



NAVY LEAGUE  **LIGUE NAVALE**
A New Wave Of Adventure! *Une mer d'aventure!*

**NAVY LEAGUE CADET
OFFICER TRAINING**

Midshipman(NL) Qualification

Module VI - Protocol

INTRODUCTION

Protocol, according to the Oxford Dictionary, is defined as an "observance of official formality and etiquette". It can also be described as good manners. It doesn't matter if it's Navy League, work, or church, we all practice certain forms of protocol so that we do not insult or humiliate others or ourselves. Because we are a paramilitary organization, we must follow military protocol within our corps, division, and in our dealings with the Armed Forces, C.I.C. officers, as well as civilians and civilian organizations.

Let us begin by looking at the protocol that we should follow when we deal with the Canadian Armed Forces (regular and reserve). Many of us have a lot of dealings with the forces because they allow us to share facilities with them. We shall show proper marks of respect to officers, i.e.: salute when appropriate and refer to them as Sir or Ma'am. A Canadian Forces officer is recognized by gold braid on their sleeves or shoulders and gold braid on their peak caps. This officer holds a Queen's commission, giving him/her their authority as an officer. You should salute them first. Under no circumstances is a Canadian Forces Officer obliged to salute you, but they might as a courtesy and they should return all salutes you make. In the case of non-commissioned officers, i.e.: Chiefs, Corporals, etc., they may salute you, but are under no obligation to. You must return the salute smartly and say thank you. In many cases, the D.N.D. is our best friend, and so every courtesy should be extended to them. However, the only person who should deal directly with them on important matters is your Commanding Officer.

RATIONALE

Navy League officers are expected to understand protocol. For this reason it is imperative that all officers receive thorough instruction on this topic.

OBJECTIVES

Upon completion of this module, candidates will have a better understanding of proper protocol.

LEARNING ACTIVITIES

Study printed material
Attend Officer Rank Qualification Course
Answer Questions

RESOURCES

Module
NL(8)
Instructor
Self-help test

CONTENT

CADET INSTRUCTOR CADRET OFFICERS (Sea Cadets, Army Cadets and Air Cadets)

Cadet Instructor Cadre Officers (sea cadets, army cadets and air cadets) are officers that we frequently come in contact with. They hold a Queen's Commission and wear the same uniform as a Canadian Forces Officer, except they have a maple leaf cap badge with a symbol of their element on it. In the past, there has been some friction between C.I.C. officers and Navy League Officers. I will quote NL(8) page 4-5.

NAVY LEAGUE CADET OFFICERS

Navy League Cadet Officers, including Division Staff Officers, have no authority over Canadian Forces Cadet Instructor Cadre (CIC) (Sea Cadet) Officers or Royal Canadian Sea Cadets, regardless of relative ranks. Similarly, CIC officers and Royal Canadian Sea Cadets have no authority over Navy League Cadet Officers or cadets.

All CIC Officers, Sea Cadets, Navy League Cadet Officers and Cadets are encouraged to recognize each other, and their respective roles in the cadet program by showing common courtesy at all times and the appropriate military courtesies when appropriate, i.e. salutes when parading together.

The bottom line in all this is courtesy. We must practice it. A few words should be given about saluting in general. The following is from the 'Officer Like Qualities' book from the Naval Officers Training Centre, Esquimalt.

A salute is not complete until it has been smartly and properly returned. A slovenly return is bad manners and a slight to the junior rank concerned.

Never try to save a cadet a salute by turning away from them. Look at a cadet as they approach you and give them a chance to do their part unhesitatingly.

Whenever a salute is made, the chin should be raised. Officers should do their utmost to avoid any chance of not noticing a salute.

The casual, off hand, or shy manner in which many officers return salutes and sometimes endeavour to avoid them, is the principal cause of slack saluting.

- A few rules as to when to salute:
- Salute the ensign when it is raised or lowered
- Salute during the playing of O'Canada or the Queen or a foreign national anthem
- Salute the Governor General, Lt. Governor
- Salute the Prime Minister, Premier, or Mayor or any Cabinet Ministers
- Salute foreign dignitaries
- Salute funeral processions
- Salute Cenotaphs
- Salute Staff cars with flags flying on them

- Salute the quarter deck when entering HMC ships and Sea/Navy League cadet units
- Salute Officers in Civilian dress when you know they are officers or are introduced to you as officers
- Salute all senior officers with appointments, i.e. Commanding Officer, Executive Officer, regardless of rank
- The most important rule: WHEN IN DOUBT, SALUTE!

Many times, we must deal with civilian organizations or take part in events that put us in the public eye. Again, the key word is courtesy.

While in the general public as a Navy League Officer, with or without cadets present, all Officers will conduct themselves in a professional, military manner at all times. While in uniform, we will remember that we are ambassadors of the Navy League of Canada, and bringing unfavourable attention or bad publicity to the organization will not be tolerated.

As an Officer, you will do your duty in public, but no matter the situation, act as a professional and be diplomatic, cooperative, and again, courteous, no matter how difficult it may be. Your actions will be used to judge us all. This is probably the most important thing to remember about protocol. There is much more to protocol than this, but the mentioned points are important and necessary for you to know. Practice this and you should not have too many problems. Remember to be courteous and professional in all of your dealings with people.

