

FOREWORD

1. The First Edition of the "Manual of Canadian Naval Etiquette" has been produced by VENTURE, The Naval Officer Training Centre. It is not to be construed as modifying or superseding any written instructions or orders issued by higher authority.

2. A good naval officer exhibits such qualities as honor, courage, integrity, laudable professional knowledge and, above all, loyalty to subordinates and superiors alike. However important these attributes are to the proper functioning of the Navy, they are seldom witnessed by those whom we defend nor by those we meet formally and socially at home and abroad. Unfortunately this means our collective reputation is not necessarily built upon what we are, but upon what we are perceived to be. By implication, our individual appearance and deportment become important factors in establishing and maintaining the reputation of the Navy. The "Manual of Canadian Naval Etiquette" was developed in support of this notion.

3. It was not intended that this manual be interpreted as either all-encompassing or "written in stone". Etiquette is a topic which is far too broad and transitional for such an aim to be valid. An attempt has been made to provide the basic knowledge necessary in the certain specific settings which inexperienced naval officers may soon find themselves. Although applicable to officers of all ranks, this manual should be viewed as containing the minimum standard. To that end, I strongly encourage the submission of suggestions for amendments and additions so that future editions will be of even greater utility to the fleet. They may be forwarded directly to VENTURE (NOTC), FMO Victoria, B.C., VOS 1B0

4. This manual is written in the male gender for ease of reading. Any comments peculiar to the female gender are recognized within the text. In all other respects this manual applies equally to male and female officers.

Commanding Officer
VENTURE, The Naval
Officer Training Centre

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Any credit is theirs, any blame is not.

D.W. Love
Lieutenant(N)
VENTURE
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1.01 DEFINITION AND AIM OF ETIQUETTE

1. Etiquette may be defined as "the conventional rules of personal behavior in polite society". Several synonyms are: manners, politeness, propriety, deportment, social conduct, decorum or proper form. Regardless what words are used to describe it, proper etiquette involves the observance of social conventions particular to a given society. Such systems of rules help make up the foundation of the social stability and order which make communal life possible. Proper etiquette, however, involves much more than the memorization of and strict compliance with a particular set of rules. To understand why, one must look at the twofold aim of etiquette.

2. The first aim of proper etiquette is "the consistent demonstration of thoughtfulness and consideration for the well-being of others". Since the attitudes and standards within a given society change with time, what is or is not acceptable behavior also slowly changes. Therefore, the specific rules of proper etiquette are dynamic. Recognition of this makes the occasional breach of the rules forgivable. However, a breach of the first aim - thoughtfulness and consideration for the well-being of others - is reprehensible.

3. The second aim of proper etiquette is "the gracious acceptance of reciprocation". Others must be fully afforded the opportunity to demonstrate their thoughtfulness and consideration for your well-being. This is so because only a mutual, interactive process of kindness and decency will allow mutual trust, respect and friendship to flourish. Here again, the aim takes primacy over the specific rules - an error should be readily forgiven, but conformity with the aim is absolutely necessary.

4. It is very important to make an honest effort to uphold the rules of etiquette and consistently apply the spirit of the aim. By doing so polite human relations are established as an almost instinctive process within the society and the order necessary for communal life is created. All those within the society benefit from this because it is the only social setting in which peaceful, collective prosperity may exist.

1.02 PRECEDENCE, PROTOCOL AND DIPLOMACY

1. Most people in the world live within organized societies and most societies, in one way or another, tend to advocate some degree of equality among individuals. Despite this however, within each organized society some form of hierarchy exists. There is normally some difference of relative position or rank among the individuals within the society... some people lead and some people follow. At one end of the leader/follower spectrum are the Monarchs, Presidents or Premiers. At the other extreme are the subjects or citizens, with individuals of varying significance of position or rank in between. The reality of hierarchies has led to the establishment of a system which recognizes the relative seniority of individuals by position or rank. The system which does so is known as Precedence.

2. Precedence is actually a code which places individuals in correct order of importance. The result of Precedence may be readily observed at any organized social gathering such as, for example, a group of local government officials which intend to address an audience. The timings of arrivals and departures, the sequence of speaking, even the proximity of each to the podium, are all functions of Precedence. These things could not be so readily decided upon without deference to the relative importance of the individuals concerned.

3. Precedence is not unique to civic authorities. A good analogy is the relative ranks held by members of the different armed services within a country. Precedence also extends internationally in the form of relative ranking of such persons as Ambassadors, High Commissioners, Heads of Government, Heads of State etc. For example, the Commanding Officer of HMCS HURON, the Canadian Ambassador to the United States and Her Majesty the Queen all have different Precedence within Canada. However, internationally they would be equal to the Commanding Officer of HMS BRISTOL, the Australian High Commissioner to Canada and the President of France respectively. As a political scientist might put it: "within each sovereign nation state - the common denominator of international relations - there exists a codified system of Precedence. In other words, within the international community there exist other individuals which, within their own societies, are in equivalent positions... in effect, identifiable opposite numbers". Recognition of this has led to the development of something known as Protocol.

4. Protocol is a system of international courtesies based upon practices developed over centuries of experience. The conventions of Protocol recognize the precedence of dignitaries and define precisely which traditional courtesies are offered and received. The observance of Protocol tends to provide stability and predictability to meetings by first creating the setting, and then by adding to the sense of occasion. This then legitimizes and dignifies, to the correct degree, the significance of the discussions and possible decisions which may result from the meetings. In this way the observance of Protocol greatly assists in the success of international diplomacy.

5. Precedence, Protocol and Diplomacy are the elements which contain the specifics of what might be viewed as a form of international etiquette: the offering and acceptance of certain courtesies which help provide a framework for polite human relations. The result of which, so it is believed, is ongoing peaceful, collective prosperity.

1.03 ETIQUETTE AND THE NAVAL OFFICER

1. To be a naval officer means much more than simply being an executive in uniform. To be a naval officer is to be someone belonging to an identifiably unique and very demanding profession. It is not a career, it is a way of life. There are few professions which demand that its members be willing to give their lives in its service, but such is the case in the Navy. It is expected by the Navy that the day to day actions of its members reflect a dedication and loyalty to this reality. Because they are so easily identifiable in public, if one naval officer fails to act in this way, the reputation of the entire peerage is damaged. This is only one of the many reasons why, particularly for new officers, the study of etiquette is important.

2. At one time it was not thought necessary to teach officers "generic" etiquette. Recall what was noted above: etiquette may be defined as "the conventional rules of personal behavior in polite society". Notice that the notion of societal hierarchy or social class is implicit within the term "polite society". Historically, upper class families purchased commissions for their sons. They were already considered members of "polite society", having been raised in such a family. Because of their social status prior to entry into the Service, they were usually experienced in the proper etiquette necessary in the presence of other members of "polite society", including royalty. It was, therefore, not expected they would require instruction in the social graces.

3. Today many things are quite different. First, commissions are no longer purchased. They are granted by virtue of the abilities an individual has to offer the Service and the need the Service has for those abilities. Selective, voluntary entry based on ability and advancement by competitive examinations are the hallmarks of today's Navy. Second, political thought has changed dramatically. Individual equality has come to replace the old social class structure and, combined with selective service, has resulted in an officer cadre made up of individuals with broadly differing backgrounds.

4. However, as described in an earlier section, social hierarchy still exists, though now it is more a function of societal leadership rather than class, hereditary property ownership or wealth. "Polite society", albeit in a different form, still exists. A set of "conventional rules of personal behavior in polite society" still exists. The difference in the equation is that all naval officers are not necessarily products of "polite society". Upon entry into the Service they realize - sometimes to their displeasure or chagrin - they have perhaps not been prepared properly to meet the social demands made of them.

5. As someone personally commissioned by Her Majesty the Queen, a naval officer could at any time be called into the presence of royalty. This is something which has not changed over the centuries. Naval officers travel throughout the world, are brought into professional and social contact with many foreign dignitaries and, while doing so, are quite correctly perceived to be representatives of the Crown. To act improperly as an individual would and does have far greater implications due to this representative nature of the profession.

6. As should be obvious, to act within the accepted bounds of personal behavior is not only important for the reputation of each naval officer, but also impacts upon the reputation of his peers and, in fact, his country. Here is a summary of important reasons why etiquette should be studied by every officer:

- a. all officers have not necessarily been previously schooled in social skills;
- b. "polite society" exists at home and internationally;
- c. each naval officer's representative function within "polite society" is very real; and
- d. the study and practice of proper etiquette is one of the many professional responsibilities that simply must be met.

1.04 LADIES IN UNIFORM

1. Another social change of recent decades is the formal acceptance of equality of the genders. Female naval officers in sea-going positions is a relatively new issue but, in the next few years, as increasing numbers of female officers join the fleet, many new questions regarding naval etiquette will be raised. While existing customs and traditions may not hold the answers to all the questions which this issue may give rise to, there are two factors which should, if taken into consideration, help minimize many potential difficulties: common sense and a liberal application of the spirit of etiquette.

2. As described in the previous article, the role of a naval officer makes certain demands which, without question, shall be met. One such demand is that the naval officer must practice proper etiquette. The reasons for doing so are as equally binding on female officers as they are on male officers. This is true because the professional requirements and the direct appointment by the Crown (hence the need to fulfill the representative function) are also equally binding on both female and male officers. So long as this point is completely understood by all, the first step in preventing any difficulties in practicing naval etiquette has been made.

3. The second point to be made is that females in uniform should adopt the system of practical rules of naval etiquette which already exists. This existing system of rules of naval etiquette, it may be argued, is a reflection of civilian, male etiquette. The question thereby raised is: do we then need to develop another system of rules exclusively for female officers? The answer is: no. To do so would be an admission that equality does not exist between the genders.

4. This is a much less contentious issue than it at first seems, primarily due to the fact that naval etiquette is not necessarily a reflection of civilian male etiquette. The practicalities of it are mainly a function of two things: environment and rank. Sailors live in ships and the human organization in a war ship is extremely hierarchical. The customary rules of etiquette developed over the generations are a reflection of these two facts. Although naval etiquette certainly must co-exist with civilian etiquette, remember the earlier arguments about the aim of etiquette: certain variations in the accepted rules exist throughout the world, therefore a breach of the rules may be forgiven as long as the spirit is upheld. Logically then, it must be allowed that a female in uniform, being equal to a male in uniform, should be able to act in accordance with the rules of naval etiquette so long as she upholds the spirit of etiquette overall. A good general rule for female naval officers would be to defer to naval etiquette before civilian etiquette and judiciously apply common sense.

5. For the sake of example, take the notion of "ladies first". For generations this has been the way of it in civilian etiquette. Despite the historical chivalry of men to which this is attributed, it is not practiced in ships. An officer is expected to precede a lady down a ladder and follow her up. The simple practicality of this is that he is expected to, of course, protect her modesty but, primarily, this puts him in a position to prevent her from falling down the dangerously steep ladders. There can certainly be nothing wrong with female officers - familiar with ladders as they are - conforming to this rule in order to protect their guests. Other examples of naval etiquette being inconsistent with "ladies first" exist:

- a. a female officer in uniform meeting a ships CO at the brow should stand aside and discretely block traffic while the CO receives the compliment which is his due - to be piped on board his ship, alone on the brow, with the full sense of ceremony traditionally paid someone of his status; and
- b. a senior enters a boat last in order that the senior may leave the boat first (see above) - regardless whether the juniors are male or female.

6. An example of the significance of rank in naval etiquette may be seen in the way compliments are paid. Ladies are normally paid a compliment on behalf of a ships Captain as they enter his ship. They are saluted by the brow staff in a way which is representative of a civilian gentleman doffing his cap to a lady acquaintance. However, if an Able Seaman (female) in uniform were entering his ship, it is not likely the Captain would pay her a compliment. If compliments are passed between an Able Seaman and a senior officer, it is the Able Seaman which pays the compliment to the senior not the other way around. It is also true that the Able Seaman (female) is not entitled to a salute when in plain clothes either. If entering another ship while in plain clothes (knowing she will not be recognized as an NCM), the Able Seaman should actually waive off a salute in a fashion similar to a senior officer waiving off a pipe to which he is not entitled. When in doubt the brow staff should salute, but the AB should cause there to be no doubt.

7. As can be seen, naval etiquette defers to environment and rank (or "Precedence", if you will) when specific rules (or "Protocol") are being exercised. Any peculiarities which are inconsistent with this general principle should be identified and suggestions for their resolution should be submitted as proposed amendments to this manual. Until such time as this occurs, all officers should accept these arguments, apply common sense, exercise the spirit of good etiquette and support the Navy in the same professional manner as always.

2.01 INTRODUCTION TO ETIQUETTE IN UNIFORM

1. The preceding Chapter described etiquette in general terms and explained its importance and applicability. In this Chapter, some of the specific rules of naval etiquette will be described in greater detail. In several of the sections which follow, selected Mess functions will be outlined so as to provide a setting for an explanation of these rules.

2. It is not intended to repeat all the customs and traditions related to these functions in infinite detail here. The intention is to describe several functions which are representative of the various levels of formality to which most officers might find themselves exposed. To that end, the list of functions is far from exhaustive, but sufficient rules of etiquette will be explained to meet the objective: providing a minimum standard which, with experience and observation, may be built upon by each officer at his or her own speed.

2.02 PERSONAL APPEARANCE IN UNIFORM – GENERAL

1. Throughout this manual it is stressed that upholding the a m of etiquette is more important than the rules because of slight variations in the rules from place to place, etc. This does not mean, however, that the rules may be disregarded at the discretion of each individual. The Canadian Forces Dress Instructions specifically state certain rules and these rules shall be complied with at all times. The correctness of these rules is the responsibility of the Chief of the Defence Staff. If they, for any reason, are inconsistent with the rules of etiquette elsewhere, it is the responsibility of each individual to recommend to the proper authorities that an amendment be made. If anyone is offended by your compliance with Dress Instructions, you will be forgiven.

2. All personnel are issued all necessary kit upon entry and, after 12 months service, are paid a Clothing Upkeep Allowance. Each member then becomes personally responsible for the care and custody of that kit and shall ensure that their issued items of permanent kit are at all times available and maintained for use. These items will be altered at public expense to obtain a reasonable fit when issued. Thereafter the responsibility for proper fit and the cost of alterations is borne by the member. It can not be overstated that, over time, the fit will change because the individual changes. Do not wait to be told to alter ill-fitting pieces of kit; do it as soon as it becomes necessary.

3. Personnel in uniform shall at all times present themselves well groomed, shone and pressed. In particular, buttons, fasteners and zippers shall be kept closed, pockets shall not be bulged, nor shall such items as pens, pencils or paper be visibly extended from pockets. Behavior such as chewing gum, slouching, placing hands in pockets, smoking on the street and walking hand-in-hand, is forbidden. It is the responsibility of all officers and Chief and Petty Officers to ensure that by their vigilance, actions and example, these general rules are adhered to by all ranks.

4. Dress Instructions not only regulates the appearance of your uniform, but also the appearance of your person. Hair should always be neatly groomed and never present a bizarre or exaggerated appearance nor interfere with the proper wearing of any Service head-dress (details differ for adherents of the Sikh religion). Women shall not wear hair-styles with excessive fullness or extreme height and the hair shall never extend below the lower edge of the jacket or shirt collar. Sideburns and beards shall at all times be neatly trimmed to accommodate the wearing of operational equipment. Moustaches, if you feel you must wear one (they are decidedly an Air Force custom), should be trimmed close to the face and never extend below the corners of the mouth. All personnel shall not appear in public while in need of shaving unless under a doctor's care. While growing a beard, permission should be sought to wear plain clothes when transiting to and from a place of duty.

5. Appropriate undergarments shall be worn by all personnel in all orders of dress. Undergarments shall be of such color so as not to be visible through uniform items of clothing. Socks with unsightly elastic shall be discarded and socks or nylons with runs shall never be worn in public. Undershirts may be worn in all orders of dress, but shall not be visible in open neck orders of dress.

6. Eyeglasses and sun-glasses shall be either Service issue or conservative in design and color. Carrying cases shall not be visibly worn on the uniform. Although authorized for wear in uniform, it should be noted that Commanding Officers may restrict the occasions for the wearing of sun-glasses. Mirrored lenses, however, may not be worn at any time nor may photo chromic lenses without medical authorization.

7. The only jewellery which may be worn by personnel in uniform shall be a wrist watch, a Service ID tag, a Medical Alert bracelet, and a maximum of two rings which are not of a costume jewellery

nature. In particular, necklaces or chains about the neck shall not be worn. Tie-pins and cuff-links are considered jewellery and (excepting Mess Dress) shall not be worn. Female personnel may wear only a single pair of plain gold or silver stud ear-rings in pierced ears (or gold or silver healing devices), and they shall be worn only in the center of each earlobe. Male personnel shall not wear ear-rings, ear-sleepers or healing devices when in uniform. Females shall apply make-up conservatively. This precludes the use of false-eyelashes, wigs or hair-pieces, heavy eyeliner, brightly colored eye shadow, colored nail polish and excessive facial make-up.

8. The regulations regarding the wearing and removal of head-dress in public apply equally to male and female personnel. Head-dress shall not normally be removed in any public place, including elevators. However, personnel may observe the custom practiced by civilians in regard to the wearing of head-dress in non-Service buildings such as restaurants, theatres and civil courts (head-dress shall not be removed when on duty under arms as an escort in civil court). All ranks shall observe the custom of the religious denomination concerned in regard to the wearing of head-dress in a consecrated building, except that head-dress shall be worn when on duty as a member of a vigil or when depositing or receiving Colours. All personnel shall remove head-dress when entering a Mess or Canteen unless entering for the purpose of performing a duty. Other occasions for removal and wearing of head-dress are discussed in later sections.

9. The above rules of deportment and appearance are to be considered the minimum standard to be met. Most are nearly verbatim from Dress Instructions. They should be obeyed without question. Other regulated rules discussed in this manual will be identified as such so the question of compliance need not be raised.

2.03 NON-FORMAL MEALS IN THE WARDROOM

1. Non-Formal meals are those taken in the Wardroom at sea and alongside which are not Mess Dinners (two meals known as Late Supper and Dining-In are covered in a separate section).

The expected general behaviour regarding these meals will be explained, but it should be considered the minimum standard. Although these are the least formal of meals, the quality of each individual's behaviour should improve accordingly if guests are present.

2. From time to time foreign exchange officers, visiting Canadian officers and civilians will sail in HMC Ships. More often than not those which are high ranking will stay in the Captain's Cabin as his guest. However, it is not uncommon for Commanders and below to stay in other officers' cabins and take their meals in the Wardroom. These officers are usually known by the somewhat derogatory title of "riders". They should be treated as guests, made to feel at home and the term "riders" should not be used in their presence.

3. You will seldom know them when they arrive, nor what they do or whom they represent. Because of the close relationship which develops among ships officers, "riders" do seem to be outsiders that upset the routine, disrupt relationships and generally take up precious space. However, think of yourself in their position: strange routine, strange people, and, for those at sea for the first time, very strange movements. It is only proper that each officer should welcome them to the ship, introduce themselves and do whatever possible to make them feel at home. Engage them in conversation, ask them about themselves, take an interest in their purpose for being in your ship and, above all, help them to understand the strange surroundings as quickly and painlessly as possible. Many a friendship has begun in this way and, when they go back from whence they came, they will take with them stories of good manners and well meaning people.

4. Sitting among interesting, polite people while they dine is much preferable to sitting among rude introverts which merely feed and quickly depart. Each officer should attempt to make a meal a pleasant event for all those in attendance whether guests are present or not. Just among themselves, ships officers may relax at daily meals subject to the desires of the Executive Officer. But remember, one does not eat unpleasant food; the Stewards strive to make it pleasing to the eye as well as the nose and palate; why should the conversation be any less pleasing to the ear?

5. With the exception of off-color jokes and language, nearly all topics are in bounds during daily meals, even "shop talk". Express an interest in your fellow officers' part-of-ship. Being a Department Head tends to be a somewhat solitary role. Because most are personally responsible to the CO for the correct functioning of their Department or Section, talking about day-to-day successes and failures - and their consequences - is sometimes a welcome outlet of emotion. To be asked to discuss it is even more welcome. The realization that others have similar responsibilities, successes, failures and work loads is the glue which holds a Wardroom together. Working hard together to achieve a common goal - and knowing others are aware and appreciative of your efforts - is the very essence of teamwork. A ship cannot function without it. Pleasant conversation and this sharing of information is as important in a Wardroom as it is around the supper table of a large family. This form of close daily communication builds and then maintains personal relationships and, as a positive consequence, contributes to the efficiency of the ship. Remember: "consideration for the well-being of others"!

6. Breakfast is normally the most relaxed meal at sea. Morning Watchmen are still on watch, Middle Watchmen are usually slower getting up, the XO has breakfasted early and is off on his self-appointed morning walk-about, the entire ship is just waking up and off-watch members of the crew are carrying out

personal wake-up routines. Day-workers wander in and out waiting for "out pipes" and Forenoon Watchmen are preparing to go on watch. This all tends to make breakfast a slow, steady process with only a few officers at the table at any one time. Despite the rather relaxed atmosphere, table manners remain just as important as always. Several "do's and don'ts" should be discussed.

7. Do not read the morning message file at the table. It interferes with the Stewards' work and it is rude to shut yourself off from potential conversation. Do not make a habit of rushing in at 0750 and expect to endear yourself to anyone. In most ships the Stewards cook the breakfast items in the Wardroom Pantry themselves. To rush in late delays the well deserved break they normally have at 0800. This would also interfere with the Steward's main responsibility at that time: seeing to the needs of the Morning Watch officers. They will likely waltz into the Wardroom at about that time, wide awake, in need of a shave and quite full of themselves having recently enjoyed "Calling the Hands" at 0700 and testing alarms at 0105. They have been up and working for four hours while you slept and are likely quite hungry. Their cheerfulness will quickly turn to displeasure if you have interfered with the timely serving of their meal and have caused it to be served by a rather annoyed Steward.

8. Breakfast alongside is the most informal and least attended meal in the Wardroom. It is normally only attended by the off-going Officer-of-the-Day and perhaps a few Living-in officers. For this reason only one Steward is necessary. These officers are entitled to a pleasant meal every bit as much as at any other time. Some ships have arranged for living-out officers to take breakfast on board and put the cost to the Crown or their mess "chit". Do not arrive on board at 0745 and surprise the Duty Steward with a last minute request for a meal. It interferes with his primary duty and may result in poorer quality service for those more entitled than you. Either arrive early and be prepared to wait or arrange it as a daily routine with the Chief Steward. Also, do not try to "beat the system" by arriving on board, asking the Duty Steward for an order of toast and hiding in a corner of the Wardroom to eat your "free meal". This is disruptive and rude and potentially puts the Steward in the position of having to report your actions to the Supply Officer. Despite the more relaxed atmosphere of Breakfast, consideration for others is still just as important as it is at more formal meals and this informality should not be taken advantage of.

9. The mid-day meal - Dinner - is much more structured than Breakfast. Afternoon Watchmen will have eaten already - no one but Afternoon Watchmen shall eat at the early sitting - and Forenoon Watchmen and Day-workers will all be equally ready to sit down. Unfortunately, in most ships there are far fewer seats than officers. Consideration for others is an even more important issue at this time. Do not sit down early in an attempt to "beat the rush". Air crews may have a sortie scheduled and other officers may be involved in upcoming seamanship, weapons or ops exercises. Attempt to determine who might have a need to sit down before you and let them do so. All seats will normally be full at the beginning of the meal but it is still served individually. Orders are taken and filled in restaurant fashion. It is helpful to look at the menu and select your choice before the Steward asks you. This will help speed the process (others are waiting). You need not wait for others before commencing. Because the table is full (and may even be moving) and the Stewards are serving and cleaning all about you, proper table manners are of even greater importance. Do not reach in front of others and do not use your fingers on salad and cheese trays (the correct eating utensils will always be on the table). Note how consideration for others is becoming more important as the meal becomes more structured.

10. Dinner alongside is normally served buffet style. The likelihood of having guests present is very high. This is the main reason why the meal does not commence until the permission of the Executive Officer (or senior officer present in lieu) has been received. No officer should ever "snitch" early. This could well destroy the Stewards' special efforts to present a particularly well displayed meal to Wardroom guests. Each officer should seek out guests, offer them something from the bar or "coffee boat" and, in the least, always ask them to please eat first. If the guest does not wish to, then the host should indicate that others are welcome to begin. The food will normally be served in such a way that it may be eaten one-

handed while standing. If this is not possible, wait for others to finish with the available seating before taking your meal. To do otherwise could lead to an incident which could embarrass you, your ship and, even worse, the guest.

11. Early Supper at sea is a sit-down meal quite similar to Dinner. However, Last Dog Watchmen will be somewhat pressed for time and should be allowed to sit first. Another consideration is that the Stewards will require sufficient time to re-set the table for Late Supper. Therefore, make an effort to finish as soon as possible (without rushing) and do not arrive after about 1730. This is actually a good time to change into Red Sea Rig and if not attending Early Supper, it is actually better to simply steer clear of the Wardroom altogether and let those taking Early Supper have the room and time to enjoy it.

12. Supper alongside is mainly for the Officer-of-the Day and living-in officers. To bring unannounced guests on board during this time period would be very rude. They are entitled to a quiet, proper setting for the evening meal and all other members of the Wardroom should respect this. As with all meals in the Wardroom, Supper alongside shall be taken in the dress-of-the-day or the plain clothes equivalent. Living-in officers should defer to the timings requested by the Officer-of-the-Day so that they may be pleasant company for the Captain's representative during the meal. Officers are encouraged to bring guests to Supper in the ship but prior arrangements should be made with the Duty Steward and the permission of the Executive Officer should first be sought. Finally, always be aware that the Duty Steward is directly responsible to the Officer-of-the-Day and once the Officer-of-the-Day is in no further need of his services, he should and will be dismissed.

13. You should have noticed two recurring themes in this section: the need for consideration regarding your peers and guests and the emphasis placed upon consideration for the Wardroom Stewards. The first point is rather obvious, but the second requires further amplification. The Stewards maintain the routines of the Wardroom. Whether that be the cleaning routines, meal hours, bar muster or numerous other functions. They can and do work very hard to maintain the atmosphere in the Wardroom - the setting in which each officer carries out the "representative function" so important to the Navy. They are well deserving of respect and under no circumstances shall any officer attempt to correct or "dress-down" a Steward. If there are ever grounds for complaint, discuss the matter with the Supply Officer and leave it at that. The problem will then be corrected quietly and without incident.

14. Remember, even daily meals are an occasion. They provide an important setting for communication and each officer should practice the social skills which will be needed during the inevitable formal functions all will eventually attend.

2.04 LATE SUPPER AND DINING-IN

1. These meals are not formal, but they are much more structured than other daily meals. To be successful they require more effort by each diner, but they are inevitably (depending on the company of course) more enjoyable. Remember though, the overall objective of describing the meals and functions discussed in this Chapter is to provide settings, in increasing order of formality, to explain specific rules of etiquette. Late Supper and Dining-In may be conducted differently from ship to ship because they are private mess functions and the conduct of private mess functions is the business of the mess membership following the able direction of the Executive Officer of course! Therefore, the details provided below of how these are functions are conducted may vary, but the quality of every officer's behaviour at these functions should be as is described.

2. HMC Ships usually hold Late Supper nightly at sea (unless in the Second Degree of Readiness or higher) at 1800 for 1815. This is supper (with the same menu as Early Supper) that is headed by the Executive Officer. At his left is normally the Engineering Officer - fresh from his daily rounds - and to the Executive Officer's right is the Supply Officer (it should be noted here that these seats at the table are traditionally left for these individuals in deference to their rank or position; a junior officer would be well advised to not sit in any of these places at any time.) Next down the table (opposite each other) places are normally set for the First Dog Officer of the Watch and his Second. They will have just come down from the bridge (via the shower and a quick change of clothing) after turning over charge of the ship to their reliefs. If any of these officers will not be attending, they should send their regrets to the Executive Officer as early as possible.

3. The remaining chairs are "open". Normally one seat is taken by the off coming Ops Room Officer, but the other officers wishing to attend need simply write their names on the seating plan that is made available throughout the day. The number of available chairs depends upon the class of ship, but as a general rule, each department should be represented each evening. Late Supper should not be monopolized by Heads of Departments or Day-workers. Even the most junior watchkeeping officer should be encouraged to attend as often as possible. If in some ships it appears that the "Wardroom Seniors" are the only officers which regularly attend, it is likely due to their well founded knowledge that Late Supper is a very pleasant affair. Any "riders" should be made aware of the custom of Late Supper and have it explained in very diplomatic terms that there is a need to rotate the opportunity to attend. There should never be an empty seat at Late Supper.

4. Proper dress in the Wardroom after 1800 is to be strictly adhered to. If in the Second Degree of Readiness or higher, combat clothing is to be worn by all members of the ships company. If not actually at Action Stations, respirator and life-jacket belts should be removed prior to entry and left outside the Wardroom. However, if in a lower Degree of Readiness the only acceptable evening dress in the Wardroom is Red Sea Rig (this includes no-days and Banyan days as well). This remains the proper rig until the Middle Watchman are called. The only allowable exception is Air Crew on Alert Status or the Duty Air Crew (SAR). They may wear clean flight-suits and boots, but not environmental clothing (Poopie Suits). This rubberized emersion gear has a distinctly offensive odour which should most certainly not be shared with the other members of the Mess. Civilian "riders" should wear jacket and tie.

5. All officers not properly dressed should be well clear of the Wardroom when those attending Late Supper begin arriving at about 1800. If the off-coming watchkeeping officers are going to be later than 1815, they should send their compliments to the X.O. and request he ask the others to please begin. Otherwise they should wait supper until the off-coming officers have had sufficient time for a quick glass of sherry (if that is their pleasure) and have greeted the other diners. In any case supper should not begin

later than 1830. The Executive Officer must commence Evening Rounds no later than 1900 and the Stewards will be in a justifiable hurry to secure for the day.

6. This meal is also served in restaurant fashion, though the Stewards will attempt to bring like courses to the diners simultaneously. You order in turn (having looked at the menu and decided in advance) and then those who wish help themselves to the salad bar. The Stewards will wait until all have returned to their seats before serving the wine which the Mess donates to this function. By waiting, each diner is thereby afforded the opportunity to refuse the offer and if they so desire, ask for an alternative.

7. Throughout the meal the lights will be dimmed, the Wardroom sound system will be playing soft dinner music and every effort will have been made to contrast the realities of a warship at sea. Late Supper is designed to be a form of respite and a reminder of the distinction drawn in "polite society" between day and evening. The quality of each officers' manners should rise to meet the occasion and even greater consideration for others should be demonstrated. This includes topics of conversation. Do not complain about your lot in life or pine for home. Do not "talk shop". Be cheerful, but conservative. Enjoy the pleasant surroundings and the company. The atmosphere thus created is perfect for relaxation after supper and for a bit of reading from a good book before the movie at 2000.

8. When the ship has been alongside for several weeks, the only meal shared by all members of the Wardroom will have been a buffet style dinner. Some officers visit friends, others occasionally take a meal in the Base Wardroom, some are away on leave or courses and the air crews have flown off to the local base. Depending upon the length of stay, the members of the Wardroom should dine together no less often than once per month. There is no regulation which required this be done, but a single evening for the benefit of the ship is not much for an Executive Officer to ask. The close working relationships developed among the members at sea should not be let to "slide".

9. This need could be met by attendance at a ships company dance, a brunch ashore (spouses included of course) or some other Mess sponsored function. The traditional function, however, has been the "Dining-In". This will normally take place on a Thursday evening, 1730 for 1800. Their conduct and setting are analogous to a Late Dinner at sea. Spouses are not invited since this is considered a "working supper". Best efforts should be put into providing sufficient places for all members and the maximum attendance should be encouraged. A "Dining-In" is not a compulsory function, but the cost is shared by all members of the Mess. Since senior officers or other guests are not usually invited, those who so desire may depart early or stay as late as is prudent. It is a semi-formal evening full of good food, good company and in familiar surroundings; none of which would be possible without the practise of proper etiquette.

2.05 CALLS AND CARDS

1. The next function, in increasing order of formality, is the paying and returning of Formal Calls. This is a custom which developed over many years and was originally designed as a means to make visitors or newcomers feel welcome. It has become formalized and codified into a system which recognizes precedence and allows for the proper protocol to be exercised. In the Navy, Calls are normally only paid by the Captain and the Unit Information Officer (usually a secondary duty assigned to only Senior Lieutenants) soon after the ship enters a foreign port. They are always made in No. 1 uniform (or 1C depending upon climate and season) with orders, decorations and medals and, depending upon the dignitary being called upon, swords.

2. Formal Calls are arranged well in advance by higher authority. It may be done at Squadron or Task Group level, Command level or by the Department of External Affairs. The dignitaries and officials to be Called upon will normally be determined as a result of the type of visit being paid by the ship. The types of visits and the recipients of Calls are well regulated and need not be repeated here. Suffice it to say, they will be stipulated and correct arrangements (escorts, transportation, timings, sequence, gifts, etc.) will be made on behalf of the ship by the higher authorities.

3. The responsibility for the success of Calls lays with the C.O.. The reputation of the Navy and the country may be dependant upon his personal command of the various social skills. To this end the UIO should prepare a briefing to be given to the Captain just prior to making Calls. If briefing packages are not made available by the higher authority, he must arrange the information on his own. The local library is a good place to look for general background information, but the DND Office of Information is the best place to start.

4. DNDOI will be able to provide up to date policy information, recent news items and a host of other information necessary for such occasions. Ideally each Call will last only about 15 minutes. Therefore, there is only sufficient time, following the initial exchange of pleasantries, for discussing two or three points of mutual interest. Current controversial topics should be avoided. Topics of established agreement should be encouraged. The ranking or precedence of the official is always known in advance, therefore this knowledge should shape the intended topics (ie. local, national or international) developed for the occasion. Once complete, photographs are often taken and appropriate gifts exchanged just prior to your departure.

5. Sometimes even Formal Calls take on a more personal form. If the dignitary is an old acquaintance or simply outwardly friendly, food or drink may be offered and should be accepted. The UIO, acting as aide to the C.O. should normally remain in the background holding gifts and caps, but if asked to sit and partake, he should do so. The opportunity to go on Formal Calls should be readily accepted by all junior officers. It is excellent experience and is the essence of the "representative function".

6. In the past it was customary for inhabitants to call upon the visitor first, this being a mark of willingness to help and a desire to meet them. Today a representative of the local officials usually meets the ship to assist in whatever ways may be necessary. The position or precedence of the host being usually greater, it has now become customary for the senior visitor to call upon the host. Once made, however, the host will then be expected to return the Call. Recall the second aim of proper etiquette - "the gracious acceptance of reciprocation". All Calls are generally considered returned by the local officials' attendance at a Shipboard Reception (see the following section).

7. When Calls are made in "polite society", cards are normally left. The reason for doing so is that the people upon whom you have called will have a record of your name and address. They are then in a position to make further contact with you should they wish to. This is the single most important reason why all naval officers should have personal calling cards. These cards should be plain white pasteboard, about 3 inches by 1 1/2 inches. They should be embossed, not printed and contain your rank (written in full), your name (including orders and decorations) and have the words "Canadian Navy" written underneath your name. You may also include the name of your ship, but you would require a new template for each ship you join and this could prove rather expensive. It is quite acceptable for you to write the name of your ship on your cards (the ship is the only address which should be given - a home address would be considered too personal).

8. In home port senior officers may be called upon by visitors and newly appointed Commanding Officers will usually call upon local dignitaries when first assuming command. Aside from these, most other forms of calls have, perhaps unfortunately, fallen into disuse. Social calls which used to be paid by newly arrived officers and their wives have now been replaced by casual Mess functions such as teas, wine and cheese parties or a "meet and greet". Calling upon your new commanding officer has been formalized, though not replaced by, conducting an in-routine. Despite the loss of this one-time social nicety, so long as the initial contact is offered and accepted in some way, the spirit of proper etiquette has been satisfied.

2.06 SHIPBOARD RECEPTION

1. This function varies somewhat from ship to ship and port to port. The difference between ships are the result of differing design characteristics, not differences in purpose or routine. They are normally described in sufficient detail with individual ship's Temporary Memoranda or C.O.'s Standing Orders and will therefore not be discussed here. The differences from port to port are quite marked and are the result of the nature of the visit, the precedence of the visitors and the points of protocol which need to be satisfied.
2. The general routine is often the same. All officers are required to attend unless the guest list is so long that space becomes a consideration. The dress will normally be No. 1 in winter or No. 1C in summer, perhaps even No. 3D if the occasion is relatively informal and the reception takes place in a tropical port. All officers will be requested to repair to the Wardroom at a specific time for a briefing by the Executive Officer. He will outline the sequence of events, designate escorts (usually the most junior officers will be asked to deliver small groups of visitors to the quarterdeck or flight deck from the brow area) and assign various other duties. Most importantly he will explain the precedence of the guests and brief the necessary points of protocol. This, above all, shall dictate the quality of behaviour necessary for a successful function.
3. If Formal Calls were paid in a particular port, it is to be expected that local civic authorities such as his Worship the Mayor, the Chief of Police, etc. will have been invited as return callers. There may well be representatives of the National government - military and civilian - also in attendance. Dignitaries come in all shapes and sizes and no matter how adept one believes one is at their identification, one is invariably incorrect. Each officer should be absolutely certain to pay close attention to the X.O.'s briefing and until it becomes otherwise known, treat every guest with the degree of courtesy and respect due the person of highest precedence in attendance. To do otherwise could lead to the significant embarrassment of all concerned and damage the reputation of the Navy and Canada.
4. Reference to Annex C of this manual should provide some guidance to your actions, but several points of general behaviour should be emphasized:
 - a. seek out guests who seem isolated and uncomfortable and help them to feel at home;
 - b. always ask guests about themselves first and attempt to settle upon some topic of mutual interest;
 - c. be on the lookout for empty glasses and eyes which wander toward food trays - do not push food and drinks at guests, but always make a polite offer;
 - d. if another officer is deeply engaged in conversation with guests and you are on your own, offer to get what they need so your friend may keep the conversation going; and
 - e. if in a country where the guests speak another language attempt to find an interpreter and engage an entire group in conversation.
5. Remember, these functions only last a short time, but the contact you make with foreigners at these receptions, more than at any other time, will create a lasting impression upon the guests. This is equally true for good and bad impressions.

2.07 THE MESS DINNER

INTRODUCTION

1. The Mess Dinner is an example of what will likely be the most formal and structured function many officers will ever attend. The rules discussed below should be learned and adhered to, but remember, the aim of etiquette takes primacy over the rules, particularly when they conflict with what might be expected by civilian guests.

DRESS

1. The dress to be worn at dinner will be specified well in advance and indicated on the invitation.
2. Naval Officers wear either RCN or CF Mess Dress at dinner. The specific order of dress depends on the occasion and the season or latitude. Details of naval mess dress may be found in Annex A.
3. Retired officers may wear either mess dress or appropriate civilian formal attire with miniature medals.
4. Civilians and Officers of other services wear the appropriate equivalent of mess dress as described in Table 2 of Annex A.

BEFORE DINNER

1. Invitations to dinner will usually be worded “1930 for 2000”. This period is designed for a cocktail and to allow hosting officers to peruse the seating plan, seek out and identify their guests, and introduce themselves. Hosts should be there at least 10 minutes prior to the starting time. The remainder of the time can then be comfortably spent partaking of a glass with friends before dinner.
2. Sherry is the usual pre-dinner drink chosen by generations of Naval officers for the following reasons:
 - a. it comes in small quantities; and
 - b. it is a fortified wine which serves as a “warm through” for the wine which follows.

SEATING PLAN

1. The seating plan for a naval mess dinner is usually formally arranged, and a plan is drawn up and displayed. Individual places at the table are marked with a name card:
 - a. shifting of places is not permitted;
 - b. guests sit to the right of their hosts. If an officer is hosting two guests he sits between them. If he has more than two guests the host should have his guests disposed on either side of him in two groups
 - c. guests should not sit beside each other if it can be avoided;

- d. the President is the host for guests of the mess. If there are many guests the Vice President or other members act as hosts, with the President hosting the guest of honour; and
 - e. your personal guest will not be seated with you.
2. The success of a dinner is often directly proportional to the amount of time which has been spent on the seating plan. The organizer must:
- a. carefully consider each person attending the dinner;
 - b. avoid concentrations of junior officers or senior officers;
 - c. look at the personalities involved and distribute the more witty and outgoing individuals to liven up the entire dinner; and
 - d. for dinners where civilian guests or spouses are present, consider the group and determine how best to separate couples.

PRESIDENT AND VICE PRESIDENT

1. The Mess President (ie. the Executive Officer or Base Administration Officer) is usually the President of the dinner, although any officer may be called upon to act as President. The President is in absolute charge of the table regardless of rank, seniority or classification. During the dinner the President may discipline any diner for misbehaviour. Details of his "Powers of Punishment" are found in several subheadings below. The President occupies the head of the table; at a large table this is in the centre and at a small table it is the end nearest the door.
2. The Vice President is subordinate to the President during dinner whatever their relative ranks and seniorities, but he may fine or warn the President for any infraction of the rules. In a large mess with more than one table there is a Vice President for each table.
3. The Vice President sits on the President's right farthest away from him if the President is in the centre; at the opposite end of a single table if the President is at the head of the table; or at the end of each table farthest away from the President when several tables are used.

ENTRY

1. At 1955 the Senior Steward will enter the ante-room and report to the President, "Dinner is served, Sir". The President and his guest will then lead the way into the Dining Room. As they start in, the band will strike up "The Roast Beef Of Olde England" (the tune to which Nelson and his officers went to dinner in the Flagship), thereby signalling the remaining officers to escort their guests in to dinner. No one may precede the President.
2. When Dining civilians or spouses, each officer will seek out and escort the guest to be seated to his right.
3. On entering the Dining Room the President goes to his place and sits down immediately. The others then take their seats as they arrive at their places. Do not sit down before the President does.

Grace

1. When all diners are seated the Senior Steward reports to the President, "Officers seated, Sir", and states whether or not a chaplain is present. The President taps the table for silence.
2. If there is a chaplain present he says grace. If there is more than one chaplain present, they should arrange beforehand who will do this. One generally says grace at the beginning of dinner and one at the end. If the only chaplains are guests, the President should ask them before dinner if they will agree to say grace.
3. If there is no chaplain present the President says grace. Anyone doing this, whether chaplain or President, may say whatever grace he likes and be as longwinded as he chooses, but the normal prayer used by Presidents, although not open by chaplains, is "For What We Are About To Receive, Thank God". The popular idea that the normal naval grace is simply "Thank God" is entirely incorrect. The normal prayer after the meal is: "For What We Have Received, Thank God".

RULES OF ORDER

1. The tap of the President's gavel for grace signals the official commencement of the dinner. Between then and the Loyal Toast the following rules of order are in force:
 - a. without the President's permission no one may -
 - (1) come in and sit down at the table,
 - (2) leave the table,
 - (3) return to the table,
 - (4) read (except the menu and musical programme),
 - (5) write, or
 - (6) speak to anyone not dining (this does not apply to giving an order to a Steward or receiving a message from him).
2. If a diner is near enough to the President to ask his permission personally, he does so; if he is too far away, he sends a Steward to the President with the request. When he is coming to the table late, or is returning having left it, he always asks the President's permission.
3. No diner may:
 - a. commence a course before the President;
 - b. smoke;
 - c. utter an oath or use foul language; d. place a bet or wager;
 - e. discuss political or other controversial subjects;

- f. talk "shop" (shop talk is about one's duties. It is not matters of general interest about the service);
 - g. speak in a foreign language (except when foreign guests are present);
 - h. tell "off colour" stories;
 - j. mention a civilian woman's name unless she is a celebrity (the President's decision on the matter, as on all others, is final. This rule does not apply when ladies, other than female officers, are present);
 - k. mention a specific sum of money; or
 - l. propose a toast ("Cheers" or similar remarks or raising the glass as in greeting constitutes a toast).
4. Whenever the President or Vice-President taps the table there must be silence until he has finished speaking.

DISCIPLINE

1. Misbehaviour or transgressions of the rules of order will generally result in disciplinary action. The President has three options:

- a. order the culprit to leave the Mess;
- b. fine him an appropriate number of drinks; or
- c. warn him.

NOTE: The punishment reflects the crime. A diner is ordered to leave for a serious offence such as gross rudeness. This is a real offence while others are more light-hearted and offer an opportunity for the culprit to use his wit to exonerate himself.

- 2. An officer coming to dinner late may have his excuse accepted, he may be refused permission to dine, or he may be fined.
- 3. Fines may vary from a single drink to drinks for all present. The President may award drinks to any diner or diners he chooses to name, including himself. If there is an offended party he is generally mollified by receiving payment of a fine.
- 4. The Vice-President may warn or fine the President.
- 5. Fines imposed on a guest must be paid by his host.
- 6. It is permissible for any diner to call the President's attention to a misdemeanour, but he is a wise man who first obtains the President's permission to repeat or demonstrate the infraction of the rules as, without it, he may himself be fined.
- 7. The procedure for warning or fining is for the President to tap the table for silence and say, for example, "Mr. Watson will have the honour to give the Navigating Officer a glass of port", or "Mr. Gunn

will have the honour of passing the port". There is no set phrase, but avoid using the expression "Will buy a drink". If the President wishes to warn someone, he merely says, "Mr. Tremblay is warned". He may enlarge on any of these remarks should he wish to do so.

8. Fines are nearly always levied in terms of port or other wine in which toasts are drunk. They are never paid until after the toasts have been drunk, and no other diner who has not drunk the toasts in wine may accept payment of a fine. Toasts may never be drunk in wine that is served in payment of a fine. Offenders should honour such fines in the Wardroom ante-room after dinner has been adjourned, and it has become the custom that they be honoured in the beverage of the recipient's preference.

9. Should a diner who was named as the recipient of payment of a fine not accept the payment, the fine is considered to be paid.

SERVICE

1. The President is normally served first, but any guests of the President shall be served before him and then other guests before their hosts. The President should not allow the food to become cold by delaying the starting of a course, since other diners are waiting to follow his lead. No dish is to be removed until the last diner to finish a course has finished eating.

2. If a diner has been granted permission to sit Down late, or to return to the table, he continues with the course then being served, unless the President gives him permission to eat the course which he missed.

3. Wine and other beverages are always served and removed from a diner's right.

4. When the last course has been finished, the Stewards clear the table of everything except the table decorations, sweep up all the crumbs and remove the napkins. Port glasses will be routinely left but if it is indicated as the desire of the diner, water glasses will be left if diner wishes his water glass left, then his port glass will be removed.

5. Finger bowls may be provided when fresh fruits or other desserts are served. Each diner is provided with an individual bowl of warm water in which to rinse his sticky fingers. The finger bowls are removed when the table is cleared.

TABLE MANNERS

1. Posture: Diners should sit at the table in an erect manner, with the hands on the lap when not using table utensils.

2. Napkin: The table napkin is laid across the lap and is not tucked in the jacket. At the end of the meal, the napkin is laid on the table randomly.

3. Knives, Forks and Spoons: The arrangement of utensils corresponds to the courses that will be served, with the utensils being placed in the order in which they will be used. Thus, on the right - beginning at the outside - is the soup spoon, fish knife, and dinner knife. On the left is the fish fork, the salad fork, and the dinner fork. The dessert spoon and fork are placed above the plate. To these may be added the bread knife and a teaspoon.

HOW TO USE UTENSILS

1. Soup is taken from the side of the spoon. A knife is never lifted to the mouth. Bread is broken with the hands, not cut with the knife. The fork is held in the left hand for the meat, and may be transferred to the right for vegetables. The knife and fork are placed side by side on the plate to indicate that the plate may be removed.

TABLE SETTING

1. The table service encountered at a formal dinner may initially appear rather formidable. It need not be so. The basic rule of thumb is "start at the outside and work in" for silverware. The Stewards will ensure that the right wine gets to the right wine glass for each course.

THE MENU

1. The organizer's lot is a thankless one, for in addition to reflecting on where diners will sit in order to make things go smoothly, he must, with the Chief Cook's assistance, orchestrate a menu that will satisfy a wide range of palates but does not overwhelm those on the receiving end.

2. As a general rule avoid:

- a. dishes which may be unfamiliar or risky (Haggis is not a wise choice);
- b. dishes which cannot be eaten by members of various religious faiths (ie. pork for those of the Jewish faith);
- c. dishes which are difficult or undignified to eat (ie. game hens or broiled lobster);
- d. dishes which are difficult to serve at once for the number of people attending (ie. fillet mignon, while very suitable for twenty, may suffer when prepared for eighty through no fault whatsoever of the Cooks).

3. The menu should be balanced and interesting and provide an opportunity for the Cooks to demonstrate their talents. A typical sequence of courses might be:

Appetizer:	Crab Cocktail
Soup:	Consomme Royale
Fish:	Fillet of Sole
Joint:	Veal Cordon Bleu
Fresh:	Vegetables, Potatoes
Sweet:	Lemon Parfait
Savory:	Welsh Rarebit
Dessert:	Cheese, mints, nuts, fruit.

4. Appropriate wines are served with various courses. Sherry is served with the soup, white wine with fish or poultry, red wine with red meat and port for the Naval Toast.

GENERAL GUIDELINES

1. Junior Officers (and the occasional Senior Officer) frequently commit minor gaffes or transgressions of the rules of order due to inexperience. The safest thing for a peer to do in these

circumstances is to correct the errant one and show him where he went wrong. Unless a speaker has something clever and witty to impart to the table, he is far better advised to keep a low profile and not attract attention to himself with childish nit-picking and repetitive comment. Disruptions of dinner for minor infractions tend to interfere with the digestion of senior officers and bore the rest of the table. A really clever and witty comment, on the other hand, adds colour and vitality to the occasion. However, it is wise to keep in mind that many speakers are not nearly so clever in the eyes of others as they appear through their own visual apparatus, especially when clouded from wine fumes.

2. When the table has been cleared the Senior Steward reports to the President, "Table cleared, Sir". The President taps the table for silence and calls on the Chaplain to give thanks. If no Chaplain is present the President gives thanks.

3. Repartee, speeches and explanations should normally be left until the end of dinner, after the toasts. At this time the audience is much more challenging to address as they have been as well wined and dined as the speaker. Consequently, they may either be wildly enthusiastic or may subject the hapless speaker to a well deserved round of harassment and jocular abuse. They do not tend to suffer fools at this stage. Nor is this the time or place for a serious or lengthy speech, unless the speaker's programme absolutely precludes another opportunity of addressing the group.

4. The Guest of Honour is normally called upon for his address as the final speech of the evening. At this point the full courtesy of every diner is expected.

5. When civilians dine in the mess, speakers should remember points of order are confusing to them, as well as to other non-naval guests. Use common sense and good taste when speaking, and exercise consideration for the guests.

PASSING THE PORT

1. After "Thanks" are given decanters of port, stoppers in, are set before the President and each Vice President. Other dessert wines such as Madeira or Marsala may be used instead of, or in addition to, the port.

2. When the decanters are in place the Senior Steward reports to the President, "The wine is ready to pass, Sir". The President then un-stoppers the decanters in front of him and other officers with decanters follow suit.

3. The President passes the decanters in front of him to the left and other officers do the same. The President and other officers in charge of decanters do not help themselves before passing the decanters.

4. The decanters should be at least one place apart during their trip around the table. They should never be allowed to pile up beside a diner. If there is a gap at the end of a table, the Stewards will move the decanters across it. An officer who somehow forgets to help himself when he is passing the port is out of luck. Port decanters move only one way - to the left.

5. The port is passed by sliding the decanters along the table (thus reducing the chances of dropping them or spilling their contents). They may be raised from the table to pour. The practice of never lifting the decanters, even to pour, is an exaggeration of the passing method. It is not a tradition and should not be practised.

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

7. In civilian circles if you do not take wine, your glass will be filled with water. In the Navy, toasts have by tradition always been drunk in wine, however, present DND policies urging moderation in the use of alcoholic beverages have resulted in the civilian practice being adopted by the Navy. Simply indicate to the Steward that you wish to retain your water glass and he will ensure it is full for the giving of the Loyal Toast.

8. When a set of decanters arrives in front of an officer who has charge of a set, he helps himself and keeps the new set in front of him. The Stewards will move the stoppers to the officer who receives the decanters so that sets remain matched.

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

10. When the wine has been passed and all decanters have reached their destinations, the Senior Steward reports, "The wine has been passed, Sir". The President then stoppers the decanters in front of him and the other officers follow suit.

THE LOYAL TOAST

1. The President taps the table for silence and says, "Mr. Vice, The Queen."

2. When a band is in attendance it then plays six bars of "God Save The Queen", after which the Vice President responds, "(Ladies and) Gentlemen, The Queen." Either the direction or the Toast is given in French, the sequence to be determined by the President in advance.

3. All diners raise their glasses and repeat "The Queen".

4. The health of Her Majesty The Queen shall be honoured seated in the Wardroom in HMC Ships and designed Naval Establishments, except when toasts to foreign heads of state are included, they, and that to the Queen, shall be taken standing. However, when Her Majesty The Queen, His Royal Highness Prince Philip or any other member of the Royal Family is present, the Loyal Toast shall be honoured standing unless Her Majesty, His Royal Highness or other members of the Royal Family have expressed a wish that those in attendance remain seated. The pleasure of the royal personage should be sought beforehand.

5. Those Canadian Forces messes designated "Naval Wardrooms" are:

- a. The designated Officers' Mess in all Naval Ships;
- b. Wardroom Officers' Mess (and Annex) - CFB Halifax;
- c. Wardroom Officers' Mess - CFB Esquimalt;
- d. Wardrooms - CFS Shelburne, Mill Cove and Aldergrove;
- e. Naval Officer Training Centre Gunroom - CFB Esquimalt; and
- f. Wardrooms of Naval Reserve Divisions.

6. Guests, male or female, military or civilian, follow the custom of the Naval Mess they are visiting.

7. Naval Officers dining in other messes observe the traditions of that mess.

TOASTS TO OTHER NATIONS

1. When a foreign (non-Commonwealth) officer or official is being entertained officially on board or ashore, the protocol for toasts changes. The rules in this section do not apply when the foreign officer is on exchange duties with the CF or is being entertained privately.

2. The Vice-President will propose, as the first toast, the health of the Head of State of the country to which the visitors belong.

3. The senior officer of the foreign guests will then propose the Toast to the Queen.

4. When the number of foreign guests makes it impractical to name each Head of State individually, a collective toast may be proposed. Foreign Heads of State are named in order of seniority of guests, except when a ship is in a foreign port, the Head of State of the host country is named first. To this collective toast the senior and highest ranking of Foreign Officers present will respond on behalf of all foreign guests by proposing the health of Her Majesty the Queen.

5. National anthems are played unless the number of anthems makes this impractical. Short versions should not be used unless it can be ascertained that it will not give offense.

6. Arrangements for toasts should be discussed with foreign guests beforehand.

TOASTS OF THE DAY

1. Following the loyal toast the President will call upon a member (often the most junior officer present) to give the Toast of the Day. There is a toast for each day of the week, and woe betide the luckless one who gets them confused. The President is quite within his autocratic rights to call for his Toast of the Day as if today were Sunday (or whatever) in order to compound the problems of the young officer. It is customary for the Officer giving the toast to precede it with a brief and witty preamble applicable to the toast presented. (If you can't be either brief or witty, then it is advisable not to attempt the remarks). The Toasts of the Day are:

- | | |
|---------------------|--|
| a. Monday | Our Ships at Sea |
| b. Tuesday | Our Men |
| c. Wednesday | Ourselves (an aside such as "Since no one else is likely to think of us" is often heard following the toast but is not part of the toast) |
| d. Thursday | A bloody war or a sickly season |
| e. Friday | A willing foe and sea room |
| f. Saturday | Wives and Sweethearts ("May they never meet" is sometimes a response as per c above) |
| g. Sunday | Absent friends |

STILL MORE TOASTS

1. The Toast of the Day and other toasts which may be proposed after the Loyal Toast are given standing. Only the Loyal Toast is honoured seated.
2. At a Dinner for civilian guests or spouses, a Graduation Mess Dinner, or when dining out a number of mess members it may be fitting to propose a toast to the group being honoured. It is most appropriate to do so either immediately before or after the Toast of the Day, but in any case prior to any other miscellaneous toasts.
3. It is a custom of the service for the Bandmaster (if present) and Chief Cook to be invited by the President to join him in a glass of port. Chairs are provided and a toast may be proposed, after which the staff secure for the evening. The Senior Steward is, of course, still busy with his duties.

SMOKING

1. The official part of the dinner is over upon completion of the Loyal Toast. The rules are relaxed and cigars and cigarettes are passed. Pipes may not be smoked without the President's permission. (Do not light up before the President has done so or given permission).
2. Diners should be aware that, in conformity with present DND policies, and indeed the trend in Canadian society, several tables or an entire Mess Dinner may be designated as non-smoking. Early liaison between host and guests who smoke should prevent any unnecessary embarrassment or discomfort.

WINE GUARDIANS

1. After the toasts, formal speeches and adjournment, anyone who wishes may leave the table with the exception of officers in charge of wines. If they wish to leave they must pass the decanters on to the officer on the left. If an officer in charge of wine, whether the President himself or another, leaves the table without finding a new guardian, the wine may be passed at the offender's expense until the decanters which he has deserted are empty.
2. The President may have ordered the wine removed after toasts were drunk, but it is the custom to sit over it and pass the decanters at least once more.
3. After the decanters are passed a second time the stoppers are left off until the wine is finally removed on the President's order.
4. The President or other officers guarding the wine are not at liberty to pick up the decanters in front of them to refill their glasses. They may not pass the wine to the left without waiting for the President to set the example or asking permission. When the wine has been passed again the President and other officers guarding the wine may then fill their glasses from the decanter that has been passed.
5. The Wine Guardians' responsibilities are in effect until the wine is ordered removed, the decanters are empty or the last diner leaves the table.

ADJOURNMENT

1. At the President's discretion he will suggest to the Guest of Honour and others at the head table that they adjourn for coffee and liqueurs. At this point all diners stand as the President leaves and remain

standing until he has left the dining room. Diners may sit down again to finish their port at their leisure but should not be overly tardy in joining the President in the ante-room.

3.01 INTRODUCTION TO NON-MESS FUNCTIONS

1. It may be argued by some that an officers personal behaviour when not in uniform is only the concern of that officer. To some degree this is true, but if your profession becomes known by those in attendance at a given social gathering, the "representative function" is very much operative. It is difficult to imagine an officer attending a party or dance and later leaving without his profession having become known to others. Good behaviour or poor will each have an affect upon the reputation of the Navy, therefore, the social responsibilities remain the same whether in uniform or not.

2. In several of the articles which follow several specific non-mess settings will be described. Some have an obvious link to the Service because the wearing of uniforms is authorized. What to wear and certain particulars regarding the specific functions will be explained. But as with mess functions, the same minimum standard of behaviour always exists and that standard increases as a function the degree of formality and the precedence of those in attendance.

3.02 NON-DUTY DRESS

1. The dress standard on board is usually quite stringent relative to what it might be in a private home. Officers living on board must always be cognizant of this because the Wardroom may be used by any member to host guests ranging from a fellow officer to a Head of State - with or without prior notice. In all cases the guest must be made to feel comfortable and this is achieved in part through maintaining a high standard of dress. This is a fact of life which living-in officers must accept in exchange for inexpensive "rent".

2. During working hours at home or abroad, all officers when on board should normally be dressed in uniform. Outside working hours the minimum standard consists of the following:

- a. jacket with either a shirt and tie, or open neck shirt if that shirt is designed to be worn without a tie, or turtleneck sweater with slacks;
- b. when less formality is desired, a dress sweater may be appropriate, replacing the jacket; and
- c. females wear the ladies equivalent of the above.

3. During summer months or when visiting warmer climates and "salt and pepper" or "whites" are the dress-of-the-day, appropriate plain clothes in the Wardroom should consist of the following:

- a. tropical suit and open neck shirt;
- b. short sleeved shirt and slacks;
- c. dress shorts with executive style socks and open neck shirt;
- d. "deck" shoes; and
- e. females wear the ladies equivalent.

4. Due to the difference in available facilities ashore, the PMC of a base Wardroom may authorize a lower standard of dress for certain areas of the Mess outside the view of members of the public. However, in a ship no such areas are available (with the exception of the ships gymnasium). Therefore, the following plain clothes should not be worn without the specific authorization of the Executive Officer:

- a. sports attire beyond a short time after exercise or sports event;
- b. blue jeans;
- c. revealing swim wear; or
- d. any other clothing that might be construed as provocative or in poor taste.

5. While living on board at home or in foreign port an officer must always conform to the routine of the day and the dress of the day whether on leave or not. If the ships company is working the officers must be up, properly groomed and in the dress-of-the-day between Colours and Secure. Few things are more discouraging to the hands (especially the Stewards) than to see their officers taking advantage of something which they apparently may not. If on leave during a working day in a foreign port, an officer

should be up and gone prior to Colours. To be seen scurrying ashore in plain clothes during working hours - justifiably or not - is terribly bad form and extremely bad leadership.

6. Most sailors tend to see their bunk and lockers as their private domain. Recent changes in the regulations regarding search and seizure tend to support this. Unfortunately, the realities of mixed-gender shipboard life do not allow for this to be completely true. No matter how intrusive it may seem, guidelines exist which, for example, specify that bathrobes and pyjamas/nightdresses shall be worn by members of mixed-gender crews. The potential for both simple embarrassment and the undermining of discipline should be of concern to all officers and these type of guidelines shall be adhered to. Further detailed direction exists in individual ships' SSO's. Any further point of concern peculiar to a given ship should be discussed with her Executive Officer, a practical, workable solution found and thereafter strictly enforced. This is "proper etiquette" in action.

7. It is always a good idea to have a sport jacket and assorted shirts and pants on board. Because of the required attendance at foreign port receptions, officers often meet local dignitaries and other guests. This sometimes leads to invitations to cocktail parties or dinner parties. If so invited, ensure you ask your prospective hosts if they wish you to attend in uniform or plain clothes and what degree of formality the function will be. A suit (with skirt for females if going ashore) may be even more appropriate depending upon the occasion (ensure, if wearing a vest, to leave the bottom button undone - a custom which started with King Edward the VII who was unable to button his up).

8. If returning to the ship with guests or reciprocating an invitation of the type above, several points should be kept in mind. First, ensure your guests are aware of the dress standard in the Wardroom so they will not be embarrassed by being under dressed. Do not bring guests to the ship during working hours and avoid doing so at meal times. Civilian guests are certainly welcome to take a meal in the Mess, but ensure the Executive Officer gives his consent and the Senior Steward is made aware well in advance. Do not bring guests to your cabin nor take them on a tour near any living areas. Lastly, never take a guest on board after the promulgated bar hours. The Commanding officer may, at his discretion, (and with the concurrence of the Executive Officer) authorize somewhat liberal rules, however, this privilege exists because the "representative function" all officer's must fulfill and should never be taken personal advantage of. Although the Navy is very hierarchical, we are all to be considered equal socially. For officers to abuse this privilege would be disheartening for the ships company and could actually become very disruptive of discipline. Concern for others...

3.03 CHRISTENINGS

1. The naval customs and traditions involved with the baptismal ceremony in HMC Ships is well described in other publications, but there are several points of etiquette which should be taken note of.

2. The first is the matter of dress. Normally the dress for civilians is jacket/sweater and tie for men and the equivalent for women. Since it is, after all, a naval ceremony, naval personnel should be encouraged to wear uniform. It would be quite proper to attend in No. 3 order of dress. By wearing uniform those in the Navy may more fully participate in the ceremony by saluting as the holy water is piped over the side. If the invitation does not specifically state service dress, it is incumbent upon serving members to ask their hosts when responding the invitation.

3. If asked to act as a Godparent, it is normally considered a private matter. However, if doing so in uniform at a semi-public function, it becomes something of a Service matter. Many religious denominations practice the sacrament of Baptism, but in ways subtly or dramatically different from one another. This has led to differences in the particulars of the ceremony. You, as a prospective member of the ceremony, will likely have s kin and action parts. Discussing this in a prior meeting with the parents and Service Chaplain concerned is a necessity. This will help prevent any embarrassing moments which might reflect badly on both you and the ship.

An important consideration for the Officer-of-the-Day, aside from properly meeting all guests at the brow, is the toast to be made to the child on behalf of the ship. The steward will make ready the wine and alternatives (including water if desired) while all attendees are on the quarterdeck. Upon their return to the Wardroom, the OOD (unless the CO or XO are present) will propose the toast. An appropriate toast is as follows:

"On behalf of the Commanding Officer and ships company of HMCS, I would like to propose a toast to (full name of the child). May God grant you longevity, prosperity and happiness in this life".

The OOD should then quietly congratulate the parents, thank the Chaplain, then discretely depart in order that the private reception may begin (the church pennant may now be hauled down).

5. Service guests at the private reception have social responsibilities similar to those which exist at all mess functions. Even if you are not a member of that mess or even of that ship, you still represent the Navy and all service etiquette responsibilities remain. Do not monopolize conversations by explaining ship, Navy and ceremony; rather, seek out non-Service guests and make them feel welcome. Ask them about themselves and their views on other general topics until you discover something of mutual interest. Once they relax they will doubtless ask you about the surroundings and happenings which are strange to them. Be prepared to answer these type of questions in a polite, informative manner once it is time to do so, but not before.

6. The remaining points concerning the OOD are:

- a. be present at the brow to ensure all guests are properly seen over the side;
- b. enter the event in the ships log;
- c. have the ships bell and jack properly stowed; and
- d. ensure the Deck Officer is aware of the need to inscribe the child's name on the bell.

7. The final point concerns alcoholic beverages. There will likely be children among the invited guests. More than under any other circumstances, moderation is an absolute must. Remember the purpose of the reception. Leave on time, leave clear headed and leave further adult socializing for another time and place.

3.04 WEDDINGS

1. There is no specific procedure for a "Naval Wedding" because what is known as a "Naval Wedding" is really just naval participation in, or an added naval style to a normal religious or civil ceremony. This participation is mainly a matter of custom or "unofficial" ceremony rather than regulation and, with the exception of a State Wedding the degree of participation is therefore decided by the bride and groom. This being the case, there is great latitude in what one might encounter. However, two specific areas are regulated and conformity is a must.

2. The first area is dress. Dress for a mess function is decided well in advance and the "word" is passed relatively quickly, but dress for a wedding is decided by the bride and groom. They chose if the groom, the bride, the ushers, or all those in attendance, as applicable, will wear uniform (Reserve personnel not on full-time paid service must request permission to wear uniform in accordance with QR and O 17.06). Though in most cases the bride will likely wear a bridal gown, any combination of the above is possible.

3. Once decided who will wear a uniform, it then must be decided which uniform. That shall be decided by two factors: the degree of formality of the ceremony and the time of day. For formal ceremonies scheduled to conclude prior to 18(10, No 1 with orders, decorations and medals is authorized for wear in winter. In summer, No 1C with orders, decorations and medals shall be worn. Gaiters (black or white as appropriate to rank}, white web belt (P02 and below), white gloves (females only) or swords (PO1 and above only) may be worn. These orders of dress are equivalent to civilian morning coat (men) and hat and gloves (ladies).

4. If No 1 or No 1C are the requested dress (subject to being worn in the correct season), the following notes should be kept in mind:

- a. all personnel below the rank of P02 are not entitled to wear No 1C and must therefore wear No 1 in lieu;
- b. if swords are included as part of requested dress, they shall be worn by all those entitled whether acting as part of an arch party or not;
- c. if swords are requested for PO1 and above, white web belt and white gaiters should be requested for P02 and below;
- d. non-commissioned female PO1 and above may not carry a sword unless wearing slacks and boots;
- e. a purse is not carried in No 1 order of dress, but may be carried in No 1C;
- f. purses and/or white gloves should not be requested worn if swords are worn; and
- g. caps are normally removed by both male and female personnel in a non-Jewish consecrated building (except by Sikhs) unless acting as a member of a vigil or colours party.

5. For semi-formal ceremonies which also conclude prior to 1800, only No 3 (winter) or No 1D (summer) may be worn. Orders, decorations and medals are not worn in these orders of dress nor are the other optional ceremonial pieces of kit. Although swords may be carried on parade in these orders of dress (females wear slacks and oxfords), they should be considered inappropriately formal when neither

bridal party or guests are formally attired. If, in fact, the bride were to wear a dress or suit instead of a wedding gown or the groom a business suit, this should be considered too informal an occasion for the wearing of uniforms at all.

6. Those invited to a wedding ceremony are usually invited to a reception to be held one to two hours after the wedding ceremony proper. Additional guests are also sometimes invited. Generally, it should be expected that what was appropriate for wear at the ceremony should be appropriate (less swords, belts and gaiters) for wear at the reception, but a change of uniform may be requested. Indeed, if a wedding ceremony concluding prior to 1800 and reception commencing after 1800 are both quite formal, a change of uniform is a must. Although this is the prerogative of the bridal couple, if it is not specifically mentioned in the invitation, a naval guest would be well advised to ask well in advance. To not do so could result in the embarrassment of all concerned by causing the naval guests to look like rabble.

7. The only uniforms authorized for formal evening wear are No 2 in winter and No 2A in summer (Mess Dress). Unless the ceremony is formal, concludes or begins after 1800 and all other guests are formally attired, this uniform shall not be worn. To do so would be ostentatious; to ask someone to do so would be terribly rude. The same holds true for the reception. Also, ensure the following are taken into account before considering Mess Dress:

- a. long or short skirt should be stipulated in the invitation;
- b. female officers may carry purses;
- c. swords shall not be carried nor swords belts worn with Mess Dress;
- d. Naval Cadets and commissioned officers with less than six months service are not yet required to have purchased Mess Dress;
- e. Reserve Force officers are not required to purchase Mess Dress; and
- f. Mess Dress is optional for CP02 and below and, due to its expense, is seldom purchased.

8. Another major consideration when planning a "Naval Wedding" is the set of regulations regarding the wearing and use of arms. With the exception of sentries keeping vigil on a casket or escorts to the colours, rifles and pistols are never carried nor swords ever drawn in any religious institution. Despite this restriction and the need for conformity to the dress requirements noted above, an arch of swords may still be formed so long as several rules are taken into account.

9. Swords may only be used in an arch if belts and scabbards (only hooked-up if the sword is drawn) are worn and, therefore, only those entitled to wear swords (PO1 and above) may take part in forming the arch. It is, however, quite correct for others in uniform to line the church exit and give courtesy salutes to the bridal couple in the same manner that a serving gentleman might salute a lady acquaintance. For afternoon weddings (formal or semi-formal) it can be easily arranged for swords to be buckled on and an arch formed while the bridal couple is still "signing the register" inside. This must be conducted in accordance with the proper drill procedures, because it is every bit a public display of arms while in uniform. It should be practised in advance to avoid embarrassing the Navy and the bridal couple.

10. One final note is that it is no longer necessary for Service personnel to ask permission to marry. However, it would be proper to make your Commanding Officer and Executive Officer aware of your wedding plans well in advance. They have an interest in your welfare and have a responsibility to ensure

your new spouse is welcomed into the naval community. They will also provide advice and willing assistance in acquiring any Service resources you may request. Since a wedding is a private function you are not obliged to invite either CO or XO, but it would be a polite gesture to ask each if they would wish an invitation.

11. As with all functions, when in uniform and in public view, an officer's personal behaviour is the business of the Navy because of the "representative function" each officer fulfills. Make it your business to be aware of the precedence of the highest ranking person in attendance and act accordingly. If you feel in any way unable to conform with the rules stated here, then wear plain clothes rather than embarrass the Navy and those with an interest in it.

3.05 FUNERALS

1. The specific individual responsibilities of naval funerals are codified. Those involved will be well briefed prior to the carrying out of the ceremony. Private funerals are another matter. While it is quite acceptable for naval personnel to attend such ceremonies in uniform, there are certain points of etiquette which must be adhered to.
2. An invitation to attend a funeral may come in many different forms: written, verbal (by telephone or in person), as part of an obituary or by MARGEN message. As part of the invitation, attendees could be specifically requested to wear a certain uniform or, indeed, asked not to wear uniform at all. If dress is not promulgated, attempt to determine the wishes of the family. If there is any doubt, it would be better to wear plain clothes than take the risk of giving offence.
3. The only uniforms approved for wear at private funerals are No. 1 in winter and No. 1C in summer. Orders, decorations and medals shall be worn. For NCMs either not in possession of or not entitled to wear No. 1C order of dress, No. 1 should be worn in lieu. Never attend a funeral in an order of dress with an open collar. Swords, gaiters, white gloves (females only) and white web belt may be requested in these orders of dress. If requested, all those attending in uniform must comply, but if not requested do not do so unilaterally.
4. The naval custom of wearing black tapes or mourning bands to indicate grief or bereavement is seldom practised by civilians today. However, it is still a very important part of a Service funeral. When the Service burial is complete the shrouds are removed from the drums, words of command are again given loudly and sharply, the funeral party changes from slow to quick-march and the band strikes up the rousing notes of "Heart of Oak" (beginning "Come cheer up, my lads..."). This deliberate, dramatic switch in tempo is analogous to a wake. At this time flags are re-hoisted close-up and mourning ceases. The mourning band is immediately removed from the left sleeve of the Service jacket (or topcoat) and tucked away.
5. Many civilians do not understand this custom. Wearing a mourning band at private funeral services is both authorized and encouraged, however, care must be taken when it is removed. If attending an outdoor private burial, do not immediately remove the mourning band with a flourish at the conclusion of the ceremony. Those who do not understand this naval custom may take offence. Ensure it is removed as soon as possible once out of public view. Definitely remove it before any wake or reception which may follow the burial (this is a requirement by regulation). Also, if no portion of the funeral is conducted outdoors, and the weather requires that the topcoat be worn, do not wear a mourning band on the topcoat. Mourning bands are only authorized for wear at a private service, not when transiting to it (if otherwise seen in public they indicate official Service Mourning).
6. The next consideration is the wearing of caps. All personnel in uniform shall observe the custom of the religious denomination concerned. Within a consecrated building (Christian), the cap is normally removed by all male and female personnel in uniform (except by a member who is an adherent of the Sikh religion). The cap shall also be removed when acting as part of the bearer party, while the casket is actually being carried (except when participating in a Jewish ceremony). It should be worn at all other times when outdoors with the exception of periods of collective prayer or specific situations where civilian gentlemen would normally remove their own. A passing opportunity to give a courtesy salute to the subject would be lost if caps were improperly removed. Such a gesture is appropriate and appreciated if done in a way which appears both natural and spontaneous.

7. A final point is the giving of cards and flowers. Do not, for a private funeral, use Service stationary or commercially produced sympathy cards. A brief personal note on good quality, unlined white paper will be much more appreciated. If at sea, the Commanding Officer will normally authorize the release of a personal telegram. Do not promptly send flowers when first receiving the news of a death. Often families wish a contribution to a particular charity or agency in lieu of flowers. Attempt to determine their wishes in advance and comply with them. If unable, sending flowers would still be appropriate.

8. Remember, wearing uniforms to a private funeral is optional and religious customs often differ. Although wearing uniform is encouraged, if doubt exists ask first, and if doubts remain, do not risk embarrassing the grieving family, yourself or the Service - wear plain clothes and follow the lead of others.

MESS DRESS

INTRODUCTION

1. This Annex is intended to provide guidelines for the wearing of Canadian Naval Mess Dress by Naval Officers in the Canadian Navy. As such it outlines the order of dress and the occasions when various orders of dress are to be worn.
2. The various Canadian Navy orders of dress are shown in table two with their RN, USN and civilian equivalents. The particulars and occasions for which the orders are worn in the Canadian Navy do not always conform precisely to those of these other navies. This is often the case with respect to official or social functions, where the wearing of decorations and medals can differ for similar occasions. These tables which follow should therefore be construed as a guide only.
3. In recent years there have been several changes with respect to the wearing of outer-wear. First, a cap shall be worn. The regular service cap is authorized and shall be worn with Mess Dress under all circumstances which it would normally be worn. All other issued outer-wear, such as gloves, topcoat, hightop rubber boots, fur cap, white scarf etc., may be worn as appropriate. A black umbrella as authorized by "Dress Instructions", may be carried/used. All commissioned officers may wear a traditional boat-cloak with white silk scarf and white cotton gloves of approved design at their discretion (and expense).

ACQUISITION

1. Mess Dress (Standard) is authorized as optional uniform for non-commissioned members in both the Regular and Reserve Forces. The CF Dress Instructions (A-AD-265-000/AG-001 } stipulates that:
 - a. All Regular Force Officers are required to be in possession of mess dress;
 - b. Newly commissioned officers are required to obtain mess dress not later than six months after commissioning;
 - c. Acquisition of mess dress is the responsibility of the individual.
2. No. 2B (Mess Service) order of dress is authorized as an optional Mess Dress uniform, for wear by the following personnel in preference to No. 3 Service order of dress, on occasions when Mess Dress would be considered appropriate:
 - a. Newly commissioned Regular Force officers during the six months accorded them to obtain Mess Dress;
 - b. Reserve Force Officers;
 - c. Naval Cadets; and

- d. Non-commissioned members of both the Regular and Reserve Forces.

SPECIAL ARTICLES OF CIVILIAN DRESS WITH NAVAL SIGNIFICANCE

1. The following articles may be worn as civilian clothing at the option of the wearer when civilian clothing is authorized to be worn.

- a. **Blazer and Flannels**

For all Naval personnel of the Regular Force and Reserves, active or retired. Navy blue flannel or serge, single or double breasted jacket and grey flannel trousers or skirt;

- b. **Blazer Badge**

- 1. Officers - a badge consisting of an embroidered naval crown in red superimposed on a white maple leaf may be worn centred on the breast pocket of the blazer.

- 2. Other Ranks - a badge consisting of an embroidered foul anchor in red superimposed on a white maple leaf may be worn centred on the breast pocket of the blazer.

- c. **Necktie**

A distinctive necktie consisting of small gold naval crowns and red maple leaves on a blue silk or satin background. May be worn by all naval or ex-naval personnel when wearing civilian clothing.

TABLE 1

Order	Male	Female	TO BE WORN AT:
<p>No.2 (Mess Standard)</p>	<p>Cap, service (naval), or Turban, white;</p> <p>Shirt, white, pleated front with turned down collar and French cuffs;</p> <p>Bow tie, black (hand tied);</p> <p>Waistcoat, white, or Cummerbund, branch;</p> <p>Jacket, Mess dress, Navy blue, or Tailcoat; Navy blue (Capt (N) and above);</p> <p>Trousers, Navy blue, gold laced (Officer and CPO's First Class) or Trousers, Navy blue (Men below the rank of CPO First Class);</p> <p>Shoes, leather black with socks, black.</p>	<p>Hat, Service (naval);</p> <p>Shirt, white, long-sleeved, cuffed, high-buttoned convertible collar with gold buttoned front closure;</p> <p>Clutch evening bag, black;</p> <p>Cummerbund, branch;</p> <p>Jacket, Mess Dress, Navy blue;</p> <p>Skirt, long, Mess Dress, Navy blue, or skirt, short, Mess Dress, Navy blue; and;</p> <p>Pumps, black leather/patent leather with nylons, plain pattern, beige.</p>	<p>Dinner with ladies present, evening dances with ladies and formal entertainment, ashore and afloat;</p> <p>Dinner when officers of Flag and Commodore rank or Army or Air Force of corresponding rank (wearing uniform) are being entertained.</p>
<p>No. 2A (Mess White)</p>	<p>As for No. 2 order of dress except that the Jacket, Mess Dress, white shall replace the Jacket, Mess Dress, navy blue.</p>	<p>As for No. 2 order of dress except that the Jacket, Mess Dress, white shall replace the Jacket, Mess Dress, Navy blue.</p>	<p>For wear in summer or tropical climes.</p>
<p>No. 2B (Mess Service)</p>	<p>Cap, Service (Naval), or Hat, winter fur, or Turban, white;</p>	<p>Hat, Service (Naval), or</p>	<p>For appropriate formal occasions ashore or afloat IAW Para 2 (Acquisition)</p>

TABLE 1 (page 2)

Order	Male	Female	TO BE WORN AT
	<p>Shirt, white, long-sleeve, plain with turned down collar and standard cuffs;</p> <p>Bow-tie, black (hand tied);</p> <p>Jacket, Service Dress, Navy blue;</p> <p>Trousers, Service Dress, Navy blue;</p> <p>Belt, leather black with socks, black; and</p> <p>Name tag.</p>	<p>Shit, white, long-sleeved, cuffed, high-button convertible collar with gold-buttoned front closure;</p> <p>Jacket, Service Dress, Navy blue;</p> <p>Slacks, or skirt, Service Dress, Navy blue;</p> <p>Clutch evening bag, black;</p> <p>Name Tag</p>	
<p>No. 2C (Mess Shipboard)</p>	<p>Cap, Service (naval), or Beret, Navy blue, or Turban, white;</p> <p>Shirt, white, short-sleeve;</p> <p>Trousers, Service Dress, Navy blue;</p> <p>Belt, leather black or web black;</p> <p>Cummerbund, branch; and</p> <p>Shoes, leather black with socks, black.</p>	<p>Hat, Service (naval), or Beret, Navy blue;</p> <p>Shirt, white, short-sleeve;</p> <p>Slacks or skirt, Service, Navy blue;</p> <p>Cummerbund, branch; and</p> <p>Oxfords or pumps, black leather/patent leather with nylons, plain pattern beige.</p>	<p>For informal evening wear on board.</p>

TABLE 1 (Page 3)

Order	Male	Female	TO BE WORN AT
No. 2D (CF Mess Standard)	Head-dress, as appropriate; Jacket, Midnight blue; Trousers, Midnight blue; Shirt, white, pleated front with turned down collar and French cuffs; Bow tie, black; Collar badges, as authorized; Cummerbund, branch; and Shoes, leather black with socks, black.	Head-dress, as appropriate; Jacket, Midnight blue; Skirt, long or short, Midnight blue; Shirt, white, long-sleeved, cuffed, high-buttoned convertible collar, with gold-buttoned front closure; Clutch evening bag, black; Collar badges, as authorized; Cummerbund, branch; and Pumps, leather/patent leather with black nylons, plain pattern beige.	<p>Dinner with ladies present, evening dances and formal entertainment, ashore and afloat;</p> <p>Dinner when officers of flag and commodore rank or Army or Air force officers of corresponding rank (wearing uniform) are being entertained.</p>
No. 2e (CF Mess White)	As for No. 2D order of dress except the jacket, CF Mess Dress, white, shall be worn.	As for 2d order of dress except the jacket, CF Mess Dress, white, shall be worn.	<p>Same as 2D except that the jacket, CF Mess Dress, white shall be worn during hot weather.</p>

**TABLE 2
UNIFORM EQUIVALENTS**

DRESS	CN	RN	USN	CIVILIAN
Mess Dress	No. 2 Mess (Standard)	Mess Dress/Ball Dress (same uniform) as per No. 2 Except wing collar is mandatory. Only officers above the rank of Cdr wear laced trousers.	Dinner Dress Blue with jacket.	White tie and tails or Black tie as appropriate.
White Mess	No.2A (Mess White)	White Mess/Ball Dress (As per Mess Dress, with white jacket).	Dinner Dress White with jacket.	White tie and tails or black tie with dinner jacket as appropriate.
Mess Dress	No. 2/2A	Mess Undress (blue waistcoat is usually worn, with cummerbund optional).	Dinner Dress blue with jacket.	Black tie.
Red Sea Rig	No. 2C (Mess Shipboard)	Red Sea Rig.	Gulf Rig.	Appropriate Civilian dress (jacket and tie)
Mess Dress	No. 2D (CF Mess Standard)	Mess Dress/Ball Dress. Only officers above the rank of CDR wear laced trousers.	Dinner Dress Blue with jacket.	White tie and tails or black tie as appropriate.
Mess Dress	No. 2E (CF Mess White), same as 2D except the jacket, CF Mess Dress White shall be worn during hot weather.	Same as listed above		

**Annex B to
The Manual of
Canadian Naval Etiquette**

CORRESPONDENCE

This Annex contains a sample joining letter developed by VENTURE and excerpts on "Invitations, Replies, Letters of Thanks and Forms of Address" from the "Manual of Customs and Traditions for the Canadian Navy."

JOINING LETTER

1. Traditionally, naval officers acknowledge their appointments to ships or shore establishments by writing a joining letter to their new Commanding Officer. Normally this formal communication follows informal telephone contact with the Executive Officer to arrange details of COS dates, leave, etc.
2. All appointments within Maritime Command should be acknowledged by a joining letter; appointments outside the command are not normally acknowledged unless the Commanding Officer of that unit is a naval officer.
3. As the joining letter may very well be the first contact you make with your new Commanding Officer, the impression it makes is vitally important - you can only make a first impression once! It should be written in the format of a traditional naval letter, using customary naval terms such as "appointment" vice "posting", "signal" vice "message", etc. Remember that naval officers serve "in" ships not "on" them. Also, with the exception of referring to your posting message (eg. DPCO/MARS), abbreviations should be avoided - "HMCS" should be written out as "Her Majesty's Canadian Ship", etc. The letter should be hand-written with blue or black ink on a plain sheet of 215 by 280 millimetre (8 1/2 by 11 inch) superior quality white paper (such as bond or a higher quality). Remember, it must be hand-written - a typed joining letter is extremely inappropriate. Lastly, the complimentary closing of:

**"I have the honour to be,
Sir,
Your Obedient Servant"**

should be used. Although some might consider this closing to be somewhat outdated, it is nevertheless traditional. Over the years it has become a customary and wholly acceptable form of closing this particular type of letter.

4. The following sample letter will help you get it right. Remember, the example is only a guide - your joining letter should follow the format and general conventions described in this manual, but it is your personal acknowledgement of an appointment to your new Commanding Officer and should be written by you to cater to your particular circumstances. This is the place to confirm details of leave, etc., and let him know something about you.
5. One last tip - before you mail your joining letter, carefully proof-read it to ensure that there are no spelling or grammatical errors. If in any doubt, look it up; nothing creates a poor impression faster than a sloppy letter which shows a lack of care and attention.

*Canadian Forces
Fleet School Halifax
Fleet Mail Office
B3K 2X0*

Sir:

I have the honour to acknowledge my appointment to Her Majesty's Canadian Ship Vancouver, under your command, in accordance with National Defence Headquarters signal DPCO/Mars 0146051400Z May 92. Unless otherwise directed, I shall report on board at nine o'clock a.m. on Monday, 24 August 1992.

I have arranged with you Executive Officer, Lieutenant-Commander Mean, for my wife and I to fly to Victoria for a house hunting trip from 21 until 27 June. I understand that the ship will be alongside during that period, therefore I shall contact your Executive Officer when I arrive to introduce myself, if convenient to him. Furthermore, as I intend to travel to Victoria by automobile, I have arranged for two weeks annual leave in the Ottawa area in conjunction with my travel time. As it stands now, I shall be departing Halifax on 29 July, taking annual leave in Ottawa from 31 July until 14 August, and arriving in Victoria on 21 August. When finalized, I will of course change them as you deem appropriate.

I am anxiously looking forward to the demands and challenges of my first sea-phase, and to becoming a full member of an operational ship's Wardroom after two years of training. I hope to have the opportunity of meeting you in June.

*I have the honour to be,
Sir,
Your obedient servant,*

*John Smith
Sub-Lieutenant*

*Commander J.M. Destroyer, CD
Commanding Officer
Her Majesty's Canadian Ship Vancouver
Fleet Mail Officer
Victoria, British Columbia
VOS 1B0*

FORMAL INVITATIONS

1. Invitations to or for social occasions can be made in either of two ways. These are "Formal Invitations" or "Informal Invitations". Guests for official events are sent Formal Invitations.
2. Formal Invitations use the third person and may either be written or printed, although the latter is more common. Numbers are written in words and abbreviations are not used with the exception of "Mr., Mrs., and O'Clock". Signatures never appear.
3. It is important that the decorations of the officer issuing the invitations should not appear on the invitation itself. However, those of the guest should be inserted. When an officer's spouse is included in the invitation, the officer's decorations are omitted. Care must be taken as certain symbols are shown after an officer's name in the "Officer's List," which should not appear on letters or invitations (ie: NDC, PSC and RMC). If one is uncertain of the guest's decorations or cannot determine them, then omit them altogether rather than put on a decoration which has not been earned. If a civilian gentleman is invited to a function, the correct form of address is "A.B. Jones, Esq".
4. The following is an example of a formal invitation:



*The Commanding Officer,
Naval Officer Training Centre
Requests the pleasure of the company of*

Lieutenant & MRS G. F. Jones

.....

Dine-the-Ladies

at the.....

in VENTURE

to be held.....

eight o'clock Nineteenth April 1989

at on the..... day of

Formal

Dress.....

R.S.V.P.

5. Invitations are replied to in the form that they are made. A verbal invitation to dinner would be replied to verbally. If the invitation is issued in an informal letter, the reply is made in similar terms.

6. To enable the host or hostess to make the necessary arrangements, etiquette demands that all invitations should be answered at once. An invitation, once accepted, must not be subsequently declined, except for serious reasons like illness or unavoidable absence on duty. The receipt of a more attractive invitation is also not considered a suitable reason. Needless to say, if a person is unable to attend or will be late, they should inform their host or hostess that this will be the case as soon as possible after they know it themselves.

FORMAL REPLIES

1. Formal invitations are replied to formally. The following is an example of a formal acceptance of an invitation to dinner, issued by the Commanding Officer, VENTURE, The Naval Officer Training Centre to Lieutenant and Mrs. Jones: -

**1234 March Street,
Victoria, B.C.**

Lieutenant and Mrs. C.F. Jones take great pleasure in accepting the kind invitation of the Commanding Officer and Officers of VENTURE The Naval Officer Training Centre to the Dine-the-Ladies at eight o'clock on the nineteenth of April, 1989.

**Commanding Officer
VENTURE, The Naval
Officer Training Centre
FMO Victoria, B.C.
VOS 1B0**

Fifth April

2. If it were necessary to refuse the invitation, the reply should be couched in the same vein, regretting, or greatly regretting inability to attend due to acceptance of a previous invitation or another engagement.

3. The following points should be noted in writing replies to formal invitations:

- a. use good notepaper;
- b. the use of numerals should, so far as possible, be avoided, although they are permissible in the address at the beginning and the end of the reply. Elsewhere in the letter, numbers should be spelled out fully;
- c. abbreviations should be avoided, except those used in forms of address such as "Mr." and "Mrs."
- d. never sign a formal invitation or the reply to it;
- e. use your initials or full name according to the wording of the invitation;
- f. it is only necessary to address the reply to one person, although the invitation may be made out by a dozen or more, example: the "Commanding Officer and Officers". Normally, one replies to one's would-be host or hostess;
- g. when replying to Royalty or to the Governor General, individuals "Have the honour to accept the Gracious invitation.";
- h. when replying to a Lieutenant Governor, individuals "Have the Honour to accept the kind invitation";

- j. persons may not refuse invitations received from the personages listed in (g) and (h) except on the most urgent grounds, such as illness or the exigencies of the service. These invitations are in the nature of a Royal Command;
- k. the present tense is used in replies;
- m. in accepting an invitation, the day and hour must be repeated so that any mistake can be corrected at once;
- n. in declining an invitation, it is not necessary to repeat the hour. A brief reason for declining should always be given;
- p. the address and date of the reply should be written on the bottom left hand corner of the sheet, and the envelope should be addressed as indicated on the invitation; and
- q. if the invitation is to an unofficial function in a private home, the reply is addressed to the lady of the house.

4. REMEMBER: "La Ponctualite est la politesse des Rois", a free translation of which is "Punctuality is the politeness of the great." It is of paramount importance to be on time for any engagement whether social or business.

5. Fifteen minutes grace on either side of the arrival time is acceptable. For example, if invited 1915 for 1945 - it is proper to arrive between 1900 and 1930; guests are expected to arrive within the space of that half hour. It is within the bounds of good manners for a guest to arrive at 1930, but a few minutes earlier would be better. Arrival before 1900 is very bad manners indeed.

INFORMAL INVITATIONS

1. Informal invitations may be made by letter, by informal note, by telephone, or, of course, verbally from person to person. Replies are made in the form in which the invitation is received unless otherwise indicated. RSVP (Repondez s'il vous plait) followed by a telephone number on a written invitation obviously indicates a telephone response. RSVP without a telephone number or an address behind it implies a doubt that the recipient is sufficiently well versed in social graces to know that a reply is required and so should not be used on invitations.

2. The following invitation was received by Mr. Smith in the morning mail. The invitation is an informal one - in which case it looks like this:

Dear Mr. Smith:

I am giving a small luncheon party at the country club on Tuesday, the 9th at 1 o'clock for Mr. and Mrs. Devonian from Calgary, and I would be delighted if you would come. Although we have never met, I understand you are great friends of the Jones' of Victoria so I am very much looking forward to meeting you.

Sincerely,

Emma Hamilton

3. Now what happens? Telephone - or letter? Had Mr. Smith not received his invitation until Monday the 8th, it would have been more than acceptable for him to seize the telephone and call Mrs. Hamilton right away, explaining why it is that he had done so. As it is, however, Mr. Smith received his invitation on Tuesday the 2nd. Pleased to accept Mrs. Hamilton's invitation, he sends the following response:

Dear Mrs. Hamilton:

I shall be delighted to come to your luncheon party at the country club on Tuesday, the 9th at 1 P.M. and I am looking forward very much to meeting you there. Did you know that the Jones' have moved to Vancouver? I saw them there last week, and they wished to be remembered to you. Thank you for your invitation.

Sincerely,

William Smith

THANK YOU LETTERS

1. An expression of thanks for hospitality received is always appropriate although the form may vary somewhat depending upon the type of hospitality or entertainment received. At a cocktail party it is only necessary to thank the hostess on the way out. Of course, a letter of thanks can be written but it is not necessary although it would undoubtedly be welcomed. The same thing holds good for the casual invitation to supper as for the cocktail party or for a supper party to which you have received a written invitation. Between married couples, a telephone "Thank you" is normal for informal entertainment. Bachelor officers should beware of telephone thanks to married ladies! A note or letter is always preferable, and some bachelors have found that after special occasions, flowers have not decreased in popularity. Nothing more than that is needed. By simply doing a little more than is actually called for, individuals will ensure their social success.
2. A "Thank you" letter is the minimum response to a formal dinner, a weekend stay as someone's guest at their house or cottage, or as "Guest of Honour" at a party. Depending on the circumstances, it may also be appropriate to send along some little gift to the hostess. This need not be expensive. It is the thought that counts. If a week or so has been spent with friends, more should be considered. Certainly, taking the host and hostess out to dine would not be remiss, nor would sending the hostess a pretty good gift. When selecting this gift, care should be taken to ensure there is no reflection of deficiency in any department of the home. Shy away from towels and soap.
3. Remember, "Thank you" notes are addressed to the hostess alone. They do not go to the host, or the host and his wife. When obligated to write a note of thanks to express appreciation for any hospitality, address the letter to the hostess. Make sure at the same time that it is a proper formal note and not merely a curt receipt for food and drink.
4. Private individuals frequently extend a great deal of hospitality to the ships. When this has been the case, a letter of thanks should be written.
5. Letters of thanks to clubs, societies and other groups who have shown kindness to the ship in general should be written by the Captain. If the Wardroom, or a certain mess has been the recipient of their attentions, the Mess President should write to them.

FORMS OF ADDRESS

1. In the Service an officer is introduced by his rank. After an introduction it is normal practice to speak to and of officers below the rank of Commander as "Mr. or Miss So and So." It is quite correct to use the rank, but "Mister" is much easier to manage. It was a civilian practise in certain circles to give a Lieutenant Commander the title "Commander" and Commander that of "Captain", but instructions issued some years ago put this practise to rest. It is quite permissible to call a Lieutenant Commander "Mister". It is customary to address Rear-Admirals and Vice-Admirals as "Admiral", and an Admiral of the Fleet the same way. Within the Service, Commanding Officers are sometimes addressed or spoken of by the names of their ship. Eg: the Captain of HMCS PROVIDER might be addressed as "PROVIDER".
2. The methods of referring to naval people in writing are to be found as examples at the end of this Annex.
3. The forms of address for Chaplains are as follows: A Protestant Chaplin is introduced, for example, as "Mr. Jones" if he is in Canonical dress, or as "the Reverend Mr. Jones", if he is in plain clothes. When referring to him he is called "Mr. Jones" or the "Chaplain"; a Roman Catholic Chaplain is referred to as "Father". Padre is the Spanish word and Italian word for "Father", and we use the word in the three Services as an affectionate term when speaking to or of the Chaplain; but the word is slang and should not be used for formal reference or address. For example, tell the messenger to "Take this note to the Chaplain", not "to the Padre".
4. The slang expressions used when referring to various officers should never be used in formal speech, and giving orders or instructions should always be done formally. Do not tell a man to report to "Number One"; he should be told to report to the "First Lieutenant" or to the "Executive Officer".
5. Officers must be just as particular that they address the man properly as they are that they, themselves are properly addressed. Good manners do not exist solely on a one way street.
 - a. Chief Petty Officers are addressed as such: e.g. "Chief Petty Officer Smith" not as Chief;
 - b. Petty Officer are addresses as such: e.g. "Petty Officer Jones" and not "PO";
 - c. Master, Leading, Able and Ordinary Seaman, also, are addressed by their ranks; in the case of the latter two groups, surnames only may be used, but no officer should be guilty of an impertinence such as addressing Able Seaman Miller as "Dusty". And let us pray nightly, that we shall never be guilty of addressing one of our own men as "Hey You"; and
 - d. Acting Petty Officers, Acting Master Seamen and Acting Leading Seamen are addressed as though they were confirmed.
6. When calling the attention of a senior officer to something, use a form such as "Commander Smith, Sir". If he is the Executive Officer "XO, Sir", "Commander Smith" is also used. When speaking to contemporaries, drop all titles and simply use the surname. When speaking of them to our superiors or other contemporaries, do the same, but when speaking to subordinates, give them their rank, the title of the appointment (e.g.: the Deck Officer) or "Mister". It all sounds very straight laced and formal, but remember, that the practice is fairly elastic if those using it use their good taste in its application. The idea of using the greater formality to subordinates is to help to preserve dignity and prevent all suggestion of a familiarity which might be reciprocated to the detriment of discipline. Perhaps you, personally, are of

such character that you can enter upon familiar (as opposed to friendly) terms with subordinates, but it must be remembered that we are not all so fortunate, and out of loyalty to us and to help us to preserve general good discipline, you support us in all ways that you can. It is natural for a man to believe that if he can call one Lieutenant "Bill", he may call the other "Fred".

7. When a senior speaks to one of us, acknowledge him by saying "Aye, Sir". When a junior conveys information, acknowledge him by replying "Very Good", or if there is a lot of noise, "Aye Aye. "OK", and "OK, Sir" sound terrible, and their use should be immediately reprimanded.

8. Why must it be so formal and particular? Never forget that "Familiarity breeds contempt" and, also, that if there is slack in one direction, things will certainly become slack in others. If a standard is established, everyone knows precisely where he stands and there is no room for error or inadvertent impertinence. Paradoxically enough those who live under a stricter self-discipline than others, can be more easy-going amongst themselves because of their greater self-control and the understanding that personal friendship will not be used to the detriment of discipline. Understand that everyone has an "Ordinary Face" and a "Quarterdeck Face". When the day comes that all, from the Admiral of the Fleet to the youngest Ordinary Seaman, have attained a high standard of self-discipline, we can all relax, but that day cannot arrive until after all officers have attained the goal, and that is still very far off. In the meantime everyone must see that all are accorded the proper forms of address and that our Chief and Petty Officers and Leading Hands ensure that their subordinates address them properly. Also, everyone must set an example by always using the proper forms both to seniors and juniors.

9. When on duty, everyone should always address their seniors as "Sir". When off duty this relationship to others governs this practice to some extent, but those seniors who are not well known are also accorded this title in social intercourse. This practice is, although all are social equals, in recognition of a senior officers superiority in rank. Spouses, however, have no rank and meet seniors on social and therefore equal terms. Spouses should not call seniors "Sir", but should use the forms of address required by custom or allowed by intimacy.

10. Additional information on forms of address, especially as they pertain to Officials or Dignitaries, is found in CFP 121(3), Staff Procedures and Military Writing for the Canadian Forces, Chapter One.

**EXTRACTS FROM THE "MANUAL OF CUSTOMS
AND TRADITIONS FOR THE CANADIAN NAVY"
VISITORS, INTRODUCTIONS AND CONVERSATION**

1. The key to handling guests in the Wardroom is to remember that they are guests in your home. Simply offering a drink or a cup of coffee does not relieve you of the responsibility of being a good host. Once a guest is comfortable, have the host summoned if he is not already present.
2. Socially all officers and their guests should be considered equals, therefore, a member should show no hesitation in extending hospitality to any guest regardless of their relative rank. Similarly, it is bad form to hoard a guest, rather the pleasure of his/her company should be extended to all members present.
3. When on duty a Wardroom member should not invite a guest to the Wardroom without the permission of the Executive Officer.
4. When a senior officer or a lady enters a Wardroom all officers should stand until the guest is seated or otherwise made comfortable.
5. An officer should not wait for someone else to go to the rescue of a stranger - he should go himself; but not as one of a mob that descends upon him in an avalanche of welcome. These things should be done with ease and graciousness.
6. Remember that any naval officer who does not belong to the ship is a stranger in the Wardroom unless he is an honorary member, and should be treated accordingly.
7. When a guest enters someone's home, the host immediately goes forward to greet him. The same should be true in the Wardroom. As a rule a visitor will have been invited to the Wardroom and will be greeted by his host who should make every effort to be there. But it sometimes happens that the visitor is calling on the Wardroom or that his host is not present. In this case, any officer who sees that the visitor is at a loss should go over, introduce himself and be pleasant and helpful. If the visitor is looking for a certain officer, a messenger should be sent for him. In any case, the visitor should be introduced to the others brought into the group, and when appropriate offered a drink. It is on such occasions that one realizes the value of forbidding "shop talk" in the Wardroom for the guest can be included in the conversation with ease and can be made to feel at home, instead of feeling that he is an "outsider".
8. While on the subject of conversation and introduction, here is some more advice that any officer would do well to remember and this concerns contact with senior officers and their wives at social functions, both civilian and military. To begin with, remember that Canadian Senior Officers and their wives WANT to meet the officers and their spouses. On the other hand their opportunities of meeting them are limited. It is hardly necessary to point out it is the senior officers' military duties which come first and his social engagements complete with his family life the remainder of his time. It follows that he has only a limited amount of time to entertain and be entertained. He must, therefore, turn down a number of invitations both within and without the naval service. But when he is at a social function, in all probability he is attending it not just because he wants to meet the host and hostess, but also he and his wife want to meet the other guests. "This means you and don't forget it"! He will see you at this party

without a doubt and if he knows you at all he will remember afterwards that you were there. Make sure he remembers that you took several minutes to come and speak to him and his wife. There may be six or seven senior officers and their wives present - and junior officers should speak to all of them and by this it is meant more than a simple "How do you do". The officers should talk and exchange pleasantries for at least five minutes with each. This is not as difficult as one may think at first. Before too many functions have passed, junior officers will come to know their seniors better and better and will have lots to talk about. This in turn will result in their being introduced to many new and interesting people.

9. In this way they will discover one more agreeable facet of a naval officers life. But not only will they find it very pleasant for them to behave in this manner, they will also find that it is very much to their advantage to do so. Unless they take it upon themselves to approach the senior officer and his wife and strike up a conversation with them, they can be well assured that the senior is not going to come over to them. As a result they themselves will suffer, for unless the officer in question knows them, how can he ever report on them? This is not "Apple Polishing" - it is plain good manners and common sense. "Apple Polishers" are obvious to everyone, senior officers included. On the other hand, what has just been outlined is a profitable and pleasant social convention that young naval officers disregard at their peril.

10. There is an ill-founded rumour that junior officers should wait for their seniors to speak first. This is not so. It is up to them to approach the senior one or his wife and it is up to them to introduce themselves and when they have an opportunity to enter into the conversation.

11. In talking of "Senior Officers" it is meant anyone senior to oneself. As a SLt this is a pretty large field, so he would be well advised to limit his endeavours. He should start at the top and work down and should not forget his Commanding Officer, Executive Officer, and the head of his department and their spouses.

INTRODUCTIONS

12. Here is the word on introductions. When introducing oneself it is usual to say "Mrs. Hamilton, I should like to introduce myself, I am SLt Smith from VENTURE". Or you could say "Allow me to introduce myself, my name is Smith and I am from VENTURE". There are a number of variations on this.

13. When it comes to introducing to other people there are a few formalities to be followed. It is customary to introduce men to ladies and when introducing two ladies to one another or two gentlemen to one another, introduce the younger to the elder if you can tell which is which. In military circles, the junior is introduced to the senior and in the case of wives or girlfriends, the junior officer's wife to the senior officer's wife. This does not mean that one should mention the younger one's name first. It means that one should in effect verbally lead the young one up to the old and then carry on with the conversation. For example, if Mr. Smith wishes to introduce young Miss Eaton to old Mrs. Simpson, then he would say something like this: "Mrs. Simpson, I should like to present Miss Eaton". This is all there is to it but this is a rather formal type of introduction. To be less formal, he could say "Mrs. Simpson, have you met Miss Eaton"? That is all there is to that. No matter what she says in reply, he has done what is necessary, or it may be that his friend Miss Eaton wants to be introduced to Mrs. Simpson and, therefore, he would take her up to her and say "Mrs. Simpson, I don't think you have met Miss Eaton". Once again that is all there is to it.

14. There are also certain formalities involved when introducing oneself or when one is being introduced to someone else. It is perhaps a bit trite to say "I'm pleased to meet you" in reply to an introduction. No doubt some time ago this was quite correct for it certainly does not look wrong on paper, but, general

usage has put this beyond the pale, especially in its "Pleasedta meetcha" form. You can say "how do you do" or "good morning/afternoon/evening" as appropriate. This is about all that is necessary these days and this conversation gambit is in the same class as the "how do you do" - "how are you" exchange. No one is really interested in exactly how the person is so there is no need to start telling them about the pain in one's old football injury that always tells you when it is going to rain.

15. Here is a word of caution to the self-conscious - DON'T SIMPER and wriggle about when you are effecting an introduction. This is the "Tee Hee" sort of introduction and implies that the person one is introducing is regarded by that individual as being a bit of a joke. Leave out the hand motions. The individual should not jerk his thumb in the direction of the person who is being introduced.

16. To recap the previous paragraphs, introductions are handled as follows:

- a. a gentleman is always introduced to a lady;
- b. a single woman to a married woman;
- c. a young man to an older man; and
- d. a junior officer to a senior.

Gentlemen should rise for an introduction. It is customary for men to shake hands with men, but not between women, nor between men and women. Should a lady, however, extend her hand in greeting, gentlemen should acknowledge this. As the Wardroom is not in the public eye, the exchange of a hug or a kiss on greeting a lady friend is considered appropriate and acceptable. However, on formal occasions, such as parades, or visits to ships for official receptions, intimacies with lady friends are distinctly inappropriate and between male and female officers in uniform, they are strictly forbidden.

17. In a formal receiving line, it is customary for the gentleman to precede the lady. He introduces himself and then presents his partner. It may be that there is someone calling out the names as the guests pass before the members of the receiving line, in which case the gentleman should give his own and his partner's name to the "caller". Say something as you shake hands with the members in the line even if it is only "Good evening" or "How do you do".

18. When, having been invited to some private entertainment and subsequently discovering that young ladies are present, an officer would be well advised not to jump to conclusions and assume that this is some plot cunningly designed either to separate him from affections of the young lady of his present choice and who is not at the affair, or to entice him away from his present state of happy bachelorhood. Now this is something that one should perhaps consider carefully later on if the play is repeated over and over again with the same cast. However, at the outset, one should be careful only to act the part of a civilized guest. This type of behaviour does not come naturally. There is, of course, the classic example of one blighted young man who on being invited to become a member of a party, shortly after he arrived, demonstrated a dismal lack of worldliness by addressing himself to the young lady he was supposed to take and informing her that he really couldn't be expected to fulfill properly his obligations as her partner because he was engaged to a girl back in Moosejaw or some place. And this is true! Since the girl in question had a host of happy followers of her own and as the young man was no bargain to begin with, you can imagine what a clot he looked like to her even if he did not realize it himself.

CONVERSATION

1. This is often a stumbling block for inexperienced officers. A few guidelines which have helped their predecessors are, in reality only common sense. When engaging a guest or a new acquaintance in conversation keep the topic in a light vein. Do not attempt to dominate conversation, rather guide it with a goal in mind; keeping your guest interested and in a comfortable frame of mind. Avoid crude or controversial wit. You will not know what is offensive to your guest and the object is to make friends not enemies.

2. Attempt to carry the conversation to topics with which the guest is familiar, such as his home, traveling experiences, and the latest international news. An officer who insists on discussing the intricate problems of station keeping during single ship steaming will soon find himself labeled as a bore.

3. Avoid talking "shop" in the Wardroom. By this it is simply meant that we should not avoid service subjects, although they should be far from monopolizing our conversation. What is meant is that we should not talk about our current duties or other matters which can be of little interest to our guests. However, some discretion is required about "shop talk". Sometimes great value can be had from retiring into a corner with those concerned to discuss a knotty problem over a friendly gin. This should not, however, be done often, and never amongst people who have no interest in the subject. This is another of those innumerable cases where good taste and consideration for others must govern. After all, social rules are produced to guide and to help individuals not to tyrannize. Remember then an officer's primary duty is to help keep things going.

4. Now begins an interesting part of the interaction. Determining topics of conversation can be a fascinating game. The ultimate objective is to start a flow of easy conversation. In nautical language, start taking a few soundings. As a couple of questions - "Do you live in (this town)?" "Where would be a good place for me to go fishing?" "Are you fond of fishing"? Two or three simple questions should be sufficient provided you follow up the answers with other questions or statements and keep the conversation going. It must be remembered that these proceedings can be blighted right from the start. Officers should avoid going up to people and saying nothing. The worst case of all is, of course, for the officer to expect the other one to ask the questions and when the individual does, return with monosyllabic answers. Half of this partnership is not likely to go very far and it is quite easy to discern which half that would be.

Question: Do you like it here in Oak Bay?

Answer. Yes. (Pause)

Question: Are you fond of Golf?

Answer. No Ma'am. (Longer pause)

Question: Where are you from in Canada?

Answer. Victoria, ---- BC. (Much longer pause)

Question: (In desperation) Would you mind getting me another drink? (Young Officer moves off with empty glass).

When he gets back with that drink, he should not expect to find the lady where he left her. She will probably be in the middle of another group hiding from him. When talking with individuals also ensure that you take proper care of their welfare while they are in the Wardroom. If their glass is empty ask them if they would care for a drink. If, during your conversation, the stewards come along and announce that the buffet is now ready or guests are requested to move off and view a certain evolution, assist your partner by taking her glass and putting it down somewhere for her, help her to stub out her cigarette by producing an ashtray.

5. There are a great variety of other social functions which may be sponsored by a Wardroom. Some not covered in this manual are:

- a. cocktail parties;
- b. dances;
- c. formal balls;
- d. teas; and
- e. garden parties.

6. Other types of entertainment, bingos, Monte Carlo nights, and Happy Hours are left to the initiative of the Wardroom committee to plan.

7. A cocktail party is usually held in the late afternoon or early evening and its main purpose is for people to get together and meet each other. Guests are expected to circulate and to meet as many other people as possible. Various drinks may be served at a cocktail party. Straight drinks may be available or cocktails, martinis, and manhattans, may be served. If a uniform is not worn a dark suit is suggested. Cocktails are served as an appetizing drink before dinner or at a separate cocktail party. The glass is a three ounce size and is usually filled one half to three quarters full. Cocktails are never served at the dinner table. Party cocktails may be sweet; before dinner drinks are best dry in order to whet the appetite. When a cocktail is served with an olive, cherry or onion on a stick or toothpick, it is supposed to be eaten. The stick and pit, if any, are placed in a nearby ashtray. If the olive, cherry, or onion is in the bottom of the glass, it is intended to give flavour and decoration and not to be eaten unless it falls naturally into the mouth. There should be no struggle to obtain it and it is never removed from the glass with the fingers.

8. Dances usually constitute the most popular form of entertainment. Dress will vary according to the theme adopted, example, "hard times", "Octoberfest", "St. Valentines", etc., as well as decorations and the provision of food. Many Wardrooms have found that requesting Base units in rotation to sponsor dances and other entertainment as well, not only frees the member of the entertainment committee from doing all the work but adds zest to the occasion. When entering or leaving a dance room, the young woman goes first followed by her partner. When escorting his partner to and from the dance floor, the man does not take her arm. He thanks her for the dance and although she never thanks her partner, it is gracious to make an appreciative remark.

9. Formal Balls are traditionally held Spring and Fall and on New Years Eve. Dress uniform is usually worn. A Ball is a more important occasion for a lady than a gentleman since she has to make more elaborate preparations, whereas, the gentleman knows what he will wear. This must be borne in mind when giving notice of a Ball. It is a breach of etiquette to send an invitation less than two weeks before the scheduled Ball. Unless other arrangements are made example: souvenir pins, brooches, etc., it is

normal for the gentleman to send a corsage to the lady who will accompany him to the Ball, or for the Wardroom to have them in the lobby. Generally, a Ball commences with a receiving line. The receiving line normally includes first the host, his lady, and then the guests of honour and their ladies. If the PMC is not acting as host he will normally occupy the end of the receiving line. Guests are expected to arrive at the Ball in time to go through the receiving line and when going through the man will always precede his lady and usually is required to present his calling card or similar identification to the announcer at the entrance to the Ballroom. At an informal dance the man should usually, but not necessarily, precede his lady to introduce her to the host although this custom varies in different Wardrooms. At a Ball, gentlemen should dance with other ladies in their party or at their table and be prepared to entertain the special guests at the Ball. A buffet is normally served at a Ball and guests should wait until the host and his guests have made their way there first. A time is usually set for the end of the Ball and guests should leave at the appointed hour.

10. A popular function is the Tea, which is often in lieu of a cocktail party. The dress for a Tea is the same as for a cocktail party. There are two types of afternoon tea. The first is the formal, where invitations are sent by card. These may be engraved or handwritten and are sent two weeks before the tea is to take place. The hostess and the guest of honour stand near the door and receive. The hostess may mingle with the guests when she thinks they have all arrived and the guest of honour will do the same. The long Tea table is covered with a white cloth which hangs over the edge of the table. A service is placed at each end of the table, one for tea and one for coffee. The trays on which they set are bare. The tea urn is usually placed furthest from the door and the coffee urn closest to it. Cups and saucers and silver are placed buffet style on the table. The room may be artificially lighted if the curtains are drawn or if it is dark. Friends of the hostess are asked to pour, one at each end of the table. If the tea lasts more than two hours, the pourers should be relieved by others. Tea should pass directly from the pourer to the receiver but on some occasions assistants pass the tea to guests. Guests may approach the tea table for their tea or coffee. They tell the pourer whether they take cream, sugar or lemon. Half an hour is the longest time a guest should stay at a formal tea. Bread and butter with crusts on, sandwiches with crusts off, and any rolls or biscuits are appropriate. Cake and small cakes are served. The addition of ice cream, a salad or chicken pate turns the tea into a reception. If tea plates are given to the guests a folded napkin is also placed on them. If the guests have thanked the pourers when the tea was received, they need not be thanked again. A word of farewell to the hostess may be said but it is not necessary if she is busy. In an informal tea, invitations are issued by telephone or by informal note. A small table is usually set up and guests help themselves. The hostess pours and she may also make tea at the table. Any small arrangement of flowers or fruit makes an acceptable table decoration. Bread and butter, sandwiches and cake are served.

11. Essentially, garden parties are outdoor teas but, on occasion cocktails may be served. A receiving line complements a garden party.