

**CHAPTER 5**  
**NAUTICAL TRAINING CORPS**  
**CORPS CADET TRAINING**



New Entry Page 1.  
Chapter 5.

## **NEW ENTRY**

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### **Introduction the New Entrant to the Unit and the Corps.**

Registration of New Entrant and Interview with Parent(s) / Guardian(s) by the Commanding Officer, or his / her delegated Officer.

The Officer who enrolled the New Entrant should check :-

- a. That the New Entrant is of a correct age for the unit concerned  
Minimum age 8 (7 with permission from H.Q.)
- b. That an enrolment form is completed and returned.
- c. To note any Medical Ailments or Learning Difficulties.

#### **Handouts.**

Simple handouts should be produced and issued for the information of the New Entrant and Parents. These could include :-

The Nautical Training Corps :- History, Aims, Organisation, Activities, Insurance and Safety.

The Unit :- History, Ship's Rules, Organisation ( including name, address and telephone number of the Commanding Officer, 1st Lieutenant, Unit Headquarters, Parade Night, Subscriptions, Uniform scheme ( hired / buying ) and Activities.

Unit Calendar :- List of forthcoming events.

Uniform Notes :- Uniform Dress of the Day ( No 1's, No 1N's, No 8J's No 8's ).  
What Uniform parts does the Unit Supply / Hire  
Wear and Care.

#### **New Entrant Training.**

Code of Honour. Corps Motto.

24 Hour Clock. Parade Night Routine.

Unit Fire Drill. Unit Parts of the Ship.

Unit Personnel, and Positions.

Recognise:- Pipes:- Still, Carry on, General Call.

Drill:- Position of Attention. Standing at Ease. Standing Easy.

Falling In. Dressing. Dismissing.

At the Halt:- Left Turn. Right Turn. About Turn.

Saluting with the hand. On and Off Berets and Caps

# 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.**

**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”**

# THE TWENTY FOUR HOUR CLOCK

Seaman use the twenty-four hour clock system which is in use throughout the world and all three British Services.

We are used to telling the time by dividing the twenty four hours of the day into two periods of twelve hours. Your clock at home is probably numbered from one to twelve and, of course, when you look at the time you will know whether it is ten o'clock in the morning, or ten o'clock at night. But this method of telling the time can become very confusing if people are arranging to meet each other, or want to catch a train, boat or aeroplane.

So that there is no confusing between services running in the morning, afternoon or evening, most timetables now use the twenty four hour clock system which numbers the twenty four hour of the day right through from one to twenty four. Midnight is never specified as 2400; it is either 2359 or 0001 to differentiate between adjacent days.

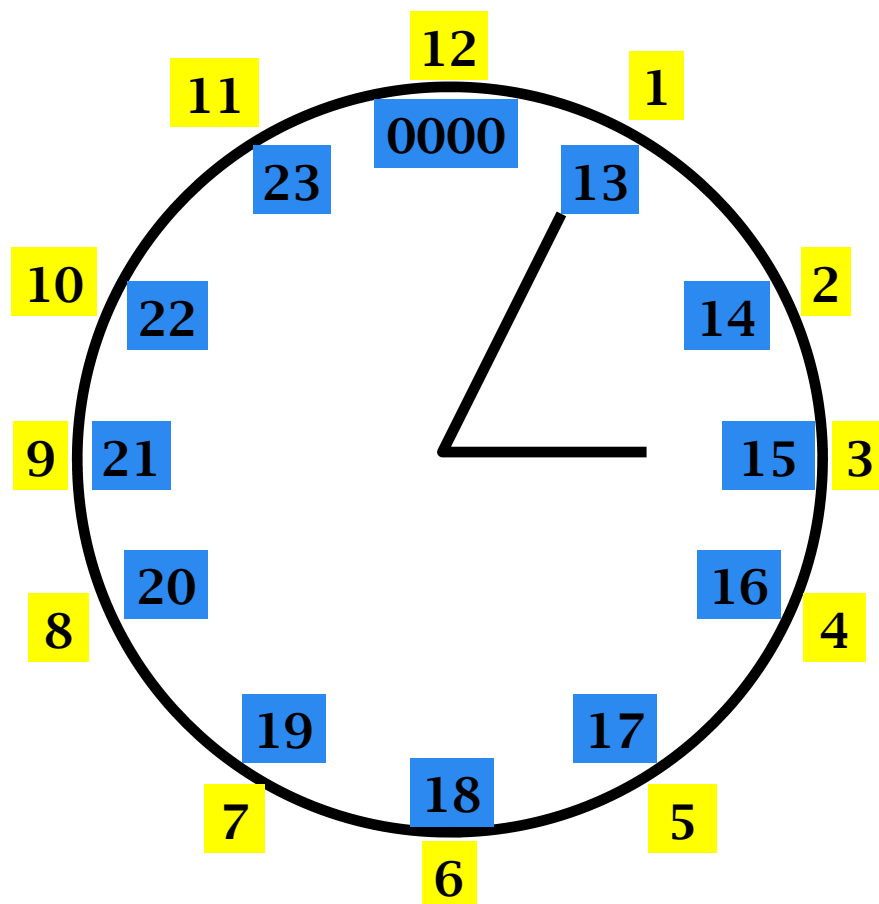
The day starts at mid-night and the time is recorded in four figures. The first two figures denote the number of the hour, the last two numbers denote the minutes past the hour.

Five minutes past mid-night, then, becomes 0005 (no hours, five minutes).

Twelve o'clock mid-day is 1200 (called twelve hundred hours, because of the two noughts which show there are no minutes involved).

It is easy to work out the number of hours after twelve o'clock mid-day; all you need to do is add twelve onto the number of hours shown on a normal clock face.  
e.g. 5 plus 12 equals 17, so the time would be 1700 hours.

Minutes are given as minutes after the hour, not to the hour, so that a quarter-to-three in the afternoon becomes 1445. i.e. (2 plus 12 equals 14 hours) plus (45 minutes) equals 1445.



3.05 am = 0305 hours

0305 pm = 1505 hour

## NAUTICAL TRAINING CORPS

# SHIP'S STANDARD ROUTINE

Time	Routine	Quartermaster
1855	Duty Watch report onboard.	
1855	Open Gangway. Subs payment	
1900	Duty Watch to Muster on the Quarterdeck.	Pipe " STILL "
1900		<b>2 BELLS</b> (Bosun's Mate)
1910	Divisions to Muster on the Quarterdeck	Pipe " STILL "
1912	Roll-Call	
1920	Colours	
	Hand to Instruction. Hands Recreation. Inspection of Ship's Company by (Name of Officer)	AS DIRECTED
1930		<b>3 BELLS</b> (Bosun's Mate)
1945	Ship's Company Secure	Pipe "General Call"
1950	Ship's Company Stand Easy.	Pipe "General Call" Quartermaster first 10 mins of stand easy Bosun's Mate last 10 mins of stand easy
2000		<b>8 BELLS</b> (Bosun's Mate)
2007	3 Minutes to the end of Stand Easy	Pipe "General Call"
2010	Out Pipes. Ship's Company to Instruction to Recreation	Pipe "General Call"
2020	Requestman and Defaulters Parade	Pipe "General Call"
2030		<b>1 BELLS</b> (Bosun's Mate)
2045	Ship's Company Secure	Pipe "General Call"
2050	Evening Quarters (Prayers and Sunset)	Pipe "General Call"
2100		<b>2 BELLS</b> (Bosun's Mate)
2100	Sunset	
	Stand Fast Duty Watch Ship's Company Dismiss	<i>Cadets under punishment to muster on the Quarterdeck</i>
	Free Gangway	
	Rounds On Completion Duty Watch Dismiss	Duty Officer Pipe "CARRY NO"
	Close Gangway	

# Unit Fire Drill or General Alarm

An emergency can happen at any time, so it is important that everyone knows exactly what to do, to get out of the building, or to clear the area safely. In all circumstances the first consideration must be;

The SAFETY OF THE OCCUPANTS, and the CALLING OF THE FIRE BRIGADE.

## FIRE DRILLS

Fire Drills should consist of two parts;

- (A) What to do on hearing the fire alarm.
- (B) What to do on discovering a fire.

## ACTION ON HEARING THE ALARM

New members should have the sound of fire warning described to them, assuming that it will not be practicable to organise an audible demonstration until the alarm is due for testing, or until the next practice fire drill.

They should then be taught what actions they should take when the alarm sounds, for example;

- (A) The normal emergency escape routes should be pointed out and they should be conducted over them.
- (B) They should be shown the pre-arranged ASSEMBLY POINT and be told when to report there, and the procedure adopted at the assembly point; where and how to form up, roll call, etc.
- (C) The importance of evacuating the building IMMEDIATELY, WITHOUT PANIC, when the alarm sounds must also be emphasised.

## ACTION ON DISCOVERING A FIRE

A new member is just as likely to discover a fire, as is a long established member. Therefore, a new member must be told the drill to follow should they discover a fire.

Depending on the fire drill arrangements for the premises, these instructions should include;

- (A) The location of the alarm call point.
- (B) How to operate the alarm system.
- (C) Alerting others in the vicinity.
- (D) Leaving the building and reporting to the assembly point.

# Unit Fire Drill or General Alarm

Every Unit should have clear precise “Fire Instructions” drawn up and posted for every ones information, detailing the actions that everyone should take in the event of a fire occurring. They should cover the essential steps of:

- (A) RAISING THE ALARM.
- (B) EVACUATING THE BUILDING.
- (C) CALLING THE FIRE BRIGADE.
- (D) MUSTER AT ASSEMBLY POINT FOR ROLL CALL.
- (E) DO NOT RE-ENTER THE BUILDING.

For convenience a printed or typed form should be prepared, listing points that are applicable to all members.

Suggested general instructions may include:

<p style="text-align: center;"><b><u>ON DISCOVERING A FIRE.</u></b></p> <p><input type="checkbox"/> <b>Raise the alarm immediately</b></p> <p style="text-align: center;"><b><u>ON HEARING THE ALARM.</u></b></p> <p><input type="checkbox"/> <b>Leave the building immediately and report to the assembly point at.....</b></p> <p><input type="checkbox"/> <b>Wait at the assembly point until there has been a roll-call.</b></p> <p><input type="checkbox"/> <b>Do not stop to collect personal belongings.</b></p> <p><input type="checkbox"/> <b>Do not Re-enter the Building.</b></p>
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Each of these instructions are important for the safety of your Unit’s personnel.

Each step in the fire instructions should be explained, demonstrated, and practised by members in suitable small groups. Then the standard of training should be tested and maintained by regular complete fire drills.

- By shouting
- By ringing the bell
- By setting off the fire alarm

No doubt your local Fire Brigade will be pleased to offer additional advice on fire safety and drills necessary for your own headquarters environment.

## **Unit Fire Drill or General Alarm**

FIRE or other EMERGENCY will be indicated either by the rapid ringing of the ship's bell or the pipe "GENERAL ALARM. HANDS TO EMERGENCY STATIONS".

When the GENERAL ALARM is sounded by either of these methods all hands are to leave the ship quietly by the nearest exit and muster at their EMERGENCY STATION, which on T.S. Intrepid is the pavement between the two gates of Divisional Headquarters in West Lane. Hands will be fell-in by Two's under the senior rating present who will report the numbers mustered to the Duty Officer.

Until released by a Senior Officer, the Duty Officer is to assume overall command of the situation and all report must be made to him/her.

NO ONE will return to the ship unless the emergency requires it, after ensuring the Duty officer is aware of their intentions.

Special Duties and responsibilities of the under mentioned officers and senior ratings will be found in ships standing orders in their respective section:-

Duty Officer.

Officers, Chief Petty Officers  
Instructors and Petty Officers.

Quartermaster.

Visitors.

ALL CADETS. (Fire and Emergency)

If the Ship's Bell is rung rapidly, you will go quickly and quietly to your EMERGENCY STATION.

QUARTERMASTER. (General Alarm)

You will take with you to the EMERGENCY STATION:-

Ship's Log Book,

Attendance Book.

You will stand with the Duty Officer and give him/her the Attendance Book.

DUTY OFFICER.

You will be the last to leave the Ship, but before so doing, you will check the Heads to ensure that no one is left on the Ship. On reaching the EMERGENCY STATION, Call the Roll Using the Attendance Book given to you by the Quartermaster. After Calling the Roll and you are satisfied that all are safe and the emergency is over then report to the First Lieutenant or Senior Officer present that all Cadets and Adults are safe and the emergency is over or the Senior Officer take Command.

OFFICERS, CHIEF PETTY OFFICERS,  
INSTRUCTORS AND PETTY OFFICERS.

Make your way quickly and quietly to your EMERGENCY STATION.  
You will not check the Heads or leave the Ship before the Cadets.  
You will fall in and the Duty Officer will Call the Roll.

VISITORS.

Any Visitors will be taken to the EMERGENCY STATION by the Commanding Officer or next Senior Officer.

# Unit Parts of Ship

From the moment that a New Entrant enters the Unit Headquarters, they should be made to feel that they are aboard a ship, and a member of a ship's crew! Deck nights should therefore take place in surroundings that are both youthful and nautical.

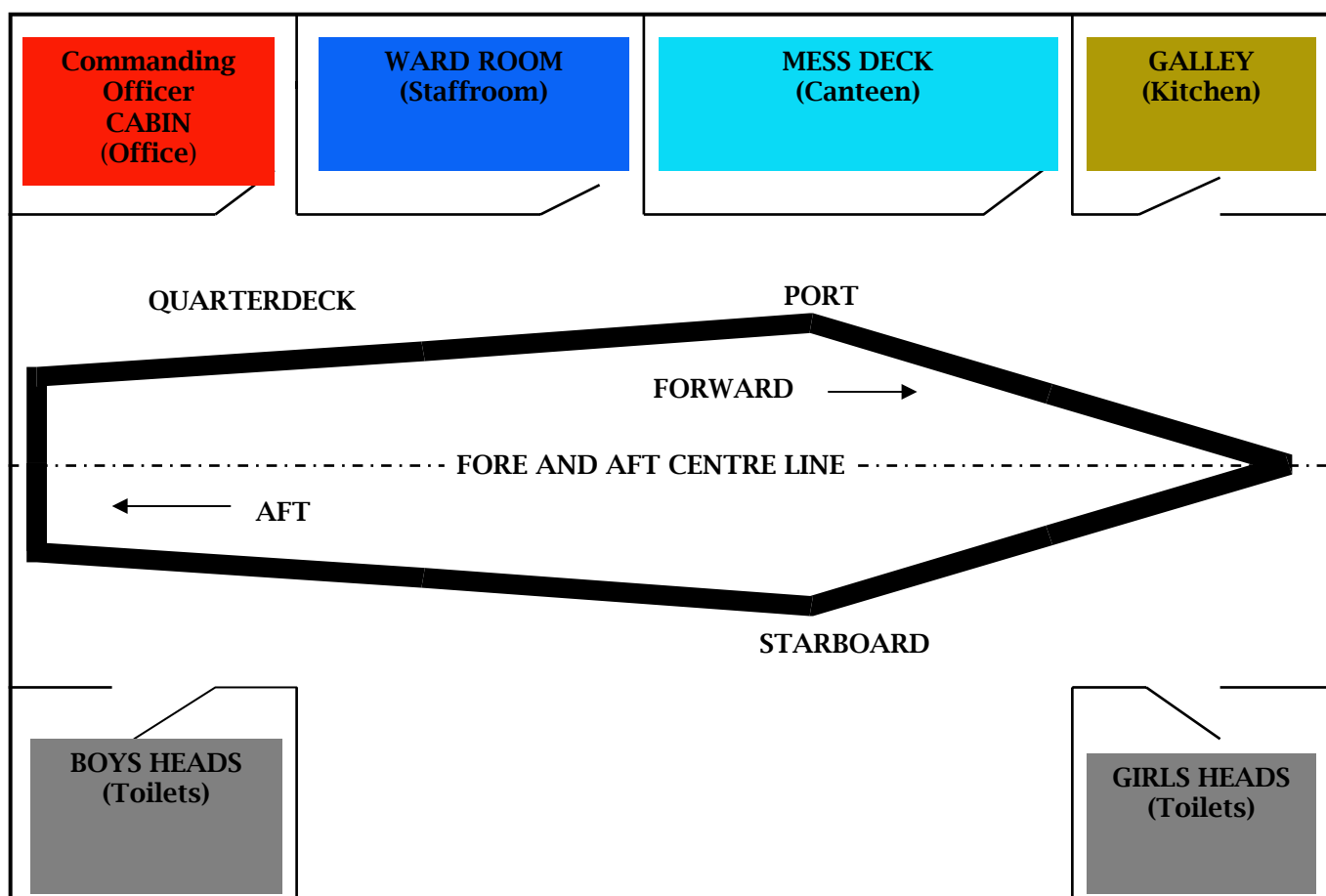
The routine carried out in the headquarters must be ship's routine, the passage of time being marked by the sound of the ship's bell. There should be display charts, and similar aids concerned with standards and other general badge work, together with things that suggest a connection with water and the sea.

How far you go with nautical names depends upon your own Unit's circumstances, but the use of the correct terminology is important in helping to create the right atmosphere. The cadet enters, not through the door, but the GANGWAY; the cadet salutes the QUARTERDECK and turns to PORT or STARBOARD, FORWARD or AFT; they open or close a SCUTTLE, not a window, the floor is the DECK, the ceiling the DECKHEAD, and the walls are BULKHEADS; the toilets they must use from time to time are labelled the HEADS. The kitchen is the GALLEY, the officers room is the WARDROOM, and so on.

The flag staff, which carries the Red Ensign, should be at the centre at one end. This is AFT, so the other end is FORWARD and the two long walls down either side will be PORT and STARBOARD. Reference to these directions during activities will help to impress their meanings.

Parts of the deck have special names; the afterpart, where the ensign is hoisted, is known as the QUARTERDECK; while the forward part is the FORECASTLE; and the midships part is the Waist.

When standing anywhere within the ship, a person is said to be facing AFT when facing the quarterdeck, and facing FORWARD when they have their backs to the quarterdeck. When facing forward, the STARBOARD side is on the right-hand side, and the PORT side is on the left-hand side. The well known game of "Port and Starboard" will help to get this lesson across, especially to the younger member.





# **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.

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## 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 \_\_\_\_\_

## 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 an Junior Leading Seaman. 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 \_\_\_\_\_

# **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 for New Entry

## 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 for New Entry

### 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 for New Entry

### 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
"Squad—By the Right (or Left) - Dress"	<p>Dressing with Intervals. Members of the squad, except the marker on the named flank, look towards their (or Left) with a smart turn of the head.</p> <p>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
"By numbers, Right - Turn"	<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>
"Two"	<p>Bring the left heel smartly up to the right without stamping the foot on the ground.</p>
"Right—Turn"	<p>Turn smartly as above, observing the two distinct movements.</p>
"Left—Turn"	<p>As above on the left heel and right toe. Right heel brought up to left.</p>

## Drill for New Entry

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")

<b>Dismiss</b>	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 )
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<b>Fall—out</b>	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 )
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## Drill for New Entry

### 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"	Cat the right hand smartly to the side by the shortest route.

Notes:



1. *Personnel wearing peaked or tricorne 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 tricorne 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 to be being saluted is also on the march the salute is made at least 6 paces before reaching the officer.*



## Drill for New Entry

### 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 for New Entry

## Off — Caps



## Drill for New Entry

### 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 for New Entry

## 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 for New Entry

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.



Seaman use the twenty-four hour clock system which is in use throughout the world and all three British Services.

We are used to telling the time by dividing the twenty four hours of the day into two periods of twelve hours. Your clock at home is probably numbered from one to twelve and, of course, when you look at the time you will know whether it is ten o'clock in the morning, or ten o'clock at night. But this method of telling the time can become very confusing if people are arranging to meet each other, or want to catch a train, boat or aeroplane.

So that there is no confusing between services running in the morning, afternoon or evening, most timetables now use the twenty four hour clock system which numbers the twenty four hour of the day right through from one to twenty four. Midnight is never specified as 2400; it is either 2359 or 0001 to differentiate between adjacent days.

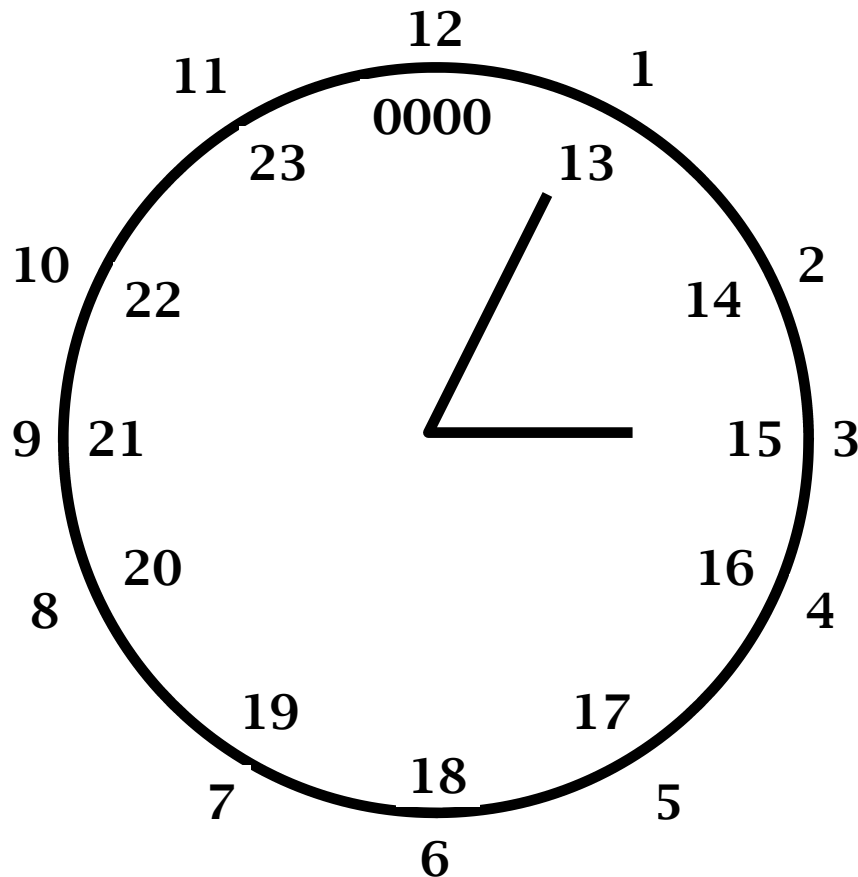
The day starts at mid-night and the time is recorded in four figures. The first two figures denote the number of the hour, the last two numbers denote the minutes past the hour.

Five minutes past mid-night, then, becomes 0005 (no hours, five minutes).

Twelve o'clock mid-day is 1200 (called twelve hundred hours, because of the two noughts which show there are no minutes involved).

It is easy to work out the number of hours after twelve o'clock mid-day; all you need to do is add twelve onto the number of hours shown on a normal clock face.  
e.g. 5 plus 12 equals 17, so the time would be 1700 hours.

Minutes are given as minutes after the hour, not to the hour, so that a quarter-to-three in the afternoon becomes 1445. i.e. (2 plus 12 equals 14 hours) plus (45 minutes) equals 1445.



3.05 am = 0305 hours

0305 pm = 1505 hour

**YOUR UNIT**

**Insert own Unit's details.**

**T. S.** \_\_\_\_\_ **Formed** \_\_\_\_\_ **Division No** \_\_\_\_\_

**Divisional H.Q.** \_\_\_\_\_

**Parade Nights** \_\_\_\_\_ **Times** \_\_\_\_\_

**Band Training Night** \_\_\_\_\_ **Times** \_\_\_\_\_

**Other Activities** \_\_\_\_\_

\_\_\_\_\_

**Commanding Officer** \_\_\_\_\_

**First Lieutenant** \_\_\_\_\_

**Third Officers** \_\_\_\_\_

\_\_\_\_\_

**Fourth Officers** \_\_\_\_\_

\_\_\_\_\_

**Chief Petty Officers** \_\_\_\_\_

\_\_\_\_\_

**Registered Instructors** \_\_\_\_\_

\_\_\_\_\_

**Number of Petty Officer; Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**Number of Cadet Petty Officer; Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**Approximate Number of Cadets on Books.** \_\_\_\_\_

## Activities in the Nautical Training Corps

### The Compulsory Training Syllabus.

The following subjects are taught in all Units and knowledge of them is necessary for advancement to leadership ranks;

The Nautical Training Corps.  
General Seamanship.  
Parade and Ceremonial Training.  
Personal Service, Responsibility and Leadership.  
Domestic Safety, Water Safety and First Aid.  
Communications.

### Other Activities.

Some, or all, of the following activities will be arranged by most units.

Physical and Recreational Training.  
Swimming.  
Band.  
Canoeing and Sailing.  
Adventure and Expedition Training.  
Duke of Edinburgh's Award Scheme.  
Boat/Canoe Building.  
Shooting.  
Sail Training Cruises.  
Visits to Ships and Naval Establishments. etc.

Describe the activities carried out at your own Unit and the names of the activity Leaders.

The BANDMASTER is

The BOATING OFFICER is

The SWIMMING INSTRUCTOR is

The SPORTS OFFICER is

The ADVENTURE TRAINING OFFICER is

Insert the Rank/Title and names of your own Unit's personnel.

The list may be adapted to suit your own Unit's circumstances.



## NAUTICAL TRAINING CORPS

## SHIP'S STANDARD ROUTINE

Time	Routine	Quartermaster
1855	Duty Watch report onboard.	
1855	Open Gangway. Subs payment	
1900	Duty Watch to Muster on the Quarterdeck.	Pipe " STILL "
1900		<b>2 BELLS</b> (Bosun's Mate)
1910	Divisions to Muster on the Quarterdeck	Pipe " STILL "
1912	Roll-Call	
1920	Colours	
	Hand to Instruction. Hands Recreation. Inspection of Ship's Company by (Name of Officer)	AS DIRECTED
1930		<b>3 BELLS</b> (Bosun's Mate)
1945	Ship's Company Secure	Pipe "General Call"
1950	Ship's Company Stand Easy.	Pipe "General Call" Quartermaster first 10 mins of stand easy Bosun's Mate last 10 mins of stand easy
2000		<b>8 BELLS</b> (Bosun's Mate)
2007	3 Minutes to the end of Stand Easy	Pipe "General Call"
2010	Out Pipes. Ship's Company to Instruction to Recreation	Pipe "General Call"
2020	Requestman and Defaulters Parade	Pipe "General Call"
2030		<b>1 BELLS</b> (Bosun's Mate)
2045	Ship's Company Secure	Pipe "General Call"
2050	Evening Quarters (Prayers and Sunset)	Pipe "General Call"
2100		<b>2 BELLS</b> (Bosun's Mate)
2100	Sunset	
	Stand Fast Duty Watch Ship's Company Dismiss	<i>Cadets under punishment to muster on the Quarterdeck</i>
	Free Gangway	
	Rounds On Completion Duty Watch Dismiss	Duty Officer Pipe "CARRY NO"
	Close Gangway	

# FIRE INSTRUCTIONS

Every Unit should have clear precise “Fire Instructions” drawn up and posted for every ones information, detailing the actions that everyone should take in the event of a fire occurring. They should cover the essential steps of:

- (A) RAISING THE ALARM.
- (B) EVACUATING THE BUILDING.
- (C) CALLING THE FIRE BRIGADE.
- (D) MUSTER AT ASSEMBLY POINT FOR ROLL CALL.
- (E) DO NOT RE-ENTER THE BUILDING.

For convenience a printed or typed form should be prepared, listing points that are applicable to all members.

## ON DISCOVERING A FIRE.

- Raise the alarm immediately

## ON HEARING THE ALARM.

- Leave the building immediately and report to the assembly point at.....
- Wait at the assembly point until there has been a roll-call.
- Do not stop to collect personal belongings.
- Do not Re-enter the Building.

Suggested general instructions may include:

Each of these instructions are important for the safety of your Unit’s personnel.

Each step in the fire instructions should be explained, demonstrated, and practised by members in suitable small groups. Then the standard of training should be tested and maintained by regular complete fire drills.

No doubt your local Fire Brigade will be pleased to offer additional advice on fire safety and drills necessary for your own headquarters environment.