



Basic Standing Drill Manual

CHAPTER 1: INTRODUCTION

101. Purpose

1. This publication provides direction and establishes uniformity for drill and ceremonial specific to Navy League of Canada. This will allow Navy League Cadet Ship's Companies to perform, at various ceremonies, in accordance with the customs and finest traditions of the Royal Canadian Navy.
2. This publication provides instructions on procedures for ceremonies involving Navy League Cadets.

102. Aim

1. The aim of drill and ceremonial is to contribute to efficiency and to maintain a high degree of excellence that cadets shall demonstrate in the execution of drill and ceremonial:
 - a. ensuring that the Cadets efficiently march and maneuver together as one; and
 - b. promoting discipline, alertness, precision, pride, steadiness and the cohesion necessary for success.
2. Drill is the basis of all teamwork.

103. Drill and Procedure

1. Drill is composed of standard postures, movements and evolutions completed in response to particular words of command; e.g., "ATTENTION" and "Stand-at-Ease". No deviations are allowed unless specifically mentioned in this manual to ensure that the Navy League Cadet Organization marches and maneuvers as one.
2. Procedures are the combinations of drill movements carried out for the ceremony or duty involved. Commanders may adjust procedures to suit parade circumstances and location, so long as the essential ingredients and customary sequence of traditional parades are recognized.

104. STANDARD PAUSE

1. The standard pause between each drill movement is two beats of quick time, i.e., forty movements to the minute.

2. In the early stages of training, the squad shall call out the time when executing drill movements.
3. To warn the squad that the time is to be called out, the instructor will precede the command for the movement with the cautionary command CALLING OUT THE TIME. For example, on the command CALLING OUT THE TIME, RIGHT — TURN, the squad:
 - a. executes the first movement of the turn on the executive order and simultaneously calls out "One";
 - b. after completing the first movement, calls "Two", "Three" while observing the standard pause; and
 - c. when executing the final movement, calls out "One"
4. After completing a movement on the march, a recruit squad shall call the step for three paces; e.g., on quick march, "Left – Right - Left".

105. DRILL STANDARDS

1. The hallmarks of Cadet drill are efficiency, precision and dignity. These qualities are developed through self-discipline and practice. They lead to unit pride and cohesion.
2. Exaggerated or modified drill movements and idiosyncrasies demonstrate inefficient and undisciplined training, and a failure of the unit to focus on the purpose and use of drill in modern cadet organizations.
3. Military troops which display constant competence in drill are recognized universally as highly trained and well disciplined. Drill that is well taught and executed develops individual pride, mental alertness, precision and esprit-de-corps which will assist the individual cadet to carry out orders instinctively at all times.
4. Good drill, well-rehearsed, closely supervised and precise, is an exercise in obedience and alertness. It sets the standard for the execution of any duty, both for the individual and the unit, and builds a sense of confidence between commander and subordinate that is essential to high morale.
5. The personal qualities developed on the parade ground must be maintained in all aspects of cadet life. Commanders must insist on the same high standards both on and off parade to instill these qualities strongly enough to endure the strain of duty at the unit or in the civilian life. The systematic correction of minor errors strengthens these characteristics and improves both individual and unit standards.

201 CONDUCT OF A DRILL LESSON

1. Preliminaries. Before commencing the lesson, the instructor shall:
 - a. review any appropriate previous lesson;
 - b. order the squad into a suitable formation, e.g., hollow square;
 - c. state the movement to be taught and the reason for learning; and
 - d. state the requirement of the performance check or standard.
2. Lesson. The lesson shall be taught in the following stages:
 - a. Stage 1: Demonstration and Walk-Through.
 - (1) Demonstrate the complete movement, calling out the time.
 - (2) Demonstrate the first part of the movement.
 - (3) Explain how the first part of the movement is done.
 - (4) Give the squad the opportunity to ask questions.
 - (5) Practice the squad on the first movement (collectively, individually, collectively).
 - (6) Teach the second and each subsequent movement following the sequence described above.
 - (7) Give two complete and final demonstrations.
 - b. Stage 2: Practice the Complete Movement.
 - (1) Practice the complete movement, with the instructor calling the time.
 - (2) Practice the complete movement, with the squad calling the time.
 - (3) Practice the complete movement, with the squad judging the time.

NOTE: On difficult movements or movements with several stages, a further demonstration may be given prior to practicing the complete movement.

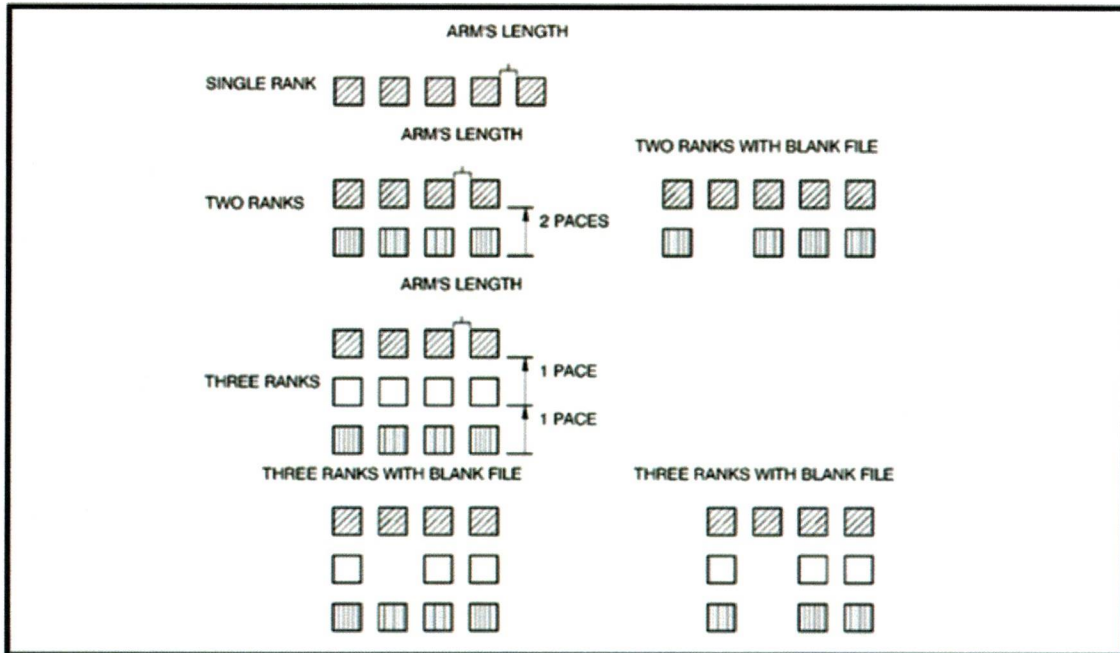
3. Performance Check/Test. Conduct the test.

4. Conclusion. The lesson shall be summarized as follows:

- a. restate the movement taught and the reason for learning;

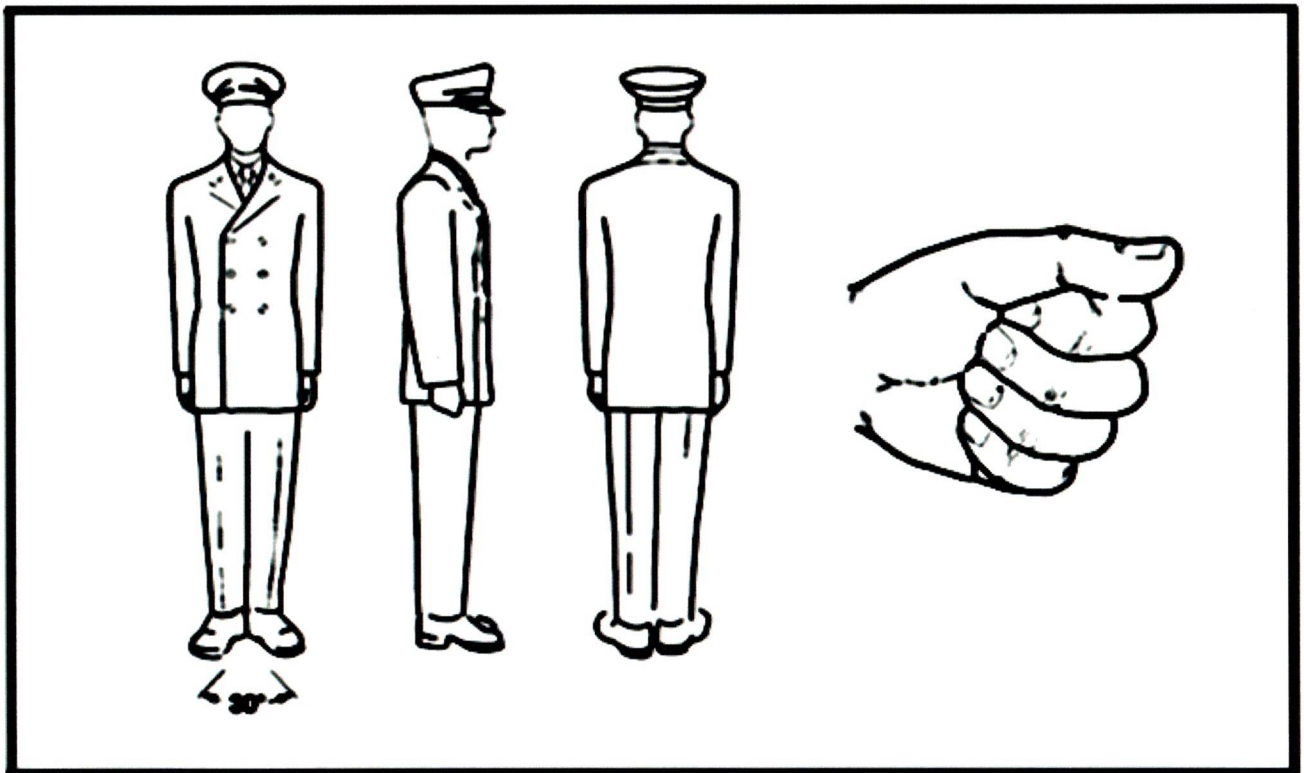
- b. state the level of achievement; and
- c. state the next lesson.

Formation of a Division



1. As soon as practicable after arrival at the cadet training establishment, cadets shall be instructed on squad formations. These formations are essential to maintain control and ensure uniformity throughout cadet training.
2. On the command FORM UP IN SINGLE (TWO) (THREE) RANKS - MOVE, all persons so ordered will:
 - a. assume the position of attention;
 - b. observe the standard pause;
 - c. stepping off with the left foot, march forward towards the instructor; and
 - d. the first cadet approaching the instructor will halt three paces directly in front, and the remainder will cover off at an arm's length from the next person in rank
3. The instructor shall decide what formation to use. As a guide, a squad of:
 - a. five or fewer form a single rank;
 - b. six to nine form up in two ranks; and
 - c. ten or more form up in three ranks.

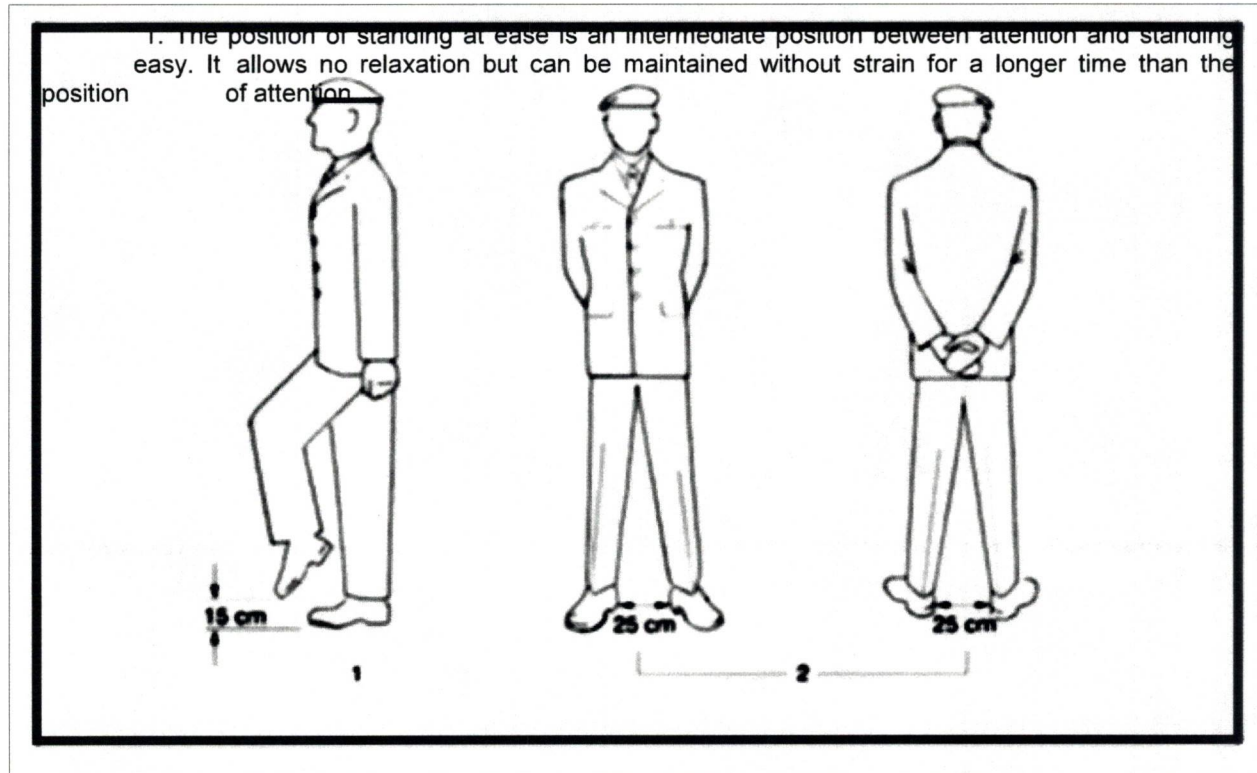
Position of Attention



1. The position of attention is one of readiness for a word of command. Alertness and exactness in this position is important, **and therefore cadets should not be kept at attention longer than necessary.**
2. The position of attention is the position adopted by all when addressing a superior.
3. The position of attention is as follows:
 - a. heels together and in line;
 - b. feet turned out to form an angle of 30 degrees (enough to put toe of boot in between);
 - c. body balanced, and weight distributed evenly on both feet;
 - d. shoulders level, square to the front;
 - e. arms hanging as straight as their natural bend will allow, with elbows and wrists touching the body;
 - f. wrists straight, the back of the hands outwards;

- g. hands in fists with thumbs aligning with the fore finger and covering the "holes". Thumbs need to be inline with the seams of the trousers and,
- h. head held up, head and eyes staring directly forward at own height,
- 4. No part of the body should be strained.

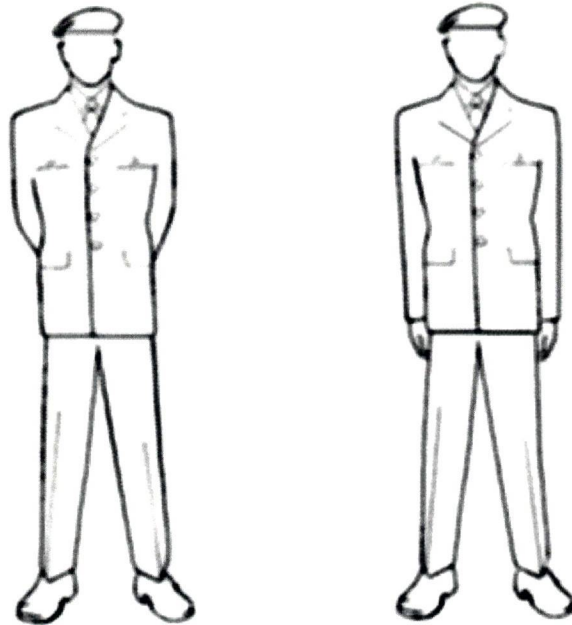
POSITION OF STAND AT EASE



- 2. On the command STAND AT EASE BY NUMBERS, SQUAD - ONE, squad members bend the left knee
- 3. On the command SQUAD - TWO, squad members shall:
 - a. carry the left foot to the left, straightening it in double time, and place it smartly flat on the ground with the inside of the heels 25 cm (shoulder width) apart;
 - b. simultaneously, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended; and (when the foot hits the ground the arms shoot behind the back)

- c. balance the body with the weight evenly distributed on both feet.
On the command STAND AT - EASE, the two movements are combined.

Stand Easy



1. The position of stand easy is ordered when it is desirable to permit cadets to relax. This command is only given when the squad is in the position of stand at ease.
2. On the command STAND - EASY, squad members shall,
 - a. close the hands and bring the arms to the position of attention;
 - b. observe a standard pause; and
 - c. relax.
3. When standing easy, squad members may, with permission, move all but their feet and adjust clothing and equipment, and shall not talk.

STAND AT EASE FROM STAND EASY

4. On the cautionary command SQUAD, squad members shall assume the position of stand at ease.

ATTENTION FROM STAND AT EASE

5. On the command ATTENTION BY NUMBERS, SQUAD - ONE, squad members shall bend the left knee and shift their balance to the right foot.

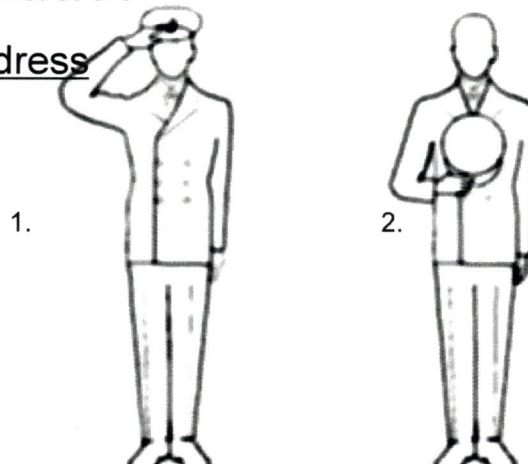
6. On the command SQUAD - TWO, squad members shall:

a. straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned; and

b. simultaneously, with a quick motion, bring the arms and hands to the position of attention.

7. On the command ATTEN - TION, the two segments of the movements are combined as one

Remove Headdress

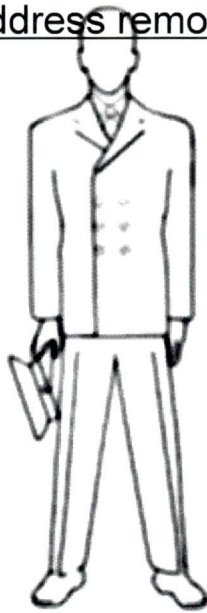


1. On the command REMOVE HEADDRESS BY NUMBERS SQUAD - ONE, squad members shall bring the right hand to the front of the headdress by the shortest route and grasp it in the front between the thumb and fingers (duck grip), with the fingers aligned and parallel to the shoulders as much as practicable

2. On the command SQUAD - TWO, squad members shall maintain the bend in the right arm, cut the upper arm to the right side of the body and the forearm parallel to the ground, and bring the right hand to the centre of the body. Maintaining the grasp on the peak of the headdress, squad members shall hold the headdress above the hand and in the centre of the chest.

3. On the command REMOVE - HEADDRESS, the two movements are combined. The standard pause shall be observed between the movements.

Stand at ease with headdress removed

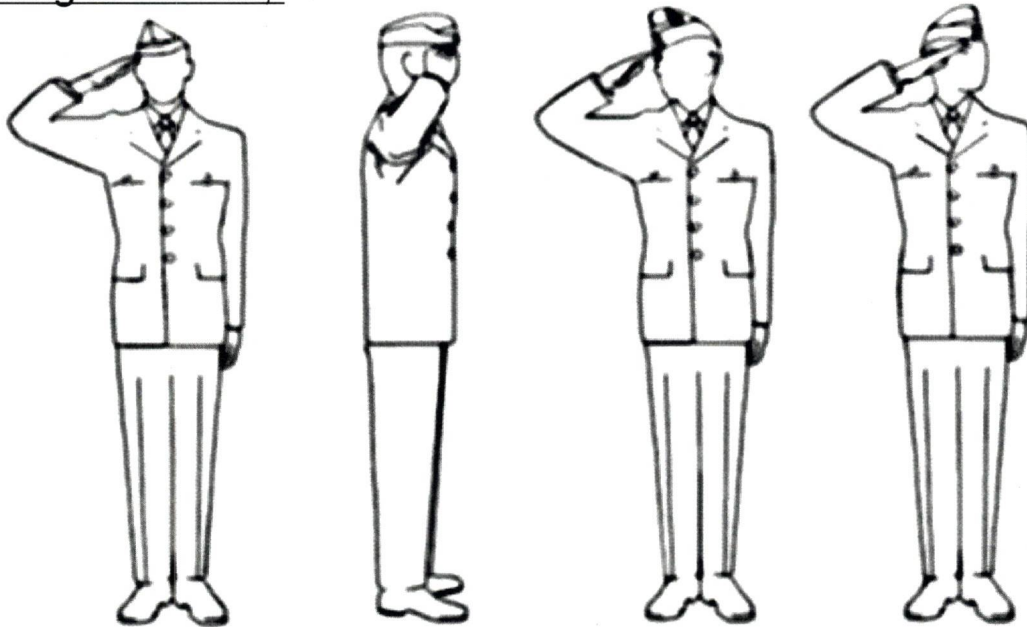


1. On the command STAND - EASY, squad members shall extend the right arm down the side with headdress held below the hand and, after a standard pause, relax_

Replace Headdress

1. On the command REPLACE HEADDRESS BY NUMBERS, SQUAD - ONE, squad members shall replace the headdress with the right hand.
2. On the command SQUAD - TWO, resume the position of attention by dropping the right arm to the side
3. On the command REPLACE - HEADDRESS, the two movements are combined. The standard pause shall be observed between movements. After replacing headdress the squad members should be brought to the position of stand easy in order to square the headdress.
4. Officers /cadets carrying swords shall be ordered to return swords prior to removing headdress and shall draw swords upon the executive command ATTEN - TION following the command REPLACE - HEADDRESS, observing a standard pause between movements.

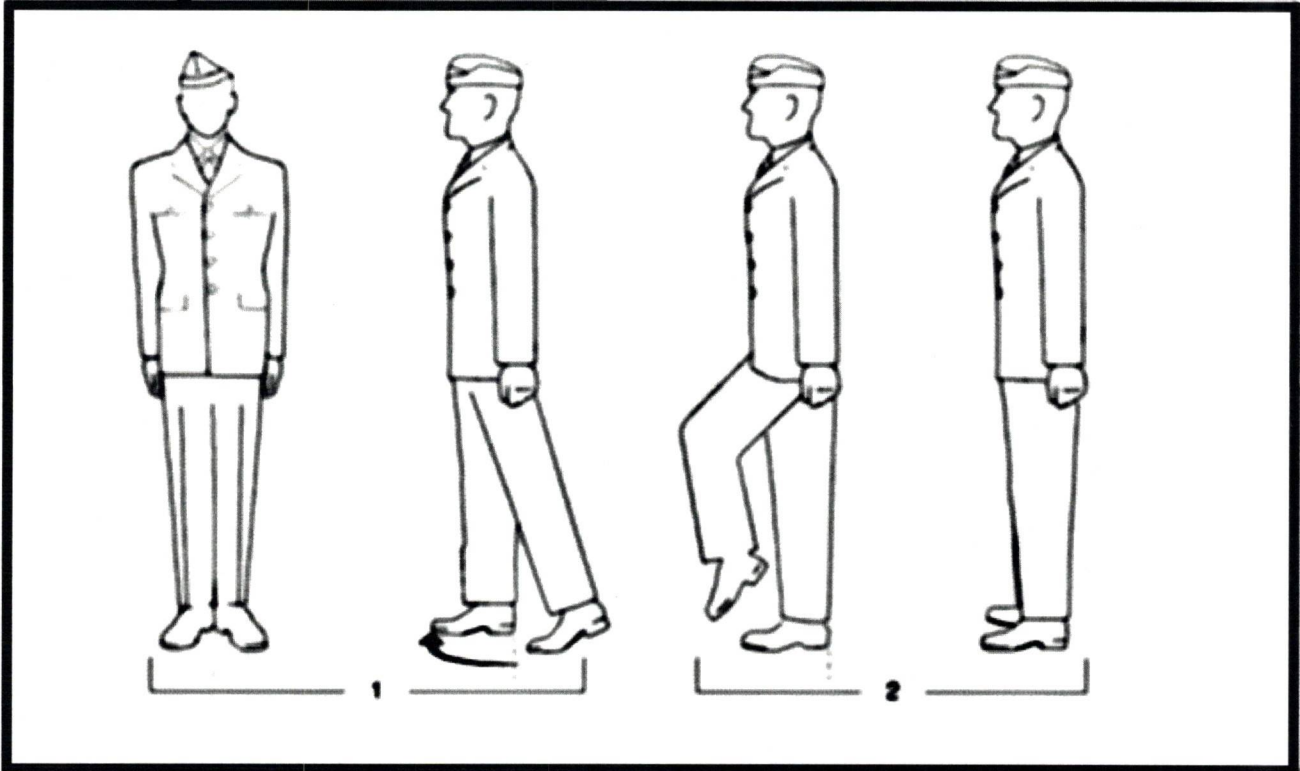
Saluting at the halt.



1. On the command TO THE FRONT SALUTE BY NUMBERS, SQUAD - ONE, squad members shall:
 - a. bend the right elbow and open the palm of the right hand as it passes the shoulder; and
 - b. force the right hand by its shortest route to the front of the headdress so that:
 - (1) the palm of the hand is facing down,
 - (2) the thumb and fingers are fully extended and close together,
 - (3) the tip of the second finger is in line with the outside of the right eyebrow and touching the outside edge of the headdress or arm of glasses, if worn,
 - (4) the hand, wrist and forearm are in a straight line and at a 45 degree angle to the upper arm,
 - (5) the elbow is in line with the shoulders, and

- (6) the upper arm is parallel to the ground.
2. On the command SQUAD - TWO, the hand is brought sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level.
 3. On the command TO THE FRONT - SALUTE, the two movements are combined. The standard pause shall be observed between movements.
 4. On the command TO THE RIGHT (LEFT) SALUTE BY NUMBERS, SQUAD - ONE, saluting shall be executed as detailed in paragraph 1, except that:
 - a. the head and eyes shall be turned smartly to the right (left) as far as possible without straining;
 - b. when saluting to the left, the right hand, wrist and arm are brought further over to the left to the correct position in line with the outside edge of the right eyebrow; and
 - c. when saluting to the right, the arm is moved to the rear, with the tip of the second finger remaining in line with the outside edge of the right eyebrow.
 5. On the command SQUAD - TWO, the hand is brought sharply to the position of attention, and simultaneously the head and eyes are turned smartly to the front.
 6. On the command TO THE RIGHT (LEFT) - SALUTE, the two movements are combined. The standard pause shall be observed between movements.

Turning and Inclines at the halt



1. Turns and inclines are made to change direction: right or left turns change direction by 90 degrees, about turns by 180 degrees, and right and left inclines by 45 degrees.

2. On the command RIGHT TURN BY NUMBERS, SQUAD - ONE, squad members shall turn 90 degrees to the right by pivoting on the right heel and left toe and raising the left heel and right toe simultaneously. Both knees will be kept braced during the turn, arms at the sides and body erect. On the completion of the movement, the weight of the body is placed on the right foot and the left leg is braced with the heel off the ground as illustrated above.

3. On the command SQUAD - TWO, squad members shall bend the left knee, straighten it in double time and smartly place the left foot beside the right to assume the position of attention.

4. On the command RIGHT - TURN, the two movements are combined. The standard pause shall be observed between the movements.

5. On the command RIGHT IN - CLINE, the drill as described for a right turn is followed, but the turn is only made to 45 degrees.

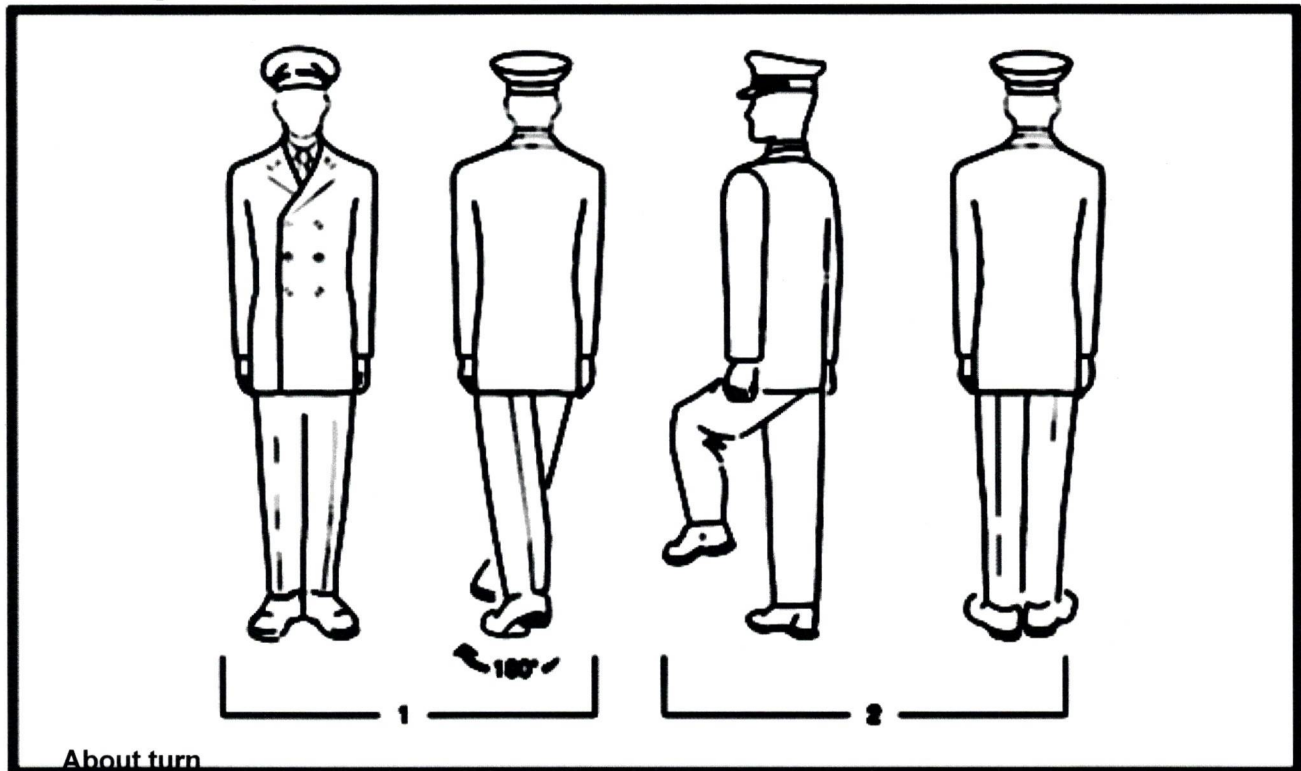
6. On the command LEFT - TURN, the drill as described for the right turn is followed, except that

the details of moving the feet and direction are reversed. (turn to the left)

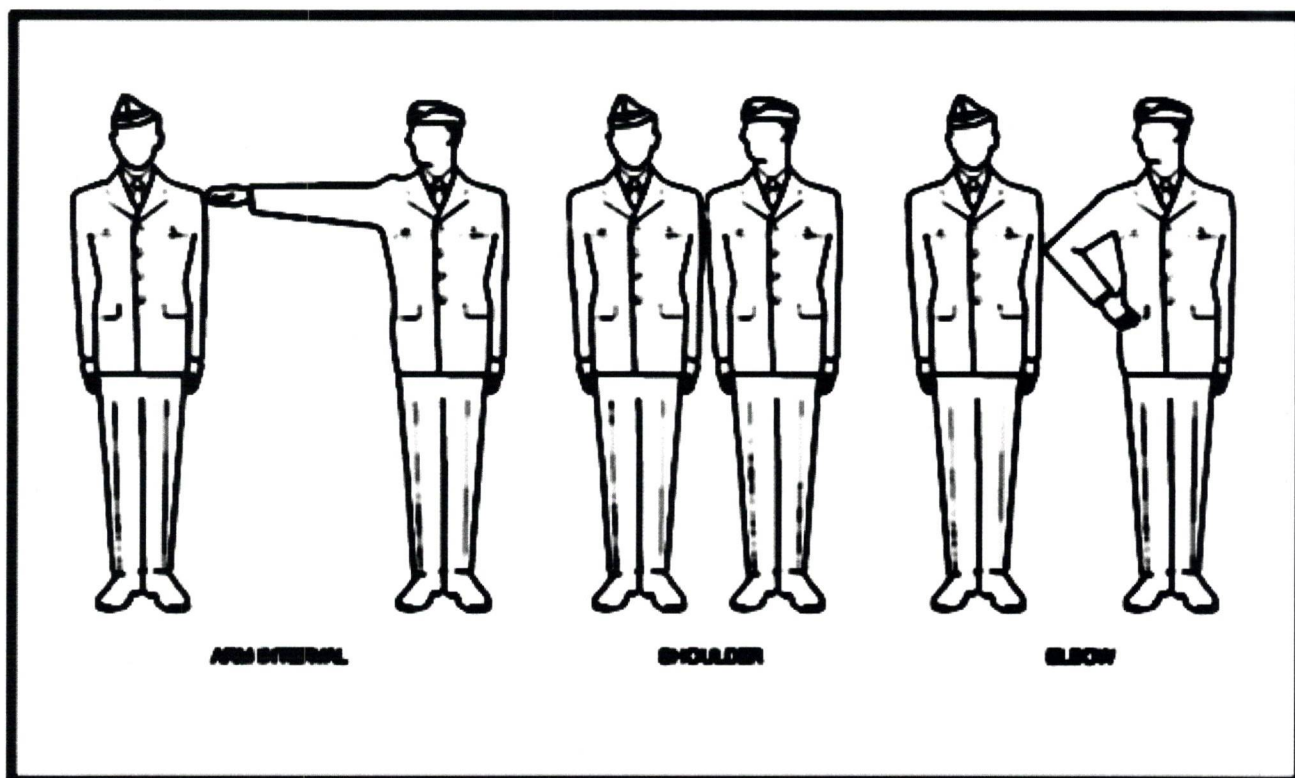
7. On the command LEFT IN - CLINE, the drill as described for a left turn is followed, but the turn is only made to 45 degrees.

8. On the command ABOUT - TURN, the drill as described for the right turn is followed, except that the pivot to the right is made through 180 degrees. Balance is maintained by bracing the legs and locking the thighs. (tighten the backs of the legs as the turn is made)

Note: While instructing Navy League Cadets it is important to ensure that they do not "drive" their foot into the floor. This can cause damage to the cadets feet, legs or growth plates. The loud stomp on the floor is not worth hurting the cadet.



Dressing a Squad



1. On the command **RIGHT DRESS BY NUMBERS, SQUAD - ONE:**

- a. the right-hand individual (right marker) of the front rank stands fast; and
- b. the remainder take a half pace forward by shooting the left foot forward, bending the right knee and adopting the position of attention.

2. On the command **SQUAD - TWO:**

- a. the right file stands fast;
- b. the remainder turns head and eyes to the right as far as possible without straining; and
- c. simultaneously, the front rank, except the right-hand individual, shoots the right arm its full extent behind the shoulder of the one on the right. The hand is closed as in the position of attention, back of the hand uppermost and arm parallel to the ground.

3. On the command **SQUAD - THREE:**

- a. the right-hand individual of the front rank stands fast; and
- b. the remainder takes up correct alignment, distance and covering by taking short, quick paces until they are in the correct position. Movement starts with the left foot

4. On the command RIGHT - DRESS, the three movements are combined. The standard pause shall be observed between the movements.
5. On the command EYES - FRONT, squad members shall snap the head and eyes to the front and cut the right arm smartly to the rear of the individual on the right and to the position of attention without slapping the thigh.
6. Shoulder dressing is completed with the command SHOULDER- DRESS. When shuffling backwards into place the squad members will be shoulder to shoulder.
7. Elbow dressing is completed with the command ELBOW-DRESS. When raising the arm, the hand will be placed on the hip, before shuffling back into place.
8. Another way to dress a squad is the Centre dress. On the command of CENTRE-DRESS. The movements are completed the same, except the entire division will take the step forward. The division will dress off the centre of the division.



(open order in 3 ranks)

OPEN ORDER MARCH

1. The open order is executed as follows:
 - a. the front rank shall move forward three half paces (straight leg paces), the rear rank shall step back three half paces (straight leg paces) and the center rank shall stand fast;
 - b. the cadence shall be in quick time; and
 - c. the arms shall be kept still at the sides.
2. On the command OPEN ORDER - MARCH, the movements will be executed as for three half paces forward and to the rear, the final movement being executed by bending the right knee, straightening it in double time and placing the right foot smartly on the ground by the left and assuming the position of attention. Movement starts off by stepping off with the left foot.

3. The timing for the movements is counted as one, one, one-two.
4. When formed in two ranks, the front rank stands fast and the rear rank steps back three half paces

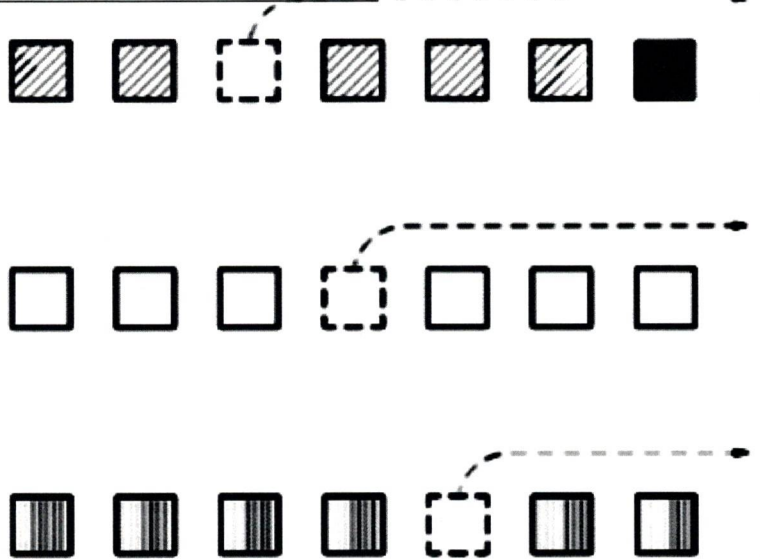
CLOSE ORDER MARCH

1. On the command CLOSE ORDER - MARCH, the squad shall reverse the movements of the Open Order March. (see above)

DISMISSING A SQUAD

1. The command DIS - MISS signifies the end of a parade, period of instruction, etc. The squad shall be inline and at attention when dismissed.
2. On the command DIS - MISS, squad members shall:
 - a. turn right;
 - b. observe the standard pause;
 - c. salute, if an officer is on parade;
 - d. observe the standard pause; and
 - e. march off in quick time for five paces, then double off independently from the place of parade (under the rank of Petty Officer 2nd class will double off, Senior ranks may march in quick time),

FALLING OUT OF RANKS



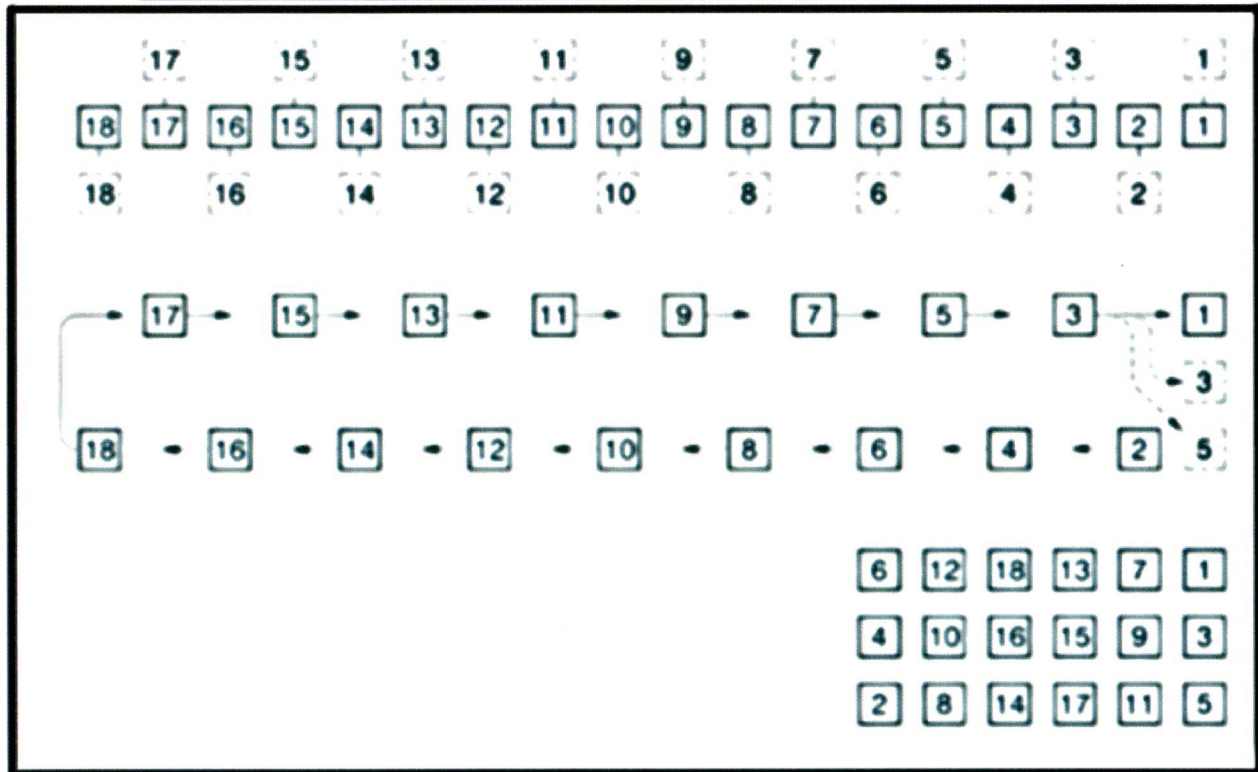
1. The command FALL - OUT shall be used when an individual is called out of the squad.
2. On the command FALL - OUT, the person ordered shall come to attention, respond Sir/Ma'am/Chief etc. and, after a standard pause, march, wheeling immediately, to the right of his rank and then proceed in the required direction, ensuring that he does not proceed in front of or with the ranks of another sub-unit. Arms will remain checked by the side until leaving the division.
3. Upon leaving the division cadets will either double or march in quick time according to rank

FALLING INDIVIDUALS IN



1. On the command FALL - IN, the individual ordered marches to the left rank of the squad and returns to his position by marching in rear of his rank, wheeling into his original position and halting. The individual shall pick up his dressing and either remain at attention or stand at ease as required. **At any time the senior rank/position on parade instructs a cadet to FALL-IN they DO NOT report to or request permission from anyone else to fall in.**

SIZING IN SINGLE RANK AND REFORMING THREES



1. On the command TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN A SINGLE RANK - SIZE, the squad shall turn right, observe the standard pause, then arrange themselves according to height, with tallest on the right and shortest on the left in one single rank, shoulder to shoulder dressing and covering off front to rear.
2. On the command SQUAD - NUMBER, the squad shall act as ordered. (shouting numbers from right to left starting at 1 increasing until final person says number and sir/ma'am, Chief, etc. whoever gave the order)
- 3.. On the command ODD NUMBERS ONE PACE FORWARD, EVEN NUMBERS ONE PACE STEP BACK- MARCH, the squad shall act as ordered.
4. On the command NUMBER ONE STAND FAST, ODD NUMBERS RIGHT, EVEN NUMBERS LEFT -TURN, the squad shall act as ordered.
5. On the command REFORM THREES, QUICK - MARCH, the squad reforms three ranks (see picture above)
 - a. number one remains the right-hand person of the front rank;
 - b. number three becomes the right-hand person in the centre rank;
 - c. number five becomes the right-hand person in the rear rank, and so on; and
 - d. when each person arrives in his new position, he shall halt, at arm's-length interval, observe the standard pause, turn left and remain at attention.
6. Once re-formation is complete, a right dress must follow.