ROYAL CANADIAN SEA CADETS

PHASE THREE

INSTRUCTIONAL GUIDE

SECTION 1

EO M323.01 – PERFORM CORPS DUTIES

Total Time: 60 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-603/PG-001, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

The activity in TP 3 uses learning stations. Learning stations are a form of group work where the cadets learn by sorting through the information presented. When setting up learning stations, ensure there is enough room for each cadet to be comfortable and have adequate space to perform each duty. When the cadets arrive at a learning station, all required information shall be available. These stations should be placed closely together to minimize time for movement; however, far enough apart to avoid interruptions from other groups. For this lesson, set up three learning stations for the duties of a Quartermaster.

Photocopy the organizational charts located at Annexes A to C and the Quartermaster terms of reference located at Annex D for each cadet.

Photocopy the Quartermaster reference guide located at Annex E.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for TPs 1 and 2 as it allows the instructor to deliver new information on the duties of a Quartermaster and to involve the cadets by encouraging them to ask and respond to questions.

An in-class activity was chosen for TP 3 as it is an interactive way to allow the cadets to perform the duties of a Quartermaster under supervision.

INTRODUCTION

REVIEW

N/A.

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OBJECTIVES

By the end of this lesson the cadet shall have described the corps structure and practiced the duties of Quartermaster.

IMPORTANCE

It is important for cadets to describe the corps structure and become familiar with their chain of command as they become more involved in the ships' routine. The Quartermaster is an important role within the duty personnel organization and will ensure the conduct of corps' operations in an efficient manner.

Teaching point 1 **Explain the Corps' Structure**

Time: 10 min Method: Interactive Lecture



Distribute the organizational charts located at Annexes A to C.

CORPS STRUCTURE

A corps is divided into three organizations. These organizations work co-operatively to delegate work and responsibility to the officers and cadets of the corps. This helps to ensure that no member is over-tasked or under-tasked and that no area of the corps is neglected.

Functional Organization

The functional organization outlines the administrative responsibilities of the corps and is based upon the divisional system.

Duty Personnel Organization

The duty personnel are a group of carefully selected officers and cadets. The duty personnel serve on a rotational basis to look after the safety, conduct and appearance of the corps and its ship's company.

Training Organization

The training organization (as illustrated in Annex C) is responsible for the implementation of the Royal Canadian Sea Cadet Corps Training Program, as directed by the Director Cadets. Based on the size of the corps and the available instructors, the training organization may be structured in different ways. Two possible ways are:

- **Option One.** The Phase Course Officers serve as standards officers for each phase and complete any administration as required by the Training Officer. Each Phase Course Officer has a group of Phase instructors that instruct only one phase over the course of the training year. The instructors have a wide range of training backgrounds and collectively, are qualified to instruct all of the training.
- **Option Two.** The Phase Course Officers serve as standards officers for each phase and complete any administration as required by the Training Officer. Instructors are not dedicated to any one phase, but are organized into training departments based on their training backgrounds and are tasked by the Training Officer as required.

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Discuss both training organization options with the cadets. Focus on the option used at the corps.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. What are the three organizations of a corps?

Q2. What is the functional organization based upon?

Q3. What is the function of the duty personnel?

ANTICIPATED ANSWERS

A1. The three organizations of a corps are:

- functional organization,
- duty personnel organization, and
- training organization.

A2. The divisional system.

A3. To look after the safety, conduct and appearance of the corps and its ship's company.

Teaching point 2 **Describe the Duties of a Quartermaster**

Time: 10 min Method: Interactive Lecture



Distribute the Quartermaster terms of reference located at Annex D.

DUTIES OF A QUARTERMASTER

The Quartermaster serves an important role within the duty organization. This role along with the rest of the duty personnel helps to ensure the safety, conduct and appearance of the corps and its ship's company.



The following are some common abbreviations and terms used by duty personnel:

- **OOD.** Officer of the Day.
- **Coxn.** Coxswain.
- **POOD.** Petty Officer of the Day.
- **QM.**Quartermaster.

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The cadets will have been introduced to the pipes required to carry out the duties of a QM in EO M223.04 (Pipe the General Call, A-CR-CCP-602/PF-001, Chapter 12, Section 4), EO M223.05 (Pipe the Still, A-CR-CCP-602/PF-001, Chapter 12, Section 5) and EO M223.06 (Pipe the Carry On, A-CR-CCP-602/PF-001, Chapter 12, Section 6).

Running Colours and Sunset

The QM will prepare the ensign and organize the flag party at the beginning and end of each night. Corps may organize the flag party in one of the following ways:

- the Coxn maintains a schedule of Phase One and Two cadets, or
- Phase One and Two cadets are selected from the duty division.

As part of colours and sunset, the QM will be expected to address the Commanding Officer (CO) and pipe the Still and Carry On.



Colours and sunset ceremonies will vary at each corps depending on the layout of the parade square and the position of the ensign. The Coxn should brief the QM about the conduct of colours and sunset prior to their commencement.

Maintaining the Corps' Routine and Controlling of the Corps' Broadcast System

The ship's routine relies on various sound signals and commands. As directed by the Coxn, the QM will ring the ship's bell and make general announcements such as hands to classes by making pipes or by using the corps' broadcast system.



The cadets were introduced to ringing the ship's bell in EO M123.03 (Ring a Ship's Bell, A-CR-CCP-601/PF-001, Chapter 11, Section 3) and may have been introduced to the 24-hour clock in EO C123.01 (Read the 24-Hour Clock, A-CR-CCP-601/PF-001, Chapter 11, Section 5).

Controlling the Brow

While performing duties at the brow the QM will be responsible for the following:

- identifying all personnel coming aboard or leaving the ship (training location), to include:
  - saluting passing officers;
  - controlling the CO's and senior officer's absentee indicators; and
  - greeting visitors and directing them to the ship's office;
- ensuring that no unauthorized material is taken ashore; and
- controlling the ship's log, to include:
  - signing the logbook at the commencement and completion of duties;
  - recording when an individual enters or leaves the ship;
  - recording events in the logbook as directed by the OOD; and
  - ensuring the logbook does not go missing.

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Ensuring the Cleanliness of the Brow Area

The brow is a visitor's first impression of a corps. The QM will be responsible for ensuring the cleanliness of the brow area. The brow should be kept clear of any gash and clutter. The brow is not an area for cadets to muster or socialize.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS

Q1. How does the corps organize which cadets are in the flag party?

Q2. How is the QM responsible for running the corps' routine?

Q3. Where should the QM direct visitors?

ANTICIPATED ANSWERS

A1. Answers will vary depending on the corps.

A2. The QM will be responsible to ring the ship's bell and make general announcements, such as hands to classes, by making pipes or by using the corps' broadcast system.

A3. To the ship's office.

Teaching point 3 **Conduct an Activity Where the Cadets Will Practice the Duties of a Quartermaster**

Time: 30 min Method: In-Class Activity

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets perform the duties of a QM.

RESOURCES

- Boatswain's call,
- Cleaning supplies,
- Corps' broadcast system (if available),
- Ensign (or other flag),
- Ship's bell, and
- Quartermaster reference guide located at Annex E.

ACTIVITY LAYOUT

Set up three learning stations, to simulate:

- the brow,
- flag mast, and
- corps' broadcast system or a suitable training area to make pipes.

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One instructor will be required at each of the learning stations. If the group of cadets is small, the instructor may take the cadets to each of the learning stations as one group.



Post the Quartermaster reference guide located at Annex E at the brow. Cadets will be able to refer to this when performing duties of the QM.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into three groups and place each group at one of the learning stations.



The exact duties of the Quartermaster will vary depending on the corps.

2. Using the Quartermaster reference guide and Quartermaster terms of reference as guides, have the cadets perform the duties required at the learning station.

3. After 10 minutes, have the groups rotate clockwise and perform the duties required at the next learning station.

4. Rotate the groups to the remaining station.

5. When the activity is completed, debrief the cadets and answer any questions.

SAFETY

N/A.

CONFIRMATION OF TEACHING POINT 3

The cadets' participation in the activity will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the duties of a QM learning stations will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

This EO is assessed IAW A-CR-CCP-603/PG-001, Chapter 3, Annex B, Appendix 5 (323 EC 01) and Chapter 3, Annex B, Appendix 6 (323 PC).

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CLOSING STATEMENT

The ability to describe the corps structure and being familiar with the chain of command will become a requirement as the cadets become more involved in the ships' routine. The QM is an important role within the duty personnel organization and helps ensure the conduct of operations in a timely and efficient manner.

INSTRUCTOR NOTES/REMARKS

This EO should be conducted early in the year to allow the cadets to perform the duties of the Quartermaster during the training year.

REFERENCES

A1-047 Director Cadets 4. (1994). CATO 31-01, *Sea Cadets Corps' Standardized Standing Orders*. Ottawa, ON: Department of National Defence.

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