

A/SLT D. CHITUN



CEREMONIAL MARCH

Maritime Command Headquarters

Foreword

01 August 1984

1. The Ceremonial Manual - HMC Ships is issued under the authority of the Commander Maritime Command and is unclassified. It is effective on receipt and supersedes the Manual of Ceremonial - HMC Ships dated 31 Oct 1983.
2. This Manual is the executive authority on the subject for Drill and Ceremonial functions by HMC Ships and as directed by Maritime Command, bases, stations, and units. Where conflict arises A-AD-200-000 AG-000 or A-PD-201-000/PT-000 shall be the authority.
3. Suggestions for amendments should be forwarded through normal administrative channels to MARCOMHQ Halifax Attention: SSO COMM.

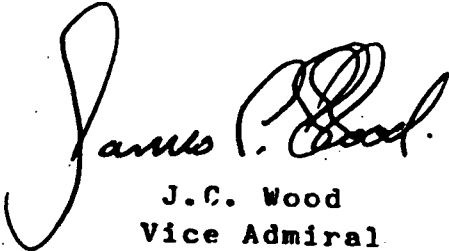

J.C. Wood
Vice Admiral
Commander Maritime Command

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LIST OF PERTINENT REFERENCES

A-AD-200-000/AG000
BR 67 VOL I & II (1979)
APD 201
FLT SOPS

CHAPTER 1
MANUAL OF CEREMONIAL - HMC SHIPS

Introduction

101. PURPOSE

The purpose of this document is to provide, in one location, a guide covering ceremonial functions peculiar to HMC Ships. While the Manual is basically intended for guidance to Ships, much of the contents are equally applicable to naval establishments and therefore should be consulted to ensure uniformity in the conduct of ceremonial functions within the Command.

102. GENERAL

a. The ceremonial procedures of a group might be described as the visible manifestations of its traditions and customs. The ceremonial procedures for HMC Ships evolved from their heritage and through international agreement. In addition, as the "bonds of seamen" very often exceed national boundaries, there is a similarity in the "sea customs" of most nations. Herein lies the basis for the "polite conduct" of ships at sea and a common understanding of what constitutes a "mark of respect" and, conversely, what might be considered unseamanlike.

b. This publication provides procedures which are unique to the naval shipboard environment. They are provided to supplement APD 201, the Canadian Forces Manual of Drill and Ceremonial. If conflict exists in any circumstance between following shipboard drill or CF Drill (i.e. parades outside the shipboard environment), APD 201 shall be the authority.

103. ANNUAL REVIEW

This publication is to be reviewed annually in April to identify recommended changes. These recommendations are to be forwarded through normal administrative channels to MARCOMHQ Halifax, Attention: SSO COMM.

CHAPTER 2

DRILL

Section 1 - General

201. INTRODUCTION

This section provides the procedures which are unique to the shipboard environment. They are provided as a supplement to APD 201, the Canadian Forces Manual of Drill and Ceremonial. Although the CF procedures have been amended, it is not intended that these conflict with drill performed outside the naval environment. In situations where doubt exists or on parades where participation of other than naval units occurs, APD 201 shall be the authority.

Section 2 - Shipboard Drill

202. DRILL PROCEDURES

- a. On all movements at the halt, the leg movements are to be completed by carrying the foot smartly to or away from the other foot in a straight leg manner.
- b. Dressing - To dress a platoon the procedure will not include taking a pace forward immediately after the order is given.

203. SIZING IN THREE RANKS

- a. On the command, "TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN THREE RANKS - SIZE," the squad shall turn right, observe the standard pause, then arrange themselves according to height - tallest on the right and shortest on the left in three ranks - shoulder to shoulder dressing, and covering off front to rear.
- b. OPEN ORDER - MARCH.

NOTE: In a ship only one pace is taken. The order given in this case is "ONE PACE ONLY - OPEN ORDER - MARCH".

- c. SQUAD - NUMBER.
- d. On the command, "EVEN NUMBERS ONE PACE STEP BACK - MARCH," the even numbers shall step backward one 15-inch pace.

- e. On the command, "NUMBER ONES STAND FAST, ODD NUMBERS RIGHT, EVEN NUMBERS LEFT - TURN," the squad shall act as ordered.
- f. On the command, "REFORM THREES, QUICK - MARCH,"
 - (1) The right file shall stand fast.
 - (2) The remainder of the odd numbers shall march forward and form up on the left of the number one of each rank.
 - (3) The even numbers of each rank shall wheel around to the right and follow the odd numbers of their respective rank.
 - (4) When each man arrives in his new position judging arms length interval, he shall halt, observe the standard pause, turn left, and remain at attention.

NOTE: In a ship the dressing is completed as shoulder to shoulder.

204. SALUTES

Upon reporting to an officer senior in rank, the junior will pay appropriate marks of respect and salute. The senior will return this salute. On completion of the report, the junior will salute and carry on (i.e. the salute is not returned).

205. "STILL"

The "still" is a command which is used in any situation where proceedings must be stopped immediately. The still can be ordered by verbal order or with the Boatswain's Call or parade whistle. At the order, all activity immediately ceases. On parade, all personnel assume the position of attention and those not fallen in or formed up, turn and face the direction from which the order was issued. Personnel are to remain at attention until the order to carry on is given, either verbally or by Boatswain's Call.

(206-229 Not Allocated)

Section 3 - Divisions

230. SHIPBOARD DIVISIONS

- a. On occasions when the ship's company is required to muster for the Ceremony of Divisions, they will normally fall in on the quarterdeck in DDE'S and on the flight deck in DDH'S and AOR'S.
- b. Divisions shall fall in as follows:
 - (1) Combat Department - Port Side, facing inboard.
 - (2) Combat Systems Engineering Department - Port Side, facing inboard.
 - (3) Deck Department - Port side, facing inboard.
 - (4) Marine Engineering Department - Stbd Side, facing inboard.
 - (5) Logistics Department - Stbd Side, facing inboard.
 - (6) Administration Department - Stbd Side, facing inboard.
 - (7) Air Department - Aft, athwart ships, facing forward.
 - (8) Supernumerary Officers - Forward, athwart ships, facing aft.
- c. Men of the rank of P2 and above shall fall in at the right flank of each department in the same number of ranks as the Master Seamen and below.
- d. Shipboard Divisions procedures are detailed in Table 2.1.

(231 to 239: Not Allocated)

TABLE 2.1 - "SHIPBOARD CEREMONIAL DIVISIONS"

<u>ITEM</u>	<u>ORDER</u>	<u>BY</u>	<u>ACTION</u>
1.	Hands to Divisions	Quarter Master	All fall in by department as per Article 230.
2.	Attention	Dept Co-ordinator	Sizes his department in accordance with Article 203 in two or three ranks
3.	Close Order March	Dept Co-ordinator	
4.	Shoulder Dressing Right Dress	Dept Co-ordinator	
5.	Eyes Front	Dept Co-ordinator	
6.	Stand at Ease	Dept CO-ordinator	Turns about and waits for Dept Heads.
7.	____ Dept Attention	Dept Co-ordinator	Makes report to Dept Head on numbers at Divisions and absentees in their Dept. (Nil absentee reports required)
8.	____ Rank One Pace Forward March	Dept Co-ordinator	Dept Heads inspect each rank in succession then Dept Co-ordinator awaits comments and salutes Dept Head.
9.	____ Dept One Pace Step Back March	Dept Co-ordinator	The whole Dept including Dept Co-ordinator
10.	____ Dept Shoulder Dressing Right Dress	Dept Co-ordinator	
11.	____ Dept Eyes Front	Dept Co-ordinator	
12.	____ Dept Stand At Ease	Dept Co-ordinator	Dept Co-ordinator then takes up his position on the right flank of his Dept.
13.	____ Dept Attention	Dept Head	Then marches up to two paces in front of the XO and makes his report.

EMORDERBYACTION

i.e. C & PO's and 48 MS and below at Divisions, absentees (if there are any) or no absentees.

- | | | | |
|-----|--------------------------------|-----------|--|
| 14. | _____ Dept Stand At Ease | Dept Head | After his report to XO, then turns about and stands at ease himself. |
| 15. | "Ship's Name" Attention | XO | On arrival of CO, then turns about and makes his report or carries out colours. |
| 16. | "Ship's Name" Stand At Ease | XO | Announces what Dept will be inspected by CO. |
| 17. | _____ Dept Attention | Dept Head | On arrival of inspecting officer, Dept inspection is carried out as per item 7. |
| 18. | "Ship's Name" Attention | XO | On completion of inspection, reports to CO, and requests presentations be made (if applicable) or for permission to carry on with prayers. |
| 19. | "Ship's Name" Remove Headdress | XO | |
| 20. | Stand At Ease | XO | Prayers are read by the Padre if present or CO/XO. |
| 21. | Stand Easy | XO | On completion of prayers. |
| 22. | "Ship's Name" Attention | XO | XO and CO have already replaced headdress! |
| 23. | Replace Headdress | XO | |
| 24. | Stand At Ease | XO | |
| 25. | Stand Easy | XO | |
| 26. | "Ship's Name" Attention | XO | Reports to CO and asks if he wishes to address ship's company. |

ACTION

- CO makes address, etc., if applicable
- On completion of address and/or presentations, reports to CO.
- Officers take a pace forward, turn in direction of XO, salute, and carry on.
- All C&PO's carry out procedure as per item 29.
- Dept Co-ordinators carry on to cleaning stations or dismiss their respective departments if applicable.

ACTION

- At the time colours is about to happen.
- Quartermaster pipes the still. All heads of Depts, Supernumerary Officers XO, and CO salute on last note of still.
- On the last note the salute is completed.
- The XO reports to the CO and then carries on with item 16.

ITEM

BY

- 27. "Ship's Name"
Stand At Ease XO
- 28. "Ship's Name" Attention XO
- 29. Officers Fall Out XO
- 30. C&PO's Fall Out XO
- 31. Stand At Ease XO

"COLOURS"

ITEM

BY

- a. "Ship's Name Facing Aft XO
or in the direction where
the ensign is to be hoisted)
Right Left, and About Turn." OOW
- b. The ceremony of colours shall
be conducted in accordance
with article 341 para 4. OOW
- c. "Pipe The Still" OOW
- d. "Pipe The Carry On" OOW
- e. "Ship's Name Facing In-
board Right, Left, and
About Turn" XO

Section 4 - Gun Salutes

240. GUN SALUTES

a. General

Gun Salutes are salutes with cannon given to:

- (1) Royalty (Royal Salutes)
- (2) Nations (National Salutes)
- (3) Individuals (Personal Salutes)

b. Saluting Ships

All ships larger than destroyers provided with a saluting armament of Q.F. guns are designated as saluting ships. NDHQ may designate destroyers to act as saluting ships on special occasions.

c. Dates for Salutes

The national anniversaries on which salutes are fired in Canada are:

- (1) Monday immediately preceding 25 May at 1200 local time. (The Official Birthday of the Sovereign)
- (2) 1 July at 1200 local time. (Dominion Day)
- (3) 11 November at 1100 local time. (Remembrance Day)

NOTE: Remembrance Day salute consists of 21 minute guns.

d. Dates for Salutes in Foreign Countries

Dates for salutes in other countries should be ascertained locally. The Royal Navy pamphlet entitled "Ceremonial - National Anniversaries and Festivals" (DCI RN 761) is an excellent guide in this regard.

e. Salutes in Canada

Saluting ships in the vicinity of the Canadian saluting stations described in CFAO 61-8 (8) on the above occasions are not to fire salutes, but are to display the flags described in sub-para ac.

f. Time for Firing Salutes

As a general rule, salutes are only to be fired between 0800 and sunset. A salute fired by a ship of war of another nation outside of these times, however, is to be returned. In foreign water, the custom of the country is to be followed.

g. Salutes on Sunday

- (1) When the date of an anniversary requiring a salute falls on Sunday, the salute is to be fired at noon on the following day.
- (2) Other salutes are not to be fired on Sunday between the hours of 1030 and 1300. If a salute is delayed on this account, it is to be explained that the delay was due to divine service.

h. Saluting Arrangements

A saluting ship arriving at a port of a foreign nation, provided that the nation and/or authority concerned is recognized by the government of Canada, is to fire a National Salute; and if appropriate, a Royal or Personal Salute. All necessary arrangements as to times, places of saluting, etc., are to be arranged beforehand with the Senior Officer present or the Canadian Diplomatic Representative to that country.

j. Action When More Than One Salute is Required

- (1) When more than one salute is appropriate, i.e. a National Salute and a Royal Salute, the National Salute is fired first and returned, followed by the Royal Salute.
- (2) When two or more standards are displayed in a port, the order of saluting is to be:
 - (a) National Salutes
 - (b) The Sovereign
 - (c) The Duke of Edinburgh
 - (d) The Queen Mother
 - (e) Sovereigns, Consorts, or Heirs apparent of other nations or Presidents of Republics

(f) Other members of the Royal Family

(g) Other members of Royal Families of other nations

k. Ship Unable to Salute

(1) When a ship from which a salute may reasonably be expected is, due to some special reason, unable to do so, the circumstances are to be explained to the authorities concerned without delay.

(2) When, due to any circumstances, the omission of a salute to any foreign nation or flag cannot be explained without giving offence, the salute may be fired by any ship which, can safely do so, whether that ship is classified as a saluting ship or not.

l. Salutes which are Returned

Salutes which are returned are:

(1) National Salutes

(2) Salutes to Flag Officers of the Commonwealth

m. Salutes which are not Returned

Salutes which are not returned are those to:

(1) Royalty

(2) Diplomatic or Consular Officials

(3) Governors or other officers administering a government

(4) Officials and officers of other nations in visiting warships

(5) Other nations on occasions of local or national importance

(6) Flag Officers as a personal salute

n. Personal Salutes to Canadian Forces Officers

Personal salutes to Canadian Forces Officers when embarking and disembarking from foreign ships of war are not to be returned, nor will a return salute be expected by officers of nations who follow these rules; however, if it appears that offence might be given by the adhering strictly to these rules, commanders

are to be guided by the local customs and the peculiarities of the situation. Under no circumstances, however, is a salute of more than 21 guns to be fired.

o. Ships Present in a Foreign Country on Festival Days

HMC Ships present in a foreign port on the date of an important national festival or holiday of that country, if it is appropriate to do so, are to fire a salute in deference to the nation concerned.

p. Salutes to Royalty

When the reigning Sovereign or another member of the Royal Family is present at any place in Canada or any other country of the Commonwealth, a Royal Salute is to be fired on the arrival or departure of the personage by the saluting battery, if there is one, or by any designated saluting ship present if there is no battery. In addition, all saluting ships arriving or departing during the Royal Visit are to fire a Royal Salute.

q. Salute When a Royal Personage Comes Onboard One of HMC Ships

When a member of the Royal Family comes onboard or leaves a ship, that ship is to fire a Royal Salute. In addition, all other saluting ships present are to fire Royal Salutes when the standard denoting the presence of the personage is hoisted and again on her/his departure.

NOTE: If the ship that the Royal Personage is visiting is not a saluting ship, the salute required by this article is to be fired by another saluting ship present. If no saluting ship is present, the salute is not required.

r. Passing a Saluting Battery with Royalty Embarked

When a ship flying the standard of a member of the Royal Family passes a saluting battery, that battery is to fire a Royal Salute.

s. Meeting at Sea with Royalty Embarked

A saluting ship meeting at sea another ship displaying the standard of a member of the Royal Family is to fire a Royal Salute.

t. Informal Visits by Royalty

On those occasions when members of the Royal Family pay informal visits to HMC Ships, gun salutes are not to be fired, nor are they to be fired when a personage whose standard is flying in a ship leaves the ship temporarily.

u. Salutes to Royalty or Heads of State of Other Nations

Generally speaking, chiefs of state and members of ruling families of foreign nations are accorded the same marks of respect as members of the British Royal Family.

v. Visits by Foreign Heads of State to Canada

On the arrival of a warship of another nation wearing a Standard or Presidential Flag in a Canadian port, that warship is to salute the Canadian National Flag. The salute is returned by a saluting battery or by a saluting ship if there is no battery at that port. The saluting ship or battery is then to salute the Standard or Presidential Flag of the visiting dignitary.

w. Salutes to the Governor General

The Governor General within the territorial limits of Canada is entitled to the same honours and marks of respect as the Sovereign, except that the Musical Salute to the Governor General is the first six bars of "God Save the Queen" and the first and last four bars of "O Canada".

x. Salutes to Lieutenant Governors of Provinces

The Lieutenant Governor of a province shall, within the limits of the province concerned, be entitled to a salute of 15 guns when either going onboard or when leaving one of HMC Ships.

y. Scale of Salutes

The scale of salutes, which is generally agreed to by other nations and which is to be observed in exchanging salutes between HMC Ships and ships of war of other nations, is contained in Table 2.2.

z. Ecclesiastical Authorities

Ecclesiastical authorities who have no diplomatic status are not entitled to a salute. The Pontiff of the Roman Catholic Church is regarded as a

soverign and is saluted in accordance with paragraph 240- u. Nuncios and Internuncios who are diplomatic agents of the Pope and who rank as ambassadors and ministers respectively are entitled to the salutes prescribed for these ranks.. Legates may or may not be diplomatic agents and instructions as to their relative status are to be obtained as necessary. Those holding diplomatic status are entitled to the salute appropriate to their diplomatic rank.

Morning and Evening Gun

aa. When Her Majesty the Queen is onboard the Royal Yacht or a ship flying her Standard, a morning and evening gun may be fired by the Royal Yacht or the ship flying the Royal Standard. If a morning gun is fired, every ship present carrying a band shall sound the "reveille" on the bugle after the firing of the morning gun. If an evening gun is fired, the "tattoo" will be sounded a quarter of an hour before the firing of the evening gun.

ab. Salutes on National Anniversaries of the United States

(1) Unless otherwise directed, Canadian saluting ships in United States ports are to fire a national salute at noon and dress ship on:

(a) George Washington's birthday
(22 February).

NOTE: The salute is fired on the third Monday in February.

(b) Independence Day (4 July).

(2) United States ships of war observe Memorial Day (30 May) on the last Monday in May by the suspension of all unnecessary work, drill, or exercises. All saluting ships and naval stations fire a salute of 21 minute guns at noon, half-masting colours from 0800 until the salute is completed, or until 1220 if no salute is fired. HMC Ships in United States ports or in company with United States ships on that day are, when practicable, to conform to the procedure outlined above and if saluting ships, fire the salute prescribed.

ac. The Use of Flags in Conjunction with Gun Salutes

- (i) Whenever a standard, national flag, or ensign is ordered to be flown in conjunction with gun salutes, it is to be broken with the first gun and kept flying until the salute is completed. Special flags and ensigns flown during salutes are hauled down on completion of the salute and are not left flying during the return salute. This instruction shall apply to all ships present or in company in addition to the saluting ships. No flags other than those prescribed are to be flown during the firing of salutes. Guard flags and all signal flags shall be hauled down. When a gun salute is delayed because the occasion falls on a Sunday or religious holiday, masthead flags only will be flown during the firing of the salute. When firing salutes to foreign Heads of State, the flag of the nation concerned is to be flown at the masthead.
- (ii) On dress ship occasions, dressing lines and masthead flags shall remain flying during gun salutes, unless otherwise directed.

**TABLE 2.2 - GUN SALUTES & MARKS OF RESPECT
HONOURS AND MARKS OF RESPECT FOR OFFICIAL VISITS OR WHEN EMBARKED**

ITEM	PERSONAGE OR AUTHORITY	TITLE & NO. OF GUN SALUTE	GUARD	BUGLE	PIPE	FLAG	FLAG FLOWN FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	REMARKS
1	H.M. The Queen	Royal 21	100	Alert	Yes	Queens Personal Cdn. Flag	Main	Visit or When embarked	All	Yes	None	"God Save the Queen" (in full)	
2	H.M. The Prince Phillip Duke of Edinburgh	Royal 21	100	Alert	Yes, if in Naval Uniform	Personal Standard	Main	Formal Visit or When embarked	None See Note 1*	Yes	None	"God Save the Queen" (in full)	"God Save the Queen" taken precedence over, but does not displace. The Dist. Flag or pennant being hoisted at another mast or shifted to another ship if necessary.
3	H.M. Queen Elizabeth The Queen Mother	Royal 21	100	Alert	No	Personal Standard	Main	Formal visit or when embarked	None See Note 1*	Yes	None	"God Save the Queen" (in full)	

PERSONAGE OR AUTHORITY	TITLE & NO. OF GUN SALUTE	GUARD	BUGLE	PIPE	FLAG	FLAG FLOWN FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	REMARKS
4 Other members of The Royal Family	Royal 21	100	Alert	Yes if in Naval Uniform of Captain or above.	Personal Standard	Main	Formal visit or when embarked	None See Note 1*	Yes	None	"God Save the Queen" (First six bars)	
5 Foreign Sovereigns & members of reigning foreign families; Presidents & Chiefs of State of Commonwealth & Foreign Countries	Royal 21	100	Alert	Yes if in Naval Uniform	Standard Personal Flag, or appropriate National Flag	Main	Visit	None	Yes	None	Appropriate National Anthem (in full)	
6 Governor General of Canada	Royal 21	100	Alert	Yes if in Service Uniform (See Art. 413(4))	Governor General's Flag Mat. Fore (See Note 2)	Main	Visit or when embarked	All	Yes	Terri- torial juris- diction	"Vice-Regal Salute" (1st On single 6 bars of "God save the Queen. The 1st 4 & will be last 4 bars displayed O' Canada)	"NOTE 2: On single wasted ships The Gov. Gen's Flag only will be displayed
7 Governors General of Commonwealth Countries	Royal 21	100	Alert	Yes if in Naval Uniform of Capt. or above	Gov. Gen. Flag	Main	Visit or when embarked	All	Yes	None	"God Save the Queen (1st 6 bars)	

ITEM	PERSONAGE OR AUTHORITY	TITLE & NO. OF GUN SALUTE	GUARD	BUGLE	PIPE	FLAG	FLAG FLOWN FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	REMARKS
8	Lieutenant-Governor of Canadian Province	Royal 15	100	Alert	Yes if in Service Uniform (See Art. 413(4))	Lt. Gov. Flag	Main	Visit or When Embarked	None	No	Provisional Jurisdiction (See item 6)	"Vice-Regal Salute" (as for item 6)	
9	Prime Minister of Canada, Prime Minister of Commonwealth and Foreign Countries, Ambassadors, and High Commissioners.	General 10	50	Alert No	No	Mat. Flag of Canada	Fore	Salute	None	NO	None	"The General Salute" (See Note 3)	NOTE: 3 The appropriate National Anthem shall be played for Commonwealth and foreign personnel.
10	The Minister of National Defence and the equivalent of Commonwealth & Foreign Countries.	General 17	50	Alert No	No	Ensign approp. to Country	Fore			No		"The General Salute" (See Note 3)	
11	Chief of Defence Staff (Canada)	General 17	50	Alert	Yes if in C.F. uniform	CF Ensign	Main	Salute	All	No		Within the Commonwealth	The appropriate National Anthem

NOTE 5: The still will be piped if no bugler is available. Ships underway will pipe the still only. The Officer of the Watch (or if not present, the Quartermaster) should salute from the gangway in ships not underway.

ITEM	PERSONAGE OR AUTHORITY	TITLE & NO. OF GUN SALUTE	GUARD	BUGLE	PIPE	FLAG	FLAG FLOW FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	REMARKS
12	Admiral of the Fleet	General	50	Alert	Yes	Approp. to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"	
	Field Marshall	19		No	No								
12a	Admiral	General	50	Alert	Yes	Approp. to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"	
	General	17		No	No								
12b	Vice-Admiral	General	50	Alert	Yes	Approp. to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"	
	Lieutenant- General	15		No	No								
12c	Rear Admiral	General			Yes	Approp. to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"	
	Major-General	13	50	Alert	No								
12d	Comandore	General			Yes	Approp. to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"	
	Brigadier- General	11			No								

<u>ITEM</u>	<u>PERSONAGE</u> <u>ON</u> <u>AUTHORITY</u>	<u>TITLE &</u> <u>NO. OF</u> <u>GUN SALUTE</u>	<u>GUARD</u>	<u>BUGLE</u>	<u>PIPE</u>	<u>FLAG</u>	<u>FLAG</u> <u>FLOWN</u> <u>FROM</u>	<u>DURING</u>	<u>FLAGS</u> <u>DISPLACED</u>	<u>SHIP</u>	<u>LIMITS</u>	<u>MUSICAL</u> <u>SALUTE</u>	<u>REMARKS</u>
13	Other Officers in Command Captain(N) to Lieutenant Commander & Colonel to Major inclusive	None	12		refer Art 413 See Note 4	Approp. Flag if entitled	Fore	Salute	None	No	None	None	NOTE: 4 Yes if of Naval Rank.

14 Distinguished
Personages not
included in
previous serials

Honours as directed by MDHQ. Such honours shall normally be those accorded the distinguished personage when officially visiting an establishment of his own nation except that a gun salute, if prescribed, shall not exceed 19 guns. Colours, Flags and Ensigns shall be carried or worn as directed by MDHQ.

1. SALUTING GUN DRILL - HMC SHIPS

a. General

There is an occasional requirement for HMC Ships to fire ceremonial gun salutes, the procedures which have proven successful in the past are herein detailed to provide a standard base from which to operate. These procedures apply to the six pound saluting gun when used in HMC Ships and may be revised as the situation, event, or location dictate.

b. Saluting Gun's Crew

- (1) Two gun's crews are required for salutes. One crew will actually fire the salute, the other will provide a backup for misfires. Both crews should be trained equally to assume either role.
- (2) Each crew consists of the following personnel:
 - (a) Breech worker/Captain-of-the-Mounting ①
 - (b) Firing push operator ②
 - (c) Loader ③
 - (d) Two ammunition supply numbers ④
- (3) The crew should be fallen in as illustrated.

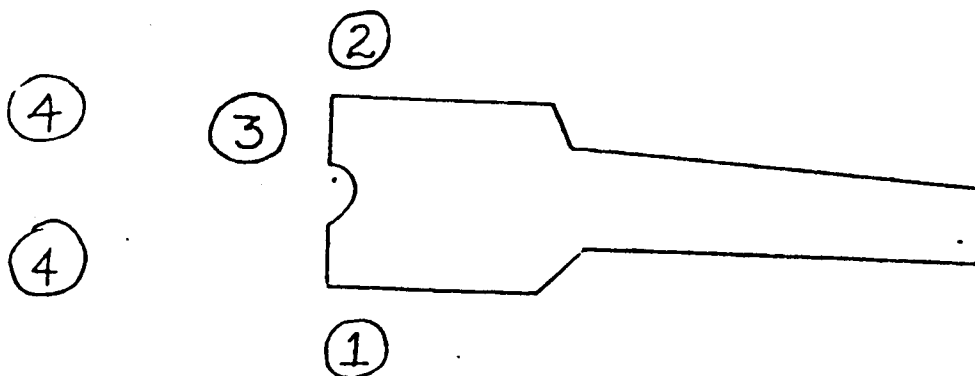


Figure 2.1 Guns Salute - HMC Ships

c. Officer-of-the Quarters

The OQQ should position himself midway between the two guns such that he can see both breeches and his orders can be clearly heard by either gun.

d. Preparation for firing

- (1) Saluting gun ammunition is provided by Armament Depots in six round boxes. The rounds come in two lengths; therefore, it is advisable to provide rounds for a given salute in the same size. Rounds should be removed from the boxes and stacked in a convenient location near the supply number's station such that the gun that is firing the salute has the exact number to be fired, and the standby gun has one box for misfires.
- (2) The guns' crews should be closed up with the guns cleared away and ammunition provided in ample time to avoid an unseamanlike scramble prior to firing.

e. Firing the Salute - Step-By-Step Gun Drill

- (1) Clear Away. At the order "Clear Away" the whole of the mounting crew moving quickly will remove muzzle and breech covers, place a shot mat in the path of ejected rounds, elevate to the upper limit and train 45° outboard. After ensuring that the muzzle is free of obstruction and that the breech functions smoothly, the COM will open the breech to the "load" position, lock the BM lever upright, and report "PORT/STBD GUN CLEARED AWAY".
- (2) Load. At the order "PORT/STBD GUN LOAD", the ammunition supply number nearest the RU ammunition will select a round and pass it to the loader who will place it in the breech and ram it home with a closed fist. The rim of the round releases the breech hold-down mechanism allowing the breech block to slide up with considerable force and cock the striker mechanism. When the breech is closed with the striker cocked, the COM reports "PORT/STBD GUN LOADED".
- (3) Commence. IN the case of a Royal Salute

at sea, the Flag Officer Royal Yachts, or on approaching a shore battery, the OTC will order COMMENCE THE (NUMBER) GUN SALUTE. When saluting as a private ship, the Commanding Officer will order COMMENCE THE (NUMBER) GUN SALUTE.

- (4) On receipt of the order COMMENCE, the OOQ will face the gun which is to fire the salute and order "PORT/STBD GUN FIRE", simultaneously noting the time or starting a stop watch. The order FIRE will be repeated every five seconds until the correct number of shots have been fired.
- (5) Fire. At the order FIRE, the Firing Push Operator will depress the firing push with a sharp blow of the heel of his hand. Immediately the gun has fired, the breech worker will open the breech ejecting the spent casing. As soon as the casing is clear, the loader will ram the next round ready to continue the salute. The ejection/loading sequence will continue until the salute is completed.
- (6) Misfire. The second gun is held in reserve in the event of a misfire by the gun in use. It is loaded at the same time as the other gun and has the same size crew. In the event of a misfire, the COM reports MISFIRE to the OOQ. This report is regarded as an order to fire by the standby gun; and upon hearing such a report, the firing push operator of the standby gun will fire.
- (7) Both guns will immediately reload. The misfired casing will be ejected and the gun in use will be reloaded ready for the next shot. The standby gun will reload and resume standby status in case of another misfire.
- (8) The saluting charges provided by the CFAD have a very low misfire rate. In order to train the standby gun's crew, a few dummy rounds should be mixed in with blanks when practicing salutes.

f. Salute Complete

- (1) When the required number of rounds have been fired, the OQQ will report 'SALUTE COMPLETE, SIR". The guns' crews will remain closed up in position until dismissed.
- (2) In order to ensure that only the required number of guns is fired, it is prudent to have an independent count being carried out with warnings passed to the OQQ as "FIVE GUNS FIRED, SIR", "FIFTEEN GUNS FIRED, SIR", etc., at convenient intervals and the final shot ordered as "LAST GUN - FIRE" so that the standby gun will not mistake the silence following the salute as a misfire.

242. HONOURS

a. Honours Accorded Royalty

When members of the Royal Family proceed onboard one of HMC Ships, they are to be received by a Royal Guard commanded by a Lieutenant Commander or a Lieutenant with arms presented, the bugle sounding the "alert", and the band playing "God Save the Queen". If a band is not available, the "General Salute" will be sounded on a bugle. When more than one member of the Royal Family is present, the musical salute is played only for the senior personage, although the whole of "God Save the Queen" is to be played at the reception of Her Majesty the Queen, the Duke of Edinburgh, and the Queen Mother. The first six bars of "God Save the Queen" is to be played at the reception of other members of the Royal Family.

b. Honours Accorded the Governor General and Lieutenant Governor of Provinces

When the Governor General or Lieutenant Governor proceed onboard one of HMC Ships, he is to be received by a Royal Guard, commanded by a Lieutenant Commander or a Lieutenant with arms presented, the bugle sounding the "alert", and the band playing the "Vice-Regal Salute" or if a band is not available, the bugle sounding the "General Salute".

c. Honours Accorded the Prime Minister and Minister of National Defence

The Prime Minister and the Minister of National Defence when visiting HMC Ships in an official capacity, are to be received by a guard commanded by a Lieutenant with the bugle sounding the "alert".

d. Honours Accorded Members of the Diplomatic Corps

All officers of the Canadian diplomatic corps who are entitled to a salute of 11 guns or more are to be received onboard HMC Ships with the "alert" sounded on the bugle.

e. Honours Accorded the Chief of the Defence Staff and Flag Officers in Command

The Chief of the Defence Staff and Officers of

Flag rank in command when flying their appropriate flags are to be received onboard ship by a guard commanded by a Lieutenant with "arms presented," the bugle sounding the "alert" and the band playing the "Musical Salute," or if a band is not available, the bugle sounding the "General Salute." Flag Officers paying formal visits or attending as a president or member of a court martial are to be received as above with the exception of the "Musical Salute."

f. Honours Accorded Officers Below Flag Rank

Officers of the rank of Captain to Lieutenant Commander (see Table 2.2, Item 13) in command, when paying official visits to HMC Ships, are to be received onboard by a guard under the orders of a Petty Officer with arms presented. Officers of the rank of Captain, Commander, or CF equivalent attending a Court Martial as members are to be received by a Petty Officer's Guard. The guard is to present arms only to the President of the Court.

g. Honours Accorded to Officers of Other Nations

Foreign officers are to be paid similar honours and marks of respect as those accorded to Canadian officers under similar circumstances.

h. Honours Accorded Civic Dignitaries

When civic dignitaries pay official visits to HMC Ships, they are to be received with the respect and attention due to their position, but inappropriate honours such as military guards shall not be accorded them.

243. MARKS OF RESPECT

a. Honours Accorded Quarterdecks

Marks of respect are paid to quarterdecks onboard ships as outlined in Table 2.3.

b. Marks of Respect to Senior Officers

Marks of respect are paid to all officers by subordinates, employing the hand salute when in uniform or by assuming the position of attention when not wearing a cap or in civilian

clothing. Amplification of the procedure is:

- (1) Marks of respect are paid to vehicles displaying distinguishing flags and plates.
- (2) Prior to addressing an officer in a vehicle and upon carrying on, subordinates will pay proper marks of respect.
- (3) Prior to embarking or upon disembarking from a boat with a Senior Officer in the boat, marks of respect are paid to the Officer.
- (4) When within the confines of a drillshed, reporting formal rounds or at requestmen and defaulters, proper marks of respect are paid.
- (5) Onboard ship, marks of respect are paid to Officers by their Subordinates on the first occasion each day when the Officer is encountered on the upper deck or on the bridge.
- (6) If marks of respect are paid while not wearing a cap and in civilian clothes, the salute shall be executed and acknowledged by assuming the position of attention. When on the march in this instance, the head and eyes are turned to the left or right as appropriate.

(244 to 249 inclusive: Not Allocated)

Table 2.3 Marks of Respect (Ships) - Saluting

DRESS	OCCASION	COMING ONTO A QUARTERDECK	ARRIVING ONBOARD VIA THE GANGWAY	LEAVING THE SHIP VIA THE GANGWAY
IN UNIFORM	WITH CAP	HAND SALUTE	HAND SALUTE	HAND SALUTE BY OFFICERS WHEN RETURNING QM'S SALUTE
	WITHOUT CAP (NOT NORMALLY AN ACCEPTED STANDARD OF DRESS)	POSITION OF ATTENTION	POSITION OF ATTENTION	POSITION OF ATTENTION BY OFFICERS WHEN RETURNING QM'S OR GANGWAY STAFF'S SALUTE
IN PLAIN CLOTHES	WITH CAP	RAISE (TIP) CAP	RAISE (TIP) CAP	RAISE (TIP) CAP BY OFFICERS WHEN RETURNING QM'S OR QM'S SALUTE
	WITHOUT CAP	POSITION OF ATTENTION	POSITION OF ATTENTION	POSITION OF ATTENTION BY OFFICERS WHEN RETURNING QM'S OR GANGWAY STAFF'S SALUTE
IN SPORTS CLOTHING	ALL OCCASIONS	ATTENTION POSITION ARMS AT THE SIDE FINGERS EXTENDED	ATTENTION POSITION ARMS AT THE SIDE FINGERS EXTENDED	ATTENTION POSITION ARMS AT THE SIDE FINGERS EXTENDED BY OFFICERS WHEN RETURNING THE QM'S OR QM'S SALUTE

NOTE: The Quartermaster and the OOW pay marks of respect to officers and female guests arriving or leaving a ship.

Section 5 - Guards

250. PETTY OFFICER'S GUARD

a. General

Within HMC Ships and naval establishments, it is not always possible to mount the size of guard required by ceremonial protocol. In these instances, a Petty Officer's Guard procedure has been detailed which will provide for the necessary ceremonial sequence required.

b. Petty Officer's Guard Composition

(1) Petty Officer's Guard is composed of:

- (a) Petty Officer Second Class
- (b) Master Seamen or Leading Seamen
- (c) Twelve Able or Ordinary Seamen

(2) Guard Mounting

The Master Seamen forms up the guard in three ranks, brings them to attention, and reports them to the Guard Petty Officer. He then takes his position one pace to the left of the front rank. The Petty Officer of the guard takes his position three paces in front of the guard and gives the command "Form two ranks" "Open order march", "Elbow dressing right dress", and "Eyes front", then he takes his position one pace to the right of the right marker and gives the order "Guard stand at ease" and awaits the arrival of personage.

(3) Reception

When the personage for whom the guard is mounted arrives, the Guard Petty Officer orders "Guard of Honour Attention, Shoulder Arms". When the personage mounts the dais or is otherwise in position, the order "Guard of Honour General Salute Present Arms" is given. After an interval of 10 to 15 seconds, the Guard Petty Officer orders "Guard Shoulder Arms, Order Arms" (the Guard Petty Officer remains at the Shoulder), and then marches up to the personage, salutes,

and reports "Your guard is ready for your inspection, Petty Officer _____ reporting Sir".

(4) Inspection

- (a) If the visiting personage desires to inspect the guard, the Guard Petty Officer will accompany him.
- (b) On completion of the inspection, the Guard Petty Officer shall accompany the visiting personage back to the dais, salute, and return to his original position. The Petty Officer of the guard shall then give the commands "Guard of Honour, Shoulder Arms, General Salute Present Arms", and on completion of the salute "Guard of Honour Shoulder Arms". The guard will remain at this position until the personage has departed.

(5) Guard Dismounting

After the personage has departed, the Petty Officer of the guard will assume his position three paces in front of the guard and give the order "Close Order Match", "Reform three Ranks", "Right Dress", and "Eyes Front". The guard is then marched off and dismissed.

(251 to 299 inclusive: Not Allocated)

CHAPTER 3

FLAG CEREMONIAL

Section 1 - General

301. INTRODUCTION

This chapter describes the distinguishing, personal, and ceremonial flags and pennants, Ship's Ensigns, and the Jack as worn by HMC Ships and naval establishments.

302. DEFINITIONS

These are peculiar to shipboard ceremony contained in A-AD-200-000/AG000 plus additional terms:

- a. "Bent on" - means a flag has been attached to the halyards and in hand and is ready to be hoisted.
- b. "Boat's Ensign" - means the National Flag of Canada, (Ship's Ensign) of a size suitable to wear in boats.
- c. "Boatswain's call" - means the instrument used to sound the various salutes and calls as required in this manual; when so able, ships may use a bugle in lieu of a Boatswain's call.
- d. "Breaking" (a flag) - means the action of unfurling a flag made up as displayed in Figure 3-6 or in any other way that will allow the flag to be ready for breaking.
- e. "Close up" - means to the full extent of the halyards with the head of the flag touching the block.
- f. "Ceremony of Colours" - morning ceremony of hoisting the Ship's Ensign and Jack when not underway.
- g. "Colours (Ship's) - Shall include the Ship's Ensign, Jack and Distinguishing Flag or Commissioning Pennant.

- h. "Dipping Ship's Ensign" - means to lower the Ship's Ensign so that it is down to a position two-thirds of the extent of the halyard. This definition refers to the act of returning a salute from a merchant vessel.
- i. "Displace" - to physically shift a subordinate flag/pennant to a less superior position, and when applicable, to physically haul down a less superior flag/pennant.
 - e.g. (1) Shift Sqn Cdr's indicator to Stbd Yardarm during dress-ship occasion.
 - (2) Haul down commissioning pennant when a Flag Officer embarked and in-command.
- j. "Distinguishing Flag" - means a Flag or Pennant authorized for an Officer of the Canadian Forces.
- k. "Ensign" - means the Canadian Forces Ensign.
- l. "Gaff" - means a spar projecting aft from the mast and angled up at approximately 45 degrees.
- m. "Half-masting" - means the center of the Ship's Ensign and Jack is exactly half way down the mast or staff.
- n. "Headstick" - means a piece of wood inserted in the lining of the inner border at the head of the Ship's Ensign and Jack to allow them to fit close-up to the block of their respective staffs.
- o. "In hand" - means the holding of the Ship's Ensign and Jack in such a manner as to reflect respect and military bearing prior to hoisting or on completion of lowering. At no time are either the Ship's Ensign or Jack to touch the deck.
- p. "In Command" - an Officer in Command of a single ship or formation of ships.

- q. "Jack" - means the Naval Jack (this is worn at the jack-staff (bow) by HMC Ships in commission).
- r. "Masthead pennant", and "Captain's pennant", "Commissioning pennant", and "Officer of the guard pennant" - are synonymous terms and refer to a pennant worn at the main or other suitable position aft by all HMC Ships in commission commanded by an Officer below General Officer rank.
- s. "National flag" - means the Nation Flag or Canada.
- t. "Out of routine" - means a ship in commission but undergoing refit, conversion, and/or at a reduced manning level. A ship out of routine will fly the appropriate signal flag. No honours are to be expected.
- u. "Paying off" - means to place a ship out of commission.
- v. "Peak" - means the upper end of the gaff.
- w. "Royal Family" - means those persons, being subjects of Her Majesty the Queen, who bear the title "Royal Highness".
- x. "Royal Union Flag" - means the Flag known as the "Union Jack".
- y. "Suit of Colours" - a ship's suit consists of the Ship's Ensign, Jack, and masthead pennant or flag of rank.
- z. "Ship's Ensign" - means the National Flag of Canada when worn by HMC Ships.
- aa. "Sunset" - means the evening ceremony at which time the Ship's Ensign and Jack are lowered when not underway.
- ab. "Superior position" - means the mast or position on a particular mast which takes precedence over other masts or other positions on a mast.

(On a flag staff fitted with a gaff, the gaff is the superior position).

- ac. "Superior position" (ships) - means main masthead, fore masthead, mizzen masthead, starboard yard, then port yard (alternating from outer to inner yard) in that order. (destroyers and smaller ships are considered to be single-masted ships in matters of ceremonial).
- ad. "Standard" A Flag which depicts the armorial bearings of the person entitled to fly it. Sovereign and certain members of the Royal Family have personal standards which are flown to denote their actual presence.
- ae. "Tracking" - means a system utilizing small clips secured to the inner border of the Ship's Ensign and Jack for attachment to a wire affixed to their respective staffs. This arrangement ensures that the flag remains close to the staff while flying.

(303 to 309 inclusive: Not Allocated)

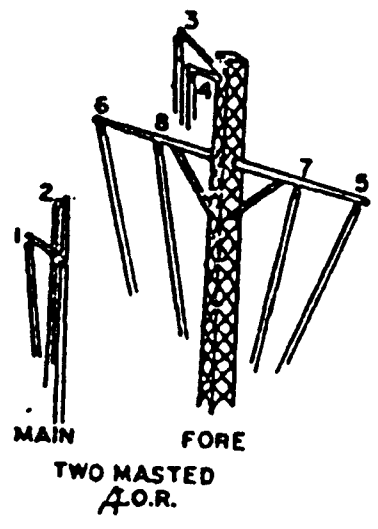
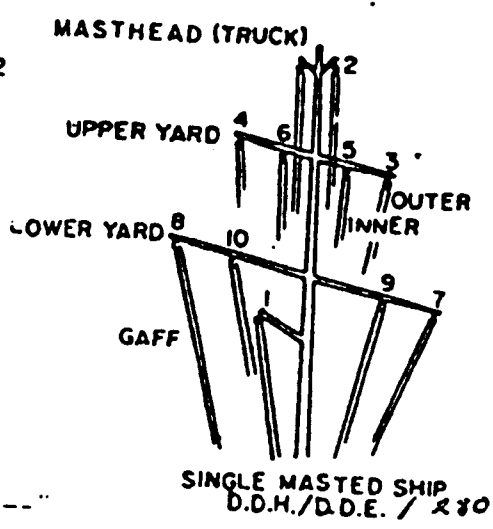
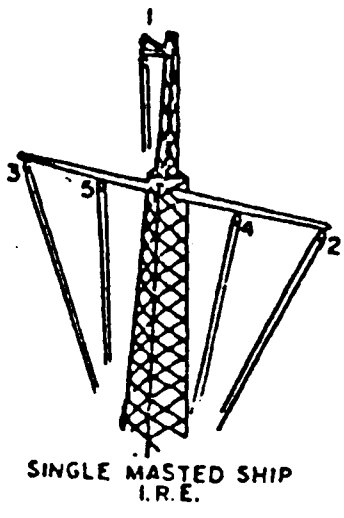


Figure 3-1 Superior Positions (Viewed Aft to Forward)

Section 2 - Flags and Pennants

310. NATIONAL FLAG OF CANADA

a. The National Flag shall:

- (1) Be flown or displayed in Canada superior to other flags, banners, or pennants with the exception of the Queen's Personal Canadian Flag or the Governor General's Flag.
- (2) Not be allowed to touch the ground, floor, or deck.
- (3) Be flown on the main flagpole at all Defence Establishments inside and outside Canada.
- (4) Be worn at the ensign staff by HMC Ships in commission.

b. When flown with a Foreign National Flag, or with the CF Ensign, the National Flag shall take precedence. Both flags shall be hoisted and lowered simultaneously if at all possible. In the unusual circumstance that this may not be possible, then the National Flag shall be hoisted first and lowered last. On occasions requiring that one flag be flown at half-mast, the other flag shall also be half-masted.

c. At Defence Establishments outside Canada jointly occupied by Canadian and Foreign Military Forces, the National Flag shall be flown in accordance with local regulations and customs.

d. At all Defence Establishments the National Flag shall be given the place of honour when flown or displayed with other flags as follows:

(1) When two or more than three flags are flown together:

(a) The National Flag must be on the left as seen when facing it.

(b) If a number of countries are represented, they are displayed in English alphabetical order from left to right, preceded by the National Flag of Canada on the left as seen when facing them.

- (c) All displayed flags must be approximately the same size and flown at the same height.
 - (d) If circumstances require a second National Flag, it may be displayed at the right end of the line of flags as seen when facing the flags from the front.
- (2) When three flags are flown together, the National Flag shall occupy the central position with the next ranking flag to the left and the third ranking flag to the right as seen when facing the flags from the front.
- e. On ceremonial parades, including guards of honour, the National Flag may be carried (usually by a Senior Non-Commissioned Officer) if consecrated colours are not also being carried. Only one National Flag should be carried, and it need not be attended by an armed escort. The National Flag shall be saluted as for consecrated colours but shall not be accorded the honours associated with these colours when marched on or off parade. The National Flag shall not be dipped or lowered by way of salute or compliment. The Canadian Forces Ensign may be carried with the National Flag.
 - f. During court martial, the National Flag shall be mounted on a staff and placed behind the President.
 - g. The National Flag shall not be used as a cover for a box, table, desk, podium, or other objects, nor shall it be draped except on a casket.. (see figure 3-3)
 - h. When the National Flag is being hoisted or lowered at a Defence Establishment, all Officers and men within view shall pay compliments in the following manner:

- (1) If in uniform, face the flag staff, stand at attention, and salute.
 - (2) If in civilian dress, face the flag staff, remove headdress, and stand at attention.
 - (3) Unarmed groups or parties under the command of a Superior Officer shall be halted facing the flag staff, remain at attention, and the Superior Officer only shall salute.
 - (4) Armed groups or parties shall be halted facing the flag staff, remain at attention, and compliments shall be paid by presenting arms.
 - (5) All vehicular traffic within the vicinity of the flag staff shall stop. Occupants shall alight and pay compliments.
 - (6) Onboard HMC Ships all officers and men on the upper deck shall face in the direction of the Ship's Ensign and salute.
- j. It is customary for the National Flag, if available, to be broken at the appropriate masthead by other Commonwealth and Foreign ships of war when:
- (1) Salutes are exchanged with Canadian ships of war, forts, or batteries.
 - (2) Salutes to Senior Canadian Officers and personal salutes are fired. The National Flag shall be worn when HMC Ships are dressed. It shall not displace a distinguishing flag or masthead pennant.
- k. On all occasions when the National Flag of Canada is worn, displayed, or handled, it shall be treated with dignity and respect.

311. SHIP'S ENSIGN

a. HMC Ships in commission shall wear the Ship's Ensign:

- (1) When in a Canadian port from 0800 (colours) to sunset.
- (2) When underway at all times by day and by night.
- (3) When in foreign ports according to local regulations.
- (4) Between colours and sunset, ships lying at anchor or alongside in any port or roadstead shall, if there is sufficient natural light, hoist their ensigns on seeing another ship of war underway, and shall keep their ensigns hoisted until the movement has ceased or the other ship is no longer in sight. Ensigns flying in accordance with this paragraph shall be hauled down in ships not underway when the preparative pennant is hoisted for the ceremony of colours. Such ships shall hoist ensigns five minutes after sunset if a ship is then underway as above.

NOTE: Natural light is not to be confused with artificial lighting.

b. The Ship's Ensign shall be worn at the ensign staff when at anchor, moored or alongside unless circumstances dictate that the staff be struck, (e.g. Flying a helo on or off) At sea it shall be worn as follows:

- (1) In ships with more than one mast - at a small gaff fitted on the main mast.
- (2) In ships with one mast - at a suitably prominent position on that mast or at a staff on the after-superstructure.
- (3) In AOR - at small gaff fitted on the mast on the forward superstructure.

- c. Commanders shall ensure uniformity in the wearing of colours, particularly among ships of the same class.
- d. The Ship's Ensign shall be shifted between the harbour and sea positions simultaneously with the last and first lines and the lowering/hoisting of the Naval Jack.

NOTE: In special circumstances, the discretion of ships' Commanding Officers or the Senior Officer of ships in company, as to wearing Ship's Ensigns at the ensign staff is to prevail.

- e. Ships' Ensigns are not to touch the deck, be wrapped around guardrails, pipes, or fittings, or be handled in any manner that could be construed as being disrespectful. To this end, the Ship's Ensign when "bent on" is to be "in hand" as befits the commencement of a military ceremony.
- f. Ships' Ensigns flown at the ensign staff are to be fitted with a "headstick and tracked".
- g. Ships' Ensigns in boats:
 - (1) Boats belonging to HMC Ships shall wear the Ship's Ensign:
 - (a) From colours to sunset when ships are dressed either overall or with masthead flags only.
 - (b) In territorial waters of other nations at all times when away from their ships.
 - (c) On all occasions when going alongside a warship of another nation.
 - (d) While transporting personages listed para 330.
 - (2) Boats under sail shall wear the ensign in a prominent position in para g (1). In the case of a service whaler, the Boat's Ensign shall be lashed to the top of the mizzen mast.



312. THE NAVAL JACK

- a. The Naval Jack is the flag authorized for wear at the Jack Staff in HMC Ships.
- b. The Jack shall be worn by HMC Ships:
 - (1) At anchor, moored or alongside from colours until sunset.
 - (2) When underway and dressed with masthead flags.
 - (3) Both day and night when underway while wearing or escorting another ship-of-war or merchant vessel wearing:
 - (a) The Queen's Personal Canadian Flag or a Royal Standard.
 - (b) A foreign royal or imperial standard.
 - (c) The flag of a Head of State.
 - (d) The flag of His Excellency the Governor General of Canada.
 - (e) The flag of Lt. Governor of a Province.

- (4) At all ship launchings/commissionings/
naming ceremonies.
- c. During ceremonial anchorages the Jack shall be broken on letting go the anchor.
- d. The Jack may be paraded ashore by Units of Maritime Command within the following guidelines:
 - (1) It may be paraded with the National Flag.
 - (2) It shall not be attended by an armed escort.
 - (3) It may be carried on ceremonial parades or paraded with guards of honour.
- e. Compliments shall not be paid to the Jack.
- f. The Jack, when flown at the jack staff, is to be fitted with a "headstick" and tracked, and;
- g. The Jack shall not be worn by ships in dock, refit, or out of routine except on the occasion of "dressing ship" nor by ships which have been commissioned but have not been officially accepted.



313. CANADIAN FORCES ENSIGN

a. The CF Ensign may be displayed in:

(1) The office of;

(a) A Major-General or Officer of higher rank at NDHQ.

(b) The Commander of a Command, Formation, Base, Region, District, or Military College.

(c) The Commanding Officer of an Independent Overseas Establishment.

(d) A Recruiting Unit or Detachment.

(2) A Chapel.

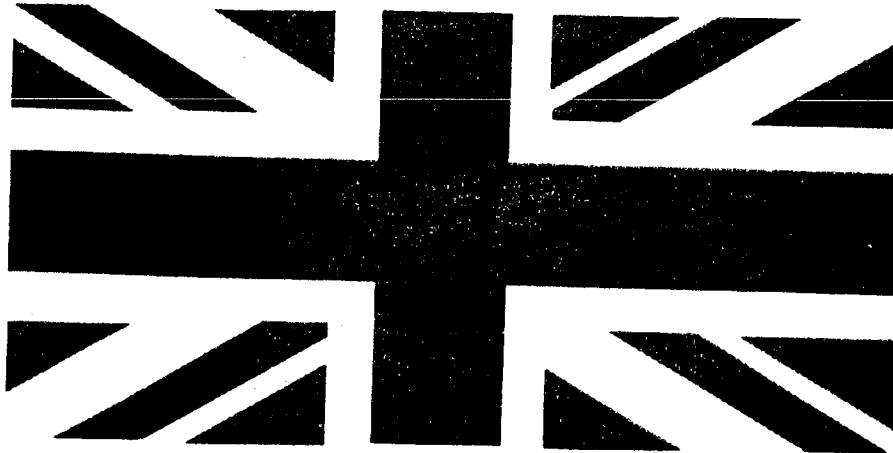
(3) A Mess.

b. The CF Ensign shall not be flown:

(1) In HMC Ships except as the Distinguishing Flag of the Chief of Defence Staff when embarked in his official capacity (worn at the main or only mast displacing all other Distinguishing Flags and Pennants).

(2) On the same flag pole as the National Flag.

- c. The Ensign may be used to cover an altar for divine services.
- d. When specifically requested by the next of kin, the Ensign may be used to drape a casket.
- e. On ceremonial occasions, the Ensign may be paraded with the National Flag. It shall not be attended by an armed escort but may be paraded with guards of honour or on ceremonial parades if consecrated colours are not also being carried. Compliments shall not be paid to the CF Ensign.
- f. When flown, displayed, or used as prescribed in this order shall not be allowed to touch the ground, floor, or deck.



314. ROYAL UNION FLAG

- a. The Royal Union Flag, generally known as the Union Jack, was approved by parliament on 18 Dec 64 for continued use as a symbol of Canada's membership in the Commonwealth of Nations and of her allegiance to the Crown.
- b. The Royal Union Flag shall, where physical arrangements make it possible, be flown in addition to the National Flag, Ensign, Ship's Ensign, and Jack, as appropriate, at Defence Establishments, and in HMC Ships within Canada or Canadian waters.
 - (1) On the Queen's official birthday (the Monday immediately preceding 25 May).
 - (2) On the anniversary of the Statute of Westminster (11 Dec).
 - (3) When instructed by NDHQ on the occasion of royal visits and certain Commonwealth gatherings in Canada.
- c. The Royal Union Flag shall be flown in HMC Ships as follows:
 - (1) Ships with more than one mast shall fly it at the main and the National Flag at another position.

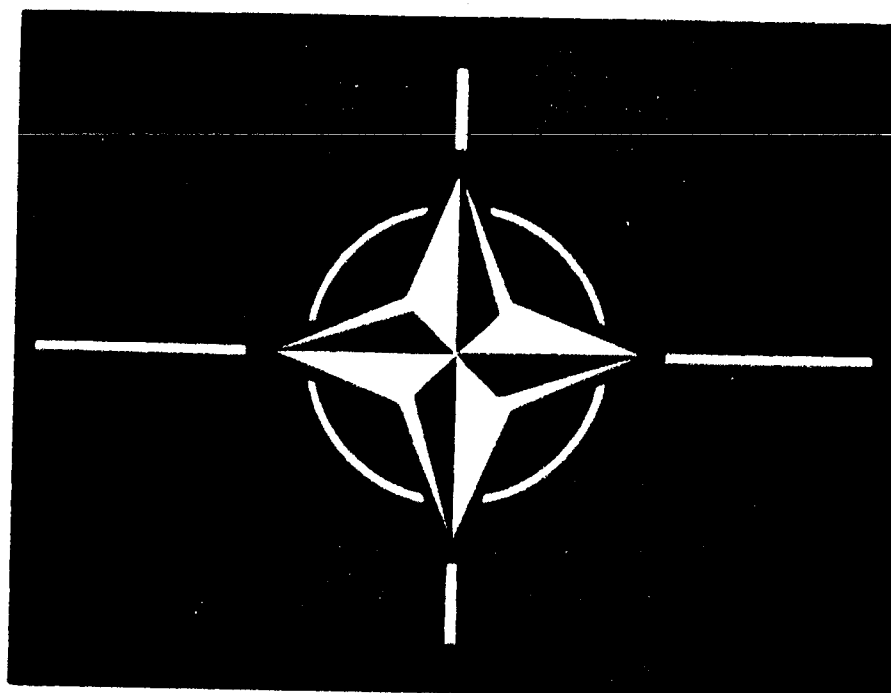
- (2) Ships with one mast shall fly it at the masthead.
- (3) On the anniversary of the Statute of Westminster, ships shall dress with masthead flag only and gun salutes shall not be fired.
- (4) In single masted ships the Royal Union Flag shall not displace a distinguishing flag or pennant already flying.

(315 - 316 Not Allocated)



317. UNITED NATIONS FLAG

- a. The United Nations Flag is flown during UN military operations and then only on the express authority of a competent UN Official. If doubt exists as to whether the flying of this flag is appropriate, NDHQ direction is to be sought.
- b. This flag does not displace personal or distinguishing flags. When flown, it is to be displayed from a suitably prominent position as determined by the Senior Officer present.



318. NATO FLAG

The rules regarding the display of the NATO Flag will be promulgated by the NATO Commander who authorizes its use.



310. QUEEN'S COLOUR

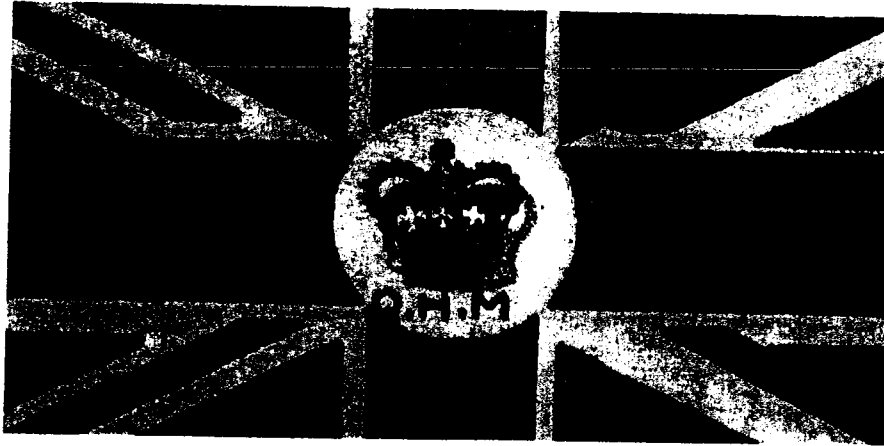
- a. The Queen's Colour, the official colour of Maritime Command, although not paraded in HMC Ships is paraded before visiting Royalty and on certain other auspicious occasions, It shall be afforded full marks of respect. Personnel shall come to attention and salute when passing or colours pass.
- b. When the requirement arises to parade the Queen's Colour within the CFB Halifax area, it shall be drawn from its display case in Stadacona Wardroom by the PMC (or his appointed representative). The PMC shall present the Colour to the Colour Escort party (one Officer, one Chief Petty Officer and two Petty Officers) on the front steps of the Wardroom. The Queen's Colour shall be logged out to the Colour Officer; stating the reason, in the log contained in the Queen's Colour display case. The Queen's Colour is then escorted to the area at which the function will take place.
- c. When the requirement arises to transfer the Queen's Colour outside the Command Area, it shall be cased and then crated (contained with the carrying belt) in the Wardroom in view of the PMC and the Escort Officer. The Escort Officer shall be assisted by two personnel of at least Petty Officer rank. The Colour shall be logged out to the Escort Officer stating the reason for its removal. When removed, PMC report by message to Commander Maritime Command Exec. Sec. the following information:

MARITIME COMMAND QUEEN'S COLOUR TRANSFER.

- a. date/time of transfer;
- b. destination, reason;
- c. name of Escort Officer;
- d. mode of travel (flight number etc.); and
- e. expected date of return.

The Escort Officer shall sight the loading and unloading of the Queen's Colour from the aircraft. It will be placed in the custody of the PMC of the wardroom upon arrival at destination until the return trip.





320. QUEEN'S HARBOUR MASTER'S FLAG

- a. The flag of the Queen's Harbour Master (QHM), through custom and common usage of Commonwealth Navies, denotes the Headquarters of the Queen's Master.
- b. The QHM Flag may be displayed continuously on a gaff or flagstaff outside or on the building housing the offices of the Queen's Harbour Master.
- c. The Queen's Harbour Master may fly his flag in the bow of a boat or vessel when proceeding in execution of his duty.
- d. The QHM Flag is not to:
 - (1) Displace any distinguishing flag or pennant .
 - (2) Be accorded any salute or ceremonial.
 - (3) Be displayed for any other purpose than denoting the presence of the Queen's Harbour Master or his deputy.

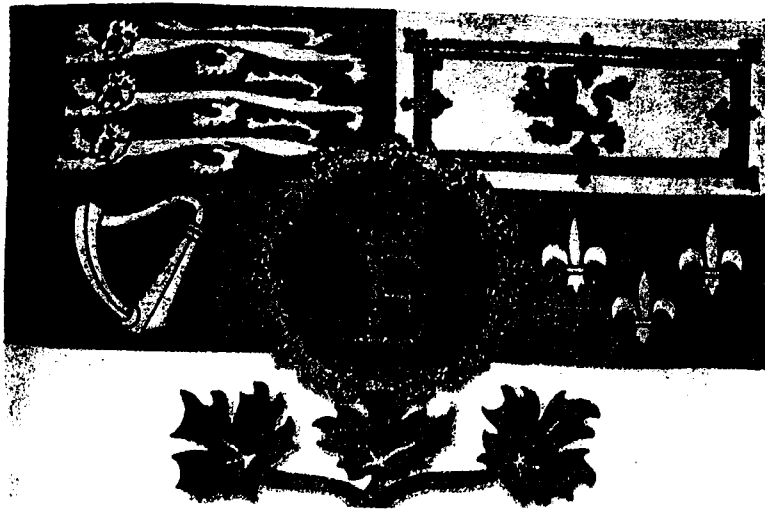
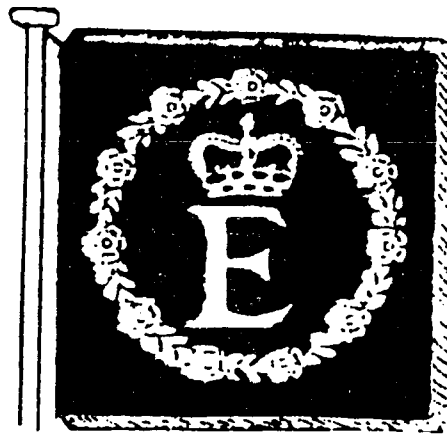
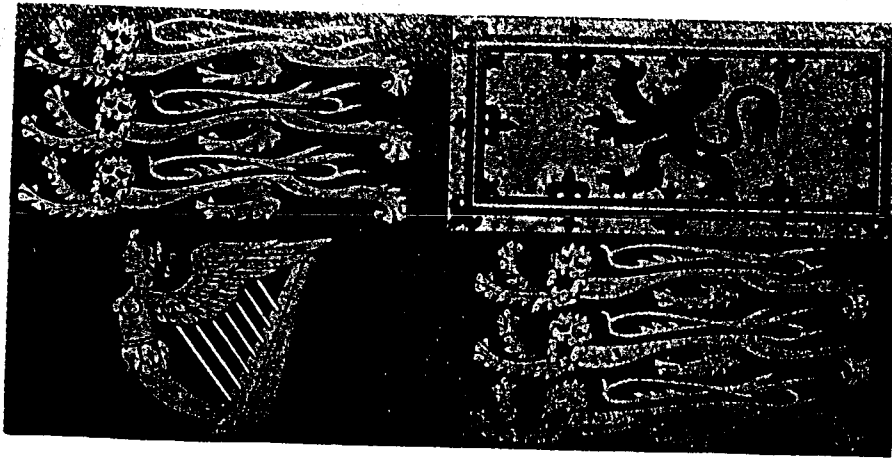
(321 - 329 Not Allocated)

SECTION 3 - ROYAL STANDARDS, PERSONAL FLAGS, AND
DISTINGUISHING FLAGS AND PENNANTS

330. PRECEDENCE OF PERSONAL AND DISTINGUISHING FLAGS

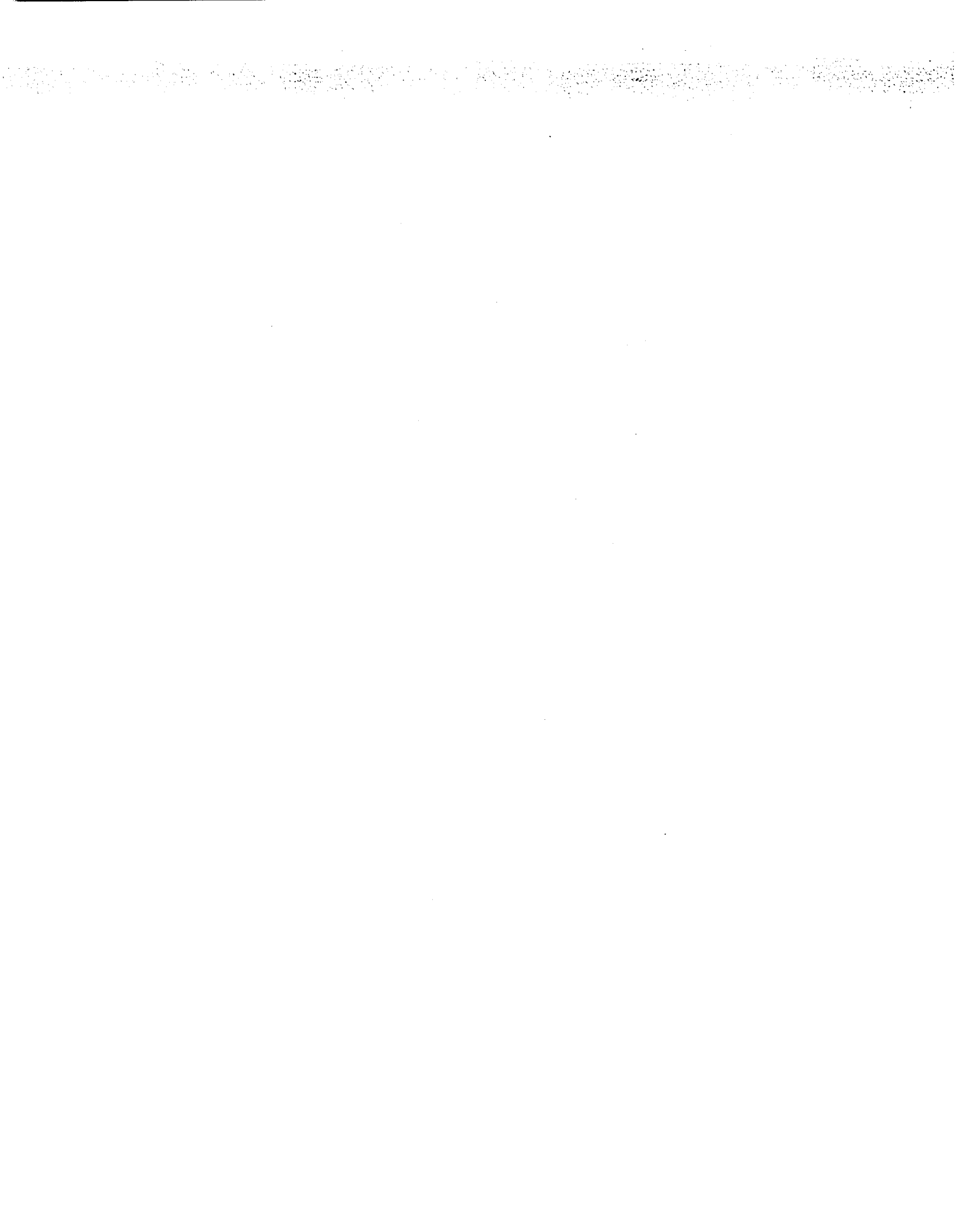
The order of precedence for Personal and Distinguishing Flags is as follows:

- a. The Personal Canadian Flag of the Sovereign.
- b. The Personal Standard of a member of the Royal Family.
- c. The Personal Flag of a Head of State.
- d. The Personal Flag of the Governor General.
- e. The Personal Flag of a Lieutenant Governor.
- f. The Personal Flag of the Prime Minister.
- g. The Personal Flag of The Minister of National Defence
- h. The Distinguishing Flag of the Chief of Defence Staff.
- i. The Distinguishing Flag of a General Officer.



331. THE QUEEN'S PERSONAL CANADIAN FLAG

- a. The Queen's Personal Canadian Flag shall:
- (1) Be flown by day and night at any building in which the Sovereign is in residence. The flag shall be illuminated at night.



- (2) Be flown by day and night at defence establishments, onboard a ship or boat, and on aircraft or other vehicles when the Sovereign is actually present or on board.
- (3) Displace all other personal and distinguishing flags and pennants and shall:
 - (a) Not be flown on the same halyard with other flags.
 - (b) Be broken immediately on arrival and lowered immediately on departure of the Sovereign.
- (4) Be broken with other flags when the Sovereign embarks in a ship, as follows:
 - (a) The Queen's Personal Canadian Flag at the main, the National Flag at the fore and the Royal Union Flag at the mizzen.
 - (b) In ships with two masts - the Queen's Personal Canadian Flag at the main, the National Flag at the fore, and the Royal Union Flag at the foremast starboard yard.
 - (c) In single-masted ships - the Queen's Personal Canadian Flag at the masthead, the National Flag at the starboard yard, and the Royal Union Flag at the port yard.
- (5) When the Sovereign goes onboard a ship for a short visit, be broken at the masthead. (the National Flag and Royal Union flag need not be hoisted)

332. STANDARDS OF MEMBERS OF THE ROYAL FAMILY

- a. When a member of the Royal Family, other than the Sovereign, is present on an official visit to a defence establishment or HMC Ship, or is being transported in an aircraft or vehicle, his or her personal standard shall be flown in the manner prescribed for the Queen's Personal Canadian Flag.
- b. If more than one member of the Royal Family is present on an official visit, only the standard of the member taking precedence shall be flown.
- c. The standards of members of the Royal Family take precedence over but do not displace other

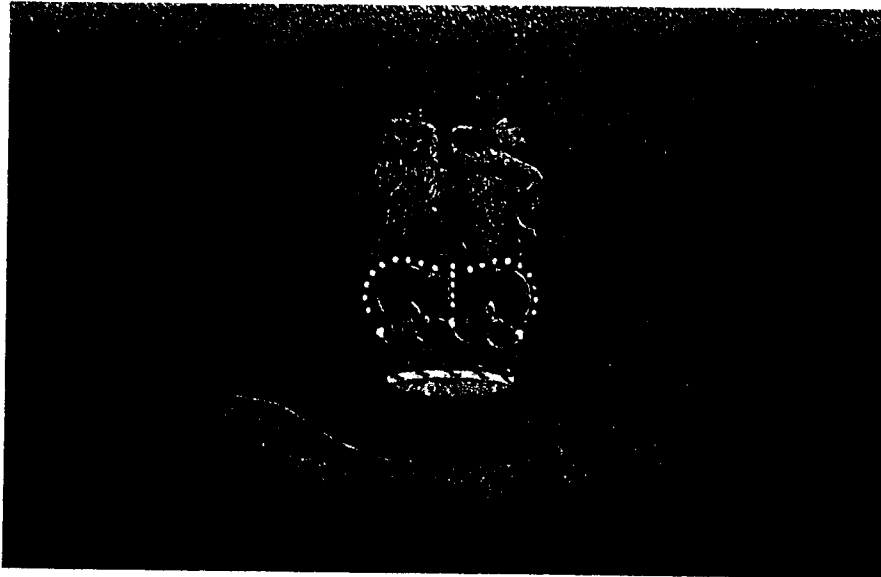
personal or distinguishing flags or pennants.

- d. On occasions of informal visits to ships or defence establishments by a member of the Royal Family, the personal standard shall not be hoisted.

NOTE: Sunday size colours (including the Naval Jack) plus the appropriate masthead flag are to be worn when the above are embarked.

333. STATE OR PERSONAL FLAGS FOR VISITING HEADS OF STATE

Personal flags may be flown as advised by NDHQ. When flown they do not take precedence over other distinguishing flags or pennants except as otherwise indicated (table 2-2).



334. THE GOVERNOR GENERAL'S FLAG

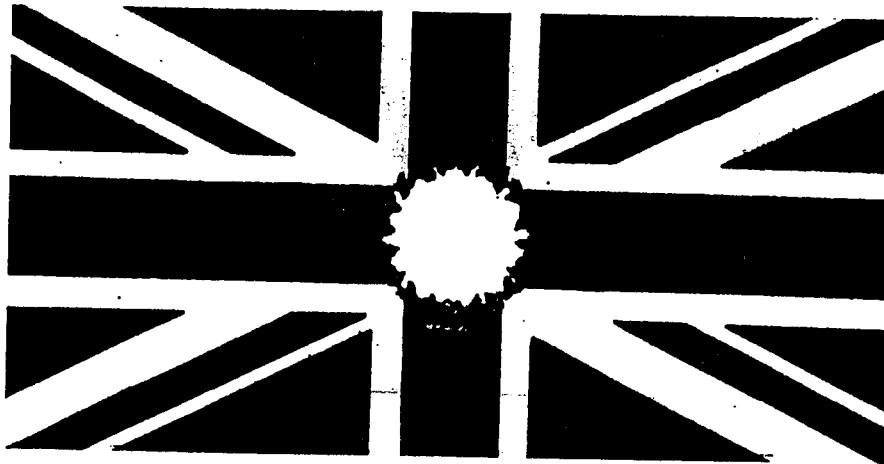
a. The Governor General's Flag shall:

- (1) Be flown by day and illuminated at night at any building in which he/she is in residence.
- (2) Be flown by day and night at defence establishments, onboard a ship and on aircraft or other vehicles when the Governor General is actually present or onboard.
- (3) Be given the same precedence and honours prescribed for the Queen's Personal Canadian Flag. If the Governor General is visiting at the same time as the Sovereign, His/Her Excellency's flag shall not be flown.
- (4) When His/Her Excellency embarks in a ship, be displayed at the main and the National Flag at the fore. In single-masted ships the Governor General's flag only shall be displayed at the masthead.

NOTE: (1) The Governor General's Flag will displace

all other distinguishing flags and pennants already displayed in the ship.

- (2) When the Governor General is in residence at the Citadel in Quebec City, ships, when passing, shall sound the "alert" on the bugle, or pipe the "still" if no bugler is available.
- (3) Sunday size colours (including the Naval Jack) plus the appropriate masthead flag are to be worn when the Governor General is embarked.



335. LIEUTENANT GOVERNOR'S FLAG

- a. The flag of a Lieutenant Governor shall be flown within the limits of his government when he is officially visiting a defence establishment or HMC Ship.
- b. A Lieutenant Governor's flag shall be flown in the same circumstances and manner and be given the same honours as prescribed for standards of members of the Royal Family. It shall not displace distinguishing flags or pennants.

- NOTE:
- 1. Sunday size colours (including the Naval Jack) plus the appropriate masthead flag are to be worn when a Lt. Governor is embarked within his jurisdiction.
 - 2. Some Provinces no longer use the Union Jack type flag.
 - 3. Supplied by Lt. Governors Aide prior to embarking.

336. PRIME MINISTER OF CANADA

- (a) The personal flag of the Prime Minister is the National Flag of Canada.
- (b) It is not displayed in HMC Ships during official visits.

337. THE MINISTER OF NATIONAL DEFENCE

- (a) The personal flag of the Minister of National Defence is the National Flag of Canada.
- (b) It is not displayed in HMC Ships during official visits.

338. PROVINCIAL AND MUNICIPAL FLAGS

- (a) Provincial Flags give precedence to the National Flag, Commonwealth and Foreign National Flags when official representatives are in attendance.
- (b) Local or Municipal Flags give precedence to National and Provincial Flag.
- (c) A Provincial Flag shall always be to the left of the National Flag (front view). When flown with the National and a Municipal Flag, Provincial Flag is to the left, National center, and Municipal right (front view).
- (d) Precedence of Provincial Flags is based on their date of entering Confederation as follows:

Ontario
Quebec
Nova Scotia
New Brunswick
Manitoba
British Columbia
Prince Edward Island
Saskatchewan
Alberta
Newfoundland
North West Territories
Yukon.

When they are flown with the National Flag of Canada, the National Flag must be on the left (front view) and the Provincial Flags continue left to right as detailed above. Flag sizes and level at which they are flown should be the same for all flags.

- (e) A second method of display is with the National Flag in the center with Provincial Flags alternating left to right as follows:

NATIONAL	
ONT.	QUE.
N.S.	N.B.
MAN.	B.C.
P.E.I.	SASK.
ALTA.	NFLD.
N.W.T.	YUKON

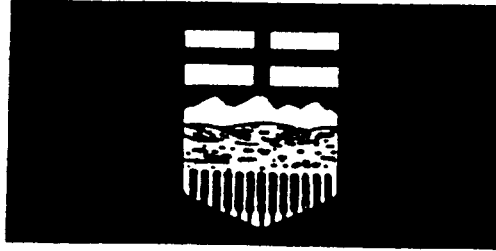
ALBERTA

Capital — Edmonton
Date Entered Confederation — September 1, 1905
Motto — None
Flower — Wild Rose
Bird — Great horned owl
Population — 2,237,724 (9% of total population)



The Arms of the Province of Alberta was granted by Royal Warrant on May 30, 1907. On 30th July, 1960, the arms were augmented as follows.

Description: "Azure, in front of snow mountains proper, a range of hills vert, in base a wheat field surmounted by a prairie both also proper, on a chief argent the cross of St. George."



The Flag of the Province of Alberta was proclaimed into force in 1968.

Description: "The flag of the Province of Alberta consists of the Arms of the Province on a royal ultramarine blue background. Proportions of the flag are two by length and one by width, with the Arms seven-elevenths of the width of the flag carried in the centre."

BRITISH COLUMBIA

Capital — Victoria
Date Entered Confederation — July 20, 1871
Motto — Splendor Sine Occasu (Splendor without Diminishment)
Flower — Dogwood
Bird — None
Population — 2,744,467 (11% of total population)



The Arms of the Province of British Columbia was granted by Royal Warrant on March 31, 1906. The crest and supporters have become part of the provincial Arms through usage.

Description: "Argent, three bars wavy azure, issuant from the base of a demi-sun in his splendour or, on a Chief of the Union Device charged in the centre point with an antique Crown or."

Crest: The Royal Crown surmounted by a lion passant guardant or, langued gules and imperially crowned. The supporters are on the dexter a Wapiti, and on the sinister a mountain sheep, both rampant and proper. The motto



reads: "SPLENDOR SINE OCCASU" (SPLENDOR WITHOUT DIMINISHMENT)."

The Flag of the Province of British Columbia was proclaimed into force on June 20, 1960.

Description: "The Union Jack symbolizes the province's beginnings as a British Colony and its continued links with the United Kingdom. The crown at its centre of the Union Jack represents the sovereign power linking the nations of the Commonwealth. The sun sets over the Pacific Ocean, signifying British Columbia's position as the most westerly province."

MANITOBA

Capital — Winnipeg
Date Entered Confederation — July 15, 1870
Motto — None
Flower — Prairie crocus
Bird — None
Population — 1,026,241 (4% of total population)



The Arms of the Province of Manitoba was granted by Royal Warrant on May 10, 1906.

Description: "Vert, on a rock a buffalo statant proper, on a chief argent the Cross of St. George."

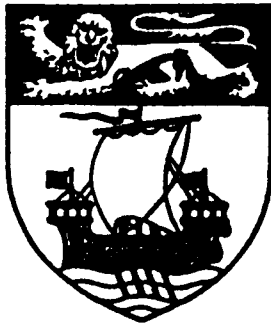
The Flag of the Province of Manitoba was proclaimed into

force on May 12, 1966.

Description: "A flag of the proportions two by length and one by width with The Union Jack occupying the upper quarter next the staff and with the shield of the armorial ensigns of the province centred in the half furthest from the staff."

NEW BRUNSWICK

Capital — Fredericton
Date Entered Confederation — July 1, 1867
Motto — Spem Reduxit (Hope Restored)
Flower — Purple Violet
Bird — None
Population — 696,403 (2% of total population)



The Arms of the Province of New Brunswick was granted by Royal Warrant on May 26, 1868.

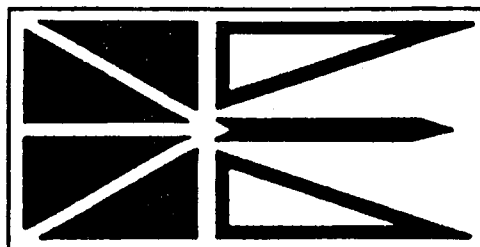
Description: "Or, issuant in base a sea composed of four barrulets wavy azure and argent, thereon a lymphad sable, sail set argent, ensigns and pennant fisible to the dexter gules, the oars in action of the field, on a chief gules a lion passant guardant or langued of the chief."

The Flag of the Province of New Brunswick was proclaimed into force on February 24, 1965.

Description: "The flag of New Brunswick is based on the Arms of the province. The chief and charge occupy the upper one-third of the flag, and the remainder of the armorial bearings occupy the lower two-thirds. The proportion is four by length and two and one half by width."

NEWFOUNDLAND

Capital — St. John's
 Date Entered Confederation — March 31, 1949
 Motto — *Quaerite prime regnum Dei* (Seek, ye first the kingdom of God)
 Flower — Pitcher plant
 Bird — None
 Population — 567,681 (2% of total population)



The Arms of the Province of Newfoundland was granted by Royal Letters Patent on January 1, 1637.

Description: "Gules, a cross argent, in the first and fourth quarters a lion passant guardant crowned or, in the second and third quarters an unicorn passant argent armed and orined or, gorged with a coronet and a chain affixed thereto reflexed of the last.

Crest: On a wreath or and gules a moose passant proper.
 Supporters: two savages of the climate armed and appressed according to their guise when they go to war.

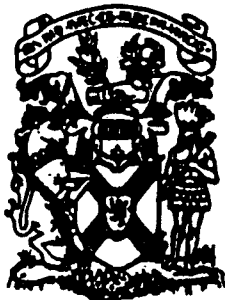
Below the shield a terrace vert unfolding a scroll or inscribed with the motto "QUAERITE PRIME REGNUM DEI" (SEEK YE FIRST THE KINGDOM OF GOD)."

The Flag of the Province of Newfoundland was proclaimed into force in 1980.

Description: "The primary colors of red, blue and gold are set against a white background. The blue section at left represents Newfoundland's Commonwealth heritage. The red and gold section on the right represents the hopes for the future with the arrow pointing the way. The two triangles represent the mainland and island parts of the province."

NOVA SCOTIA

Capital — Halifax
 Date Entered Confederation — July 1, 1867
 Motto — *Munit Haec et Altera Vincit* (One defends and the other conquers)
 Flower — Trailing arbutus, "mayflower"
 Bird — None
 Population — 847,442
 (3% of total population)



The Arms of the Province of Nova Scotia was granted by Royal Warrant on January 19, 1929.

Description: "Argent, a saltire azure, upon an inescutcheon the Arms of Scotland. On a royal helm mantled and a wreath of the colours, a laurel branch and a thistle issuing between a naked and a mailed hand conjoined, the first proper and the second azure, above the whole a scroll inscribed with the motto "MUNIT HAEC ET ALTERA VINCIT" (ONE DEFENDS AND THE OTHER CONQUERS). Supporters: on the dexter an unicorn argent armed, crined and unguled or, imperially crowned and gorged with a coronet composed of crosses patée and

fleur-de-lis a chain of the last affixed thereto passing through the forelegs and reflexed of the last; and on the sinister a savage holding in the exterior hand an arrow. Below the shield a terrace or strewn with grass, mayflower and thistle."

The Flag of the Province of Nova Scotia was proclaimed into force in January of 1929.

Description: "The width of the flag is three quarters of the length and is a blue St. Andrew's Cross (Saltire Azure) on a white background. Mounted on the Saltire Azure is the inescutcheon of the Royal Arms of Scotland."

ONTARIO

Capital – Toronto

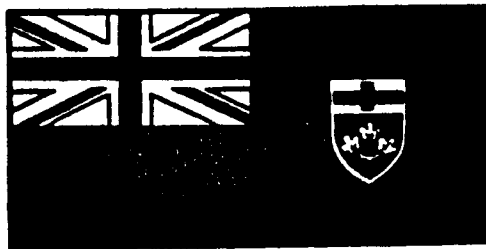
Date Entered Confederation – July 1, 1867

Motto – Ut Incepit Fidelis Sic Permanet (Loyal she began, Loyal she remains)

Flower – White trillium

Bird – None

Population – 8,625,107 (35% of total population)



The shield of the Province of Ontario was granted by Royal Warrant on May 26, 1868. The crest and supporters of the Province of Ontario were granted by Royal Warrant on February 27, 1907.

Description: "Vert, a sprig of three leaves of maple slipped or nerved sable, on a chief argent the Cross of St. George. Crest: upon a wreath vert and or a bear passant sable. The supporters are on the dexter side a moose, and on the sinister side a Canadian deer, both proper. Below the shield a scroll

argent inscribed with the motto "UT INCEPIT FIDELIS SIC PERMANET" (LOYAL IN THE BEGINNING, SO IT REMAINED)."

The Flag of the Province of Ontario was proclaimed into force on May 21, 1965.

Description: "A flag is of the proportions two by length and one by width with the Union Jack occupying the upper quarter next the staff and with the shield of the armorial bearings of the Province of Ontario centred in the half furthest from the staff."

PRINCE EDWARD ISLAND

Capital – Charlottetown

Date Entered Confederation – July 1, 1873

Motto – Parva sub ingenti (The small under the protection of the great)

Flower – Lady's slipper

Bird – Blue Jay

Population – 122,506 (0.5% of the total population)



The Arms of the Province of Prince Edward Island was granted by Royal Warrant on May 30, 1905.

Description: "Argent on an island vert, to the sinister an oak tree fructed, to the dexter thereof three oak saplings sprouting all proper, on a chief gules a lion passant guardant or. The motto reads: "PARVA SUB INGENITO" ("THE SMALL UNDER THE PROTECTION OF THE GREAT")."

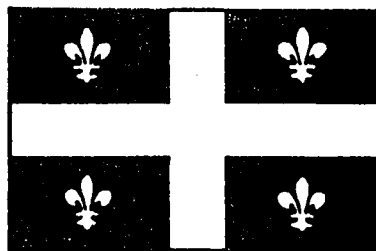
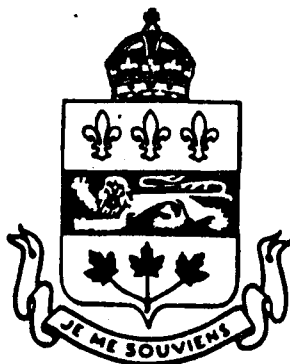
The Flag of the Province of Prince Edward Island was pro-

claimed into force on March 24, 1964.

Description: "The chief and charge occupy the upper one third part and the remainder of the Armorial Bearings occupies the lower two thirds part of the space within the fringe and dexter of the flag. A fringe of a uniform depth of three inches consisting of alternating red and white runs along the perimeter."

QUEBEC

Capital – Quebec City
 Date Entered Confederation – July 1, 1867
 Motto – Je me souviens (I remember)
 Flower – Fleur de lis (White madonna lily)
 Bird – Alouette (lark)
 Population – 6,438,403 (26% of total population)



The Arms of the Province of Quebec was granted by Provincial Order-in-Council on December 9, 1939.

Description: "Tierced in les: azure, three fleurs-de-lis or; gules, a lion passant guardant or armed and langued azure; or, a sugar maple sprig with three leaves vert veined or. Surmounted with the Royal Crown. Below the shield a scroll argent, surrounded by a bordure azure. Inscribed with the

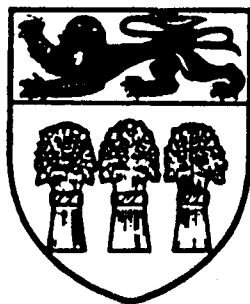
motto "JE ME SOUVIENS: (I REMEMBER) azure."

The Flag of the Province of Quebec was proclaimed into force on January 1, 1948.

Description: "The flag is a fleur-de-lis flag. It is a white cross on a sky blue ground and with vertically positioned fleurs-de-lis. The proportion is six units wide by four units deep."

SASKATCHEWAN

Capital – Regina
 Date Entered Confederation – September 1, 1905
 Motto – None
 Flower – Red prairie lily
 Population – 968,313 (4% of total population)



The Arms of the Province of Saskatchewan was granted by Royal Warrant on August 25, 1906.

Description: "Vert, three gables in less or, on a chief of the last a lion passant guardant gules armed and langued azure."

The Flag of the Province of Saskatchewan was proclaimed into force on September 22, 1969.

Description: "The flag features the arms of the Province in the upper quarter nearest the staff, with the provincial floral emblem 'The Prairie Lily,' in the half furthest from the staff. The upper portrays Saskatchewan timberland, while the gold represents prairie wheat fields."

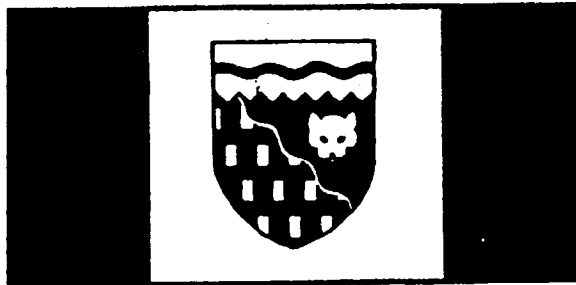
NORTHWEST TERRITORY

Capital – Yellowknife

Date Established as a territory – June 22, 1869, September 1, 1905

Flower – Mountain avens

Population – 45,741 (0.18% of total population)



The Arms of The Northwest Territory was granted on February 17, 1957.

Description: "Per bend wavy gules and vert billety or in sinister chief the mask of an arctic fox argent, on a chief indented also argent a barrulet wavy azure.

Crest: On a wreath argent and gules a compass rose proper between two narwhals haurient and adorsed or."

The Flag of The Northwest Territory was proclaimed into force on January 1, 1969.

Description: "Blue fields either side of the flag represent the lakes and waters of the territories. The centre white panel, equal in width to the two blue panels combined, symbolizes the ice and snow of the North. In the centre of the white panel is the shield from the Arms of the Territories."

YUKON TERRITORY

Capital – Whitehorse

Date Established as a territory – June 13, 1898

Flower – Fireweed

Population – 23,153 (0.09% of total population)



Description: "Azure, on a pallet wavy argent a like pallet of the field issuant from base two piles reversed gules edged also argent each charged with two bezants or in pale, on a chief argent a cross gules surmounted of a roundel vair.

Crest: On a wreath or and gules a malamute standing on a mound of snow proper."

The Flag of The Yukon Territory was proclaimed into force in 1967.

Description: "The flag is divided into thirds green for forests, white for snow, and blue for water; and carries the fireweed emblem and the Yukon Arms."

339. COMMONWEALTH AND FOREIGN FLAGS

Flags or ensigns of Commonwealth and foreign countries or representations thereof may be flown:

- (a) When an official representative of the country visits a defense establishment or a ship.
- (b) On "official days" of the country at defense establishments outside Canada.
- (c) When HMC Ships officially visits another country.

340. CONSULAR AUTHORITIES

- 1. The flag of Commonwealth and Foreign Consular authorities shall not be hoisted onboard ships. except as described in table 2-2 item 9 and 14.
- 2. A Consul Authority Flag shall be displayed in a boat when conveying him to or from a ship within the limits of his Consulate.
- 3. There are no Canadian Diplomatic Flags.

341. DISTINGUISHING FLAGS

A. Distinguishing flags for Officers of General rank are illustrated in figs 3-2 and 3-2A. Distinguishing flags denoting Commanders of Commands display the appropriate badge. The only Distinguishing Flags authorized to carry a badge are the Distinguishing Flags for:

- (1) Chief of the Defence Staff
- (2) A Lieutenant General at NDHQ
- (3) The Commander of the following Commands:
 - (a) Maritime Command
 - (b) Maritime Forces Pacific
 - (c) Mobile Command
 - (d) Air Command
 - (e) Communications Command
 - (f) Canadian Forces Europe
 - (g) Canadian Forces Training System
 - (h) Northern Region
 - (j) Air Group Commanders

B. Distinguishing Pennants for Officers other than General Rank denote Command and normally are only flown within the recognized area limits of the Command. Officers in this category are Commanders of Military Colleges, Base Commanders, Commanding Officers of Canadian Forces Stations and HMC Ships. The Distinguishing pennant designated for a given appointment shall be flown by an Officer appointed to acting capacity regardless of his actual rank.

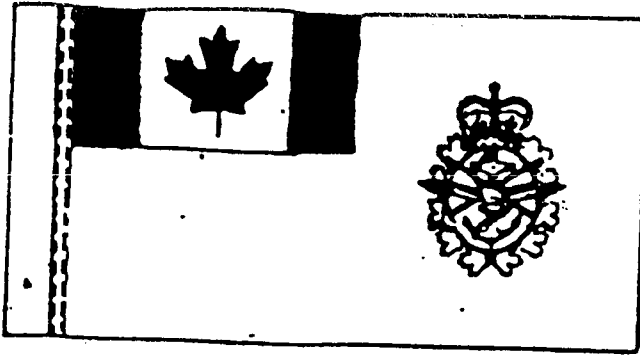
C. Distinguishing Flags and Pennants shall displace subordinate Distinguishing Flags and Pennants, shall be flown night and day and illuminated. Distinguishing Flags shall normally be one size smaller than the Ships or Canadian Forces Ensign, and shall be flown as follows:

- (1) For a Vice Admiral and above, or equivalent in Command of a Command - At the Main.
- (2) For a Rear Admiral or Commodore, or equivalent in Command of a Command - At the Fore.

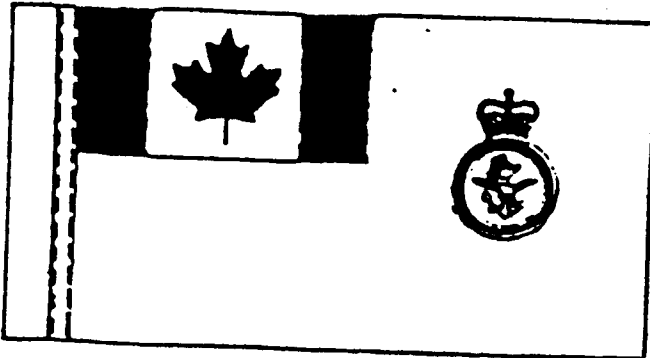
- (3) For an Officer of General rank not in Command of a Command, of equivalent rank or senior - At the Fore.
- D. The Distinguishing Flag of a visiting Superior Officer, when embarked in a ship in an official capacity, displaces all other Distinguishing Flags and Pennants.
- E. When A Senior Naval Officer of another country embarks in one of HMC ships for purposes of Command, his Distinguishing Flag is to be flown iaw para C.
- F. The Distinguishing Flag of an Inspecting Officer may be broken immediately on arrival and lowered immediately on departure at the dais on ceremonial parade.
- G. Distinguishing Flags shall not be displayed in more than one place at one time nor where Command has been delegated to a subordinate, for a period in excess of 72 hours.
- H. Change of location of the flag of a General Officer shall be arranged by message and normally be carried out at 0800 local.
- I. During Change of Command the flags of both Officers shall fly from colours to sunset on the official transfer date as follows:
- (1) At colours the masthead flag is hauled down, and the two Distinguishing Flags broken with the incumbents at the starboard outer yardarm and the relieving Officers at the port outer yardarm.
 - (2) At sunset both flags are hauled down and the flag of the relieving Officer broken at the masthead.
- J. During Half Masting, Distinguishing Flags flown from a flag pole fitted with a gaff or yardarm shall not be altered, however, Distinguishing Flags flown from the same halyard as the Ships or Canadian Forces Ensign shall continue to be flown below these flags during periods of Half Masting.
- K. The Distinguishing Flag of an entitled Officer is hauled down immediately after he:
- (1) Dies - His Distinguishing Flag or Pennant shall be half masted and remain half masted until sunset on the day of the funeral, when it shall be hoisted close up, then finally struck.

- (2) Transfers Command to his successor
- (3) Proceeds on leave in excess of 72 hours
- (4) Is confined to hospital
- (5) Proceeds on duty outside his area of jurisdiction

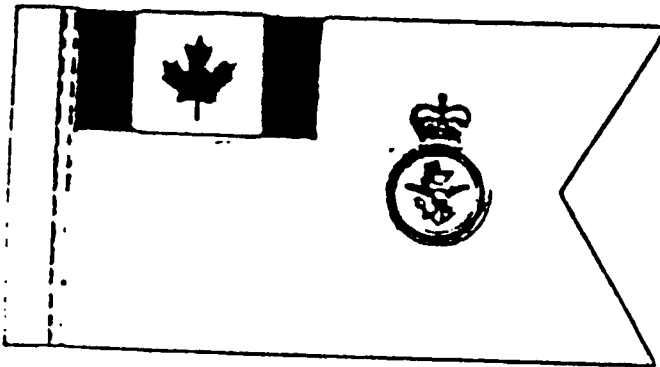
Figure 3-2 Distinguishing Flags



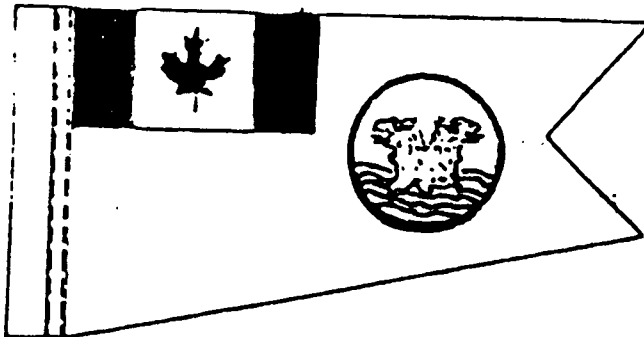
ADMIRAL/GENERAL
(Chief of the Defence Staff)



VICE ADMIRAL/LIEUTENANT GENERAL
(Example Commander Maritime Command)



REAR ADMIRAL/MAJOR GENERAL
(Example RADM Commanding
Maritime Forces Pacific)



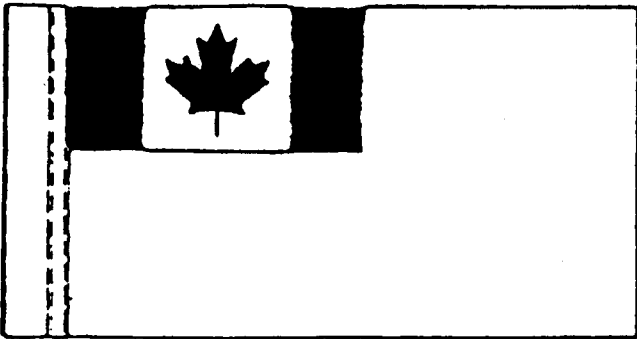
COMMODORE/BRIGADIER-GENERAL
(Example Commander Maritime Air Group)

Figure 3-2A Distinguishing Flags

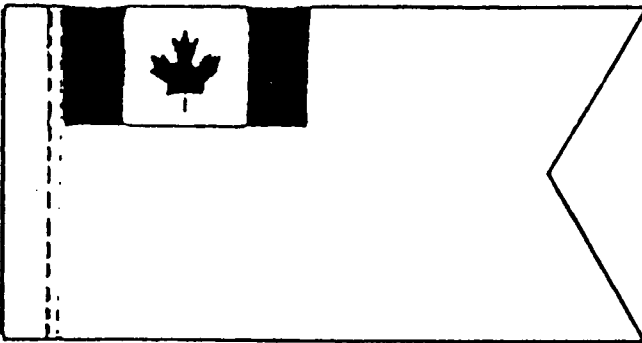
For General (FLAG) Officers denoting rank not
Commanding a Command.

ADMIRAL/GENERAL

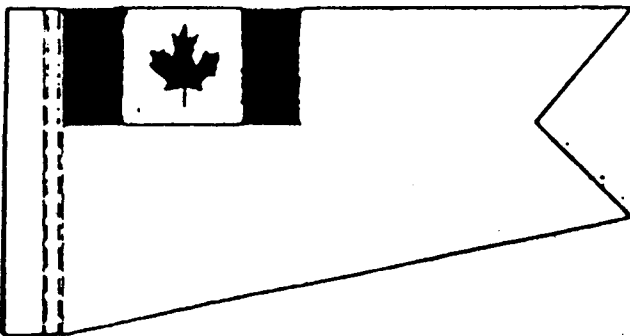
(to be promulgated)



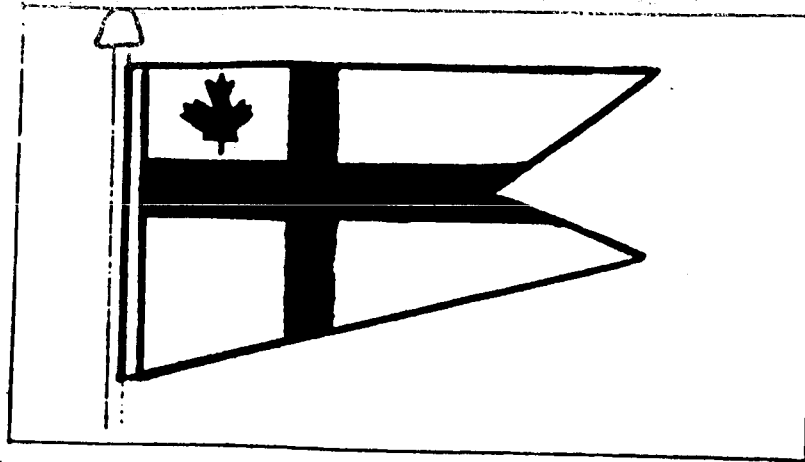
VICE ADMIRAL/LIEUTENANT
GENERAL



REAR ADMIRAL/MAJOR GENERAL



COMMODORE/BRIGADIER-GENERAL



CANCOMFLT DISTINGUISHING PENNANT

342. CANCOMFLT DISTINGUISHING PENNANT

1. Flown day and night and illuminated;
 - (a) On single-masted ships - at the foremast
 - (b) On two-masted ships - at the foremast stbd yard
2. Displaces Commissioning Pennant

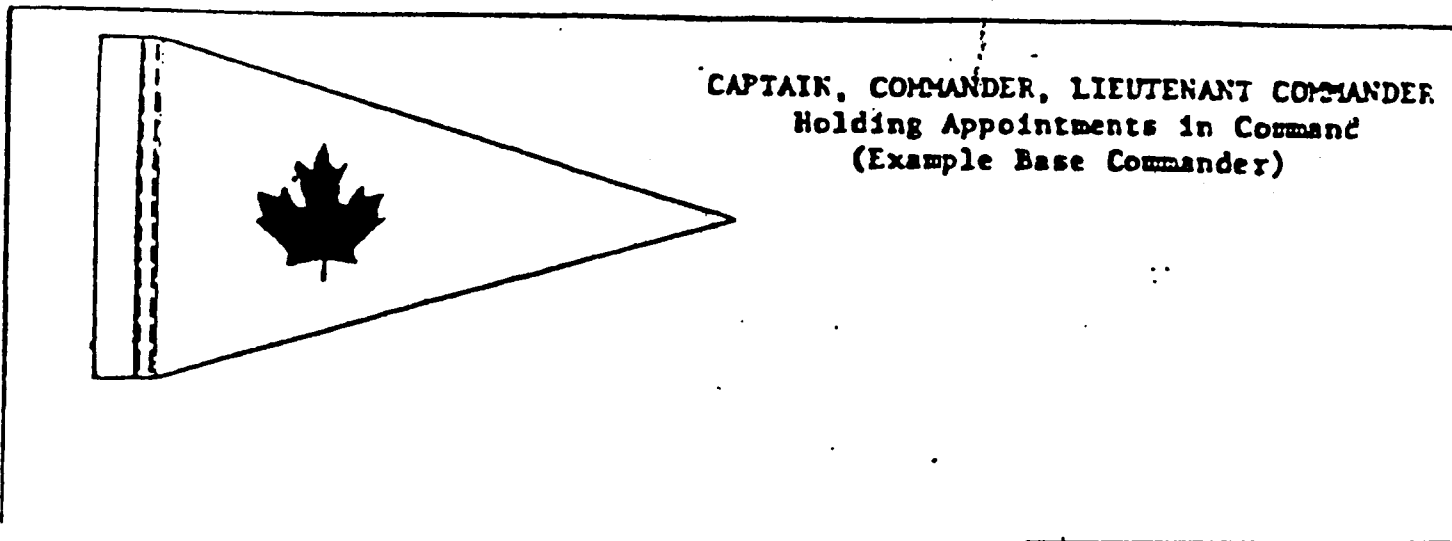
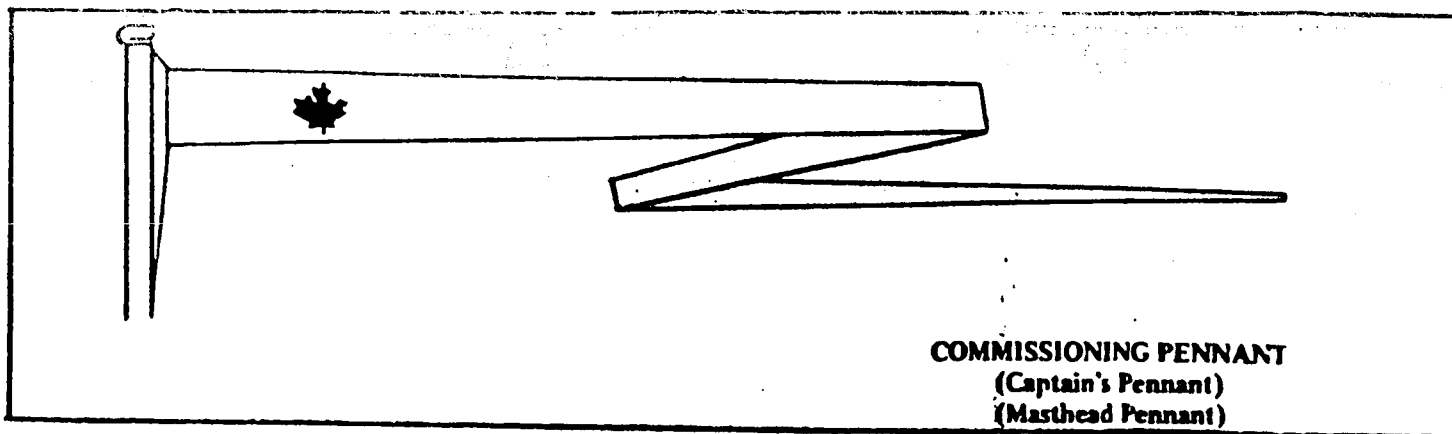


Figure 3-2B

343. THE COMMISSIONING PENNANT

- a. The Commissioning Pennant is six feet (182.88 cm) in length and three inches (7.6 cm) wide, at the hoist, having a red maple leaf on a white field. It is also referred to in relevant publications and orders as a Captain's Pennant or Masthead Pennant.
- b. It is worn in HMC Ships in commission, displayed from a suitable halyard on the mainmast or a small gaff thereon where it will fly free.
- c. The Commissioning Pennant is broken in a ship upon commissioning, at the same time that the Ship's Ensign is hoisted and is worn continuously throughout the Ships commission, except where displaced (hailed down) by the Personal or Distinguishing Flag or Pennant of:

- (1) The Sovereign
- (2) The Governor-General
- (3) The Chief of Defense Staff
- (4) The Commander, or Deputy Commander of Maritime Command, or
- (5) The Distinguishing Flag of a General (Officer Commanding a formation afloat. i.e. Cancomflt)

The above are always to be considered as "In Command"

- d. The Commissioning Pennant is hauled down when an Officer of general rank is embarked in an official capacity.
- e. The Commissioning Pennant displayed in the bow of a boat denotes:
 - (1) The presence of a Squadron Commander or a Commanding Officer of a ship, proceeding to or from his ship.
 - (2) The Guard Officer when acting in his official capacity, or
 - (3) Members of a court martial proceeding to or from court
- f. The Commissioning Pennant is not authorized for use as a decoration and is not to be displayed other than indicated above.

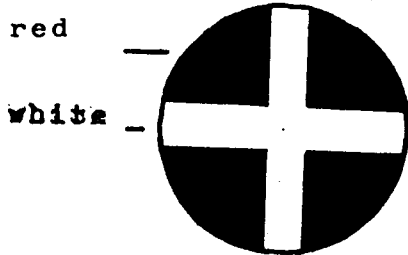
344. MINIATURE DISTINGUISHING AND PERSONAL FLAGS IN BOATS

a. The appropriate Miniature Standard, Distinguishing Flag or Pennant shall be displayed in the bow of a boat, day and night while the entitled Personage is actually in the boat. They continue to fly on occasions of half-masting. Flags and Pennants are to be hooded or removed when Personages are not actually in the boat:

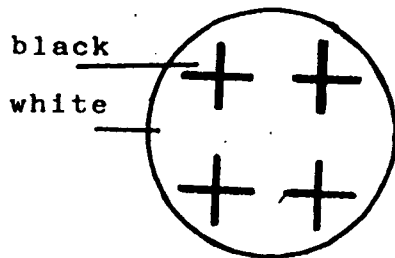
- (1) The Sovereign or any member of the Royal Family - their own Personal Standard.
- (2) Foreign Royalty or Head of State - the appropriate Standard or Ensign of the Country.
- (3) The Governor General of Canada - his Personal Flag.
- (4) The Lieutenant Governor of a Province within his jurisdiction - the appropriate Lieutenant Governor's Flag.
- (5) The Prime Minister of Canada - the National Flag of Canada.
- (6) The Minister of National Defense - the National Flag of Canada.
- (7) The Chief of the Defense Staff - Canadian Forces Ensign.
- (8) A General Officer Commanding a Command - his Flag/Pennant.
- (9) General Officers in Command of a Formation of Ships - the appropriate Distinguishing Flag/Pennant.
- (10) Squadron Commanders and Commanding Officers of HMC Ships when proceeding on official business - the Commissioning Pennant.
- (11) Members of a court martial when proceeding to and from the court - the Commissioning Pennant.
- (12) The Guard Officer - the Commissioning Pennant.

b. Flag Discs in Boats

Boats carrying Officers of General rank may in place of their Distinguishing Flag, display Flag Discs on the following occasions:



Travelling officially - pipe only.



Travelling on an informal occasion upper deck face in direction of boat - no pipe - gangway staff salute.

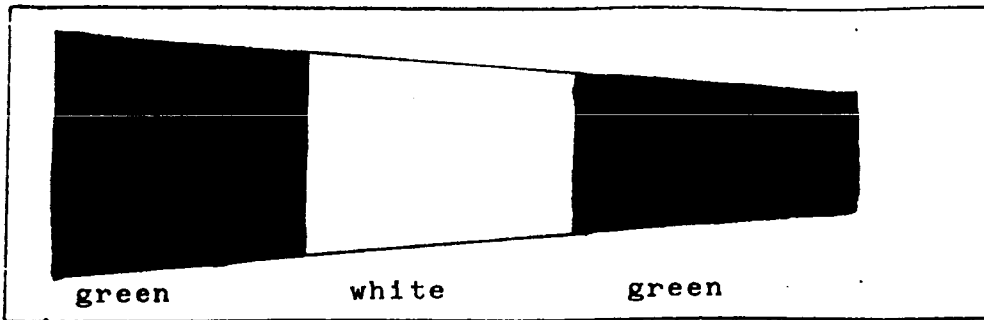


SQUADRON COMMAND INDICATOR

345. SQUADRON COMMAND INDICATOR

- a. The Squadron Command Indicator is not a Distinguishing Flag or a Personal Flag. It is used solely for the purpose of indicating the location of the Squadron Commander.
- b. The Squadron Command Indicator is flown:
 - (1) In harbour, in the ship in which the Squadron Commander is borne, at all times day and night.
 - (2) At sea and when meeting or joining other warships. It may be hauled down when sufficient time has elapsed for visual identification.
 - (3) On occasions when ships dress overall or with masthead flags, the ship flying the Squadron Commanders Indicator will fly as follows:
 - a. Single masted ship (I.R.E.) stbd outer yard.
 - b. Single masted ship (DDH/DDE/280) stbd outer upper yard.
 - c. A.O.R./YNG fore stbd outer.
- c. The Squadron Command Indicator is not to:
 - (1) Displace Personal or Distinguishing Flags or the Commissioning Pennant.

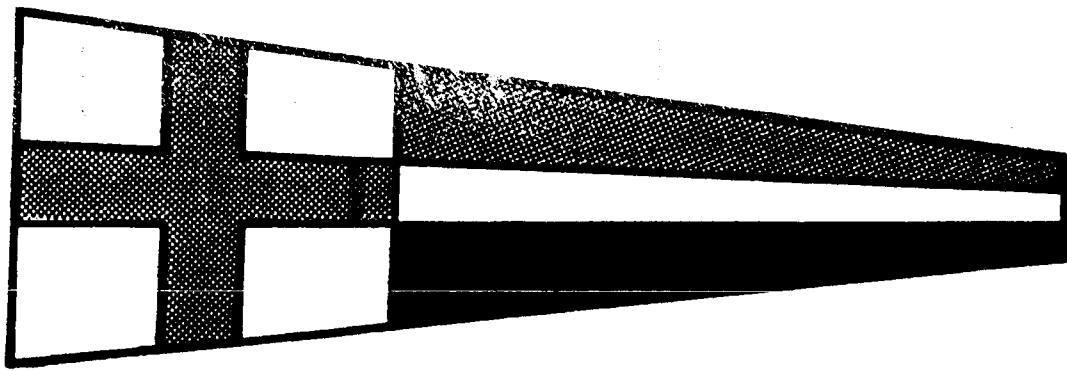
- (2) Be hoisted in a ship wearing a standard or other Distinguishing Flag or Pennant.
- (3) Be displayed in the bows of a boat or on a vehicle.



SCOPA PENNANT

346. SENIOR CANADIAN OFFICER PRESENT AFLOAT (SCOPA)

- (a) SCOPA Pennant is the stbd pennant.
- (b) Flown at the starboard yardarm day and night when not underway.
- (c) Does not displace personal or distinguishing flags.
- (d) When two or more HMC Ships, not wearing a Squadron Command Flag, are present in a port or roadstead, the senior Canadian ship is to hoist the Starboard Pennant at the starboard yard to indicate that the duties assigned to the SCOPA have been undertaken by that ship.
- (e) When in company with ships from other nations, the Starboard Pennant is to be flown by the Senior Canadian Ship in addition to the Squadron Command Flag.
- (f) The Starboard Pennant shall not be flown when SCOPA is wearing a personal or distinguishing flag, regardless whether foreign warships present or not.

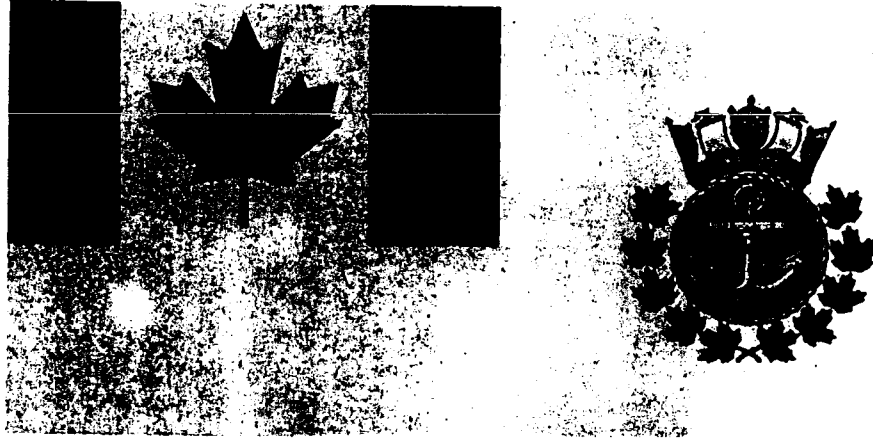


CHURCH PENNANT

347. CHURCH PENNANT

- a. The church pennant is to be hoisted at the peak if fitted and not occupied, or at the yardarm, both in harbour and underway when ships' companies are:
 - (1) Holding divine service.
 - (2) At prayers.
- b. During divine service or prayers, the church pennant may be used to drape a podium or altar.
- c. The church pennant is to be used only as prescribed in paragraphs a and b above and in dressing line construction.
- d. Whenever the church pennant is used, it is to be hoisted and lowered with dignity.





ROYAL CANADIAN SEA CADET FLAG

348. The Royal Canadian Sea Cadet Flag was approved by the Sovereign in 1976 for use in Canada.

349. HOISTING AND LOWERING CALLSIGNS

1. In home port ships entering or leaving the harbour limits are to hoist their callsign on the stbd yardarm.
2. Ships operating within the harbour limits shall not hoist callsigns. Passing honours are not rendered.
3. When a Senior Officer is embarked, his callsign is to be hoisted on the stbd yardarm and the ship's callsign shifted to the port yardarm.
4. When a Squadron Commander's Ship is underway without the Squadron Commander embarked, his callsign and the Squadron Command Indicator shall not be displayed.
5. In foreign ports, ships are to adhere to local customs.

350. BERTH DESIGNATORS

When ships are underway, proceeding independently or by tug to a designated berth, anchorage or buoy appropriate alphabetical/numerical designators are to be flown preceded by DESIG.

351. ABSENTEE INDICATORS

Absentee Indicators shall be flown iaw ATP1 Vol II Table 204 (Absentee Indicator Table) between sunrise and sunset.

Section 4 - Flag Ceremonial Procedures

352. GENERAL - INTRODUCTION

This section provides instructions as to the conduct of the various ceremonies which are carried out onboard HMC Ships. Of necessity, procedures are not provided to cover every conceivable situation. Where specific instructions do not appear, personnel should be guided by the general principles for similar occasions that have been covered.

353. COLOURS AND SUNSET

- a. The shipboard ceremonies of Colours and Sunset entail the hoisting and lowering of the Ship's Ensign and Jack.
- b. Ships alongside in harbour or at anchor are to carry out the ceremony of Colours or Sunset:
 - (1) At 0800 and Sunset daily,
 - (2) At 0800 and 1700 daily where continuous daylight or darkness prevail,
 - (3) In accordance with local customs when in foreign ports,
 - (4) Following the movements of the Senior Officer in co-ordinating the ceremony.
- c. Where Colours are not conducted at 0800 the orders for an act of striking the bell are to be appropriately amended.
- d. The personnel required for the ceremony of Colours or Sunset are as follows:
 - (1) Officer of the Day or Watch (OOD/OOW)
 - (2) Quartermaster/Corporal of the gangway
 - (3) Bosn's Mate
 - (4) Duty Electrician
 - (5) Man for Prep
 - (6) Man for Jack
 - (7) Man for ship's Ensign

e. The procedure for conducting the ceremony of Colours or Sunset is as follows:

- (1) Personnel should be mustered approximately ten minutes prior to the ceremony to ensure each person knows his job. With the exception of the duty electrician, personnel detailed are to be attired in the duty dress of the day for the brow staff.
- (2) The "PREP" (preparative pennant) is hoisted close up five minutes prior to the colours/sunset ceremony. (in Halifax, controlled by SCOPA/Designate)
- (3) At Colours or Sunset the prep is dipped (lowered about four feet). The man detailed for the Ship's Ensign salutes the OOD/OOW and reports "eight o'clock, sir" or "Sunset, sir" as appropriate.
- (4) At Colours the OOW/OOD orders "Make it so" and the Bosn's Mate on inboard ship strikes the appropriate number of bells. At sunset the OOW/OOD merely acknowledges the report with "Very good".
- (5) On completion of "Making it so" or at sunset, the OOD/OOW instructs the Quartermaster to "Pipe the Still" (or the bugler sounds the alert).
- (6) The Quartermaster pipes the still (the bugler sounds the alert).
- (7) The Bosn's Mate pipes over the ship's system "Attention on the upper deck, face aft (or in the direction of the Ship's Ensign)". (colours and Sunset)
- (8) The men detailed for Ship's Ensign and Jack respectfully hoist or lower the Ship's Ensign and Jack in slow time. Particular attention is to be paid to the uniformity of hoisting and lowering the two flags simultaneously.
- (9) When the Ship's Ensign touches the block or is completely lowered, the man on the Ship's Ensign will turn smartly forward and remain at attention, watching for the "Prep" to be hauled down.

- (10) Following the movements of the Senior Officer, the "Prep" is hauled down.
- (11) The man on the Ship's Ensign salutes and reports "Carry on, sir". The OOD/OOW orders "Carry on". The Quartermaster/Bugler complies and the Bosn's Mate pipes "Carry on".
- (12) At sunset, on hearing the "Carry on" the duty electrician switches on anchor lights, aircraft obstruction lights and upperdeck lighting.
- (13) The Ship's Ensign and Jack are to be brought to the Quartermaster for safe keeping after the ceremony of Sunset or as dictated by Ship's policy.
- (14) Prior to the ceremony of Colours, the Ship's Ensign and Jack are to be tracked and attended.

NOTE: See CFAO 32-5 regarding the ceremony of Colours, and sunset when National Anthems are played.

354. SIZE OF FLAGS, SHIP'S ENSIGNS, AND JACKS

- a. Size of Ship's Ensigns, Jacks and Flags is traditionally stated in "breadths"; a breadth is nine inches.
- b. Canadian Forces Catalogues give dimensions of Ship's Ensigns, Jacks, and Flags in feet and inches and refer to size numbers 1 through 6 or A through D in the case of signal flags. Stores demands are to be prepared using the size number and dimensions.
- c. Table 3-1 shows the sizes of Ship's Ensigns, Jacks, and Flags, their dimensions, and the equivalent size in terms of breadths. Table 3-2 lists the size of Ship's Ensigns, Jacks and Flags to be worn on various occasions by size number.
- d. Sunday/Holiday size of colours are to be worn on Sundays and Holidays listed in CFAO 16-1 Annex A. (reprinted below)

HOLIDAYS

SERIAL	Designated and Other Holidays
1.	New Year's Day (1 Jan).
2.	Good Friday.
3.	Easter Monday.
4.	Victoria Day/Queen's Birthday (the Monday immediately preceding 25 May).
5.	Dominion Day (1 Jul)
6.	Labour Day (first Monday in September).
7.	Thanksgiving Day (second Monday in October).
8.	Remembrance Day (11 Nov).
9.	Christmas Day (25 Dec).
10.	Boxing Day (26 Dec).
11.	Any day appointed by proclamation by the Governor in Council to be observed as a fast, thanksgiving or holiday. These holidays will be granted on the authority of the Officer Commanding the Command.
12.	One provincial or local civic holiday may be observed at the discretion of the Officer Commanding the Command.

Table 3-1 Size of Flags, Ensigns, and Jacks

SIZE	DIMENSIONS	CANADIAN FLAG	NAVAL JACK	CF ENSIGN	DISTIN-GUISHING FLAGS
1 (2 Breadth)	1'6" x 3'	Yes		Yes	Yes
2 (3 Breadth)	2'3" x 4'6"	Yes	Yes		
3 (4 Breadth)	3' x 6'	Yes	Yes	Yes	Yes
4 (6 Breadth)	4'6" x 9'	Yes	Yes	Yes	
5 (8 Breadth)	6' x 12'	Yes	Yes	Yes	
6 (10 Breadth)	7'6" x 15'	Yes			

Table 3-1A Signal Flag Sizes

SIZE	DIMENSIONS	SIZE	DIMENSIONS
A	5'9 1/2" x 5'9 1/2"	C	3'7 1/2" x 3'7 1/2"
B	4'4 1/2" x 4'4 1/2"	D	2'11" x 2'11"

TYPE OF SHIP	OCCASION	SHIP'S ENSIGN		NAVAL JACK		DIST/PERS FLAGS		SIGNAL FLAGS	DRESSING LINE FLAGS
		SEA	HBR	SEA	HBR	SEA	HBR		
AOR ARE	DAILY	3	5	-	4	3	3	B	A
	SUNDAY/HOLIDAY	3	6	-	5	3	3		
	DRESS SHIP	6	6	5	5	3	3		
DDH DDE ASXL	DAILY	3	4	-	3	3	3	B	
	SUNDAY/HOLIDAY	3	5	-	4	3	3		
	DRESS SHIP	5	5	4	4	3	3		
PFL YMG	DAILY	2	3	-	2	1	1	C	D
	SUNDAY/HOLIDAY	2	4	-	3	1	3		
	DRESS SHIP	4	4	3	3	1	3		
SS	DAILY	2	3	-	2	1	1	-	-
	SUNDAY/HOLIDAY	2	3	-	2	1	1		
	DRESS SHIP	3	3	2	2	1	1		

355. HALF-MASTING

- a. Unless specific instructions are received, all flags shall be half-masted at all defence establishments and HMC Ships on the death of:
 - (1) The Sovereign.
 - (2) A member of the Royal Family related in the first degree to the Sovereign (i.e. husband or wife, son or daughter, father or mother, brother or sister).
 - (3) The Governor General.
 - (4) A Federal Cabinet Minister.
- b. Within a province, unless special instructions are received, all flags will be half-masted at all defence establishments and HMC Ships on the death of:
 - (1) The Lieutenant Governor.
 - (2) The Provincial Premier.
- c. The honours listed in paras a and b above shall be accorded from the day of death until sunset the day of the funeral.
- d. The National Flag, Ensign, Ship's Ensign, and Jack, as appropriate, shall be flown at half-mast at all defence establishments and in HMC Ships upon hoisting until 1120 hours on 11 Nov (Remembrance Day). In addition, they shall be flown at half-mast when ordered by NDHQ or a Command Headquarters and during the funeral of a service member being held at a particular unit or in a ship.
- e. For a funeral on land, flags shall be half-masted when the funeral procession is due to leave the place where the body has been lying and rehoisted when sufficient time has elapsed for the interment.
- f. For a funeral at sea, flags shall be half-masted when the body is removed from where it has been lying and rehoisted when the funeral service is ended.

- g. When a body leaves a ship for interment on shore, colours shall be half-masted when the body has been removed from where it has been lying onboard the ship and rehoisted when sufficient time has elapsed for interment. When a body is being removed from a ship to await interment, colours shall not be half-masted.
- h. When flags are ordered to be half-masted throughout the day, they shall be first hoisted close up and immediately lowered to half-mast. At sunset they shall be hoisted close up, then lowered.
- j. On occasions when the National Flag is flown at half-mast, the Ensign, if flown, shall also be half-masted.
- k. The boat's Ensign shall be worn at half-mast on all occasions and in any waters when:
 - (1) A body is being conveyed in a boat.
 - (2) Ship's Colours are at half-mast.
- m. In HMC Ships, when the Ship's Ensign is worn at half-mast, the Jack, if worn, shall also be half-masted.

NOTE: HMC Ships whose Colours are at half-mast shall acknowledge salutes by merchant vessels. The Ship's Ensign shall be hoisted close up, dipped, rehoisted close up, and then half-masted.

- n. HMC Ships approaching or leaving port or an anchorage where any other ship of war has its Colours at half-mast shall, while within sight of that ship, half-mast their own Colours.
- p. Half-masting during the ceremony of Colours.
 - (1) The "prep pennant" and the appropriate signal from ATP1, Vol II are hoisted five minutes prior to colours.
 - (2) At 0800 the Prep is lowered to the dip, and at the same time the signal to half-mast is hauled down, and the ceremony of Colours followed immediately by half-masting is conducted iaw sub-para h.
 - (3) Prep Pennant hauled down, ceremony of colours and half-masting completed.

- q. Rehoisting during ceremony of sunset.

The Prep Pennant is hoisted five minutes prior to the ceremony. When the Prep Pennant is hauled to the dip, carry out sunset ceremony iaw para h. Prep Pennant being hauled down, sunset ceremony is completed.

- r. When half-masting and re-hoisting is carried out after colours (i.e. 0900, 1000) and prior to sunset:

- (1) The appropriate signal from ATP1, Vol II is hoisted five minutes prior to half-masting and re-hoisting.
- (2) At the appointed time, the signal to half-mast is hauled down and the ceremony of half-masting is conducted.
- (3) At the appointed time, the signal to re-hoist colours is hauled down and the ceremony of re-hoisting is conducted.

NOTE: Ref. para r, the same marks of respect are to be observed as observed at colours and sunset.

- s. On dress-ship occasions, upon the extraordinary circumstances of ships being ordered to half mast colours when dressed.

- (1) Dressing lines are to be lowered.
- (2) Ship's Ensigns and Jacks are to be half masted and masthead flags hauled down.
- (3) Ships underway are to half-mast their Ensigns and Jacks and haul down masthead flags.
- (4) In foreign ports, ships are to adhere to local customs.

- t. A ship carrying a body on a dress ship occasion, is to half-mast her colours and haul down her masthead flags.

- u. If the funeral is to take place at a distance from the ship or port in which the Flag is flying, the Flag shall be kept at half-mast until sunset, on the day on which the body is removed from the ship or port for burial.

DRAPING OF FLAG ON A CASKET
 COMMENT PLACER LE DRAPEAU SUR UN CERCUEIL

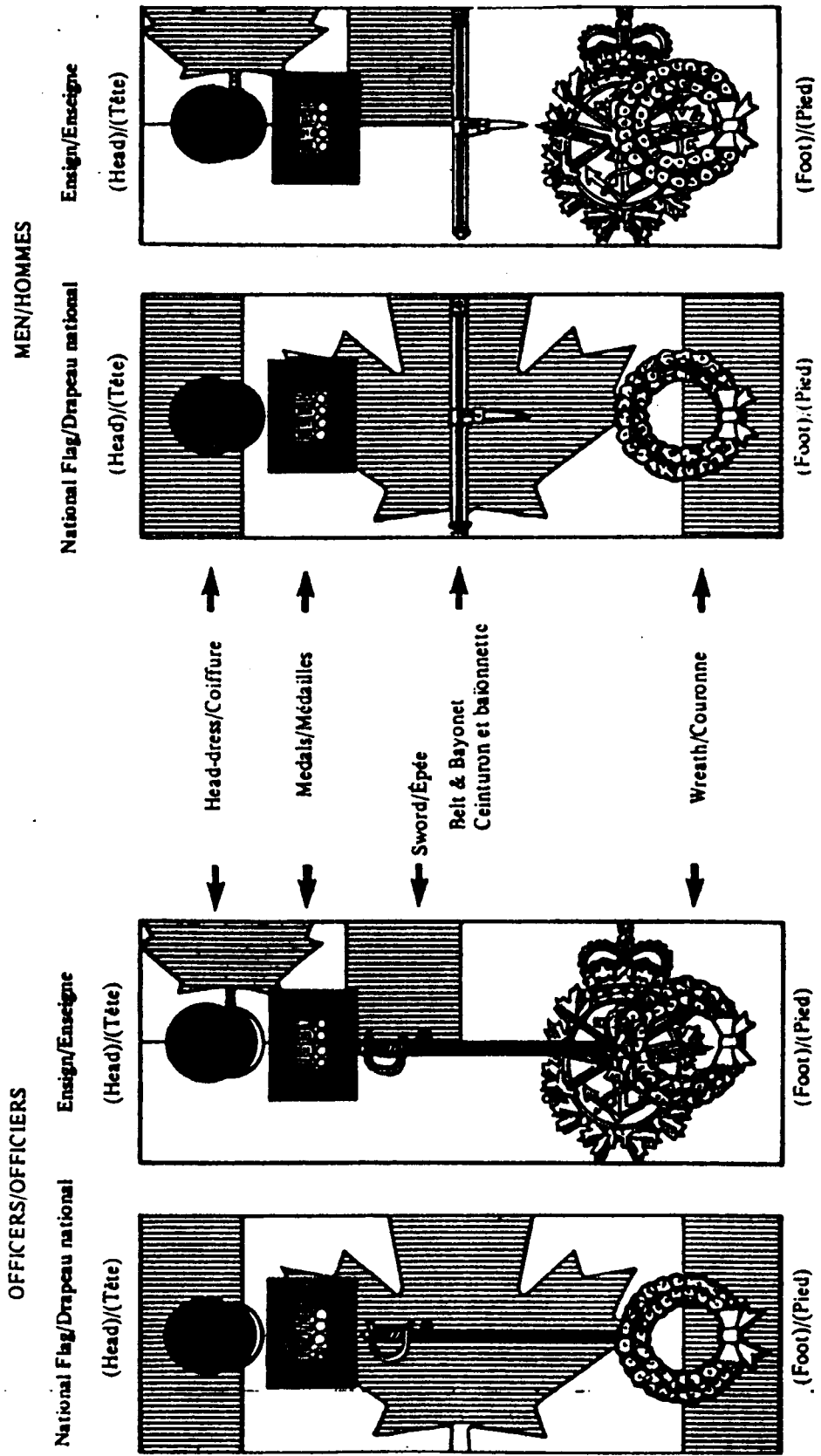
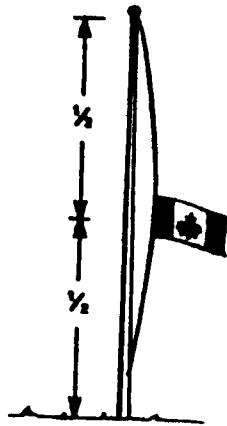


Figure 3-3

HALF-MASTING OF FLAGS DRAPEAUX EN BERNE

1

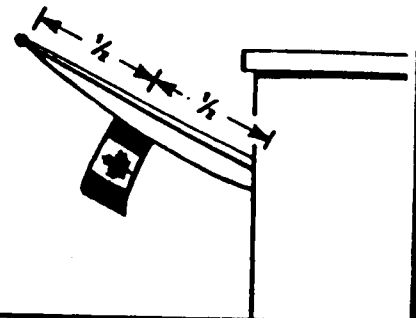
On a standard flagpole.



Sur un mât de pavillon normal.

2

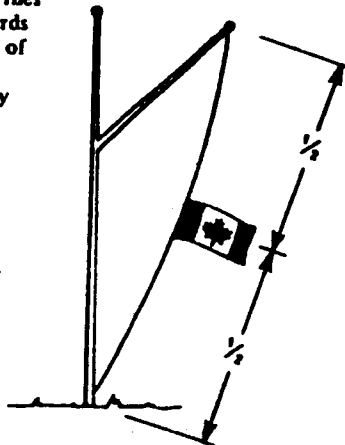
On a projecting flagpole.



Sur un mât de pavillon incliné.

3

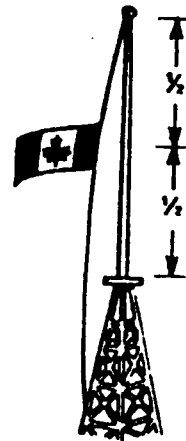
On a peak or gaff the flag flies one half way up the halyards from the cleats, regardless of the position of crosstrees, platform or top which may intervene.



Sur une corne, le drapeau est hissé à mi-chemin de la drisse à partir du taquet, quelle que soit la position du croisement, de la plate-forme ou du sommet qui peut se trouver là.

4

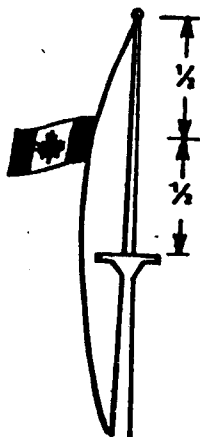
On a mast with an intervening structure.



Sur un mât placé en superstructure.

5

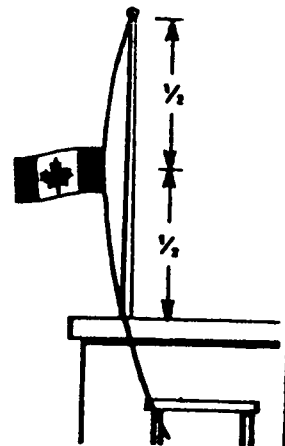
On a mast with crosstrees, platform or top.



Sur un mât avec un croisement, une plate-forme ou un sommet.

6

On a mast which is surmounting a building.



Sur un mât surmontant un bâtiment.

Figure 3-4
3-63

356. DIPPING ENSIGNS

- a. The act of "Dipping her Ensign" to a warship by a merchant ship is a form of salute. It is to be treated as such by HMC Ships, and the salute returned by dipping the Ship's Ensign. As there is no regulation whereby a merchant vessel is required to dip her Ensign to a man-of-war, this practice must be considered as an act of custom and courtesy rather than a rule.
- b. Ships are to acknowledge promptly and smartly all such salutes; however, ships should not obviously anticipate a salute.
- c. Under no circumstances are HMC Ships to dip their Ensigns to any other vessel unless that vessel first dips her Ensign.
- d. When Ship's Ensigns are half-masted, the Ship's Ensign will first be hoisted close up, dipped, re-hoisted, then returned to the half-mast position.
- e. When ships are nested, only the outboard ship is to return the compliment.

357. LAUNCHING, NAMING, AND COMMISSIONING OF SHIPS

- a. When a ship is to be launched and there is no naming ceremony, the Ship's Ensign and Jack together with the National Flag at the masthead shall be worn between 0800 hours and sunset.
- b. At launching of ships at which there is a naming ceremony, the Ship's Ensign and Jack shall be hoisted simultaneously and the National Flag broken at the masthead at the moment of naming. These flags shall be lowered at sunset.
- c. At a commissioning or a naming and commissioning ceremony, Ship's Ensign and Jack shall be hoisted and the masthead pennant broken at the moment of commissioning or naming.
- d. Where a ship is commissioned before the official acceptance, normal procedure shall be followed on the day of commissioning; but on subsequent days until the ship has been officially accepted, only

the Ship's Ensign and masthead pennant shall be worn.

NOTE: Also see Chapter 4, Article 445 - Laying of Keels, Launching, Naming, and Commissioning Ceremonies.

358. DRESSING SHIP OCCASIONS

1. a. Except as provided for here-under, ships in port shall, unless otherwise ordered, dress overall from colours to sunset in accordance with table 3-2. Ships underway in the vicinity of a port/anchorage shall dress with masthead flags and Jack.
 - (1) Ships in other than Canadian ports, on the occasion of the anniversary of the actual birthday of Her Majesty the Queen shall:
 - a. Dress ship on the date of the local celebration.
 - b. Not celebrated ashore, shall dress with masthead flags only, and only while the Royal Salute is being fired.
 - (2) Ships in other than Canadian ports on the proclaimed official birthday of Her Majesty the Queen shall:
 - a. Dress ship on the date of the local celebration.
 - b. Not celebrated ashore, shall neither dress overall nor with masthead ensigns.
 - (3) The Senior Officer present may order ships to dress overall on the occasion of important military or civil functions when it is considered in the best interest of the Canadian Forces. In all cases of dressing ship the Senior Officer is to inform local authorities of such intentions.
- b. When the anniversary for dressing ship falls on a Sunday, ships shall be dressed on that day. If the salute is deferred to the following day, ships shall dress by breaking the masthead flag on the first and hauling down on the last gun.

- c. On all occasions when ships are dressed, ships in dock, refit, or out of routine shall dress with masthead flags and wear the Jack unless otherwise ordered.
- d. Ships proceeding to sea prior to 1000 or entering harbour and securing alongside after 1500 shall dress with masthead flags only. Ships entering/leaving at other times, unless otherwise ordered undress one hour before departure and dress overall one-half hour after arrival.
- e. Ships shall be dressed with masthead flags and Sunday size colours when escorting a ship-of-war or merchant vessel wearing:
 - (1) The Queen's Personal Canadian Flag or a Royal Standard.
 - (2) A foreign Royal or Imperial Standard.
 - (3) The flag of a Head of State.
 - (4) The flag of His Excellency the Governor General of Canada.
 - (5) The flag of a Lt. Governor of a Province.
- f. Ships shall be dressed in harbour by order of the Senior Officer present.
 - (1) When in the presence of any ship in which the flags listed in para e above are flying, on occasions of visits from the personage concerned.
 - (2) When in the presence of ships of war of another nation or in the waters of another nation, on ceremonial occasions of the nation concerned.
- g. When a ship is dressed in honour of a personage or on a ceremonial anniversary, the National Flag shall be worn in accordance with the following:
 - (1) In a ship wearing a distinguishing flag;
 - a. Ships with two or more masts shall wear the National Flag at the unoccupied masts.
 - b. Single-masted ships shall not wear the National Flag.

- (2) Ships not wearing a distinguishing flag shall wear the National Flag at each mast.
- h. When a ship is dressed in honour of personage or on a ceremonial occasion of another nation, the National Flag shall be worn in accordance with the following:
 - (1) Single-masted ships wearing a Royal Standard or Governor General's flag or distinguishing flag or pennant, shall wear the ensign of the other nation alongside the standard or flag. Other single-masted ships shall wear the ensign of the other nation alone.
 - (2) Two-masted ships wearing a Royal Standard or Governor General's flag or distinguishing flag or pennant, shall wear the ensign of the other nation at the fore. Other two-masted ships shall wear the ensign of the other nation at the main and the National Flag at the fore.
- i. Ships that do not possess the appropriate foreign ensign shall wear Canada's National Flag on the occasions referred to in para h above.
- j. Dressing lines may be clipped on the evening prior to the dress ship occasion (unless ships are illuminated) and covered with approved dressing line bags. These bags have been designed so that they may be left rigged while dressing lines are being "triced". Bags are to be removed immediately on completion of Colours.
- k. Ships are to dress with masthead flags only, when the Senior Officer present does not consider it expedient to dress overall. Under no circumstances are the ready duty or communications guard ships to rig strongbacks. They shall dress with masthead flags only.

2. Dress Ship Procedure for Colours

- a. Following the movement of the Senior Officer at 0755 hoist the "Prep" and appropriate signal.
- b. At 0800 execute flag signal.
- c. The dressing lines will now be hauled simultaneously to their blocks.
- d. The "Prep" is then dipped by the Senior Officer and the ceremony of Colours is then carried out.
- e. When the "Prep" is hauled down, the masthead flag (or ensign of the other nation) is broken.

3. Undress Ship Procedure for Sunset

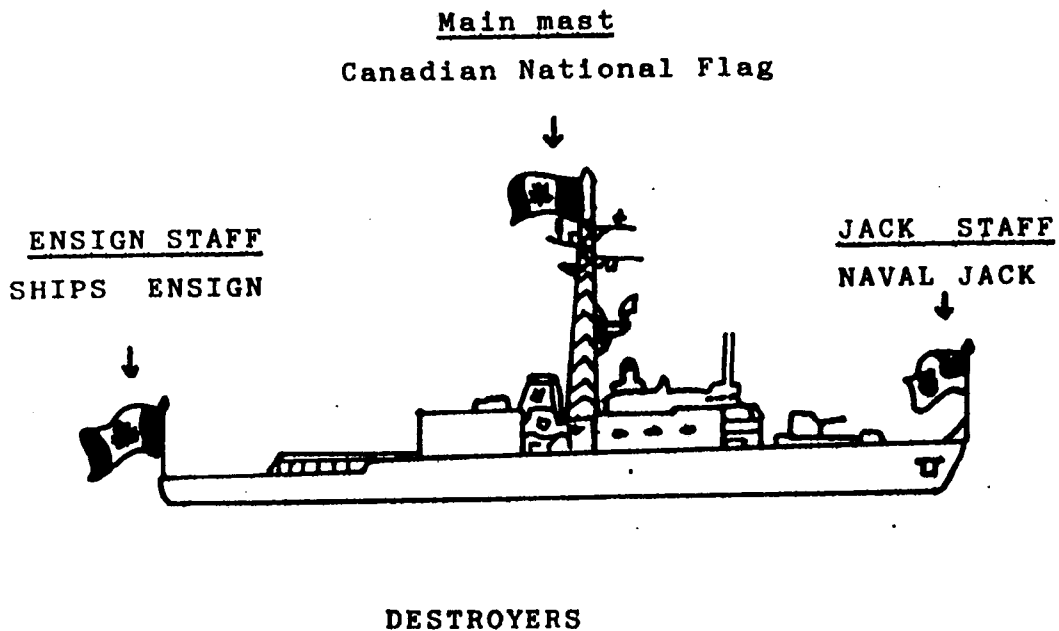
- a. Following the movements of the Senior Officer five minutes prior to Sunset hoist the "Prep" and appropriate signal.
 - b. At sunset execute flag signal.
 - c. The dressing lines are then lowered simultaneously to deck or bottom of guide line.
 - d. The "Prep" is then dipped and the Ceremony of Sunset is carried out. The masthead flag (or ensign of the other nation) is lowered at the same time.
 - e. The "Prep" is hauled down and Sunset Ceremony is completed.
4. Senior Officers conducting dress/undress ship must observe the progress of dressing line hoisting/lowering to ensure a well coordinated ceremony. The preparative pennant is not to be "dipped" until (as nearly as practicable) all ships have completed the dress/undress portion of the ceremony.
 5. On occasions when ships dress with masthead flags only the flag signal hoisted for this purpose is found in ATP (1) Vol. II.
 6. Some countries fly the same or different masthead flag from the ships during dress-ship occasions. When HMC Ships are required to dress in honour of another country (in home or foreign port) the appropriate masthead flag is to be displayed, e.g. HM Ships fly the white National (UK) celebrations.

Table 3-3 Canadian Dress Ship Occasions

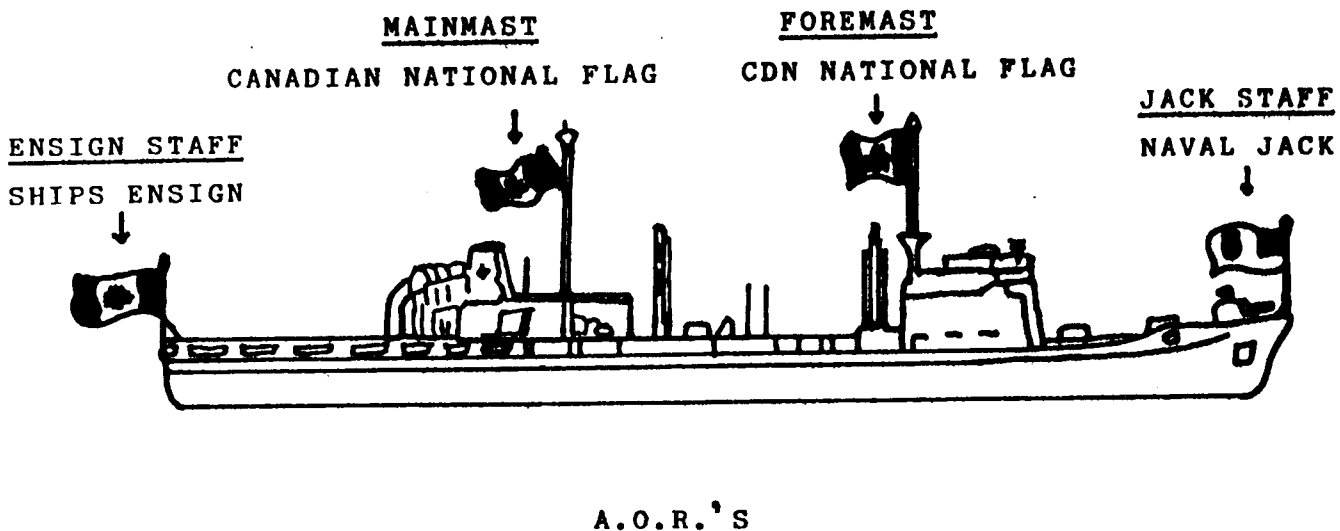
<u>DATE</u>	<u>ANNIVERSARY/OCCASION</u>	<u>OVERALL</u>	<u>FLAG/ENSIGN DISPLAYED</u>	<u>REMARKS</u>
6 Feb	Anniversary of the Accession of reigning Sovereign	Yes	Canadian National Flag	
21 Apr	Actual birthday of Her Majesty Queen Elizabeth II	Yes	Canadian National Flag	
- May	Official birthday of the reigning Sovereign	Yes	Royal Union Flag	In Canada celebrated Monday immediately preceding 25 May
2 Jun	Anniversary of the Coronation of Her Majesty Queen Elizabeth II	Yes	Canadian National Flag	
10 Jun	Birthday of His Royal Highness, The Duke of Edinburgh	Yes	Canadian National Flag	
1 Jul	Canada Day	Yes	Canadian National Flag	
4 Aug	Birthday of the Queen Mother	Yes	Canadian National Flag	
11 Dec	Statute of Westminster	No	Royal Union Flag	Ships within Cdn. waters. Masthead Flags only.

FIGURE 3-5

Positions for flying Ensign, Jack and Masthead Flags
on DRESS SHIP OCCASIONS



NOTE: For Canadian National Flag read appropriate Flag

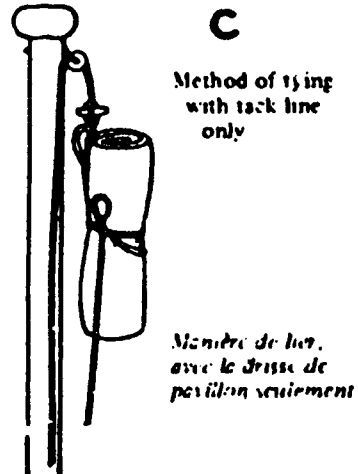
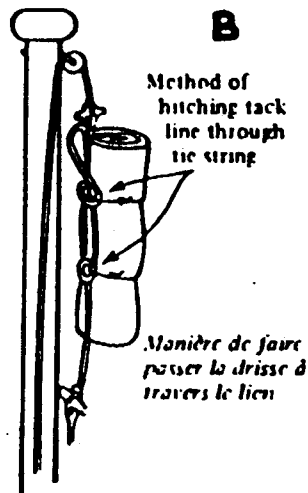
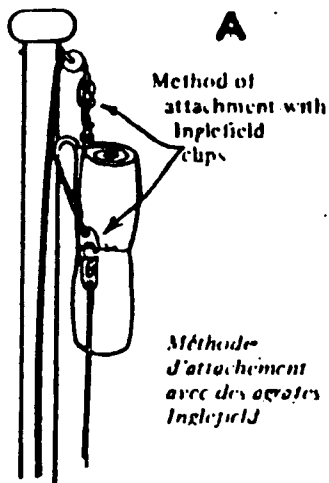
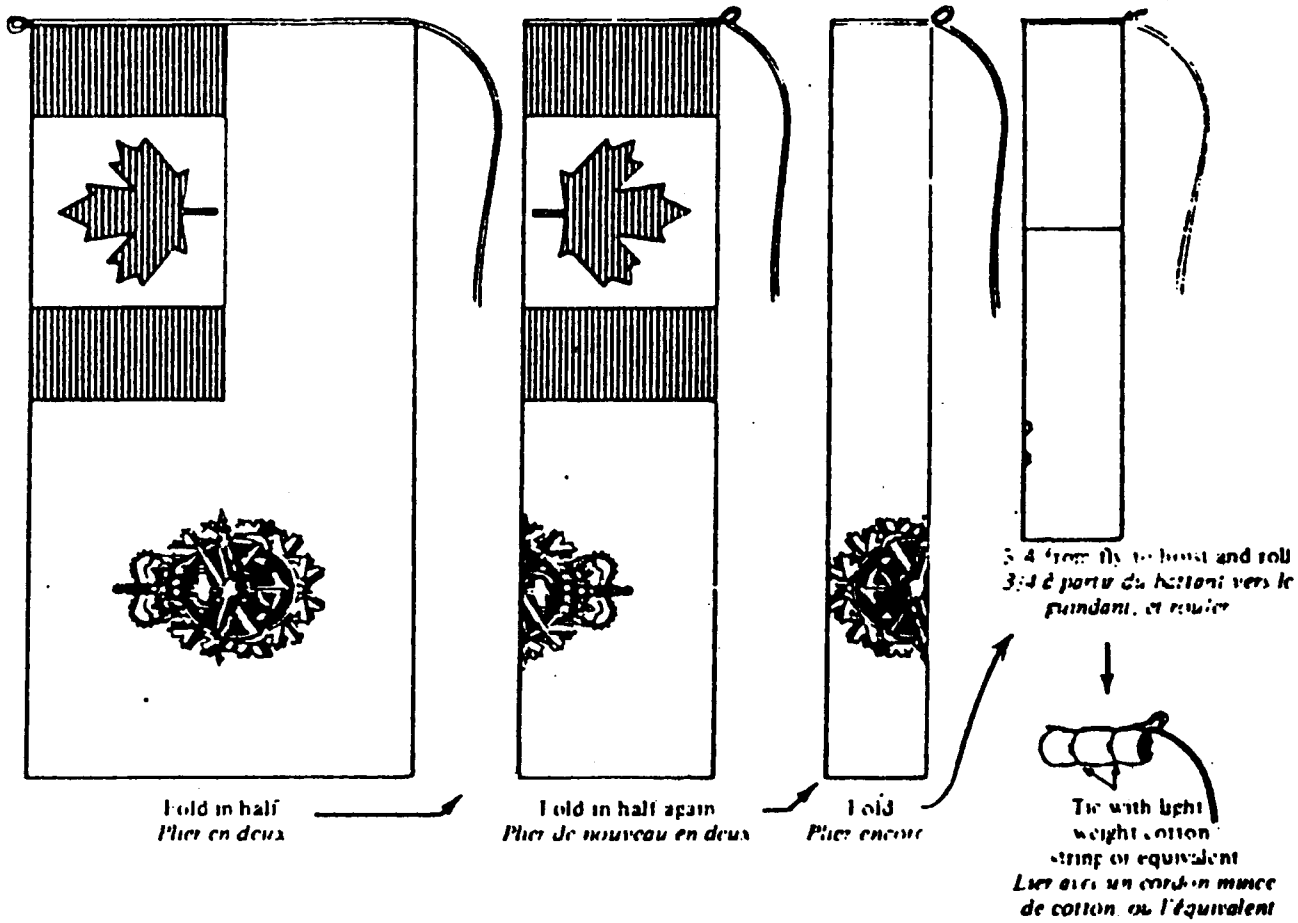


359. PREPARING A FLAG FOR BREAKING

- a. On many occasions and situations it is necessary to break a flag, such as:
 - (1) Masthead flag for dress ship.
 - (2) Jack during execution of ceremonial anchorage.
 - (3) Battle Ensign at masthead.
 - (4) Passing foreign ship honours. (Ref. Art 240 s)
- b. As befits the requirement, Figure 3-6 gives a pictorial view of procedure for preparing a flag for breaking.

Figure 3-6

PREPARATION OF FLAG FOR BREAKING
 PRÉPARATION DU DRAPEAU POUR LE DÉPLOIEMENT



360. DETAILS OF DRESSING LINES

- a. A dressing line consists of three main components:
- (1) The strongbacks which are 3/4 inch circular extra special flexible steel wire ropes (ESFSWR) to be fitted with swivels at both ends.
 - (2) The dressing line 7/16 inch (dia) nylon rope with length to be twice the length of strongback plus the distance from masthead to deck.
 - (3) Whips which are:
 - (a) 1 1/2 inch (circ) nylon line for DDE/DDH and smaller vessels.
 - (b) Two inch (circ) nylon line for AOR's.
- b. Dressing lines and strongbacks are referred to as:
- (1) Foredown: Jackstaff to foremast.
 - (2) Maindown: Ensign staff to mainmast.
 - (3) Fore-to-main: Foremast to mainmast.
- c. The upper ends of the foredown, maindown, and the foremast end of the fore to main strongback are tailed with manilla whips. The other end of the foredown, maindown and fore-to-main are fitted with shackles. The whips are rove through double sheaved I.B. blocks at the masthead. The masthead block should be at a distance below the tack of the masthead ensign equal to 1 1/2 times the width of the National Flag normally used at the masthead. The shackles are made fast to eye pads fitted at the stem, stern, and mainmast respectively.
- d. The dressing line, with signal flags and pennants permanently seized to nylon rope, are equipped with spring clips in the center of each flag and pennant which snap around strongback. The heads of the flag are to be:
- (1) Foredown: towards the foremast.
 - (2) Fore-to-main: towards the foremast.
 - (3) Maindown: towards the mainmast.

- e. 1. To assume uniformity within types of ships the number of flags and pennants used in dressing lines shall be:

<u>DDE/DDH</u>		<u>DDH 280</u>	<u>IRE</u>	<u>AOR</u>	<u>YNG</u>
Foredown	27	33	31	28	17
Fore-to-main	--	--	--	30	--
Maindown	33	39	39	37	26

2. Flags are to be spaced approximately two feet apart which may be increased/decreased to prevent gaps at ends of lines and spread flags evenly over entire line length.

- (a) Foredown - ECHO (at Jackstaff) thence down Table 3.4 list for appropriate number, always terminating with second substitute (Foremast)
- (b) Fore-to-main - STATION (at Foremast) down Table 3.4 list for appropriate number, always terminating with Emergency (MAIN)
- (c) Maindown - JULIETT (at Ensign Staff) thence up table 3.4 list for appropriate number, always terminating with SPEED. (Mainmast)

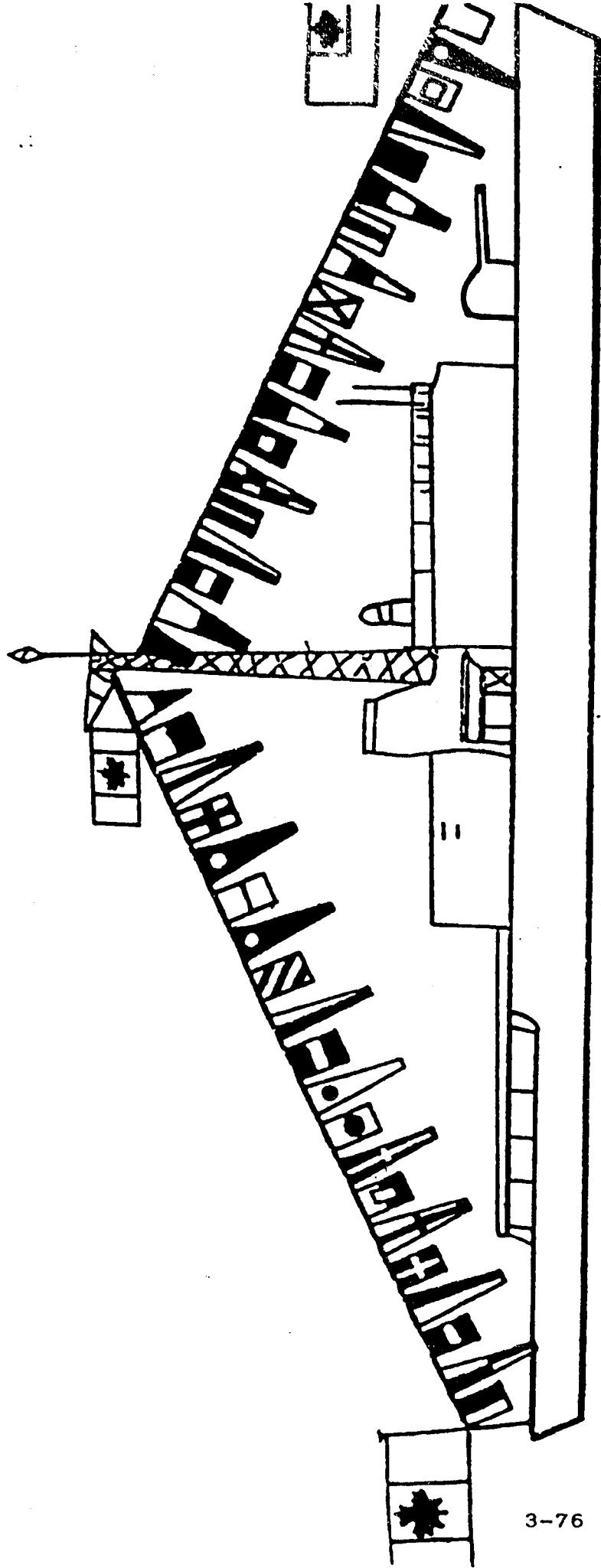
- f. Destroyers and smaller vessels are classed single-masted, while maintenance ships and gate vessels are classed two-masted ships, for ceremonial purposes. Miscellaneous types of ships which, due to their construction, cannot conform to these general rules, shall dress as single or two-masted ships as indicated in the rigging specifications.

TABLE 3.4 FLAG SEQUENCE FOR DRESSING LINES

<u>FOREDOWN (FROM JACKSTAFF TO FOREMAST)</u>	<u>FORE-TO-MAIN (FROM FOREMAST TO MAINMAST)</u>	<u>MAINDOWN (FROM MAINMAST TO ENSIGN STAFF)</u>
Echo	Station	Speed
Quebec	Yankee	India
Pennant One	Third Substitute	Pennant Two
Golf	Uniform	Echo
Pennant Three	First Substitute	Interrogative
Zulu	Delta	Tango
Negative	Fourth Substitute	Pennant Six
Whiskey	Flag Three	Flag One
Pennant Nine	Emergency	Negative
Flag Seven	Flag One	Papa
Pennant Six	Third Substitute	Pennant Five
Charlie	Lima	Flag Nine
Pennant Eight	Emergency	Pennant Eight
Papa	Flag Seven	Alfa
Pennant Four	Second Substitute	Pennant Six
India	Squadron	Flag Two
Pennant One	First Substitute	Pennant Three
Tango	Charlie	Flag Three
Pennant Seven	Third Substitute	Pennant Seven
Flag Six	Port	Echo
Corpen	Station	Corpen
Flag Eight	Flag Eight	Mike
Interrogative	Emergency	Turn
Squadron	Flag Five	Romeo
Pennant Two	Third Substitute	Form
Hotel	Kilo	Juliett
Answer	Station	Answer
Flag Five	India	November
Turn	Fourth Substitute	Pennant Zero
Xray	Victor	Kilo
Pennant Zero	First Substitute	Pennant Four
Foxtrot	Oscar	Victor
Church	Fourth Substitute	Pennant Five
Division	Flag Three	Bravo
Form	Emergency	Interrogative
Oscar		Flag Zero
Pennant Five		Church
Romeo		Xray
Pennant Nine		Pennant Seven
Port		Flag Four
Pennant Eight		Pennant Two
Delta		Lima
Pennant Three		Juliett
Second Substitute		

NOTE: Fore-to-Main used with two-masted ships only.

Figure 3-7 Single-Masted Ship Dressed Overall



Flags depicted are for illustration only.
Sequence of flags on dressing lines is to
conform to Table 3-4

361. FLAG LOCKERS

1. Flag lockers are issued unmarked. Lockers shall be marked in the manner and in the sequence prescribed below, all work being carried out by ships' staff.

2. Sequence of marking flag lockers, left to right.

P1	P2	P3	P4	P5	P6	P7	P8	P9	PO
A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	1st	2nd	3rd	4th
CORPEN	TURN	FORM	STATION	SPEED	DESIG	SQUAD	FLOT	DIY	SUBDIV
1	2	3	4	5	6	7	8	9	0
ANS	INT	PREP	NEGAT	STBD	CHURCH				EMERG
RED FLAG					BLACK PT				BRAVO LARGE

Section 5 - Fittings, Flag Displays, and Miscellaneous Items

362. GENERAL

- a. This section provides information on the heraldic fittings, tables of flag display and sizes, variations of mast design, and a list of pertinent references to augment this publication.
- b. Mast configuration depicted in this chapter are not accurate in detail. Common sense and imagination will enable the user to identify appropriate positions for flag displays within his own ship.

363. HERALDIC FITTING IN HMC SHIPS

- a. The following intends to achieve standardization of heraldic fittings in HMC Ships

- (1) Crown-Ensign/Jack Staff

The St. Edward's crown is to be used and made of aluminum-nickel bronze. It is to be coloured using gold leaf and special enamel paints in accordance with CF Ship's Standards, Crown and securing arrangements. Drawing and pattern are held by Ship Repair Units.

- (2) Mounting Base for Ship's Badge

The mounting base for ship's badges is to be circular in shape except for the uppermost portion which is to conform with the shape of the crown. Mounting base is to be made of teak or South African mahogany with a 2-inch margin all round, one inch of which should be bevelled. It is to be 23 x 29 inches for an 18-inch ship's badge and 17 x 23 inches for a 12-inch ship's badge. The whole is to be stained and varnished. Ship's badges are to be made in Fleet Maintenance Group or Ship Repair Unit and issued through the CF supply system.

- (3) Battle Honours Scroll

The battle honours scroll is to consist of a rectangular board of teak or African mahogany, carved in accordance with a standard design, incorporating the ship's badge, a rope design surrounding the name scroll, motto scroll, and maple leaves. The ship's

name, motto, and the battle honours to which the ship is entitled will be inscribed in gold leaf lettering as follows:

- (a) The list of battle honours and the styles of lettering to be employed will be found in Chap 7, A-AD-200-000/ AG000
- (b) The outside dimensions of the battle honour scroll board are not to exceed the following:
 - (i) AOR's 6' x 5'
 - (ii) Destroyers and below 4' x 3'
- (c) A record of all battle honours awarded the ship is kept in the Captain's Ship Book.

(4) Ship's Name Plate

The ship's name plate is to be made of teak or African Mahogany, suitable polished, the overall height of the lettering being nine inches for AOR's and six inches for Destroyers and below. A guidance drawing is found in CFSS curators drawing No. G-F-9-H43-0020045-01, ship's nameboard. Ship's name plate and letters (two per ship) will be provided by shipbuilders for new construction.

364. MAPLE LEAF EMBLEM

- a. Ships are to wear a red maple leaf in the form of a metal badge constructed to the following specifications:

(1) Position

- (a) On each side of the funnel.
- (b) On the side of the hangar for DDH 280 class.
- (c) Ship's drawings are to be consulted.

(2) Size

- (a) Vessels up to 115 feet - emblem to be 2' in extreme breadth and extreme height.

- (b) Vessels greater than 115 feet but less than 215 feet - emblem to be 2 1/2' in extreme breadth and extreme length.
 - (c) Vessels greater than 215 feet but less than 400 feet - emblem to be 3' in extreme breadth and in extreme length.
 - (d) Vessels greater than 400 feet - emblem to be 4' in extreme breadth and extreme length.
- (3) After priming the finish coat to be applied shall be CGSB specification 1-GP-61 in the colour red 9-2.

CHAPTER 4

SHIPBOARD CEREMONIAL PROCEDURES

Section 1 - Introduction

401. INTRODUCTION

This section includes the various drills and procedures that are unique to shipboard practice. Where drills and procedures are not outlined, reference is to be made to APD 201.

(402 to 409 inclusive; Not Allocated)

Section 2 - Piping Ceremonial

410. SHIPS PASSING

- a. The ceremony observed by two warships passing between sunrise and sunset is generally in keeping with the practices of other maritime nations.
- b. When warships pass one another (whether both are underway or not), the junior is to sound the still. The senior is to reply likewise, and after a short interval, is to sound the carry on. The junior is then also to sound the carry on. This does not apply in situations where;
 - (1) Direction has been provided to forego the procedure because of reasons of convenience or safety.
 - (2) Local rules otherwise dictate.
- c. When ships are nested, the outboard ship is to pipe on behalf of the Senior Officer of the nest.
- d. When a foreign warship passes and doubt as to relative seniority exists, HMC Ships are to be prepared to pipe first and are to do so in sufficient time to avoid failing to pipe at all.
- e. When a ship is alongside or at anchor, the Officer-of-the Day/Watch is normally to salute from the gangway area. When underway or maintaining an anchor watch from the bridge, an officer on the bridge area is to salute. Bosn Mate pipes "Attention on the upper-deck face to port or starboard". Personnel on the upper deck come to attention and face the direction in which the honours are being exchanged.

- f. Certain auxiliary forces of other countries (i.e. the U.S. Coast Guard) have similar customs. While they are not entitled to the same marks of respect accorded warships, HMC Ships are to return such salutes when received as a matter of courtesy.
- g. Ships which are shifting berths or conducting operations inside either Mauger's Beach or a line connecting Albert Head and Ogden Point are exempt from paying or receiving passing honours. Ships may be recognized by the fact that callsigns are not displayed (Art. 321 refers)

411. SALUTES TO MARITIME COMMAND COMMANDERS (ATLANTIC OR PACIFIC)

- a. Salutes may be made to the Maritime Commanders by prior request;
 - (1) When departing or returning from prolonged deployments.
 - (2) On special occasions such as first entry to home port or paying off.
- b. In Halifax Harbour salutes are not to be exchanged with ships at berth 56 until after the salute to the Flag Officer has been completed.

412. VISITS TO HMC SHIPS BY VIP'S

- a. The following description of the ceremonial attendant the reception of personages onboard one of HMC Ships is given as a general guide. It is similar to the procedures contained in BR 67 (ii) for use by R.N. Ships and is applicable for those personages entitled the ceremonial.
 - (1) Arrival by the Brow
 - (a) Fifteen minutes before the expected time of arrival of the personage, the ceremonial side party and the guard and band (if appropriate) are to muster at the vicinity of the brow.
 - (b) The ceremonial side party is to consist of:
 - (1) A P1 - P2 of the Boatswain's trade; and three Boatswains or men of Sea Ops trades who are experienced in the use of a Boatswain's call. They shall take up a position abaft the brow, facing forward in order of seniority from outboard in, so that the senior rank is nearest to the ships side.

- (ii) The Officer-of-the-Day/Watch who takes up a position forward of the brow facing aft.
- (iii) The Commanding Officer and the Executive Officer who are normally to stand six to eight feet from the end of the brow facing outboard.

NOTE: If a guard and band are paraded, they are to fall in where most suitable, facing the jetty with the guard forward.

- (iv) As the automobile containing the dignitary comes onto the jetty, the "Still" is piped followed by the order "Attention on the upper deck, face to port/starboard" as appropriate. Personnel on the upper deck face in the direction ordered and remain at attention until the "Carry on" is piped. Note that the "Still" is piped as a mark of respect and may be ordered regardless of whether the dignitary is also entitled to the "Side".
- (v) As the dignitary crosses the gangway, the side is piped if the dignitary is entitled in accordance with article 413.
- (vi) As the dignitary reaches the inboard end of the gangway, the guard is to be brought to the "Present", and the band is to play the appropriate musical salute.
- (vii) On completion of the salute, the guard is to be returned to the order and reported to the visiting dignitary who should inspect the guard (unless he is junior to the host officer, in which case the guard will not be reported to him).
- (viii) The dignitary's retinue then comes onboard. After the official party has had sufficient time to retire from the upper deck, the "Carry on" is sounded.

(2) Arrival by Boat

- (a) The same procedure as outlined above is to be followed, except that:
- (i) At least two extra brow staff are to be available to man ropes and to assist the dignitary in disembarking from his boat.
 - (ii) The Officer-of-the-Day/Watch should take up an initial position on the upper platform of the accommodation ladder from where he can supervise the proceedings.
 - (iii) The "still" or "alert" is sounded when the boat is still several lengths away from the lower platform.
 - (iv) The side is piped twice (when the dignitary is entitled in accordance with article 413). The first piping of the side is made as the boat approaches, timed so that it finishes as the boat stops alongside the lower platform. The second piping is to be timed so that it finishes as the dignitary reaches the upper platform.

NOTE: During the first piping of the side on arrival, the side party is turned and facing outboard.

(3) Arrival by Air

- (a) Dignitary will disembark the helicopter and be escorted by flight deck personnel to hangar access door. As he enters the hangar, the Bosn's Mate will pipe the "still" and the CO or XO as appropriate will salute. Other personnel in the hangar are to assume the position of attention. After a suitable interval, the "Carry on" is to be piped.
- (b) On very formal occasions, a piping party is to be fallen in on the windward side of the bridge, the side is to be piped and the aircraft saluted as it arrives or departs.

(4) Departure

(a) The ceremonial on departure is almost the reverse of that on arrival. In particular the following points should be noted:

(i) The "still" is to be sounded as the dignitary emerges from the super-structure.

NOTE: The accompanying retinue should precede the dignitary over the brow or into the boat prior to any piping.

(ii) On departing by boat, the first piping of the side takes place as the dignitary steps onto the upper platform. The second, as the boat leaves the accommodation ladder with the side party facing outboard.

(iii) The "carry on" should not be sounded until the boat/vehicle clears either the stern or the bow of the ship.

413. PIPING THE SIDE

a. The "Side" is to be piped when the following personages/personnel come onboard or depart an HMC Ship in commission, between the occasions of Colours and Sunset:

(1) Her Majesty the Queen (the reigning sovereign is the only personage who is entitled to receive a pipe when not wearing a uniform).

(2) His Royal Highness Prince Philip, Duke of Edinburgh when in naval uniform.

(3) Members of the Royal Family when in naval uniform of the rank of naval captain and above.

(4) The Governor General of Canada, Lieutenant Governors of Provinces within provincial jurisdiction, and when in service uniform, and the incumbent is/was Naval Officer of rank of Commodore or above.

(5) The CDS and all Canadian Naval Officers of the rank of Commodore and above when in uniform are to be piped.

- (6) Flag Officers and Commodores and above of Commonwealth Navies when in uniform.
 - (7) All Officers in uniform holding an appointment in command of a ship or formation of ships.
 - (8) Naval Members of a Court Martial in uniform, attending or leaving the Court.
 - (9) The Officer of the Guard when flying his pennant.
- b. The "Side" is piped between Colours and Sunset when the blessed water from the baptismal font is returned to the sea.
 - c. The "Side" is to be piped at all times for the following coming aboard or departing a ship:
 - (1) All Naval Officers of other than Commonwealth Navies when in uniform.
 - (2) A body, including remains or ashes. The "Side" is also piped during a burial at sea when the remains or ashes are committed.
 - d. The "Side" is piped when the Personage/Officer arrives and again when he departs, provided that conditions of time and uniform are still met.
 - e. When arriving or departing by boat, the "Side" is also piped as the boat arrives at, or departs from, the ship's ladder.
 - f. The "Side" is normally piped for an Officer entitled to it even though he may be in the company of an Officer who is senior to him, but who is not himself entitled to receive the "Side".
 - g. The "Side" is never piped anywhere other than in HMC Ships in commission.

(414 - 429 inclusive: Not Allocated)

Section 3 - Boat Ceremonial

430. BOATS PASSING

Between sunrise and sunset; when a boat passes which is displaying a personal or distinguishing flag of a Personage or Officer senior to the Senior Officer in a single ship or nest of ships, the "Still" is to be piped and the order "Attention on the upper

deck, face to port/starboard" given. After the salute has been returned from the boat, or it has passed the ship, the "Carry on" is piped. (The ships' Ensign is not hoisted)

431. SALUTE IN A BOAT

- a. Appropriate marks of respect are paid by the Coxswain of a boat as follows:
 - (1) When passing another boat carrying a Superior Officer (the Superior Officer or his Coxswain returns the salute).
 - (2) On each occasion an Officer enters or departs his boat.
 - (3) During the ceremony of Colours and Sunset.
 - (4) When passing a boat containing a funeral party and/or body.
 - (5) During the firing of gun salutes.
- b. The boat Coxswain shall take the following additional action in the cases outlined in para a(3), (4) and (5):
 - (1) Boats under power - stop engines.
 - (2) Boats under oars - order "Oars".
 - (3) Boats under sail - let fly the sheets.
- c. When the Coxswain is under cover, one of his crew shall be designated to salute.
- d. During salutes, seated personnel shall sit at attention, standing personnel shall face in the direction of the salute.

432. BOAT HAILS

- a. Between sunset and sunrise, any boat approaching the ship shall be challenged by the gangway staff to determine who is in the boat and/or their intentions. When the boat is within hailing distance, the hail "Boat ahoy" is given. The boat's Coxswain replies as follows:

Reply

Senior Person in Boat is -

- | | |
|--|---|
| 1. STANDARD | A Royal Personage, His Excellency the Governor General of Canada, the Governor General of Commonwealth countries, or the Lieutenant Governor of a Province. |
| 2. FLAG | A Commodore, or equivalent and above. |
| 3. "SQUADRON _____"
(followed by the squadron number) | A Squadron Commander not in command of a ship. |
| 4. "SHIP'S NAME" | The Captain of the ship named. |
| 5. "AYE AYE" | An Officer of wardroom rank. |
| 6. "NO NO" | A cadet or man. |
| 7. "GUARD" | The Officer of the Guard. |
| 8. "PASSING" | The boat intends on passing and not coming alongside. |

433. BOAT HOOK DRILL

- a. The responsibility for carrying out boat hook drill rests with the Coxswain of the boat. The drill is performed as soon as the boat is clear when slipping and just prior to arriving alongside. After slipping, the bowman and sternsheets man stand in their respective positions facing forward, legs braced, and feet well apart. The boat hook is held in both hands at arms length, with the hook away from the encumbered side. In time with the bowman, both raise their arms straight up until the boat hook is held horizontally above their heads. It is then brought down with the butt resting on the deck between the feet. The order to "Boat Boathooks" if given by the Coxswain.
- b. The procedure when coming alongside is the exact

reverse of this and will end with the boat hook horizontal at arms length with the hook facing in the required direction. The movement is commenced on a signal by the sternsheets man, who will tap his boat hook twice on the deck.

(434 to 439 inclusive: Not Allocated)

Section 4 - Shipboard Ceremonies

440. CEREMONIAL ANCHORAGE

a. The following is to be completed by Ten Cables:

- (1) Accommodation ladder rigged and turned out-board and in a horizontal position.
- (2) Mediterranean ladder and booms rigged.
- (3) Boats turned out, manned, and ready for lowering.
- (4) Hands fallen in.
- (5) Ship's Ensign and Jack staffs rigged.
- (6) Chain platforms rigged forward on port and stbd. sides inboard.

b. At Ten Cables (if not already done by signal)

- (1) Shift Ship's Ensign to harbour position.
- (2) Hoist call signs and Squadron Commander Pennant.

c. At Five Cables

Lower boats to deck level.

d. At Three Cables

Hands fall out, man boats, booms and ladders.

e. At Two Cables

- (1) Lower boats and ladders to water line but clear of water.

- (2) Place booms vertical.
 - (3) Port and stbd. chain platforms passed out-board and manned on appropriate side.
- f. At One-Half Cable (Standby)
- Remove "Pins".
- g. On Letting Go to the Anchor
- (1) Boats are to be slipped and proceed to waiting positions on the quarters until finished with engines. The 25-foot motor work boat in DDH 280's and AOR LCVP's are not to be slipped until all way is taken off the ship.
 - (2) Booms and ladders are to be lowered into position.
 - (3) Haul down call signs, break Jack, and break Flag Uniform at the dip.
- h. The above procedure may be used single ships or groups of ships as the occasion warrants and will be indicated as a Ceremonial Anchorage or a Ceremonial Formation Anchorage as applicable. In the case of Ceremonial Formation Anchorages, the OCE is to conduct a countdown of the distance to go.

441. CEREMONIAL LIGHTING

a. Illuminating Ship

Ships are illuminated by flood-lighting or outline lighting dependent on the class of ship and her state of fitting.

b. Flood-Lighting (FLT SOPS APP1 to ANNEX J)

The ship's side is floodlit by screened lamps projecting from the upper deck. The superstructure and funnels are floodlit with strategically placed floodlights.

c. Outline Lighting

Certain ships are fitted for outline lighting

which provides lights at intervals of a few feet depicting the outline of the ship.

- d. Further information on this subject may be obtained from curator's drawings held by Technical Drafting Unit, HMC Dockyard.

442. BURIAL AT SEA (Refer also to Chapter 15 Art 1570
CF Manual of Drill & ceremonial)

a. Arrival of the Body at the Ship

The guard and pallbearers are to be formed up on the jetty facing the ship when the gun carriage or hearse moves to the ship's gangway. As the vehicle carrying the body approaches, the guard is to present arms and remain at the present until the casket is embarked in the ship. The guard is then to proceed onboard.

b. Positioning the Casket

Whenever possible, the casket is to be positioned so that it is fore and aft with the foot of the casket forward. The guard is formed up in two ranks at the head of the casket in an athwartships position. The guard rest on arms reversed until the mourners are onboard and have been conducted forward.

c. The Vigil

During the passage to sea, four men from the guard are to be detailed as vigil sentries. They are positioned at each corner of the casket, facing outwards obliquely resting on arms reversed.

d. The Burial

Prior to the ship's arrival at the burial position, the vigil sentries are to be dismissed and the casket moved to the launching ramp by the pallbearers and the accoutrements removed.

(1) The pallbearers remain on either side of the casket maintaining their grip on the handles. They must ensure that the holes in the casket are concealed by the flag.

(2) The guard is formed up, fore and aft, facing

outboard, in two ranks, resting on arms reversed. The guard Commander is in the rear and the bugler on the right of the guard.

- (3) At the commencement of the service, all military personnel except the guard and side party are to be ordered to remove headdress.
- (4) During the service, the Chaplain is to indicate to the pallbearers when he wishes to commit the body.
- (5) On completion of the service, the caps are replaced, the guard presents arms; the bugler sounds the "last post" followed by "revelle" with officers and men not fallen in saluting.
- (6) Floral tributes are dropped into the sea on completion of the service.

NOTE: See article 342 regarding "half-masting colours".

e. Scattering of Ashes

Ashes are normally conveyed to the ship by a Chaplain. At a predetermined point at sea, the ship stops and the Chaplain conducts a brief service during which the ashes are scattered over the leeward side. The funeral service is considered to have ended with cremation, and, therefore, further ceremony beyond the appropriate marks of respect is not desirable.

443. MANNING AND CHEERING SHIP

"Manning and Cheering Ship" is a very old custom. More than a mark of respect, it is an expression of esteem and affection by the whole ship's company for a particular person or another ship's company. This drill or ship's evolution, invariably carried out with spirit and enthusiasm, is to be seen when Her Majesty the Queen or her representative, His Excellency the Governor-General, visit or make their departure from units of the Fleet; when HMC Ships enter harbour after an engagement or victory at sea; and when one of HMC Ships sails to her new home port or to pay off. Sometimes a departing Flag Officer or other Senior Officer is so honoured.

1. On the command, "FALL IN FOR MANNING SHIP," the Ship's Company shall fall in as for Divisions. The Chief Boatswain's Mate shall designate to each Division Petty Officer, an area which his division shall man, ensuring as closely as possible, that an equal number of personnel are being designated to either side of the ship. Upon arriving at the designated area, the Division Petty Officer shall position his division so that each man is at attention, facing outboard, one pace clear of the guardrail.
2. On the command, "DRESSING FORWARD, RIGHT AND LEFT DRESS," given by the Executive Officer, using the upper deck broadcast system, personnel on either side of the ship shall dress forward. The interval in dressing shall be as space permits, appropriate changes being made in the word of command. This is followed by the order, "EYES FRONT".
3. On the command, "MAN-SHIP", each man takes one pace forward and grasps the guardrail with both hands, crossing wrists with the man forward of him when doing so.
4. The Executive Officer shall then order "SHIP'S COMPANY ATTENTION". Personnel assume the position of attention.
5. On the command, "REMOVE HEADDRESS", the headdress is removed and held in the right hand with the right arm fully extended in front of the body and parallel to the deck with the crown of the cap facing outboard.
6. On the command, "THREE CHEERS FOR,

HIP, HIP", all personnel join in on the "HURRAY" and at the same instant, execute a small clockwise circle with the cap, kept at arms length and with the crown facing outboard.

7. On completion of the three cheers, the Executive Officer shall order, "REPLACE HEADDRESS".
8. The Executive Officer will again order, "MAN-SHIP".
9. When permission to secure has been received, the Executive Officer will order, "SHIP'S COMPANY, ATTENTION", followed by "TURN FORWARD, DIS-MISS".

444. MUSTER BY OPEN LIST

- a. Muster by Open List provides an opportunity for the Commanding Officer to meet each individual member of the ship's company and procedures may differ dependent upon circumstances.
- b. Normally the ship's company are to fall in by divisions with the senior man of the division on the left hand of the front rank. The remainder are fallen in, in order of seniority down the front rank from left to right in the second rank and likewise in the third rank.
- c. Each man is to march up to the Captain and salute. He is to report his SIN NO., RANK, NAME, INITIALS, state his trade and the date and qualification last received (i.e. 115 421 311 Leading Seaman Brown J.F. Weapons Surface, qualified TQ 5 April 76).
- d. He is to salute, turn right, and march off the quarterdeck/flight deck, etc.

445. LAYING OF KEELS, LAUNCHING, NAMING AND COMMISSIONING CEREMONIES

- a. There are three traditional ceremonies common to the building of ships:
 - (1) Keel laying.
 - (2) Launching and naming (christening).
 - (3) Commissioning.
- b. Because a ship at the time of the launching and

naming has not been turned over to the Department of National Defence, these ceremonies are essentially the responsibility of the builders. The responsibility for commissioning ceremonies lies with NDHQ/CMDO.

c. Should circumstances dictate the launching, naming, and commissioning ceremonies may be combined into one major event.

d. Keel Laying Ceremony

(1) When a keel is laid, an appropriate local and semi-formal ceremony is to be arranged with the ship builder.

(2) The keel laying ceremony is to follow this guide:

(a) Arrival of guests at the ways.

(b) Address by ship builder representatives..

(c) A section of keel is lowered into place..

(d) The sponsor declares the keel "well and truly laid."

e. Ship Launching and Naming Ceremony

(1) Arrangements for the launching ceremony or first floating and naming ceremony will be made between NDHQ/CMDO and the ship's builder. The name of the lady selected to perform the ceremony will be approved by NDHQ. The nominee is not to be informed of her selection until NDHQ's approval has been obtained.

(2) The ceremony is to be along the following guidelines:

(a) Guests assemble on the platform.

(b) The "Maple Leaf" will be played by the band followed by one verse of "Eternal Father".

(c) An address by the ship's builder or his representative and other appropriate guests (usually not more than three).

(d) The officiating clergy bless the ship.

- (e) The sponsor breaks a bottle of champagne over the superstructure of the ship and says "I name thee HMCS _____, God Bless this ship and all who sail in her."
 - (f) The ship's builder calls for "Three cheers for Her Majesty's Canadian Ship _____."
 - (g) The band plays "God Save the Queen" followed by "O Canada".
- (3) When a ship is to be launched and there is no naming ceremony, the ship's Ensign and Jack are to be hoisted simultaneously and the National Flag broke at the masthead at the moment of launching. These flags are to be lowered at sunset.

f. Commissioning Ceremony

- (1) A newly constructed ship is to be commissioned with a ceremony arranged by the Commanding Officer Designate, NDHQ, and the ship's builder.
- (2) NDHQ is to confirm, nominate, and publish:
 - (a) The name of the guest of honour.
 - (b) The names of the officiating clergymen.
 - (c) The approved programme.
 - (d) The official guest list.
 - (e) The amount of entertainment grant authorized.
- (3) The ceremony is to conform to the following guidelines:
 - (a) Ship's company fall in on the jetty and guests assemble.
 - (b) The "alert" sounded as the official party arrives.
 - (c) Appropriate honours paid to the guest of honour.
 - (d) Guest of honour inspects the guard and band if appropriate.

- (e) Once the guest of honour is seated, the "carry on" is sounded.
 - (f) The senior representatives of DND, ship's builder, and the guest of honour give short addresses.
 - (g) The signing of the official acceptance document.
 - (h) A religious service.
 - (j) The Commanding Officer orders the ship commissioned.
 - (k) The bugler sounds the "alert" followed by "O' Canada" at which time:
 - (i) The National Flag of Canada (Ship's Ensign) is hoisted.
 - (ii) The Naval Jack is hoisted.
 - (iii) The commissioning pennant is broken.
 - (l) Presentations (if appropriate) are made.
 - (m) The Commanding Officer orders the ship manned.
 - (n) The band plays "Heart of Oak" as the ship's company is marched onboard.
- (4) At a commissioning or a naming and commissioning ceremony, the Ship's Ensign and Jack are to be hoisted and the commissioning pennant broken at the moment of commissioning or naming.
- (5) Where a ship is commissioned before the official acceptance, the procedure as prescribed above is to be followed on the day of commissioning. On subsequent days, prior to the ship officially being accepted, only the Ship's Ensign and mast-head pennant are to be worn.

g. Recommissioning

When a ship is recommissioned, a similar ceremony (but of lesser magnitude) to that indicated above is to be carried out.

CHAPTER 5

NAVAL SWORD DRILL

Section 1 - General

501. INTRODUCTION

This chapter covers drill to be followed within Maritime Command when the Naval Sword is either worn or carried. All references to a "sword" in this chapter shall be taken to mean a Naval, or RCN Pattern, Sword.

502. GENERAL RULES

General rules governing the wearing and carrying of a sword are:

- a. The sword belt is to be worn underneath any tunic, jacket or overcoat.
- b. The scabbard is not to be hooked up when the sword is sheathed except when worn with an overcoat, in which case the sword is returned through a specially designed sword slit through the left pocket lining.
- c. The parade commander does not normally draw his sword unless an officer of Flag Rank is to be present.
- d. Officers independently hook up scabbards after drawing swords, and unhook scabbards after returning swords, without further orders, except that when the sword has been returned through a slit in an overcoat, the scabbard is not unhooked.
- e. The traces should be adjusted so that when placed in the position of AT EASE, the sword and scabbard will remain steady if the hand is removed.
- f. Sword drill is always to coincide with the first and last movements of the rifle; and
- g. All orders are given from the position of attention.

(503 - 509 inclusive: not allocated)

Section 2 - Basic Positions and Drill at the Halt

510. POSITION OF ATTENTION - SWORD SHEATHED

The sword is held upright by the side, the shoe of the scabbard resting on the ground close to the left foot and just in front of the heel. The grip is grasped between the thumb and forefinger of the left hand, keeping the elbow to the rear and the fingers straight and together, and with the lion's head emerging from between the thumb and palm of the hand.

511. POSITION OF STAND AT EASE - SWORD SHEATHED

From the position of ATTENTION, the left foot is carried ten inches to the left, moving the scabbard with it so that the shoe of the scabbard maintains its position relative to the foot. The grasp is maintained on the hilt with the left hand, as in the position of ATTENTION, and pushed to the front to the full extent of the left arm. When viewed directly from in front the sword should not appear to lean to the left or the right. The right arm remains at the side as for the position of ATTENTION.

512. POSITION OF STAND EASY - SWORD SHEATHED

The position of STAND EASY is identical with the final position of AT EASE in the foregoing article. At the order STAND EASY, there is no movement.

513. SALUTING - SWORD SHEATHED

At the halt, with the sword sheathed, the position of ATTENTION is assumed and a hand salute rendered in the normal manner.

514. POSITION OF ATTENTION - SWORD DRAWN

The sword is held perpendicular in the right hand, with the weight of the sword resting on top of the hand, fingers together, extended and slightly cupped so as to lightly touch the guard. The forearm is to be horizontal, the upper arm close to the side, and the hand directly in front of the elbow. The left arm is in the normal position of ATTENTION and the scabbard is grasped with the fingers together and round the scabbard and the thumb pointing straight down the scabbard which is held in a vertical position. This position of the sword is called THE CARRY.

515. POSITION OF STAND AT EASE - SWORD DRAWN

From the position of ATTENTION, the left foot is carried about ten inches to the left, and the grasp of the fingers of the right hand is loosened and, without disturbing the position of the hand itself, the sword is dropped smartly onto the shoulder, midway between the neck and the point of the shoulder. When viewed directly from in front the sword should not appear to lean to the left or the right. The left arm remains as for the position of ATTENTION. The position of the sword is called THE SLOPE.

516. POSITION OF STAND EASY - SWORD DRAWN

From the position of AT EASE, the sword is dropped to a position with the point resting on the ground mid-way between the feet. The edge is to the right, the blade vertical, fingers of the right hand straight on the grip of the hilt and the left hand placed with the fingers outstretched and palm inwards, over the back of the right hand. On the receipt of any cautionary order, the position of AT EASE is resumed.

517. POSITION OF THE RECOVER

The sword is raised until the cross of the hilt is level with the mouth, the guard to the left and the blade vertical in front of the center of the face, at the same time shifting the grasp so that the thumb is vertical and in line with the flat of the blade.

518. SALUTING - SWORD DRAWN

a. The Salute.

The sword is brought to the RECOVER and then lowered smartly to the SALUTE with the sword in line with the right foot, the edge to the left and the point twelve inches off the ground. The right arm is held straight, with the hand just behind the thigh and the thumb flat on top of the grip of the sword. The position of the sword is called THE SALUTE. On completion of the salute, the sword is brought to the RECOVER and then the CARRY.

b. The Short Report.

When making a normal report, the sword is held at

the SALUTE whilst reporting. On completion of the report, the sword is brought to the RECOVER and then the CARRY.

c. The Long Report.

When making a report of undue length, all movements are to be completed and the sword at the CARRY whilst making the report. On completion of reporting, all movements are to be repeated.

d. The Acknowledgement

When a Superior Officer with his sword drawn receives a salute, he replies by bringing his sword first to the RECOVER and then to the CARRY.

519. DRAWING SWORDS

Swords are normally drawn independently and prior to marching onto the parade or assuming command of a guard of honour. Swords can be drawn at the same time as, and co-ordinated with, the fixing of bayonets.

- a. From the position of ATTENTION, cant the sword smartly upwards and with the shoe to the rear at an angle of 45 degrees. The sword is caught with an all-round grasp of the left hand below the upper ring, close to the body and with the left elbow slightly flexed. At the same time the right arm is brought across the front of the body, the grip is grasped with the right hand and the catch is released with the thumb. The head is not moved, and the eyes are kept straight ahead.
- b. The sword is then drawn in one swift but smooth movement and brought to the RECOVER. At the same time the scabbard is returned to a vertical position against the left leg, keeping the left arm bent. The thumb is kept between the scabbard and the body but the grasp is changed so that the fingers are straight and across the scabbard.
- c. The sword is then brought to the CARRY. After a pause, the scabbard is then hooked up, lowering the head and eyes whilst so doing. Once hooked up, the position of ATTENTION is smartly assumed.
- d. When drawing swords with the fixing of bayonets,

the three movements are co-ordinated with the executive commands FIX, BAYONETS and ATTENTION, and then hooking up independently.

520. RETURNING SWORDS

Swords are normally returned independently and off parade. They can however, be returned at the same time, and co-ordinated with, the unfixing of bayonets.

- a. From the CARRY in the position of ATTENTION, the sword is brought to the RECOVER. At the same time, the frock of the tunic is raised with the hooked thumb of the left hand and the scabbard grasped and held in a vertical position with the securing stud towards the body. The fingers are to be kept straight and together.
- b. The shoe of the scabbard is canted to the rear at an angle of 45 degrees, the head and eyes lowered to look at the scabbard, the sword rotated to the rear and parallel to the scabbard, the right arm extended to permit the point to be inserted into the scabbard and the sword pushed part way home to the point where both the upper arm and forearm are horizontal.
- c. The sword is pushed home and the catch turned down with the thumb of the right hand. This position with the head and eyes still lowered is held for the standard interval, and then the position of ATTENTION is smartly assumed. After a pause, the scabbard is unhooked, independently, lowering the head and eyes and using both hands as necessary. The position of ATTENTION is then assumed.
- d. When returning swords with the unfixing of bayonets the three movements are co-ordinated with the executive commands UNFIX, BAYONETS and ATTENTION, and then unhooking independently. The officer in charge is to raise his head before giving the order ATTENTION; other officers keep their heads down until the position of ATTENTION is assumed.

(521 - 529 inclusive: not allocated)

Section 3 - Drill on the March

530. THE SHORT TRAIL

When it is necessary to move only a few paces, the sword and scabbard may be carried at the SHORT TRAIL. The sword is raised vertically three inches from the ground on stepping off, and lowered to the position of ATTENTION on halting.

531. THE QUICK MARCH - SWORD SHEATHED

On stepping off with the left foot, the hilt of the sword is canted smartly upwards and to the rear with the left hand, and without stooping or disturbing the position of the body, the scabbard is caught at the point of balance with an all-round grasp of the left hand and held at an angle of 45 degrees to the ground with the rings downwards. The arm is to be fully extended and holding the scabbard steady, not being allowed to sway or swing with other body movement. The right arm is swung normally.

532. THE HALT - SWORD SHEATHED

As the right foot comes into line with the left, the sword is smartly lowered to the ground and the position of ATTENTION is assumed. The sword is not to be touched with the right hand during this movement.

533. THE SALUTE - SWORD SHEATHED

On the march with the sword sheathed and held at the left side, the hand salute is rendered in the normal manner. The same applies if the sword is at the SHORT TRAIL.

534. THE SALUTE - SWORD DRAWN

The sword salute on the march is timed to coordinate with the EYES RIGHT/LEFT and EYES FRONT.

- a. At the order EYES RIGHT/LEFT, given on the left foot, one check pace is taken and on the next left foot the left arm is held to the side as for the position of ATTENTION, and the sword is brought to the RECOVER. Another check pace is taken with the right foot and on the next left foot the sword is smartly lowered to the SALUTE

and at the same time the head and eyes are turned sharply to the right/left.

- b. At the order EYES FRONT, given on the left foot, one check pace is taken and on the next left foot, the sword is brought to the RECOVER and at the same time the head and eyes are snapped to the front. Another check pace is taken with the right foot and on the next left foot the sword is brought to the CARRY. The left arm is again swung on the next successive left foot.

535. THE DOUBLE MARCH

In the unusual circumstance that it is necessary to proceed at the double with the sword drawn, the sword is brought down and laid alongside the scabbard. The sword and scabbard are grasped with the left hand between the rings of the scabbard, the points being to the rear at an angle of 45 degrees. On halting, or on changing to quick time, the sword is returned to the CARRY.

(536 - 539 inclusive: not allocated)

Section 4 - Funeral Drill

540. THE FUNERAL PROCESSION

As arms are no longer reversed on the march, the position of the sword in slow time is always to be at the CARRY.

541. POSITION OF REST ON ARMS REVERSED

- a. From the position of the SALUTE and at the order REST ON YOUR ARMS REVERSED, the sword is brought to the RECOVER. After the standard interval the sword is dropped to a position with the point resting mid-way between the feet and the left hand placed over the right as for the position of STAND EASY except that the feet are in the position of ATTENTION. After the standard interval, the head is lowered smartly to the chest. The three movements are distinct and co-ordinated with the movement of the rifles by the guard.
- b. From the position of REST ON ARMS REVERSED and at the order GENERAL SALUTE PRESENT ARMS,

the head is snapped up to look straight ahead. After the standard interval the sword is brought to the RECOVER and the left arm returned to the position of ATTENTION. After the standard interval the sword is lowered to the SALUTE. The three movements are distinct and co-ordinated with the movement of the rifles by the guard.

(542 - 549 inclusive: not allocated)

Section 5 - Special Circumstances

550. POSITION WHEN SEATED

When seated while wearing a sword, the sword shall be returned and the scabbard unhooked. The scabbard is held in a vertical position with an all-round grasp in the left hand at the upper ring and with the guard to the rear.

551. POSITION OF THE ARCH

Forming an arch with swords is a common tribute or "wish of good luck" performed by officers attending a comrade officer's wedding. Normally swords are not worn into the church or chapel but are left in the vestibule and buckled on after the ceremony. The officers forming the arch are in two ranks facing inwards, at suitable intervals, and usually outside the church entrance. Officers may either draw swords independently and take position with the sword at the CARRY, or the drill of drawing swords may be conducted in unison and on command.

- a. From the CARRY, and at the order FORM ARCH, the sword is brought to the position of the RECOVER. After the standard interval, the right arm is extended to its full extent carrying the sword forward and upward to an angle of 45 degrees, the blade being in line with the arm, and the sword rotated clockwise such that the edge of the blade is uppermost. The arch is formed as the swords cross near their points.
- b. From the ARCH, and at the order CARRY SWORDS, the sword is brought to the RECOVER and, after the standard interval, to the CARRY.

(552 - 599 inclusive: not allocated)

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