

NAVAL CUSTOMS
AND
SOCIAL USAGE

by

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INTRODUCTION

1. Etiquette is defined as "the conventional rules of personal behaviour in polite society".

2. The Naval Officer is a member of polite society and will be accepted as such, as long as his behaviour conforms to the conventional rules.

3. There is little in Naval etiquette that is more than a slight modification of the practices of other groups that form polite society. It is unfortunate that we are so prone to regard it as a complicated ritual. The basic law governing etiquette is the same the world over -- consideration of others.

I DRESS AND HABITS

1. In good society, we always dress well; I do not mean by that that we wear tails to go fishing, but I do mean that we are always careful about our appearance.

We keep ourselves shaved, our clothes are kept mended; we do not wear our linen until it smells and we bathe regularly. There are a hundred other ways that we show ourselves acceptable to the fastidious -- we are fastidious ourselves.

2. The "zoot suit" and its cousins are also forbidden to us, as are chewing gum in public and spitting. We show respect to our seniors and do not feel that we are degrading ourselves by saluting them and by calling them "Sir". In fact, by doing so, we help to retain our own self-respect.

3. We are intensely loyal to all persons, customs and traditions, to say nothing of laws to which our loyalty is due.

Even when we disagree with some order or custom, we obey cheerfully because that is what others expect of us and it is what we expect of ourselves.

If we wish to right a wrong, instead of grumbling about it to equals and our subordinates, we go straight to the proper persons with courage and good temper.

II SALUTES

1. The most common rule of etiquette to which we conform every day is the raising and removal of the hat.

2. When we are in uniform, we salute instead of raising our hats. When a civilian removes his for more than a short period, we when in uniform, remove our caps. That is all we must remember, assuming, of course, that the civilian concerned is a well-bred man.

You see, the well-bred civilian knows enough to stand still and raise his hat when colours and sunset are sounded and the white ensign goes up or down. He also raises his hat to his seniors.

3. Naval Officers, when in plain clothes, are morally obliged to wear hats - even in sports gear when not actually playing games or lounging in the shade of a tree.

If an Officer or man wants to salute when by chance he has not hat, he comes to attention or executes a smart eyes right or left.

I do not believe that there is any regulation which says that we are to wear hats in plain clothes, but good manners require that we do. In some ships, the negligence of Officers in this respect has forced the Captain to give orders that hats are to be worn with plain clothes.

Apart from causing irritation to the Officers concerned, the fact that it is necessary to give such an order shows that Officers are not living up to the standards required of them, and the giving of the order is, itself, detrimental to the discipline of the ship, but it is the lesser of the two evils.

II SALUTES (Cont'd)

4. On the other hand, it is stated in the regulations that pipes are not to be smoked in public by Officers in uniform. Unfortunately, many Officers disregard this order. Now the men know that it exists, so you can guess the effect on them when they see their Officers breaking the law. Worse still, they are lowering the standards of their group by disregarding the instructions of their superiors.

Perhaps you think that the rule is foolish, but that is no reason for you to break it. There are many laws in this and other countries that some of the citizens consider stupid, but they must keep them just the same.

5. One more thing about saluting - many have asked what the service man should do in such places as arenas when the National Anthem is played.

In such places, the civilian normally keeps his hat on, but removes it when the Anthem is played. Therefore, service men salute.

In theatres, and similar places, where the civilians remove their hats on entering and keep them off, we do the same.

6. We stand at attention and salute when "O Canada" is played. (N.S.H.Q.'s 122246/12/47)

III BEHAVIOUR IN THE MESSES OF OTHER SERVICES

1. A civilian visiting the Shar of Persia would conform to the rules of behaviour in force at the court, provided he knew them. Otherwise, he would do what he thought to be the most gracious, while doing all he could to follow the lead of others.

2. We do just the same, wherever we go. If some custom of those amongst whom we find ourselves clashes with our code, we do what we believe to be the most gracious, but we must have the courage not to act against the dictates of our own consciences.

IV SALUTES - SPECIAL CASES

1. First of all, although this is not a special case, Cadets and Midshipmen do salute warrant officers and warrant officers do salute Sub-Lieutenants; Sub-Lieutenants do salute Lieutenants; Lieutenants do salute Commanders. If you have the opportunity, you will observe that Vice-Admirals salute Admirals. We salute Officers of the other Services and of other nations who are superior in rank to ourselves.

Officers salute other Officers of the same rank who are their seniors by appointment. They also address them as "Sir" when on duty. For example: a Lieutenant in a destroyer should salute the ship's executive officer even if he is a Lieutenant and should address him as "Sir". They may be very old friends and have been on Christian name terms for years, but for service address, that makes no difference. The sailor notes with respect

IV SALUTES - SPECIAL CASES

that the junior raises his hat to his senior as they meet in the street and enter the pub arm-in-arm for a gin.

2. When an officer meets his superior on the upper deck, and they have not previously met that morning, the junior comes to attention and salutes his senior in silence. The senior will return the salute and may -- probably will -- say "Good morning". When and if he does, the junior responds. Do not wish your senior a good morning unless he greets you. Petty Officers should be encouraged to salute the Executive Officer, the heads of their Departments and all Officers with whom they have much contact in the same way.

3. On board a ship, a senior is only saluted when first met in the morning and thereafter only when the junior is addressing or being addressed by him. When the Captain passes, Officers and men face him and come to attention. If not previously met that morning, Officer will salute them.

4. When in barracks or ashore, the junior should always salute his senior when passing him and the senior should always return the salute. If it is necessary to pass and repass a senior at frequent intervals, common sense will dictate when to salute.

5. When men are standing or sitting about as an Officer approaches, they should come to attention. On shore or in barracks, the man salutes. If in a group, the senior rating calls the others to attention and he only salutes. On board, no salute is given. Officers rise when a senior is passing and salute him.

It is a custom of the Service that, during non-working hours, an Officer passing a group of men will remove his cap as a signal that he desires no other attention than that a gangway be made for him. It would be well to disregard this courtesy until we have a well-disciplined ship and may be certain that, if we do not remove our caps, proper marks of respect will be paid.

6. The regulations for piping the side, salutes on the bugle and with guns, manning and dressing ship, are all laid down in the various regulations which all Officers should read and know. If you are in the vicinity when a salute is sounded, you face in the relevant direction, and salute if the circumstances warrant it.

7. When colours or sunset is sounded, you face aft and salute, regardless of the fact that the ensign may be invisible to you or that the quarterdeck of another ship is nearer and is visible.

8. But if you are standing on the forecastle and the "still" or other pipe is sounded on the quarterdeck of the ship lying ahead, you should face in that direction and stand at attention.

V THE SHIP

1. You always salute when going on board a ship, whether boarding over the quarterdeck or not, and whether or not you are greeted by the O.O.W. or other of the ship's staff. In plain clothes you raise your hat.

V THE SHIP - Continued

If you are regrettably bareheaded, come to attention at the head of the brow or gangway.

2. Whenever approaching or leaving your ship give her a critical going over. If you see anything wrong, tell the O.O.W. when you go on board or send a message back to him by messenger. If he resents your action, he is very silly, for he stands "to stop a bottle" if higher authority discovers the irregularity before he does.

3. The "still" should be piped if a Flag Officer or other dignitary passes in a boat or is seen walking down the jetty, and the O.O.W. should salute.

4. Ships at sea salute each other when passing and the junior ship asks permission to proceed. Also, should it be necessary or advisable for a junior to cross a senior's bows, he should ask permission to do so.

VI THE QUARTERDECK

1. You always salute the quarterdeck when you step onto it. You do not salute when stepping off it, unless you are returning the O.O.W.'s or quartermaster's salute as you go ashore.

2. The O.O.W. salutes all Officers, regardless of their rank, and all Officers' guests both arriving on board and going ashore.

3. When an Officer from another ship or a guest making a social call comes on board to see an Officer, the O.O.W. should have him escorted to the wardroom or to the cabin of the Officer concerned. He should not be left to stand about the quarterdeck.

4. If you, although not the O.O.W., happen to be standing by the gangway when an Officer or Officer's guest comes on board, you should salute.

5. The starboard side of the quarterdeck is the Captain's property. You are at liberty to use it until he appears on the upper deck, when you should move over to the port side.

6. The members of the quarterdeck staff are the O.O.W.'s assistants and they should never be ordered to do any duty without his prior consent. If you want to use the messenger, ask the O.O.W. if you may.

VII BOATS

1. Juniors enter a boat first and leave it last. When going over a brow or gangway with a senior, the junior should take care to go well in advance, so that there is no embarrassment of jostling. If, by chance, he does not make it, he will do as circumstances indicate. As a senior, one should take care to show one's intention clearly. Either wait at the head of the brow or gangway for the junior to go first (and that is what you ought to do) or go down it if you want to, but give him a clear lead. If he is polite, and as an Officer he should be, he will have made every effort to go ahead of you, but circumstances may have delayed him. You will notice that the drill for going

VII BOATS - Continued

over a brow onto a jetty is just the same as for going over a gangway into a boat. There are some who will tell you that this is wrong, but I assure you that it is not. Seniors disembark first and go over a brow into the ship first.

2. If you have to cross a boat to reach your destination, always ask the coxswain if you may. All you have to say is "May I cross your boat, Coxswain?". This custom originated out of consideration for the safety of men and gear; there may be good reason why you should not cross a boat at a particular time.

3. If the coxswain of a non-routine boat, which has not been supplied for your use, gives you passage he should be thanked for his kindness. In fact, "Thank you, Coxswain", for any non-routine boat does no harm.

4. The Coxswain of a boat should always salute Officers and their guests when they embark in, disembark from, or cross his boat. You should see that your coxswains do so.

5. Salutes given in boats are laid down in Q.R. & A.I. and in the Seamanship Manual. See that you and your coxswains know them and give them.

Coxswains can - and should - help each other in this respect by holding up the number of fingers equaling the number of stripes worn by the senior officer in their boats. One finger does duty for cadets for midshipmen as well as for Warrant Officers and Sub-Lieutenants. Two fingers do duty for Lieutenants and Lieutenant Commanders.

6. An Admiral when in a boat and not flying his flag but in uniform, will have an "affirmative" disc shown in the bows. This is a red circular disc with a St. George's Cross on it. If he is in plain clothes, the boat will show a "negative" disc which is white with five black St. George's on it. If by chance, the Admiral has taken passage in a boat not in possession of these discs, the coxswain should hold up his hand with the fingers close together.

7. If there is no Officer in the boat, the coxswain should hold his hand low and move it back and forth in a "wash-out" signal.

8. The coxswain will greatly help the quarter-deck staff if he uses these signals when approaching a ship.

9. At night a boat approaching a ship should be hailed with "Boat ahoy". The various replies are to be found in the Seamanship Manual. One very common mistake made by coxswains is to reply "Aye aye" when an Officer below wardroom rank is the senior officer in the boat. The regulations state that this reply is made only when officers of wardroom rank are on board.

10. The O.O.W. should always be at the gangway when a boat is coming alongside and whilst it is there. No boat should ever leave the ship without the O.O.W.'s permission, even should the Officer in the boat be senior to the O.O.W.. If the Officer in the boat is greatly senior to the O.O.W., that Officer will show politeness by asking him first if he is ready to go, but the coxswain receives the order from the O.O.W.; I have seen a good coxswain await the O.O.W.'s order after being told to "carry on" by an impatient senior officer - and the coxswain was quite right.

VII BOATS - Continued

11. Boats should never be left lying alongside a gangway longer than is absolutely necessary to embark passengers or gear. If a boat is required to wait, it should be told to "lay off".

12. Although the coxswain of a boat will already have received his orders from the O.O.W., he should, when at a landing place, ask the permission of the senior Executive Officer present who belongs to his own ship and who is taking passage in the boat for permission to carry on. This Officer, if he is tactful, will ask the permission of any other Officer in the boat who is senior to him before he assents.

If there is no executive officer belonging to the ship present, the coxswain should ask the permission of the senior non-executive officer.

Should none of the ship's officers be present, the coxswain should ask the permission of the senior officer in the boat in the same order and manner as for his own officers.

VIII SALUTING BETWEEN DECKS

1. When you enter one of the following, you remove your cap:

- (a) an Officer's cabin
- (b) an Officer's office
- (c) an Officer's mess
- (d) an enclosed mess - that is any mess that is not a "broadside mess" which is one in an open messdeck.

2. Even when making rounds, the cap is removed in these places, with the possible exception of the Officer's office.

3. Except when reporting to rounds, you never salute between decks. The junior should come to attention when addressing or being addressed by a senior, just as he would anywhere else, except in the mess or the drawing room when off duty.

4. When a space between decks is used in lieu of the upper deck for such events as requestmen, defaulters or payment, the cap is worn and behaviour is exactly the same as if the affair were taking place on the upper deck. That is, on these occasions you do salute between decks.

5. Speaking of being between decks, when your senior sends for you in his cabin or office, you do not sit down until he invites you to do so.

Another small point - do not tell your writer to get you a senior on the telephone. Call him yourself so that he does not have to wait for you to answer.

IX THE MESS

1. The Officers' Mess is the home of a group

IX THE MESS - Continued

of well-bred citizens. As such, the members of the group conform to the rules and customs adhered to in good society.

2. As in all walks of life where special circumstances require special behaviour, there are certain extra rules and customs in force in an Officers' mess but these are in addition to, not in lieu of, the code of manners recognized by all well-bred society.

3. It is permissible, but not good form, to wear both your cap and your sword in your own mess, because it is your home. You should never wear either in any other mess, except that, when making rounds or when on duty you do not remove your sword.

4. The origin of the custom of removing your sword when entering a strange mess is that it is a sign that you are not looking for trouble. Of similar origin is the rule that you must never draw your sword in any mess, including your own, without the prior permission of the senior member of the mess present. If you do draw without permission, it is a custom that you must stand drinks to everyone present at the time.

Another equally expensive action is to call anyone a liar in the mess.

5. When the Captain of a ship or a very senior officer enters the mess, it is a custom for all officers to rise.

6. Officers, when on board, should normally be dressed in uniform.

They should never enter a mess poorly clothed and, when entering dressed in anything but uniform, they should ask the senior officer present who is in uniform to "excuse my rig, please". I have, on occasion, had the distasteful duty of refusing such a request to my senior.

Incidentally, one should always avoid placing one's subordinate in such a position. It is not only inconsiderate and rude, but it is bad for discipline because it lowers one in one's junior's esteem.

7. We should avoid talking "shop" in the mess. By this, I do not mean that we should avoid Service subjects. What I do mean is that we should not talk about our current business such as "Have you done anything about Buggin's request to be drafted to Halifax?".

A little discretion is required about "shop" talk sometimes great value can be had from retiring into a corner with your vis-a-vis and discussing a knotty matter over a friendly gin, but do not do it often and do not do it amongst a group which has no interest in the subject.

Do not use the mess either as an office or a quarterdeck. If you have to enquire into a Service matter or to reprimand your subordinate, go out of the mess.

8. When a stranger enters your home, you go forward to greet him. The same is true in your mess. As a rule, a visitor will have been invited to the mess and will be greeted by his host, who should make every effort to be there. But it sometimes happens that the visitor is calling on the mess or that his host is not present. In this case,

IX THE MESS - Continued

any Officer who sees that the visitor is at a loss should go over, introduce himself and be pleasant and helpful. If the visitor is looking for a certain Officer, a messenger should be sent for him. In any case, the visitor should be introduced to others and brought into the group, offered a cigarette and, when appropriate, a drink.

It is on such occasions that we realize the value of forbidding "shop" talk in the mess, for the guest can be included in the conversation with ease and can be made to feel at home, instead of feeling that he is an "outsider".

Don't wait for someone else to go to the rescue of a stranger - go yourself; but don't form one of a mob that descends upon him in an avalanche of welcome. These things should be done with ease and graciousness.

Remember that any Naval Officer who does not belong to your ship is a stranger in your mess and should be treated accordingly.

9. It has been a custom in many R.C.N. messes for some years to practice what we call "West Coast Rules" in the matter of standing drinks. This means that although we go through the polite fiction of offering a fellow member or an honorary member a drink, each pays for his own. This was done easily in a small mess, where the steward simply notes the purchase on a list and it was charged to the end of the month, but in messes where chits are signed or payment made in cash, the West Coast rules may cause embarrassment. I would suggest, in these cases, that the old system of standing drinks be returned to. Of course, one is at perfect liberty to purchase a drink for oneself without offering one to someone else, but this has never been a naval practice, and it were best that we should not become lone drinkers.

It is a custom of the Service to toast each other with the first sip of a glass when drinking with companions.

10. Contrary to present popular belief, it is not the custom of the Service to entertain ladies in an Officers' mess, except on such fete days as Christmas or Regatta Day. In ships that have the space, a large cabin is set aside for a guest room; otherwise, Officers entertain ladies in their own cabins or in a cabin borrowed from some other Officer for the occasion.

However, in small ships where only a few Officers are borne who know each other well and cabin accommodation is apt to be poor, an Officer will frequently bring ladies into the mess after asking and obtaining the permission of all officers present in the mess at that time. If the presence of ladies would disturb any member, then they must not be brought in.

I remember a disgruntled gunner objecting to the First Lieutenant's request to entertain some ladies in the mess and the First Lieutenant, who was a Lieutenant Commander, brought them to his cabin without protest.

Ladies should not be brought on board during working hours or during the dinner hour. If circumstances make it difficult to keep this rule, the permission of the Executive Officer must be obtained first.

X DINING IN THE MESS

1. We have now come to the lengthy ritual followed when dining in the mess. I have decided to give you a full account, because it is really little more than the strict enforcement of rules by which our conduct is generally governed when in the mess.

2. You will notice that I say "Dining in the Mess" and not "Mess Dinners". In normal time, one dines in the Mess six days in the week - Monday through Saturday. In home ports, or in large ports elsewhere, small ships generally serve supper instead as that is more convenient. In big ships supper is served before dinner every night for those who want it. There is generally an extra large charge for supper when both meals are served. Officers are expected to dine in the mess at least twice a week, one of which nights should, if possible, be "guest night".

3. "Guest Night" is something of a misnomer, as an officer may have a guest for dinner whenever he likes but each Officers' mess in a ship has one night in the week when all available Officers are morally bound to attend dinner and they are encouraged to invite guests. On these occasions (vulgarly called "Full Belly Nights") extra good food is served.

By custom, the guest nights for each mess are spaced as follows:-

Gunroom	Tuesday
Warrant Officers	Wednesday or Friday
Ward Room	Thursday

In ships carrying bands, the band is in attendance.

4. In large messes where there is room, the duty officers who cannot dress for dinner or who are likely to be called away during it, eat at a separate table, or have supper. If these arrangements cannot be made, the Officers not dressed ask the president to "excuse their rig".

5. Naval officers normally wear mess undress at dinner, but mess dress may be ordered, and an officer going later to an affair at which mess dress is required is quite correct to dine in it.

Officers of other services wear their equivalent to mess dress or mess undress when dining in a Naval mess.

Civilians should wear tails. The dinner jacket is often tolerated, but it is incorrect.

6. A word about ties - do not wear a made up tie. Perhaps some of you think that this a foolish rule, but it is one of the standards of the society in which a Naval Officer has his place and without a major crusade, we have no chance of altering it. After all, if you can struggle into a boiled shirt and wing collar, surely you can tie your own tie.

7. In large messes, each Officer takes it in turn to be Mess President at dinner. On "guest nights" and other important occasions, the president of the mess performs this duty. In small messes, the president of the Mess normally acts as president at dinner.

The Mess President is in absolute charge of the table, regardless of rank, branch or seniority. He

X DINING IN THE MESS - Continued

may levy fines (in drinks) or take any other action he deems necessary to maintain the discipline and no comment should or can be made, however senior the Officer concerned may be.

8. The vice president's duties also are taken in rotation by all members of the mess. The vice-president is subordinate to the president during dinner, whatever their relative rank and seniority, but he can fine or warn the president for any infraction of the rules. In every large mess with more than one table, there is vice-president for each.

9. Should the Officer whose turn it is to be president or vice-president be unable to attend dinner, it is his responsibility to find a substitute and it is absolutely necessary that he do so.

10. The diners gather in the ante-room before dinner, which is normally served at 1945, for a talk and a drink beforehand.

11. At 1945, the senior steward reports to the president "Dinner is served Sir", and the president leads the way into the mess, the other diners following him. It is incorrect for anyone to precede the president into the mess.

The president goes to his place and sits down, the remainder taking their places without regard to rank. No one should sit before the president is seated.

If an Officer has an unfinished drink when going to the table, he may ask the president's permission to bring it with him. If the request is not granted he must drink it quickly or leave it.

Never go into dinner smoking.

12. The president sits at the head of the table. At a large table, this is in the centre, at a small table, it is the end nearest the door.

The vice president sits opposite to the president or on the president's right at the far end of the table.

Guests sit on the right of their hosts. If the host has two guests, they sit on either side of him.

A host with three or more guests should have his guests disposed on either side of him in two groups. At other times, guests should not sit beside each other if this can be avoided.

Should there be mess guests, that is, guests who have been invited by the mess as a whole, the guest of honour or senior guest if there is no guest of honour, sits on the president's right, the next in importance sits on his left. Any other mess guests should be seated insofar as possible, with a member of the mess on either side. The vice-president should look after mess guests and seat those not with the president, on either side of him when possible.

There should never be a vacant seat between

X DINING IN THE MESS - Continued

two diners. If too many places have been laid, the diners should close in towards the President and the Vice President, keeping the numbers on each side of them evenly spaced. Officers should not sit down at a second table until all seats at the first are filled up. This rule is elastic as it might separate Officers from their guests and leave one diner by himself, but the principle should be followed.

13. When everyone is seated the senior steward reports to the President "Officers seated, Sir" and states whether or not a chaplain is present. The President taps the table for silence.

If there is a Chaplain present he says grace. If there is more than one Chaplain, they should arrange beforehand who should do this. Generally, one says grace at the beginning of dinner and one at the end. If the only Chaplains are guests, the President should ask them before dinner if they will arrange to say graces.

If there is no Chaplain present, the President says grace. Anyone doing this, whether Chaplain or President, may say whatever grace he likes and be as longwinded as he chooses, but the normal prayer used by Presidents, though not by Chaplains, is "For what we are about to receive, Thank God". The popular idea that the normal Navy Grace is simply "Thank God" is entirely incorrect. Such grace may be used by a flippant and self-conscious President in a Gun-room Mess, but it has no place amongst mature men.

14. As soon as the President has tapped the table for grace, the following rules are rigidly in force:

Without the President's permission, no one may:

- (a) Come in and sit down at the table
- (b) Leave the table
- (c) Return to the table
- (d) Read (except the menu and musical programme)
- (e) Write
- (f) Have a second helping of any course
- (g) Speak to anyone not dining (Non-diners may not speak to anyone at the table without permission). This does not apply to giving an order to a steward.

If a diner is near enough to the President to ask his permission personally, he does so; if he is too far away, he sends a steward to the President with the request. When he is coming to the table late, or returning having left it, he always asks the President's permission personally

No diner may do the following:

- (a) Commence a course before the President
- (b) Smoke
- (c) Utter an oath or use foul language
- (d) Place a bet or wager
- (e) Discuss political or other controversial subjects
- (f) Talk "shop" (Shop talk is talk about duties in the ship. It is not a matter of general interest about the Service)
- (g) Speak a foreign language. (This does not apply if foreign guests are present. In Canada, French is not foreign language, but I know a very senior French speaking Officer now retired, who would never permit the use of the language on board).
- (h) Tell "smutty" stories
- (i) Mention a woman's name unless she is a celebrity.

X DINING THE MESS - Continued

(The decision of the President on this matter, as in all others, is final. When ladies are present, this rule does not apply).

The President passes the decanters one at a time to his left, the other Officers doing the same. Remember, the President and other Officers in charge of decanters do not help themselves before passing the decanters.

The decanters should be at least one place apart during their trip around the table. They should never be allowed to "pile up" beside a diner.

If due to shortage of diners, there are gaps at the end of the table, the stewards in these areas should move the decanters across it.

When a set of decanters arrive in front of an Officer who has charge of a set, he helps himself to what he wants and keeps the new set in front of him. The stewards move the stoppers on from one Officer to the other, so that they remain with their own decanters.

Remember that a decanter may never be passed to the right. If an Officer thoughtlessly does not help himself when he desires wine, he is out of luck. It is not very good form, but it is permissible for him to pass his glass down to the Officer who has the decanter at the moment and ask him to fill it.

No one may touch his wine until the Loyal Toast has been proposed.

It is not necessary to take wine if you do not want it, but if you do not take it on the first round of the decanters, you may not take it subsequently.

In civilian circles, if you do not take wine, your glass will be filled with water but in the Navy, we never drink a toast in water, as superstition says that the subject of our solicitude will die by drowning.

When the wine has been passed and all decanters have reached their destination, the senior steward reports to the President "The wine has been passed, Sir". The President then stoppers the decanters in front of him and the other Officers follow suit.

20. The President taps the table for silence and says "Mr. Vice, the Queen". If there is a band in attendance, it plays the National Anthem, after which the Vice President responds "Gentlemen, the QUEEN. All diners raise their glasses and repeat "The Queen" and those with wine drink the toast.

21. These are the rules for drinking toasts in Naval messes and at Official Dinners as stated in A.F.O. 723 of 1936.

1. The Loyal Toast

The health of H.M. the Queen should be honoured, seated, in all Naval messes, whether on board ship or on shore, on all occasions except:-

- (a) When the National Anthem is played; the toast should be drunk standing

- (b) When toasts to foreign heads of states are included, they and that of the Queen should be drunk standing, whether National Anthems are played or not.

2. Procedure when Foreign Officers are present

When the foreign Officers are entertained officially on board H.M. Ships or in Naval Establishments on occasions when it is customary for toasts to be exchanged, the following procedure is to be observed:

(a) The British Officer acting as host will propose as the first toast the health of the Head of the State (Sovereign or President) of the country to which the visitors belong.

(b) After this has been honoured, the Senior Officer of the foreign guests will propose the health of Her Majesty Queen Elizabeth II.

(c) When more than one nation is represented among the guests, the host will propose a collective toast to the Heads of the several States represented, naming them in the order of the rank and seniority of their respective representative Officers present. In a foreign port, however, when Officers of the State visited are present, the Head of that State should invariably be named first in the collective toast, the remainder being named in the order described in the preceding sentence.

(d) To this collective toast the senior and highest in rank of the foreign Officers present will respond on behalf of all foreign guests by proposing the health of Her Majesty Queen Elizabeth II.

(e) This procedure should be arranged beforehand between the British Officer who is host and his foreign guests.

(f) The first toast should always be proposed in English but, if possible, it should be repeated in French, or in the language of the visitors.

(g) Any subsequent toast may follow as the occasion demands.

3. Foreign National Anthems

When a foreign National Anthem is played in accompaniment to a toast, an abbreviated version should not be used unless it has been ascertained that this would be in accordance with custom of the country concerned.

22. After the toasts have been drunk the rules are relaxed and cigars and cigarettes passed. Do not, however, light up before the President has done so or has given permission to smoke.

Anyone who wishes to may now leave the table, with the exception of Officers in charge of wine. If they wish to leave, they must pass the decanters on to the Officer

on the left. If an Officer in charge of wine, whether the President himself, or another leaves the table without finding a new guardian the wine may be passed at the offenders expense until the set of decanters that he left is empty.

23. If no one takes wine in which to drink the Loyal Toast, the President may have a glass in which to drink it at the mess's expense. Except in the case of guests, this is the only occasion on which a diner may accept a glass of wine to drink this toast, it being a point of honour for each diner to pay for his own. Except in this one case, it is permissible to "stand" other diners drinks if you want to.

24. The President may order the wine removed after toasts are drunk, but it is the custom to sit over it and to pass the decanters at least once more.

After the decanters are passed the second time, the stoppers are left off until the wine is finally removed upon the President's order.

Incidentally, the President, or other Officers guarding wine, who want to fill his glass is not at liberty to pick up the decanter in front of him; he must wait until the wine is again passed.

25. During dinner the President may discipline any diner for misbehaviour. He has three alternatives

- (1) Order the culprit to leave the mess
- (2) Fine him an appropriate number of drinks
- (3) Warn him.

An Officer coming to dinner late may have his cause accepted, he may be refused permission to dine or he may be fined.

Fine may vary from a single drink to drinks for all present. The President may award the drinks to any diner or diners he chooses to name, including himself. If there is an offended party, he is generally mollified by receiving payment of the fine.

The Vice-President may warn or fine the President.

Fines imposed upon a guest must be paid for by his host.

It is permissible for any diner to call the President's attention to misdemeanour, but he is a wise man who first obtains the President's permission to repeat or demonstrate the infraction of the rules as, without it, he may himself be fined.

The procedure for fining or warning is for the President to tap the table for silence and to say, for example "Mr. So and So will have the honour to give the Navigating Officer (or the two Officers on his immediate right or the President) a glass of port" or "Mr. So and So will have the honour to pass the port". There is no set phrase, but avoid the horrid expression "will buy a drink". Never use this term at any time. If the President wants to warn someone, he merely says "Mr. So and So is warned", he may enlarge on any of these remarks should he wish to.

Fines are nearly always paid in port or other wine in which toasts are drunk. They are never paid until after the toasts have been drunk and no diner who

X DINING IN THE MESS - Continued

has not drunk the toasts in wine may accept payment of a fine. Fines are sometimes paid in liquors in which case these rules do not apply, but this is seldom done, and such a fine is generally imposed only for a flagrant breach of good manners committed after ~~the~~ toasts have been drunk.

26. If the band is in attendance at dinner, it is a custom of the Service for the President to invite the bandmaster to join him in a glass of port (a large one) after the toasts have been drunk. A chair is placed beside the President for the bandmaster when the invitation is issued. While the bandmaster is yarning over his wine, his assistant conducts the band in playing soft music.

XI THE APPOINTMENT

1. Officers are always "Appointed" to their ships.

This means that, when the Powers that Be decide that you are to join a ship, you will be sent an appointment informing you of the name of the ship you are to join the date you are to do so and in what capacity you will be borne on the ship's Book. This appointment may be sent by signal if time is short.

2. When you receive your appointment, you "answer" it; not to the Naval Secretary, who sent it, but to the Captain of the ship to which you have been appointed.

3. The form of reply is pretty stereotyped. Here is a sample:

Your address
Date.

Sir,

I have the honour to inform you that I have been appointed Lieutenant (here you insert the wording of your appointment) to H.M.C. Ship under your command.

(After this set paragraph, those that follow may vary.) e.g. - I have been instructed to join at Esquimalt, B.C. on 5th June, 1952.

(If you are on leave) My address whilse on leave is ----- or I request that I may be instructed as to the time and place at which I am to join.

or

I have been directed to take passage in HMCS "Blank", sailing from Halifax, N.S. on 31st May, 1952, and arriving in Bermuda 3rd June, 1952. I request that I may be instructed as to the time and place at which I am to join.

I have the Honour to be,

Sir,

Your obedient servant,

Lieutenant, R.C.N.

XI THE APPOINTMENT - Continued

To:

The Commanding Officer,
H.M.C.S. "DASH",
Esquimalt, B.C.

If you do not reply, you join anyway.

4. Your reply to an appointment should be written on a plain sheet of foolscap. Don't use ordinary stationary even if it has the family crest embossed on it in gold, which God forbid.

And even if you are an expert typist, write the letter in your own fair hand.

XII JOINING A SHIP

1. When you arrive on board, you should report to the O.O.W. that you have come on board to join.

2. Normally, you should be on board by 0900 on the appointed day. You may join either in uniform or in plain clothes on the preceding night if you wish to, but you will be well advised to give notice of such action, or you may find no accommodation ready for you.

3. At any event, you appear on the quarterdeck at 0900 dressed in No. 5's. If frock coats ever come back, they with swords, will be the dress for joining.

4. The O.O.W. will bring you to the Executive Officer, who will bring you to the Captain.

5. After this you normally will be given 24 hours to "sling your hammock", that is, to find your way about the ship and to become acquainted with your duties.

XIII INVITATIONS

1. Invitations are replied to in the same manner that they are made.

2. Naturally, if someone asks you verbally to come to dinner, you reply verbally.

If the invitation is issued in an informal letter, you reply in similar terms, unless asked to telephone or telegraph.

Formal invitations are replied to formally. Here is a sample of acceptance to dinner by an Officer and his wife:

Your address

Lieutenant and Mrs. C.C. Jones have much pleasure in accepting the kind invitation of Mrs. L. de-Witt to dinner at seven forty-five o'clock on sixth June nineteen hundred fifty-two.

Mr. L. de-Witt,
88 Black Terrace,
Victoria, B.C.
Second June.

XIII INVITATIONS - Continued

If the invitation must be refused, the wording would be that they are unable to accept the kind invitation of Mr. L. de-Witt to dinner - etc. due to a previous engagement.

3. When replying to Royalty or the Governor General, you "have the honour to accept the gracious invitation".

To a Lieutenant-Governor you "have the honour to accept the kind invitation".

Incidentally, you may not refuse the invitations of this latter group except where the Service requires or in case of extreme emergency.

These invitations in the nature of Royal Order require the cancellation of any previous engagement.

4. You will notice that figures are written out as words in formal replies and that abbreviations, except "Mr." or "Mrs." are avoided. Your own name and that of your would-be host are written either in full or with initials according to the wording of the invitation.

5. You never sign the reply to a formal invitation.

6. Before we leave invitations, I should like to point out that "punctillite out la politesse du rand".

For such occasions as luncheon and dinner invitations, you are allowed to arrive within five minutes before the stipulated period time to five minutes after it.

When you receive a more vague time such as between 7 and 7.30, you should arrive well within the stipulated period. You are within the bounds of good manners to arrive at 7.30, but it would be better to arrive earlier.

When you are asked to come at "about" a certain time, half an hour later is the very maximum of tardiness that should be allowable. Do not arrive earlier unless your hostess suggests that you should.

XIV THE BREAD AND BUTTER LETTER

1. After staying with people, as you know, you write a letter of thanks.

2. When we are cruising, we receive a great deal of hospitality and, even if we do not actually stay with the people who entertain us, we should write to thank those who have shown us great kindness.

3. I do not mean that we write to everyone who invites us to a cocktail party, but we often meet families or individuals who give us a great deal of hospitality. It is to these latter that we should write, even if we have not actually stayed in their houses.

XV CARDS 1. A man's calling card is a piece of paste-board about 3" by 1½".
A woman's card measures about 3¼" x 2¼".
Cards should be engraved not printed in

XV CARDS - Continued

script, not print.

2. Your card should look something like this:
Lieutenant, H.A. Jones, V.C., D.S.C.,
Royal Canadian Navy
H.M.C.S. (or H.M.) This need not be on the card.
3. Cards are always left when you make a formal call.

When calling on husband and wife, a man leaves but one card.

4. If the persons upon whom a call is made keep a visitors' book, it is not necessary to leave cards.

These books are kept only by people in official positions who have too many callers to cope with their cards.

5. In the top left hand corner of each card should be written the name (and rank, title and decorations if any) of the person called upon.

In the bottom left hand corner of each card should be written the address of the caller. The Officer's ship is his address. The home address is placed on the wife's card.

XVI CALLS

1. Calls should be made and returned at the earliest possible date.

2. An Officer makes the following calls in person immediately upon his arrival on a station. He must be dressed in uniform when he makes them.

- (a) Naval
 - 1) Commander-in-Chief
 - ii) Senior Officer of own squadron of flotilla
 - iii) Captain and relevant Officers' mess of fleet flagship
 - iv) Captain and relevant Officers' mess of squadron or flotilla flagship.
- (b) Military and Air Force
 - 1) Senior Army Officer
 - ii) Regimental messes, leaving two cards - one for the mess, one for the Officer Commanding
 - (iii) Senior Air Force Officer
 - iv) Officers' mess leaving two cards.
- (c) Civilian
 - 1) Governor General or
 - ii) Lieutenant Governor
 - iii) Other calls customarily made on the station.

3. The following calls should be made by a married Officer's wife if she is with him; she calls for both of them, leaving one of her own cards and two of her husbands.

An unmarried Officer or one whose wife is

XVI CALLS - Continued

not there must make these calls himself:

- (a) Governor-General or Lieutenant Governor
(but an Officer does not call twice)
- (b) Wife of Commander-in-Chief
- (c) Wife of Senior Officer of Squadron or
Flotilla
- (d) Captain's wife
- (e) Wife of head of husband's department in
the ship
- (f) Other calls according to circumstances.

4. Those holding high rank or position will probably have Visitors Books. If these are placed outside the front door, it is only necessary to sign them and go away. If they are inside, you must ring and the steward or servant who answers will inform you whether or not you will be received.

5. The calls by Officers upon their seniors and on other messes are made between 1130 and 1200.

Other calls are made between 1530 and 1600, but preferably before 1600.

6. When you call on flag-officers and captains you call on the Officer's mess of the ship concerned at the same time. When you get there, ask one of the ship's Officers what to do about calling on the Flag Officer and Captain and he will tell you what to do. It is likely that he will tell you to leave the cards in the mess and the Mess Secretary will deliver them. If not, he will bring you, or see that you are escorted to the right place. Many Admirals keep visitors books on board.

7. Senior Officers arriving on a station and their wives are called on as soon as they have had time to settle down.

XVII RETURNING CALLS

1. The calls you pay on Admirals, Captains, and Officers' Messes will naturally not be returned, nor will any calls be made on the wives of Officers.

2. But the calls that your wife makes will be returned and she must return any calls made on her.

3. Calls should be returned as soon as possible after they are made and return calls are made in exactly the same way and within the same hours as are the first calls.

4. Dignitaries who keep Visitors' Books do not as a rule return calls. Instead, they entertain all those who have called at periodic tea or cocktail parties. This does not mean that you and I may keep Visitors' Books. The practice is only for those whose positions are such that so many people call, it would be impossible to return them all. You will find that the Captain's wife will return your wife's call personally, but that the Commander-in-Chief's wife probably will not. However, you will receive an invitation to tea or cocktails at the Commander-in-Chief's residence at some future date.

XVIII ODDS AND ENDS

1. Sometimes you, if you make the call, or

XVIII ODDS AND ENDS - Continued

your wife when she does, may be informed that the lady is "Not at Home". This does not necessarily mean that she is out; it means that she is not receiving callers. When this happens, do not feel slighted. It is done because circumstances prevent her from receiving you. Some people have "At Home" days for receiving callers. However, whenever possible, callers should be received.

2. If the lady called on is "In", it is only necessary to stay for 10 or 15 minutes - say the length of time it takes to smoke a cigarette. If she asks you to stay for tea, the invitation may be accepted or refused. It is not obligatory for the hostess to issue the invitation nor for the caller to accept. The reason for trying to call before 1600 is in order to avoid embarrassment by arriving with or during tea.

3. It is extremely bad manners, both when calling and returning calls, to leave the cards in the letter box or with the maid and to walk off. If the person upon whom you call is "At Home" you should always go in. By the same token, it is rude to send someone else to the door with your cards while you wait in the car or go elsewhere.

If the person upon whom you call is "Not at Home", it is quite permissible to leave the cards either with the maid or in the mail box and the call will be considered made.

4. Do not get someone else to write your name in a visitors' book for you. Go and do it yourself. You might "get away with it", but I know of people who have not and it has cost them dear.

5. After attending a function at Government House you must always call as soon as possible afterwards.

It is an old custom, which should be followed, to call on your hostess after a formal party such as a dinner or a dance. You will find that your seniors will greatly appreciate such an attention.

XIX CALLS BETWEEN SHIPS AND MESSES

1. When a ship first arrives in a port where other warships are lying, the Officer-of-the-Guard, with pennant flying is sent to her from the Duty Guard Ship. He should be piped over the side. He brings with him all relevant orders in force in the port and any other information which may be of use to the newcomer. He also informs the Captain when it will be convenient for him to call on the Senior Officer present. If the newly arrived ship is senior to all the others, he asks when it will be convenient for the previous senior Officer to call. If this is not done the junior Officer signals to ask at what time it will be convenient for him to call.

2. After making this initial call, the Captain then calls on all Commanding Officers senior to him, and all Commanding Officers of the same or less seniority call on him.

3. When the Captain has called on a ship, it is the turn of the other Officers. The messes of all the ships in port (not of course when there is a large fleet present) send parties to call on the messes of the new arrival, regardless of the relative seniorities of the Captains. A small party of officers from each mess, Wardroom, Gunroom and Warrant Officers pays the call. One Officer in each group carries the cards of his mess, duly addressed

XIX CALLS BETWEEN SHIPS AND MESSES - Continued

one to the Captain and one each to the messes on which the party is calling. It is only necessary to call on the equivalent mess in the visited ship, but quite often all messes are called on by each group of the visiting party. If the visited ship carried a Flag Officer, a card is brought for him, too. Each Officer leaves his own card as well, one in each mess upon which he calls, one for the Captain of the ship and, where applicable, one for the Admiral.

An Officer in the visited mess will tell the party where to leave the cards for the Captain and the Admiral.

4. The messes of the other two services may also call and these must be returned as must all other calls of messes, by a party from the visited ship.

5. These calls should be made between 1130 and 1200.

6. When visiting ports, many authorities, dignitaries and societies are likely to call. Most of these calls must be returned. The Captain and the President of the mess must decide which these are.

Clubs may make officers honorary members. These must be called on and cards left in the same way that calls on ships are made.

XX REASONS FOR CALLING

1. The custom of paying and returning calls is merely one of the rules adopted by good society to make life pleasant and to avoid possible embarrassment. In civilian life, in polite circles, calls are made on seniors and new neighbours in exactly the same way as I have been describing. That the practice is falling into disuse is, to my mind, regrettable, for it ensures that strangers are met and introduced to their new neighbours and newcomers meet the people forming the groups amongst whom they must live and work.

By having set rules, everybody knows exactly what is required of him and what the other person will do, so that there may be no doubt or embarrassments.

XXI FORMS OF ADDRESS

1. In the Navy it is perfectly correct to address any Officer from the rank of Cadet up to and including the rank of Lieutenant-Commander as "Mister".

Officers above this rank receive their titles when spoken of or to. Rear Admirals and Vice Admirals are addressed as "Admiral".

2. Warrant Officers and Commissioned Officers from Warrant are always addressed, both verbally and in writing as "Mister".

When addressing a letter to a Commissioned Gunner(T), the words should read:

"Mr. J.L. Smith, Commissioned Gunner (T), RCN".

XXI FORMS OF ADDRESS - Continued

3. In civilian circles, Commanders receive the courtesy of "Captain" and Lieutenant Commanders receive the courtesy title of "Commander".

4. The title "Padre" is a slang expression used amongst the three services to name the Chaplain. The Chaplain is addressed as the Reverend Jones, both in introduction and writing otherwise as "Mister", not as "Padre Jones". "Padre" is merely an affectionate nickname. If you speak to a man about the Chaplain, you say either "The Chaplain" or "Mister Jones", not "The Padre" or "Padre Jones. Such expressions are only used amongst ourselves.

5. The First Lieutenant is called "Number One" or "Jimmy-the-one" or "The Jimmy"; the navigator is referred to as "The Pilot"; the Gunnery Officer as "Guns"; the Torpedo Officer as "Torps"; the A/S Officer as "Ping" and so on, but we do not use these terms when speaking to the men, nor do we allow the men to use them when speaking to us.

6. Men, when addressed, should be called by their Substantive Rate, "Chief Petty Officer Smith" not "Chief", "Petty Officer Jones", nor "P.O."

An Acting Petty Officer is addressed as "Petty Officer".

By the way, he is, in slang, a "Square Rigged Petty Officer" because he is still dressed as a Seaman.

A seaman's rig is called "Square Rig" because his collar suggests the sail of a square rigged ship.

To differentiate between them, the dress of Petty Officers and men not dressed as seamen is called "Fore-and-aft Rig" after the similarly named rig of sailing vessels.

There is no such thing as "Round Rig".

Men should be addressed by their rates and surnames, or by their surnames only. Nicknames, slang titles, and Christian names must never be used.

7. The Boatswain, for short known as the Bos'n is a Warrant Officer. Under him, he has a group of assistants called the "Boatswain's Mates", the senior of whom is called the "Chief Boatswain's Mate."

In a small ship, which does not carry a Boatswain, his duties are normally carried out by the 1st Lieutenant; the Petty Officer who assists him on the Upper Deck is known as the "Chief Boatswain's Mate".

The men often refer to this Petty Officer as the "Buffer". We may do so amongst ourselves, but we do not use the expression when speaking to the men.

Petty Officers and Leading hands should be instructed to see that their subordinates address them properly by their titles and names.

8. When a senior speaks to us, we acknowledge understanding of his order by replying "aye-Aye, Sir".

When a junior conveys information to us, we acknowledge its receipt by replying "Very Good".

XII FORMS OF ADDRESS - Continued

Soldiers and Royal Marines reply "Very Good, Sir" to their seniors. We do not.

9. You may wonder why we should not use slang expressions when speaking to men and why we do not permit the men to use even service slang to us.

It is because slang is "sloppy" and we must never permit "sloppiness" in the Navy. If we are prepared to countenance slackness in speech, we must be prepared to accept slackness in other things. It is a part of the defence we put up to protect us from over familiarities.

Amongst ourselves we may use these terms, because being Officers, we are secure in the knowledge that none of us will overstep the bounds of good breeding.

10. One last word on forms of address. Tell your wives not to call your seniors "Sir". They should address them as I have described to you.

XII CONCLUSION

1. By this lecture, you will see that any well-bred civilian, merely by following the rules under which he was brought up, could get by in the Navy without much comment, and it would take him a very short time to learn the few special cases that exist.

2. Ours is a way of life, not an adherence to a series of arbitrary rules. We obey the rules, not so much because we have to as because we want to. It is our self-discipline as individuals and as a group that makes us worthy to lead men.