



National Defense
Defence Nationale



**MARITIME COMMAND
COMMANDEMENT MARITIME**

**MANUAL OF CEREMONY FOR
HMC SHIPS, SUBMARINES AND
NAVAL RESERVE DIVISIONS**

**MANUEL DE CÉRÉMONIE POUR
NAVIRES ET SOUS-MARINS
CANADIENS DE SA MAJESTÉ ET
DIVISIONS DE LA RÉSERVE NAVALE**

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FOREWORD

MARITIME COMMAND

**MANUAL OF CEREMONY FOR
HER MAJESTY'S CANADIAN SHIPS,
SUBMARINES AND NAVAL RESERVE
DIVISIONS**

31 August 1999

1. The *Manual of Ceremony for HMC Ships, Submarines and Naval Reserve Divisions* is intended to provide guidance to HMC Ships, Submarines and Naval Reserve Divisions in matters of Naval ceremonial procedures and is a supplement, and subordinate to A-AD-200-000/AG-000 and A-PD-201-000/PT-000.

2. The *Manual of Ceremony for HMC Ships, Submarines and Naval Reserve Divisions* is effective on receipt and supersedes the *Manual of Ceremony for HMC Ships* dated 14 July 1994, which may be destroyed without record.

3. It is permissible to copy and to make extracts from this publication.

4. This publication shall be reviewed annually by all end users so that change proposals reach the Coastal Ceremonial Review Co-ordinators no later than end-March.

AVANT-PROPOS

COMMANDEMENT MARITIME

**MANUEL DE CÉRÉMONIE POUR
NAVIRES ET SOUS-MARINS
CANADIENS DE SA MAJESTÉ ET
DIVISIONS DE LA RÉSERVE NAVALE**

Le 31 août 1999

1. Le *Manuel de cérémonie des navires et sous-marins canadiens de Sa Majesté et Divisions de la Réserve navale* fournit des directives sur les procédures à suivre envers les cérémonies navales pour navires, sous-marins CSM et divisions de la réserve navale. Il sert de supplément, et est subordonné aux publications A-AD-200-000/ AG-000 et A-PD-201-000/PT-000.

2. Le *Manuel de cérémonie des navires et sous-marins canadiens de Sa Majesté et Divisions de la Réserve Navale* entre en vigueur dès sa réception et remplace Le *Manuel de cérémonie des navires canadiens de Sa Majesté* du 14 juillet 1994, lequel peut être détruit sans être enregistré.

3. Il est permis de reproduire cette publication et d'en tirer des extraits.

4. Ce document doit être révisé annuellement par toutes les unités concernées pour permettre d'apporter les changements proposés et doit être reçu par les coordinateurs côtier de révision du Manuel de Cérémonie au plus tard à la fin-mars.

Original signed by:

G. R. Maddison
Vice-Admiral
Chief of the Maritime Staff

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**MANUAL OF CEREMONY FOR HMC SHIPS,
SUBMARINES AND NAVAL RESERVE DIVISIONS**

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CHAPTER 1

INTRODUCTION

THE MANUAL OF CEREMONY FOR HMC SHIPS, SUBMARINES AND NAVAL RESERVE DIVISIONS

- References:
- A. A-PD-201-000/PT-000 (CF Manual of Drill and Ceremonial)
 - B. A-AD-200-000/AG-000 (Flags, Ensigns, Colours, Pennants and Honours for the CF)
 - C. CFAO 16-1 Annex A
 - D. CFAO 61-4
 - E. Fleet Technical Orders
 - F. CFP 202 – CF Band Instructions
 - G. A-AD-267-000/AF-002

101. PURPOSE

- a. The purpose of this Manual is to provide, in one location, direction covering ceremonial functions peculiar to HMC Ships, Submarines and Naval Reserve Divisions. Naval headquarters, bases and establishments should utilize this Manual in conjunction with the references to assert a uniform ceremonial standard throughout Maritime Command.
- b. For the purposes of this Manual, the terms "HMC Ships" and "ships" will normally encompass HMC Submarines unless specifically indicated otherwise.

102. HISTORICAL BACKGROUND

- a. The ceremonial procedures of a group might be described as the visible manifestations of its customs and traditions. Ceremonial procedures evolved from a nation's heritage and through international agreement. In addition, as the bonds of sailors often exceed national boundaries, there is similarity in the sea customs of most nations. Herein lies the basis for the courteous conduct of ships at sea and a common understanding of what constitutes a mark of respect and conversely, what might be considered not sailor-like.
- b. This publication only provides procedures that are unique to the Canadian naval environment. They have evolved over generations from common customs practiced throughout the world, and will continue to evolve and to take on a distinct Canadian flavour. For Canadian Forces procedures, references A to D are to be consulted.

103. REVIEW ORGANIZATION

- a. To facilitate an [annual review of this publication](#), Fleet Commanders and Commanding Officer, Naval Reserve Headquarters shall solicit through their Coastal Ceremonial Review Coordinators (CCRC) input for amendments from their respective subordinate units no later than 31 March.
- b. An amalgamated submission will be forwarded to NDHQ/DMPPD through Formation N6's no later than 01 July.
- c. DMPPD shall issue subsequent changes to the Manual no later than 31 October of the year in which the recommendation was submitted.

CHAPTER 2

MILITARY HONOURS

201. **COMPLIMENTS**

a. **Shipboard:**

In addition to marks of respect laid down at reference A, the following shipboard occasions require marks of respect to be paid:

- (1) prior to embarking or upon disembarking from a boat with a Senior Officer in the boat;
- (2) when reporting formal rounds to an officer;
- (3) at requestmen and defaulters; and
- (4) to the Commanding Officer and other Senior Officers/Distinguished persons on the first occasion each day upon their entering the bridge.

b. **Commissioned Ships and Naval Reserve Divisions:**

Marks of respect are paid to commissioned ships and Naval Reserve Divisions as outlined below:

| DRESS | OCCASION | COMING ONBOARD VIA THE QUARTERDECK/GANGWAY | LEAVING VIA THE QUARTERDECK/GANGWAY |
|------------------|---------------|--|-------------------------------------|
| In Uniform | All Occasions | Hand Salute | Hand Salute |
| In Plain Clothes | With Cap | Position of Attention Remove Cap | Position of Attention Remove Cap |
| | Without Cap | Position of Attention | Position of Attention |

Note: The Quartermaster and the OOD return compliment to Officers arriving or leaving a ship.

Table 1-1 - Compliments

202. HONOURS ACCORDED TO DISTINGUISHED PERSONS DURING OFFICIAL VISITS

- a. Official visits by Distinguished Persons shall normally be arranged well in advance of the visit detailing methods of arrival, times and the requirement to render honours described within in this article. The ordering of official visits in accordance with this article shall be coordinated and signaled by Maritime Formation Commanders in accordance with reference B.

Note: Canadian Flag officers in command of seagoing formations when visiting ships within their Command, shall not be accorded honours detailed in this article unless previously ordered for a specific ceremonial occasion.

b. Arrival by the Brow:

- (1) fifteen minutes before the expected time of arrival of the personage, the ceremonial side party and the guard (if required) are to muster at the brow;
- (2) the ceremonial side party is to consist of:
 - (a) a Petty Officer First or Second Class of the Boatswain's trade, and three NCMs who are experienced in the use of a Boatswain's call. They shall take up a position abaft the brow, facing forward in order of seniority from outboard in, so that the senior rank is nearest to the ship's side;
 - (b) the Officer-of-the-Day/Watch, who takes up a position forward of the brow facing aft; and
 - (c) the Commanding Officer and the Executive Officer, who are normally to stand 2 to 2.5 metres from the end of the brow facing outboard;
- (3) as the automobile containing the personage comes onto the jetty, the "Still" is piped followed by the order "Attention on the upper deck, face to ..." as appropriate. Personnel on the upper deck face in the direction ordered and remain at attention until the "Carry on" is piped;

Note: The "Still" is piped as a mark of respect and may be ordered regardless of whether the personage is also entitled to the "Side".

- (4) as the personage crosses the gangway, the side is piped if the dignitary is entitled in accordance with reference B;
- (5) as the personage reaches the inboard end of the gangway, the guard is to be brought to the "Present Arms", and the band is to play the appropriate musical salute;
- (6) on completion of the salute, the guard is to be returned to the "Order Arms" and reported to the visiting personage who should inspect the guard (unless she/he is junior to the host officer, in which case the guard will not be reported to her/him); and

- (7) the personage's retinue then crosses onboard. After the official party has had sufficient time to retire from the upper deck, the "Carry on" is piped.

Note: If a guard is paraded, it is to fall in where most suitable facing the jetty.

c. **Arrival by Boat:**

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

- (1) at least two extra brow staff are to be available to man ropes and to assist the dignitary in disembarking from the boat;
- (2) the Officer-of the Day/Watch should take up an initial position on the upper platform of the accommodation ladder from where the proceedings can be supervised;
- (3) the "Still" is piped when the boat is still several lengths away from the lower platform; and
- (4) the Side is piped twice (when the personage is entitled). 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 personage reaches the upper platform.

Note: During the first piping of the Side on arrival, the side party is turned and faced outboard.

d. **Arrival by Air:**

- (1) As the personage disembarks the helicopter, pipe the "Still", on entry to the hanger through the hanger door the Bos'n's Mate will pipe the "Side" and the CO or XO as appropriate will salute. Other personnel in the hangar are to assume the position of attention. After a suitable interval, the "Carry On" is to be piped.
- (2) On very formal occasions, the aircraft will be hand-saluted from the bridge wing as it arrives or departs.
- (3) On occasions when personages are lowered/hoisted to/from decks other than a flight deck, the location of the piping party will be at the discretion of the Commanding Officer.

e. **Departure/arrival by Jackstay:**

When the personage departs or embarks the ship via the jackstay the Commanding Officer or delegated officer will pay the proper marks of respect by saluting.

f. **Departure by the Brow:**

The ceremony on departure by the brow is the reverse of that on arrival.

g. **Departure by Boat via Accommodation Ladder:**

- (1) the "Still" will be piped as the dignitary steps onto the upper platform;
- (2) the "Side" will be piped as the boat departs the lower platform with the side party facing outboard; and
- (3) the "Carry on" should not be piped until the boat clears either the stern or the bow of the ship; and

h. **Departure by air:**

- (1) the "Still" will be piped in the hangar once the dignitary is properly suited up in environmental clothing;
- (2) the "Side" will be piped as the dignitary approaches the hangar door to the flight deck; and
- (3) the "Carry On" will be piped after the dignitary has exited the hangar.

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

i. **Distinguished Person Honours:**

Reference B describes the ceremonial honours that personages are entitled to. Notwithstanding the orders therein, and unless specifically ordered by Command, during official visits by personages to HMC Ships, Submarines or Naval Reserve Divisions:

- (1) 100 man guards (or other types as described in reference B) shall be substituted by a Petty Officer's Guard;
- (2) bugle calls and musical salutes are not required to be performed;
- (3) if the honours at reference B are specifically ordered by Command, an appropriate military band, bugler and/or guard shall be incrementally tasked; and
- (4) If a bugler is tasked in lieu of a band then the "General Salute" shall be sounded vice an orchestrated musical salute.

Note: Honours at reference G are only rendered between Colours and Sunset (unless location is illuminated).

j. **Municipal Dignitaries:**
When municipal dignitaries pay official visits to HMC Ships, they are to be received with the respect and attention due to their position, but inappropriate honours shall not be accorded to them.

k. **Informal Visits:**
For informal visits, the Corporal of the Gangway will take up a position aft of the brow facing forward. The OOD shall stand 2 to 2.5 metres from the end of the brow facing outboard, or if the Commanding Officer or Executive Officer is present, forward of the brow facing aft.

203. **PIPING THE SIDE**

- a. In addition to personages listed at reference B, the "Side" shall also be piped for the following personnel when coming on board or departing an HMC Ship or Submarine in commission or a Naval Reserve Division, between the occasions of Colours and Sunset:
- (1) all Naval Flag Officers, regardless of nationality, when in uniform;
 - (2) Naval Members of a Court Martial in uniform, attending or leaving the Court; and
 - (3) Honorary Captains(N) while in uniform and performing their official duties.
- b. The "Side" is piped between Colours and Sunset when the blessed water from the Baptismal Font is returned to the sea.
- c. The "Side" is piped at all times when a body, including remains or ashes arrives onboard or departs a ship. The "Side" is piped when the remains or ashes are committed to the sea.
- d. The "Side" is piped when the Personage/Officer arrives and again when he departs, provided that conditions of time and uniform are still met.
- e. In any group of officers arriving or departing, the "Side" is piped only for the senior officer in the group if so entitled, regardless of an entitlement for a junior officer in the group.
- f. The "Side" is never piped anywhere other than in HMC Ships and Submarines in commission and at Naval Reserve Divisions.

204. SHIPS PASSING

a. **Warships:**

When warships pass one another (whether both are underway or not), the junior is to pipe the "Still". The senior is to reply likewise, and after a short interval, is to pipe the "Carry on". The junior is then to reply with the "Carry on". This does not apply in situations where direction has been provided to forego the procedure because of reasons of convenience or safety, or local rules otherwise dictate.

Note: A ship's seniority is derived from the seniority of the highest-ranking officer or personage when embarked in an official capacity.

b. **Ships nested:**

When ships are nested, the outboard ship is to pipe on behalf of the Senior Officer of the nest.

c. **Foreign Warships:**

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.

d. **Alongside, at Anchor, Underway or Anchor Watch:**

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. The Bos'n Mate pipes "Attention on the upper-deck face ...". Personnel on the upper deck come to attention and face the direction in which the honours are being exchanged.

e. **Auxiliary Forces:**

Many auxiliary forces of other countries have similar customs. Armed auxiliary forces are entitled to the same marks of respect accorded warships.

f. **Moves Within Harbour Limits:**

Ships which are conducting moves within the harbour limits, are exempt from paying or receiving passing honours with ships alongside or other ships conducting harbour moves. However, they shall render passing honours with ships entering/leaving the harbour limits.

205. DIPPING ENSIGNS

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

206. SHIPS PASSING SAILORS MONUMENT AND NAVAL MEMORIAL

The "Still" is to be piped by HMC Ship's and visiting warships when entering or leaving Halifax Harbour between Colours and Sunset on passing:

- a. the Sailors Monument located in Point Pleasant Park; and
- b. the Canadian Naval Memorial, HMCS SACKVILLE, when berthed in downtown Halifax during the summer months.

207. SALUTES TO MARITIME FORMATION COMMANDERS

- a. Salutes may be made to the Maritime Formation Commanders by prior request:
 - (1) when departing or returning from prolonged deployments; and
 - (2) on special occasions such as first entry to home port or paying off.
- b. Location of salute shall be ordered by prior signal.

208. BOATS PASSING

Between sunrise and sunset, when a boat, displaying a personal or distinguishing flag of a Personage or Officer senior to the Senior Officer in a single ship or nest of ships, passes the "Still" is to be piped and the order "Attention on the upper deck, face ..." given. After the salute has been returned from the boat, or it has passed the ship, the "Carry on" is piped.

209. SALUTE IN A BOAT

- a. **Appropriate marks of respect are paid by the Coxswain of a boat:**
 - (1) when **passing another boat** carrying a Senior Officer (the Officer or his Coxswain returns the salute) - hand salute;
 - (2) on each occasion an Officer enters or departs his boat - hand salute;
 - (3) during the ceremonies of Colours and Sunset - stop engines or take all way off and hand salute;
 - (4) when passing a boat containing a funeral party, body and/or the remains - stop engines or take all way off and hand salute; and
 - (5) during the firing of a gun salute - stop engines or take all way off and hand salute.
- b. When the Coxswain is under cover, he shall designate one of his crew to salute.
- c. During salutes, seated personnel shall sit at attention and standing personnel shall face in the direction of the salute.
- d. **Boat Hailings:**

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

| <u>Reply:</u> | <u>For:</u> |
|----------------------|---|
| "STANDARD" | Royal Personage, His Excellency the Governor General of Canada, the Governor General of Commonwealth countries, or the Lieutenant Governor of a Province, |
| "name of country" | Head of State, |
| "FLAG" | Flag Officer, or equivalent |
| "Group _____" | Group Commander (Followed by the Group's number), |
| "ship's name" | Captain of the ship named, |
| "AYE AYE" | Officer of wardroom rank, |
| "NO NO" | Officer Cadet or NCM, |

"PASSING"

Boat intent on passing and not coming alongside.

210. GUN SALUTES

a. **Gun Salutes are salutes rendered with saluting guns for:**

- (1) Royal Salutes;
- (2) National Salutes; and
- (3) Personal Salutes.

b. Maritime Formation Commanders shall designate saluting ships as required. Designated ships shall be fitted with a saluting gun(s) in accordance with reference A.

c. As a general rule, salutes are only to be fired between colours and sunset. A salute fired by a ship of war of another nation, regardless of time, is to be returned. In foreign waters, the custom of that country is to be followed.

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

e. On dress ship occasions, dressing lines and masthead flags shall remain flying during gun salutes, unless otherwise directed.

211. NATIONAL SALUTES

a. Notwithstanding the availability of a saluting ship during a national anniversary that is celebrated with a **gun salute**, a saluting ship is not authorized to fire a salute unless specifically order to do so by a Maritime Formation Commander. National anniversaries that are celebrated by salutes are:

- (1) Monday immediately preceding 25 May at 1200 local time (Official Birthday in Canada of the Reigning Sovereign);
- (2) 1 July at 1200 local time (Canada Day); and
- (3) 11 November at 1100 local time (Remembrance Day).

Note: Remembrance Day salute consists of 21 guns fired at one minute intervals.

- b. Saluting ships in the vicinity of the Canadian saluting stations described in reference G on the above occasions are not to fire salutes, but are to display the flags described in Article 210 paragraph d.
- c. Dates for National Salutes in other countries should be ascertained locally. The Royal Navy pamphlet "Ceremonial - National Anniversaries and Festivals" (DCI RN 761) and STANAVFORLANT STANAVORDs are excellent guides in this regard.
- d. National Salutes are returned.
- e. **In a Foreign Country:**
 - (1) On the occasion of a formal, saluting visit to a foreign country, a saluting ship shall 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 through the Maritime Formation Commander and the Canadian Diplomatic Representative to that country.
 - (2) Saluting ships present in a foreign port on the date of an important national festival or holiday of that country, are to fire a salute in deference to the nation concerned if it is appropriate to do so.

212. ROYAL AND PERSONAL SALUTES

- a. **Salutes to the following personages are not returned:**
 - (1) Royalty, Heads of State;
 - (2) Diplomatic or Consular Officials;
 - (3) Governors or other officers administering a government;
 - (4) Officials and officers of other nations in visiting warships; and
 - (5) Flag officers as a personal salute.
- b. If it appears that offence might be given by not returning a salute, 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.
- c. When more than one salute is appropriate, e.g. a National Salute and a Royal Salute, the National Salute is fired first and returned, followed by the Royal Salute. When two or more standards are displayed in a port, the order of saluting will be as directed by NDHQ (determined by the P.M.O. and Department of Canadian Heritage).
- d. Generally speaking, heads of state and members of ruling families of foreign nations are accorded the same marks of respect as members of the Queen of Canada's Royal family.

- e. The scale of salutes, which is generally agreed to by other nations and which is to be observed in exchanging salutes between HMC Ships and ships of war of other nations, is contained in reference B.
- f. The Pontiff of the Roman Catholic Church is regarded as a sovereign and is saluted in accordance with paragraph c. 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. Ecclesiastical authorities who have no diplomatic status are not entitled to a salute.
- g. 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.
- h. During official visits to a saluting ship, when a member of the Royal Family comes onboard or leaves the saluting 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:**
- 1. If the ship that the Royal Personage is visiting is not a saluting ship, the salute required by this article is to be fired by another saluting ship present. If no saluting ship is present, the salute is not required.
 - 2. On those occasions when members of the Royal Family pay informal visits to saluting ships, gun salutes are not to be fired, nor are they to be fired when a personage whose standard is flying in a saluting ship leaves the ship temporarily.
 - i. 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.
 - j. A saluting ship meeting at sea another ship displaying the standard of a member of the Royal Family is to fire a Royal Salute.
 - k. On the arrival of a warship of another nation wearing a Standard or Presidential Flag in a Canadian Port, that warship, if fitted, 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.

213. [HMC SHIPS EXEMPT PASSING HONOURS](#)

[In recognition of the limited number of duty watch personnel](#) on minor war vessels (MWVs) and submarines, during daily home port routines, MWVs and submarines shall:

- a. only render honours during working hours; and
- b. between 1600 and colours, and on weekends and holidays, not fly the Naval Jack. They shall not fly the Port flag as they do not meet the out-of-routine pre-requisites in accordance with Article 702.

CHAPTER 3

PERSONAL STANDARDS, FLAGS AND PENNANTS

301. INTRODUCTION

This chapter describes distinguishing and indicator flags, and pennants as worn by HMC Ships, Submarines and Naval Reserve Divisions.

302. PRECEDENCE OF PERSONAL AND DISTINGUISHING FLAGS

- a. The order of precedence for Personal and Distinguishing Flags is described in reference B.
- b. HMC Ships shall fly Sunday-sized colours when displaying:
 - (1) the Queen's Personal Canadian Flag;
 - (2) a standard of a member of the Royal Family;
 - (3) state or personal flag of a visiting head of state;
 - (4) the Governor-General's flag; or
 - (5) a Lieutenant Governor's flag within his/her jurisdiction.

303. THE QUEEN'S PERSONAL CANADIAN FLAG (Fig. 1):

The Queen's Personal Canadian Flag shall:

- a. be flown by day and night on any building in which the Sovereign is in residence or in which she is attending a state or public function;
- b. be flown by day and night at Naval Reserve Divisions, onboard a ship or boat, and on an aircraft while taxiing or other vehicle when the Sovereign is actually present or onboard;
- c. displace all other personal standards, distinguishing flags, pennants and the National Flag;

Note: At NRDs the National Flag will be replaced by the Queen's Personal Canadian Flag. The CF Ensign and Maritime Command Flag shall not be displaced.

- d. be broken immediately on arrival and lowered immediately on departure of the Sovereign;
- e. not be flown on the same halyard with other flags;
- f. be illuminated at night;
- g. be broken with other flags when the Sovereign embarks in a ship, as follows:
 - (1) in ships with two masts - the Queen's Personal Canadian Flag at the main, the National Flag at the fore, and the Royal Union Flag at the foremast starboard yard; and
 - (2) in single-masted ships - the Queen's Personal Canadian Flag at the masthead, the National Flag at the starboard yard, and the Royal Union Flag at the port yard; and
- h. when the Sovereign goes onboard a ship for a short visit, be broken at the masthead. (The National Flag and Royal Union Flag need not be hoisted.)

304. STANDARD OF A MEMBER OF THE ROYAL FAMILY

- a. When a member of the Royal Family, other than the Sovereign, is present on an official visit to a NRD or HMC Ship, or is being transported in a vehicle or taxiing aircraft, his/her personal standard shall be flown in the manner prescribed for the Queen's Personal Canadian Flag.
- b. If more than one member of the Royal Family is present on an official visit, only the standard of the member taking precedence shall be flown. Precedence is derived by position in the Line of Succession.
- c. The [standards of members of the Royal Family](#) take precedence over but do not displace other personal or distinguishing flags or pennants.
- d. On occasions of informal visits to ships or NRDs by a member of the Royal Family, the personal standard shall not be hoisted.

305. STATE OR PERSONAL FLAGS OF VISITING HEADS OF STATE

[Personal flags may be flown as advised by CMS or Formation Visits and Protocol](#). When flown they do not take precedence over other distinguishing flags or pennants.

306. GOVERNOR-GENERAL'S FLAG (Fig. 2):

The Governor General's Flag shall:

- a. be flown by day and night, and illuminated, at any building in which he/she is in residence or in which he/she is attending a state or public function;
- b. be flown by day and night, and illuminated, at NRDs, onboard ship, on taxiing aircraft or other vehicles when the Governor General is actually present or onboard;
- c. be given the same precedence and honours prescribed for the Queen's Personal Canadian Flag. If the Governor General is visiting at the same time as the Sovereign, the Governor General's Flag shall not be flown; and
- d. when His/Her Excellency embarks in a ship, be displayed at the main and the National Flag at the fore. In singled-masted ships the Governor General's Flag only shall be displayed at the masthead.

- Note:**
1. The Governor General's Flag will displace all other distinguishing Flags and pennants already displayed in the ship.
 2. When the Governor General is in residence at the Citadel in Quebec City, ships shall pipe the "Still" when passing.

307. LIEUTENANT-GOVERNORS' FLAGS (Fig. 4):

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

Note: Personal flags shall be supplied by the Aide-de-Camp prior to embarking.

308. PRIME MINISTER OF CANADA (Fig. 3):

The **Personal Flag of the Prime Minister** is the **National Flag of Canada**. During official visits to NRDs or HMC Ships, a size 3 National Flag shall be displayed at the masthead.

309. MINISTER OF NATIONAL DEFENCE

The **Personal Flag of the Minister of National Defence** is the National Flag of Canada. During official visits to NRDs or HMC Ships, a size 3 National Flag shall be displayed at the masthead.

310. CHIEF OF DEFENCE STAFF (Fig. 5):

The CF Ensign shall be flown in HMC Ships as the **Distinguishing Flag of the Chief of Defence Staff** only when embarked in his/her official capacity.

311. DISTINGUISHING FLAGS AND PENNANTS

a. **Flag/Generals Rank** : [OLE_LINK1](#)

- (1) Commander Maritime Command Flag; and **(Fig. 7)**
- (2) Commander Maritime Forces Pacific/Maritime Forces Atlantic Flag. **(Fig. 8)**

Note: Distinguishing Flags for Flag/General Officers are also illustrated in reference B.

b. **COMCANFLTLANT/COMCANFLTPAC Pennant (Fig. 9-a):**

The COMCANFLTLANT/COMCANFLTPAC (CCFL/CCFP) Pennant shall be flown by the Commodore's flagship:

- (1) in harbour, at all times day and night, (and illuminated at night);
- (2) when entering or leaving harbour, in conjunction with callsigns; and
- (3) at sea when meeting or joining foreign warships. It may be hauled down when sufficient time has elapsed for visual identification.

c. **COMNAVRES Pennant (Fig. 9-b):**

The Commander Naval Reserve (COMNAVRES) Pennant shall be flown by the Commodore's flagship (NRD) fitted as indicated below as follows:

- (1) one flagpole is available, below the National Flag;
- (2) two flagpoles are available, below the CF Ensign;
- (3) a flagpole fitted with a staff, at the masthead; and
- (4) a flagpole fitted with a yardarm but not a gaff, at the yardarm

d. **Officers other than Flag/General Rank:**

Distinguishing Pennants for Officers other than Flag/General rank denote Command and normally are only flown within the recognized area limits of the Command. Commanding Officers of Naval Reserve Divisions fall in this category. The Distinguishing Pennant designated for a given appointment shall be flown by an Officer appointed to acting capacity regardless of his actual rank.

e. **Commanding Officer Naval Reserve Division (Fig. 11):**

A Naval Reserve Division fitted as indicated below will display the Commanding Officer's Distinguishing Pennant as follows:

- (1) one flagpole is available, below the National Flag;
- (2) two flagpoles are available, below the CF Ensign;
- (3) three flag poles are available, below the Maritime Command Flag;
- (4) a flag pole fitted with a gaff, at the masthead; and
- (5) a flagpole fitted with a yardarm but not a gaff, at the yardarm.

312. MINIATURE DISTINGUISHING AND PERSONAL FLAGS IN BOATS

- a. The appropriate **miniature standard, distinguishing flag or pennant** shall be displayed in the bow of a boat day or night while the entitled personage is actually in the boat. Flags and Pennants are to be hooded or removed when the Personage is not actually in the boat.
- b. A boat conveying members of a Court-Martial to and from the court shall display a miniature commissioning pennant.
- c. Miniature standards and distinguishing flags and pennants shall be flown during half-masting occasions.

313. THE COMMISSIONING PENNANT (Fig. 13):

- a. The **Commissioning Pennant** is a white pennant with a red maple leaf at the hoist. It is 183 cm in length and 7.6 cm wide at the hoist. It is also referred to in relevant publications and orders as a Captain's Pennant or Masthead Pennant.
- b. It is worn in commissioned HMC Ships and Submarines, at a masthead or on a small gaff where it will fly free.

- c. The Commissioning Pennant is broken in a ship upon commissioning, at the same time that the Ship's Ensign is hoisted. It is worn continuously throughout the Ship's commission, except where displaced by the Personal or Distinguishing Flag or Pennant of:
- (1) the Sovereign;
 - (2) the Governor-General;
 - (3) a Lieutenant-Governor;
 - (4) the Chief of Defense Staff;
 - (5) the Commander of Maritime Command;
 - (6) the Commander of Maritime Forces Atlantic;
 - (7) the Commander of Maritime Forces Pacific; and
 - (8) a Flag /General Officer commanding a formation afloat.

Note: The above are always considered to be "IN COMMAND".

- d. The Commissioning Pennant is hauled down when an officer of General rank is embarked in an official capacity.
- e. The Commissioning Pennant displayed in the bow of a boat denotes:
- (1) the presence of a Formation/Group Commander or a Commanding Officer of a ship, proceeding to or from his ship; and
 - (2) members of a court martial proceeding to or from court.

314. QUEEN'S HARBOUR MASTER (Fig. 16):

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

315. GROUP COMMANDER'S INDICATOR (GCI) (Fig. 12):

- a. The **Group Commander Indicator** is not a Distinguishing Flag or Personal Flag. It is used solely for the purpose of indicating the location of the Group Commander.
- b. The Group Commander Indicator is flown by the Group Commander's Flagship:
 - (1) in harbour, at all times day and night;
 - (2) when entering or leaving harbour, in conjunction with callsigns;
 - (3) at sea when meeting or joining foreign warships. It may be hauled down when sufficient time has elapsed for visual identification; and
 - (4) on occasions when ships dress overall or with masthead flags, the ship flying the Group Commander's Indicator will display it as follows:
 - (a) single masted ship - starboard outer upper yard; and
 - (b) two masted ship - foremast starboard outer.
- c. The Group Commander Indicator is not to:
 - (1) displace Personal or Distinguishing Flags;
 - (2) be displayed in the bows of a boat or on a vehicle; or
 - (3) be displayed when the Group Commander's ship is underway without Group Commander embarked (including cold moves).

316. SENIOR CANADIAN OFFICER PRESENT AFLOAT (SCOPA) PENNANT (Fig. 15):

- a. The **SCOPA Pennant** is the **Starboard pennant** and is flown at the starboard yardarm day and night when not underway. It does not displace personal or distinguishing flags.
- b. When two or more HMC Ships, none of which is flying a GCI, are present in a port, the senior Canadian ship is to hoist the Starboard pennant to indicate that ship has assumed the duty of SCOPA.
- c. The Starboard Pennant shall not be flown when SCOPA is wearing a Personal or Distinguishing Flag, regardless whether foreign warships are present or not.
- d. When in company with warships of other nations, the Group Commander's flagship shall fly the Starboard Pennant in addition to the GCI.
- d. When in home port and no foreign warships are present, the SCOPA pennant shall not be flown.

317. FOREIGN REPRESENTATIVES FLAGS

Flags or ensigns of foreign countries or representatives thereof may be flown when an official representative of the country visits a NRD or HMC Ship.

318. CONSULAR AUTHORITIES

- a. The flag of a foreign Consular authority shall not be hoisted on board HMC Ships except as required in accordance with reference B.
- b. There are no Canadian Consular flags.

CHAPTER 4

SHIPBOARD CEREMONIAL FLAG PROCEDURES

401. INTRODUCTION

- a. This chapter provides instructions as to the conduct of the various ceremonies, which are carried out onboard HMC Ships, Submarines and Naval Reserve Divisions. Naturally these 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.
- b. HMC Ships, Submarines or Naval Reserve Divisions which are unable to comply with procedures laid down within this chapter are to inform their Fleet Commander or Naval Reserve Headquarters no later than 2 working days prior to the event the reason for their inability to conform.

402. BASIC RULES

- a. When flown, displayed or prescribed in accordance with the references and this article, flags and pennants are to be handled with deference. They shall not:
 - (1) touch the ground, floor, or deck;
 - (2) be wrapped around guardrails, pipes, or fittings; nor
 - (3) be handled in any manner that could be construed as being disrespectful.
- b. Headstick: Ships' Ensigns and Naval Jacks flown at the ensign and jack staves are to be fitted with a headstick and are to be tracked.

403. METHODS OF DISPLAYING FLAGS/PENNANTS

The following flags/pennants shall be flown or displayed as prescribed below:

- a. National Flag of Canada (Fig. 3):
 - (1) The National Flag shall:
 - (a) be flown or displayed in Canada superior to other flags, banners, or pennants with the exception of the Queen's Personal Canadian Flag or the Governor General's Flag; and
 - (b) be worn at the ensign staff of HMC Ship's in commission as the Ship's Ensign.

(2) **When flown with a Foreign National Flag, or with the CF Ensign:**

- (a) the National Flag shall take precedence. Both flags shall be hoisted and lowered simultaneously if at all possible. In the unusual circumstance that this may not be possible, then the National Flag shall be hoisted first and lowered last. On occasions requiring that one flag be flown at half-mast, all other flags shall also be half-masted.
- (b) in accordance with reference B, when a number of national flags are flown together on flagpoles, the flags are displayed according to the United Nations order of Flag of precedence (in English alphabetical order) with the National Flag of Canada taking precedence on Canadian soil on the right (on the left side as viewed by a spectator);

- Note:**
- 1. If circumstances dictate a symbolic equality of nations (when more than 3 Nations are present), a second Canadian National Flag may be displayed at the opposite end.
 - 2. When only BENELUX countries are displayed with the Canadian National Flag, they shall be displayed in French alphabetical order.

(c) **On Ceremonial Parades, Including Guards of Honour:**

the National Flag may be carried (usually by a Senior Non-Commissioned Officer) if consecrated Colours are not also being carried. Only one National Flag should be carried, and it need not be attended by an armed escort. The National Flag shall be saluted as for consecrated Colours but shall not be accorded the honours associated with these Colours when marched on or off parade. The National Flag shall not be dipped or lowered by way of salute or compliment. The Canadian Forces Ensign may be carried with the National Flag.

- (d) **During Courts Martial:** the National Flag shall be mounted on a staff and placed behind the President.
- (e) **Unauthorized use:** the National Flag shall not be used as a cover for a box, table, desk, podium, or other objects, nor shall it be draped except on a casket.
- (f) **Compliments:** when the National Flag is being hoisted or lowered all officers and NCMs within view shall pay compliments in the following manner:
 - (1) in uniform: face the flag staff, stand at attention, and salute;
 - (2) in civilian dress: face the flagstaff, remove headdress, and stand at attention;
 - (3) unarmed groups or parties under the command of a Senior Officer/NCM: shall be halted facing the flag staff, and the Senior Officer only shall salute;

- (4) armed groups or parties: shall be halted facing the flag staff (remain at attention) and compliments shall be paid by presenting arms;
- (5) vehicular traffic: all vehicular traffic within view shall stop. Occupants shall alight and pay compliments; and
- (6) onboard HMC Ships: all officers and NCMs on the upper deck shall face in the direction of the Ship's Ensign and salute.
- (g) **Foreign Ships of War**: it is customary for the National Flag, if available, to be broken at the appropriate masthead by Foreign ships of war when:
 - (1) salutes are exchanged with Canadian ships of war, or batteries; and
 - (2) salutes to Canadian Flag/General officers and personal salutes are fired.
 - (3) **Dressed Ship**: The National Flag shall be worn when HMC Ships are dressed.

Note: It shall not displace a distinguishing flag or masthead pennant.

b. **Ship's Ensign (Fig. 3)**:

- (1) HMC Ships in commission shall wear the Canadian National Flag as the Ship's Ensign:
 - (a) when in a Canadian port from (0800) Colours to Sunset;
 - (b) when underway at all times by day and by night;
 - (c) when in foreign ports according to local regulations; and
 - (d) between Sunset and Colours, ships at, moored or alongside shall, if there is sufficient natural light, hoist their ensigns on seeing another ship of war underway, and shall keep their ensigns hoisted until the movement has ceased or the other ship is no longer in sight. Ensigns flying in accordance with this paragraph shall be hauled down in ships not underway when the preparative pennant is hoisted for the ceremony of Colours. Such ships shall hoist ensigns five minutes after sunset if a ship is then underway as above.
- (2) The Ship's Ensign shall be worn at the ensign staff when at anchor, moored or alongside and during cold moves unless circumstances dictate that the staff be struck, (e.g. flight ops).

- (3) At sea it shall be worn as follows:
 - (a) in ships with more than one mast - at a gaff fitted on the main mast;
 - (b) in ships with one mast - at a suitably prominent position on the mast; and
- (4) Commanders shall ensure uniformity in the wearing of colours, particularly among ships of the same class.
- (5) The Ship's Ensign shall be shifted between the harbour and sea positions simultaneously with the last and first lines and the lowering/hoisting of the Naval Jack or as ordered by the Senior Commander.
- (6) The Ship's Ensign when "bent on" is to be "in hand" prior to commencement of Colours.
- (7) Boat Ensigns: Boats belonging to HMC Ships shall wear the Boat's Ensign:
 - (a) from colours to sunset when ships are dressed either overall or with masthead flags;
 - (b) in territorial waters of other nations at all times when away from their ships; and
 - (b) on all occasions when going alongside a warship of another nation.

Note: Not to be flown by ships during unmanned refit in accordance with Article 702.

c. Canadian Forces Ensign (Fig. 5):

- (1) The CF Ensign shall be flown at Naval Reserve Divisions on a separate flagpole to the left of the National Flag (to the right side as viewed by a spectator).
- (2) The CF Ensign shall be flown in HMC Ships as the Distinguishing Flag of the Chief of Defence Staff only when embarked in his/her official capacity.
- (3) The CF Ensign may be used to cover an altar for divine services.
- (4) When specifically requested by the next of kin, the CF Ensign may be used to drape a casket.

- (5) On ceremonial occasions, the CF Ensign may be paraded with the National Flag. It shall not be attended by an armed escort but may be paraded with guards of honour or on ceremonial parades of consecrated colours are not also being carried. Compliments shall not be paid to the CF Ensign.

d. **Maritime Command Flag (Fig. 6):**

- (1) The Maritime Command Flag shall:
- (a) be flown at Naval Reserve Divisions;
 - (b) be flown from Colours (0800) until sunset;
 - (c) only be flown if the National Flag and Canadian Forces Ensign are flown; and
 - (d) be worn at the Jack Staff of HMC Ships in commission as the Naval Jack.
- (2) The Maritime Command Flag shall not:
- (a) be flown in the same array as flags of other countries;
 - (b) replace the National Flag of Canada or any other nation's flag flown;
 - (c) replace the Canadian Forces Ensign;
 - (d) be flown on the same pole as National Flag , the Canadian Forces Ensign or any other flag;
 - (e) be used as a cover for a box, table, desk, podium or other object, nor shall it be used to drape or cover a casket or urn, except on a special holder for the ship's bell during baptisms;
- (3) The Maritime Command Flag may be displayed in:
- (a) the office of a Flag Officer at Maritime Command, Maritime Atlantic and Maritime Pacific Headquarters, Fleet Headquarters Atlantic and Pacific, and Naval Reserve Headquarters;
 - (b) the office of the Commander of a formation, or Naval Reserve Division;
 - (c) a chapel (may also be used to cover an alter for divine services); and
 - (d) a mess.

- (4) The Maritime Command Flag may be paraded within the following guidelines:
 - (a) it may be paraded with the National Flag;
 - (b) it shall not be attended by an armed escort; and
 - (c) it may be carried on ceremonial parades and is paraded with the National flag for a 50 man guard of honour as per reference B.
 - (5) Compliments shall not be paid to the Maritime Command Flag.
 - (6) When flown the Maritime Command Flag shall:
 - (a) be flown at the same height or lower than the National Flag and the CF Ensign but not higher;
 - (b) not exceed the size of the National Flag and the CF Ensign but should be of the same size; and
 - (7) Naval Reserve Divisions shall require a mast with appropriate yardarms (including gaff) or three flagpoles in order to fly the Maritime Command Flag with the National Flag of Canada and the Canadian Forces Ensign.
 - (8) The Maritime Command Flag shall be half-masted along with the National Flag and CF Ensign when instructions are received from higher authorities.
- e. Canadian Forces Naval Jack (Fig. 6):
- (1) The Maritime Command Flag is the Canadian Forces Naval Jack when worn at the Jack Staff in HMC Ships and Submarines in commission.
 - (2) The Naval Jack shall be worn by HMC Ships:
 - (a) at anchor, moored or alongside from colours until sunset;
 - (b) when underway and dressed with masthead flags;
 - (c) at all ship launchings, commissioning and naming ceremonies; and
 - (d) both day and night when underway while wearing or escorting another ship-of-war or merchant vessel wearing:
 - (I) the Queen's Personal Canadian Flag or Royal Standard;
 - (II) a foreign Royal or Imperial Standard;
 - (III) the flag of a Head of State;

(IV) the Governor-General's Flag; and

(V) a Lieutenant-Governor's Flag.

- (3) During anchorage the Naval Jack should be hoisted on letting go the anchor, but not before it is clearly safe to do so.
- (4) The Naval Jack shall not be worn by ships in unmanned refit, Extended Work Periods, reduced manning, or Reduced Duty Watch except on the occasion of dressing ship. Nor, by ships which have been commissioned but have not been officially accepted.
- (5) On entry/departure the Naval Jack should be hoisted/lowered in conjunction with the first/last line but not before it is clearly safe to do so when lines/cables are being worked on the foc'sle.
- (6) The Canadian Forces Naval Jack shall not be used as a cover for a box, table, desk, podium or other object, nor shall it be draped except on a special holder for the ship's bell during baptisms.

f. **Queen's Colour (Fig. 10):**

The Queen's Colour, the consecrated Colour of Maritime Command, is not paraded in HMC Ships. It is paraded before visiting Royalty and on certain other auspicious occasions to represent the Command, and it shall be afforded full marks of respect. Personnel shall come to attention and salute when passing or when the Queen's Colour passes.

g. **Paying Off Pennant:**

- (1) The Paying Off Pennant is flown when a ship departs her group and enters her home port for the last time.
- (2) For HMC Ships, Paying Off Pennants are based on the Commissioning Pennant and are of a uniform length of 85.5 metres regardless of the period of commission.

404. UNITED NATIONS FLAG (Fig. 18):

- a. The United Nations Flag is flown during UN military operations and then only on the express authority of a competent UN Official. If doubt exists as to whether the flying of this flag is appropriate, NDHQ direction is to be sought.

- b. HMC Ships and Submarines visiting Korean and Japanese ports shall comply with the requirements of the Armistice Agreement of 27 June 1953 with regards to the display of the UN flag.
- c. 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.

405. NORTH ATLANTIC TREATY ORGANIZATION FLAG (Fig. 19):

Further to reference B and as detailed in STANORDs, the NATO flag shall be displayed as promulgated by the NATO Commander who authorizes its use.

Note: Neither the UN nor the NATO flag shall ever be used as a drape, festooned, drawn back, up or in folds. It shall always be allowed to fall free.

406. FOREIGN FLAGS

- a. Flags or ensigns of foreign countries shall normally be flown when HMC Ships visit another country at the Commanding Officer's or SCOPA's direction.
- b. Foreign standards, national flags or ensigns may be ordered to be flown during a gun salute. It is to be broken with the first gun and kept flying until the salute is complete when they are hauled down. They shall not remain flying during a return salute.

407. NAVAL BOARD FLAG (Fig.17):

When flown, it identifies the locale where the Naval Board is in session.

408. CEREMONIES OF COLOURS AND SUNSET

- a. The shipboard ceremonies of Colours and Sunset entail the hoisting and lowering of the Ship's Ensign and the Naval Jack.
- b. Ships alongside in harbour or at anchor are to carry out the ceremony of Colours or Sunset:
 - (1) at 0800 and Sunset daily;
 - (2) at 0800 and 1700 daily where continuous daylight or darkness prevail;
 - (3) in accordance with local customs when in foreign ports; and
 - (3) following the movements of the Senior Officer coordinating the ceremony.

- c. Where Colours are not conducted at 0800 the orders for an act of striking the bell are to be appropriately amended.
- d. Personnel required:
 - (1) Officer of the Day/Watch (OOD/OOW);
 - (2) Quartermaster/Corporal of the Gangway;
 - (3) Boatswain's Mate (Bos'n's Mate);
 - (4) NCM for Prep;
 - (5) NCM for Jack (not required if ship is out of routine in accordance with Art 702);
 - (6) NCM for Ship's Ensign; and
 - (7) NCM for upper deck lighting.
- e. Prior to Colours, the Ship's Ensign and Jack are to be "bent on" and "in hand".
- f. The procedure for conducting the ceremony of Colours or Sunset is as follows:
 - (1) personnel should be mustered approximately ten minutes prior to the ceremony to ensure each person knows their job. Personnel detailed are to be in the dress of the day for the brow staff;
 - (2) the Preparative Pennant (Prep) is hoisted close up five minutes prior to the Colours/Sunset ceremony;
 - (3) at Colours or Sunset the Prep is dipped. The NCM detailed for the Ship's Ensign salutes the OOD/OOW (if entitlement exists) and reports "COLOURS, SIR, MA'AM or rank of NCM" or "SUNSET, SIR, MA'AM or rank of NCM" as appropriate;
 - (4) at Colours the OOD/OOW orders "MAKE IT SO" and the Bos'n's Mate on the inboard ship strikes the appropriate number of bells. At Sunset the OOD/OOW acknowledges the report with "VERY GOOD";
 - (5) followed immediately by the OOD/OOW ordering the Quartermaster to "PIPE THE STILL", or the Bugler to "SOUND THE GENERAL SALUTE";
 - (6) the Quartermaster pipes the still, or the Bugler sounds the General Salute;
 - (7) the Bos'n's Mate pipes over the ship's Piping system "ATTENTION ON THE UPPER DECKS, FACE AFT" (or in the direction of the Ship's Ensign);

- (8) the personnel detailed for the Ship's Ensign and Jack respectfully hoist/lower the Ship's Ensign and Jack in slow time. Particular attention is to be paid to the uniformity of hoisting and lowering the two flags simultaneously;
- (9) when the Ship's Ensign touches the block or is completely lowered, the person on the Ship's Ensign will turn smartly forward and remain at attention, watching for the Prep to be hauled down;
- (10) following the movements of the Senior Officer, the Prep is hauled down;
- (11) the NCM on the Ship's Ensign salutes (if entitlement exists) and reports "CARRY ON, SIR, MA'AM or rank of NCM". The OOD/OOW then orders "CARRY ON". The Quartermaster/Bugler complies by piping/sounding the CARRY ON. The Bos'n's Mate then says "CARRY ON" on the ships Piping system;
- (12) at Sunset, on hearing the "CARRY ON" the assigned NCM switches on the anchor lights, aircraft warning lights and the upper deck lighting; and
- (13) the ship's Ensign and Jack are to be brought to the Quartermaster for safe keeping after the ceremony of Sunset or as dictated by individual ships' policies.

409. BAND OR BUGLER PRESENT DURING CEREMONY OF COLOURS

Direction with regards to [bands participating in Colours](#) on board HMC Ships lay in reference D.

410. SIZES OF FLAGS, SHIPS' ENSIGNS AND NAVAL JACKS

- a. [Canadian Forces catalogues give dimensions of Ship's Ensigns, Naval Jacks and Flags](#) in metric and refer to size numbers 1 through 6. Stores demands are to be prepared using the size number and dimensions.
- b. Appendix 4-A-1 shows the sizes of Ship's Ensigns, Naval Jacks, flags, and their dimensions. Appendix 4-A-2 lists the size of Ship's Ensigns, Naval Jacks and signals flags to be worn on various occasions by size number.
- c. Sunday/Holiday size of colours are to be worn by ships as indicated in Appendix 4-A-2 during foreign port visits, and on Sundays and holidays listed at reference E. A foreign port is any port/anchorage other than Esquimalt, Royal Roads or the Halifax Regional Municipality.

411. HOISTING AND LOWERING CALLSIGNS

- a. When entering or leaving port HMC Ships are to **hoist their callsigns** on the starboard yardarm. When a Senior Officer is embarked, his/her callsign is to be hoisted on the starboard yardarm and the ship's callsign on the port yardarm. Ships operating within the harbour limits shall not hoist callsigns.
- b. When a Fleet or Group Commander's flagship is underway without the Fleet or Group Commander embarked, the Commander's callsign shall not be displayed.

412. BERTH DESIGNATORS

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

413. ABSENTEE INDICATORS

- a. **Absentee Indicators** shall be flown in accordance with ATP 1 Volume II between sunrise and sunset.
- b. Flagships in home port flying a Fleet or Group Commander's indicator are not to fly the Absentee Indicator.

414. HALF-MASTING

- a. **Occasions:**
 - (1) When ordered in accordance with reference B, all flags shall be half-masted at all NRDs and HMC Ships on the death of:
 - (a) the Sovereign;
 - (b) a member of the Royal Family related in the first degree to the Sovereign (e.g. husband or wife, son or daughter, father or mother, brother or sister);
 - (c) the Governor-General;
 - (d) the Prime Minister; or
 - (e) a Federal Cabinet Minister.

- (2) **Within a Province:** Unless special instructions are received, all flags will be half-masted at all NRDs and HMC Ships on the death of:
 - (a) the Lieutenant-Governor; or
 - (b) the Provincial Premier.
- b. The honours listed in paragraphs 1 and 2 above shall be accorded from the day of death until sunset the day of the funeral.
- c. The National Flag, Ship's Ensign, CF Ensign, Maritime Command Flag and Naval Jack, as appropriate, shall be flown at half-mast:
 - (1) at all NRDs and in HMC Ships upon hoisting until 1120 hours on 11 Nov (Remembrance Day);
 - (2) when ordered by NDHQ, Command or Formation Headquarters; and
 - (3) during the funeral and/or memorial service of a service member.

Note: Regardless of rank, on the day of a member's funeral, flags shall be half-masted from colours to sunset. During a memorial service flags shall be half-masted for three hours commencing one hour prior to the service.

- d. For a funeral at sea, flags shall be half-masted when the body is removed from where it has been lying and re-hoisted when the funeral service is completed.
- e. When a body leaves a ship for burial ashore, flags shall be half-masted when the body has been removed from where it has been lying onboard the ship and re-hoisted when sufficient time has elapsed for burial. When a body is being removed from a ship to await burial, colours shall not be half-masted.
- f. The CF Ensign is not half-masted when flown as the Distinguishing Flag of the Chief of Defence Staff.
- g. The boat's Ensign shall be worn at half-mast when a body is being conveyed in the Boat and/or the Ship's colours are at half-mast.
- h. In HMC Ships not underway, when the Ship's Ensign is worn at half-mast, the Naval Jack, shall also be half-masted.
- i. HMC Ships approaching, leaving or in a port or anchorage where any other ship of war has its Colours at half-mast shall, while within sight of that ship, half-mast their own Colours.

j. Half-masting during the ceremony of Colours:

- (1) the preparative pennant and the appropriate signal from ATP1, Volume II are hoisted five minutes prior to colours;
- (2) at Colours the Prep is lowered to the dip, and the Vol II signal is executed;
- (3) the ceremony of Colours is carried out, the ship's Ensign and Jack hoisted close up and immediately lowered to half-mast; and
- (4) the Prep hauled down.

k. Lowering during Sunset ceremony:

- (1) the Prep hoisted five minutes prior to sunset;
- (2) the Prep is dipped at sunset;
- (3) carry out Sunset ceremony, rehoist the Ensign and Jack close up then lowered; and
- (4) the Prep is hauled down.

l. When half-masting is carried out after Colours and re-hoisting prior to sunset:

- (1) the appropriate signal from ATP1, Volume II is hoisted five minutes prior to half-masting and re-hoisting; and
- (2) at the appointed time, the signal to half-mast/rehoisting is hauled down and the ceremony of half-masting/rehoisting is conducted.

Note: When the signal to half-mast is executed, the report to the OOD/OOW shall be "HALF MAST COLOURS, SIR, MA'AM or the rank of NCM". When the signal to rehoist colours is executed, the report to the OOD/OOW shall be "REHOIST COLOURS, SIR, MA'AM or the rank of NCM".

m. Upon the circumstances of ships being ordered to half mast colours when dressed:

- (1) dressing lines are to be lowered;
- (2) ship's Ensigns and Naval Jacks are to be half-masted and masthead flags hauled down;
- (3) ships underway are to half-mast their Ensigns and Naval Jacks and haul down masthead flags; and
- (4) in foreign ports, ships are to adhere to local customs.

- n. A ship carrying a body on a dress ship occasion, is to half-mast her colours and haul down her masthead flags.
- o. If the funeral is to take place at a distance from the ship or port in which the ship is laying, the ship's colours shall be kept at half-mast until sunset, on the day on which the body is removed from the ship or port for burial.

415. DRESSING SHIP

- a. Except as provided for hereunder, ships in port shall, unless otherwise ordered, dress overall from colours to sunset in accordance with Appendix 4-A-3. Ships underway in the vicinity of a port/anchorage shall dress with masthead flags and Naval Jack.
 - (1) Ships in Commonwealth ports, **other than Canadian ports**, on the anniversary of the actual birthday of the Sovereign, where official celebrations are not held ashore, shall dress with masthead flags only, and only while the Royal Salute is being fired.
 - (2) On the day proclaimed in Canada as the official birthday of the Sovereign, ships:
 - (a) in Canadian ports shall dress overall;
 - (b) in other Commonwealth ports shall dress only if the date coincides with that proclaimed by the Commonwealth country, territory or protectorate; and
 - (c) in ports of nations outside the Commonwealth where an official celebration is to be held on shore, shall dress overall, if a celebration is not held on shore, they shall neither dress overall nor dress with masthead flags
 - (3) In Commonwealth ports where the official celebration of the birthday of the Sovereign is held on a date other than that proclaimed, ships shall dress overall on the date adopted for the celebration.
 - (4) The senior officer present may order ships to dress overall on the occasion of important military or civil functions when it is considered in the best interest of the Canadian Forces. In all cases of dressing ship the senior officer is to inform local authorities of such intentions.
 - (5) On the Anniversary of the Statute of Westminster (11 December), ships within Canadian waters shall dress from colours to sunset with masthead flags only.
- b. When the anniversary for dressing ship falls on a Sunday, ships shall be dressed on that day.
- c. On all occasions when ships are dressed, manned out-of-routine ships shall dress with masthead flags and wear the Naval Jack unless otherwise ordered.

- d. Ships proceeding to or returning from sea on a dress ships occasion shall dress with masthead flags only.
- e. Ships shall be dressed with masthead flags and Sunday size colours when escorting a ship-of-war or merchant vessel wearing:
 - (1) the Queen's Personal Canadian Flag or a Royal Standard;
 - (2) a foreign Royal or Imperial Standard;
 - (3) the flag of a Head of State;
 - (4) the Governor-General's Flag; or
 - (5) a Lieutenant-Governor's Flag.
- f. Ships shall be dressed in harbour by order of the Senior Officer present:
 - (1) when in the presence of any ship in which the flags listed in paragraph "e" above are flying; and
 - (2) when in the presence of ships of war of another nation or in the waters of the another nation, on dress ship occasions of the nation concerned.
- g. On the breaking of the Commissioning Pennant during a ship's commissioning ceremony (Article 705), the ship shall dress overall.
- h. When a ship is dressed in honour of a personage or on a ceremonial anniversary, the Canadian National Flag shall be worn:
 - (1) in a ship wearing a distinguishing flag or pennant:
 - (a) with two or more masts, at the unoccupied mast; and
 - (b) with a single-mast, not be worn; and
 - (2) in a ship not wearing a distinguishing flag, at each mast.
- i. When a ship is dressed in honour of a personage or on a ceremonial occasion of another nation, the national flag of that country shall be worn:
 - (1) in a single-masted ship wearing a Royal Standard, Governor General's Flag or distinguishing flag or pennant, alongside the standard or flag. Other single-masted ships shall wear the national flag of the other nation alone; and

- (2) in a two-masted ship wearing the Royal Standard or Governor General's flag or distinguishing flag or pennant, at the fore. Other two-masted ships shall wear the national flag of the other nation at the main and the Canadian National Flag at the fore.
- j. Ships that do not possess the appropriate foreign ensign shall wear the Canadian National Flag on the occasions referred to in paragraph "i" above.
- k. 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.
- l. Ships are to dress with masthead flags only, when the Senior Officer present does not consider it expedient to dress overall. Under no circumstances are the ready duty or communications guard ships to rig strongbacks. They shall dress with masthead flags only.
- m. HMC Submarines and PROTECTEUR class ships are not rigged to dress overall, therefore they shall dress with Bridge Ensign or Masthead flag.
- n. **Dress Ship procedure for colours:**
 - (1) following the movement of the Senior Officer Present at 5 minutes prior to Colours hoist the "Prep" and appropriate signal from ATP 1 Volume II;
 - (2) at 1 minute prior to Colours execute flag signal and report to OOD "DRESS SHIP SIR, MA'AM or rank of NCM";
 - (3) the dressing lines will now be hauled simultaneously to their blocks;
 - (4) at Colours the "Prep" is dipped and the Ceremony of Colours is carried out; and
 - (5) when the "Prep" is hauled down, the masthead is broken.
- o. **Undress ship procedet: for sunset:**
 - (1) following the movements of the Senior Officer five minutes prior to sunset hoist the "Prep" and appropriate signal from ATP 1 Volume II;
 - (2) one minute prior to sunset execute flag signal;
 - (3) the dressing lines are then lowered simultaneously to deck or bottom of strongbacks; and
 - (4) at sunset the "Prep" is dipped and the Ceremony of Sunset is carried out. The masthead flag is lowered at the same time.

- p. SCOPA must observe the progress of dressing line hoisting/lowering to ensure a well coordinated ceremony. The preparative pennant is not to be "dipped" until (as nearly as practicable) all ships have completed the dress/undress portion of the ceremony.
- q. When ships are dressed with masthead ensigns only (either by occasion or by inability to dress overall), masthead ensigns shall be hauled down on execution of the Prep signal at sunset vice on the execution of the undress signal from ATP 1 Volume II.

416. DETAIL OF DRESSING LINES

a. **A dressing line consists of two main components:**

- (1) the strongbacks, which are circular extra special flexible steel wire ropes (ESFSWR) fitted with swivels at both ends, connected to whips; and
- (2) the dressing line, polyester rope twice the length of the strongback plus the distance from the masthead to deck.

Note: Strongback specifications are in accordance with reference E.

b. **Dressing lines and strongbacks are referred to as:**

- (1) Foredown: Jack staff to foremast;
- (2) Fore-to-main: foremast to mainmast; and
- (3) Maindown: Ensign staff to mainmast.

c. The upper ends of the foredown, maindown and the foremast end of the fore-to-main strongbacks are tailed with ESFSWR whips. The other end of the foredown, fore-to-main and maindown are shackled to eye pads at the stem, mainmast and stern respectively. The whips are rove through double sheaved I.B. blocks at the masthead. The masthead block should be at a distance below the tack of the masthead ensign equal to 1 1/2 times the width of the National Flag normally used at the masthead.

d. The dressing line, with signal flags and pennants permanently seized to nylon rope, are equipped with spring clips in the centre of each flag and pennant which snap around strongbacks. The heads of the flag are to be:

- (1) Foredown: towards the foremast; and
- (2) Fore-to-main: towards the foremast.
- (3) Maindown: towards the mainmast

- e. (1) Flags are to be spaced approximately 60cm apart, which may be increased/ decreased to prevent gaps at ends of lines and spread flags evenly over entire length.
- (2) Flags shall follow the order of Appendix 4-A-4 starting from the First Flag:

| | First Flag | at | Ending with | at |
|---------------------|-------------------|--------------|----------------------------|-----------|
| Foredown | ECHO | Jack staff | 2 ND SUBSTITUTE | Foremast |
| Maindown | JULIETT | Ensign Staff | SPEED | Mainmast |
| Fore to Main | STATION | Foremast | EMERGENCY | Mainmast |

- Table 2-1 -

- f. Requirements for numbers of flags by class are detailed in Appendix 4-A-5.

CHAPTER 4

- ANNEX A -

TABLES PERTAINING TO SHIPBOARD CEREMONIAL FLAG PROCEDURES

The following tables provide direction to HMC Ships and Submarines with regards to the size of ship's flags, dress ship occasions and the sequence of dressing lines:

Appendix 4-A-1.....Size of Ensigns, Jacks, Distinguishing Flags and Signal Flags;

Appendix 4-A-2.....Flag Sizes Required by HMC Ships and Submarines

Appendix 4-A-3.....Canadian Dress Ship occasions

Appendix 4-A-4.....Flag Sequence for Dressing Lines

Appendix 4-A-5.....Class Requirements

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Chapter 4

Annex A

- Appendix 4-A-1 -

SIZE OF ENSIGNS, JACKS, DISTINGUISHING FLAGS AND SIGNAL FLAGS

| Ensigns/Jacks/Distinguishing Flags and Pennants | |
|--|---------------------|
| Size | Dimensions |
| 1 | 45cm x 90cm |
| 2 | 67.5cm x 135cm |
| 3 | 90cm x 180cm |
| 4 | 135cm x 270cm |
| 5 | 180cm x 380cm |
| 6 | 225cm x 450cm |
| Signal Flags | |
| 4 | 130cm x 130cm |
| 5 | 108.75cm x 108.75cm |
| 8 | 52.5cm x 52.5cm |

Chapter 4

Annex A

- Appendix 4-A-2 -

FLAG SIZES REQUIRED BY HMC SHIPS AND SUBMARINES

| SHIP TYPE | OCCASION | SHIP'S ENSIGN | | MAST HEAD | NAVAL JACK | | DIST/PERS FLAGS | | SIGNAL/DRESSING LINE FLAGS |
|-------------|-----------------|---------------|-----|-----------|------------|-----|-----------------|-----|----------------------------|
| | | SEA | HBR | | SEA | HBR | SEA | HBR | |
| AOR | Daily/Home Port | 3 | 5 | - | - | 4 | 3 | 3 | 4 |
| | Sunday/Holiday | 3 | 6 | - | - | 5 | 3 | 3 | 4 |
| | Dress Ship | 6 | 6 | 5 | 5 | 5 | 3 | 3 | 4 |
| | Port Visit | - | 6 | - | - | 5 | - | - | - |
| DDH FFH | Daily/Home Port | 3 | 4 | - | - | 3 | 3 | 3 | 4 |
| | Sunday/Holiday | 3 | 5 | - | - | 4 | 3 | 3 | 4 |
| | Dress Ship | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 4 |
| | Port Visit | - | 5 | - | - | 4 | - | - | - |
| MSA MCDV | Daily/Home Port | 3 | 4 | - | - | 3 | 3 | 3 | 5 |
| | Sunday/Holiday | 3 | 4 | - | - | 3 | 3 | 3 | 5 |
| | Dress Ship | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 5 |
| | Port Visit | - | 4 | - | - | 3 | - | - | - |
| SS | Daily/Home Port | 2 | 3 | - | - | 2 | 1 | 1 | 8 |
| | Sunday/Holiday | 2 | 3 | - | - | 2 | 1 | 1 | 8 |
| | Dress Ship | 3 | 3 | 1 | 2 | 2 | 1 | 1 | 8 |
| | Port Visit | - | 3 | - | - | 2 | - | - | - |

Note: Ships that do not hold the proper size Masthead Flag/Ensign shall use the size held closest to that listed. The Masthead Flag/Ensign is never to be larger than the Ship's Ensign.

Chapter 4

Annex A

- Appendix 4-A-3 -

CANADIAN DRESS SHIP OCCASIONS

| DATE | ANNIVERSARY/OCCASION | OVER ALL | FLAG/ENSIGN DISPLAYED | REMARKS |
|--------|---|----------|-----------------------|--|
| 15 FEB | Flag Day | Yes | Cdn National Flag | |
| MAR | Commonwealth Day | Yes | Cdn National Flag | |
| 29 MAR | Canada Act | Yes | Cdn National Flag | |
| MAY | Battle of Atlantic Sunday | Yes | Cdn National Flag | First Sunday in May |
| MAY | The Official Birthday of the Reigning Sovereign | Yes | Cdn National Flag | In Canada celebrated Monday immediately preceding 25 May |
| 01 JUL | Canada Day | Yes | Cdn National Flag | |
| 04 AUG | Birthday of the Queen Mother | Yes | Cdn National Flag | |

Chapter 4
Annex A
- Appendix 4-A-4 -

FLAG SEQUENCE FOR DRESSING LINES

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

Chapter 4

Annex A

- Appendix 4-A-5 -

CLASS REQUIREMENTS

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

| CLASS | FOREDOWN | FORE TO MAIN | MAINDOWN |
|--------------|-----------------|---------------------|-----------------|
| IROQUOIS | 33 | N/A | 39 |
| HALIFAX | 25 | N/A | 43 |
| KINGSTON | 20 | N/A | 20 |
| | | | |

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CHAPTER 5

COMMENDATIONS, HISTORICAL AND HERALDIC FITTINGS

501. INTRODUCTION

This chapter details the only authorized fittings and symbols that may be displayed on HMC Ships, Submarines and at Naval Reserve Divisions.

502. CANADIAN FORCES UNIT COMMENDATION

- a. The Canadian Forces Unit Commendation may be awarded to any unit or sub- unit of the CF that has performed a deed or activity that is considered beyond the demands of normal duty. The Commendation is a framed scroll, accompanied by a special commemorative flag and a gold medallion as described at reference B. The Scroll is to be prominently displayed in the flats or the unit's trophy case.
- b. The Canadian Forces Unit Commendation Pennant shall be flown in accordance with reference B. On completion of the display period, it is recommended that the Pennant be suitably framed and displayed in an appropriate position in the ship.

Note: An additional description of the pennant may be found at reference B.

- c. In addition to the display of the medallion at the ship's brow (reference B), bridgeboards may be prepared for display on the bridge wings for the same period as the Pennant. The essential elements of the bridgeboards are:
 - (1) worn in harbour only;
 - (2) a temporary attachment to the bridge wing and under no circumstance are they to be painted on the bridge wings; and
 - (3) 35.6cm by 76.2cm in dimension. They are painted CF green with three gold colour maple leaves painted horizontally.

503. MAPLE LEAF EMBLEM

- a. All HMC Ships are to wear a red maple leaf in the form of a metal emblem constructed to the following specifications:
 - (1) vessels up to 35m
 - emblem to be 70cm maximum in width and height;

- (2) vessels greater than 35m but less than 65.5m
 - emblem to be 85.3cm maximum in width and height;
 - (3) vessels greater than 65.5m but less than 122m
 - emblem to be 105cm maximum in width and height; and
 - (4) vessels greater than 122m
 - emblem to be 1.4m maximum in width and height.
- b. Emblems shall be displayed in the following positions:
- (1) IROQUOIS class – upper, forward, outboard corners of hanger sides;
 - (2) HALIFAX class – just aft of centre on outboard sides of funnel;
 - (3) PROTECTEUR class – centered on outboard sides of funnels;
 - (4) KINGSTON class – centered on outboard sides of funnels;
 - (5) MSA class – centered on outboard sides of funnel; and
 - (6) Submarines - centered on both sides of the fin.

504. [BARBER POLE](#)

- a. The [Barber Pole](#) Brigade was officially Escort Group C-5 of the Mid-Ocean Escort Force, which escorted convoys from St. Johns, NF to Londonderry, Northern Ireland during World War II. Its name came from the red and white striped band that decorated the funnels of the group's destroyers and corvettes. The Barber Pole graces the surface units of the Atlantic Fleet.
- b. On IROQUOIS, HALIFAX, and PROTECTEUR class ships, the Barber Pole shall be a white band 56cm high with 20.4cm red stripes on a 33-degree angle to the right of vertical. There shall be 20.4cm of white between the red stripes. On KINGSTON and MSA class ships, the Barber Pole shall be a white band 42cm high with 15cm red stripes on a 33-degree angle to the right of vertical. There shall be 15cm of white between the red stripes.
- c. The Barber Pole shall be positioned as follows:
 - (1) IROQUOIS class - LW08 radar pedestals;

- (2) HALIFAX class - casing of Forward Auxiliary Machinery Room /Electronic Counter Measures Compartment;
- (3) PROTECTEUR class - twin funnels above Maple Leaf;
- (4) KINGSTON class - mast immediately above S-band radar platform; and
- (5) ANTICOSTI class - funnel above Maple Leaf.

505. HERALDIC FITTINGS

The following standardized fittings shall be displayed in HMC Ships, Submarines and Naval Reserve Divisions:

- a. **Crown:** Ensign/Jack staff (applicable to HMC Ships and Submarines only)

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

- b. **Ship's Badge:**

- (1) HMC Ships' and Submarines' badges shall be displayed as follows:
 - (a) IROQUOIS Class, two badges:
 - (i) permanent fit – face of mast above LW; and
 - (ii) alongside fit - centered on flight deck overhang, overlooking quarterdeck;
 - (b) HALIFAX Class, two badges:
 - (I) permanent fit - centered on bridge face above windows; and
 - (II) alongside fit - to port of the hangar door;
 - (c) PROTECTEUR Class - centered on bridge face, below bridge windows;
 - (d) KINGSTON Class – face of mast below S-band radar pedestal;
 - (e) ANTICOSTI Class – centered on bridge face, below bridge windows;
 - (f) Submarines – face of fin while alongside only; and

- (g) Naval Reserve Divisions – on the parade deck, behind the dais.

(2) **Mounting base for Ship's Badge:**

The mounting base for ship's badges is to be circular in shape except for the uppermost portion, which is to conform to the shape of the crown. Mounting base is to be made of teak or mahogany with a 5cm margin all round, 2.5cm of which is to be beveled. It is to be 58.4cm x 73.6cm for a 23cm ship's badge and 43.2cm x 58.4cm for a 35cm ship's badge. The base is to be stained and varnished. Ship badges are fabricated by Fleet Maintenance.

c. **Battle Honour Boards:**

Battle honours awarded to HMC Ships are listed in reference B, and shall be displayed on the ship's battle honour board and recorded in the Captain's Ship's Book.

- (1) Battle honour boards are constructed to the standard design illustrated in reference B and displayed on the ships' quarter decks where they can be under the supervision of the gangway staff.
- (2) Boards are normally manufactured as part of new construction. Commander Maritime Command shall appoint an Assistant Inspector of CF Colours and Badges who will ensure, on behalf of the Inspector of CF Colours and Badges, that battle honour boards are manufactured in accordance with this instruction and the sealed pattern held by the Inspector. Repair, replacement and retirement procedures for battle honour boards are established by Commander Maritime Command and coordinated by Maritime Command Assistant Inspector of CF Colours and Badges.
- (3) The outside dimensions of the scroll are not to exceed:
 - (a) AOR - 1.82m x 1.5m; and
 - (a) Destroyer and smaller 1.5m x 90cm; and

d. **Ship's name plate:**

The ship's name plate is to be made of teak or mahogany; the overall Height of the lettering being 22.9cm for AORs, and 15.3cm for destroyers and smaller units. A guidance drawing is found in CFSS curators drawing No. G-F-9-H43-0020045-01, ship's name board. Shipbuilders will provide two name boards and letters for all new construction.

506. NORTH ATLANTIC TREATY ORGANIZATION BADGES

- a. **Badge** shall have a diameter of 1.4m with a NATO emblem superimposed.
- b. Badges shall be displayed on the bridge wings of all warships deployed with a Standing NATO force. Badges shall be included in the NATO pack up issued to the ship prior to being deployed. Badges shall be mounted only while the ship is assigned to NATO.

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CHAPTER 6

RELIGIOUS SERVICES

601. CHURCH PENNANT (Fig. 14):

- a. The **Church Pennant** is to be hoisted when ships' companies are holding divine services both in harbour and underway. If fitted, it is to be hoisted from the peak, otherwise it shall be hoisted at a yardarm. During divine services the pennant may be used to drape a podium or alter. The Church Pennant is to be hoisted and lowered with dignity.
- b. With the exception of dressing line construction the Church Pennant is to be used only as prescribed in sub-paragraph a.

602. CANADIAN FORCES ENSIGN DURING BURIAL

When specifically requested by the next of kin, **the CF Ensign** may be used to drape a casket or ash container/urn in lieu of the National Flag of Canada.

603. BURIAL AT SEA

a. Arrival of the Body at the Ship:

The Guard and Bearer Party shall be formed up in two ranks facing inward on the jetty when the gun carriage or hearse moves to the ship's gangway. The Ceremonial Side Party shall be formed on the forward side, at the head of the gangway. As the gun carriage or hearse approaches, the Guard shall present arms and remain there until the casket is removed. The Guard shall then shoulder arms and follow the Bearer party on board. As the casket is brought on board, the Side party shall pipe the Side.

b. Positioning the Casket:

Whenever possible, the casket is to be positioned so that it is fore and aft with the foot facing forward. The Guard is formed up in two ranks at the head of the casket in athwart ships position. The guard shall be ordered to "REST ON YOUR ARMS REVERSE" and shall remain in that position until all mourners are on board and have been conducted forward into the ship.

c. The Vigil:

During the passage to sea, four members of the Guard are to be detailed as vigil sentries. They are positioned at each corner of the casket, facing outward obliquely (45 degrees to the corner of the casket). They are to be resting on arms reversed until such time as they are relieved.

d. **The Burial:**

Prior to the ships' arrival at the designated burial position, the vigil sentries are to be dismissed and the casket moved to the launching ramp by the Bearer party (at this time accoutrements are to be removed from the casket):

- (1) the Bearer party remains on either side of the casket maintaining their grip on the handles. (Care is to be taken to ensure that the holes in the casket are concealed by the flag);
- (2) the Guard is formed up, fore and aft, facing out board, in two ranks, in the rest on your arms reversed position. The Guard Commander is positioned in the rear and the Bugler on the right of the Guard;
- (3) at the commencement of the service the Church pennant shall be hoisted. All military personnel except the guard and Side party are to be ordered to remove headdress;
- (4) upon completion of the service, the chaplain shall take one pace back. On this signal, the Guard Commander shall give the cautionary word of command "GUARD" and pause to allow all personnel to replace headdress before ordering the Guard to "PRESENT ARMS";
- (5) the Guard shall present arms from the position of rest on your arms reverse. On the last movement of present arms, the Bearer party shall commit the body to the sea while all Officers and NCMs not fallen in salute. Simultaneously, the bugler plays the Last Post; and after a 10 second pause, Reveille. Salutes shall be maintained during both call and the interval between. Following Reveille the guard shall be ordered "SHOULDER ARMS" then dismissed. At this time the Church pennant shall be lowered; and
- (6) floral tributes are dropped into the sea on completion the service.

- Note:**
1. For Guard/Bearer party composition refer to reference A.
 2. The above guidelines are pertinent to Christian burial services. They may be modified to conform to other faiths.

604. COMMITTAL OF ASHES AT SEA

- a. The **final disposition of the ashes** of former service personnel, in a timely and organized manner, is critical to minimize the anguish of the next of kin.
- b. In order to administer these needs expeditiously, the Fleet Commander or Formation Chaplain shall co-ordinate on receipt of ashes or as soon as the next of kin's intentions are known. Fleet Commanders will designate an appropriate ship by message or ships may be arranged by personal arrangement. Message and letter formats are included in Formation Orders.

- c. The designated ship shall message the appropriate Fleet and Formation Chaplain of the ceremony of “Committal of Ashes” stating the name(s) and rank of the deceased, and the time, date and position of the committal. The ship shall prepare a framed chartlet (using a actual chart and not a photocopy) indicating the ship’s name, position, name(s) and rank of the deceased, time and date of the committal. They shall further prepare and forward a letter with the chartlet to the next of kin, not more than two weeks after the ceremony. On receiving confirmation of the “Committal of Ashes”, the Formation Chaplain will make every effort to ensure that the NOK are informed of the event prior to the arrival of the chartlet and letter from the ship.
- d. **Conduct of Ceremony:**
- (1) to ensure that the ashes are piped on board, the conducting Chaplain shall contact the ship, to determine the ETA; and
 - (2) when the ship arrives at the determined position of the ceremony:
 - (a) stop engines or proceed at a very slow speed;
 - (b) carry out the ceremony of half-masting the Ensign, and hoist the Church pennant;
 - (c) muster the Ceremonial Committal of Ashes Party on the leeward side of the Quarterdeck, the party is to consist of :
 - (I) an officer;
 - (II) ceremonial piping party;
 - (III) the Chaplain; and
 - (IV) designated personnel to assist the Chaplain.
 - (d) pipe the “still” and “Attention on the upper decks, face aft”;
 - (e) place container on the committal board, and the board and container covered by the National Flag; (or the CF Ensign if so requested;)
 - (f) commence the ceremony by the Chaplain;
 - (g) as the ashes are scattered (by lifting the inboard end of the committal board and letting the container slide out from under the covering flag), pipe the “Side” and “Attention on the upper decks, face port/starboard (leeward side)”. At this time the OOW is to fix the ship’s position;
 - (h) complete the ceremony by the Chaplain;

- (i) pipe the “Carry on”; and
- (j) carry out the ceremony of re-hoisting the Ship's Ensign and haul down the Church pennant.

605. COMMITTAL BOARD

In order to commit the ashes of the deceased to the sea in a respectful manner, ashes will no longer be actually scattered but will be commended to the deep within their urn and by the use of a **committal board**. Ships are required to construct and hold a committal board onboard of the following dimensions:

- a. length 183cm;
- b. width 45.8cm;
- c. rails 6.3cm high are to be fitted down the sides and head to prevent the container from slipping off the board;
- d. six 8.9cm brass handles shall be installed as follows:
 - (1) two at the head of the board 30.5cm apart and centred; and
 - (2) two on each side of the board 43.2cm apart and centred; and
- e. clips shall be added to the bottom of the board so as to brace it on the guard rail. The first support shall be 160.2cm from the head of the board with an 8.2cm separation to the second.

606. BAPTISMS

- a. The **Baptism** of children on board ship is conducted in the Wardroom. The ship's bell is mounted in a special holder, which is to be draped with the Naval Jack. The bell is then used as a font for the baptism. On completion of the ceremony the Chaplain pours the water into the sea from an appropriate position on the upper deck of the ship. As the water is being poured overboard the OOD shall order the Quartermaster to pipe the “Side” and salute.
- b. The Church pennant shall be hoisted during the ceremony.
- c. The child's name and date of the baptism are engraved on the bell in accordance with MARCORDS.

607. WEDDINGS

- a. When a member of a ship's company is married in the port in which the ship is lying, a garland of evergreens may be hoisted at the masthead on the day of the ceremony. If the [wedding ceremony](#) is held on board it is appropriate to hoist the garland and the Church pennant during the service. After the wedding garland is hauled down, it is customary for it to be left in the appropriate cabin or crew space so that it welcomes the newly-wed back to the ship.
- b. The garland consists of two loops, one inside the other at right angles to give the appearance of a sphere, with white silken streamers hanging down from the bottom. Procurement of the wreath is the responsibility of the ship's member getting married.

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CHAPTER 7

MISCELLANEOUS CEREMONIES

701. NAVAL DRILL PROCEDURES

Naval drill procedures such as "Sword drill", "Shipborne Divisions", "Petty Officer's Guard", "Gun Carriage" and "Saluting Gun Drill" shall be in accordance with reference "A".

702. SHIPS OUT-OF-ROUTINE

- a. HMC Ships that are in an unmanned refit, Extended Work Period (EWP), Extended Readiness Period (ERP), reduced manning, or Reduced Duty Watch (RDW) are to be considered out-of-routine and shall:
 - (1) not hoist the Naval Jack and shall fly the Port flag at the commencement of the inactive period on the date promulgated by the Commanding Officer; and
 - (2) rehoist Ship's Colours and haul down the Port flag on the date marking the end of the inactive period.
- b. Further, ships in unmanned refit shall haul down the Ensign, Commissioning Pennant and the Port flag when the ship is deactivated and signed for by the contractor.

703. CEREMONIAL ANCHORAGE

- a. A ceremonial anchorage can be carried out by a group of ships coming to a formation anchorage or by a single ship on a special occasion.
- b. The following are to be completed by Ten Cables:
 - (1) accommodation ladder rigged and turned outboard and in a horizontal position (port side on HALIFAX class);
 - (2) Mediterranean ladder and boom(s) rigged. (HALIFAX class rig boat boom port side inboard and only rig Mediterranean ladder on completion of anchoring if required);
 - (3) RHIB manned, lowered to deck level and luffed in against the ship's side. LCVPs turned out, manned and ready for lowering. (Zodiacs are not to be lowered during a ceremonial anchorage);
 - (4) hands fallen in;
 - (5) Ensign and Jack staffs rigged;

- (6) HALIFAX class to have anchor a cockbill; and
- (7) chain platform rigged and inboard:
 - (a) IROQUOIS class rig starboard side,
 - (b) HALIFAX class rig on designated side, and
 - (c) PROTECTEUR class rig port and starboard side.
- c. At Ten Cables:
 - (1) shift Ensign to the harbour position (may be done earlier on signal from the senior officer);and
 - (2) hoist callsigns and distinguishing flags as required.
- d. At Five Cables: slew out RHIB. LCVPs lowered to deck level.
- e. At Three Cables: hands fall out, man boom(s), chains(s) and ladder(s).
- f. At Two Cables:
 - (1) lower RHIB, LCVPs and ladder(s) to the water line but clear of the water;
 - (2) place boom(s) vertical; and
 - (3) chain platform(s) passed outboard and manned on appropriate side.
- g. At One-Half Cable (standby); remove pin in blake slip, remove blake slip. The anchor is to be “LET GO” from the brake, under control.
- h. On Letting Go the anchor:
 - (1) off brake. Let go anchor under control;
 - (2) RHIB is to be slipped and proceed to waiting position on the quarter until finished with engines. LCVPs are not to be slipped until all way is off the ship;
 - (3) boom(s) and ladder(s) to be lowered into position; and
 - (4) haul down call signs, break flag Uniform at the dip, and hoist the Naval Jack (when safe).

Note: In case of ceremonial formation anchorages, the OCE is to conduct a countdown of distances to go.

704. **MANNING AND CHEERING SHIP**

a. **This custom is to be conducted on the following occasions:**

- (1) Her Majesty the Queen or her representative, His/Her Excellency the Governor General visit or make their departure from units of the fleet;
- (2) when HMC Ship(s) enter harbour after an engagement or victory at sea;
- (3) when HMC Ship(s) sails to her new home port;
- (4) when an HMC Ship pays off during her final sail pass;
- (5) on the departure of a Flag Officer, Senior Officer or a Commanding Officer; and
- (6) other occasions as directed by command.

b. **Conduct of Ceremony:**

- (1) On the command “FALL IN FOR MANNING SHIP” the ship’s company shall fall in as for divisions. The Coxswain shall designate to each divisional Chief Petty Officer an area which that division shall man, ensuring as closely as possible, that an equal number of personnel are being designated to either side of the ship. Upon arriving at their designated area Divisional CPOs shall position their divisions so that each sailor is at attention, facing outboard, and one pace clear of the guardrail.
- (2) Using the upper deck broadcast the Executive Officer shall order “DRESSING FORWARD, RIGHT AND LEFT DRESS”. The interval in dressing shall be as space permits. Once all adjustments are completed the order “EYES FRONT” shall be given.
- (3) On the command “MAN SHIP”, each individual takes one pace forward and grasps the guard-rail with both hands, crossing wrists with the person next to him.
- (4) The Executive Officer shall then order “SHIP’S COMPANY ATTENTION”
- (5) On the command “REMOVE HEADDRESS”, the headdress is removed and held in the right hand with the arm fully extended in front of the body and parallel to the deck with the crown of the cap facing outboard.
- (6) On the command “THREE CHEERS FOR.....HIP, HIP”, all personnel join in on the “HURRAY”, and at the same instant execute a small clockwise circle with the cap, kept at arms length and with the crown facing outboard.
- (7) On completion of the three cheers, the Executive Officer shall order “REPLACE HEADDRESS” and again order “MAN SHIP” at which time all personnel shall take one step back from the guardrail.

- (8) when permission to secure has been received, the Executive Officer shall order “SHIP’S COMPANY, ATTENTION , TURN FORWARD DISMISS”.

705. SHIPBUILDING CEREMONIES

- a. There are three traditional ceremonies common to the building of ships:
 - (1) Keel Laying;
 - (2) Naming and Float-up/Launch; and
 - (3) Commissioning.
- b. Keel laying ceremony should be arranged by the PMO and the ship's builder. Generally a ship at the time of launching and naming has yet to be turned over to the Department of National Defence, these ceremonies are the responsibility of the builders. The commissioning ceremony is to be arranged by NDHQ/PMO, Commanding Officer Designate and the Builder if applicable.
- c. Circumstances may dictate the combining of the launching, naming and commissioning ceremonies into one major event. It is also possible that the launching and naming or the naming and commissioning ceremonies may be combined and minor modifications of the sequences below may be required.
- d. **Keel laying ceremony:**
 - (1) When a keel is laid, an appropriate local and semi-formal ceremony is to be arranged with the ship’s builder.
 - (2) The following guide is to be followed for the keel laying ceremony:
 - (a) arrival of guests at the ways;
 - (b) address by a representative of the ship builder;
 - (c) Senior Naval Representative (SNR) places a silver dollar on the area where the first section of the keel is to be laid, and then addresses guests;
 - (d) a section of keel is lowered into place; and
 - (e) the SNR declares the keel “well and truly laid”.

e. Naming ceremony:

- (1) Whether launched or floated up, this ceremony is known as the naming ceremony. Arrangements for this ceremony are made between NDHQ (PMO) and the builder.
- (2) The following guide is to be followed for the naming ceremony:
 - (a) guests assemble on the platform;
 - (b) the playing of "O Canada" will precede commencement of the ceremony;
 - (c) Ship's Ensign and Naval Jack is to be hoisted on the first note of "O Canada";
 - (d) address by the ship's builder or his/her representative and other appropriate guests (should not be more than three);
 - (e) the officiating clergy blesses the ship, followed by the playing of the first verse of "Eternal Father";
 - (f) the ship's sponsor breaks a bottle of champagne over the superstructure saying:

" I name thee Her Majesty's Canadian Ship _____, God bless this ship and all who sail on Her";
 - (g) simultaneous with the breaking of the bottle the masthead ensign is to be broken;
 - (h) the builder calls for "Three cheers for Her Majesty's Canadian Ship _____"; and
 - (i) immediately followed by the playing of:
 - (I) "Heart of Oak";
 - (II) "God Save the Queen"; and
 - (III) "O Canada".

f. Commissioning Ceremony:

- (1) The commissioning ceremony is to be arranged by the appropriate Formations Commander with input from NDHQ/PMO, Commanding Officer Designate and the Builder if applicable. NDHQ is to confirm, nominate, and publish the following:
 - (a) the name of the guest of honour;
 - (b) the names of officiating Clergy;
 - (c) the approved program;

- (d) the official guest list; and
 - (e) the amount of entertainment grant authorized.
- (2) The following guide is to be followed for the commissioning ceremony:
- (a) ship's company fall in on the jetty and guests assemble;
 - (b) the "Alert" is sounded as the official party arrives;
 - (c) appropriate honours paid to the guest of honour;
- (3) if appropriate the guest of honour inspects the Guard and Band; and
- (4) once the guest of honour is seated the "Carry On" is sounded;
- (a) the senior representatives of DND, ship's builder and the guest of honour give short addresses;
 - (b) the signing of the official acceptance document;
 - (c) a religious service;
 - (d) the Commanding Officer orders the ship Commissioned;
 - (e) the "Alert" is sounded followed by "O Canada" at which time;
 - (I) the ship's Ensign and Jack are hoisted;
 - (II) the Commissioning Pennant is broken;
 - (III) dressing lines are hoisted; and
 - (IV) masthead ensign(s) are broken as the dressing lines simultaneously arrive at the masthead blocks;
 - (f) appropriate presentations are made; and
 - (g) the Commanding Officer orders the ship manned. As the ship's Company marches on board the band plays "Heart of Oak".
 - (h) At a commissioning ceremony or a naming and commissioning ceremony the ship's Ensign and Jack are hoisted and the Commissioning Pennant broken at the moment of commissioning or naming (on the first note of "O Canada").

- (i). When a ship is commissioned prior to the official acceptance the above procedure is to be followed on the commissioning day. On subsequent days, prior to the ship being officially accepted only the Ensign and masthead pennant are to be flown.

g. **Re-commissioning:**

When a ship is re-commissioned, a similar ceremony as described in paragraph 7 but of a lesser magnitude is to be carried out.

706. PAYING-OFF

- a. **Sailpasts** for ships and submarines to be **paid-off** shall be scheduled in accordance with directives and orders from Command. On the day after the final sailpast, the ship or submarine is considered officially paid-off and struck from the active list.
- b. Regardless of manning levels maintained on board the paid-off vessel, the ship or submarine is not entitled to wear ship's colours, nor shall the Port flag be flown, as out-of-routine requirements are not met.

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Distinguishing Flags and Pennants



Fig-1
The Queen's Personal Canadian Flag



Fig-2
The Governor-General's Flag



Fig-3
The National Flag/Ship's Ensign

Fig-4

Lieutenant-Governors' Flags



Ontario



Quebec



Nova Scotia



New Brunswick



Manitoba



British Columbia



Prince Edward Island



Saskatchewan



Alberta



Newfoundland



Fig-5

Canadian Forces Ensign

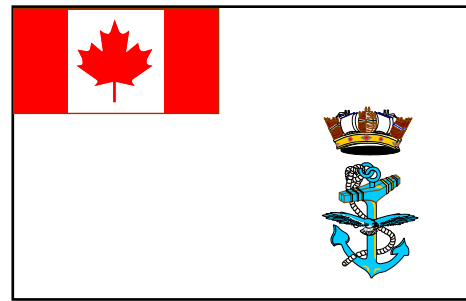


Fig-6

Maritime Command Flag/
Naval Jack



Fig-7

Commander Maritime Command

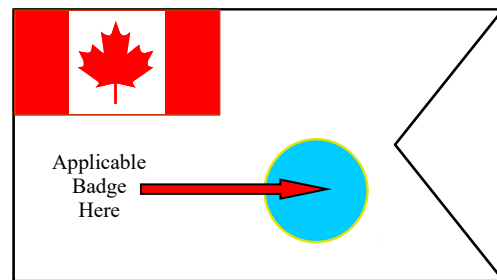


Fig-8

Commander
MARPAC/MARLANT

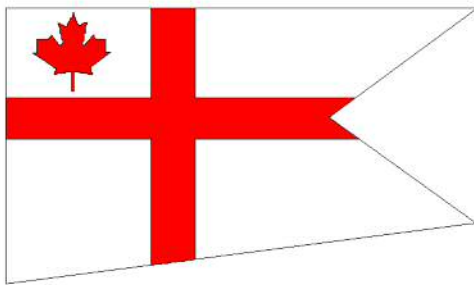


Fig-9-a

Commander
CANFLTPAC/CANFLTANT

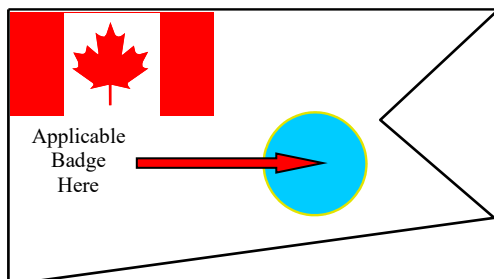


Fig-9-b

Commander
NAVRES

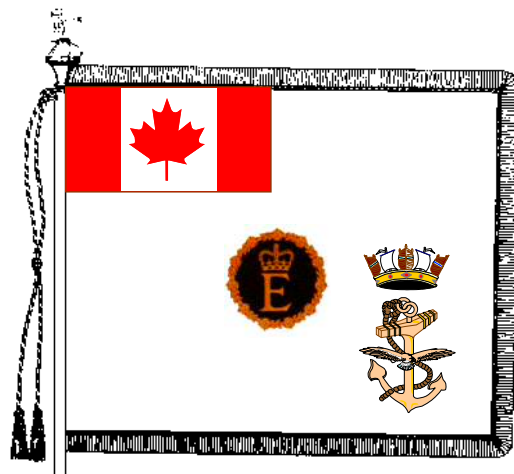


Fig-10

Queen's Colour for
Maritime Command

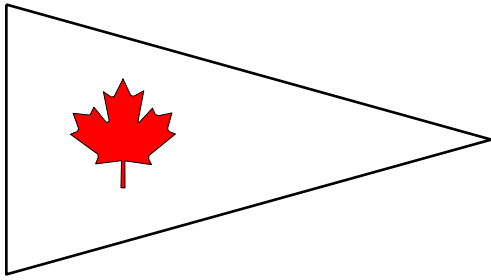


Fig-11
Base Commander/NRD
Commanding Officer

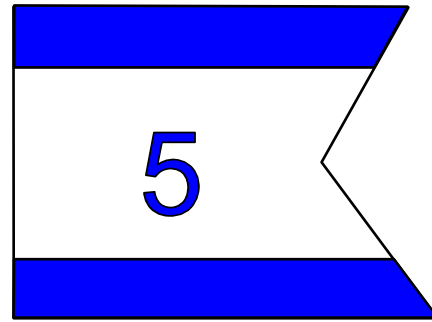


Fig-12
Group Commander
Indicator

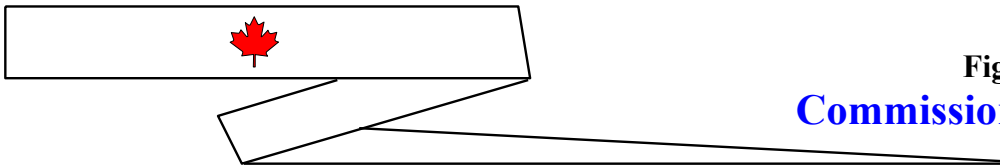


Fig-13
Commissioning Penant

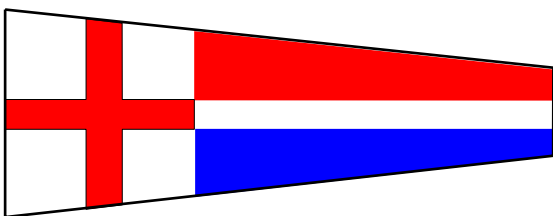


Fig-14
Church Pennant

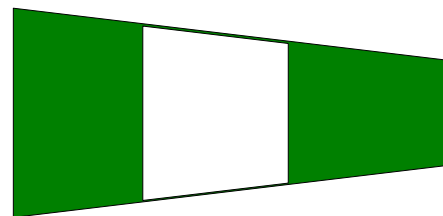


Fig-15
SCOPA

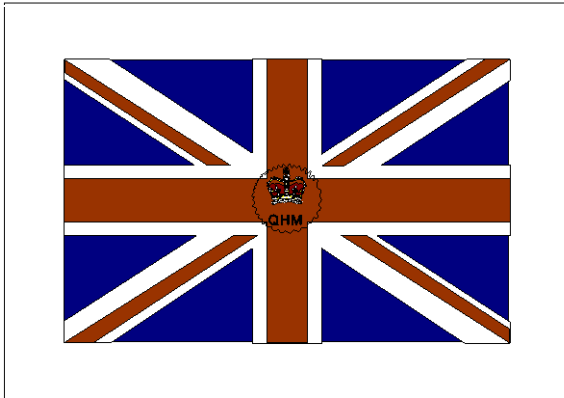


Fig-16
QHM Flag

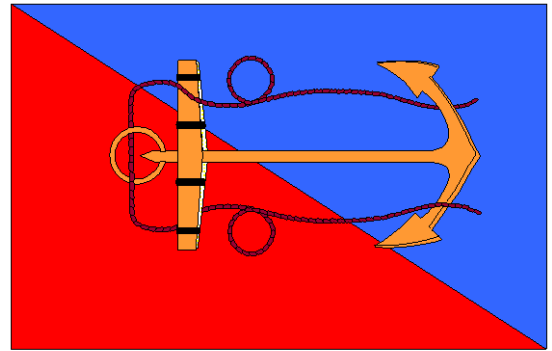


Fig-17
Naval Board Flag



Fig-18
United Nations Flag

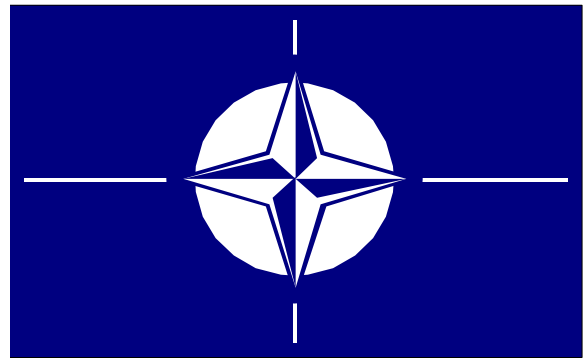


Fig-19
NATO Flag

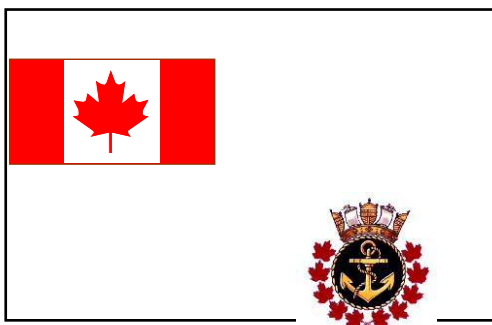


Fig-20
Royal Canadian Sea Cadet Flag

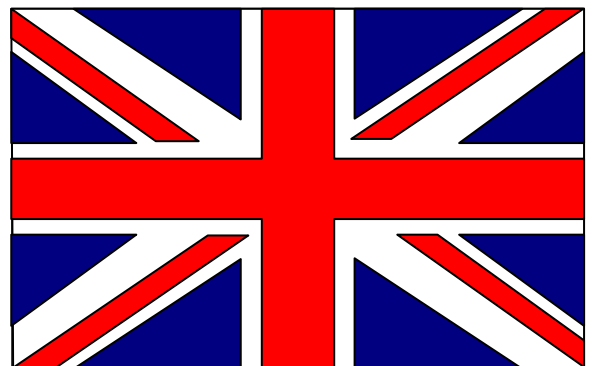
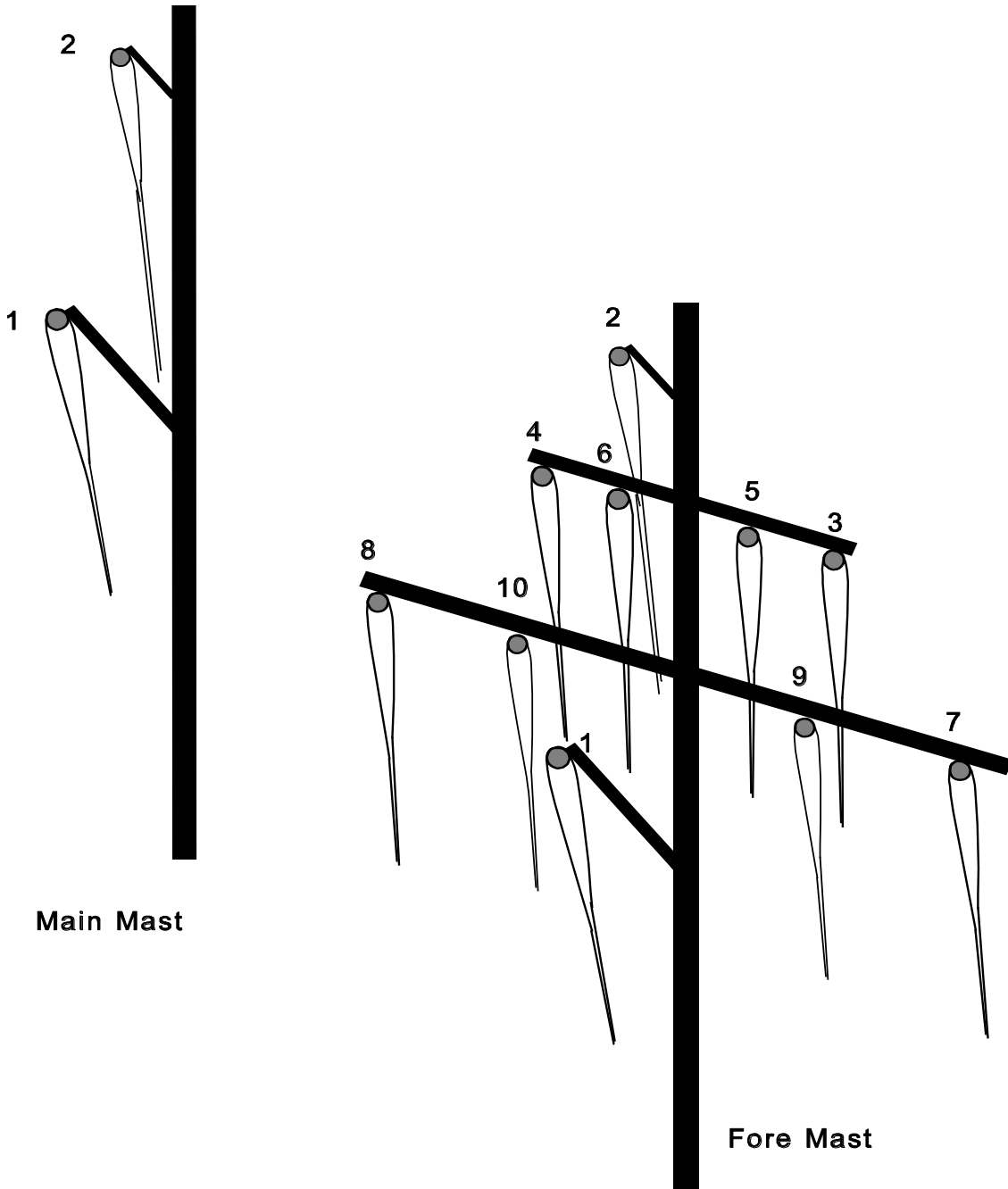


Fig-21
Royal Union Flag

SUPERIOR POSITIONS ON SHIPS MASTS



GLOSSARY

For the purpose of the Manual of Ceremony for HMC Ships, Submarines and Naval Reserve Divisions the following terms and definitions apply:

Armed Auxiliary Forces

maritime forces, other than commissioned naval vessels, that are equipped armed with main armament.

Bent on

flag has been attached to the halyard, is in hand and ready to be hoisted.

Boat's Ensign

National Flag of Canada, (Ship's Ensign) of a size suitable to wear in boats.

Boatswain's call

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.

Breaking - (a flag)

action of unfurling a flag. A flag may be folded and tied in a variety of ways to prepare it for breaking. A diagram is contained in A-AD-200-000/AG-000.

Bridge Ensign

Ensign or National Flag displayed at the top of the fin during dress ship occasions.

Close up

flag is hoisted to the full extent of the halyards with the head of the flag touching the block.

Ceremony of Colours

Morning colours - hoisting of ship's Ensign and Naval Jack,
Evening colours (Sunset) - lowering Ship's Ensign and Naval Jack.

Colours (ship's)

include the Ship's Ensign, Naval Jack and Distinguishing Flag or Commissioning Pennant.

CCRC

Coastal Ceremonial Review Coordinator.

Dipping Ship's Ensign

lower the Ship's Ensign so that it is down to a position two-thirds of extent of the halyard. This definition refers to the act of returning a salute from a merchant vessel.

Displace

physically haul down and replace a less superior flag/pennant.

e.g.: Haul down commissioning pennant when a Flag Officer is embarked.

Distinguished Personage

an officer or dignitary, of the rank of Brigadier General/Commodore or equivalent and above, officially visiting an HMC Ship, Submarine or Naval Reserve Division. Distinguished Personages are not normally members of the unit they are visiting.

Distinguishing Flag

authorized Flag or Pennant flown by an individual to denote Rank, command, Office or Authority including a Royal Standard.

Ensign

the Canadian Forces Ensign.

Gaff

a spar projecting aft from the mast and angled up at approximately 45 degrees.

Flag Officer

an Admiral, Vice-Admiral, Rear-Admiral or Commodore entitled to fly a distinguishing flag or broad pennant.

Half-masting

Ceremony in honour of remembrance.

centre of the Ship's Ensign and Naval Jack is half-masted exactly half way down the mast or staff.

Harbour Moves / Harbour Limits

Ships movements, either by tug (cold move) or under ship's own power (hot move), solely within the harbour limits.

Halifax - inside of Mauger's Beach.

Esquimalt - inside a line passing between Albert Head and Ogden Point.

Headstick

is a piece of wood inserted in the lining of the inner border at the head of the Ship's Ensign and Naval Jack to allow them to fit close-up to the block of their respective staffs.

Informal Visit of Persons

an unceremonious visit by a dignitary(s), authorized pipes shall be rendered but not formal honours such as musical salutes.

e.g.: ship tour.

In hand

holding of the Ship's Ensign and Naval Jack in such a manner as to reflect respect and military bearing prior to hoisting or on completion of lowering. At no time are either the Ship's Ensign or Naval Jack to touch the deck.

In Command

an Officer in Command of a single ship or formation of ships.

Masthead pennant

Masthead pennant, Captain's pennant, and Commissioning pennant are synonymous terms and refer to a pennant worn at the main or other suitable position aft by all HMC Ship's in commission commanded by an Officer below the rank of Commodore.

Manual, the

The Manual of Ceremony for HMC Ships, Submarines and Naval Reserve Divisions.

National Flag

the National Flag of Canada.

Official Visit of Persons

a visit by a Distinguished Personage in a formal capacity with regards to their position e.g. Chief of Maritime Staff attending Ceremonial Divisions.

Out-of-Routine

a ship in commission but undergoing unmanned refit, EWP, reduced manning or RDW is out of routine.

Paying off

to place a ship out of commission.

Peak

upper end of the gaff.

Royal Family

those persons, being subjects of Her Majesty the Queen, who bear the title "Royal Highness".

Royal Union Flag

the Flag known as the "Union Jack and /or Union Flag".

Saluting Ship

a ship with armament suitable for the firing of a salute.

Senior Officer

Officer of the rank of LCdr or above.

Ship's Colours

the Ship's Ensign, Naval Jack, and masthead pennant or Distinguishing Flag.

Ship's Visits to Foreign Ports

Formal

Requiring special honours and ceremonies to be rendered, normally when VIP are embarked and participating in National ceremonies.

Informal

Involve participation in local ceremonies restricted to customary salutes and exchange of calls.

Routine

Made primarily for logistics, repairs, search and rescue, Transport of personnel, recreation, passage through territorial waters, combined exercises, trials or in connection with other operational tasks. Calls and other formalities restricted to the principle purpose of the visit.

Shift

to physically move a flag or pennant to a less superior position.

Ship's Ensign

the National Flag of Canada worn by HMC Ships.

Sunset

the ceremony of Evening Colours, at which time the Ship's Ensign and Naval Jack are lowered.

Superior position

the position on a mast or position on a particular mast which takes precedence over other positions on a mast.(On a flag staff fitted with a gaff, the gaff is the superior position).

Superior position (ships)

in order of precedence the superior positions are the main masthead, fore masthead, mizzen masthead, starboard yard, then port yard (alternating from outer to inner yard) in that order. (destroyers and smaller ships are considered to be single-masted ships in matters of ceremonial).

Standard

a flag which depicts the armorial bearings of the person entitled to fly it. Sovereign and certain members of the Royal Family have personal standards which are flown to denote their actual presence.

Still

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

Take precedence

to occupy a superior position.

Tracking

is a system utilizing small clips secured to the inner border of the Ship's Ensign and Naval Jack for attachment to a wire affixed to their respective staffs. This arrangement ensures that the flag remains close to the staff while flying.

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**THE MANUAL OF CEREMONY FOR
HMC SHIPS, SUBMARINES AND NAVAL RESERVE DIVISIONS**

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