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# MANUAL OF CEREMONIAL

FOR

## HMC SHIPS

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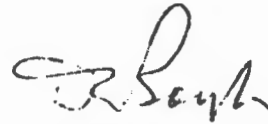
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MANUAL OF CEREMONIAL - HMC SHIPS

FOREWORD

3 June 74

1. This is a draft publication on ceremonial procedures for HMC Ships. On review by ships and authorities it is intended to request the final document be published as a Supplement or Volume II to CFP 201 (Manual of Drill and Ceremonial).
2. Suggestions for amendments are to be forwarded to SSO COMM/EW at Command Headquarters prior to 30 September 74.



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D.S. Boyle  
Rear Admiral  
Commander Maritime Command

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## SHIPBOARD CEREMONIAL

### 101. PURPOSE

The purpose of this document is to provide in one location a guide covering all ceremonial functions peculiar to HMC SHIPS."

### 102. GENERAL

1. The ceremonial procedures of a group might be described as the visible manifestations of its traditions and customs. The ceremonial procedures for ships of the Canadian Armed Forces 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 behaviour.

2. The conduct of Naval Forces and specifically the movements of ships in peacetime can be considered an extension of a country's foreign policy. To this end, ships must conduct themselves in a manner which will reflect most favourably on Canada. Consequently, all personnel who go to sea must acquaint themselves with the provisions of this manual.

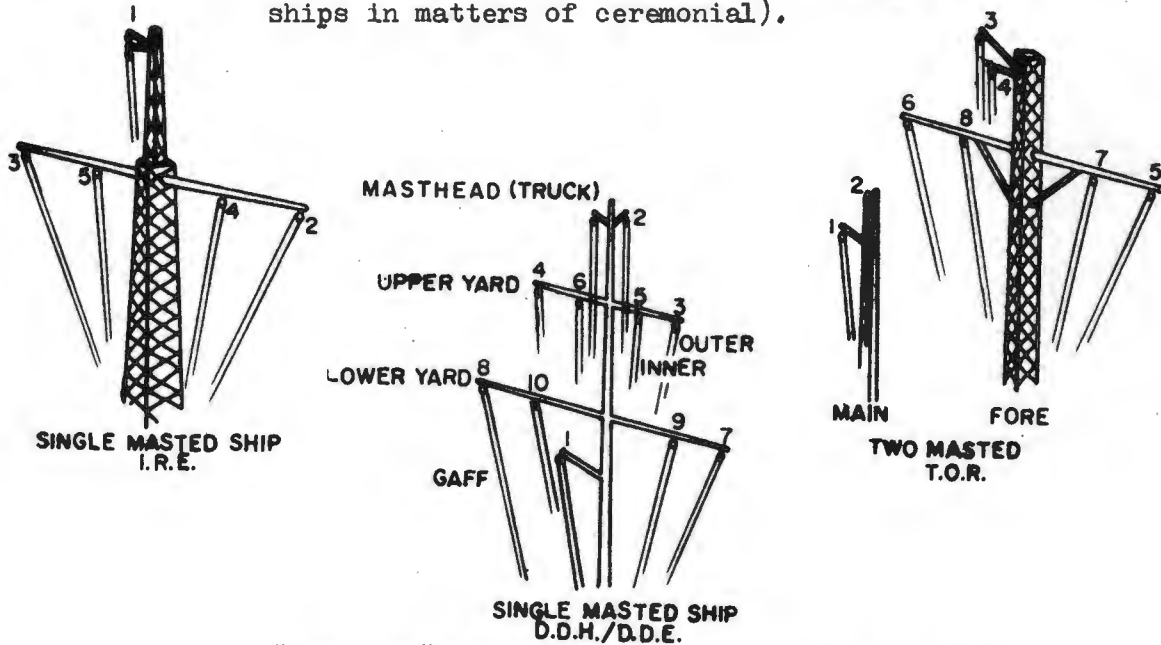
### 103. DEFINITIONS

The following definitions are given to assist in the interpretation of this manual:

- a. "boat's ensign" means the National Flag of Canada, of a size suitable to wear in boats.
- b. "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.
- c. "close up" means to the full extent of the halyard, with the flag touching the block.
- d. "colours" means, in general, the Ship's Ensign, Jack, and flag or pennant. It is also the name given to the ceremony of hoisting or lowering the Ship's Ensign and Jack.

- e. "commissioning pennant" means a pennant worn at the masthead by all HMC SHIPS in commission (see article 209).
- f. "dip" means to lower the Ship's Ensign so that it is down two-thirds of the extent of the halyard.
- g. "Ensign" means the Canadian Forces Ensign.
- h. "gaff" means a spar projecting aft from the mast and angled up at approximately 45 degrees.
- j. "half-mast" means the centre of the flag is half-way between the block and the deck.
- k. "Jack" means the Naval Jack as worn by HMC SHIPS.
- m. "National Flag" means the National Flag of Canada as approved by parliament 15 February 1965.
- n. "out of routine" means a ship still in commission, but undergoing refit, extended work periods, conversion, and/or at a reduced manning level. A ship out of routine will fly the appropriate flag.
- p. "paying off" means to place a ship out of commission.
- q. "peak" means the upper end of the gaff.
- r. "Royal Union Flag" means the flag known as the Union Jack.
- s. "Ship's Ensign" means the National Flag of Canada when worn by HMC SHIPS.
- t. "sunset" means the time at which the Ship's Ensign and Jack are lowered; it is also generally understood to indicate the act of lowering the colours.
- u. "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); and

"superior position (ships)" means, main masthead, fore masthead, mizzen masthead, starboard yard, and port yard, in that order (destroyers and smaller ships are considered to be single-masted ships in matters of ceremonial).



- v. "tracking" means the manner in which the Ship's Ensign and Jack are attached to their respective staffs in order to ensure the flag remains close to the staff.

Note: to avoid confusion, throughout this manual boat-swain's calls and bugles have been considered synonymous, although it is recognized that the use of the bugle is slowly dying out.

## CHAPTER TWO

### FLAG CEREMONIAL

#### 201. GENERAL

This chapter provides information and details for flags and pennants, and the manner in which they are to be worn in HMC SHIPS. The flags referred to herein are flown to denote some particular event, or as a symbol of authority, or in honour of a personage or country.

#### SECTION I: ENSIGN, FLAGS AND JACKS

#### 202. THE NATIONAL FLAG OF CANADA.

The National Flag of Canada is to be worn by all HMC SHIPS as their Ensign.

- a. if used in a procession or parade in Canada where several flags are carried, it is to be at the marching right or at the centre front in a position of honour.
- b. on ceremonial parades including guards of honour, the National Flag may be carried provided that consecrated colours are not also carried. One National Flag only is to be carried and it shall not be attended by an armed escort. The National Flag shall be saluted in the same manner as consecrated colours but it is not to be accorded the same honours when marched on and off parade.
- c. when the National Flag is flown alongside a single flag of another nation, the flag of the host nation is to be flown on the left as viewed by a spectator.
- d. when the National Flag is flown or displayed with flags of other nations, all flags are to be the same size, flown at the same height and be displayed in alphabetical order from left to right as viewed by a spectator.
- e. when the National Flag is flown in a church, auditorium, or other meeting place it is to be to the left as viewed by the group. If on a wall the national flag is to be above and behind the speaker, displayed horizontally with the flag to the right as viewed by a spectator.

- f. the National Flag is not to be allowed to touch the deck, nor used to cover a box, desk, podium or table.
- g. the National Flag may be used as a cover in unveiling ceremonies or as a drape over a casket.

203. ROYAL UNION FLAG

1. The Royal Union Flag, commonly known as the Union Jack, was approved by Parliament on 18 December 1964 for continued use as a symbol of Canada's membership in the Commonwealth of Nations and her allegiance to the Crown.
2. The Royal Union Flag is to be flown in HMC SHIPS:
  - a. on the reigning Sovereign's Official Birthday (the Monday immediately preceding 25 May (in Canada)).
  - b. on the Anniversary of the signing of the Statute of Westminster (11 December) (in Canadian waters only),
  - c. when flying the personal Canadian flag of the Sovereign.
3. Ships with two masts are to wear the Royal Union Flag at the main and the National Flag at the fore. Ships with one mast wear the Union Flag at the masthead.
4. On the anniversary of the signing of the Statute of Westminster, ships are to dress with masthead flags only; gun salutes are not to be fired.



5. In single-masted ships the Royal Union Flag does not displace a distinguishing flag or pennant already flying.

204. THE CANADIAN FORCES ENSIGN

The Canadian Forces Ensign is only to be flown in HMC SHIPS as a distinguishing flag for the Chief of Defence Staff.

205. SHIP'S ENSIGN

1. HMC SHIPS in commission are to wear the Ship's Ensign:

- a. in harbour, from 0800 until sunset; and
- b. while underway, at all times.

2. Between sunset and 0800, if there is sufficient natural light, a ship at anchor or alongside in a port or roadstead is to hoist her Ensign on seeing another ship of war underway, and is to keep it flying until the movement has ceased or the ship is no longer visible.

Note: 1. Ships' Ensigns flying in accordance with para 2 are to be hauled down when the "Preparative" pennant is hoisted for the ceremony of colours, and is not to be rehoisted until five minutes after sunset, if a ship is still underway in the vicinity.

3. The Ship's Ensign is to be shifted from its harbour position to its sea position upon slipping, and is to be returned to its harbour position with the first line ashore when securing.

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

4. At sea the Ship's Ensign is to be worn:

- a. in ships with more than one mast; at the gaff fitted on the main mast.
- b. in ships with one mast:
  - (1) at a gaff fitted on the fore; or
  - (2) in a suitably prominent position as determined by the unit commander.

5. 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 not to be left unattended.

6. Ships' Ensigns flown at the ensign staff are to be "tracked".

#### 206. THE NAVAL JACK

1. The Naval Jack is the flag authorized for wear at the bow in HMC SHIPS. It symbolizes participation in the Canadian Armed Forces while recognizing the individual character of the Maritime Force and of HMC SHIPS.

2. The Jack is to be worn at the jackstaff by HMC SHIPS:

a. at anchor or alongside from colours until sunset;

b. when underway and dressed with masthead flags;

c. both day and night when underway and wearing;

(1) the Queen's Personal Canadian Flag, or

(2) the Standard of another member of the Royal Family, or

(3) a foreign Royal or Imperial Standard, or

(4) the flag of a Head of State, or

(5) the flag of His Excellency the Governor General of Canada; and

(6) at ship launching/commissioning/naming ceremonies.

3. The Jack shall not be worn by ships in dock, refit, or out of routine.

4. The Jack, when "bent on", is not to be left unattended, and is to be "tracked" for hoisting.

#### 207. THE COMMISSIONING PENNANT

1. The commissioning pennant is 6' in length by 3" wide at the hoist divided into three equal segments, which are coloured white, red and white. It is to be worn by HMC SHIPS in commission. It is displayed from the main or other suitable position where it will fly clear.



2. The commissioning pennant is broken in a ship upon commissioning at the same time that the Ship's Ensign is hoisted, and is to be worn continuously throughout the ship's commission, and is never displaced.

3. The commissioning pennant (which is also referred to as the Captain's pennant, or masthead pennant) is to be displayed at the bow of a boat to denote:

- a. the presence of an officer in command of a ship or group of ships, with the naval rank of Captain or below, proceeding on official business;
- b. the Guard Officer when acting in his official capacity; and
- c. Members of a court martial proceeding to or from the court.

4. The commissioning pennant is not authorized for use as a decoration and is not to be displayed other than as indicated above.

208. UNITED NATIONS FLAG

1. 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.

2. 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.

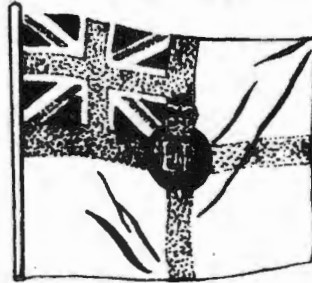
209. NATO FLAG

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

210. QUEEN'S COLOURS

1. The Queen's Colour, although not paraded in HMC SHIPS, is the official colour of the Sea Element of the Canadian Armed Forces.

2. It is paraded before visiting Royalty, and on certain other auspicious occasions.



3. When it is paraded it is afforded full marks of respect. Specifically, officers and men are to come to attention and salute when it passes.

4. The Queen's Colour is kept in a special display cabinet in the Wardroom, CFB Halifax, when not being paraded.

211. FLAG OF THE QUEEN'S HARBOUR MASTER

1. The flag of the Queen's Harbour Master (QHM), through custom and common usage of Commonwealth navies, denotes the headquarters of the Queen's Harbour Master of HMC Dockyards.

2. The QHM flag may be displayed continuously on a gaff or flag staff outside or on the building housing the offices of the Queen's Harbour Master.

3. The Queen's Harbour Master or his deputy may fly his flag in the bows of a boat or vessel when proceeding in execution of his duty.

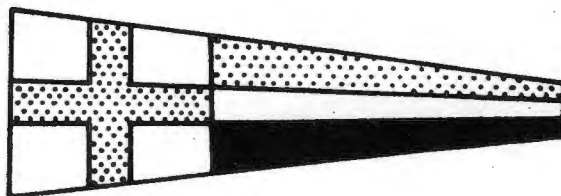
4. The QHM flag is not to:

- a. displace any distinguishing flag or pennant;
- b. be accorded any salute or ceremonial; or
- c. be displayed for any other purpose than denoting the presence of the Queen's Harbour Master or his deputy.



212. CHURCH PENNANT

1. The church pennant is to be hoisted in harbour at the peak if fitted and not occupied, or at the yardarm, when ships' companies are:
  - a. holding divine service; or
  - b. at prayers.
2. During divine service or prayers the church pennant may be used to drape a podium or altar. (see also article 202g)
3. Except as prescribed for the construction of dressing lines and paras 1 and 2 above, the church pennant is not to be used in any other manner.
4. Whenever the church pennant is used it is to be hoisted and lowered with dignity.



213. PAYING-OFF PENNANT

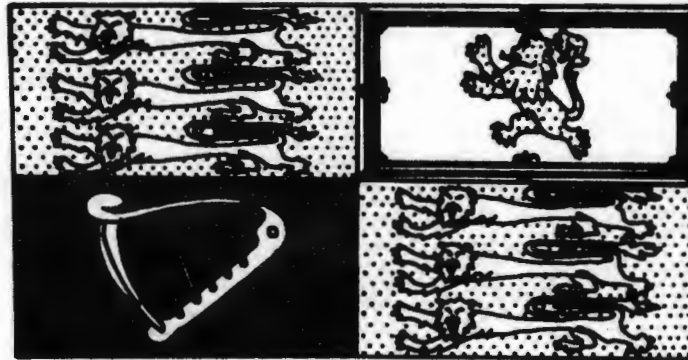
1. HMC Ships are to fly the paying-off pennant in place of the commissioning pennant when entering home port for the last time prior to paying-off. If the ship is already in her paying-off port, this pennant shall be flown on the Sunday preceding the day on which she pays-off.
2. Details of the paying-off pennant and the tradition associated with it may be found in BR 1971.

SECTION II: ROYAL STANDARDS, PERSONAL FLAGS, AND  
DISTINGUISHING FLAGS

220. STANDARDS

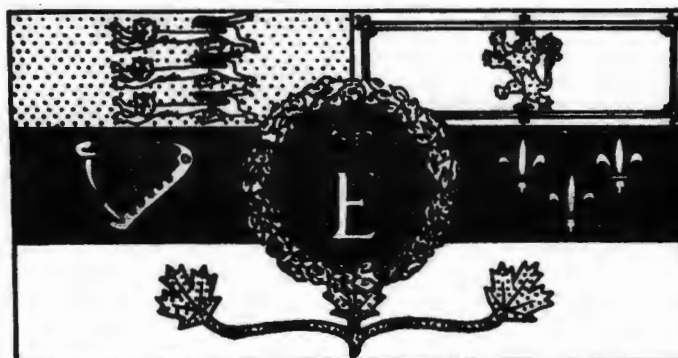
1. These are the authorized flags, worn day or night, which denote the presence of the Sovereign, a member of the Royal Family, a Head of State, or Foreign Royalty. The Royal Standard is flown in HMC SHIPS when in the immediate vicinity of these

personages. The Sovereign's Personal Canadian Flag is to be flown by HMC SHIPS in lieu of the Royal Standard in the situations described in (2) and (3) below.



2. The Personal Canadian Flag of the Sovereign. When the Sovereign embarks in one of HMC SHIPS, the following flags are to be broken simultaneously:

- a. the Personal Canadian Flag of the Sovereign at the main, the National Flag of Canada at the fore, and the Royal Union Flag at the mizzen, in three-masted ships;
- b. in ships with two masts, the Personal Canadian Flag of the Sovereign at the main, the National Flag of Canada at the fore, and the Royal Union Flag at the Starboard outer yard of the main; and
- c. in single-masted ships, the Personal Canadian Flag of the Sovereign at the masthead, the National Flag of Canada at the starboard outer yardarm and the Royal Union Flag at the port outer yardarm.



- d. when the Personal Canadian Flag of the Sovereign is flown in HMC SHIPS, no other personal flag, distinguishing flag, or command flag are to be displayed in that ship.

3. Personal Flag of the Governor General of Canada. When the Governor General of Canada is embarked in one of HMC SHIPS his personal flag is to be broken as follows:

- a. in ships with two masts, the flag of the Governor General of Canada at the main and the National Flag of Canada at the fore;
- b. in single-masted ships only the Personal Flag of the Governor General shall be displayed at the masthead;
- c. these flags when flown in HMC SHIPS displace all other personal and distinguishing flags.



221. PERSONAL FLAGS OR STANDARDS REPRESENTING COMMONWEALTH AND FOREIGN PERSONAGES.

When a foreign Sovereign, Head of State, or the Governor-General of another nation is embarked in one of HMC SHIPS the personal flags are to be broken as follows:

- a. in ships with two masts, the personal flag at the main, the national flag of that Nation at the fore.
- b. in single-masted ships, the personal flag at the masthead and the national flag of that nation at the starboard outer yardarm.

222. STANDARD OF MEMBERS OF THE ROYAL FAMILY

When members of the Royal Family other than the reigning Sovereign embark in HMC SHIPS, only the personal flag of the member taking precedence is to be flown. In ships with two masts the personal flag is to be broken at the main, and in single-masted ships at the masthead. These flags take precedence over, but do not displace, Canadian personal or distinguishing flags.

223. PERSONAL FLAG OF A LIEUTENANT GOVERNOR

When the Lieutenant Governor of a Canadian province embarks in a ship the personal flag of the Lieutenant Governor is to be flown within the limits of his jurisdiction. In ships with two masts the personal flag is to be broken at the main or in single masted ships at the masthead. This flag does not displace Canadian personal and distinguishing flags:



224. DISTINGUISHING FLAGS

1. These are flags that are authorized to be flown day and night to denote the presence or the headquarters of a senior officer. Only distinguishing flags which denote command of formations of ships are to be flown in HMC SHIPS. This means that the only distinguishing flags flown in HMC SHIPS are those of the Chief of the Defence Staff, the Maritime Commanders, Atlantic and Pacific, other Senior Canadian officers afloat in command of a group of ships, and, finally, commanders of Canadian Destroyer Squadrons.
2. These distinguishing flags are only flown in HMC SHIPS when the officer concerned is acting in his official capacity.
3. The change of location of a General Officer's Flag will be arranged previously by message, and should normally be carried out at 0800.
4. Distinguishing flags are not flown:
  - a. in more than one place at one time;
  - b. in a ship in which the Personal Canadian Flag of the Sovereign or the Governor General of Canada's Flag is displayed; and
  - c. when command has been delegated to a subordinate for a period in excess of 48 hours.

5. When an officer appointed in command relinquishes his command to a successor, the distinguishing or command flag of both officers is to be flown from colours to sunset on the official transfer date. The procedure as given below is to be followed:

- a. simultaneous with colours, the appropriate mast-head flag is to be hauled down, and the two distinguishing flags hoisted, with that of the incumbent at the starboard outer yardarm and that of the relieving officer at the port outer yardarm; and
- b. simultaneous with sunset, the two flags at the yardarms are to be hauled down and the flag of the relieving officer broken at the masthead.

6. 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 in order of precedence with other flags.

#### 225. SQUADRON COMMAND FLAG

1. The Squadron Command Flag is not a distinguishing flag or a personal flag; it is used solely for the purpose of indicating the location of the Squadron Commander.
2. The Squadron Command Flag is flown:
  - a. in harbour, in the ship in which the Squadron Commander is borne, at all times day and night; and
  - b. at sea, when meeting or joining other warships. It may be hauled down when sufficient time has elapsed for visual identification.
3. The Squadron Command Flag is not to:
  - a. displace the commissioning pennant;
  - b. be hoisted in a ship wearing a standard or other distinguishing flag or pennant; and
  - c. be displayed in the bows of a boat or on a vehicle.
4. The design of the Squadron Command Flag is as follows:



226. SENIOR CANADIAN OFFICER PRESENT AFLOAT (SCOPA) PENNANT

When two or more HMC SHIPS, not wearing a 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. When in company with ships from other nations, the Starboard Pennant is to be flown by the senior Canadian ship in addition to a Command flag.

227. 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 Flag of the Governor General;
- c. the Personal Flag of a Head of State;
- d. the Personal Flag of a member of the Royal Family;
- e. the Personal Flag of a Lieutenant Governor;
- f. a Distinguishing Flag of a Head of a foreign or National Diplomatic Post;
- g. the Distinguishing Flag of the Chief of the Defence Staff;
- h. the Distinguishing Flag of a General Officer
- j. a Squadron Command Flag; and
- k. the Senior Canadian Officer Present Afloat Pennant



228. MINIATURE DISTINGUISHING AND PERSONAL FLAGS

1. When embarked in a boat the appropriate miniature standard, distinguishing flag, or pennant may be displayed in the bow of a boat between the hours of dawn and dusk for:

- a. the Sovereign or any member of the Royal Family - their own personal Standard;
- b. foreign Royalty or Head of State - the appropriate Standard or ensign of that country;
- c. the Governor General of Canada - the Governor General's Personal flag;
- d. the Lieutenant Governor of a Province, within the limits of his jurisdiction - the appropriate Lieutenant Governor's flag;
- e. the Prime Minister - the National Flag of Canada;
- f. the Minister of National Defence - the National Flag of Canada;
- g. the Chief of the Defence Staff - the Canadian Forces Ensign;
- h. for General Officers in command of a ship or formation thereof - the appropriate General Officer's flag;
- j. for Squadron Commanders and Commanding Officer of HMC SHIPS when proceeding on official business - the commissioning pennant;
- k. members of a court martial when proceeding to and from the court - a commissioning pennant; and
- m. the Guard Officer - a commissioning pennant.

2. The personal or distinguishing flag or pennant is to be flown when the personage for whom it is authorized is actually in the boat. The flag or pennant is to be removed or hooded when the person is not in the boat.

229. For miniature distinguishing flags for land vehicles and aircraft, see CFAO 62-3 Section 4.

SECTION III: CEREMONIAL PROCEDURES

230. COLOURS AND SUNSET

1. The ceremonies of Colours and Sunset entail the hoisting and lowering of the Ship's Ensign and Jack.
2. Ships alongside in harbour, or at anchor, are to carry out the ceremonies:
  - a. at 0800 and sunset daily;
  - b. at 0800 and 1700 daily, where continuous daylight or darkness prevails; and
  - c. according to local custom when in foreign ports.
3. The ceremonies are to be conducted as follows:
  - a. hoist the "Preparative" pennant 5 minutes before the time of colours or sunset;
  - b. when "Prep" is dipped, at 0800 or sunset, the man detailed for the Ensign reports "eight o'clock sir" or sunset sir", as appropriate;
  - c. the attending officer (normally Officer-of-the-Day/Watch) replies "make it so";
  - d. the Bosn's mate strikes the appropriate time on the ship's bell (colours only);
  - e. the Quartermaster sounds the "still" or the "alert";
  - f. the men detailed for the Ship's Ensign and Jack smartly but respectfully raise/lower the Ship's Ensign and Jack;
  - g. when the ensign hits the block or is completely lowered, as appropriate, the man detailed for the ensign turns smartly forward and watches for the "Prep" to be hauled down;
  - h. when the "Prep" is hauled down the man detailed for the Ensign reports "carry-on Sir", attending officer replies "sound the carry-on", and the Quartermaster complies;

- j. at sunset, anchor lights, masthead obstruction lights, and upper deck lighting are to be switched on as the "carry-on" is sounded.
- k. colours and sunset are coordinated ceremonies and all movements connected with them must be governed by the movements of the Senior Officer present.

231. HALF-MASTING COLOURS

1. For a funeral either at sea or ashore, colours are to be half-masted at Colours and remain half-masted throughout the day.
2. The procedure for doing this is as follows: at Colours the Ship's Ensign and Jack shall first be hoisted close-up then immediately lowered to half-mast. At Sunset they are to be hoisted close-up then lowered.
3. Ships approaching or leaving a port or anchorage where any other ship of war has its colours at half-mast is, while within sight of that ship to half-mast their own colours.
4. On dress-ship occasions, upon the extraordinary circumstances of ships being ordered to half-mast colours when dressed over-all;
  - a. dressing lines are to be lowered;
  - b. Ships' Ensigns and Jacks are to be half-masted; and masthead flags hauled down; and
  - c. ships underway are to half-mast their Ensigns and Jacks, and haul down masthead flags.

Note: personal and distinguishing flags continue to be displayed, whether underway or not, on occasions when colours are half-masted.

- d. in foreign ports ships are to adhere to local customs.
5. A ship carrying a body on a dress-ship occasion is to half-mast her colours and haul down her masthead flags.
6. In recognition of a local funeral occurring on a dress-ship occasion, ships are to dress overall, and are to half-mast Ensigns and Jacks on the following day, in accordance with the procedure laid out at para 1.
7. On all occasions when colours are half-masted, the "still" is to be sounded, followed by the carry on".

232. SALUTES TO COMMANDER, MARITIME COMMAND  
(ATLANTIC AND PACIFIC)

1. Salutes may be made to the Maritime Commanders by prior request;
  - a. when departing or returning from prolonged deployments; and
  - b. on special occasions, such as first entry to home port, or paying off.
2. 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.

233. DIPPING ENSIGNS

1. 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.
2. Ships are to acknowledge promptly and smartly all such salutes; however, personnel are not to "stand-by" the ensign staff, halyards in hand, in anticipation of a salute.
3. Under no circumstances are HMC SHIPS to dip their ensigns to any other vessel unless that vessel first dips her ensign.
4. When ensigns are half-masted, the ensign will first be hoisted close-up, dipped, rehoisted, then returned to the half-mast position.
5. When ships are nested, only the outboard ship is to return the compliment.

234. DRESSING SHIP

1. Preparations for dressing ship are to be carried out as early as practicable in order that any necessary repairs or modifications to dressing lines, wire ropes, blocks and haul-downs may be made.
2. 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.

3. The procedure for dressing/undressing ships is as follows:
  - a. acknowledge dress/undress ship and "Preparative" signals;
  - b. haul down dress/undress ship signal; dip "Prep";
  - c. sound the "still";
  - d. carry out the ceremony of Colours/Sunset and dress/undress ship so that colours, masthead flags, and dressing lines are blocked/lowered simultaneously; and
  - e. haul down "Prep" and sound "carry on".
4. Ships proceeding to sea between 0800 and 1200, and returning to harbour between 1200 and sunset, are to dress with masthead flags only.
5. On dress ship occasions, ships underway in the vicinity of an anchorage or port are to dress with masthead flags only. On all dress ship occasions when masthead flags are flown, the Jack is also to be flown.
6. On all occasions when ships are dressed, ships in dock, in refit, or out of routine, are to dress with masthead flags and Jack only, unless otherwise ordered.
7. Ships are to dress with masthead flags only when the senior officer present does not consider it to be expedient to dress overall. Under no circumstances is the ship having the communication guard to dress with rigging lines; she is to dress with masthead flags only.
8. Ships in non-Canadian ports are to conform with local customs for official celebrations, being guided by the above instructions for dressing ship.

255. DRESS SHIP TABLE

Date	Anniversary/Occasion	Dress Masthead Flags	Overall	Flag/Design Displayed	Remarks
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 Mon. 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	Dominion Day		Yes	Canadian National Flag	
4 Aug	Birthday of the Queen Mother		Yes	Canadian National Flag	
11 Dec	Statute of Westminster	Yes		Royal Union Flag	In Canadian waters only

236. DETAILS OF DRESSING LINES

1. A dressing line consists of three main components:
  - a. the strongback, which is a  $\frac{3}{4}$  inch circ. extra special flexible steel wire rope (ESFSWR);
  - b. the dressing line, which is a  $\frac{7}{16}$  inch (dia) nylon line with signal flags attached; and
  - c. whips, which are:
    - (1)  $1\frac{1}{2}$  inch (circ) nylon line for DDE/DDH and smaller vessels.
    - (2) 2 inch (circ) nylon line for AORs.
2. The dressing line, with signal flags and pennants sewn on, is equipped with spring clips. These clips are snapped on to the strongback.
3. Dressing lines and strongbacks are referred to as:
  - a. Foredown: jackstaff to foremast;
  - b. Maindown: ensign staff to mainmast;
  - c. Fore-to-main: foremast to mainmast
4. 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, main down 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  $1\frac{1}{2}$  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.
5. The strongbacks are to be fitted with swivels at each end.
6. The length of the dressing line is to be twice the length of the related strongback plus the distance from masthead to deck.

7. The flags are to be permanently seized to the nylon rope in the sequence shown in table one of this article. The heads of the flags are to be:

- a. Foredown: towards the foremast;
- b. Fore to main: towards the foremast;
- c. Maindown: towards the mainmast.

8. The flags are to be approximately two feet apart. To prevent gaps at the ends of the lines, this distance may be increased or decreased to spread flags evenly over the whole length of the line.

9. The upper ends of the fore down and main down is to terminate with the second substitute and speed flag, respectively; adjustments are to be made from the second flag from the upper end. Station flag is to be at the fore end of the fore-to-main and adjustments are to be made from the after end.

10. Spring clips are to be evenly distributed over the length of the dressing line by securing a spring clip in the centre of each flag and pennant.

11. Destroyers and smaller vessels, other than gate vessels, are classed as single-masted ships for ceremonial purposes. These ships are to use the fore down and main down only, and adjust the number of flags as necessary.

12. Maintenance ships and gate vessels are to be classed as two-masted ships. 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.

13. Flags required to complete construction of dressing lines are to be demanded from supply depots. Ship's outfit of signal flags" is to be annotated to reflect that these flags are for dressing ship.

14. To ensure uniformity within types of ships, the number of flags and pennants used in dressing lines shall be as follows:

DDE/DDH  
Foredown - 27  
Maindown - 33

IRE  
Foredown - 31  
Maindown - 39

MCB  
Foredown - 17  
Maindown - 26

AOR  
Foredown - 28  
Fore to Main - 30  
Maindown - 37

DDH 280  
(To be promulgated)



TABLE ONE TO ART. 236

DRESS SHIP TABLE

Fore Down  
(From Jackstaff  
to Foremast)

ECHO  
QUEBEC  
PENNANT ONE  
GOLF  
PENNANT THREE  
ZULU  
NEGATIVE  
WHISKEY  
PENNANT NINE  
FLAG SEVEN  
PENNANT SIX  
CHARLIE  
PENNANT EIGHT  
PAPA  
PENNANT FOUR  
INDIA  
PENNANT ONE  
TANGO  
PENNANT SEVEN  
FLAG SIX  
CORPEN  
FLAG EIGHT  
INTERROGATIVE  
SQUADRON  
PENNANT TWO  
HOTEL  
ANSWER  
FLAG FIVE  
TURN  
XRAY  
PENNANT ZERO  
FOXTROT  
CHURCH  
DIVISION  
FORM  
OSCAR  
PENNANT FIVE  
ROMEO  
PENNANT NINE  
PORT  
PENNANT EIGHT  
DELTA  
PENNANT THREE  
SECOND SUBSTITUTE

Fore-to-Main  
(From Foremast  
to Mainmast)

STATION  
YANKEE  
THIRD SUBSTITUTE  
UNIFORM  
FIRST SUBSTITUTE  
DELTA  
FOURTH SUBSTITUTE  
FLAG THREE  
EMERGENCY  
FLAG ONE  
THIRD SUBSTITUTE  
LIMA  
EMERGENCY  
FLAG SEVEN  
SECOND SUBSTITUTE  
SQUADRON  
FIRST SUBSTITUTE  
CHARLIE  
THIRD SUBSTITUTE  
PORT  
STATION  
FLAG EIGHT  
EMERGENCY  
FLAG FIVE  
THIRD SUBSTITUTE  
KILO  
STATION  
INDIA  
FOURTH SUBSTITUTE  
VICTOR  
FIRST SUBSTITUTE  
OSCAR  
FOURTH SUBSTITUTE  
FLAG THREE  
EMERGENCY

Main Down  
(From Mainmast  
to Ensign Staff)

SPEED  
INDIA  
PENNANT TWO  
ECHO  
INTERROGATIVE  
TANGO  
PENNANT SIX  
FLAG ONE  
NEGATIVE  
PAPA  
PENNANT FIVE  
FLAG NINE  
PENNANT EIGHT  
ALFA  
PENNANT SIX  
FLAG TWO  
PENNANT THREE  
FLAG THREE  
PENNANT SEVEN  
ECHO  
CORPEN  
MIKE  
TURN  
ROMEO  
FORM  
JULIETT  
ANSWER  
NOVEMBER  
PENNANT ZERO  
KILO  
PENNANT FOUR  
VICTOR  
PENNANT FIVE  
BRAVO  
INTERROGATIVE  
FLAG ZERO  
CHURCH  
XRAY  
PENNANT SEVEN  
FLAG FOUR  
PENNANT TWO  
LIMA  
JULIETT

## CHAPTER 3

### SHIPBOARD CEREMONIAL

#### 301. GENERAL

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.

#### 302. CEREMONY WHEN TWO SHIPS PASS

1. The ceremony observed by two warships passing between sunrise and sunset is in keeping with the practices of other maritime nations generally.
2. When warships pass one another (whether both are underway or not), the junior is to sound the still. The senior is to do likewise, and after a short interval is to sound the carry-on. The junior is then also to sound the carry-on.
3. When ships are nested, the outboard ship is to pipe on behalf of the senior officer of the nest.
4. 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.
5. 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. Personnel on the upper deck are to be brought to attention and are to face the direction in which the honours are being exchanged.
6. 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.

#### 303. VISITS TO HMC SHIPS BY VIP'S

1. 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.
2. Arriving by the Bow
  - 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) the Ship's Cox'n, the Chief Bos'n's Mate, and at least two senior men of the Bos'n 181 trade. They are to take up a position aft of the brow facing forward in order of seniority from outboard in;
  - (2) the Officer-of-the-Day/Watch, who takes up a position forward of the brow, facing aft;
  - (3) the Commanding Officer and the Executive Officer, who are normally to stand 6' - 8' 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.

- (4) as the automobile containing the visitor comes onto the jetty the "still" is piped;
- (5) as the dignitary crosses the gangway, the side is piped;
- (6) as the dignitary reaches the inboard end of the gangway, the Guard is to be brought to the "Present", and the Band to play the appropriate musical salute;
- (7) on completion of the salute, the Guard is to be returned to the shoulder 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); and
- (8) the visitor's retinue then comes onboard. After the official party has had sufficient time to retire from the upper deck, the "carry-on" is sounded.

3. Arrival from Ashore

The same procedure as outlined above is to be followed, except that:

- a. at least two extra brow staff are to be available to handle man ropes and to assist the dignitary to disembark from his boat;
- b. 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;
- c. the "still" (or "alert") is sounded when the boat is

still several lengths away from the lower platform; and

- d. 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.

#### 4. Departure

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

- a. the "still" is to be sounded as the dignitary emerges from the superstructure;

Note: the accompanying retinue should precede the dignitary into the boat prior to any piping;

- b. 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; and
- c. the "carry-on" is not to be sounded until the boat clears either the stem or the stern of the ship.

#### 304. ARRIVAL BY AIR

Because of the peculiarities of helicopter-carrying ships, whatever procedures that are suitable under the circumstances are to be followed. Safety of personnel is to be the prime consideration.

#### 305. PIPING THE SIDE

The side is to be piped when the following personnel come onboard an HMC SHIP between the hours of colours and sunset:

- a. Her Majesty the Queen;
- b. His Royal Highness Prince Philip, Duke of Edinburgh, when in Naval uniform;
- c. Members of the Royal Family of equivalent rank of Colonel or above when in Naval uniform;
- d. the Governor General of Canada and Lieutenants Governor of provinces; when in uniform;
- e. General officers of the Canadian Armed Forces when in uniform;

- f. Flag Officers and Commodores of Commonwealth navies when in uniform;
- g. all officers in uniform holding an appointment in command of a formation or group of ships, or an officer in command of a single ship;
- h. members of a court martial attending or leaving the court;
- j. the Officer-of-the-Guard when flying his pennant;
- k. all naval officers of other than commonwealth nations in uniform at all hours;
- m. a body when being brought onboard or sent out of a ship, at all times.

2. The side is normally to be piped for an officer entitled to it even though he may be accompanying an officer senior to him who is not so entitled.

306. GUN SALUTES

1. General. Gun salutes are salutes with cannon given to:

- a. Royalty, (Royal Salutes)
- b. Nations, (National Salutes)
- c. Individuals (personal salutes)

2. 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.

3. Dates for Salutes. The national anniversaries on which salutes are fired in Canada are:

- a. Monday immediately preceding 25 May at 1200 local time. (The Official Birthday of the Sovereign)
- b. 1 July at 1200 local time. (Dominion Day)
- c. 11 November at 1100 local time. (Remembrance Day) See Note #1.

Note #1 Remembrance Day salute is one of 21 minute guns.

4. 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.

5. Salutes in Canada. Saluting ships in the vicinity of the Canadian saluting stations described in CFAO article 61-8 (8) on the above occasions are not to fire salutes, but are to display the flags described in para 28.

6. 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 waters, the custom of the country is to be followed.

7. Salutes on Sunday

a. When the date of an anniversary requiring a salute falls on Sunday, the salute is to be fired at noon on the following day.

b. 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.

8. 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.

9. Action When More Than One Salute is Required

a. When more than one salute is appropriate, ie., a National Salute and a Royal Salute, the National Salute is fired first and returned, followed by the Royal Salute.

b. When two or more standards are displayed in a port, the order of saluting is to be:

(1) National Salutes;

(2) the Sovereign;

(3) the Duke of Edinburgh;

(4) the Queen Mother;

(5) Sovereigns, Consorts, or Heirs Apparent of other Nations or Presidents of Republics;

- (6) other members of the Royal Family, and
- (7) other members of Royal Families of other nations.

c. Only one salute is to be fired to the standards of any one nation no matter how many may be flying.

10. Ship Unable to Salute.

- a. 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.
- b. 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.

11. Salutes Which are Returned. Salutes which are returned are:

- a. National salutes,
- b. Salutes to Flag Officers of the Commonwealth.

12. Salutes Which are Not Returned. Salutes which are not returned are those to:

- a. Royalty;
- b. Diplomatic or Consular Officials;
- c. Governors or other officers administering a Government;
- d. officials and officers of other nations on visiting warships;
- e. other nations on occasions of local or national importance; and
- f. Flag Officers as a personal salute.

13. 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 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.

14. 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.

15. 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.

16. 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 to be fired.

17. 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.

18. 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.

19. 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.

20. 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.



21. 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.

22. 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".

23. 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.

24. Scale of Salutes. The following scale of salutes, which is generally agreed to by other nations, is to be observed in exchanging salutes between HMC SHIPS and ships of war of other nations.

<u>Personage or Office</u>	<u>Salute</u>
a. National Salute	21 guns
b. Members of the Royal Family, members of foreign reigning Royal Families, Presidents and Chiefs of State of foreign countries, the Governors General of Canada and other Commonwealth Countries.	21 guns
c. Governor of Northern Ireland	19 guns
d. Prime Minister of Canada and other Commonwealth countries, Ambassadors, Nuncios, and High Commissioners	19 guns
e. Envoy extra-ordinary, Ministers Plenipotentiary, and Inter-Nuncios.	17 guns
f. Minister and Associate Minister of National Defence, and equivalent Ministers of foreign countries.	17 guns
g. Lieutenant Governors of Canadian provinces.	15 guns

h. Resident Ministers.	15 guns
j. Charge d'Affaires or a subordinate Agent left in charge of a Mission, and Consuls General.	13 guns
k. Consuls, and Consular Agents.	7 guns
m. Admiral of the Fleet or Field Marshall	19 guns
n. Admiral or General	17 guns
p. Vice Admiral or Lieutenant General	15 guns
q. Rear Admiral or Major General	13 guns
r. Commodore or Brigadier General	11 guns
s. Commanding Officer of one of HMC SHIPS. (as a return salute only) (see note)	7 guns

Note: - Some nations consider commanders of groups of ships to hold the position of Commodore and return salutes accordingly.

25. 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 sovereign and is saluted in accordance with paragraph 20. 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.

26. Morning and Evening Gun. 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.

27. 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); and
- b. Independence Day. (4 July)

2. United States ships of war observe Memorial Day (30 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.

28. The Use of Flags in Conjunction with Gun Salutes. 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 instructions 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.

307. HONOURS AND MARKS OF RESPECT \*

1. 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 Major or a Captain 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 each is received onboard with the guard described above. 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.

2. Honours Accorded the Governor General and Lieutenants Governor of Provinces. When the Governor General or Lieutenant Governor proceeds onboard one of HMC SHIPS, he is to be received by a Royal Guard, commanded by a Major or a Captain, with arms presented, the bugle sounding the "Alert", and the band playing the "Vice-Regal Salute" (as described in Art 307)., or if a band is not available, the bugle sounding the "General Salute".

3. Honours Accorded the Prime Minister and Minister of National Defence. The Prime Minister, the Minister of National Defence, and the Associate Minister of National Defence, when visiting HMC SHIPS in an official capacity, are to be received by a Guard commanded by a Captain with the bugle sounding the "Alert".

4. 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.

5. Honours Accorded the Chief of the Defence Staff and General Officers in Command. The Chief of the Defence Staff and Officers of General rank in Command when flying their appropriate flags, are to be received onboard ship by a Guard commanded by a Captain 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". General Officers not entitled to fly distinguishing flags when 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.

6. Honours Accorded Officers Below General Rank. Colonels in Command when paying official visits to HMC SHIPS are to be received onboard by a Guard under the orders of a Sergeant, with arms presented. Colonels and Lieutenant Colonels attending a Court Martial as members, are to be received by a Sergeant's Guard. The Guard is to present arms only to the President of the Court.

7. 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.

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

\* Note: throughout article 307, when no band or bugler is available the procedures similar to the arrival of a V.I.P. are to be followed (article 303).

308. Table of Gun Salutes and Marks of Respect.HONOURS AND MARKS OF RESPECT FOR OFFICIAL VISITS OR WHEN EMBARKED

<u>ITEM</u>	<u>PERSONAGE OR AUTHORITY</u>	<u>TITLE &amp; NO. OF GUN SALUTE</u>	<u>GUARD</u>	<u>BUGLE</u>	<u>PIPE</u>	<u>FLAG</u>	<u>FLAG FLOWN FROM</u>	<u>DURING</u>	<u>FLAGS DISPLACED</u>	<u>DRESS SHIP</u>	<u>LIMITS</u>	<u>MUSICAL SALUTE</u>	<u>REMARKS</u>
1	H.M. The Queen	Royal 21	100	Alert	Yes	Queens Personal Odn.Flag Cdn.Nat. Flag Union Flag	Main Fore Mizzen	Visit or when embarked When embarked When embarked	All	Yes	None	"God Save the Queen"(in full)	
2	H.R.H. The Prince Philip 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)	*Note 1: Takes 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)	
4	Other members of The Royal Family	Royal 21	100	Alert	Yes if in Naval Uniform of Captain	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	Governor General's Flag Nat. Flag see Note 2*	Main Fore	Visit or when embarked When embarked	All	Yes	Terri- torial jurisdic- tion	"Vice-Regal Salute"(1st 6 bars of "God Save the Queen.The 1st 4 and last 4 lines bars O'Canada)	*Note 2: On single masted ships - The Gov. Gen's Flag only will be displayed.

<u>ITEM</u>	<u>PERSONAGE OR AUTHORITY</u>	<u>TITLE &amp; NO. OF GUN SALUTE</u>	<u>GUARD</u>	<u>BUGLE</u>	<u>PIPE</u>	<u>FLAG</u>	<u>FLAG FLOWN FROM</u>	<u>DURING</u>	<u>FLAGS DISPLACED</u>	<u>DRESS SHIP</u>	<u>LIMITS</u>	<u>MUSICAL SALUTE</u>	<u>REMARKS</u>
7	Governors General of Commonwealth Countries	Royal 21	100	Alert	Yes if in Service Uniform	Gov.Gen. Flag	Main	Visit or when embarked	All	Yes	None	"God Save the Queen"(1st 6 bars)	
8	Lieutenant-Governor of Canadian Province	Royal 15	100	Alert	Yes if in Service Uniform	Lt.Gov. Flag	Main	Visit or when embarked	None	No	Provincial jurisdiction	"Vice-Regal Salute"(as for item 6)	
9	Prime Minister of Canada. Prime Minister of Commonwealth and Foreign Countries, Ambassadors, and High Commissioners.	General 19	50	Alert	No	Nat. Flag of Canada	Fore	Salute	None	No	None	"The General Salute"	
10	The Minister of National Defence	General 17	50	Alert	No	Ensign approp. to country	Fore			No		"The General Salute"	
11	Chief of Defence Staff	General 17	50	Alert	Yes if in C.F. Uniform	C.D.S.	Main	Salute	None	No	Within the Commonwealth	The appropriate National Anthem	
12	Field Marshal or equivalent	General 19		Alert	Yes if in C.F. Uniform	Approp. to rank	Main	Visit or when embarked	All	No	None	"The General Salute"	
	General or equivalent	General 17	50		Uniform or Naval Uniform of Foreign Countries		Main	When embarked	All	No	None	"The General Salute"	
	Lieutenant General or equivalent	General 15					Main*						
	Major-General or equivalent	General 13					Fore*						
	Brigadier-General or equivalent	General 11					Fore*						
	Officer in Command Below General Rank	None	12(Sergeant)		Yes	None			None	No	None	None	

\*For Officer of General rank in command of a command, flags will be flown as noted. Those not in command of a command will fly their flag from the fore mast.

BURIAL AT SEA

1. 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.
2. 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 positions. The Guard rest on arms reversed until the mourners are onboard and have been conducted forward.
3. 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.
4. 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:
  - a. 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;
  - b. 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 bugle on the right of the Guard;
  - c. At the commencement of the service all military personnel except the Guard and side party are to be ordered to remove headdress;
  - d. during the service, the Chaplain is to indicate to the pallbearers when he wishes to commit the body;
  - e. on completion of the service, headdress is replaced, the Guard presents arms, the bugler sounds the "last post" followed by "reveille", with officers and men not fallen in saluting; and
  - f. floral tributes are dropped into the sea on completion of the service.

Note: see article 231 regarding "half-masting colours".

310. 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.

311. MANNING AND CHEERING SHIP

1. On the command "fall in for manning ship", the Ship's Company falls in as for divisions. The divisions are to be divided to ensure that there is an equal number of men on each side of the ship.

2. On the order "stand by to man ship", divisions are to take up preassigned positions, so that each man is one pace clear of the guardrail and at arms' interval from his neighbor. Dressing is by forward, care being taken that no unnatural "holidays" appear due to obstructions such as fan trunkings or superstructure, and personnel are to be at attention.

3. At the order "man ship" each man takes one pace forward and grasps the guard rail with both hands, crossing hands with the man adjacent to him when doing so.

4. The Executive Officer orders "stand by to cheer, Ship's Company attention".

5. On the command "remove headdress; three cheers for \_\_\_\_\_, hip hip hurray", the headdress is held at the full extent of the right arm and circled clockwise during the hurray keeping the crown outboard.

6. On completion of the three cheers, the order "replace headdress" is given; however the Ship's Company is not to be dismissed from manning ship until the ship is well clear of the reviewing area.

312. CEREMONIAL ANCHORAGE

1. Prior to reaching "ten cables to go" when proceeding to a ceremonial anchorage, the following preparations are to be completed:

- a. accommodation ladder rigged and turned outboard;
- b. Mediterranean ladder and boats' booms rigged;
- c. boats turned out and manned ready for lowering;
- d. Ensign and Jackstaffs rigged;
- e. brow area prepared for use; and
- f. Ship's Bell and Name Boards fitted.



2. At ten cables: (if not already done by signal),
  - a. shift Ensign to harbour position.
3. At five cables:
  - a. lower boats to deck level.
4. At three cables:
  - a. hands fall out, stand by boats, booms and ladders.
5. At two cables:
  - a. lower boats and ladders to the water line, but clear of the water; and
  - b. place booms in a vertical position.
6. At one-half cable:
  - a. remove pins.
7. On letting go the anchor:
  - a. boats are to be slipped and are to proceed to waiting positions on the quarters until the ship is finished with engines;
  - b. the Jack is to be hoisted; and
  - c. the fitting of boats' booms and ladders is to be completed as expeditiously as possible.
8. For a ceremonial anchorage involving a group of ships, the senior officer is to conduct a "count-down" of distance to go to ensure uniformity of action.

### 313. CEREMONIAL LIGHTING

1. Illuminating Ship. Ships are illuminated by flood-lighting or outline lighting dependent on the class of ship and her state of fitting.
2. Flood-lighting. The ship's side is floodlit by screened lamps projecting from the upper deck. The superstructure and funnels are floodlit with strategically placed floodlights.
3. Outline lighting. Certain ships are fitted for outline lighting which provides lights at intervals of a few feet depicting the outline of the ship.

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

314. BOATS PASSING

Between sunrise and sunset, when boats displaying personal or distinguishing flags pass one of HMC SHIPS, the "still" is to be piped in the ship, and after the salute has been returned from the boat or the boat has passed the ship, the "carry on". Personnel on the upper deck conduct themselves as for ships passing.

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

1. There are three traditional ceremonies common to the building of ships:

- a. Keel laying;
- b. Launching and Naming (christening); and
- c. Commissioning.

2. Because the 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/CMO.

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

316. 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; and
- d. the Sponsor declares the keel "well and truly laid".

317. SHIP LAUNCHING AND NAMING CEREMONY

1. Arrangements for the launching ceremony, or first floating and naming ceremony, will be made between NDHQ/CMO 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 approval has been obtained.

2. There 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 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 shipbuilder 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 broken at the masthead at the moment of launching. These flags are to be lowered at sunset.

318. COMMISSIONING CEREMONY

1. A newly-constructed ship is to be commissioned with a ceremony arranged by the Commanding Officer Designate, NDHQ, and the shipbuilder.

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; and
- 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 part 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, shipbuilder, 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,
  - (1) the National Flag of Canada (Ship's Ensign) is hoisted,
  - (2) The Naval Jack is hoisted,
  - (3) The commissioning pennant is broken.
- m. presentations (if appropriate) are made;
- n. the Commanding Officer orders the ship manned; and
- p. 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.

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

## CHAPTER FOUR

### FITTINGS, FLAG DISPLAYS AND MISCELLANEOUS ITEMS

#### 401. GENERAL.

1. 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.
2. 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.

#### 402. HERALDIC FITTING IN HMC SHIPS

1. The following intends to achieve standardization of heraldic fittings in HMC SHIPS:
  - a. Crown-Ensign Staff. The St. Edward's crown is to be used, made of aluminum-nickel bronze. It is to be coloured using gold leaf and special enamel paints in accordance with C.F. Ship's Standards; Curators drawing #G-F-9-HOs-0020053-01, St. Edward's Crown and securing arrangements. Drawing and pattern are held by Ship Repair Units, HMC Dockyard.
  - b. Mounting Base for Ships' 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 ships badge and 17 X 23 inches for a 12 inch ships badge, the whole is to be stained and varnished. Ships' badges are to be made in HMC Dockyard and issued through the C.F. supply system.

- d. 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:
- (1) the list of battle honours and the styles of lettering to be employed will be found in a CFAO to be promulgated shortly.
  - (2) the outside dimensions of the battle honour scroll board are not to exceed the following:
    - a. AOR's 6' X 5'
    - b. Destroyers and below 4' X 3'
  - (3) A record of all battle honours awarded the ship is kept in the Captain's Ship Book.
- e. Ship's Name Plate. The ship's name plate is to be made of teak or African mahogany, suitably 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 CPSS curators drawing #G-F-9-H43-0020045-01, ship's name board. Ship's name plate and letters (two per ship) will be provided by shipbuilders for new construction.

403. MAPLE LEAF EMBLEM

1. Ships are to wear a red maple leaf in the form of a metal badge constructed to the following specifications:
  - a. Position.
    - (1) on each side of the funnel,
    - (2) on the side of the hangar for DDH 280 Class
    - (3) ship's drawings are to be consulted.

b. Size.

- (1) Vessels up to 115' LOA - emblem to be 2' in extreme breadth and extreme height.
- (2) Vessels greater than 115' LOA but less than 215' LOA - emblem to be 2½' in extreme breadth and extreme length.
- (3) Vessels greater than 215' LOA, but less than 400' LOA - emblem to be 3' in extreme breadth and in extreme length.
- (4) Vessels greater than 400' LOA - emblem to be 4' in extreme breadth and extreme length.

c. After priming the finish coat to be applied shall be CGSB specification 1-GP-61 in the colour Red 9-2.

404. SIZE OF FLAGS, ENSIGNS AND JACKS

Because of the discontinuation of the use of "Breadths" as a means of determining sizes of flags and material, demands through stores for flags, ensigns and jacks are to be made according to sizes in feet and inches.

Table "A"

Size	Dimensions	Canadian Flag	Naval Jack	CF Ensign	Distinguishing Flags
1	1'6" X 3'	Yes		Yes	Yes
2	2'3" X 4'6"	Yes	Yes		
3	3' X 6'	Yes	Yes	Yes	Yes
4	4'6" X 9'	Yes	Yes	Yes	
5	6' X 12'	Yes	Yes	Yes	
6	7'6" X 15'	Yes			



TABLE "B"      Signal Flags

Size	Dimensions	Size	Dimensions
A	5' 9½" X 5' 9½"	C	3' 7½" X 3' 7½"
B	4' 4½" X 4' 4½"	D	2' 11" X 2' 11"

CEREMONIAL STATUS TABLE

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

406. LIST OF PERTINENT REFERENCE

- Boat's distinguishing marks - CFAO 62-3 (28)
- Boat's ensign - CFAO 62-2 (25)
- Canadian Forces Ensign - CFAO 62-2 (13)
- Ceremonial lighting - BR 67 Vol I p. 366
- Church pennant - CFAO 33-6
- Colours/Sunset - CFAO 62-2 (19)  
62-2 (29)
- Commissioning pennant - CFAO 62-3 (2)
- Commissioning ships - CFAO 62-2 (60)
- Dipping Ensigns - BR 67 (1) Vol I p. 368  
CFAO 62-2 (12)
- Distinguishing flags - CFAO 62-3 Section 3
- Dressing ship - CFAO 62-2 (43)
- Garlands of evergreens - BR 67(1) (1964) p. 372
- Governor General's &  
Lt. Governors' flags - The National Flag of  
Canada,  
CFAO 62-3 (4) (8-9)
- Gun Salutes - CFAO 61-8
- Half-masting Ensigns - CFAO 62-2 (29)(31)  
Annex 3
- Heraldic badges - GO 2.06/10
- Honour guards - CFAO 61-8
- Jack "Naval" - CFAO 62-2 (28)
- Marks of respect in boats - BR 67 Vol II p. 557-558

National Flag of Canada	-	"The National Flag of Canada", CFAO 62-2 (3) (23)
Passing Honours	-	BR 67 Vol I P368
Paying-off Pennant	-	BR 67(1) P364
Piping the Side	-	BR 67 Vol I P369
Prime Minister & Minister of National Defence Flag	-	CFAO 62-3 (24)
Queen's Colour	-	BR 67 Vol I P363
Royal Union Flag	-	"The National Flag of Canada" CFAO 62-3 Section 5
<del>Ship's Ensign</del>	<del>-</del>	<del>CFAO 62-2 (20)</del>
Side party	-	BR 67 Vol II (1967)
Standards	-	"The National Flag of Canada" CFAO 62-2 (3)(5)
Table of Salutes	-	CFAO 61-8 (Annex A)
United Nation Flag	-	"The National Flag of Canada" CFAO 62-3 Section 2
Visits to ships	-	CFAO 61-7