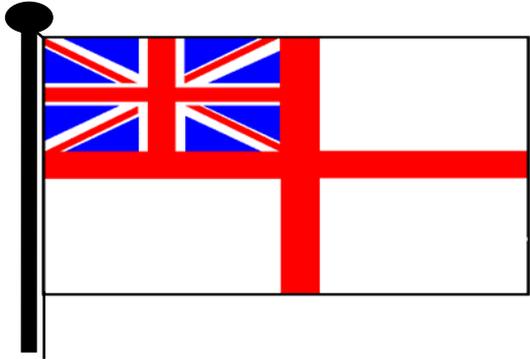


Defaced Ensigns

NAVAL ENSIGNS

1. WHITE ENSIGN

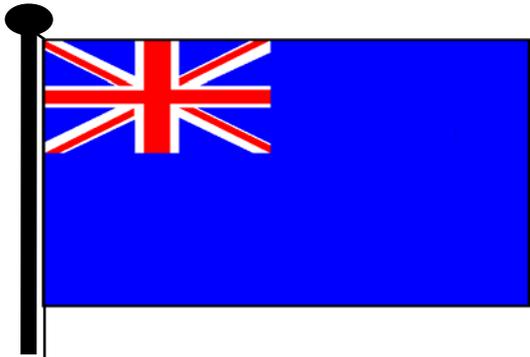
Flown only by the Royal Navy and vessels belonging to the Royal Squadron.



Red St George's Cross on a white field.
Union Flag in the upper canton.

2. BLUE ENSIGN

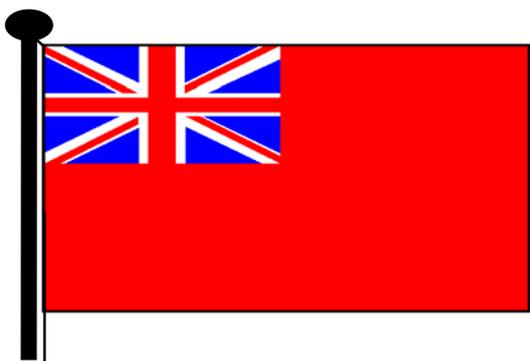
Flown by various government departments such as H.M. Customs; the Royal Naval Reserve and a number of yacht clubs.



Royal blue field.
Union Flag in the upper canton.

3. RED ENSIGN

The red ensign can be worn by any British vessel afloat and is the ensign of the Merchant Navy. The Nautical Training Corps also use this ensign in their headquarters.



Red field.
Union Flag in the upper canton.

CEREMONIAL

Recognise:- Pipe Calls

Training Objectives

Demonstrate the ability to recognise and react to.

Pipes : The Still, the Carry On, and the General Call.

Training Aids

Bosun's Call

Recorded tape of the pipe calls.

Introduction

Use of the Bosun's Call (not pipe—that is the message it gives) is good practice in the Unit, quelling a ship's company engaged in noisy activity should never be done by shouting, otherwise what is the point of having a Bosun's Call ? Not only that, shouting can be very disturbing and un-nerving to very young members!

Of the many pipes, only three are of general use on Parade Nights, but they should be efficiently made and frequently used.

They are:- The Still.

The Carry On.

The General Call.

During this lesson, give a demonstration of these "pipes" and explain how personnel should react to them.

At this stage of the New Entrant Training they need only to be able to recognise the sounds of the pipes, and know how to react to them. They do not have to know how to make them.

Some Unit may use "Bugle Calls"

They are:- Alert.

Carry On.

General Salute.

It is difficult to describe the various bugle calls and, unless your Unit is lucky enough to have a band, you will have to rely upon taped music to put this lesson across.

The "Alert" and "Carry On" on the bugle are same in effect as the "Still" and "Carry No" in piping. The "General Salute" and "Sunset" are both recognised "mark of respect". The General Salute being played while Colours are being marched onto, or off of, a parade. Sunset being played during the ceremonial lowering of the colours.

DRILL

The Salute—History. (Corps Drill Training Manual. Section 0208)

A salute is in fact, the normal greeting between comrades in arms, and is in essential part of discipline. The salute with the hand, the presenting of arms and the salute with a sword, were methods by which the person paying a compliment could show the person to whom that compliment was being paid that no offence was meant. They are all gestures, symbolic of loyalty and trust. The naval hand salute is made with the palm of the hand inclined downwards, unlike the hand salute of the Royal Marines, the Army and the Royal Air Force who all salute with the palm of the hand facing forward. The reason for this is believed to originate from the days of sail, when sailors climbed the rigging. Admirals of the day did not like their sailors showing dirty hands to them when saluting, so the hand was inclined downwards to hide the palm from view. The naval Salute of Nelson's time was a "touch of the forelock". Officers and men removed or touched their hats when in the presence of superiors. The present hand salute was introduced in 1890 and either hand could be used.

The salute using the left hand was given by gangway piping parties, who used to salute with the left hand at the same time as piping the side. Also the 1915 Seamanship Manual Volume 1 states that "When passing an officer the salute is to be made with the hand furthest from him", this was to signify that the rating making the salute was not offering violence to the officer but merely paying him a compliment. The Service abolished saluting with the left hand in 1923 and today all hand salute are made with the right hand only. Correct and smart saluting is an outward indication of courtesy, good manners and discipline, it is therefore very important that all should know when and how to salute. That the salute is properly and smartly given is a matter of training. A salute should always be given in a civil and not a service manner and failure to salute shows disrespect and a low standard of discipline.



Saluting with the Hand. (Corps Drill Training Manual. Section 0209)

ORDER	ACTION
"By numbers, to the Front—Salute"	Raise the right hand smartly, by the shortest route, the palm of the hand being inclined slightly downwards, so that the eyes on glancing up can see the inside of the palm. The thumb and fingers being close together elbow in line with the shoulder, hand and forearm in line, fingers touching the rim of the cap over the right eye.
"Two"	Cut the right hand smartly to the side by the shortest route.

Notes:

- 1. Personnel wearing peaked or tricorn caps are to salute in the same manner as above, except that the fingers of the right hand touch the peak or the brim of the tricorn cap over the right eye.*
- 2. When halted, the time for remaining at the salute is equivalent to 2 marching paces.*
- 3. When making a salute on the march, the left are continues to swing.*
- 4. The right arm is swung to the rear as soon as the salute has been completed.*
- 5. All salutes are completed when abreast the officer being saluted.*
- 6. Marks of respect are to be given when approaching from any angle.*
- 7. When on the march, the salute is to be made at least 3 paces before meeting the officer being saluted if the later is halted. If the officer being saluted is also on the march the salute is to be made at least 6 paces before reaching the officer.*

Saluting. (Corps Drill Training Manual. Section 0211)**When a Salute are to be made.**

- a) Ratings are to salute all officers, Male and Female and Chaplains; Officers are to salute those superior to them in rank. The personal hand salute is only to be made when the senior person is in uniform and wearing headgear. Without headgear and when civilian clothes are being worn a verbal salutation is to be given, e.g, "Good Morning/Evening Sir/Ma'am", by the junior person.
- b) Whenever the National Anthem or any foreign National Anthem is played.
- c) Saluting at Colours and Sunset, Officers and Ratings are to salute when in sight of the mast or ensign during the ceremony.
- d) At Colours and Sunset, parties fallen in are to be called to attention by the officer or rating in charge who alone is to salute.
- e) Officers and Ratings passing or being passed by the uncased National or Divisional Colour, or any uncased Standard or Colour of other organisations.
- f) Officers and Rating are to salute when coming on board or leaving one of the NTC units Quarterdeck, or HM Ships when on Officer visits.
- g) Inside buildings, when making reports, such as for formal inspections and reporting to a senior watch or Commanding Officer. Salutes with the hand are only to be exchanged if both parties are wearing caps.
- h) Car door openers are to salute official guest as briefed for the occasion. On arrival the salute is given as the person steps out of the vehicle. On departure the salute is given as the vehicle is driven off with the guest. (Only one salute is to be given in each case).

When a Salute is not made

- a) The cased National or Divisional Colour or cased Standard or Colour of other organisations.
- b) Salutes are not exchanged in drill sheds.
- c) Salutes are not to be exchanged on board ship except when addressing or being addressing by a superior officer. (It is, however, customary for junior officers to salute their superiors on the first occasion of meeting each day).
- d) When an Officer is carrying his or her cap, usually at informal gatherings. No salutes are required to be given or returned.

Methods of Saluting.

- a) Ratings when in uniform, carrying anything that prevents them saluting with the right hand are, if standing still, to stand to attention and face the superior as he or she passes; if walking, they are to turn their eyes smartly towards the superior before reaching him or her. The same procedure is to be used by ratings whose right hands are injured so as to prevent the normal drill carried out.
- b) When two or more officers together are saluted, the senior officer only is to return the salute. When two or more officers together pass, or are passed, by a superior officer, they are all to salute. A junior officer, when in company with a senior officer is only to salute officers senior to the latter.
- c) When making a report to a superior officer, officers and ratings are to halt two paces in front of him or her, salute, wait for the salute to be returned, make the report, salute again, turn right or left and step off. (They should not turn their back on their superior officer except when lack of space prevent them from doing otherwise). For short reports, the officer to whom the report is being made is to acknowledge the first salute only.
- d) should a Senior Rate or Rating be standing about, and an Officer approaches, they are to stand at attention, face the officer and, if wearing head-dress, salute, if sitting when an officer approaches, they are to rise, stand to attention and, if wearing head-dress, salute.
- e) An officer carrying a pace stick is to salute with the right hand, passing the pace stick into the left hand if necessary.

Salutes by Organised Parties.

- (1) On the march, when commanded by an officer, the Officer is to give the order "Eyes—Right" (or Left) and is to salute, when passing:
 - a) The uncased National or Divisional Colour of the Corps, or any other uncased standard or Colour of other organisations.
 - b) An officer senior to himself.
 - c) The coffin, when a funeral procession is passing.

DRILL

Removing and Replacing Headgear. (Cadets Caps and Berets)
(Corps Drill Training Manual. Section 0212, 0213, and 0214, 0215 and 0216)

- a. Although there are certain differences in the manner in which various types of headgear are removed from and replaced on the head, the following drills are to be compiled with for the removal and replacement of caps/berets when the orders “On—caps” and “Off—caps” are given.

- b. Female rating do not remove headgear during Religious services and church parades when their male counterparts would be expected to do so. They are, however, to remove their headgear as a drill movement at defaulters, and the reading of a punishment.

Off — Caps

ORDER	ACTION
“By numbers, Off—caps”	The Right hand moves swiftly and smartly across the body to seize the top of the cap just above the left ear. The back of the hand is to be to the front, fingers together on top of the cap and pointing to the rear, thumb underneath the rim.
“Two”	Remove the cap from the head and resume the position of “Attention” carrying the cap in the right hand across the front of the body by the shortest route. The ships name on the cap tally to the front. The head does not move.

Berets

ORDER	ACTION
“By numbers, Off—caps”	The Right hand moves swiftly and smartly across the body to grasp the beret at the front with the palm of the hand covering the beret badge and the fingers and thumb gripping the front of the beret.
“Two”	Remove the beret from the head and resume the position of “Attention” carrying the beret in the right hand across the front of the body by the shortest route. The head does not move.

DRILL

Off — Caps



DRILL

On — Caps

ORDER	ACTION
"By numbers On—Caps"	The right hand moves swiftly and smartly across the body carrying the cap and replaces the cap on the head, the name of the ship on the cap tally to the front, elbow in line with the shoulder, head and forearm in a straight line. The head does not move.
"Two"	Release the grip on the rim of the cap and cut the right arm away across the front of the body by the shortest route, to resume the correct position of Attention.

Berets

The design of berets is such that they cannot be easily replaced on the head using one hand and even when both hands are used sufficient time must be allowed to enable them to be fitted correctly. The replacement of berets is, therefore, to be carried out as follows and not as a drill movement as in the case of caps

ORDER	ACTION
"By numbers On—Caps"	Personnel wearing berets remain at Attention.
"Two"	No action is taken.

Notes:-

1. When the orders "On caps" and "Stand at Ease" have been given and after the order "Stand—Easy". Berets are replaced on the head as quickly as possible. Sufficient time must be allowed however, before any further order is given, to enable berets to be properly adjusted.
2. When removing or replacing headgear as a drill movement a pause of two marching paces are dwelt between the **first** and **second** movements.

DRILL

Standing at Ease with headgear removed

Caps

ORDER	ACTION
"Stand at—Ease"	Carry the left foot away from the right 300mm (12 inches) and at the same time place the behind the back with the crown of the cap to the rear. The right hand retaining its grasp of the rim. At the same time the left hand is placed behind the back and holds the lower rim of the cap near the bow, with the back of the head against the body.

Berets

ORDER	ACTION
"Stand at—Ease"	Carry the left foot away from the right 300mm (12 inches) and at the same time place the beret behind the back with the beret to the rear. The right hand retaining its grasp of the rim. At the same time the left hand is placed behind the back and holds the rim of the beret with the back of the hand against the body.



DRILL

Standing Easy with headgear removed

Caps

ORDER	ACTION
"Stand—Easy"	Shift the grip of the right hand to the lower rim of the cap near the bow with the back of the hand against the body. Thumbs should be able to feel the bow of the cap.

Berets

ORDER	ACTION
"Stand—Easy"	Shift the grip of the right hand to the rim of the beret, back of the hand against the body.

At the cautionary order, "Squad, Platoon" resume the "Stand at Ease" position.



DRILL

Formation of a Squad. (Corps Drill Training Manual. Section 0201)

A squad should normally be in a single rank for elementary drill instruction. Each member of the squad is allowed a space obtained by dressing, which should always be maintained. The right or left marker having first been placed, the remainder fall in, in either double or quick time in line with the marker, each at an arm's length interval from the person on their right (or left). On arriving in position each person takes up their dressing automatically and then stands at ease.

Position of Attention. (Corps Drill Training Manual. Section 0202)

Heels together and in line. Feet turned out at an angle of about 45 degrees. Knees braced back. Body erect, shoulders level and square to the front. Arms braced straight down at the side, wrists straight, elbows pressed in to the side. Palms of the hands turned towards the thighs. Fingers form a relaxed clenched fist touching the thigh lightly above the second knuckle, thumbs straight and vertical resting on the forefinger and in line with the seam of the trousers or skirt. Neck erect. Head balanced evenly on the neck, and not poked forward, eyes looking straight to the front. The weight of the body should be balanced on both feet, and evenly distributed between the forepart of the feet and the heels. The breathing must not be restricted in any way and no part of the body should be either drawn in or pushed out. Exactness in this position is of great importance; personnel should not, therefore, be at attention more often or longer then is necessary.

ORDER	ACTION
"Squad—Attention"	Come to the position described as above, moving the left feet to the right.



DRILL

Standing at Ease. (Corps Drill Training Manual. Section 0203)

ORDER	ACTION
"Stand at—Ease"	Keeping the legs straight, force the left foot 300mm (12 inches) to the left so that the weight of the body rest equally on both feet. At the same time smartly clasp the hands behind the back and place the back of the right hand in the palm of the left, (fingers straight and together) grasping it lightly with the fingers and thumb and the arms braced to their full extent.

Notes:

1. When personnel fall in for instruction, they are to stand at ease after taking up their dressing by the right.
2. The "Stand at Ease" position is a relaxed position of Attention.
3. When one arm is occupied, as when carrying a raincoat, the other arm is to be kept to the side of the body.

Standing Easy. (Corps Drill Training Manual. Section 0204)

Personnel are permitted to move their limbs and body, but are not to take or move their feet; so that on coming to attention there will be no loss of dressing. Personnel standing easy who receive a cautionary order, such as "Squad"; "platoon" will assume the position of stand at ease.



DRILL

Dressing the Squad. (Corps Drill Training Manual. Section 0205)

Other than when on parades where the dressing flank is decided by the formation of that Parade, the dressing flank should always be in the direction of movement of the squad so that blank files (if any) will be at the rear when stepping off.

ORDER	ACTION
<p>“Squad—By the Right (or Left) - Dress”</p>	<p>Dressing with Intervals. Members of the squad, except the marker on the named flank, look towards their Right (or Left) with a smart turn of the head. Ensuring that the chin is kept up off the shoulder. At the same time personnel in the front rank extend their right (or left) arm horizontally, level with their own shoulder height, back of the hand uppermost and the hand forming a relaxed clenched fist. Every member of the squad, except the right (or left) hand marker dwells a pause of two marching paces and then take up their dressing in line by moving with side closing paces left/right, until their knuckles are in the same vertical line as the shoulder of the person on their right (or left) and so that they are just able to see the lower part of the face of the person next, but one to them. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in the original position, and that the arm is raised horizontally to their own shoulder height. When dressing is complete each member of the squad in rapid succession, from the directing flank turns their head smartly to the front and at the same time brings their arm to the side and resumes the position of Attention, as described in Para 0202. Dressing with intervals, each member of the squad occupies approximately 1 metre (40 inches).</p>

Turning at the Halt. (Corps Drill Training Manual. Section 0207)

ORDER	ACTION
<p>“By numbers, Right - Turn”</p>	<p>Keeping both knees straight, arms to the side and the body erect, turn 90 degrees to the right on the right heel and left toe. Raising the left heel and right toe in doing so.</p>
<p>“Two”</p>	<p>Bring the left heel smartly up to the right without stamping the foot on the ground.</p>
<p>“Right—Turn”</p>	<p>Turn smartly as above, observing the two distinct movements.</p>
<p>“Left—Turn”</p>	<p>As above on the left heel and right toe. Right heel brought up to left.</p>

DRILL

ORDER	ACTION
"By numbers, about - Turn"	Turn 180 degrees to the right by pivoting the body on the right heel and ball of the left foot, keeping the arms locked into the side of the body.
"Two"	Bring the left foot into line with the right, assuming the correct position of attention.
"About — Turn"	To carry out this movement in quick time, combine the movements as taught by numbers.

(Corps Drill Training Manual. Section Annex "A")

Dismiss	The order for a platoon / squad to end the instruction / detail and to proceed / carry on with other instruction or to dismiss (Corps Drill Training Manual. Section 0205)the unit at the end of a deck-night. Dismiss is used in the following context. "Squad / Ships company, turning Right—Dismiss". (Dismiss = squad no longer in your command)
----------------	---

Fall—out	As for Dismiss, but given during an instruction or order, whereby the squad will continue with instruction or class work. Used in the following context. "When fallen—out, prepare to stow all gear. Duty Watch turning Right — Fall—out" (Fall—out = squad still under your command)
-----------------	--

ORGANISATION

Unit, Personnel, and Positions.

Training Objectives.

Demonstrate an understanding of Unit Organisation; personnel, position and activities.

Training Aids.

Optional handouts listing Leaders names, positions and telephone numbers, times and venues of regular activities. i.e. Band, Swimming, Canoeing, etc.

The Unit.

The local unit of the Nautical Training Corps is officially known as a "Training Ship", and the personnel who serve in the ship are collectively called her "Ship's Company".

T.S. " _____ " is the No _____ Division of the Corps, and commissioned on _____ . Parade Nights are held every _____ from _____ until _____ and other activities include:

Details and times of all regular activities should be given together with any prescribed conditions. e. g. Swimming requirement for boating activities, etc.

COMMAND TEAM

The ship is commanded by an officer known as the Commanding Officer. He/She, is the "Captain of the Ship" and is responsible to the Regional Commander (Area Officer) for the overall efficiency and smooth running of the ship.

Your Commanding Officer is _____

Next in importance to the Commanding Officer is the First Lieutenant. He/She is specially appointed to carry out executive duties within the ship, and is directly responsible to the Commanding Officer for; the training, organisation and routine of the ship's company; the discipline, morale and welfare of everyone on the ship.

Your First Lieutenant is _____

ORGANISATION

Unit, Personnel, and Positions.

Divisional System

For welfare and administration purposes the whole of the Ship's Company is divided into a number of smaller groups (usually age groups), which are known as "divisions". The number of divisions depending upon the size of the Ship's Company. These may be named after the traditional "parts of a ship" e. g. Foretop, Maintop, Forecastle, or Quarterdeck. Or they may be name after some famous seaman e. g. Nelson, Drake, etc.

Divisional Officer

In charge of each division is an officer (usually a Third Officer), who is known as the Divisional Officer (D.O.).

The Divisional Officer's are the lynch pins of Unit's organisation, the link between the "Command Team", and the "Ship's Company". They are directly responsible to the First Lieutenant for the discipline, training, welfare and advancement of everyone in their own particular division.

Cadets seeking advice on any matter, Corps or personal, should request to see their Divisional Officer, through the Divisional Petty Officer.

Divisional Petty Officer.

Each Divisional Officer has a Senior Rating (usually a Petty Officer) to assist with the routine work and administration of the division. He/She, works closely with D.O. and plays an important part in the division, acting as the link between the D.O. and the Cadets.

As previously stated, all requests or complaints that a cadet wishes to bring to the D.O.s attention should be directed through the Divisional Petty Officer in the first instance (channels of communication).

Junior Ratings.

Each division may also be allocated an Cadet Petty Officer, Leading Seaman, and Leading Cadet. These rating are the Senior Cadets (by rank) in their division, and assist with the mustering and discipline of the division on parade.

Divisions

Explain to the class, the number and names of the Divisions on your own Unit, together with the names of the Divisional Officers'. e.g.

T.S. " _____ " Divisions are:-

Foretop Division _____

Divisional Officer _____

Forecastle Division _____

Divisional Officer _____

Maintop Division _____

Divisional Officer _____

ORGANISATION

Unit, Personnel, and Positions.

Duty Watch.

The "Duty Watch" is the part of a watch that is detailed for duty each week. Whichever system is used (2 or 3 part), it is convenient to maintain a regular sequence of watches and for this a "Duty Roster" is kept, showing:-

DUTY WATCH	DUTY OFFICER	DUTY PETTY OFFICER
QUARTERMASTER	BOSUN,S MATES	MESSENGER
COLOUR PARTY		GALLEY PARTY

Cadets in the duty watch not detailed for any specific duties are usually employed about the ship sweeping and polishing the bright work, etc.

At the end of the evening's muster, the DUTY WATCH STAND FAST, to sweep and generally tidy up the ship before being dismissed by the Duty Officer.

Watch and Station Bill.

The whole of the "Divisional" and "Watch" organisation of the ship should clearly displayed on the "Watch and Station Bill" for all to see, as per example shown on 30 and 31.

Adult Leaders.

Where there are insufficient 3rd or 4th Officers to fill the positions of Divisional or Watch Officers, other adult leaders may be used.

Introduce your Chief Petty Officers, if any _____

Introduce your Registered Instructors, if any _____

Regulating Petty Officer.

This is a position, NOT a rank!

The Regulating Petty Officer is _____

This Petty Officer work closely with the First Lieutenant in the preparation of all the routine paperwork e.g. Duty Rosters. He/She is also responsible for the discipline of the Ship's Company via the Petty Officers.

ORGANISATION

Corps/Unit Command Structure

TRAINING OBJECTIVES

Demonstrate an understanding of Corps and Unit Command Structures.

TRAINING AIDS

Flip-chart;

Optional handouts.

NATIONAL HEADQUARTERS

All must be aware that any sound National Organisation should have a Headquarters or "parent" body for the control of business transactions, Rules and Regulations, liaison with Government and Public Bodies - in fact, keeping a parental eye and guiding hand on the members of the family.

The 'Command' and working of the Corps generally is generated in 'pyramid fashion' down to each individual Division via the Chief of Staff's Office, to the Regional Commander, to the Commanding Officer.

These 'Channels of Communication' thus provide a two-way flow of orders and information, keeping the Divisions of the Corps with their Officers and Cadets in touch with the National Headquarters

THE FLEET

The Corps may be considered as one LARGE fleet, that consists officers and ratings serving in a number of Divisions (Training Ships) which are divided into Region.

REGIONS

This consists of a number of Units grouped together in the same Local Education Authority's Area e.g. East Sussex.

Each Region is under the overall command of a Regional Commander who is directly responsible to the Chief of Staff and Senior Officers.

THE SHIP

Finally there is the Training Ship e.g. T.S. INTREPID

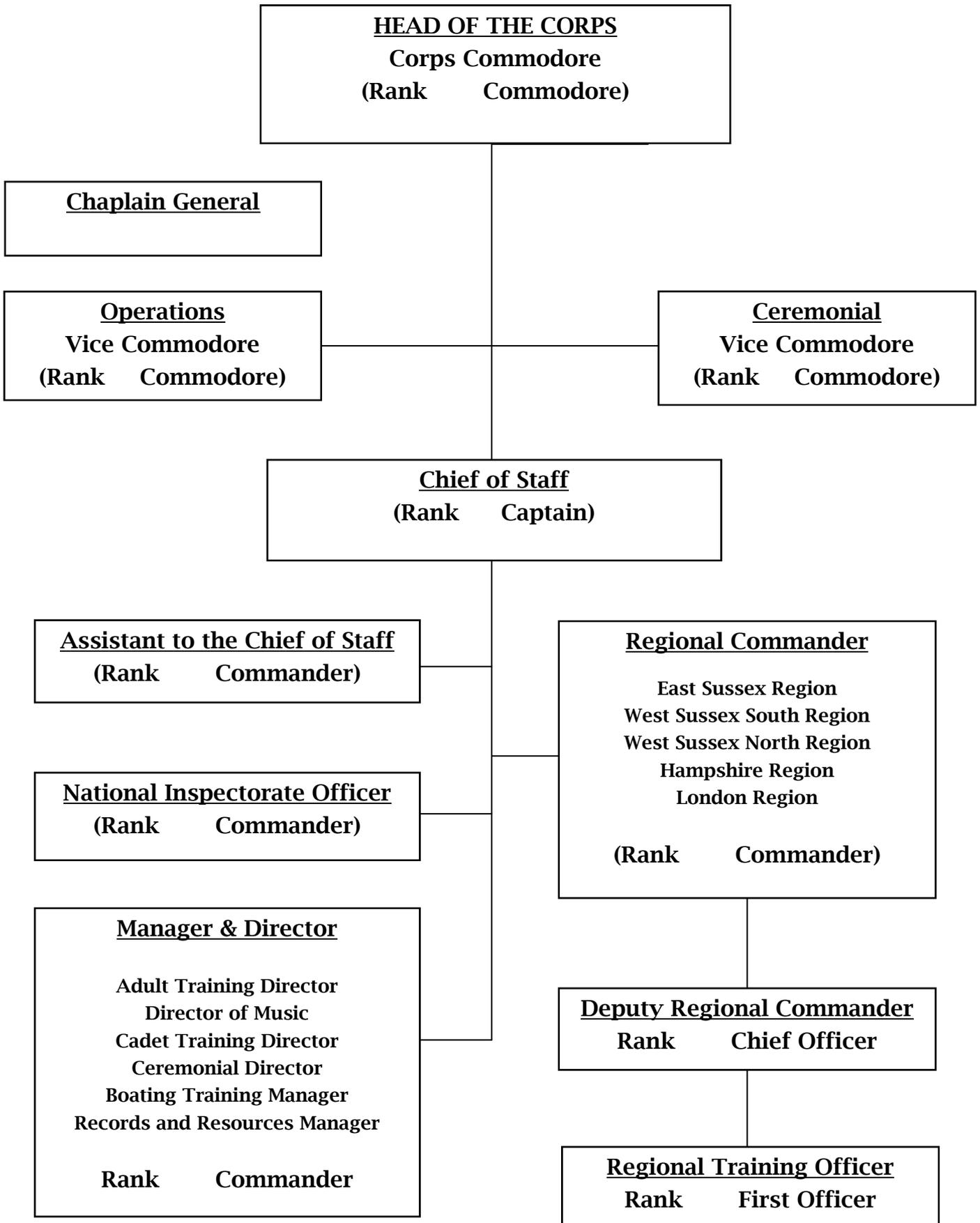
Each ship is under the overall command of her Commanding Officer who is directly responsible to the Regional Commander and Senior Officers, for his or her ship and the welfare and conduct of all who serve in her.

COMMAND

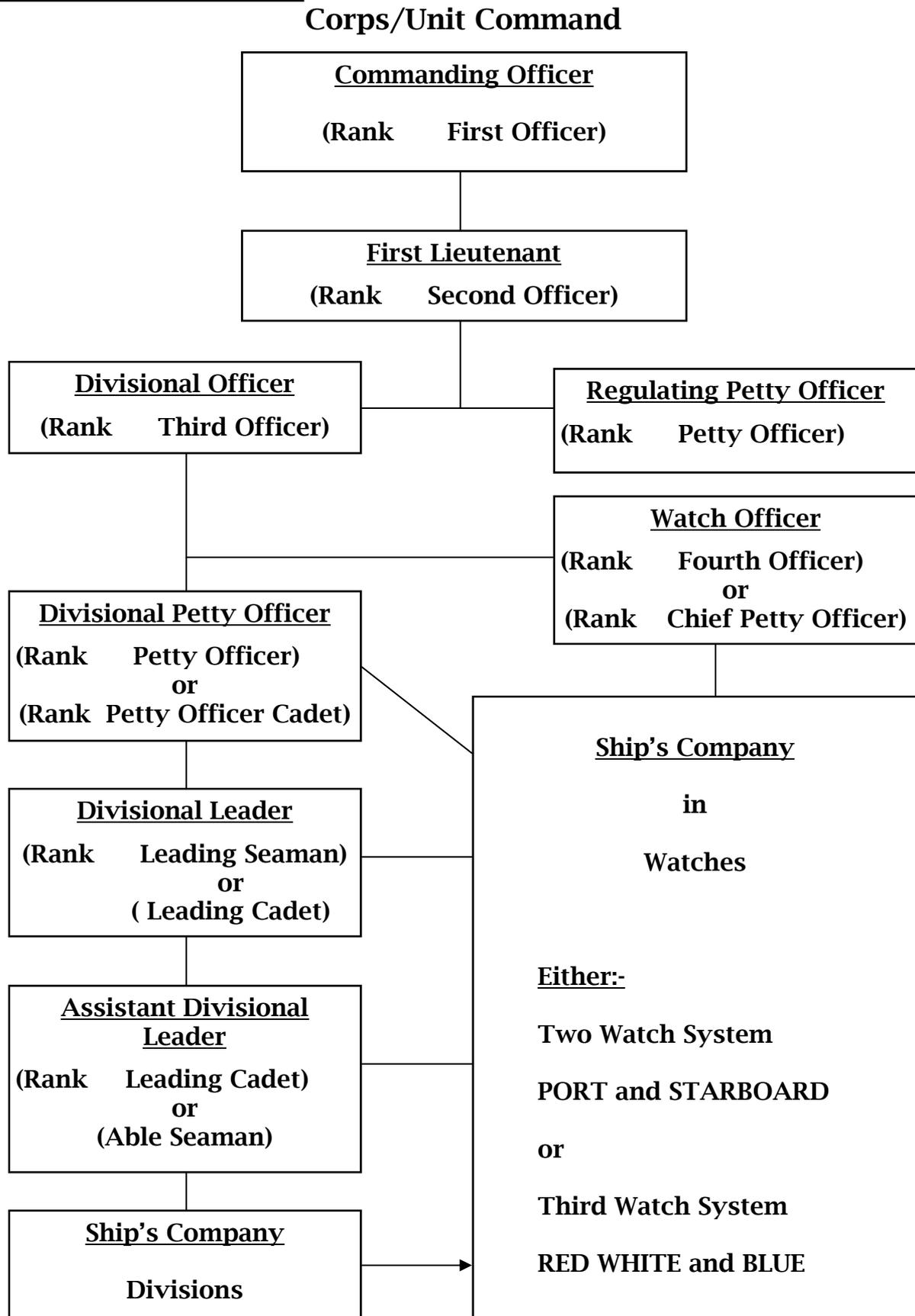
This is the term used to indicate the authority exercised by all officers and ratings, according to their rank and seniority, over their subordinates in order to maintain good order and discipline in any normal activity, work or undertaking. Officers and Ratings take command in the order of their rank and seniority.

ORGANISATION

Corps/Unit Command Structure



ORGANISATION



N.B.

Only one Division (age group) of the Ship's Company is shown on the above illustration.

Explain your own Unit's Divisional and Watch Organisation to the class.

Division and Watches

Watch System.

The “Watch System” is the working organisation of the ship, it also provides ready made teams for inter-watch activities, thus creating a competitive element on board.

Each division is now divided into two, or three, watches; two are known as PORT and STARBOARD; three are known as RED, WHITE and BLUE.

Care is taken that each watch, or part of a watch, contains an equal number of cadets from each division, and that they are evenly balanced as regards to age, experience, qualification and rating; so that the watch, or part of a watch, is able to carry out any duty which it may be called upon to perform.

Two-Watch System.

Each division is divided into two watches, PORT and STARBOARD. If number dictate, these may then be divided into two parts as follow:-



This system provides two, or four, teams of cadets.

Three-Watch System.

Each division is divided into three watches, RED, WHITE and Blue. Here again, if numbers dictate it, each watch may have its own first and second parts.

This system provides three, or six, teams of cadets and is usually used on ships with a large complement of Officers and Cadets.

Watch Personnel.

In charge of each watch is an Officer, known as the Watch Officer (W.O.), who is assisted by a Petty Officer. Each watch may also have a watch Leader and an Assistant Watch Leader, who are selected from cadets holding “Divisional Rank” i.e. Cadet Petty Officer, Leading Seaman or Leading Cadet.

Explain to the class, the “watch system” used on your own Unit. e.g.

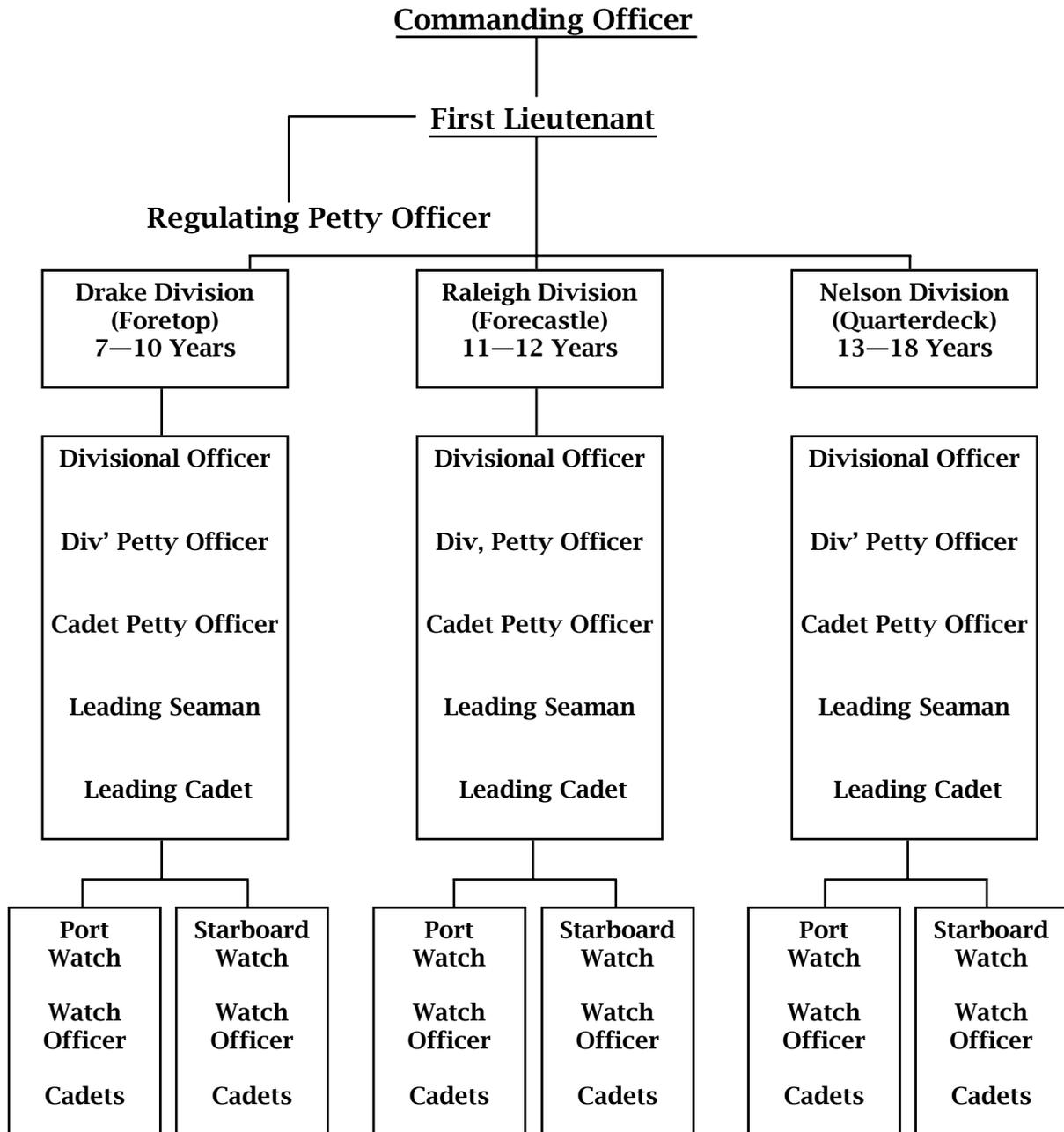
	Watch Officer	Watch Petty Officer	Watch Leader	Assistant Watch Leader
1st Part of Port				
2nd Part of Port				
1st Part of Starboard				
2nd Part of Starboard				

ORGANISATION

Division and Watches

The follow illustration show the division of the Ship's Company into:

- a. Parts of Ship (Division)
- b. Watches (Two part System)



It will be seen that each part-of-ship is composed of approximately equal number from each part of the watch. The remaining Officers and Instructors are spread over the entire ship where needed.

Bells and Watches

TRAINING OBJECTIVES

Demonstrate an understanding of 'bells and watches', and how to strike the time correctly on the ship's bell.

TRAINING AIDS

Admiralty Manual of Seamanship Vol 1. Optional handouts. Ship's Bell.

INTRODUCTION

When a ship is at sea there are many jobs which have to be done throughout the whole twenty four hours of the day in order that it operates correctly and is run properly.

In olden days these jobs included Officers to control and command the ship and men to steer and to handle the sails which were the ships method of moving. In modern days many of the jobs remain, there must always be an Officer to take charge and someone to steer the ship, but also there must be men to control the engines and others to use the radios and radar that a ship needs for safety.

WATCHES

In the Royal Navy, the twenty four hours of the day is divided into 'watches' of four hours duration, to give working periods for the ship's company and everyone takes their turn at the vital jobs in keeping the ship running, this is known as being 'on watch'

When not "on watch" sailors during the day carry out general tasks such, as cleaning and maintenance, and at other times relax, eat and sleep. To ensure that the men on a ship do not 'keep' the same watches, and therefore, do not work at the same times every day, the period from 1600 to 2000 is further divided into two parts, known as the 'dog watches'.

The following table shows the names and duration of these watches, and the difference in the recording of time by naval and civil methods.

<i>Name of Watch</i>	<i>Duration in Naval Time</i>	<i>Duration in Civil Time</i>
Middle	0000 to 0400	Midnight to 4am
Morning	0400 to 0800	4.00am to 8.00am
Forenoon	0800 to 1200	8.00am to noon.
Afternoon	1200 to 1600	Noon to 4.00pm
First Dog	1600 to 1800	4.00pm to 6.00pm
Last Dog	1800 to 2000	6.00pm to 8.00pm
First	2000 to 2400	8.00pm to Midnight

ORGANISATION

Bells and Watches

BELLS

Before watches and clocks were invented seamen used an hour-glass (rather like a large egg timer) to keep time, and a system of bells were used to indicate the time to the crew on the ship. For a long time after their invention clocks were still rare and a ship would have just one accurate clock which was mainly used for navigation purposes. As a sailor knew what watch he was 'working', all that was needed was a system telling him what the time was within that four hour period.

From the start of a watch, a bell was progressively rung each half hour throughout each watch as described below:

First half-hour	1 bell,	Second hour and a half	5 bells,
First hour	2 bells,	Third hour	6 bells,
First hour and a half	3 bells,	Third hour and a half	7 bells,
Second hour	4 bells,	Fourth hour	8 bells.

This sequence was repeated for each successive watch with the exception of the Last Dog Watch. Time in the 'dog watches' is marked as follows:

<u>First Dog Watch</u>		<u>Last Dog Watch</u>	
1630	1 bell	1830	1 bell
1700	2 bells	1900	2 bells
1730	3 bells	1930	3 bells
1800	4 bells	2000	8 bells

Sailors expressed time by saying the number of bells and the watch.

e.g. 0930 would be referred to as '3 bells in the FORENOON watch.
1800 " " " " " '4 bells in the FIRST DOG watch.
2330 " " " " " '7 bells in the FIRST watch.

The bell is not now normally used in the Royal Navy except in association with ceremonial, e.g. Colours. The Nautical Training Corps, however, continue this tradition, time being indicated by striking the hours and half hours throughout each watch as described above.

The ship's bell is normally in the charge of the Quartermaster who is responsible for striking the bell by ship's time throughout the Parade Night muster. This being a practical way of learning ship's time, and seeing that changes of programme take place punctually.

Cadets will need to know the method, and the number of bells to ring during a normal Parade Night; these are usually;

1800	4 bells	1900	2 bells	2000	8 bells	2100	2 bells
1830	1 bell	1930	3 bells	2030	1 bell		

Method: The strokes of the bell should be made in pairs;

3 bells should sound like "DING, DING, (pause), DING"

4 bells should sound like "DING, DING, (pause), DING, DING". And so. on.

For a general alarm (such as fire) the bell is rung rapidly and continuously for some while, providing it is safe to do so, to warn others of the danger and need to evacuate the headquarters.

Traditionally sixteen bells are struck at mid-night on New Year's Eve; eight bells for the old year, and eight bells for the new year. This ceremony is performed by the youngest member of the ship's company. If your unit is holding a New Year's Eve party, this tradition could still be carried on!

ORGANISATION

BELLS AND WATCHES

Time is marked every half-hour by striking a bell, the number of strikes giving time as follows:-

<i>Name of Watch</i>				
<i>Midnight</i>				
Middle	0000	8 Bells	0030	1 Bell
	0100	2 "	0130	3 Bells
	0200	4 "	0230	5 "
	0300	6 "	0330	7 "
Morning	0400	8 Bells	0430	1 Bell
	0500	2 "	0530	3 Bells
	0600	4 "	0630	5 "
	0700	6 "	0730	7 "
Forenoon	0800	8 Bells	0830	1 Bell
	0900	2 "	0930	3 Bells
	1000	4 "	1030	5 "
	1100	6 "	1130	7 "
<i>Noon</i>				
Afternoon	1200	8 Bells	1230	1 Bell
	1300	2 "	1330	3 Bells
	1400	4 "	1430	5 "
	1500	6 "	1530	7 "
First Dog	1600	8 Bells	1630	1 Bell
	1700	2 "	1730	3 Bells
Last Dog	1800	4 Bells	1830	1 Bell
	1900	2 "	1930	3 Bells
First	2000	8 Bells	2030	1 Bell
	2100	2 "	2130	3 Bells
	2200	4 "	2230	5 "
	2300	6 "	2330	7 "

Note: The 24-Hour Clock System is used

Method: The strokes of the bell should be made in pairs;
 3 bells should sound like "DING, DING, (pause), DING"
 4 bells should sound like "DING, DING, (pause), DING, DING". And so. on.

ORGANISATION

Cadets Grades Badges

TRAINING OBJECTIVES

Demonstrate an understanding of Cadet Grades and badges.

TRAINING AIDS

Badge boards; Optional handouts.

CADET GRADES

Cadet Grades indicate the level of Proficiency that a Cadet has achieved in syllabus training. The lowest grade of cadet is, 'Junior Seaman', to which a New Entrant is promoted on successfully completing the first part of the Cadet syllabus.

Cadet grades in order of progression are:-

Junior Seaman (JS)
Junior Seaman Second Class (JS2)
Junior Seaman First Class (JS1)
Ordinary Seaman (OS)
Ordinary Seaman Second Class (OS2)
Ordinary Seaman First Class (OS1)
Able Seaman (AB)
Able Seaman First Class (AB1)

Proficiency badges which indicate a Cadet's Grade are of a red design on a black background, shown in detail on page 2-37, 2-38, 2-39

These badges are worn on the upper right arm, between the elbow and the shoulder flash The standard format is:-

Badge only:-

Junior Seaman.

Ordinary Seaman.

Able Seaman.

Badge with One Star above:-

Junior Seaman Second Class.

Ordinary Seaman Second Class.

Badge with Two Star above:-

Junior Seaman First Class

Ordinary Seaman First Class.

Able Seaman First Class.

Cadets Grades Badges

Junior Seaman

Worn by Cadets below 11years to indicate grade in Syllabus training

Worn on the Right arm.

The centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

Basic Badge indicates Junior Seaman

One Star above indicates Junior Seaman Second Class

Two Star above indicates Junior Seaman 1st Class.



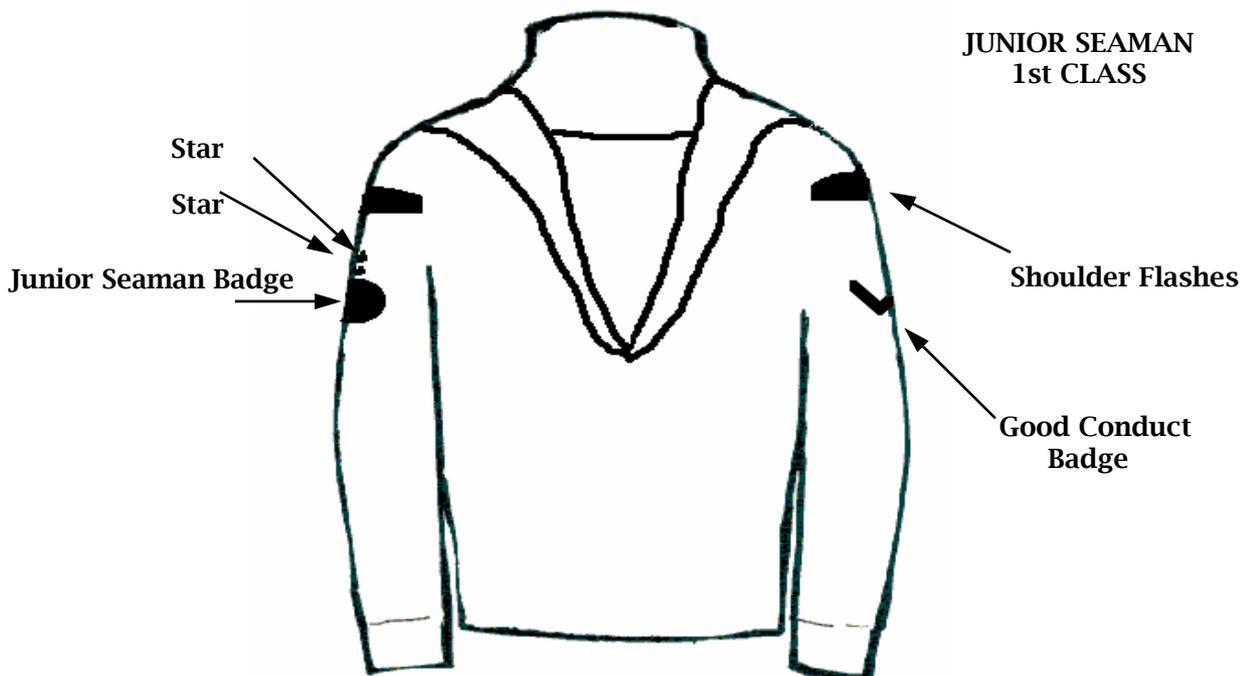
JUNIOR SEAMAN
2nd CLASS



JUNIOR SEAMAN



JUNIOR SEAMAN
1st CLASS



Cadets Grades Badges

Ordinary Seaman

Worn by Petty Officer Cadet and below to indicate grade in Syllabus training

Worn on the Right arm.

The centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

Basic Badge indicates Ordinary Seaman.

Basic Badge with Star above indicates Ordinary Seaman Second Class

Basic Badge with Two Stars above indicates Ordinary Seaman First Class



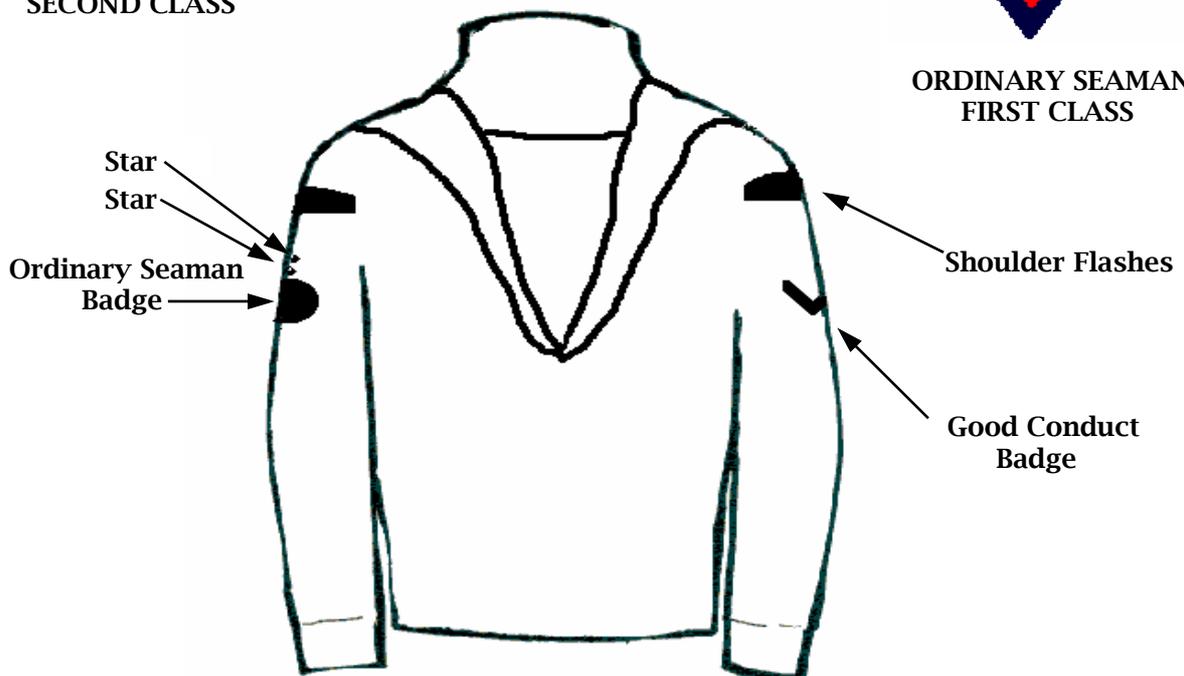
ORDINARY SEAMAN
SECOND CLASS



ORDINARY SEAMAN



ORDINARY SEAMAN
FIRST CLASS



Cadets Grades Badges

Able Seaman

Worn by Petty Officer Cadet and below to indicate grade in Syllabus training

Worn on the Right arm.

The centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

Basic Badge indicates Able Seaman

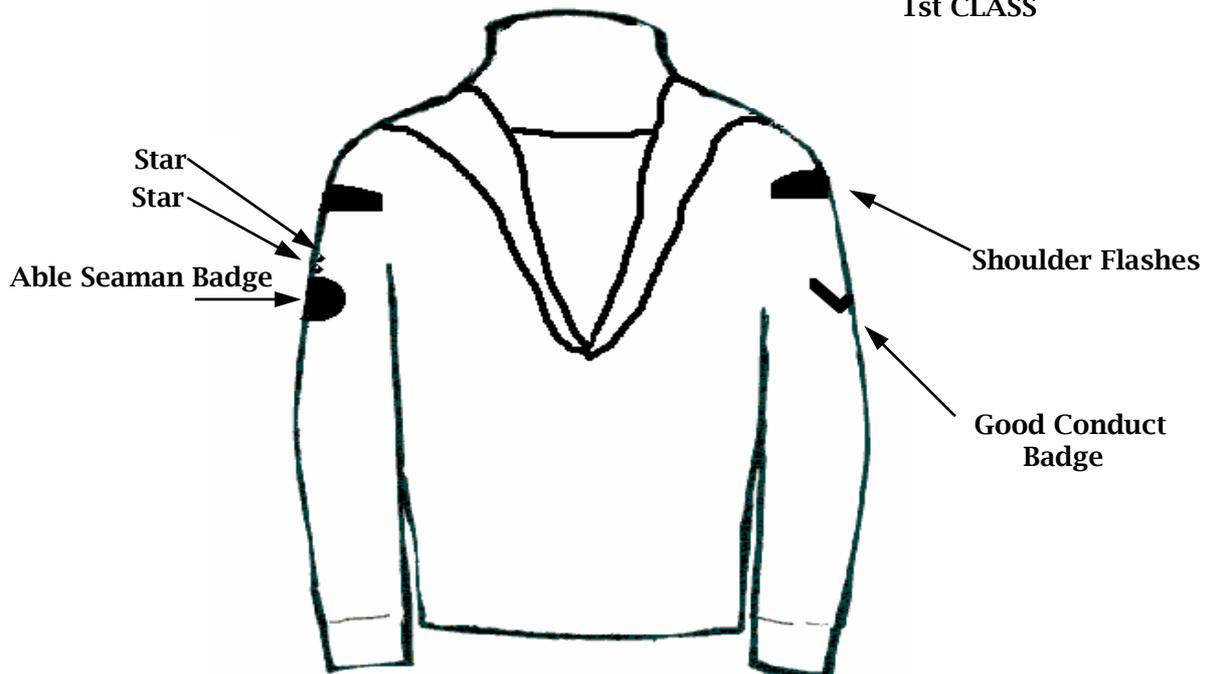
Basic Badge with Two Stars above indicates Able Seaman 1st Class.



ABLE SEAMAN



ABLE SEAMAN
1st CLASS

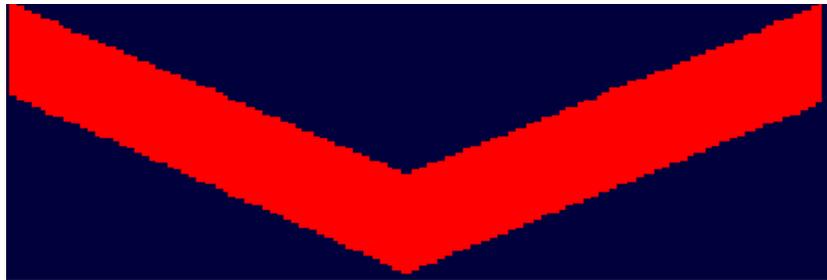


Cadets Grades Badges

GOOD CONDUCT CHEVRONS

The left sleeve carries stripes awarded for GOOD CONDUCT, including a regular attendance and smartness on parade. One stripe is awarded for each year of GOOD CONDUCT up to a maximum of three.

These ARE NOT service stripes and they may be removed for any mis—conduct by the Commanding Officer.



GOOD CONDUCT CHEVRON

Awarded for 1 Years Good Conduct to a maximum of 3.

Worn by Acting Petty Officers and below.

Worn on the Left arm, below rank badge.

If worn without rank badge, the centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

If rank badge worn it is included when calculating centre of the badge.

Bottom of the badge of rank to be 1.5 cm from inner point of the Good Conduct Badge.

UNIFORM

Junior Seaman Uniform

TRAINING OBJECTIVES

Demonstrate an understanding of wear and care and maintenance of the Naval Uniform, as worn by the Nautical Training Corps.

TRAINING AIDS

Uniforms.

Optional handouts.

INTRODUCTION

We are privileged to be allowed to wear a copy of the uniform of the Royal Navy, we should, therefore always wear it with pride and behave in a manner that befits the traditions of courage and bravery for which the Royal Navy is renowned.

The incorrect wearing of uniform, particularly when it occurs in public, is reprehensible, since it brings discredit upon yourself, the Corps, and your Unit. Therefore, it is important that when a cadet receives a uniform, he or she is taught how to wear it correctly, and that they must be smartly dressed at all times, so that they are a credit to themselves, their parents, and the Corps* Slovenliness in dress is a sure reflection of slackness of character and should always be discouraged.

The type of dress which is worn at any given time is known as "Dress of the day"^{1*}, or "Rig of the day"^{1*}, and is announced in Daily Orders i.e.

No 1's Ratings Full Uniform.

No 8J's Ratings Working Dress

Suffixes:- J - Woolen jersey. (Working Dress)

N - Negative jacket, jersey or jumper (half-blues).

If your unit has any special instructions laid down for No 8's, these must be fully explained to the class (See Corps R & R Chapter 7 Section 0731 & 0738).



UNIFORM - The VISIBLE SIGN OF MEMBERSHIP
APPEARANCE MATTERS TO THE MOVEMENT
APPEARANCE MATTERS TO YOU!

Junior Seaman Uniform

UNIFORM CARE AND MAINTENANCE

1. The Nautical Training Corps uniform is based upon the traditional Royal Navy uniform, modified and augmented where necessary for a voluntary Youth Organisation. It must always be worn in the correct manner, and with the respect befitting of the Senior Service.
2. Details of the Nautical Training Corps uniform are laid down in Corps Rules and Regulations, Chapter 7. These notes are designed to assist parents and cadets in wearing the uniform correctly, and in looking after each item.
3. Cadets who fail to meet these requirements may be asked to return their uniform to the Uniform Store and will suffer loss of privileges automatically enjoyed by uniformed cadets.

4. DESCRIPTION OF JUNIOR SEAMAN UNIFORM

a. NEW ENTRANT (A newly recruited boy or girl undertaking New Entry training)

Uniform will normally be allowed to be worn when the recruit has successfully completed New Entrants training. Any form of clothing may be worn by a New Entrant but it is important that they learn to have a pride in appearance as early as possible. To ensure 'uniformity' the following is recommended and preferred.

Boys — Navy blue/black jersey,
Navy blue/black trousers,
White shirt,
Black low heeled shoes.

Girls — Navy blue/black jersey,
Navy blue/black skirt,
White shirt or blouse,
Black low heeled shoes.

b. JUNIOR SEAMAN (Boys and Girls under 11 who have completed N/E training)

Boys — Navy blue wool jersey,
Navy blue trousers,
Sailor's white front,
Cap and Cap ribbon,
Black boots or shoes,
Navy blue or black socks,

Girls — Navy blue wool jersey,
Navy blue skirt,
White shirt or blouse,
Cap and Cap ribbon,
Black low heeled shoes,
White knee length socks,

Junior Seaman Uniform

5. **WEARING OF THE UNIFORM** (Junior Seaman BOYS under 11 Years).
- a. Uniform must always be worn correctly and each cadet must be smartly dressed so that he, or she, is a credit to his/herself, the Unit and the Corps. Slovenliness in dress, and incorrect wearing of the uniform, particularly in public, brings discredit upon the Unit and the Corps, and will result in disciplinary action against the offender.
 - b. **CAPS** — Should always be worn square and not tilted backwards, forwards, or to either side.
 - c. **CHINSTAY** —To be pinned rather than sewn inside the cap so that when "down" they hold the cap on securely without being too tight. They should be kept pressed flat, ready for immediate use should the need arise.
 - d. **CAP RIBBONS** — Are to be tied with a neat bow over the left ear, and are worn with the centre of the "lettering" at the centre of the front of the cap and over the nose.
 - e. **WHITE FRONTS** — BOYS — Are worn straight across the chest, and not hanging in a 'V'
 - g. **JERSEY** — Navy blue or Black wool or acrylic knitted yarn. Lightweight 'V' neck. Long set in sleeves.
 - h. **TROUSERS** — BOYS — Navy Blue Flare style, fly front with slide fastener closure. Vertical front and back central convex creases.
 - i. **SOCKS** — BOYS — Plain black or dark blue.
 - j. **SHOES** — BLACK — Plain lace or non lace design, low heel, with or without toe cap. Extreme styles are not to be worn.
 - k. **BADGES** — Must be sewn on securely, all around, with black cotton using small stitches. Loose cottons should be trimmed.
 - l. **TOP COATS** — Top coats worn with uniform should be black or dark blue.

Junior Seaman Uniform

5. **WEARING OF THE UNIFORM** (Junior Seaman GIRLS under 11 Years).
- a. Uniform must always be worn correctly and each cadet must be smartly dressed so that he, or she, is a credit to his/herself, the Unit and the Corps. Slovenliness in dress, and incorrect wearing of the uniform, particularly in public, brings discredit upon the Unit and the Corps, and will result in disciplinary action against the offender.
 - b. **CAPS** — Should always be worn square and not tilted backwards, forwards, or to either side.
 - c. **CHINSTAY** —To be pinned rather than sewn inside the cap so that when "down" they hold the cap on securely without being too tight. They should be kept pressed flat, ready for immediate use should the need arise.
 - d. **CAP RIBBONS** — Are to be tied with a neat bow over the left ear, and are worn with the centre of the "lettering" at the centre of the front of the cap and over the nose.
 - e. **WHITE SHIRT** — GIRLS — May be either short or long sleeved
 - f. **TIE** — UNIFORM — GIRLS — Plain Black.
 - g. **JERSEY** — Navy blue or Black wool or acrylic knitted yarn. Lightweight 'V' neck.
Long set in sleeves.
 - h. **TROUSERS** — GIRLS — Navy Blue Flare style, fly front with slide fastener closure. Vertical front and back central convex creases.
(Units having changed to Square Rig for Female Rates)
 - SKIRT**— GIRLS — Navy Blue. Concealed pocket at left front. Length to be 3 to 4 cm below the base of the kneecap.
 - SOCKS** — GIRLS — White, Knee Length.
(Units having changed to Square Rig for Female Rates ware plain black or dark blue Socks).
 - i. **SHOES** — BLACK — Plain lace or non lace design, low heel, with or without toe cap.
Extreme styles are not to be worn.
 - j. **HAIR RIBBONS** — Only Plain black or dark blue hair ribbons or slides are allowed to be worn with uniform.
 - k. **JEWELLERY**— Excessive use of jewellery and make-up is not allowed with uniform. Plain gold sleeper earrings and signet rings only may be worn.
 - l. **BADGES** — Must be sewn on securely, all around, with black cotton using small stitches. Loose cottons should be trimmed.
 - m. **TOP COATS** — Top coats worn with uniform should be black or dark blue.

Junior Seaman Uniform

6. CARE AND MAINTENANCE

- a. TROUSERS** — Should be kept clean; Brush, or dry clean as necessary. Press regularly with a steam iron or a damp cloth to avoid iron marks.
- b. CAPS** — Scrub regularly with a soft brush; and warm soapy water (NEVER USE DETERGENTS), rinse thoroughly to prevent 'yellowing' and dry with a towel. Do not bend the cap or allow the inside to get wet. Always store in a clean plastic bag. Oil and grease should be wiped off first, then clean in the normal way.
- c. CAP RIBBONS** — Should never be removed from the cap. Remove marks and stains by wiping with a damp cloth.
- d. WHITE FRONT** — Wash in hot soapy water. Press and store inside out.

Unit, Personnel, and Positions.

Suggested Handout. JS 1-1

Your Region

Name of the Region. _____

Regional Commander. _____

Other Regional Staff and their positions. _____

Units within the Region and the general geographical area covered. _____

National Headquarters.

Address _____

Corps Patron _____

Commodore _____

Chief of Staff _____

National chairperson _____

National Secretary _____

National Seamanship Training Centre Lion _____

National Events

Founder's Celebration Weekend (June)

Colour, Solo & Fanfare Contest (October)

Band Competition (October)

Unit, Personnel, and Positions.

Your Region

Name of the Region. _____

Regional Commander. _____

Other Regional Staff and their positions. _____

Units within the Region and the general geographical area covered. _____

National Headquarters.

Address National Headquarters. Shoreham Harbour, Albion Street, Southwick, East Sussex

Corps Patron _____

Corps Commodore _____

Chief of Staff _____

National chairperson _____

National Secretary _____

National Seamanship Training Centre Lion _____

National Events

Founder's Celebration Weekend (June)

Colour, Fanfare Contest (October)

Band Competition (October)

BELLS AND WATCHES

Time is marked every half-hour by striking a bell, the number of strikes giving time as follows:-

<i>Name of Watch</i>				
<i>Midnight</i>				
Middle	0000	8 Bells	0030	1 Bell
	0100	2 “	0130	3 Bells
	0200	4 “	0230	5 “
	0300	6 “	0330	7 “
Morning	0400	8 Bells	0430	1 Bell
	0500	2 “	0530	3 Bells
	0600	4 “	0630	5 “
	0700	6 “	0730	7 “
Forenoon	0800	8 Bells	0830	1 Bell
	0900	2 “	0930	3 Bells
	1000	4 “	1030	5 “
	1100	6 “	1130	7 “
<i>Noon</i>				
Afternoon	1200	8 Bells	1230	1 Bell
	1300	2 “	1330	3 Bells
	1400	4 “	1430	5 “
	1500	6 “	1530	7 “
First Dog	1600	8 Bells	1630	1 Bell
	1700	2 “	1730	3 Bells
Last Dog	1800	4 Bells	1830	1 Bell
	1900	2 “	1930	3 Bells
First	2000	8 Bells	2030	1 Bell
	2100	2 “	2130	3 Bells
	2200	4 “	2230	5 “
	2300	6 “	2330	7 “

Note: The 24-Hour Clock System is used

Method: The strokes of the bell should be made in pairs;
 3 bells should sound like "DING, DING, (pause), DING"
 4 bells should sound like "DING, DING, (pause), DING, DING". And so. on.

Junior Seaman Uniform

WEARING OF THE UNIFORM (Junior Seaman GIRLS under 11 Years).

- a. Uniform must always be worn correctly and each cadet must be smartly dressed so that he, or she, is a credit to his/herself, the Unit and the Corps. Slovenliness in dress, and incorrect wearing of the uniform, particularly in public, brings discredit upon the Unit and the Corps, and will result in disciplinary action against the offender.
 - b. CAPS — Should always be worn square and not tilted backwards, forwards, or to either side.
 - c. CHINSTAY — To be pinned rather than sewn inside the cap so that when "down" they hold the cap on securely without being too tight. They should be kept pressed flat, ready for immediate use should the need arise.
 - d. CAP RIBBONS — Are to be tied with a neat bow over the left ear, and are worn with the centre of the "lettering" at the centre of the front of the cap and over the nose.
 - e. WHITE SHIRT — GIRLS — May be either short or long sleeved
 - f. TIE — UNIFORM — GIRLS — Plain Black.
 - g. JERSEY — Navy blue or Black wool or acrylic knitted yarn. Lightweight 'V' neck. Long set in sleeves.
 - h. TROUSERS — GIRLS — Navy Blue Flare style, fly front with slide fastener closure. Vertical front and back central convex creases.
(Units having changed to Square Rig for Female Rates)
- SKIRT— GIRLS — Navy Blue. Concealed pocket at left front. Length to be 3 to 4 cm below the base of the kneecap.
- SOCKS — GIRLS — White, Knee Length.
(Units having changed to Square Rig for Female Rates wear plain black or dark blue Socks).
- i. SHOES — BLACK — Plain lace or non lace design, low heel, with or without toe cap. Extreme styles are not to be worn.
 - j. HAIR RIBBONS — Only Plain black or dark blue hair ribbons or slides are allowed to be worn with uniform.
 - k. JEWELLERY— Excessive use of jewellery and make-up is not allowed with uniform. Plain gold sleeper earrings and signet rings only may be worn.
 - l. BADGES — Must be sewn on securely, all around, with black cotton using small stitches. Loose cottons should be trimmed.
 - m. TOP COATS — Top coats worn with uniform should be black or dark blue.

Junior Seaman Uniform

WEARING OF THE UNIFORM (Junior Seaman BOYS under 11 Years).

- a. Uniform must always be worn correctly and each cadet must be smartly dressed so that he, or she, is a credit to his/herself, the Unit and the Corps. Slovenliness in dress, and incorrect wearing of the uniform, particularly in public, brings discredit upon the Unit and the Corps, and will result in disciplinary action against the offender.
- b. CAPS — Should always be worn square and not tilted backwards, forwards, or to either side.
- c. CHINSTAY —To be pinned rather than sewn inside the cap so that when "down" they hold the cap on securely without being too tight. They should be kept pressed flat, ready for immediate use should the need arise.
- d. CAP RIBBONS — Are to be tied with a neat bow over the left ear, and are worn with the centre of the "lettering" at the centre of the front of the cap and over the nose.
- e. WHITE FRONTS — BOYS — Are worn straight across the chest, and not hanging in a 'V'
- g. JERSEY — Navy blue or Black wool or acrylic knitted yarn. Lightweight 'V' neck. Long set in sleeves.
- h. TROUSERS — BOYS — Navy Blue Flare style, fly front with slide fastener closure. Vertical front and back central convex creases.
- i. SOCKS — BOYS — Plain black or dark blue.
- j. SHOES — BLACK — Plain lace or non lace design, low heel, with or without toe cap. Extreme styles are not to be worn.
- k. BADGES — Must be sewn on securely, all around, with black cotton using small stitches. Loose cottons should be trimmed.
- l. TOP COATS — Top coats worn with uniform should be black or dark blue.

UNIFORM

Suggested Handout. JS 1-6

Junior Seaman Uniform

CARE AND MAINTENANCE

- a. **TROUSERS** — Should be kept clean; Brush, or dry clean as necessary. Press regularly with a steam iron or a damp cloth to avoid iron marks.
- b. **CAPS** — Scrub regularly with a soft brush; and warm soapy water (NEVER USE DETERGENTS), rinse thoroughly to prevent 'yellowing' and dry with a towel. Do not bend the cap or allow the inside to get wet. Always store in a clean plastic bag. Oil and grease should be wiped off first, then clean in the normal way.
- c. **CAP RIBBONS** — Should never be removed from the cap. Remove marks and stains by wiping with a damp cloth.
- d. **WHITE FRONT** — Wash in hot soapy water. Press and store inside out.

ORGANISATION

Cadets Grades Badges

Suggested Handout. JS 1—7

Junior Seaman

Worn by Cadets below 11years to indicate grade in Syllabus training

Worn on the Right arm.

The centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

Basic Badge indicates Junior Seaman

One Star above indicates Junior Seaman Second Class

Two Star above indicates Junior Seaman 1st Class.



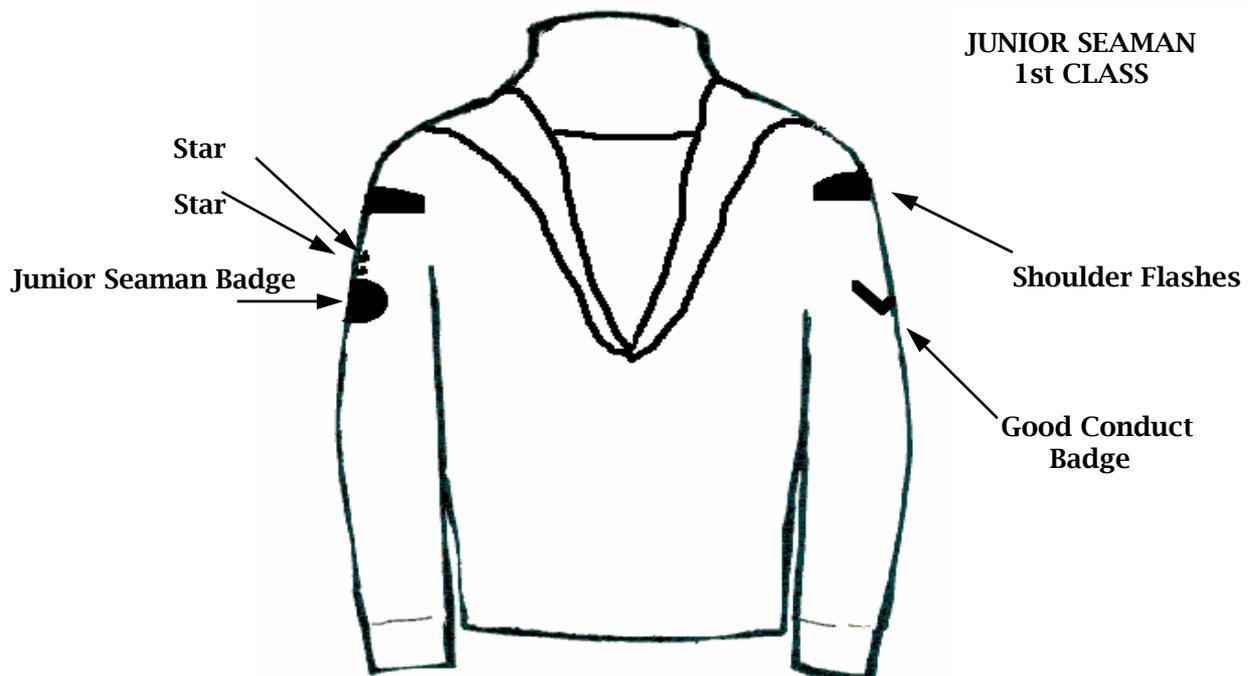
JUNIOR SEAMAN
2nd CLASS



JUNIOR SEAMAN



JUNIOR SEAMAN
1st CLASS



ORGANISATION

Suggested Handout. JS 1—8

Cadets Grades Badges

Ordinary Cadet

Worn by Petty Officer Cadet and below to indicate grade in Syllabus training

Worn on the Right arm.

The centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

Basic Badge indicates Ordinary Cadet.

Basic Badge with Star above indicates Ordinary Cadet Second Class

Basic Badge with Two Stars above indicates Ordinary Cadet First Class



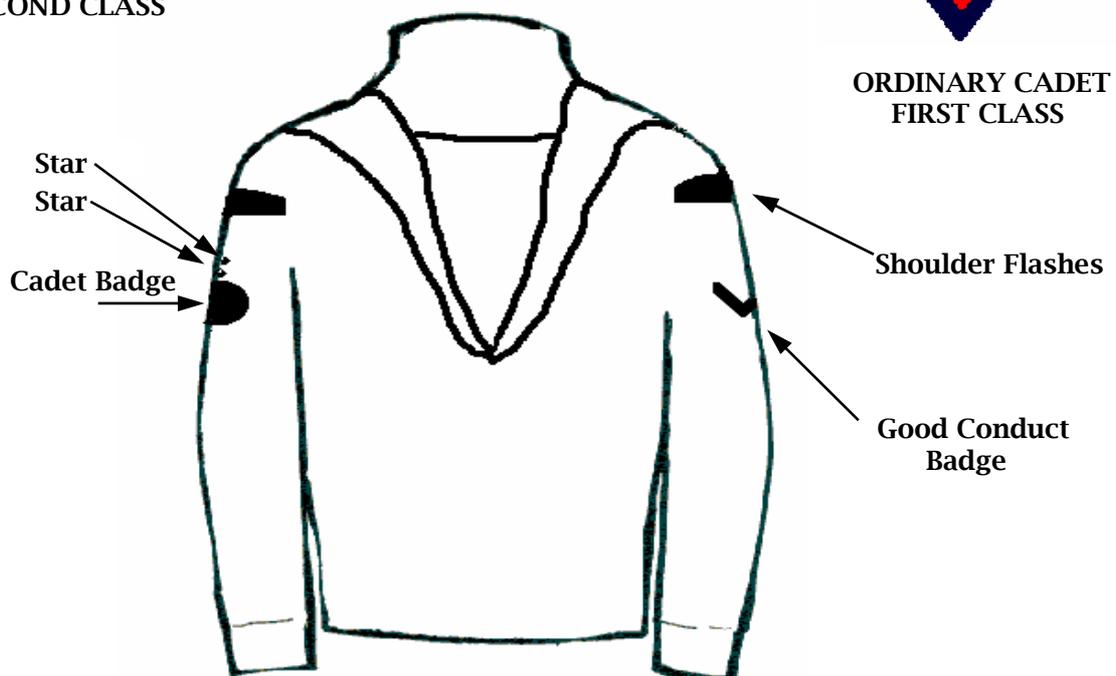
ORDINARY CADET
SECOND CLASS



ORDINARY CADET



ORDINARY CADET
FIRST CLASS



ORGANISATION

Cadets Grades Badges

Suggested Handout. JS 1—9

Able Seaman

Worn by Petty Officer Cadet and below to indicate grade in Syllabus training

Worn on the Right arm.

The centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

Basic Badge indicates Able Seaman

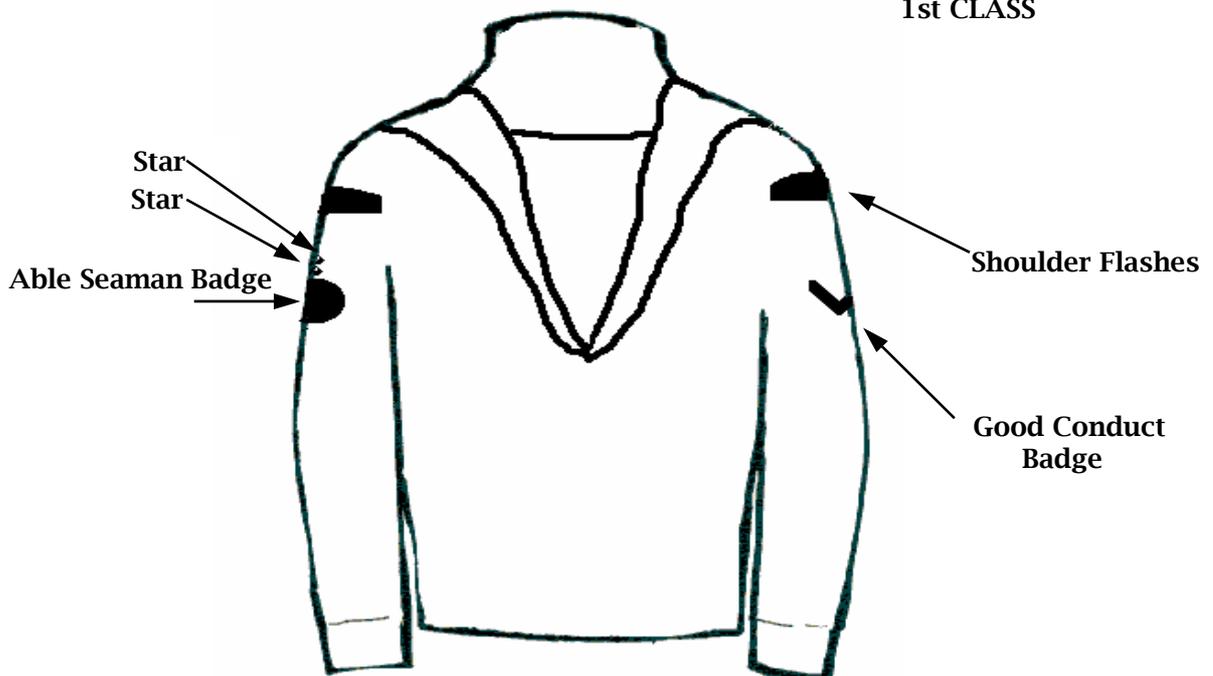
Basic Badge with Two Stars above indicates Able Seaman 1st Class.



ABLE SEAMAN



ABLE SEAMAN
1st CLASS

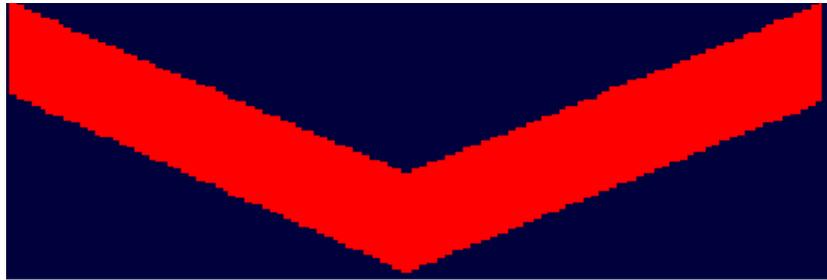


Star
Star

Able Seaman Badge

Shoulder Flashes

Good Conduct
Badge



GOOD CONDUCT CHEVRONS

The left sleeve carries stripes awarded for GOOD CONDUCT, including a regular attendance and smartness on parade. One stripe is awarded for each year of GOOD CONDUCT up to a maximum of three.

These ARE NOT service stripes and they may be removed for any mis-conduct by the Commanding Officer.

Awarded for 1 Years Good Conduct to a maximum of 3.

Worn by Acting Petty Officers and below.

Worn on the Left arm, below rank badge.

If worn without rank badge, the centre of the badge to be midway between point of shoulder and point of elbow on vertical centre line of sleeve.

If rank badge worn it is included when calculating centre of the badge.

Bottom of the badge of rank to be 1.5 cm from inner point of the Good Conduct Badge.