



**STANDING ORDERS
VOLUME I
(CUSTOMS & TRADITIONS)**

FOR

**THE ROYAL REGIMENT
OF CANADIAN ARTILLERY**

Revised: August 2011



**STANDING ORDERS
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VOLUME I**

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PREFACE

These Standing Orders for The Royal Regiment of Canadian Artillery replace those issued on 01 February 2001. The only official version of these Standing Orders is in electronic PDF format found on www.artillery.net. A formal review of Standing Orders will be conducted every five years.

All Gunners must be familiar with the customs and traditions of The RCA. Collectively, we must strive to uphold this heritage and to enhance the great reputation which The Royal Regiment of Canadian Artillery has established over the years. To do less is to break faith with those Gunners who have preceded us and to diminish the inheritance of those who will follow.

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THE MOTTO
OF
THE ROYAL REGIMENT OF CANADIAN ARTILLERY

“QUO FAS ET GLORIA DUCUNT”
(WHITHER RIGHT AND GLORY LEAD)

**VOLUME I
CUSTOMS & TRADITIONS**

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CHAPTER 1

INTRODUCTION

101. HISTORICAL INTRODUCTION

1. The Royal Regiment of Canadian Artillery (RCA) is older than Canada itself. The first company of artillery to be formed in Canada was organized in Quebec in 1750. The Regiment has always been formed from two important components - the regular force and the reserve force. Both Regular and Reserve Force Gunners have fought in every war in which Canada has participated. Canadian gunners have played an important part in the lives of many Canadian communities and in the history of Canada.

2. The Militia Act of 1855 authorized the first Canadian paid force of 5,000 men. This force included five independent batteries of artillery of which four still exist in the Reserve Force today. These are 2nd Field Battery - Ottawa, 7th Field Battery - Montreal, 11th Field Battery (Hamilton-Wentworth) - Hamilton and 57th batterie de campagne - Levis. The fifth battery - the Volunteer Militia Company of Foot Artillery of Kingston was redesignated as the Brockville Rifles in 1959. At Confederation in 1867, all Canadian field batteries were equipped with 9 Pounder Smooth Bore (9 Pdr SB) guns. The first Canadian artillery regiment to be organized was the Battalion of Montreal Artillery on 27 November 1856 and is known today as 2nd Field Artillery Regiment, RCA.

3. The regular component of The Royal Regiment was formed on 20 October 1871 when A and B Batteries were authorized and located at Kingston and Quebec respectively. Today, they are the oldest full-time components of the Canadian Forces. These batteries were each to provide a garrison division to man their fortifications and a mobile field division of four guns in addition to acting as Schools of Gunnery. The Batteries also acted as the principle schools for all military training in Canada until the formation of the Royal Military College of Canada in 1876 and of the Infantry and Cavalry Schools in 1882. Like the Militia batteries, the Field Divisions of A and B Battery were initially equipped with 9 Pdr SB guns. As the oldest ``Canadian`` gun, and one that is common to both regular and reserve Gunners, the 9 Pdr SB was chosen as the hatbadge of The Regiment.



4. A short history of The Royal Regiment of Canadian Artillery is found in Volume II Chapter 1.

102. TITLES

1. Her Majesty, Queen Victoria, as a special honour on the occasion of her birthday in 1893, conferred the title "Royal" on The Regiment, whose title thus became "The Royal Canadian Artillery". The Regiment was redesignated "The Royal Regiment of Canadian Artillery" on 29 October 1956 (abbreviated as RCA). Bilingual titles were authorized by the Chief of Defence Staff on 27 May 2004. The official titles are "The Royal Regiment of Canadian Artillery | Le Regiment royal de l'Artillerie canadienne". The official abbreviations are "RCA | ARC". It should be noted that the word "The" is part of the full title and is always capitalized in any context where it precedes a reference to The Regiment.

2. The designation Royal Canadian Horse Artillery (RCHA) was adopted in Canada in 1905 for the regular force field artillery units. Since then, RCHA units have been found in the regular component of The Royal Regiment of Canadian Artillery. In 1953, it was decided by the Director of Artillery and reconfirmed in 1967 that “all close support artillery regiments of the regular force will be RCHA and all other units, components and elements will be RCA.”¹ Currently there is no official French translation of RCHA. 5^e Régiment d'Artillerie légère du Canada (which translates as 5th Light Artillery Regiment of Canada) is accorded RCHA status by The Royal Regiment.

3. Battery groupings are shown in Chapter 1, Annex A.

103. LINEAGES

1. Throughout most of The Regiment's history, continuity of tradition has been at the battery level. That is to say, batteries were the basic unit of artillery organization, which were brigaded as required for operational or training purposes. Organization above battery level therefore underwent numerous changes although batteries retained specific community or geographic identity. This remains true today insofar as the reserve force is concerned, but is not so with regular force batteries, which have served in various parts of the country and overseas.

2. Following WW II, batteries were grouped into regiments on a relatively permanent basis and continuity by regiment became the norm. During periods of reorganization, however, batteries were reassigned to new regimental organizations or given the status of independent batteries. For the purpose of historical record, the Directorate of History and Heritage (DHH) retains extensive records of these lineages and a summary can be found in Volume II, Chapter 5.

3. Relevant portions of artillery lineages are published in *The Insignia and Lineages of The Canadian Forces Volume 3 Part 1- Armour, Artillery, Infantry and Field Engineer Regiments. A-AD-267-000/AF003 Chapter 3*. Details of lineages not published in this volume may be obtained from DHH through Regimental Headquarters.

4. The correct, approved unit titles and abbreviations are reproduced at Chapter 1, Annex B. It should be noted that unit titles are just that; they may not be translated into the other official language. Exceptions to this rule are made for the air defence regiments and The Royal Regiment of Canadian Artillery School (RCAS), all of which have approved titles in the two official languages. Future unit titles will be translated and designated in both official languages in accordance with *Defence Administrative Orders and Directives (DAOD) 5039-4 and Canadian Forces Administrative Orders (CFAO) 2-15*.

104. PRECEDENCE

1. Precedence for units of The Royal Regiment of Canadian Artillery is set out in this section. Further details on precedence for the land element of the Canadian Forces are contained in A-AD-200-000/AG-000, *The Honours, Flags and Heritage Structure of the Canadian Forces*.

2. It should be noted that seniority and precedence are not necessarily the same. Regiments and units take seniority within The RCA according to their date of embodiment in the regular force or reserve force. Precedence is based on tradition and type of unit, and relates to a unit's position on parade or succession

1 The Canadian Gunner 1967, On Designations - RCHA and RCA, pp 65-66. This includes all ERE personnel.

of listing in the case of distribution lists.

3. On mounted parades, RCHA units take precedence over all units of the land force except formed bodies of Officer Cadets of RMC representing the College. RCHA units, when on parade with their guns, take the Right of the Line and march past at the head of all units of the land force.

4. Other units of The Royal Regiment of Canadian Artillery take precedence immediately following units of the Royal Canadian Armoured Corps. For details see *The Insignia and Lineages of The Canadian Forces Volume 3 Part 1- Armour, Artillery, Infantry and Field Engineer Regiments. A-AD-267-000/AF003 Chapter 1 Annex C.*

5. The following general rules apply to establishing precedence within The Royal Regiment of Canadian Artillery:

a. Regular Force in numerical sequence by units and alphabetical sequence by batteries;

b. Reserve Force in numerical sequence by units and batteries;

c. Operational and combat units take precedence over training schools;

d. Where further definition is required, the following orders of precedence apply:

(1) field artillery;

(2) heavy artillery;

(3) missile artillery (surface to surface);

(4) locating (target acquisition);

(5) air defence guns;

(6) air defence missiles; and

(7) headquarters.

e. The command element take their normal positions on parade in accordance with the detail specified in *A-DH-201-000/PT-001 Canadian Forces Manual of Drill and Ceremonial*. Headquarters and services batteries, parade on the left of a unit; and

f. When batteries participate in a parade separate from their parent units, they will take precedence after any units with headquarters on parade but before any independent batteries.

6. Precedence for artillery units is outlined in Chapter 1, Annex B.

105. BATTLE HONOURS, MOTTOS AND ARMS

1. The Royal Regiment of Canadian Artillery has one official Regimental motto: "**Quo Fas et Gloria Ducunt**" (Whither Right and Glory Lead). The word "Ubique", takes the place of all past and future battle honours in recognition of the artillery's widespread service in all battles and campaigns. Both the motto and Ubique may be borne on Regimental appointments.

2. In 1832, His Majesty King William IV granted The Royal Regiment of Artillery the right to wear on their appointments the Royal Arms and supporters over a cannon with the motto, "Ubique Quo Fas et Gloria Ducunt" (Everywhere Whither Right and Glory Lead). The next year (1833), the order was amended to make clear that "Ubique" and "Quo Fas et Gloria Ducunt" were two separate mottos.

3. The Royal Regiment of Canadian Artillery was authorized to wear on its appointments "Quo Fas et Gloria Ducunt" and "Ubique" by His Majesty King George V on 5 August 1926. The usage of "Ubique" was confirmed by the CDS on 11 May 1994 (1065-1 (ADM (Per) dated 9 May 94).

4. Royal Canadian Horse Artillery units are distinguished by the presence of the Royal Cypher on some of their appointments. The motto on the cypher is "**Honi soit qui mal y pense**" ("Shame on him who thinks this evil"²), and is the motto of the Order of the Garter, not an artillery motto.

106. ALLIANCES

1. The Royal Regiment of Canadian Artillery is allied with the Royal Regiment of Artillery.
2. The following official unit alliances exist:
 - a. 1 RCHA with 1 RHA; and
 - b. 2 RCHA with The Princess of Wales' Royal Regiment (Queen's and Royal Hampshires).

107. THE HOME STATION

1. The Canadian Army has had a continual presence in the CFB Shilo area since before the First World War. Camp Sewell was established five kilometers northeast of CFB Shilo, in 1910, to train Militia infantry, cavalry and artillery units of Military District No. 10 (Saskatchewan, Manitoba and Northwestern Ontario).

2. In 1915 Camp Sewell was renamed Camp Hughes in honour of the Minister of Militia, Sir Sam Hughes. Over 38,000 Canadian troops at Camp Hughes were trained in trench warfare prior to being shipped overseas to Europe during the First World War. Camp Hughes remained open for summer training until 1933 at which time operations were transferred to the newly established Camp Shilo. Artillery training occurred throughout the 1930's and intensified during the Second World War with the establishment of A3 Canadian Artillery Training Centre (CATC). After the war, A3 CATC became The Royal Canadian School of Artillery³. Additionally, Shilo was recognized as the Home Station of Field, Medium and Anti-Tank Gunners.

² Source – www.royal.gov.uk/monarchUK/honours/Orderofthegarter/orderofthegarter.aspx

³ A list of former Commanding Officers of A3 CATC and a list of Commanders of the Home Station are at Volume II, Chapter 1.

3. CFB Shilo became Home Station of Gunners of all branches of The Royal Regiment of Canadian Artillery in 1960, as a result of the closing of the Coastal Artillery and Anti-Aircraft Schools at Halifax NS, Esquimalt BC and Picton ON. The status of CFB Shilo as Home Station for all gunners was affirmed by the CDS on 04 September 1968. The RCA Museum and The Royal Regiment of Canadian Artillery Regimental Headquarters are co-located at the Home Station.

108. THE ROYAL REGIMENT OF CANADIAN ARTILLERY HOME STATION MESSES

1. The Royal Regiment of Canadian Artillery Home Station Officers' Mess is located at CFB Shilo, MB. Its abbreviated name is The RCA Officers' Mess and its Gunner traditions are maintained by the artillery officers located at the Home Station on behalf of all Canadian Gunners.
2. The original post-Second World War officers' mess in Shilo was the combined mess of 71st Field Regiment, Royal Canadian Artillery (later designated 1st Regiment, RCHA), 127th Anti-Tank Battery, 68th Medium Battery and the Royal Canadian School of Artillery. During this period there were also artillery officers' messes at the Royal Canadian School of Artillery (Anti-Aircraft) at Picton, ON, the Royal Canadian School of Artillery (Coast and Anti-Aircraft) at Esquimalt, BC, and the combined mess of 128th and 129th Anti-Aircraft Batteries, RCA at Gordon Head, BC (which was normally referred to as the Gordon Head Officers' Mess). On the amalgamation of the three artillery schools in August 1960, the Officers' Mess in Shilo became the home mess of The Regiment.
3. The home mess of the Warrant Officers and Sergeants of The Royal Regiment of Canadian Artillery is The Royal Canadian Artillery Home Station Warrant Officers' and Sergeants' Mess, located at CFB Shilo.
4. As the home station messes are repositories of much RCA artefacts, memorabilia and tradition, they receive support from The RCA Regimental Fund and The Royal Canadian Artillery Association.

109. HONORARY MEMBERSHIP IN ARTILLERY OFFICERS' MESSES

All officers of The Royal Regiment of Canadian Artillery are honorary members of the Royal Artillery Mess in Larkhill while on duty in Britain. The RCA Officers' Mess in Shilo extends reciprocal privileges to Commonwealth artillery officers.

(110 to 199 inclusive - not allocated)

ANNEXES

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Annex B	Unit Titles and Precedence in The Royal Regiment of Canadian Artillery.....	1B-1

BATTERY ALLOCATIONS TO REGIMENTS

Units and batteries have several events which may occur through their existence. The first is the date of formation. Then, throughout their lifetime they may be re-named, combined (or amalgamated) with other units, re-designated or re-rolled, placed on the Supplementary Order of Battle (SOB) or disbanded. While The Royal Regiment has generally followed an ascending use of numbered regiments and batteries, some do not appear below as they have been modified in some way. Only units which exist (either currently active or those on the SOB) are shown on the table below. Units and batteries that are placed on the SOB exist in every sense except that they are without personnel, equipment and are not on the active order of battle. **Units and batteries on the SOB are in bold print.** Asterisks denote the requirement for action to update the status of a unit or battery.

Units

1st Artillery Locating Regiment, RCA
1st (Halifax-Dartmouth) Field Artillery Regiment, RCA
1st Regiment, Royal Canadian Horse Artillery
2nd Field Artillery Regiment, RCA
2nd Regiment, Royal Canadian Horse Artillery
3rd Field Artillery Regiment, RCA
3rd Regiment, Royal Canadian Horse Artillery
4th Air Defence Regiment, RCA
4th Regiment, Royal Canadian Horse Artillery
5e Régiment d'artillerie légère du Canada
5th (British Columbia) Field Artillery Regiment, RCA
6e Régiment d'artillerie de campagne, ARC
7th Toronto Regiment, RCA
8th Field Artillery Regiment, RCA
10th Field Artillery Regiment, RCA
11th Field Artillery Regiment, RCA
12th Field Artillery Regiment, RCA
14th Field Artillery Regiment, RCA
15th Field Artillery Regiment, RCA
18th Field Artillery Regiment, RCA
19th Medium Artillery Regiment, RCA
20th Field Artillery Regiment, RCA
21st Field Artillery Regiment, RCA
24th Field Artillery Regiment, RCA
26th Field Artillery Regiment, RCA
27th Field Artillery Regiment, RCA
29th Field Artillery Regiment, RCA
30th Field Artillery Regiment, RCA
34th Field Artillery Regiment, RCA
37th Field Artillery Regiment, RCA
39th Field Artillery Regiment, (Self-Propelled)
RCA
40th Field Artillery Regiment, RCA
42nd Field Artillery Regiment (Lanark & Renfrew Scottish), RCA
42nd Medium Artillery Regiment, RCA

Batteries

A Surv, B Surv, 134th Surv/Radar, 208th Loc
51st, **52nd**, 87th, **201st**
A, B, C, Z*
7th, 50th, 66th, **83rd Med, 112th Med**
D, E, F, T, Y*
89th, **90th, 104th, 105th**, 115th
G, H, J, U
119, **127**, 128, **129**
K, L, M
X, Q, R, V*
5*, 55, 56*
57, 58*, 59, **187th**
9th, 15th, 130th
40th, 102nd (Wentworth)
18th, 64th, **65th, 76th**
11th, 16th, 29th
8th
88th, 133rd
31st, 68th, **85th, 158th, 210th**
39th, 107th, 112th
23rd Med, 91st Med
61st, 78th, **95th**
97th, 98th (Huron), 99th, 100th
109th*, 111th
13th, **19th, 38th, 70th**, 71st, **101st**
24th, 35th*, 75th
12th, 26th, 48th
1st, 2nd, **25th**
5th, 27th
106th, 131st
17th
118th
35th*, 109th*, 89th AD*, 109th AD*
121st Med, 123rd Med, 125th Med

Annex A
to Chapter 1

44th Field Artillery Regiment, RCA	33rd, 46th
46th Field Artillery Regiment, RCA	72nd, 73rd, 74th, 141st
49th Field Artillery Regiment, RCA	30th, 148th
50th Field Artillery Regiment (The Prince of Wales Rangers), RCA	14th, 45th*, 149th, 150th, 151st
53rd Field Artillery Regiment, RCA	162nd, 202nd
56th Field Artillery Regiment, RCA	10th, 54th, 69th, 169th
57th Field Artillery Regiment (2nd/10th Dragoons), RCA	170th, 171st, 172nd
62e Régiment d'artillerie de campagne, ARC	81st, 185th, 186th
The Royal Regiment of Canadian Artillery School	W, 45th Depot*, 67th Depot*

**UNIT TITLES AND PRECEDENCE IN
THE ROYAL REGIMENT OF CANADIAN ARTILLERY**

The table below shows unit titles, their abbreviations and precedence for artillery units in accordance with A-AD-200-000/AG-000, *The Honours, Flags and Heritage Structure of the Canadian Forces*. Bilingual unit titles appear in both official languages where units were granted bilingual unit titles. Shoulder titles shown are worn as detailed in Chapter 8. A commander or commanding officer may order the wearing of ARC/RCA shoulder titles for operational or security reasons.

APPROVED UNIT TITLE	ABBREVIATION	SHOULDER TITLE / SLIP-ON	
		CLOTH	METAL
1 st Regiment Royal Canadian Horse Artillery	1 RCHA	RCHA	RCHA
2 nd Regiment Royal Canadian Horse Artillery	2 RCHA	RCHA	RCHA
5 ^e Régiment d'artillerie légère du Canada	5 RALC	RALC	RALC
4 th Air Defence Regiment RCA 4 ^e Régiment d'artillerie antiaérienne ARC	4 AD Regt RCA 4 RAAA ARC	ARC RCA	ARC RCA
The Royal Regiment of Canadian Artillery School L'École du Régiment royal de l'Artillerie canadienne	RCAS EARC	ARC RCA	ARC RCA
1 st (Halifax-Dartmouth) Field Artillery Regiment, RCA	1 Fd Regt RCA	RCA	RCA
2 nd Field Artillery Regiment, RCA	2 Fd Regt RCA	RCA	RCA
3 rd Field Artillery Regiment, RCA	3 Fd Regt RCA	RCA	RCA
5 th (British Columbia) Field Artillery Regiment, RCA	5 (BC) Fd Regt RCA	RCA	RCA
6 ^e Regiment d'artillerie de campagne ARC	6 RAC ARC	ARC	ARC
7 th Toronto Regiment, RCA	7 Tor Regt RCA	RCA	RCA
10 th Field Artillery Regiment, RCA	10 Fd Regt RCA	RCA	RCA
11 th Field Artillery Regiment, RCA	11 Fd Regt RCA	RCA	RCA
15 th Field Artillery Regiment, RCA	15 Fd Regt RCA	RCA	RCA
20 th Field Artillery Regiment, RCA	20 Fd Regt RCA	RCA	RCA
26 th Field Artillery Regiment, RCA	26 Fd Regt RCA	RCA	RCA
30 th Field Artillery Regiment, RCA	30 Fd Regt RCA	RCA	RCA

Annex B
to Chapter 1

APPROVED UNIT TITLE	ABBREVIATION	SHOULDER TITLE / SLIP-ON	
		CLOTH	METAL
42 nd Field Artillery Regiment (Lanark and Renfrew Scottish), RCA	42 Fd Regt RCA	RCA	RCA
49 th Field Artillery Regiment, RCA	49 Fd Regt RCA	RCA	RCA
56 th Field Artillery Regiment, RCA	56 Fd Regt RCA	RCA	RCA
62 ^e Regiment d'artillerie de campagne, ARC	62 RAC ARC	ARC	ARC
20 th Independent Field Battery, RCA	20 Indep Fd Bty RCA	RCA	RCA
84 th Independent Field Battery, RCA	84 Indep Fd Bty RCA	RCA	RCA
116 th Independent Field Battery, RCA	116 Indep Fd Bty RCA	RCA	RCA
The RCA Band	RCA Band	RCA	RCA

CHAPTER 2

REGIMENTAL ORGANIZATION

201. GENERAL

Regimental affairs of The Royal Regiment of Canadian Artillery are regulated both by tradition and by a combination of appointments and governing bodies.

202. ROYAL AND HONOURARY APPOINTMENTS

1. The Royal Regiment of Canadian Artillery has been honoured by acceptance of a Royal Appointment by the Sovereign. Royal Appointments are held by members of the Royal Family and are for life. The Royal Regiment of Canadian Artillery is also honoured by and extends honour to distinguished personages by means of Honorary Appointments within the Regiment and within individual units.
2. The reigning Sovereign holds the Royal Appointment of Captain-General. In the Canadian Forces, the appointment of Captain-General is unique to The Royal Regiment of Canadian Artillery.
3. A distinguished retired officer of The Royal Regiment of Canadian Artillery holds the Honorary Appointment of Colonel Commandant.
4. Artillery units may nominate retired officers or distinguished Canadian citizens to the appointment of Honorary Colonel or Honorary Lieutenant-Colonel.

203. THE CAPTAIN-GENERAL

1. The Captain-General is the ceremonial head of The Royal Regiment of Artillery and of The Royal Regiment of Canadian Artillery.
2. During a guest night at Woolwich in December 1950, His Majesty King George VI expressed a desire to change his title from Colonel-in-Chief to Captain-General. This change in title was effected on 26 January 1951, thus reviving an old rank which dates from the fifteenth century. The rank of Captain-General had been replaced by that of Field Marshal in 1736 although it did not actually disappear from common usage until about 1799.
3. The Royal Canadian Artillery requested that His Majesty change his Canadian title as he had done for the Royal Artillery, and on 10 January 1952, His Majesty became the Captain-General of The Royal Canadian Artillery.
4. Her Majesty Queen Elizabeth II, was graciously pleased on coronation in 1953 to assume the appointment of Captain-General of The Royal Canadian Artillery. (*Extra issue Canada Gazette Number 7, dated 1 June 1953.*)

204. THE COLONEL COMMANDANT

1. The office of Colonel Commandant is an honorary one. It symbolizes the Regimental family and traditions drawing together all its members: serving and retired; regular and reserve. CFAO 3-4 refers.
2. Distinguished retired officers of The Royal Regiment of Canadian Artillery, normally in the rank of Colonel or above, are eligible for the appointment of Colonel Commandant. After consultation with senior Gunner officers, Artillery Senate and the Royal Canadian Artillery Association, the Director of Artillery submits a recommendation for the appointment of Colonel Commandant to the Chief of the Defence Staff. The Chief of the Defence Staff then submits the recommendation to the Minister of National Defence for approval. The appointment is then authorized by the Governor General.
3. It is the duty of the Colonel Commandant to:
 - a. foster esprit-de-corps throughout the Regiment;
 - b. provide the channel of communication to the Captain-General and to the Master Gunner St. James's Park;
 - c. advise on all matters of significance to the Regiment and in particular on:
 - (1) dress, customs and traditions;
 - (2) regimental charities, museums, memorials and organizations;
 - (3) the disposition of regimental non-public funds and property;
 - (4) regimental publications; and
 - (5) the naming of artillery buildings and properties.
 - d. maintain close liaison between the Regular and Reserve Force components and between The Royal Regiment and other branches;
 - e. advise the Director of Artillery, Regimental Colonel and The Royal Canadian Artillery Association (in which he is an ex-officio member of the Executive Committee) on all artillery matters;
 - f. oversee affiliations with allied regiments or units; and
 - g. chair the Artillery Senate.
4. The tenure of office is normally three years. Extensions in office beyond the initial term may be approved by the Chief of the Defence Staff on the recommendation of the Director of Artillery.
5. The Colonel Commandant and the Master Gunner, St. James's Park is the link between The Royal

Regiment of Canadian Artillery and The Royal Regiment of Artillery. The Master Gunner, St. James's Park is the honorary head of The Royal Regiment of Artillery.

6. A direct channel of communication is authorized between the Colonel Commandant, Director of Artillery and Regimental Colonel. The Colonel Commandant may also communicate with:

- a. the Captain-General regarding significant Regimental activities and exchange of birthday or similar greetings;
- b. Commanders of Commands; and
- c. the Chief of the Defence Staff.

7. The Colonel Commandant sends Loyal Greetings to Her Majesty the Queen at Christmas, on Artillery Day (26 May) and on St. Barbara's Day (4 December), and any other occasions which warrant such action.

8. The Colonel Commandant, as honorary head of The Royal Regiment of Canadian Artillery, should be consulted on arrangements for visits and celebrations involving other organizations and distinguished persons.

9. Arrangements for the Colonel Commandant's visits and travel are made through the office of the Director of Artillery. Units shall appoint an ADC to assist the Colonel Commandant as required.

10. The Colonel Commandant, as an officer appointed in accordance with QR&O 3.06, shall wear the current uniform, insignia, accoutrements and accessories appropriate to the honorary rank and appointment.

11. Portraits of the Colonels Commandant hang in the RCA Officers' Mess at CFB Shilo. A list of Colonels Commandant is in Volume II, Chapter 2.

205. HONORARY COLONELS AND LIEUTENANT-COLONELS

1. Honorary Colonels and Honorary Lieutenant-Colonels may be appointed for regiments and Honorary Lieutenant-Colonels for independent batteries. They assist and advise their regiment or battery on such matters as regimental traditions, dress, procedure and finances.

2. Honorary Colonels and Honorary Lieutenant-Colonels are chosen from among retired officers or citizens prominent in the community. They are appointed for an initial period of three years. The appointees are normally selected by unit Commanding Officers in consultation with their unit senate or association. The subsequent recommendation is submitted through the chain of command for approval by the Minister of National Defence.

206. ARTILLERY SENATE

1. Artillery Senate is the highest governing body of The Royal Regiment and acts as its *de facto* Board of Directors. Its mandate is to promote and preserve the long-term well being of The RCA and ensure its interests are furthered. While Artillery Council (chaired by the Senior Serving Gunner),

concerns itself largely with matters related to operational effectiveness and leadership, Artillery Senate focuses on the health of the Family institution and its place in Canadian society. Artillery Senate will not involve itself in matters within the purview of Artillery Council, unless specifically requested to advise or assist.

2. Artillery Senate is responsible to:

- a. Set the strategy and direction for The Royal Regiment of Canadian Artillery as an institution or family;
- b. Develop, guide and amend, as appropriate, The RCA Family Strategy, located at Annex A;
- c. Govern The Royal Regiment in matters related to Lines of Operation 3 to 5 of The RCA Family Strategy;
- d. Approve and oversee programs and initiatives in support of The RCA Family Strategy;
- e. Approve the annual RCA Heritage Operating Plan, including the coordination of fund-raising activities in support of major Regimental activities;
- f. Monitor The RCA Fund and Heritage Campaign;
- g. Maintain awareness of all nominations for Artillery Honorary Colonels and Honorary Lieutenant-Colonels being submitted to the Minister of National Defence (MND) for approval;
- h. Advise on and approve major amendments to RCA Standing Orders;
- i. Support and assist Artillery Council, if called upon; and
- j. Select and approve nominations to Artillery Senate.

3. To accomplish its mandate, Artillery Senate works with a variety of stakeholders both within and outside The Royal Regiment, including Artillery Council, The Royal Canadian Artillery Association (RCAA), Honoraries, regional artillery associations and other “Friends of The Royal Regiment.” Artillery Senate is assisted and advised by the Artillery Senate Advisory Council made up of all retired Artillery General Officers and former members of the Senate.

4. Artillery Senate is chaired by the Colonel Commandant. The Senate includes the following members:

- a. The Senior Serving Gunner (Co-Chair);
- b. All members of Artillery Council;
- c. The immediate past Colonel Commandant;
- d. The President of The RCA Association, or representative;

- e. The Chair of The RCA Heritage Campaign;
- f. The Regimental Colonel (Non-voting), who also acts as Secretary for the Senate;
- g. Executive Director Heritage Campaign (Non-voting);
- h. Elected members (five to ten) - such eminent Canadians (including retired Gunners) as may be approved as members of the Senate (for a time-limited period); and
- i. The Senate may appoint other members as conditions warrant.

5. Elected Members - To produce balance within the Senate and to ensure that the broader Regimental Family is fairly represented, additional Gunners of distinction from both the Regular Force and Reserve components of the Regiment may be elected to the Senate. They will have voting rights and will be elected to the Senate for a period of two or three years. Their membership may be extended, but normally not more than one extension. Members so elected will be expected to serve for a minimum of two years. Additionally, to emphasize our connections to Canadian society, eminent Canadians with no Gunner background may also be elected to the Senate and the same conditions apply. The total number of elected members in each of the two categories will be subject to a periodic review by the Senate itself.

6. Artillery Senate Advisory Council - The purpose of the Artillery Senate Advisory Council is to provide the Artillery Senate the wise counsel of the senior leaders of The RCA, and focus the leader's support, advice and influence to the benefit of The RCA Family. This is an informal arrangement of individuals, not a formal structure. Council members will be kept advised of plans, activities and decisions of Artillery Senate and may be invited to attend meetings or social events. The thoughts and opinions of members of Artillery Senate Advisory Council, submitted to any member of Artillery Senate, will always be most welcome.

7. Selected members of Artillery Senate should take the lead on certain appointments or areas of interest, on a voluntary basis. The following are considered to be vital positions in order to further good governance of the RCA Family:

- a. Chair, Artillery Senate – Colonel Commandant;
- b. Co-Chair, Artillery Senate – Senior Serving Gunner;
- c. Secretary Artillery Senate – Regimental Colonel;
- d. Strategic Planning Member;
- e. Financial Oversight Member;
- f. Membership Selection Member;
- g. RCA Communications and Public Affairs Member; and
- h. Chair, RCA Heritage Campaign.

8. Frequency of Meetings - Artillery Senate will meet at least twice annually. Members may call for a meeting at any time for matters that might fall outside scheduled meeting timings. Virtual meetings, e.g., via email, may be conducted for specific purposes, such as approval of non-forecasted activities. Approved minutes will be posted to the RCA Website.

9. Quorum and Voting - In principle, the Senate will practice a democratic and collegial process. Guidelines for practices/procedures are as follows;

- a. All members including elected members (less Director of Artillery, Regimental Colonel and Executive Director Charitable Campaign) have voting rights;
- b. A quorum will be 60 per cent of eligible voting members; and
- c. Decision approval requires a simple majority of those voting members in attendance plus proxies. Voting by Proxy will be permitted provided that the Secretary Artillery Senate has, from the member, the proxy registered in writing, fax or email.

10. Nominations for Elected Members to the Senate can be made to the Secretary at any time. The Secretary will forward them to the Membership Selection Member. Approval of a majority of all voting Senate members will be required before new members are admitted. Though not an exhaustive list, of particular interest as potential Senate nominees are those with experience in the following fields:

- a. Those who through their position and influence can better enable The Royal Regiment to advance The RCA Family Strategy;
- b. Former prominent members of The RCA;
- c. Fund raising and charitable work;
- d. Communications (internal and public); and
- e. Sports and entertainment field.

11. Duration of Elected Senator Appointments - Elected Senate appointments should be for two or three years (minimum two), and shall not normally exceed a period of six years (two terms). The aim of staggering appointments is to maintain a healthy turn-over (introducing fresh ideas and energy) while ensuring a degree of corporate memory and continuity.

207. THE ARTILLERY COUNCIL

1. The Artillery Council has been formed to provide advice and guidance to the Director of Artillery on artillery matters relating to Lines of Operation 1 and 2 of The RCA Family Strategy.

2. The Artillery Council comprises of the following:

- a. the Colonel Commandant;
- b. the Senior Serving Regular Force Artillery General Officer (acts as Chair);

- c. all serving Artillery General Officers;
- d. the Senior Reserve Artillery Officer;
- e. the Director of Artillery (is a non-voting member and acts as Secretary);
- f. the Commander Home Station (when a Gunner is an invited member of the Council);
- g. the RSM RCA; and
- h. the President of the RCAA (or a representative after consultation between the President and the Chair).

3. The Council meets at the direction of the Chair, normally twice yearly, and considers such matters as are placed before it by the Chair or the Secretary. The Artillery Council reviews and recommends the filling of key artillery appointments and approves all major policy initiatives and decisions.

208. THE DIRECTOR OF ARTILLERY

1. Throughout the history of The Royal Regiment of Canadian Artillery, there has normally been a senior serving artillery officer appointed and made responsible to provide direction to The Regiment. The duties have varied, as have the titles, whether Inspector of Artillery, Officer Administering the Royal Canadian Artillery or the present-day Director of Artillery.

2. Branch Advisor - The Director of Artillery is the focal point for Artillery Branch identity, and provides essential input into the maintenance of the “good health” of all Artillery MOSIDs (Military Occupational Structure Identification). The Director identifies problems, prepares position papers, and can report directly to the Chief of the Land Staff on matters related to professional standards, career patterns, trade specifications and structures, force development, force employment, training and doctrine.

3. The Director of Artillery, while having overall responsibility for the Artillery Branch, is primarily focused on the operational aspects of The RCA Family Strategy. To assist the Director, the Regimental Colonel will manage the non-operational aspects of the Family Strategy.

4. Duties and Responsibilities:

a. Governance:

- (1) Chair Director of Artillery Conference;
- (2) Chair for the Artillery Advisory Board (AAB);
- (3) Secretary for Artillery Council;
- (4) Member of Artillery Senate;

- (5) Representative at the Conference of Defence Associations;
- (6) Act as the official link between The Regiment and the Colonel Commandant;
- (7) Responsible for The RCA Strategic Plan;
- (8) Provide guidance to The RCA Executive Board;
- (9) Provide guidance for the maintenance of artillery funds, non-public property, competitions, museums and ceremonial standards;
- (10) Co-ordinate and direct the preparation and dissemination of artillery bulletins, journals and professional papers;
- (11) Recommend allied affiliations, exchange of officers, and honorary appointments related to the Regiment;
- (12) Appoint Extra Regimentally Employed (ERE) representatives for both officers and non-commissioned members (NCMs) of The Royal Regiment of Canadian Artillery. These representatives in turn voice the concerns of ERE officers and NCMs to the Director, as well as keeping ERE members informed on current artillery affairs; and
- (13) Appoint the Regimental Sergeant-Major of The Royal Regiment of Canadian Artillery (RSM RCA).

b. Support to the Colonel Commandant:

- (1) Assist the Colonel Commandant in the performance of his duties;
- (2) Appoint a permanent staff officer to:
 - (a) arrange/coordinate the Colonel Commandant's calendar, travel arrangements and personal administrative requirements;
 - (b) provide information on Regimental matters as required;
 - (c) assist in speech preparations as requested by the Colonel Commandant; and
 - (d) conduct other duties as directed by the Director of Artillery.
- (3) Budget and manage the Colonel Commandant's financial account;
- (4) Provide information on all major developments and activities within The Royal Regiment; and
- (5) Initiate and staff the selection and appointment process for new Colonel Commandants.

- c. Communications:
 - (1) Provide periodic artillery SITREPS to the Chief of the Land Staff, and The RCA;
 - (2) Report annually to the Royal Canadian Artillery Association; and
 - (3) Report to Artillery Council as required.
 - d. Correspondence - Advise the Regimental Headquarters of The Royal Regiment of Canadian Artillery (RHQ RCA) of any special correspondence requirements.
5. Personnel/Career Management:
- a. Prepare the command plot for all Regular Commanding Officers, 2ICs and Battery Commanders;
 - b. Provide advice to the Commander of the Army Selection Board on the selection of Reserve Commanding Officers;
 - c. Responsible for succession planning for The RCA;
 - d. Prepare the appointment plot for all Regular CWOs; and
 - e. Liaise with the officer and NCM career managers on issues related to postings, re-engagements, promotion boards, promotion forecasts, releases, MOSID profiles and occupational analysis.
6. The Director of Artillery will liaise and coordinate with the appropriate Land Staff for the following:
- a. Equipment - developments with respect to artillery policy regarding equipment requirements, modifications, scales, trials, CFTOs and ammunition;
 - b. Artillery Master Development Plans;
 - c. Concepts and Force Development, Doctrine and Training;
 - d. Organization / Structures; and
 - e. Force Readiness.
7. He is assisted in the performance of his duties by a staff officer RHQ RCA, and selected officers within The Royal Regiment.
8. A list of Directors of Artillery is in Volume II, Chapter 2.

209. REGIMENTAL COLONEL

1. The Regimental Colonel's primary responsibility is to provide leadership for Lines of Operation 3 to 5 of The RCA Family Strategy while recognizing that the Director of Artillery remains *primus inter pares*, and is the primary interlocutor with the Land Staff. In exercising his functions, the Regimental Colonel is responsible to Artillery Senate, is responsive to the Colonel Commandant, and coordinates his efforts with those of the Director and the Royal Canadian Artillery Association. Given the nature of Lines of Operations 3 to 5 issues, the Regimental Colonel should also be mindful of the support stakeholders such as Honoraries, retired members and others can bring to bear in advancing these issues.

2. Duties and Responsibilities:

- a. President of The RCA Regimental Fund Executive Board;
- b. Chair of the Heritage Program Executive Committee;
- c. Secretary of Artillery Senate;
- d. Ex-officio member of the Executive Committee of the Royal Canadian Artillery Association;
- e. Liaison with all artillery associations; and
- f. May establish standing committees and sub-committees to be responsible for providing information, material and / or assistance to permit the senior leadership of The RCA to provide the maximum benefit for the Regimental family.

3. A list of Regimental Colonels is in Volume II, Chapter 2.

210. COMMANDER HOME STATION

1. As CFB / ASU Shilo has been designated the Home Station of The Royal Regiment of Canadian Artillery, the Base Commander, becomes automatically the Commander Home Station.¹ Where the Commander Home Station is not an artillery officer his / her artillery related duties and responsibilities will be determined in consultation with the Director of Artillery.

2. The principal duty of the Commander Home Station is to oversee the non-public affairs of The Royal Regiment of Canadian Artillery. Specifically this includes:

- a. Governance:
 - (1) Vice-President of The RCA Regimental Fund Executive Board;²

¹ General Order 87 –30 Jan 1946 amended by GO 179 and 189 of the same year.

² In the absence of the President the Vice-President has full authorization for the conduct and administration of the Board.

- (2) Invited member of the Artillery Council;
 - (3) Member of the Artillery Advisory Board;
 - (4) Responsible for The RCA Standing Orders; and
 - (5) Providing assistance to the Director of Artillery.
- b. Communications and Public Relations:
- (1) The Canadian Gunner;
 - (2) The Quadrant;
 - (3) Routine Orders;
 - (4) The RCA Website; and
 - (5) Appropriate brochures / flyers as required.
- c. Correspondence:
- (1) Prepare Loyal Greetings, birthday and other communications on behalf of the Colonel Commandant;
 - (2) Preparation of appropriate letters for the Colonel Commandant and the Director of Artillery for:
 - (a) senior appointments;
 - (b) unit and sub-unit command appointments;
 - (c) RSM appointments;
 - (d) awards and commendations;
 - (e) promotions;
 - (f) death and illnesses; and
 - (g) other noteworthy events.
 - (3) Preparation of information letters to senior retired RCA officers and ERE members.
- d. Junior Officers' Course - Planning and conduct of the course, including correspondence with and coordination of guest speakers.
- e. The Central Museum of The Royal Regiment of Canadian Artillery:

- (1) Appoints the Museum Board of Directors; and
 - (2) Ensures that the traditions and history of The Royal Regiment of Canadian Artillery are maintained through the operation and maintenance of The RCA Museum and RHQ RCA.
3. A list of Commanders Home Station is in Volume II, Chapter 2.

211. REGIMENTAL SERGEANT MAJOR OF THE ROYAL REGIMENT OF CANADIAN ARTILLERY

1. The Regimental Sergeant Major, RCA (RSM RCA) functions as the senior NCM advisor to DArty. The RSM monitors and advises on the collective concerns and issues of personnel, and also promotes and maintains the standards of military professionalism within The Royal Regiment.
2. Duties and Responsibilities:
 - a. advises DArty on NCM human resource and personnel issues, including professional development, dress department, conduct, discipline, and leadership;
 - b. monitors and advises DArty on collective morale concerns of members of The Royal Regiment;
 - c. circulates relevant information to NCM's of The Regiment;
 - d. promotes professional development of Artillery NCM's;
 - e. advise DArty on morale and working relationship with other branches, including the Infantry, Armour and Engineers;
 - f. accompanies DArty on, and makes independent, visits to formations and units to assess and obtain feedback on morale and welfare;
 - g. attends key ceremonial occasions with the Col Comdt;
 - h. attends the Army Sergeant Majors conference; and
 - i. perform additional duties as required by DArty.
3. The RSM RCA is a member of the following:
 - a. Artillery Senate;
 - b. The RCA Regimental Fund Executive Board;
 - c. The RCA Kitshop Board of Directors; and

- d. The RCA Non-Public Property Board of Directors.
4. A list of RSMs RCA is in Volume II, Chapter 2.

212. REGIMENTAL HEADQUARTERS OF THE ROYAL REGIMENT OF CANADIAN ARTILLERY.

1. To ensure that the affairs of the Regiment are handled in a professional and expeditious manner, a small staff is located at the Home Station and is known as the Regimental Headquarters of The Royal Regiment of Canadian Artillery (RHQ RCA). They are responsible to the Commander Home Station for the detailed management of The RCA Regimental Fund, The RCA Kitshop, oversight of The RCA Museum and other regimentally related matters. These matters include maintenance of a regimental database, operation of The RCA Website, publication of The Canadian Gunner, Quadrant and Routine Orders and assisting the Colonel Commandant, Director of Artillery, Regimental Colonel and Commander Home Station in the performance of their duties.

2. The staff consists of:

- a. the Regimental Major;
- b. the Regimental Adjutant;
- c. the Regimental Assistant Adjutant;
- d. the Regimental Headquarters Sergeant Major;
- e. the Regimental Headquarters Clerk; and
- f. sufficient staff to conduct the affairs of The Regiment. This staff is provided from across The Royal Regiment as agreed to by the Director of Artillery.

213. THE RCA MUSEUM

1. The Central Museum of The Royal Regiment of Canadian Artillery (The RCA Museum) is an authorized Canadian Forces Museum located at the Home Station. It was officially opened by the Colonel Commandant, Brigadier PAS Todd on 26 January 1962.

2. The Museum is under command of Base Commander CFB / ASU Shilo. It reports to the Base Commander via the Board of Directors.

3. The role of the Museum is to collect, preserve and display artefacts and information pertaining to the military history of Canada with an emphasis on the Province of Manitoba and The Royal Regiment of Canadian Artillery.

4. The mission of the Museum is to inform and educate the serving and retired members of The Royal Regiment of Canadian Artillery, the general public and, in particular, youth about the military

history, culture and heritage of Canada; with emphasis on the men and women of the artillery.

214. THE ROYAL CANADIAN ARTILLERY ASSOCIATION

1. The Royal Canadian Artillery Association (RCAA) is a long standing, venerable Canadian institution. Formed in 1876 as the Canadian Artillery Association, it in fact preceded the formation of the Regiment itself. The RCAA has the objective of promoting “The efficiency and welfare of The Royal Regiment of Canadian Artillery and of all matters pertaining to the defence of Canada.

2. Today the RCAA is the unifying national association of all members of the Gunner Family in Canada from coast to coast, regular and reserve, serving and retired gunners and friends of gunners. It seeks to promote and preserve our heritage, promotes education through annual bursary awards and provides an opportunity for gunners to connect. A General Meeting and Seminar for the membership is held annually.

3. All serving gunners in artillery units are members through their units and several local geographic associations link their members to the RCAA. Individual membership can be arranged through instructions listed in the RCAA section of the RCA website.

215. RCA HERITAGE

1. As an integral part of the RCA Family Strategy, the Heritage Program fulfills our moral obligation to “honour the sacrifice” of those who came before and to “honour the service” of all who have served. The objectives are to:

- a. preserve the heritage of The RCA;
- b. contribute to family pride and unity;
- c. contribute to Canadians’ understanding of our values and shared history;
- d. support operational effectiveness; and
- e. enhance national unity.

2. The Artillery Senate provides strategic guidance and oversight of The RCA Heritage Program which is a national program that is coordinated with regional and local initiatives. The Heritage Executive Committee, supported by RHQ RCA, provides operational level guidance and oversight. The Deputy Director Artillery Heritage develops, maintains and manages the Heritage and Annual Business Plans. The Executive Director RCA Heritage Campaign, assisted by an Honorary Chair Heritage Campaign and a Heritage Campaign Coordinator conducts national fund-raising to support Heritage objectives. The President of the RCA Executive Board is responsible to monitor expenditures of all RCA Regimental Fund programs including the Heritage Program. Further details regarding the RCA Heritage Program are found in Volume III, Chapter, 7.

(216 to 299 inclusive - not allocated)

ANNEXES

2-14/15

Annex A The RCA Family Strategy..... 2A-1

THE RCA FAMILY STRATEGY



RCAA 7731-7-25 (Sr Serving Gunner)

30 July 2010

All Members of the Family of the Royal Regiment of Canadian Artillery

THE RCA FAMILY STRATEGY

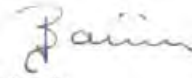
1. It is with great pride that I share with all of you my heartfelt gratitude for who you are, what you have done, and what you continue to do to nurture and support our Gunner Family. I have been a member of this family all of my life and, over these past four years as your Senior Serving Gunner, I can attest to the excellence that Gunners continue to achieve in operations, to the superb service of Gunners across the Forces, and to the impressive sense of family I see across the extended Gunner Team – families, friends, serving and retired – everywhere that I go. These results come from the efforts and engagement of all elements of our Regimental Family – and I know that we wish to keep it that way.
2. We are anticipating now a significant shift in operational activity in the next few years and an associated rebalancing of effort in our general purpose training, modernization, readiness, as well as in our family at large. Artillery leaders deemed that now is the time to re-establish in words who we are as a family, what binds and motivates us as a team, and what goals we intend to pursue together, in particular as we anticipate more change. In short, we are seeking to recommit ourselves, collectively, to *fostering a credible, relevant and valued Royal Regiment of Canadian Artillery* – one that remains ready for operations, and one that, as an extended family, allows this to remain possible today and in well into the future.
3. I invite all members of our family to read and reflect on our newly formulated Royal Regiment of Canadian Artillery Family Strategy (attached). This strategy was born over the course of successive RCA Association meetings, has been developed under the stewardship of our Colonel Commandant and Chair of Artillery Council, and has been shaped by many of you. I fully support this strategy, it is my pleasure to share it with you, and I genuinely invite all members of our family to aid in translating it into action.
4. I remain immensely impressed with the achievements of all serving Gunners and the leadership that sustains our field force, institutional, and operational arms. I am equally impressed with the networks and associations at play that sustain our family connections at large. And I am hugely indebted to those who have served before, to those who volunteer their time and effort to the Gunner family today, and to all our families, for it is all of you that have created and sustain our conditions for success.

Annex A
to Chapter 2

5. I charge our Colonel Commandant, Brigadier-General EB Beno, and our newly appointed Chair of Artillery Council, Major-General AJ Howard, to continue to foster and promote this sense of family, and to continuing to rallying our Regimental Family into bringing it into action. UBIQUE



AB Leslie
Lieutenant-General
Senior Serving Gunner



J Boivin
Chief Warrant Officer
Regimental Sergeant Major
Royal Regiment of Canadian Artillery



RCAA - 7731-7-25 (Chair of the Artillery Council and Colonel Commandant)

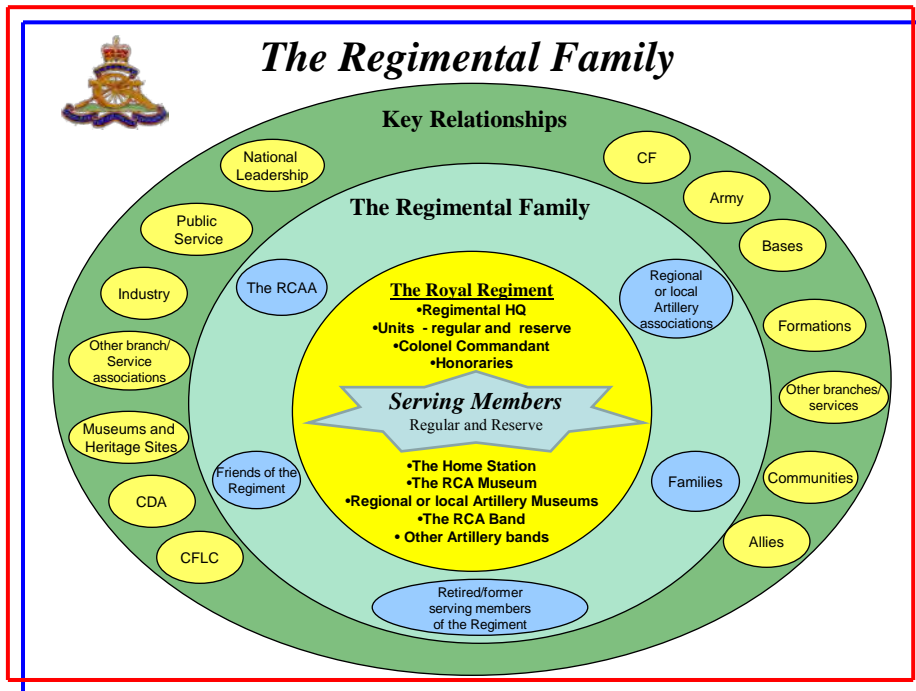
30 July 2010

ROYAL REGIMENT OF CANADIAN ARTILLERY - "THE RCA FAMILY STRATEGY"

Introduction – The Context

As we celebrate the incredible service and achievements of Gunners everywhere, be we serving or retired, regular or reserve, members of our many associations, or friends of the Regiment, we recognize our achievements as they continue to play out in operations, in service at home, in our communities and with our families.

As a community, we recognize the need to build on these successes and we acknowledge the need to promote the well-being of the Regimental Family at large. Behind the operational capability through which we have regained our rightful place and indeed our recognition and respect on the battlefield, we need moral and institutional support such that we may manoeuvre that operational arm effectively. That is our rationale behind the serious commitment being made towards the development of a strong fire support base, behind our engagement in defining who we are, that is the Royal Regiment of Canadian Artillery (RCA) as a Family, as an Institution.



As shown in the illustration above, we are and always have been more than “artillery in operations”; we have a heritage which is rich and vibrant that needs preservation, protection and exposure; we have a history to be told and a legacy to live up to; and we are “broad-based and national in nature”¹. The history of the RCA “makes it a Canadian metaphor”². Our units come and go, but the Regiment lives on.

As a pan-Canadian family, Gunners are rallying in promoting and demonstrating an unprecedented level of cohesion and common purpose. The chain of command, our Regimental networks and our Associations are rightly leading locally and regionally today - and there is a high degree of collective and collaborative effort happening. *The RCA Family Strategy* explains the RCA concept and identifies the goals that unify us all; it connects and translates the ongoing and future efforts into a shared national intent and desired effect, and provides support to those who need it to get the right things done right.

The Vision of The Royal Regiment

The vision of The Royal Regiment of Canadian Artillery is broad, all-inclusive and forward-thinking. It is the image that the Regiment has of itself as it sets out to attain its goals. The following statement describes the aspirations the Gunners have of their future as an operational entity and as an Institution/Family.

Vision

“Once a Gunner, Always a Gunner”

As a family of serving and retired members, regular and reserve, relatives and friends, we foster common beliefs and sustain an operationally relevant and tactically decisive Artillery team that serves with honour. Our focus is on our serving soldiers and their families, and to supporting them in their obligation to making an effective contribution to Canada as integral members of the Army and Canadian Forces team.

We assure leadership excellence through the informed development of our next generation; we promote the relevance of and design for effective Artillery capabilities in the future; we sustain those who are serving today and perpetuate the memory of those who have come before.

Justifiably proud and united in purpose, we seek the contribution of all members of the Regimental Family to connect, to build mutual loyalty and to nurture a winning network of partners as we celebrate our heritage, enable those who serve today, and secure the future for those to come.

Mission Statement

This *Family Strategy* consists of the intent and the desired effects that, together, we are determined to achieve as we engage the key institutions that make up the core of the Royal Regiment and leverage them towards the fulfillment of our vision. This document describes our

¹ Major-General J.A. MacInnis (retired), “The Royal Regiment of Canadian Artillery as an Institution”, Informal paper submitted as part of the development of the Family Strategy, Ottawa, Winter 2010.

²Idem.

governance framework, and other key domains of interest. The resulting effort is intended to unify our family and support the pursuit of our shared mission.

Mission
To foster a credible, relevant, and valued Royal Regiment of Canadian Artillery

The Centre of Gravity of the Regiment

The centre of gravity of the RCA is that characteristic or capability that enables us, as a family, to accomplish our objectives. Our centre of gravity is the source of our strength.

Centre of Gravity
Our credibility in operations, as an institution and as a family

The values of the Royal Regiment of Canadian Artillery

The Army's "warrior ethos" provides guidance to all Gunners in difficult ethical situations, be they serving or retired, regular or reserve, or members of our many associations. The values shared amongst the Regimental Family complement this ethos and they are identified hereafter. They tell where we stand and what we believe in; they provide boundaries on how we will achieve success; they establish a covenant that describes the attributes that we, as Gunners, hold ourselves accountable to.

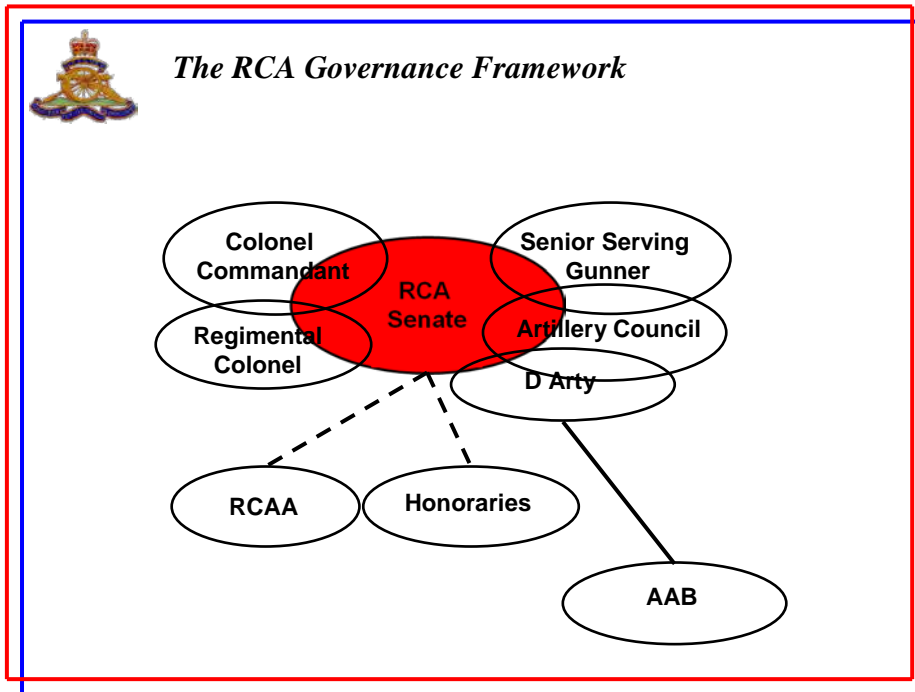
- **Loyalty.** To Canada, the Canadian Forces, the Regiment and our soldiers.
- **Integrity.** We are personally and collectively accountable for the highest standards of behaviour in all aspects of our soldiering. We are committed to act in an ethical, honest and fair manner.
- **Devotion.** We seek responsibility, accept accountability and are committed to the successful achievement of our vision and mission. We exist to serve together. We serve with pride together.
- **Courage.** We have the courage of our convictions. We stand for what is right and we are prepared to take risks in our quest to achieve what is important for the Regiment and our soldiers.
- **Perseverance.** We persist through time and adversity in the pursuit of our goals.
- **Honour.** We serve with integrity and demonstrate uncompromising moral behaviour and conduct in all our actions. We respect and honour those who have preceded us. We respect, cherish and celebrate our history, heritage and traditions.

RCA Governance

Despite the challenges presented by its pan-Canadian structure, the Royal Regiment has the right components for effective governance, the means by which to ensure that we are always on a sound footing and that we are moving forward with purpose and in balance with our capacity. Foremost amongst these elements is the Regimental Senate whose work and guidance at the strategic level make it possible for all Gunners to stand united by a shared vision and fully engaged in the pursuit of shared goals. Ably assisted by a healthy Regimental Headquarters

(RHQ)³, guided by its senior leadership and reinforced by the engagement of the Director of Artillery and the Regimental Colonel within their respective but complementary Lines of Operations (as described in the following section), the RCA Senate is lead by the Colonel Commandant and orients our collective engagement with and stewardship of the whole of the Regimental Family. The Senate is primarily concerned with the Regimental governance at large, that is the governance of the Royal Regiment as a “Family”, an Institution.

The Artillery Council, led by the Senior Serving Gunner or his designate representative⁴ (known as the Chair of Artillery Council) plays a major role in the operational and succession aspects of The Royal Regiment (Lines of Operation 1 and 2). The main focus of its members is force structure, Regular Force and Reserve Artillery transformation, operational taskings, operational capacity, succession planning, force generation, equipment, doctrine, tactics and training, all in accordance with the Army Commander’s principles of “One Army, One Team, One Vision”.



The need to steer The Royal Regiment within a top-down concept but with an enthusiastic bottom-up support⁵ constitutes the basis upon which the governance of the Regiment will be exercised. The Regiment’s governance framework will highlight the Regiment as a valued, professional organization and channel all of the energy, talent and experience of the Royal Regiment - serving, retired, and extended family – in an effort to provide focus and unity as we

³ The RCA as an Institution cannot exist virtually. There is no substitute for the engagement of a full-time Regimental executive, a critical tool that is essential to the long term efficiency of any governance structure.

⁴ In the eventuality that the Senior Serving Gunner cannot assume his primary functions within the RCA governance framework because of the profile of his primary responsibilities, he will designate a representative within the senior leaders of the Regiment who will be known as the “Chair of the Artillery Council”.

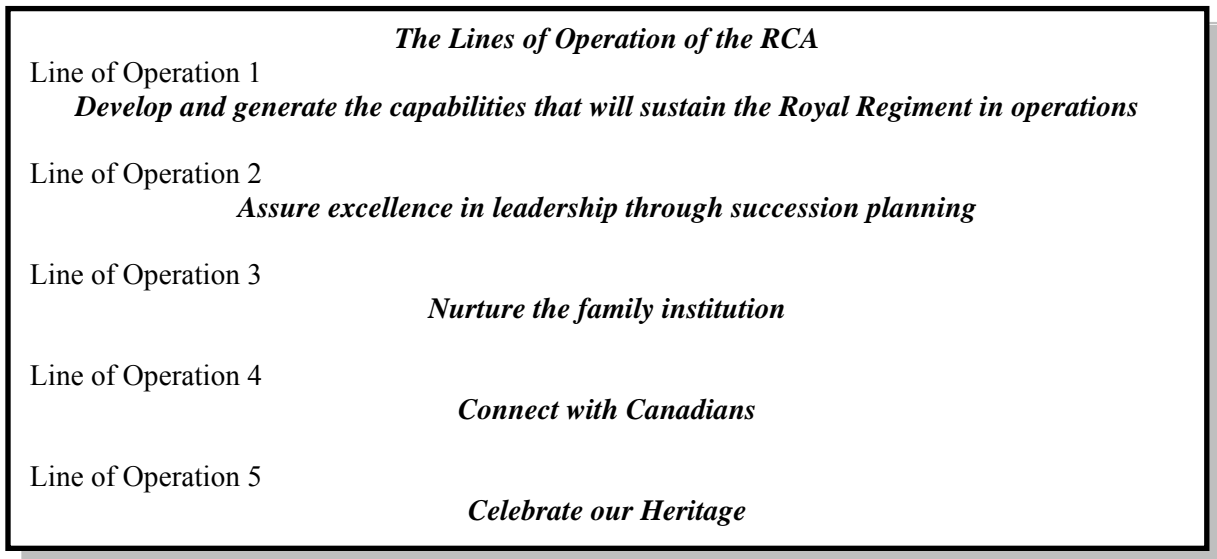
⁵ Brigadier-General E.B. Beno, Colonel Commandant, Address to the 124th Annual General Meeting of the Royal Canadian Artillery Association, Guelph, 18th September 2009.

advance the long-term interests of the Royal Regiment in the field of operations and as a Family.

The Main Feature of the RCA Family Strategy – the Lines of Operation

Given the complex environment in which the members of the RCA are now operating at home and abroad, the requirement to provide relevant and timely advice on Artillery matters to the senior leadership of the Canadian Forces, and in particular the Army, remains crucial to the advancement and the relevance of the RCA, both as an operational entity and as an Institution. Where we engage with others, we need to have a plan with targets identified, desired effects known and our “fires” delivered at the right time and place. Our work will be structured along the Lines of Operation (LO)⁶ depicted in the box shown hereunder. The consolidation of the efforts of the various components that make up the RCA along these LO provides the leadership and the membership at large with an all-encompassing and manageable view of the initiatives within the Regiment. The LO construct also provides us all with additional tools by which to direct our respective contribution as we seek to achieve the following objectives:

- the achievement of an appropriate balance of investment across the Regiment’s operational mandate and associated succession planning (LO1 and 2) and the institutional base contained in LO 3, 4 and 5; and
- the maintenance of the Regiment’s operational and institutional credibility within the Army and the communities with which it is associated, today and tomorrow.



In the domain of operations and succession planning (LO 1 and 2), the Director of Artillery (DArty) remains the authoritative individual and the key link between The Royal Regiment and

⁶ A line of operation is defined as: “in a campaign or operation, a line linking decisive points in time and space on the path to the centre of gravity” (Land Operations, Military Publication B-GL-300-001/FP-001, Kingston, ON, Directorate of Army Doctrine, Jan 01, 2008, paragraph 612-1, page 6-16). Within this document, the use of the phrase expands on the official definition – it is used with the purpose of linking the various components of the RCA vision statement to the key domains of effort undertaken by the many constituents of the RCA.

the Chief Land Staff, providing effective counsel on all matters concerning force development, force structure, equipment, operations and succession. He consults with and is given direction by Artillery Council, which includes the Senior Serving Gunner and the Chair of Artillery Council. This approach ensures that the Regiment projects unity in our effort to remain a key and central component of the Army and CF. The governance and the means at the disposal of the leadership of the Regiment to advance issues in these two domains are solid and have proven their worth.

The orientation of the RCA as an Institution is also very close to the heart of all Gunners. Our aspirations as a Family, as articulated in our vision statement, are contained in LOs 3, 4 and 5; they demand that we unite so that our counsel on these matters is recognized as wholesome and truly reflective of all components of the RCA. As with LO 1 and 2, the work of the RCA within LO 3,4 and 5 will be the subject of a well delineated staff effort. On behalf of the members of the RCA Senate and with the benefit of their guidance and directions, the Regimental Colonel has the mandate to orient, manage and consolidate the efforts of the various constituents of The Royal Regiment within these LOs. Recognizing that the promotion of pride is one that belongs not only to the leadership but to every element of The Royal Regiment, in close liaison to the D Arty, the Regimental Colonel is expected to build on the strengths and characteristics of each of the constituents of the Institution. In so doing, the Family secures the means by which to focus on operations with purpose while nurturing our members, perpetuating the memory of those who have come before and celebrating our heritage.

The RCA Heritage

From the early days of l’Ancien Régime and British North America, through two world wars, to current day peace and stability operations, Gunners have played a vital and integral role in the development of our nation. The RCA Heritage is far more than just the evolution of artillery; it is the story of those Canadians who contributed so much to making Canada the country it is today. The Heritage Programme is an integral part of the RCA family strategy and fulfills our moral obligation to “honour the sacrifice” and perpetuate the memory of those who came before. Heritage is simultaneously local and particular, global and shared; it is an essential part of the present we live in and of the future we will build; it involves the preservation of artefacts and traditions but, critically, it includes the constant interpretation of the past to provide context to the present; finally, it is visible through a variety of mechanisms, including museums, history book’s, travelling displays, parades, ceremonies, school visits and demonstrations. Through the celebration of our Heritage, we seek to bring the story of The Royal Regiment of Canadian Artillery to all Canadians – to interpret, preserve, communicate and promote “The Story” of the Gunners of Canada as a vital component of the shared history of all Canadians.⁷ - for the story of Canada’s Gunners is very much the story of Canada itself.⁸

In general terms, it is believed that efforts that align with the objectives of “contributing to family pride & unity” and “contributing to Canadians understanding of our values and shared history”, show greater promise. Such initiatives as supporting the soldier, in particular injured soldiers and their families, and youth programmes, which advance understanding, offer the opportunity to create an awareness of and support for the Regiment. This is intended to create the environment

⁷ Brigadier-General E.B. Beno, Colonel Commandant, Communiqué dated 31 Mar 2010, Ottawa, 31 Mar 2010.

⁸ Lieutenant-General M.K. Jeffery, Heritage, informal material submitted on completion of the strategic session on Heritage held on 29 April 2010.

in which support for heritage specific programmes may flow, leading to improved heritage funding. With the support of a select handful of bright entrepreneurs, the RCA Heritage Program will be revitalized with the view of delivering a comprehensive action plan with the leadership organized and motivated to achieve progressive and continuous success.

Conditions for Success

All elements that make up the RCA, Regular Force and Reserve, officers and NCMs, serving and retired, Associations, Honoraries, friends and supporters must be motivated and fully engaged so that, collectively, we can deliver the desired outcomes and be all we can be. Responding to the imperatives in both the operational and institutional domains requires us to draw upon our distinctive competencies: outstanding leadership; highly motivated, innovative and multi-skilled people; ability to plan; and our strong relationship with the communities with which we are associated. Ultimately, success rests upon the collective ability of the RCA to:

- foster and promote a sense of belonging among the many components, associations and thrusts that make up the Royal Regiment;
- maintain unity;
- speak with one voice in pursuit of our goals and objectives;
- develop our operational and institutional credibility;
- sustain our actions and assure our relevance over time (by adapting to changes in the operational environment and leadership);
- be focussed and consistent over time;
- monitor and follow through with the work undertaken to ensure that all remain on course and accomplish the objectives that the Regiment has set for itself; and
- “think nationally, act locally”⁹

Conclusion

The senior leadership of the RCA is of the belief that we are witnessing a degree of sense of unity and purpose within the Royal Regiment greater than has been seen for some time, and that we are getting it right, thanks to the efforts of all members of this great family. Undoubtedly, the Royal Regiment of Canadian Artillery has regained its rightful place, and indeed its recognition and respect on the battlefield. The RCA is preparing itself for the future. As the Colonel Commandant stipulated during the last RCAA AGM in Guelph, “Operationally we want and need precision, capacity, flexibility, collaboration, coordination and focus as we move into the post-Afghanistan environment. We need moral and institutional support behind the operational capability. Like fire and movement – we need a strong fire support base (the Regimental Family) such that we may manoeuvre the operational arm effectively.”¹⁰ Remembering the old tenets of Artillery command and control – centralized command and decentralized control – as we enhance the foundations of that fire support base, we continue to build on regional strengths and particularities and rely on regional and local leaders to keep connected to and engaged with our extended family and the public at large.

This *Family Strategy* builds on the reputation that the Royal Regiment has earned for itself. As

⁹ Major-General J.A. McInnis (retired), “Mapping a Vision for the Royal Canadian Artillery Association (RCAA)”, document prepared for the President of the RCAA, Ottawa, Spring 2010.

¹⁰ Brigadier-General E.B. Beno, Colonel Commandant, Address to the 124th Annual General Meeting of the Royal Canadian Artillery Association, Guelph, 18th September 2009.

Annex A
to Chapter 2

we harness the talents, spirit, skills, experience and energy to advance our cause across various fields of interest, the Voice of the Royal Regiment will find itself strengthened by the unity of its message and the cohesion of its constituents. Together, we are perpetuating the esprit de corps and close bonds of comradeship that honour those who have come before and set apart the Gunner Family.

The leadership of the Artillery Senate and Artillery Council take full ownership of this strategy to further our vision, mission and shared goals in the long-term interests of The Royal Regiment. We seek the full and enthusiastic support, and commitment, of all members of our great Gunner Family – *“Once a Gunner, Always a Gunner.”*

Ubique,

// original signed //

E.B. Beno
Brigadier-General (Retired)
Colonel Commandant

// original signed //

S.A. Beare
Major-General
Chair of the Artillery Council

CHAPTER 3

REGIMENTAL FINANCES AND PROPERTY

301. THE RCA REGIMENTAL FUND – GENERAL

1. The Royal Regiment of Canadian Artillery has, throughout its history, established funds to undertake various activities that cannot be publicly funded, yet benefit The Royal Regiment.
2. Initially, a Corps Fund was established by the Director of Artillery under authority of Directorate of Administration Bulletin 53/1, 3 February 1953. The Fund was re-established under authority of Chapter 6 Section 2 of Institute Rules, 1 March 1964. Under the authority of CFAO 27-8, the Regimental Fund established several individual funds to include The RCA Non-Public Property Fund, RCA Sergeants' Regimental Fund and The RCA Officers' Regimental Fund. As of 18 November 1984, all previous funds were amalgamated as The Royal Canadian Artillery (RCA) Regimental Fund, and on 16 August 1988 Revenue Canada approved a change of name to "The Royal Regiment of Canadian Artillery Regimental Fund".
3. The Constitution and Governance of The Royal Regiment of Canadian Artillery Regimental Fund and its Programs are detailed in Volume III.

302. NON-PUBLIC PROPERTY

1. RHQ RCA accounts for all of the non-public property (NPP) held across The RCA. NPP is divided into two categories. Unit NPP is that which has local significance. Units must maintain an inventory of unit NPP which will be submitted to RHQ RCA annually. Regimental NPP, which has significance to The Royal Regiment of Canadian Artillery as a whole, is maintained on a separate listing which is also submitted to RHQ annually. All units are responsible for the custody and upkeep of all Unit and Regimental NPP within their lines.
2. Upon disbandment or placement on the Supplementary Order of Battle, Unit or Battery NPP will be catalogued, packaged and sent to RHQ RCA in accordance with CFAO 27-9 and 27-10. RHQ RCA will place the artefacts in storage with The RCA Museum until such time as the unit or battery is returned to active service.
3. The control and accounting procedures for RCA NPP is held within Volume III.

(303 to 399 inclusive - not allocated)

CHAPTER 4

COLOURS AND BADGES

401. GENERAL

The Royal Regiment of Canadian Artillery has been authorized to take into use a variety of pennants, flags and badges. The use of these devices is limited to those authorized and described in this chapter.

402. THE ROYAL CYPHER

1. In Great Britain, guns were originally inscribed with the "Founders Mark" of the private foundry that manufactured the guns. By contrast, in France, the arms of the reigning monarch were customarily inscribed on the barrels. As the Royal Ordnance Factory, whose mark was the Royal Cypher, became responsible for the manufacture of most British artillery, it became customary to inscribe the Royal Cypher on all guns.

2. When, in 1893, Her Majesty, Queen Victoria conferred the title "Royal" on the artillery in Canada, the honour included the right to engrave on artillery equipment the Imperial Cypher VRI surmounted by the Imperial Crown. The honour is perpetuated today by inscribing the Royal Cypher of the reigning monarch on each artillery piece (see Figure 1 for the current Royal Cypher for Her Majesty, Queen Elizabeth II).



Figure 1 – The Royal Cypher of Her Majesty, Queen Elizabeth II

3. Instructions concerning the application of the Royal Cypher are found in *Canadian Forces Technical Order (CFTO) C-71-010-021/MN 000*.

403. ARMS OF THE ROYAL REGIMENT OF CANADIAN ARTILLERY

1. Before 1832, the Royal Artillery used the Ordnance Arms or the Royal Cypher as part of the insignia on its buttons and badges. The Ordnance Arms had as their central devices three cannons and three cannonballs. The Royal Cypher consisted of either the garter and motto surmounted by a crown enclosing the monarch's monogramme or the monarch's monogramme alone surmounted by a crown.

2. In 1832, the Royal Arms with supporters, together with the mottos "Ubique" and "Quo Fas et Gloria Ducunt" and cannon were granted to the Royal Regiment of Artillery as a badge by warrant of His Majesty, King William IV. In this form, it constituted the full achievement of the gunner badge. For the next hundred years, it was featured on shako stars, helmet plates, shoulder belt plates, sabretaches, cross belt pouches and busby plume holders.

3. Canadian gunners adopted the "Full Achievement of the Badge" and it was used from 1855 as a helmet plate, on sabretaches and cross belt pouches. "Canada" was used instead of the motto "Ubique".



Figure 2 – The Full Achievement of The RCA Badge



Figure 3 – The RCA Badge



Figure 4 – The RCHA Badge

4. The Arms of The Royal Regiment of Artillery provide the origins for the rank badges traditionally worn by Chief Warrant Officers and Master Gunners. The Royal Arms were first used as an arm badge by all Warrant Officers Class 1 in 1915. Since 1945, the Arms of Canada have been used and this practice continues today with the rank of Chief Warrant Officer. The gun has been part of the badge of all Master Gunners since 1864. From 1915 to 1945 the Royal Arms were worn above the gun. In Canada, since 1945, the gun badge alone (always pointing forward) has been the badge of the Master Gunner.

5. The Director of Ceremonial authorized the use of the "Full Achievement of the Badge" on 29 June 1988 for special ceremonial purposes such as on commendations and certificates. The current full achievement was authorized by the Chief Herald of Canada in August 2006 as shown at Figure 2.

404. BADGES AND CRESTS

1. As uniforms were simplified to meet the demands of modern warfare, it became apparent that the full achievement of the gunner badge was too large. Beginning with the introduction of the peaked forage

cap in 1907, abbreviated versions of the full achievement have been adopted for day to day use. In 1926 the word "Canada" was replaced by the motto "Ubique" in The RCA badge.

2. The badge of The Royal Regiment is shown at Figure 3. The official description is “A smooth-bore 9-pounder field gun Or (gold) on a field Vert (green) above a scroll Azure bordered Or inscribed “UBIQUE” Or below the gun a scroll Azure bordered Or inscribed “QUO FAS ET GLORIA DUCUNT” the whole surmounted by the Royal Crown proper.”¹ The RCA badge is used both as a cap badge and as a crest. The RCA Badge was approved by the Chief Herald of Canada in August 2006.

3. The RCHA Badge is shown at Figure 4. This badge is only used by RCHA units and associations as a crest. The RCHA Badge is based on the badge of the Order of the Garter which dates from 1348. The motto of the Order of the Garter, "Honi soit qui mal y pense" ("Shame on him who thinks this evil"), is not considered as a motto of the artillery. The background colour, including the centre of the garter is the colour of the material on which the crest is mounted. The Colonel Commandant approved the design and colour of the RCHA badge on 22 February 1961. This badge may be used on RCHA unit flags, plaques, stationary, silverware, and decals. When it is displayed with The RCA Badge, The RCHA Badge shall take precedence.

4. Both designs are based on originals prepared by the College of Arms in 1949 as reproduced in *The Journal of the Royal Artillery*, Vol LXXVII, No 1, January 1950.

405. THE GRENADE

1. The grenade, like St. Barbara, has a common heritage with all those who work with explosives and pyrotechnics - artillerymen, engineers, grenadiers and fusiliers. The word grenade derives from the ancient French "pomme grenate" or "pomme granate". Heraldically, the grenade is depicted as a sphere spouting flame. The relation to the pomme granate is retained in the orifice-like appendage from which the flame spouts.

2. The grenade was first worn by gunners in the mid-1880s as both a collar badge and a cap badge on the coloured field service (wedge) cap. The grenade used was the universal grenade (Figure 5) which was also worn by the engineers and by several fusilier regiments. In 1907 a revised grenade was adopted with a more stylized flame and "Canada" in a scroll underneath. At this time the convention was established to depict the artillery grenade with seven flames. The Engineers adopted a grenade of the same pattern but with nine flames. The Fusiliers retained variations of the universal pattern grenade.

3. At the time of the adoption by The Royal Canadian Artillery of the motto "Ubique" in 1926, that motto replaced "Canada" on the scroll beneath the grenade (Figure 6). With minor variations in size and material the grenade continues in use today as the collar badge of The Royal Regiment of Canadian Artillery.

¹ A-AD-267-000/AF-003, *The Insignia and Lineages of The Canadian Forces Volume 3 Part 1- Armour, Artillery, Infantry and Field Engineer Regiments*, Chapter 3, pg 3-1-1.



Figure 5 - The Universal Grenade



Figure 6 - The RCA Grenade

406. COLOURS

1. Traditionally, the guns of The Royal Regiment of Canadian Artillery are treated as its colours. They serve the same central role in pride and identity as do the guidons or colours of armour and infantry regiments.²
2. The custom of the guns being the colours of the artillery has its origin in the British practice of designating the largest piece in an artillery train as the "flag gun". This gun was accorded the honour of carrying the equivalent of today's Queen's Colour. Use of the flag gun has been recorded as early as 1722. After this period, the guns themselves came to be regarded as the colours of the artillery as gunners in battle rallied to their guns in the same fashion as regiments of cavalry and infantry rallied to their colours.
3. The introduction of rockets and missiles has in some cases changed the nature of the artillery's equipments. Consequently, the term "guns" shall be deemed to include all Artillery weapon systems used to inflict damage or casualties on the enemy. Thus, rocket and missile launchers, despite not being inscribed with the Royal Cypher, will be accorded compliments when they are on ceremonial parade with formed artillery units or sub-units.
4. Compliments are not paid by the troops on parade to the guns during roll pasts or other parade movements. The artillery has no equivalent to the "Trooping the Colour" ceremony. It should be noted that spectators will pay compliments to the guns, as colours, during a roll past or during similar movements on formal parades and ceremonies.
5. Although it may be impracticable in modern times to treat guns as colours in non-ceremonial circumstances, they must be accorded the dignity and respect they deserve. Such practices as smoking on or near the guns, sitting or leaning on them, decorating them for social occasions or leaving them insecure is unacceptable. This respect and treatment should be extended to include all historic Artillery weapon systems.

407. THE KING'S BANNER

1. In November 1904, His Majesty, King Edward VII presented banners to the Royal Canadian

² While treated as colours while on Parade and are accorded the respect of colours, they are not consecrated objects. Therefore there is no requirement for special ceremonies at their time of retirement from service.

Field Artillery and the Royal Canadian Garrison Artillery. It was His Majesty's pleasure to present these banners to commemorate the service of C, D and E (Special Service) Batteries during the Boer War.

2. The banners were officially presented by the Governor General, Lord Minto, in a ceremony on Parliament Hill. A similar banner was also presented to the Royal Canadian Regiment. The banners were accorded the honours of colours but did not supplant the guns as the colours of the Regiment.

3. The original King Edward VII Banners have not been paraded for many years. Only one remains and it is located in The RCA Museum. Because of its fragile state, it is no longer loaned out to units and in accordance with Royal Decree this banner will not be replaced.



Figure 7- The King's Banner

408. THE ROYAL CANADIAN ARTILLERY STANDARD

1. The Royal Artillery Standard was approved by the Colonel-in-Chief, His Majesty, King George VI, in 1947. Major General H.O.N. Brownfield, CBE, MC, CD, then Colonel Commandant, applied in 1956, for permission to adopt the Standard for use by The Royal Regiment of Canadian Artillery. This proposal was warmly welcomed by the Master Gunner, St. Jame's Park (then Field Marshall, the Viscount Alanbrooke, KG, GCB, OM, GCVO, DSO) and permission was gladly given. The Royal Artillery Standard was used as the Standard of The Royal Regiment of Canadian Artillery until 31 May 1989. The Standard is reproduced in colour in RCA Notes No. 43, 1947 and in black and white in Army Headquarters letter, HQ 1175-1/3 (D Arty) dated 14 May 1956 and in A-AD-200-000/AG-000 *Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces*.

2. On the recommendation of Artillery Council of 29 April 1988, the Director Ceremonial on 31 May 1989 revoked the authority for units and sub-units to place formation and unit badges, designators, devices and traditional crests on the RCA Standard. At the same time, the Director Ceremonial approved the addition of a gold maple leaf in the centre of the field between the gun badge and the first white diagonal, and the addition of the seventh flame to the grenade. This version is the currently approved Royal Canadian Artillery Standard (see Figure 8).



Figure 8- The RCA Standard

3. The Royal Canadian Artillery Standard is intended for ceremonial use only. It is not carried on

parade. It is not broken and shall be flown from flagpoles. The occasions when it will be flown are at the discretion of artillery commanders, but in general will be:

- a. visits of royalty;
 - b. visits and inspections by the Colonel Commandant or artillery officers of brigadier-general rank and above;
 - c. visits by the Director of Artillery or Regimental Colonel;
 - d. Regimental Birthdays, St. Barbara's Day, Artillery Day and Canada Day; and
 - e. visits of senior civilian dignitaries or allied officials of comparable rank.
4. On such occasions, the Standard may be flown at all artillery headquarters including formations, units, sub-units and artillery schools.
5. The Colonel Commandant may, at his discretion, on special occasions, fly the Royal Canadian Artillery Standard at his residence.
6. The RCA Standard is produced in three sizes. All are available from The RCA Kitshop:
- a. **Small**
 - (1) **Size.** 14 cm x 43 cm; and
 - (2) **How used.** Used as the Colonel Commandant's vehicle pennant.
 - b. **Medium**
 - (1) **Size.** 40.5 cm x 122 cm; and
 - (2) **How used.** Indoor parades or on small flag poles.
 - c. **Large**
 - (1) **Size.** 79 cm x 244 cm; and
 - (2) **How used.** On larger outdoor flagpoles (30' to 35').

409. THE ARTILLERY FLAG

1. The Artillery Flag is a camp flag used in garrison and bivouac to mark the location of artillery units. It may be flown at headquarters, camps and bivouacs daily from sunrise to sunset. It will not be carried on parade. This use of the flag is in accordance with regulations published in A-AD-200-000/AG-000 *Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces*.



Figure 9 – The RCA Flag



Figure 10 – The RCHA Flag

2. The Artillery Flag is bisected horizontally. The upper half shall be dark red and the lower half a dark blue colour. The RCA Badge in gold, half the total depth of the flag, is in the centre of the flag. RCHA units shall use the RCHA Badge, in full colour. See Figures No 9 and 10.

3. The normal size of the Artillery Flag is 182 cm (6') long by 91 cm (3') in breadth. A smaller version, 91 cm long by 61 cm in breadth is also authorized. Artillery Flags are available from the RCA Kitshop.

410. ARTILLERY PENNANTS

1. Artillery pennants are authorized for use by field officers³ and above who are commanders of sub-units, units, or formations (never flown at RSM or BSM levels). In order that all Gunners and outside agencies readily recognize command position within The Royal Regiment of Canadian Artillery, all vehicle pennants, within the Regiment, will be standardized in accordance with A-AD-200-000/AG-000 *Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces*.

2. The following instructions will apply to the production of vehicle pennants for RCA units:

- a. **Dimensions.** All vehicle pennants will be seven inches in width by twelve inches in length with a one inch white sleeve attached to the hoist. Two one-half inch grommets shall be attached one-half inch from the top and the bottom of the sleeve;
- b. **Colour scheme.** The upper half shall be dark red and the lower half a dark blue colour. All lettering and numbers shall be white in colour and their size shall not exceed one and three quarter inches in height except where there is a requirement to stack numbers or letters. The minimum acceptable size shall not be less than one inch in height. Pennants shall be sewn double sided;
- c. **Official Languages.** The language used in word and abbreviations shall be the working language specified in the unit's CFOO. Bilingual units may use either language as decided by the CO; and
- d. **Identification.** Certain staff officers and commanding officers of regiments, schools or independent batteries shall be identified in the following manner:
 - (1) DArty – by the full achievement of the badge embroidered and centred on the pennant;

³This will be extended to all Officers who have formally and officially been given command of an artillery sub-unit.

- (2) Regimental Colonel – by The RCA Grenade embroidered and centred on the pennant;
- (3) COs of RCHA units – by the RCHA badge embroidered in Gold on the pennant and the number of the regiment clearly displayed in the canton;
- (4) COs of RCA units (except Air Defence) – by the RCA badge embroidered in Gold on the pennant and the unit number clearly displayed in the canton;
- (5) COs of Air Defence units – by the crossed gun barrel and missile superimposed over a vertical lighting bolt embroidered in Gold on the pennant and the unit number clearly displayed in the canton;
- (6) The Commander Divisional Artillery pennant shall conform in colour, material and overall size. It is shaped in accordance with the Brigadier-General's pennant described in Annex A to Chapter 3 of A-AD-200-000/AG-000 *Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces*. It may be described as a swallow-tailed pennant with truncated bottom with the fly cut at centre-line to a depth of 5 cm. It carries a centred gold maple leaf and the Divisional number centred in the canton;
- (7) the G3 Artillery pennant conforms in all respects to the standard pattern and bears a centred gold maple leaf and the alpha-numeric combination "G3" centred in the canton;
- (8) the guidelines in sub-para 4 applies to the RCAS with the addition of "RCAS" attached to the fly of the pennant;
- (9) independent batteries shall follow the guidelines for Commanding Officers with the addition of the abbreviation "Bty" or "Bie" attached to the fly;
- (10) Regimental Seconds-in-Command of RCHA units shall fly the white horse centred on the pennant with the number of the regiment displayed in the canton;
- (11) Regimental Seconds-in-Command of RCA units shall fly the abbreviated "2IC" or "CMDT A" over the number of the regiment in the canton;
- (12) Battery Commanders of RCHA gun batteries shall fly a horse of the appropriate battery colour centred on the pennant with the applicable battery letter, in white displayed in the canton. Battery colours are as shown at Annex A. Battery Commanders of RCHA headquarters and services batteries shall fly a white horse and the abbreviated "HQ" or "CS" over the number of the regiment in the red field; and
- (13) Battery Commanders of RCA gun batteries shall fly the number of their battery displayed in the canton. Battery Commanders of RCA headquarters and services batteries shall fly the abbreviated "HQ" or "CS" over the number of the regiment in the red field.

3. Units will purchase the official pennants through the RCA Kitshop. A master roll of approved

pennants is shown at Annex A.

411. THE COLOUR OF THE ROYAL REGIMENT

1. The colour of The Royal Regiment of Canadian Artillery is red. Blue has traditionally been the colour of an artilleryman's coat. The reason for this has been lost to historical record but it has been suggested that blue was a preferable colour due to the dirty nature of working with black powder guns, and that cavalry and infantry alone were entitled to wear the royal scarlet being the servants of the sovereign. Artillerymen, being originally the civilian employees of the various officials of the ordnance, did not enjoy this privilege and so adopted the complimentary colour of blue. This distinction was eventually recognized and perpetuated when clothing regulations were formalized, with blue being generally accepted as belonging to the artillery.

2. The Regimental colour, red, is not used on full dress or mess dress. The correct distinguishing colour of the Artillery is scarlet. The distinguishing colour is used for facings, cuffs, trouser stripes, busby bags, and similar applications. These applications of scarlet reflect the traditional royal facings on artillery uniforms and have nothing to do with the Regimental colour.

3. The Artillery uses red over blue on regimental flags, standards, pennants, signs, and wherever else artillery colours are required. The colours are a direct extract from the British Flag and are referred to as Union Jack Red and Blue. Information on the proper colour and material for the production of flags, pennants, standards, etc, are available from RHQ RCA.

(412 to 499 inclusive - not allocated)

ANNEXES

Annex A	Master Roll of Approved Artillery Pennants.....	4A-1
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MASTER ROLL OF APPROVED ARTILLERY PENNANTS



Director of Artillery

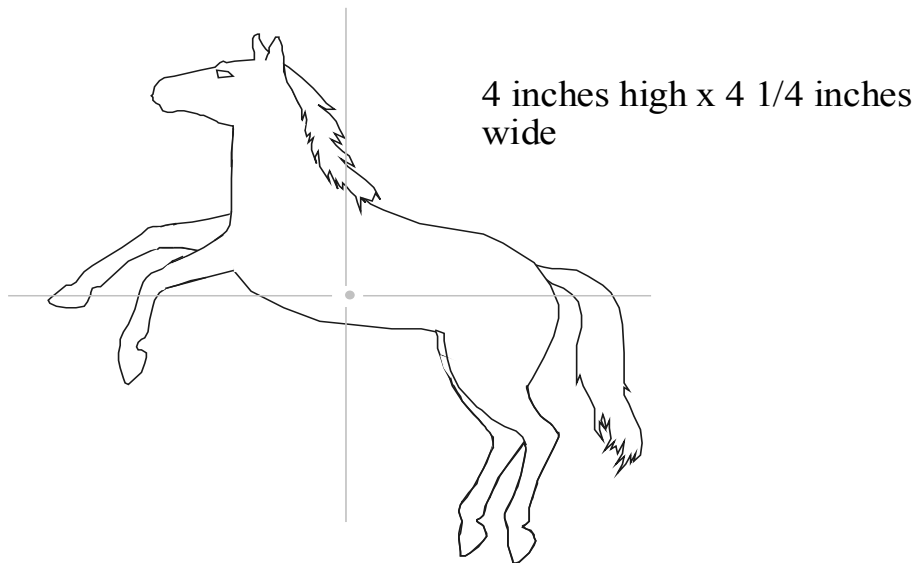
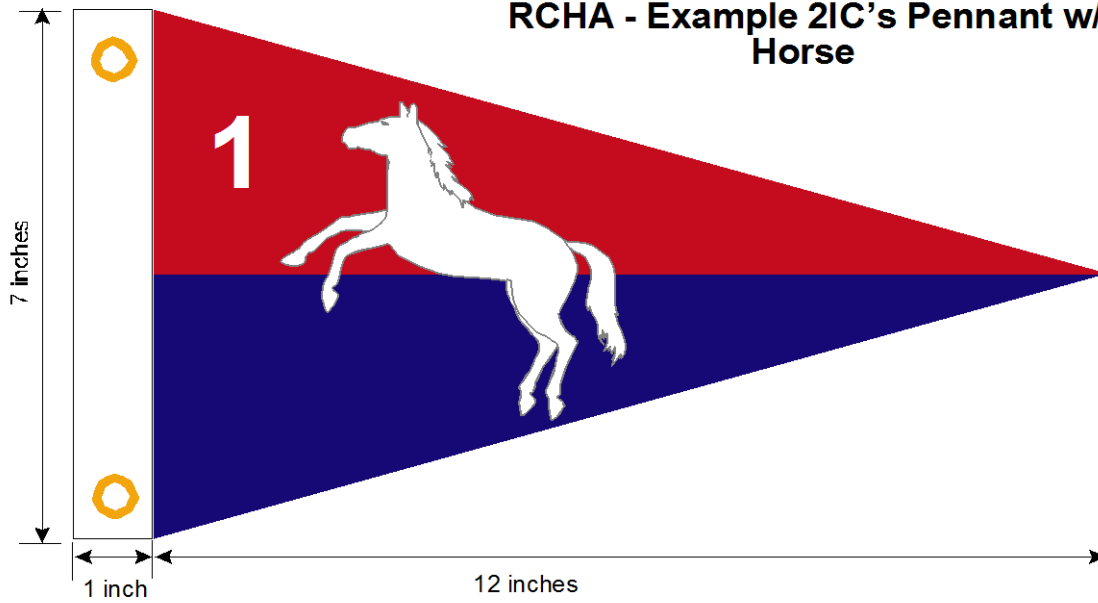


Regimental Colonel

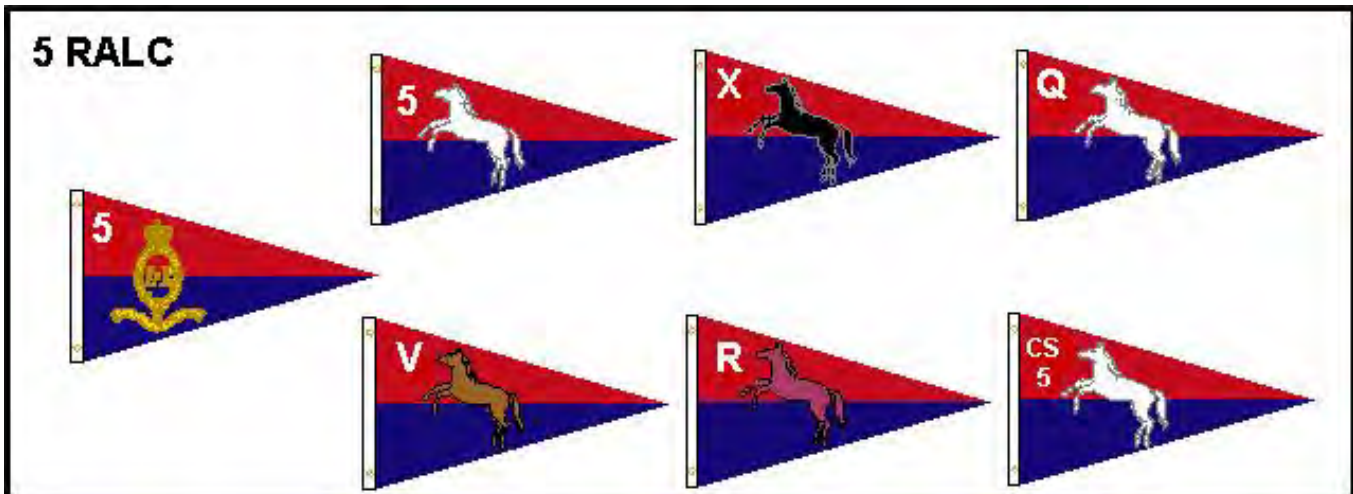
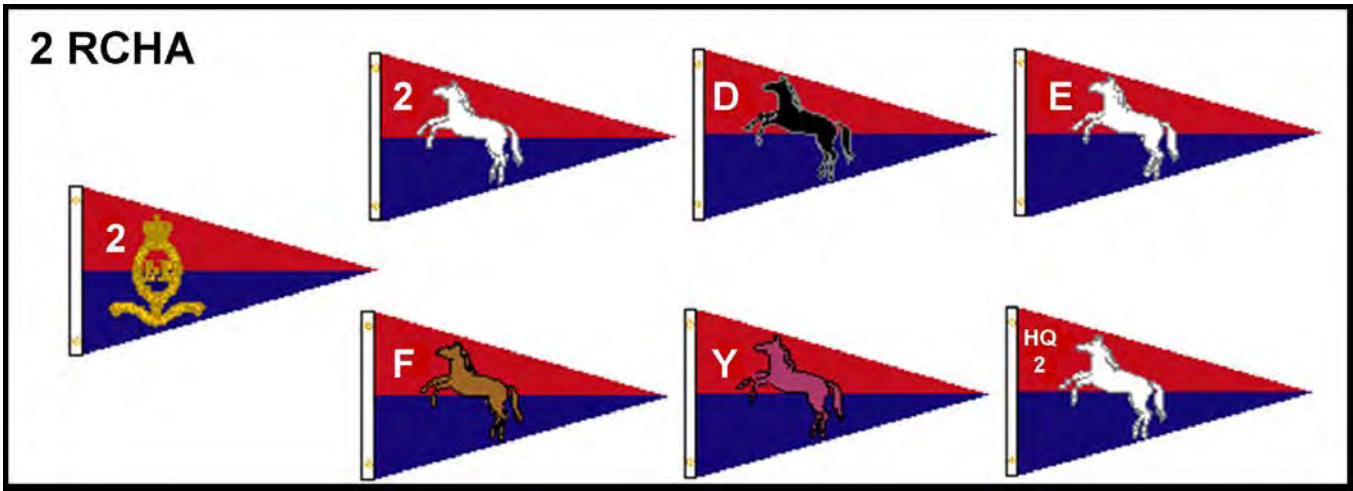
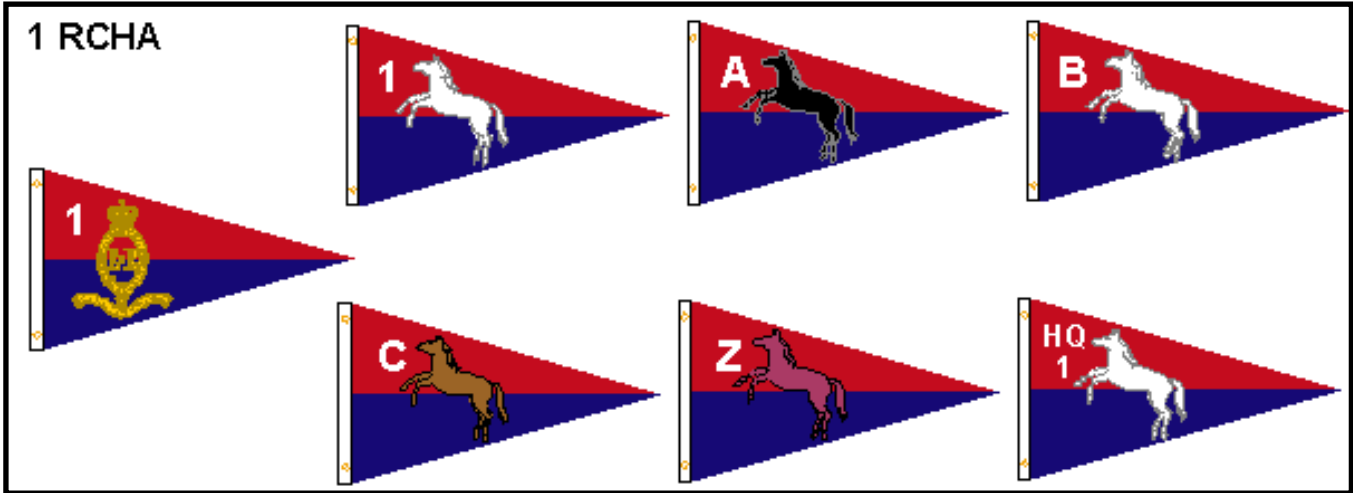


Standard RCHA Pennant

**RCHA - Example 2IC's Pennant w/
Horse**

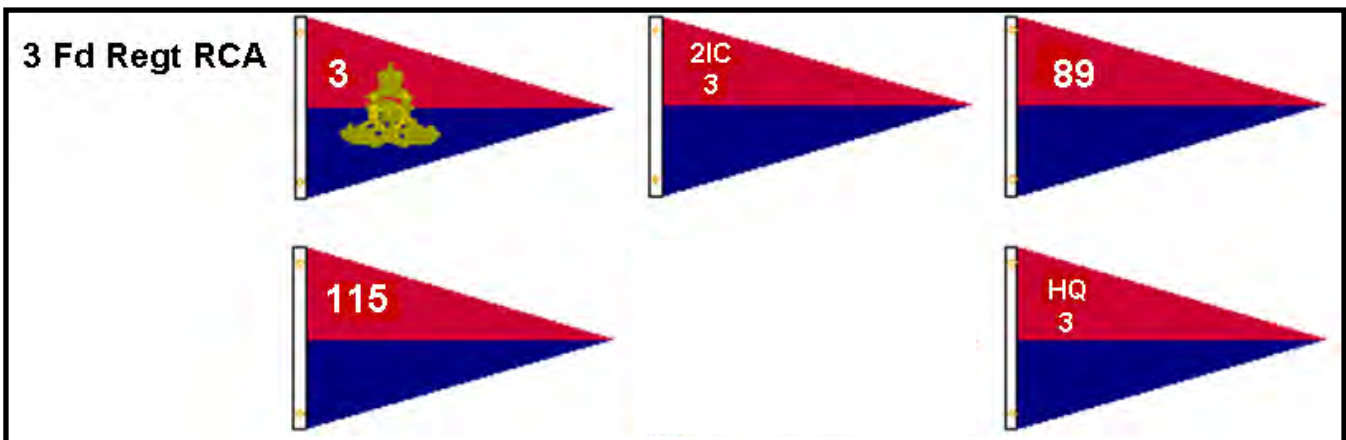
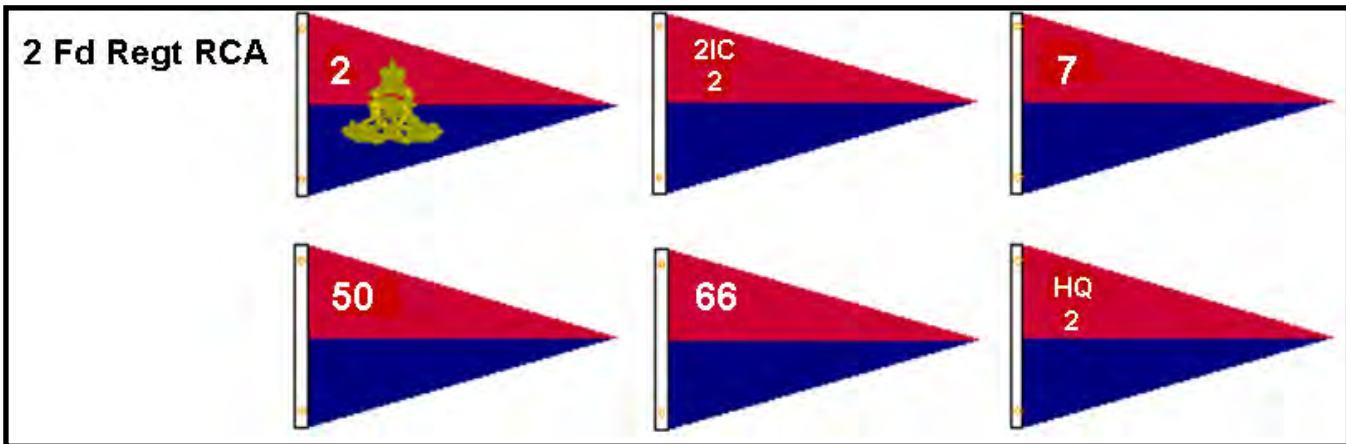
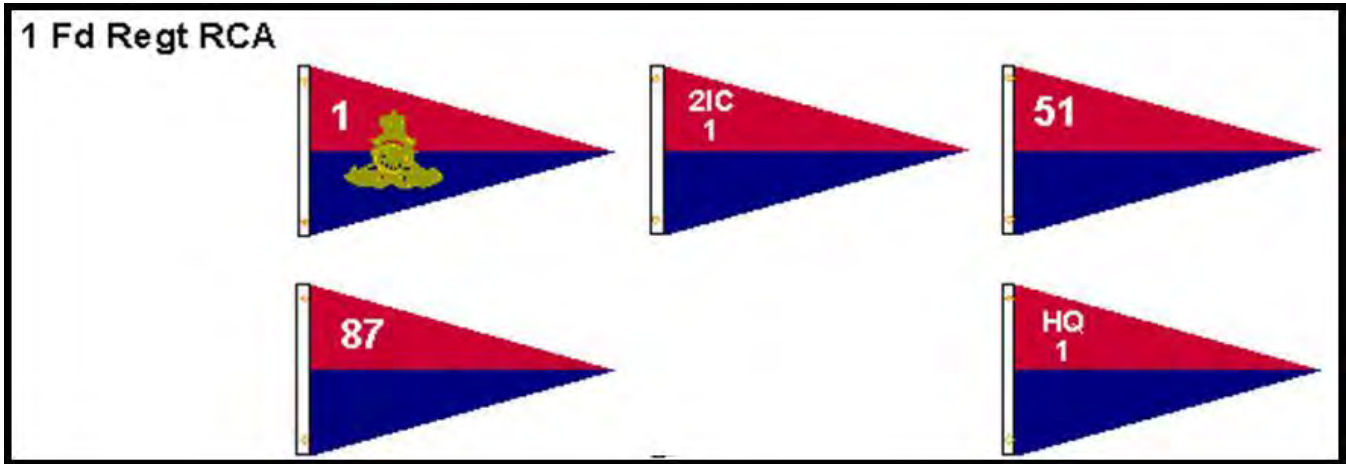


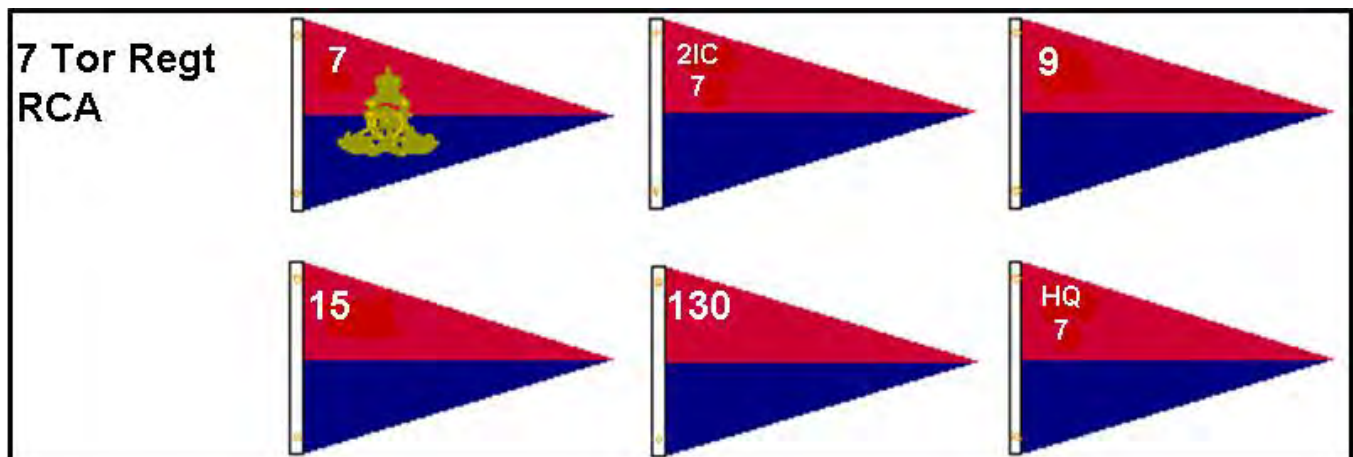
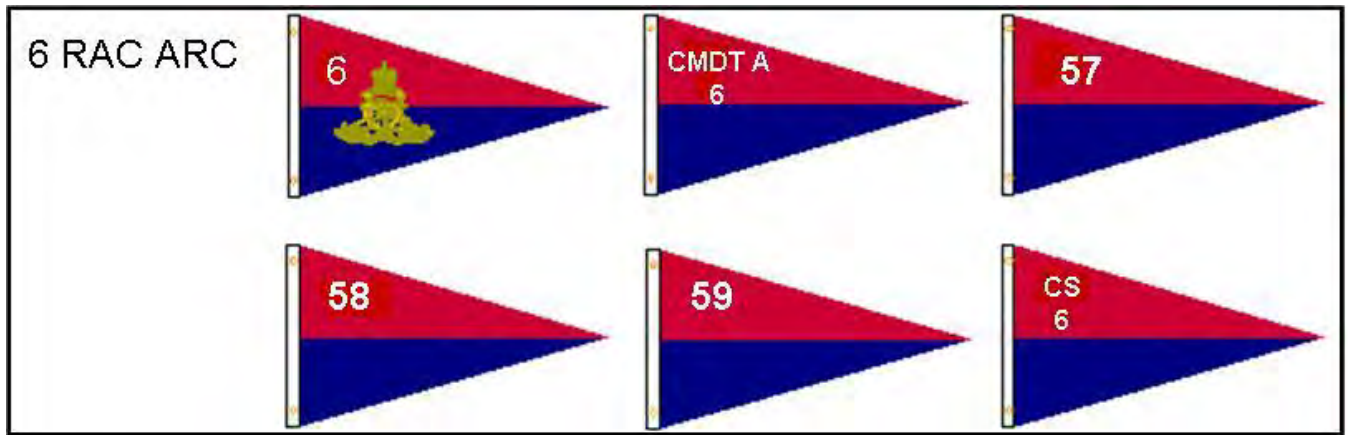
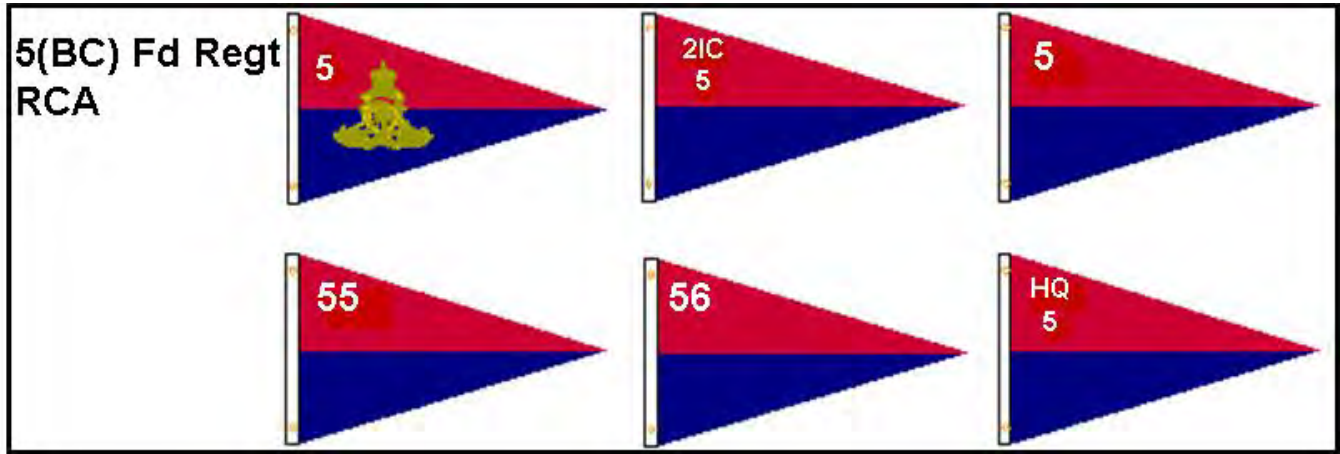
RCHA Horse Design



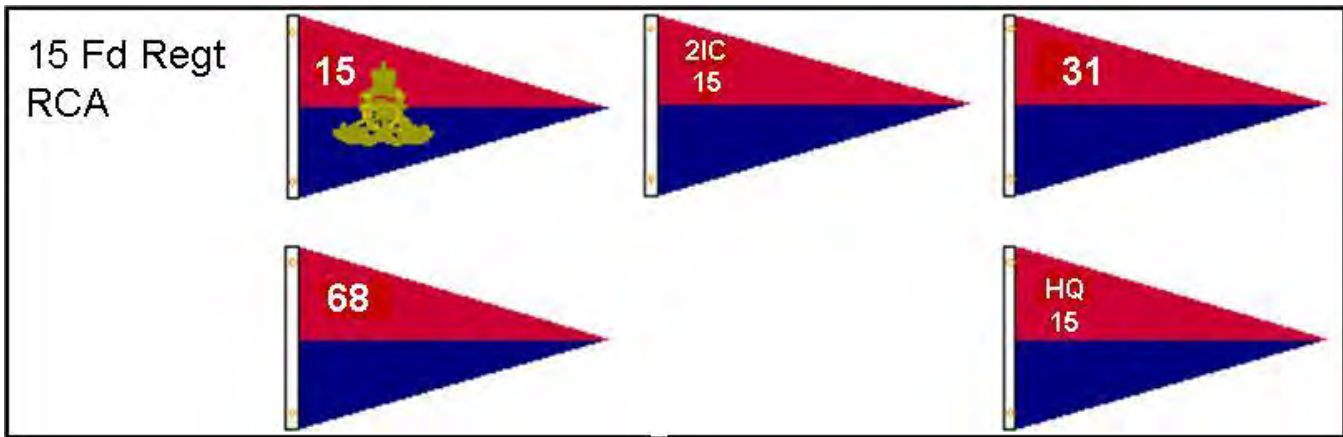
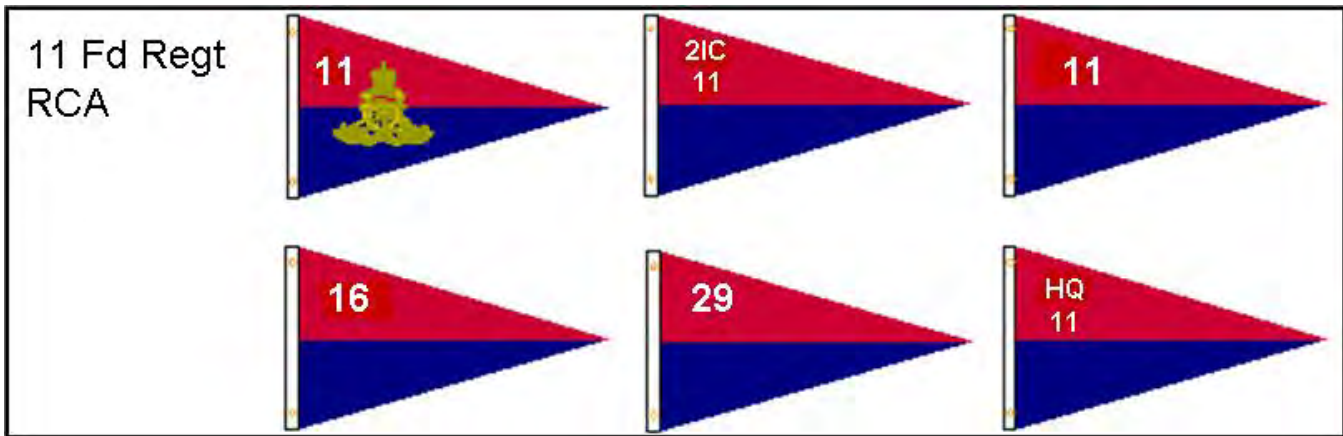
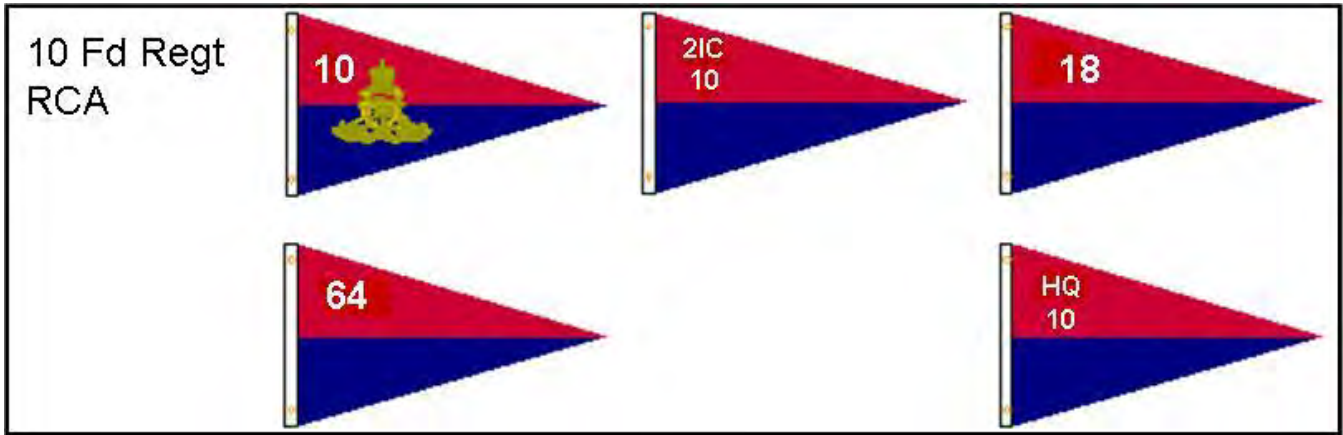


Standard RCA Pennant

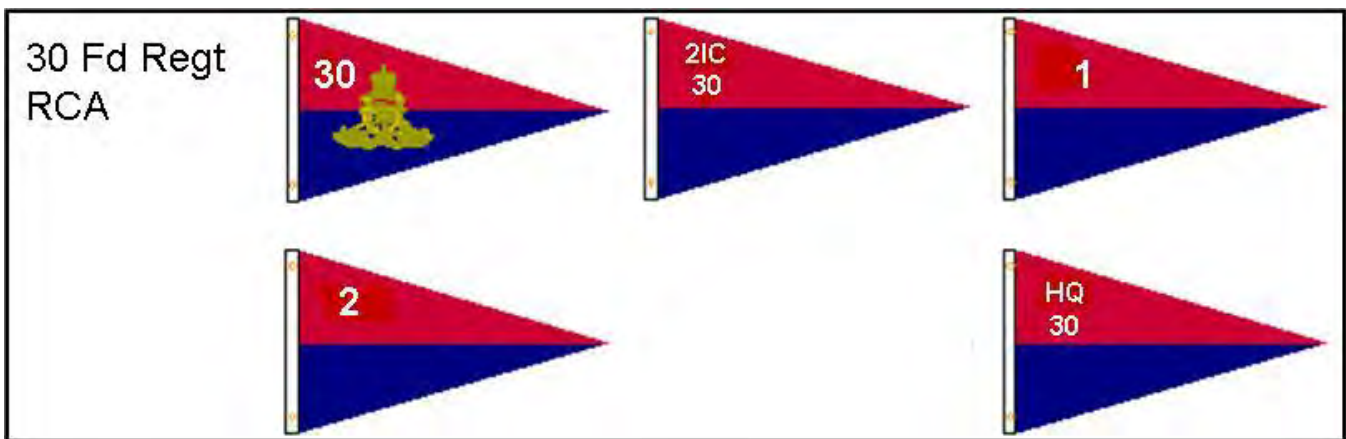
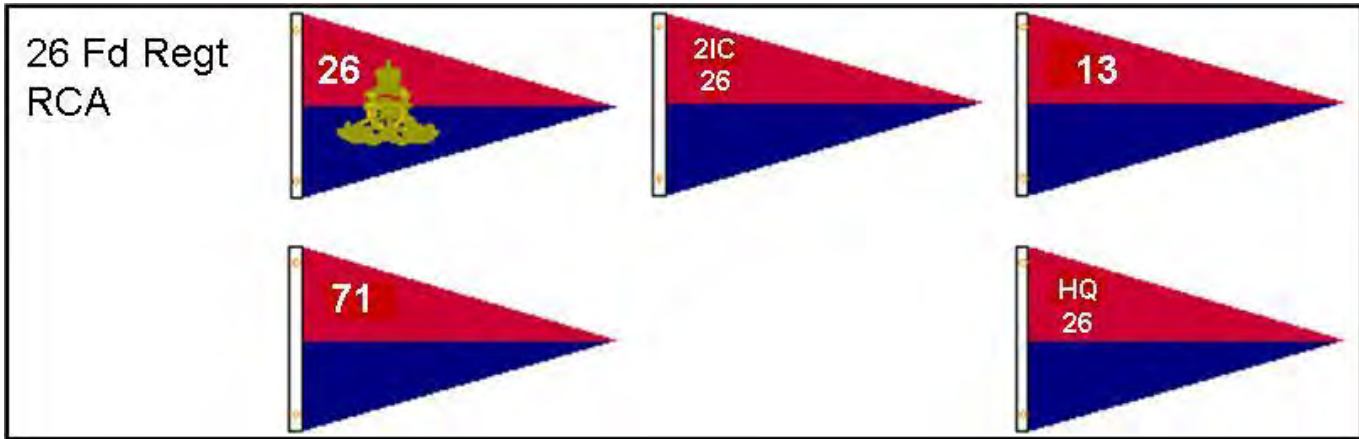
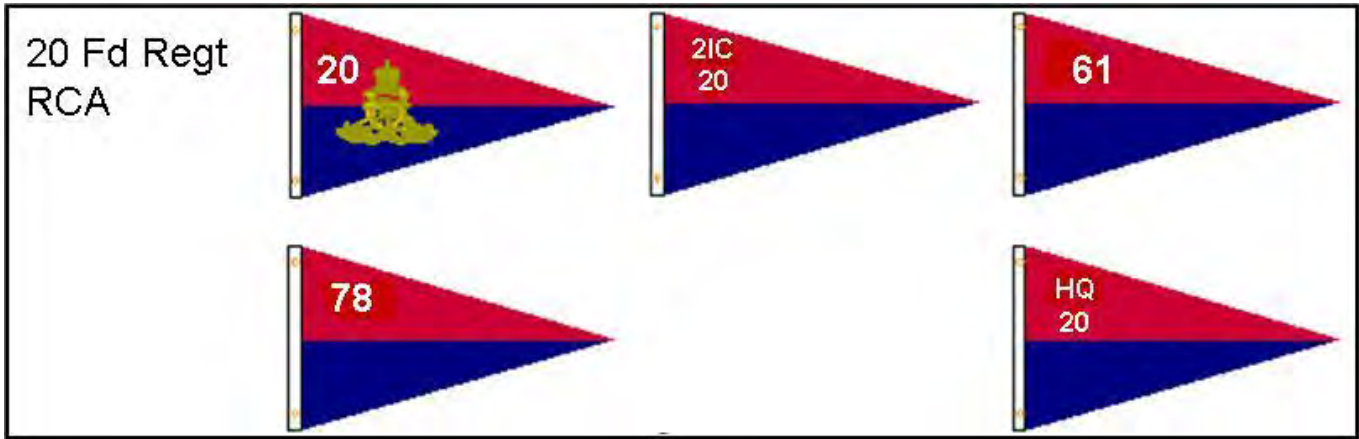


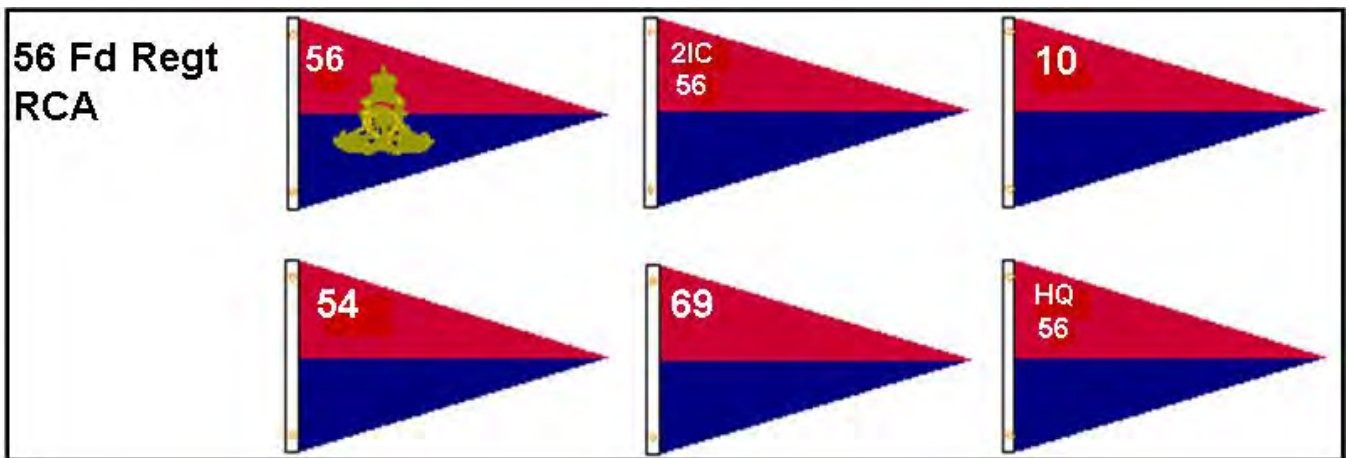
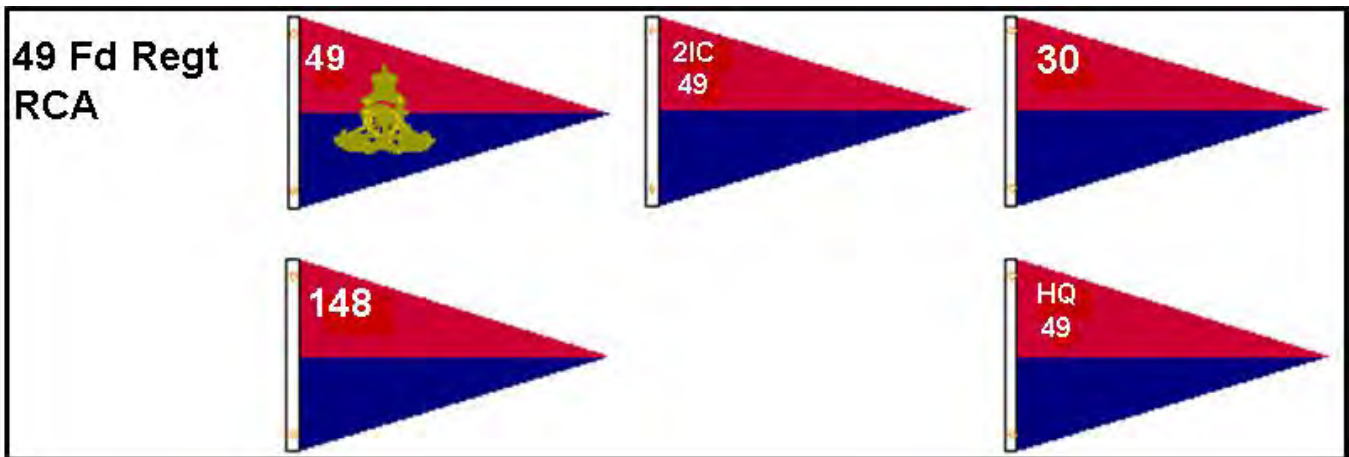
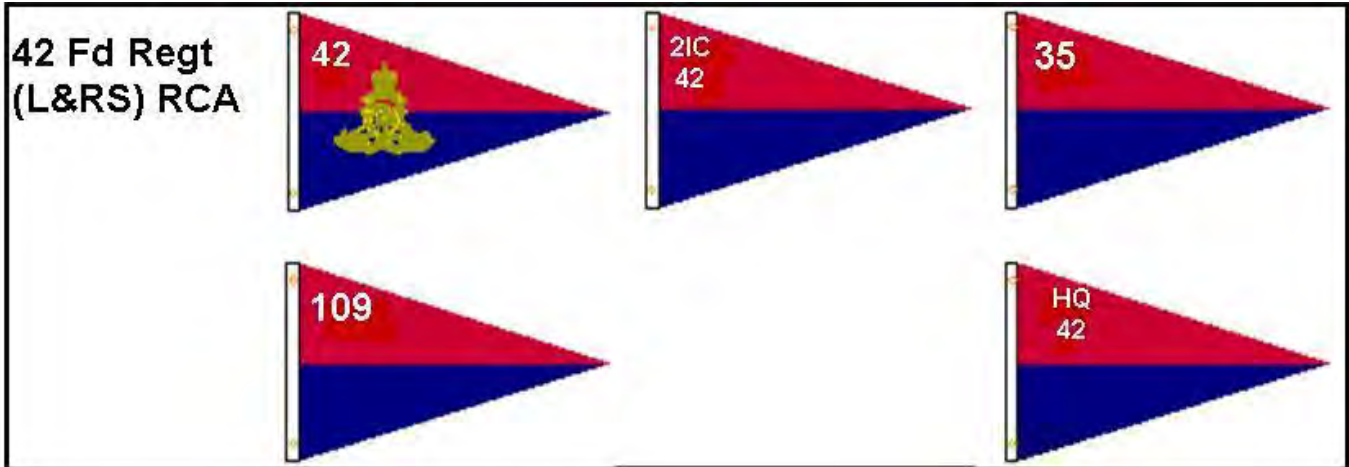


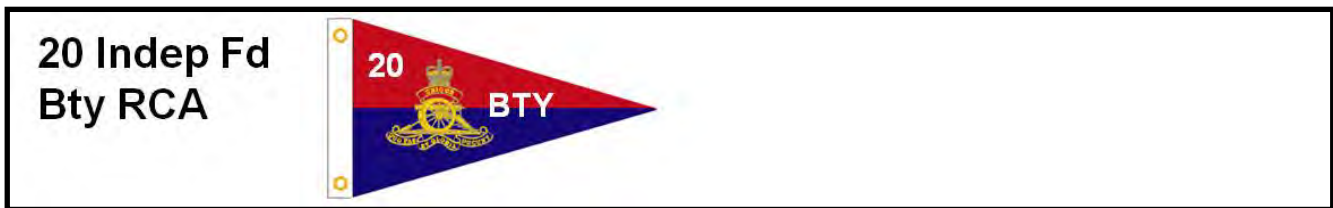
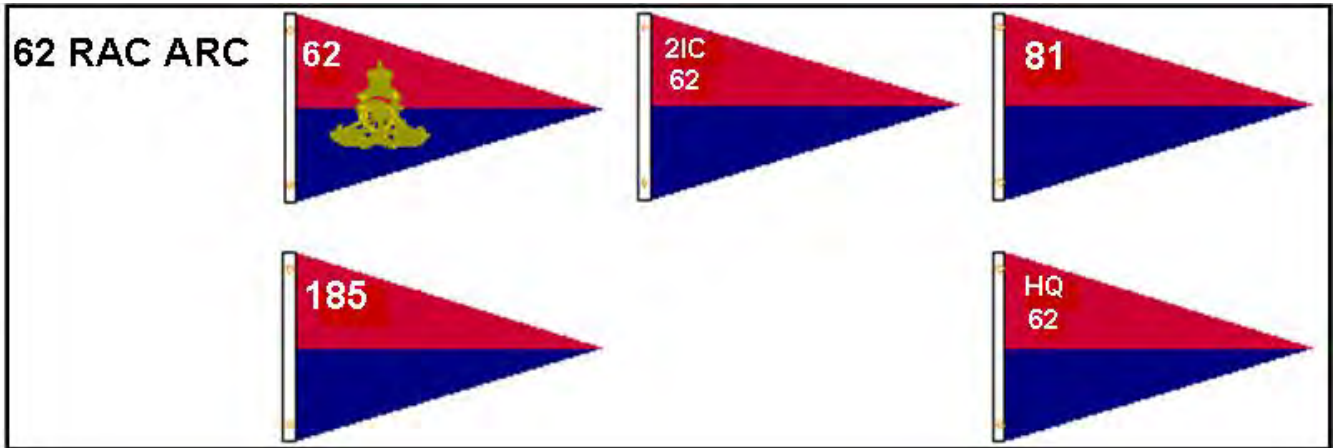
Annex A
to Chapter 4

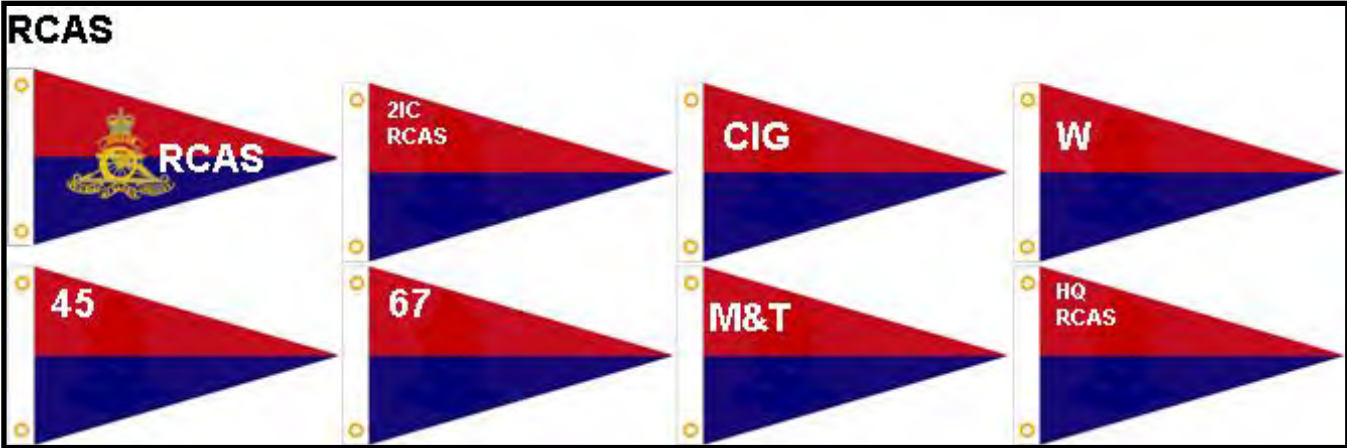


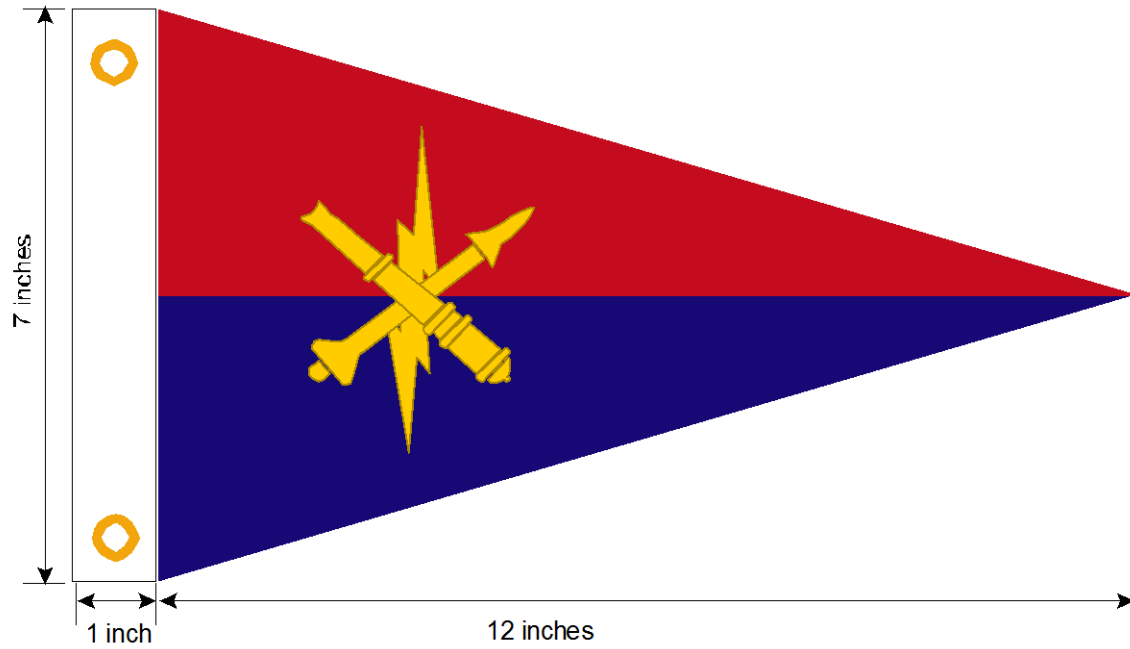
Annex A
to Chapter 4



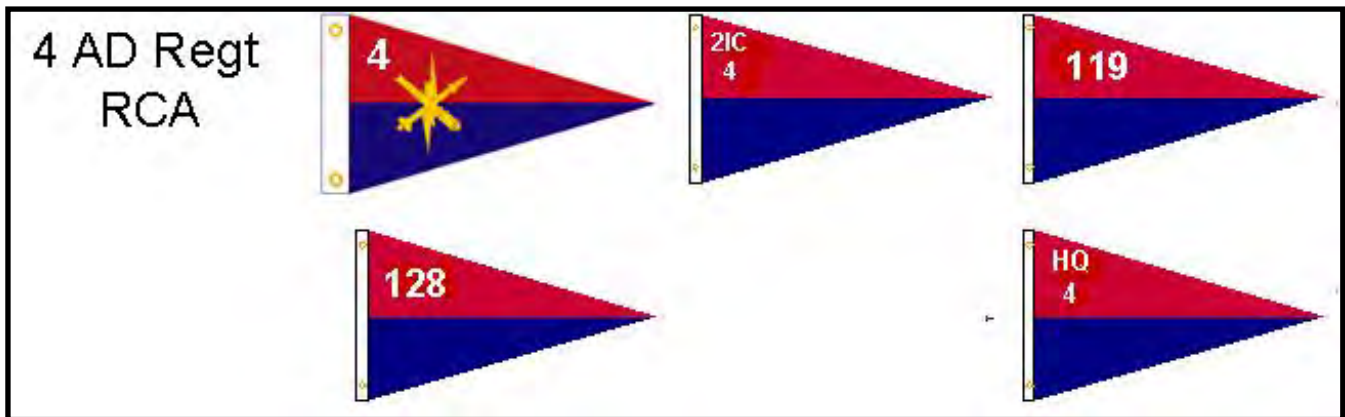








Standard AD Unit Pennant



Divisional Artillery



CDA 1 Cdn Div



G3 Artillery 1 Cdn Div

CHAPTER 5

DRILL AND CEREMONIAL

501. GENERAL

The Royal Regiment of Canadian Artillery follows, in general, standard forms of drill and ceremonial. However, The Regiment does lay claim to certain prerogatives and has preserved some unique traditions.

502. THE RIGHT OF THE LINE

1. The honour of "The Right of the Line", on a Land Forces parade, is held by the units of the Royal Canadian Horse Artillery when on parade with their guns. On dismounted parades, RCHA units take precedence over all other army units except formed bodies of Officer Cadets of the Royal Military College representing their college. RCA units parade to the left of units of the Royal Canadian Armoured Corps. Details concerning precedence within the Canadian Forces are given in A-AD-200-000/AG-00, *The Honours, Flags, and Heritage Structure of the Canadian Forces, Chapter 1*.

2. The artillery company of the Troupes de la Marine (formed in Quebec in 1750) was considered a "corps d'élite" and on parade took the position of honour at the right of the line. At about this time, the Royal Artillery was officially accorded the same honour. It has not been clearly established exactly when the Royal Artillery was first given its position on the right of the line but it was very likely in Flanders about 1742-1748. It is recorded that in 1742, at a camp at Lexden Heath near Colchester, "The Artillery on its own authority, moved from the left of the camp to the right, which was its customary place."

3. In 1756, the matter was brought to official notice on a complaint by a Capt Pattison, whose company of artillery was denied its usual place on the right during a parade to witness the execution of a deserter. He based his claim on the custom in Flanders. The claim was upheld and the official letter on the subject concluded as follows:

*"It is the Duke of Cumberland's order that Colonel Bedford write to Capt Pattison and acquaint General Bland, it is His Royal Highness' command that the Artillery take **the right** of all **foot** on all parades and likewise of Dragoons when dismounted".*

4. In 1773, at Gibraltar, the Commander Royal Artillery protested that the governor had changed the accepted order of precedence in parading the Guards. The protest was then taken to His Majesty King George III, who upheld the Gunners' claim. The custom was again upheld in 1787 when it was questioned whether the Royal Irish Artillery should parade on the right or left of the Royal Military Artificers who were the next in order of precedence after the Royal Artillery. The answer to this question was: "*The Royal Artillery to be on the right, either English or Irish, there is no exception.*"

5. From its formation in 1793, the Royal Horse Artillery took precedence over all cavalry including

the Household Cavalry, following the established precedence of the Foot Artillery over all infantry including the Foot Guards. This precedence was confirmed in 1804 but was modified by Her Majesty, Queen Victoria in 1868 so that the Royal Horse Artillery, when on parade with their guns, would take precedence over the Household Cavalry, who otherwise held the right of the line as part of the Body Guard of the Sovereign.

6. Precedence within The Royal Regiment of Canadian Artillery and the Land Forces of the Canadian Forces is as outlined at article 104, and detailed in A-AD-200-000/AG-00, *The Honours, Flags, and Heritage Structure of the Canadian Forces, Chapter 1*.

503. DRILL

1. Instructions for both mounted and dismounted drill for all units of The Royal Regiment of Canadian Artillery are contained in A-PD-201-000/PT-000 *Canadian Forces Manual of Drill and Ceremonial*. However, the following traditional artillery drill practices will be observed:

- a. An artillery parade is always handed over "at ease". This applies at all levels of command up to and including the commander of an artillery formation. However, artillery sub-units, units and formations will receive an inspecting officer at "attention". This practice dates from the period before recoil mechanisms when guns had to be run back by hand into firing position. After hours of sponging, loading, firing and running the guns back into battery, the Gunners were exhausted. Commanders extending their congratulations to gunners for their contribution to victory granted them the privilege of receiving these accolades "at ease" rather than "attention";
- b. Officers and NCM's serving the weapons and equipment of The Regiment will carry out their duties at the double unless orders to the contrary are issued and except when handling ammunition; and
- c. Bayonets will be carried by Artillery personnel who are issued with rifles and bayonets. The artillery does not, as a matter of routine, fix bayonets except when ordered for ceremonial parades or when on guard, etc, with members of other branches or corps carrying fixed bayonets.

504. ARTILLERY GUN SALUTES

1. When gun salutes are fired in conjunction with Royal or General Salutes, the Royal or General Salute shall be conducted in its normal manner regardless of the fact that the gun salute will continue at 10 or 15 second intervals until completed.

2. When gun salutes are fired by The Royal Regiment in conjunction with Royal or General Salutes, they will commence at the final movement of the "Present Arms". On all other occasions the firing shall be controlled by the Troop Commander.

3. The saluting troop should consist of four guns commanded by a Troop Commander with a Gun Position Officer and a Troop Sergeant Major. Kneeling gun drill shall be employed. The saluting troop should be deployed, if possible, in a prominent position and should be inspected by the Reviewing Officer during the parade. The saluting troop will be dressed in Canadian Forces DEU 1 or 1A for all formal

military and civilian ceremonies and parades.

4. The form of the salute shall be governed by the overall parade format and the aural comfort of dignitaries and spectators. Particular attention must be paid to noise when horses are involved in the ceremonies. Minimum distance limits for personnel without hearing protection when using 105mm service blank charges are 50m to the rear, left and right of the gun and 200m forward of the gun. B-GL-381-001/TS000 *Training Safety* Chap 4, Para 27 is the reference for 105mm Blank safe distances.

5. Annex A to this chapter details a table of salutes accorded to important personages. Further regulations governing the firing of gun salutes on all occasions are detailed in A-AD-200-000/AG-00, *The Honours, Flags, and Heritage Structure of the Canadian Forces, Chapter 13* and A-PD-201-000/PT-000 *Canadian Forces Manual of Drill and Ceremonial*.

505. WEDDING CEREMONIES

1. Military uniform is appropriate for wear by either or both of the marriage partners and members of the wedding party. DEU 1 or 1A may be worn. Members of the wedding party may wear swords in the church. Mess dress (No 2) is appropriate for evening weddings and formal social occasions after 1800hrs (CFP 265 Chap 2, Annex A).

2. A sword arch is a traditional accompaniment for the wedding of a serviceperson, whether the wedding party is in uniform or not. The sword party consists of three or four pairs of fellow officers with one named to command the sword party. The sword party lines both sides of the departure walk in facing pairs with swords drawn. On the command "Form arch", the sword is brought to the recover position and, after a regulation pause; the right arm is extended fully upward at a 45° angle. As the arm is extended, the wrist is rotated 270° counter-clockwise into the final position with the back of the sword facing down, the edge of the blade and the guard facing up. Following the passage of the wedding party, the movements are repeated in reverse order on the command "Attention". Instructions for the drill movements for a sword arch are contained in A-PD-201-000/PT-000 *Canadian Forces Manual of Drill and Ceremonial*.

3. Non-commissioned members of the RCHA (Horse Artillery only) are authorized to utilize a wedding sword arch and to form the sword party.

4. It is traditional for the bride and groom, after having passed under the arch of swords, to ride on a waiting gun limber from the church to the reception. Wedding receptions take the usual form but the bride and groom may use a sword to cut the cake.

506. MILITARY FUNERALS

1. Since prehistoric times, kings and warriors have been borne to their graves with their weapons - Roman soldiers carried on their shields, Viking chieftains were dispatched on their burning longship and warrior knights buried with their horse. Two current funeral customs have their origins with these ancient beginnings - the riderless horse and the use of a gun carriage as a hearse.

2. A black horse saddled but with spurred boots reversed in the stirrups symbolized the soldier who will ride into battle no more. As a mounted regiment, it is an appropriate custom for any artillery funeral.

3. Gun carriages with a special platform for accepting the casket have long been used at funerals.

The gun may be with or without limber and drawn by hand, horse or vehicle. The most popular guns for this purpose are the 25 Pounder and the 105 mm C1 because they have excellent stability and a reasonable height for the casket bearing platforms. Pallbearers march on either side of the gun carriage in the funeral procession. The use of a gun carriage for a hearse is not restricted to gunners but is customary for all military funerals.

5. CFAO 24-5 and A-PD-201-000/PT-000 *Canadian Forces Manual of Drill and Ceremonial* contain other details on military funerals.

507. PROVISION OF OFFICIAL HEADSTONES, MARKERS OR MEMORIALS

1. There is a Memorandum of Understanding (MOU) between the Department of National Defence (DND) and the Last Post Fund (LPF) concerning the provision of official headstones, markers or memorial to deceased members of the Canadian Forces.

2. When LPF receives a Death Notification a letter and an application will be sent to the family, outlining three options, as per the MOU. These options are:

- a. an official DND marker that conforms to CF specifications and layout. The family has a choice of the CF crest or unit crest (The RCA Badge);
- b. a private marker; and
- c. if no burial takes place, a lasting memorial such as a plaque in a church or memorial marking a tree planting.

3. The family will advise LPF of their choice. If option “a” is selected, then LPF will order the marker and have it installed. If the family choose options “b” or “c”, the family at their own expense, will order the marker and have it installed. The marker content of options “b” and “c” is as the family pleases.

508. NOTIFICATION OF DEATH OF SERVING AND FORMER MEMBERS OF THE ROYAL REGIMENT OF CANADIAN ARTILLERY

1. **Communication and Co-ordination.** It is imperative that the Colonel Commandant, Director of Artillery and RHQ RCA be promptly informed of the death of a serving or former member of The Royal Regiment of Canadian Artillery. OPIs, as listed below, are responsible to notify the Director of Artillery and RHQ RCA in the event of such a death in their geographical area:

- a. **Land Force Atlantic Area.**
OPI. The Commandant RCAS.
- b. **Land Force Quebec Area.**
OPI. The Commanding Officer 5 RALC.
- c. **Land Force Central Area.**
OPI. The Commanding Officer 2 RCHA.

- d. **Land Force Western Area.**
OPI. The Commanding Officer 1 RCHA.
 - e. **Canadian Forces Northern Area.**
OPI. The Senior Gunner Officer in CFNA HQ.
 - f. **Europe.**
OPI. The Senior Gunner Officer on staff at CDLS (L) or an officer appointed by DArty.
 - g. **CF Task Forces.**
OPI. The Senior Gunner Officer or an officer appointed by DArty (in accordance with operational security policies).
2. All notices are to be forwarded to the respective OPI's via their affiliated unit headquarters.
3. Upon notification of the death of a serving or former member of The Royal Regiment of Canadian Artillery, the Director of Artillery will effect liaison with the necessary authorities in NDHQ, or the Base Commander or Commanding Officer concerned, to ensure that Regimental representation and assistance are provided if required. Notifications will be promulgated to all artillery units for their information. RHQ RCA will publish a last post on the RCA Web Site, Routine Orders and the Quadrant, as well as send the family a condolence card on behalf of all Gunners.

509. ARTILLERY CHANGE OF COMMAND PARADES

1. Changes of Command are an integral part of the life of the regiment or battery. These ceremonies emphasize the enduring nature of our units in spite of the constant change of personnel. They are a reflection of the pride in the unit of all who have served in it – a symbol of the continuity between past and present Gunners. These ceremonies are as important to all ranks as they are to the incoming and outgoing Commanding Officers because they define chapters in the history of the unit.
2. The first step in this important activity is the change of command parade, although in extraordinary circumstances, a change of command can be a simple office signing ceremony. The following procedures should take place on parade:
- a. the incoming Commanding Officer arrives with the Reviewing Officer and accompanies the Reviewing Officer as part of the inspecting party;
 - b. the regiment marches past once and reforms on the inspection line;
 - c. presentations, certificate signing and addresses take place:
 - (1) any presentations to other than the outgoing Commanding Officer;
 - (2) the outgoing Commanding Officer addresses their unit for the final time;
 - (3) the change of command certificates are signed (see para 3), followed by any presentations, such as the Commanding Officer's pennant, etc, to the outgoing

Commanding Officer; and

- (4) an address is made by the Reviewing Officer, with the incoming Commanding Officer making a short reply to both addresses if circumstances warrant.
 - d. the regiment, under the incoming Commanding Officer, marches past the outgoing Commanding Officer;
 - e. the regiment advances in review order and pays compliments to the Reviewing Officer; and
 - f. the Reviewing Officer departs, accompanied by the outgoing Commanding Officer.
3. For the signing ceremony, the Reviewing Officer, accompanied by the incoming Commanding Officer, takes up a position in front of the dais. The outgoing Commanding Officer proceeds forward and halts in front of the Reviewing Officer, and the outgoing commanding officer salutes. The Commanding Officer's Pennant is brought forward, usually by the driver or trumpeter, and given to the outgoing Commanding Officer who in turn presents it to the Reviewing Officer. The incoming and outgoing Commanding Officers proceed to a table placed at one side of the dais and sign the change of command certificates, under the supervision of the Reviewing Officer. The Reviewing Officer then presents the incoming Commanding Officer with the Commanding Officer's Pennant.
4. This type of ceremony shall occur at the battery level with the changing of battery commanders.

510. CHANGE OF RSM / BSM APPOINTMENTS

1. The tradition of having the Commanding Officer pass the Regimental Drill Cane from the outgoing RSM to the incoming RSM shall occur on a regimental parade. This ceremony allows the Commanding Officer to charge the new RSM with carrying out the duties and responsibilities of this appointment with the unit as witnesses to this important milestone.
2. At an appropriate moment during the parade the Commanding Officer shall call forward the outgoing and incoming RSMs and exchange the Drill Cane. After dismissing the outgoing RSM the Commanding Officer orders the new RSM to take up position on parade.
3. This type of ceremony shall occur at the battery level with the changing of BSM's.

511. AIDE-DE-CAMPS AND PERSONAL ASSISTANTS

1. By longstanding tradition and respect for their service, all serving and retired general officers and other distinguished persons will be assigned either an Aide-de-Camp (ADC) or Personal Assistant (PA) as appropriate when visiting units or gatherings of The Royal Regiment of Canadian Artillery. The duties of an Artillery ADC or PA are found in Annex B.
2. Aide-de-Camp's – Units shall provide ADCs, for serving General officers. By convention in The Royal Regiment, ADCs are also provided for officers in key regimental appointments - the Colonel Commandant, Director of Artillery and Regimental Colonel.

3. Personal Assistants – All retired General Officers, distinguished veterans and visitors should be assigned a PA. The duties of the PA mirror those of the ADC however there is no authority to wear aiguillettes. The host unit (CO) will determine what constitutes a distinguished visitor. Normally PAs are assigned to all elderly veterans.

4. These escorts ensure a smooth and rewarding visit for the General or distinguished guest so that the unit, and The Royal Regiment, is viewed in the best possible light.

(511 to 599 inclusive - not allocated)

ANNEXES

Annex A	Table of Salutes accorded to Important personages.....	5A-1
Annex B	ADC Aide-Mémoire.....	5B-1

TABLE OF SALUTES ACCORDED TO IMPORTANT PERSONAGES

SERIAL	PERSONAGES	TITLE OF SALUTE	STRENGTH OF GUARD	GUN SALUTE
1	HM The Queen; HRH The Prince Philip, Duke of Edinburgh	Royal	100	21
2	Other Members of The Royal Family	Royal	100	21
3	Foreign Sovereigns and Members of Reigning Foreign Families, Presidents and Heads of State of Commonwealth and Foreign Countries	Royal or State	100	21
4	Governor General of Canada	Royal	100	21
5	Governors General of Commonwealth Countries	Royal	100	21
6	Lieutenant-Governor of a Canadian Province within sphere of his/her jurisdiction	Royal	100	15
7	The Prime Minister of Canada, Prime Ministers of Commonwealth and Foreign Countries, Ambassadors and High Commissioners	General	50	19
8	The Minister of National Defence and the equivalent of Commonwealth and Foreign Countries	General	50	17
9	Defence Council, Naval Board, Army Council or Air Council of Commonwealth Countries (when acting as a corporate body; two or more members to constitute a quorum)	General	50	15
10	Field Marshall or equivalent	General	50	19
	General or equivalent	General	50	17
	Lieutenant-General or equivalent	General	50	15
11	Officers Commanding Commands, Air Divisions, Areas, Groups, Brigades; entitlement shall be in accordance with rank as listed below:			
	Major-General or equivalent	General	50	13
	Brigadier-General or equivalent	General	50	11

Annex A
to Chapter 5

SERIAL	PERSONAGES	TITLE OF SALUTE	STRENGTH OF GUARD	GUN SALUTE
12	Colonel Commandant	General	Quarters Guard or as per attained rank	11 or as per attained rank
13	Directory of Artillery / Regimental Colonel	General	Quarters Guard	nil
14	Colonel to Major inclusive	General	nil	nil
15	Distinguished personages not included in previous serials; Honours as directed by NDHQ. Such Honours shall normally be those accorded the distinguished personage when officially visiting an establishment of his/her own nation except that a gun salute, if prescribed, shall not exceed 19 guns.			

THE ARTILLERY AIDE-DE-CAMP AIDE-MÉMOIRE

GENERAL

1. This Annex contains various Artillery customs and preferences and replaces Annex A to LFCO 11-13. It is to be read in conjunction with the entire LFCO which contains much more detail on things such as Staff Car protocols etc. In addition to the References given in the LFCO these additional references are required for Artillery ADC's, RCA Standing Orders – Volume I, Chapters 5, 8 and 9. Units may wish to have a number of printed copies of this Annex combined with the LFCO and listed reference material made into a handbook available to their ADC's when appointed. The lasting impression of a Generals' or other Senior Officers' visit is very often formed by how well the ADC does their job. The hard work and extra efforts by the whole unit can be wasted by the poor performance of the ADC.

THE ADC'S AIDE-MÉMOIRE

2. The following background information you must get if not given:
 - a. Reason for visit. Is there more than one purpose, understanding fully the reasons will keep you focused and prepared;
 - b. Biography and photo. Read the biography; were they a former member of your unit, or Bde Comd, Area Comd? Know their picture you will need to pick them out of a crowd;
 - c. Food and Beverages. Likes, dislikes, allergies, what they take in tea or coffee;
 - d. Family. Names, ages and occupations;
 - e. Hobbies, sports, etc;
 - f. Relatives or friends in local area. Will there be time set aside in the itinerary;
 - g. Continuing PT programme - AM or PM; and
 - h. Do they smoke?
3. Advance information provided to the visitor:
 - a. Itinerary:
 - (1) Specify when they (and their spouse) will have free time. Any desired activities;
 - (2) Detail initial activities such as the Quarter Guard (who is providing, where, when). Any immediate events on arrival that the General will not

Annex B
to Chapter 5

be able to seek additional information on should be covered in more depth than the following events; and

- (3) Ensure up-to-date itinerary is available on arrival, always have an extra copy.
 - b. Dress:
 - (1) On arrival (Medals);
 - (2) for functions; and
 - (3) for training.
 - c. ADC's name, Regiment, Contact number, etc;
 - d. Where ADC will meet him;
 - e. What accommodation has been arranged, is there Internet and/ or DIN access;
 - f. Flags or pennants, if required, should only be asked for as a last resort if the unit is unable to provide;
 - g. If time permits, forward copy of itinerary, staff list, etc; and
 - h. To whom they will be introduced (Military and civilian). Ensure to indicate any personnel that are holding positions in Local Artillery Associations are noted.
4. Pre arrival tasks:
- a. If the accommodation is a hotel the ADC must liaison with the manager; pre register, ensure any military decoration items (Regimental silver etc) placed in the room are left alone by staff; do not forget to retrieve them as soon as possible;
 - b. Double check the accommodations, does your staff car have the plates, the pennant, the room key, ration card, any passes required and have you done a time check with your Adjutant and RSM;
 - c. Ensure all of your (the ADC) required uniforms are pressed and ready to put on. You will always be dressed in the same uniform as your general. Do you have the correct aiguillettes; and
 - d. Know who is going to be taking pictures and arrange to get copies to provide to your General after the visit is over.
5. "WELCOME" folder:

Annex B
to Chapter 5

- a. Welcoming Base booklet including map;
 - b. A Base activity calendar, sports, etc;
 - c. A museum leaflet or pamphlet (if applicable);
 - d. The latest Base Newspaper, RCA Routine Orders and Quadrant;
 - e. Visit itinerary, ensure dress requirements are listed for each event;
 - f. Biographies of key unit and base personnel. It should include information on unit 2IC, BC's and BSM's;
 - g. Functions, guest lists;
 - h. List of pertinent telephone numbers and how to operate on the Base telephone system; and
 - i. Any other relevant material, newspapers, etc.
6. ADC Emergency Kit:
- a. Itinerary (abbreviated to fit in pocket);
 - b. List of names of personnel the visitor will meet;
 - c. Emergency telephone numbers;
 - d. Cell phone;
 - e. Small note pad and pen;
 - f. Accurate watch;
 - g. Lighter or matches (book matches are less bulky);
 - h. In the Staff Car:
 - (1) spare buttons, retaining clips for name tags, collar dogs, tie and raincoat;
 - (2) needle and thread (correct shade);
 - (3) shoe laces;
 - (4) slip-ons, etc.; and

Annex B
to Chapter 5

- (5) headache remedies (Tylenol or other analgesic - usually 2 types in case of allergy).
 - i. Always carry a copy of the General's speech;
 - j. Cash;
 - k. Credit card;
 - l. Shoe polishing kit; and
 - m. Cough drops.
7. Aide-mémoire for parade:
- a. Parade rehearsal recce;
 - b. Parade format (obtain programme in advance). If the Artillery Standard is to be flown, remember it is never "broken" on the flagpole;
 - c. Location of staff car at arrival and departure. See RSM or Pde SM for these details in person;
 - d. Know the exact time and how the General is expected to arrive. Drive and time the route exactly to the second; does the day of the week or the time of day make a difference;
 - e. Names of parade commander and VIP guests;
 - f. Presentations. Have the list so the General can read over the names prior if at all possible;
 - g. PA System. Does the General need or want to use a mic? Can you reduce the background noise so they do not need to yell;
 - h. Podium. Do they want their speech placed there ahead of time;
 - i. Seating plan. Know where they are seated so you can guide them after the salute or on arrival;
 - j. An escort for the General's spouse;
 - k. VIP Seats - (Big, comfortable and no plastic) with name cards;
 - l. Spare copy of speech; and

Annex B
to Chapter 5

- m. Synchronize watch with RSM one hour before parade.
8. Functions and events:
- a. Ensure any meal payment or other funding requirements for your General are looked after before the event not during;
 - b. Time the route from his quarters to the event location exactly to the second; does the day of the week or the time of day make a difference? It is very important that the General shows up on time exactly it greatly assists in the smooth execution and over all professional impression your unit is certainly trying to project;
 - c. Where a seating plan is available there should be a small diagram given to the General before the event showing those sitting within four seats of them on either side of the table;
 - d. When taking care of your generals headdress and coat upon entering a mess or facility they must be placed in a non public place that you will have assured access to, they are attractive items and may be collected by someone else if you are not careful; and
 - e. Remain unobtrusive but available during the event should you be needed to assist your General, it is your job to ensure the lasting impression reflects honour on your unit and CO.
9. Departure and follow up:
- a. A few hours before departure verify all transport arrangements are on schedule;
 - b. Ensure all requested / promised documentation has been acquired and is properly packaged up for travel;
 - c. Ensure any flags / pennants that the general brought are returned before departure; and
 - d. Gather any post visit news coverage, visit photos, etc. Prepare a Demi-offical (DO) letter to the General for CO's signature to include with the clippings and photos.

CHAPTER 6

MUSIC

601. GENERAL

1. The Royal Regiment of Canadian Artillery has adopted the marches and much of the traditional music of the Royal Regiment of Artillery.
2. Regimental marches were not officially adopted in the British Army until 1882-83; however, the marches and music now associated with Gunners have been in use since a much earlier period. It is known that the four regimental marches currently in use by the artillery - *The Royal Artillery Slow March (The Duchess of Kent)*, the *British Grenadiers*, *Keel Row* and *Bonnie Dundee* - constituted the parade music at Queen Victoria's review of the Royal Regiment of Artillery at Woolwich in July 1856 on its return from the Crimea.

602. REGIMENTAL MARCHES

1. *The Royal Artillery Slow March*, the Royal Artillery Quick March *British Grenadiers* and the Trot Past *Keel Row* are authorized marches for The Royal Regiment of Canadian Artillery. In addition, the Gallop Past *Bonnie Dundee* is authorized for units of the Royal Canadian Horse Artillery. For further detail, see CFA0 32-3.
2. The marches are used as follows:
 - a. *Royal Artillery Slow March* - for dismounted parades, concerts, and dinners by all artillery units. This is the principal artillery march;
 - b. *British Grenadiers* - for dismounted parades;
 - c. *Keel Row* - for RCA mounted parades; and
 - d. *Bonnie Dundee* – for RCHA mounted parades.
3. The following are the metronome marks at which the Regimental airs should be played:
 - a. *Royal Artillery Slow March* - MM half note (65);
 - b. *British Grenadiers* - MM quarter note (120);
 - c. *Keel Row* - MM half note (86); and
 - d. *Bonnie Dundee* - MM dotted quarter note (120).
4. Artillery units which have been converted from cavalry, armour or infantry will adopt the Artillery Slow and Quick Marches, and the Trot Past. Such units may be authorized to retain the traditional marches which they used prior to conversion. In addition to artillery marches, 49th Field

Artillery Regiment RCA is authorized to use the march *A Hundred Pipers* with a pipe band.

5. At guest nights and concerts all of the above marches may be played. If marches are played, *The Royal Artillery Slow March* will normally be played first. Other music closely associated with The Royal Regiment of Canadian Artillery includes *The Screw Guns* and *The Post Horn Gallop*, which are normally played on such occasions.

603. THE ROYAL ARTILLERY SLOW MARCH

The Royal Artillery Slow March was either composed or arranged for the Royal Regiment of Artillery in 1836 by Her Royal Highness, the Duchess of Kent, Queen Victoria's Mother. This tune with its royal connection has always been regarded with special favour by Gunners. Nevertheless, its use as the artillery signature tune dates only to 1909 and its general use as the primary gunner tune at Guest Nights was not established until 1921. Today, it remains the primary gunner music on Guest Nights - its stirring chords evocative of the soul of The Regiment.

604. THE BRITISH GRENADIERS

The British Grenadiers dates to 1779 but the tune is older still. It was one of several marches used by the Royal Artillery in the first half of the 19th century along with *The Artillery Grenadiers*, *Geary Owen*, *I'm Ninety Five* and *Highland Laddie*. By 1855, however, custom had determined the British Grenadiers to be the regimental quick march.

605. THE SCREW GUNS

Notwithstanding the pride with which The Regiment views its official marches, *The Screw Guns* is a very popular gunner tune, albeit with no official status. Wherever Gunners gather, they sing *The Screw Guns* by Rudyard Kipling. It is a description of an elite force, the Mountain Artillery, whose feats were legendary. First published in *The Scots Observer* on 12 July 1890, the ballad has come to symbolize the elan and spirit of all Gunners. It is sung to the melody of *The Eton Boating Song*. The words are found at Annex A.

606. COMMANDING OFFICER'S TRUMPETER

A commanding officer of a regiment or independent battery may employ a trumpeter. The trumpeter will parade four paces behind the commanding officer and will conform to his movements. Both trumpet and bugle are carried. The trumpet is normally carried in the hand. The bugle cord is slung over the left shoulder; the bugle hanging on the right side (see Figure 23).

607. REGIMENTAL CALLS

Regimental calls are authorized for units of The Royal Regiment of Canadian Artillery in the publication *Regimental Trumpet and Bugle Calls for the Canadian Army - 1961*. These are reproduced at Annex C to this chapter. Trumpet and bugle calls for both routine and field calls in the artillery are authorized in the publication *Trumpet and Bugle Sounds for the Army - 1927*. Bugles are used to sound field calls and trumpets for routine calls. The music for these calls may be obtained from The RCA Band.

608. BANDS

1. The Royal Canadian Artillery Band (RCA Band), is the oldest Regular Force band in the Canadian Forces. The RCA Band traces its roots to Québec City. In 1879, the “B” Battery Band of The Royal Canadian Artillery became the first permanent military band in Canada. This band, composed of many professionally trained musicians from France and England, was a concert favorite in Quebec. In 1899 this band became The Royal Canadian Artillery Band of Canada. On 1 September 1997 The RCA Band was split in two, with one half forming the new Royal 22nd Regiment Band in Valcartier. On 4 December 1997 (St. Barbara’s Day), The RCA Band marked its move to its present location at Edmonton Garrison. The RCA Band is one of six military bands in the Regular Force and operates under the aegis of Land Force Western Area. The RCA Band is a brass and reed band and has a complement of approximately thirty-five professional musicians.

- 2. The following units have authorized bands;
 - a. 3 Fd Regt RCA (Brass / Reed);
 - b. 5 Fd Regt RCA (Brass / Reed);
 - c. 7 Tor Regt RCA (Brass / Reed);
 - d. 10 Fd Regt RCA (Pipes & Drums);
 - e. 15 Fd Regt RCA (Brass / Reed);
 - f. 26 Fd Regt RCA (Pipes & Drums);
 - g. 49 Fd Regt RCA (Pipes & Drums); and
 - h. 62 RAC ARC (Brass / Reed).

3. Artillery units may organize voluntary bands in accordance with procedures detailed in CFAO 32-7.

(609 to 699 inclusive allocated)

ANNEXES

Annex A	Screw Guns.....	6A-1
Annex B	St. Barbara's Day.....	6B-1
Annex C	Regimental Calls.....	6C-1

THE SCREW GUNS

by Rudyard Kipling

Smokin' my pipe on the mountings, sniffin' the mornin' cool,
I walks in my old brown gaiters along o' my old brown mule,
With seventy gunners be'ind me, an' never a beggar forgets
It's only the pick of the Army that handles the dear little pets -
'Tss! 'Tss!

For you all love the screw guns -
The screw guns they all love you!
So when we call round with a few guns
O' course you will know what to do - hoo! hoo!
Jest send in your Chief an' surrender -
It's worse if you fights or you runs;
You can go where you please, you can skid up the trees,
But you don't get away from the guns!

They send us along where the roads are, but mostly we goes where they ain't,
We'd climb up the side of a sign-board an' trust to the stick o' the paint,
We've chived the Naga an' Looshai, we've give the Afreedeman fits,
For we fancies ourselves at two thousand, we guns that are built in two bits -
'Tss! 'Tss!

For you all love the screw guns -

If a man doesn't work, why, we drills 'im an' teaches 'im 'ow to behave;
If a beggar can't march, why, we kills 'im an' rattles 'im into 'is grave.
You've got to stand up to our business an' spring without snatchin' or fuss.
D' you say that you sweat with the field guns? By God, you must lather with us -
'Tss! 'Tss!

For you all love the screw guns -

The eagles is screamin' around us, the river's a-moanin' below,
We're clear o' the pine an' the oak-scrub, we're out on the rocks an' the snow,
An' the wind is as thin as a whip-lash what carries away to the plains
The rattle an' stamp o' the lead-mules - the jinglety jink o' the chains -
'Tss! 'Tss!

For you all love the screw guns -

There's a wheel on the Horns o' the Mornin' an' a wheel on the edge o' the Pit,

An' a drop into nothin' beneath you as straight as a beggar can spit:
With the sweat runnin' out o' your shirt-sleeves, an' the sun off the snow in your face,
An' 'arf' o' the men on the drag-ropes to hold the old gun in 'er place -
'Tss! 'Tss!

Annex A
to Chapter 6

For you all love the screw guns -

Smokin' my pipe on the mountings, sniffin' the mornin' cool,
I climbs in my old brown gaiters along o' my old brown mule.
The monkey can say what our road was - the wild goat 'e knows where we passed.
Stand easy you long-eared old darlin's! Out drag-ropes! With shrapnel! Hold Fast!
'Tss! 'Tss!

For you all love the screw guns -
The screw guns they all love you!
So when you take tea with a few guns
O' course you will know what to do - hoo! hoo!
Jest send in your Chief an' surrender -
It's worse if you fights or you runs:
You may hide in the caves, they'll be only your graves,
But you can't get away from the guns!

ST. BARBARA'S DAY

Composer: Pipe Major H.D. Macpherson, CD
Canadian Forces, 1984.

The musical score consists of ten staves of music, each with a treble clef and a 2/4 time signature. The notation includes eighth and sixteenth notes, often beamed together in groups. Performance markings are placed above the staves: '2ND.' at the end of the first staff, 'TIME 2ND. PART' above the second staff, '1ST.' above the third staff, 'TIME ONLY' above the fourth staff, '2ND.' above the fifth staff, 'TIME 4TH. PART' above the sixth staff, '1ST.' above the seventh staff, and 'TIME ONLY' above the eighth staff. The music is a single melodic line.

REGIMENTAL CALLS

1. RCHA Regimental Call.

Trumpet

Bugle

Trumpet

Bugle

The musical score for the RCHA Regimental Call is presented in four staves. The first staff is a single line in 3/4 time with a tempo marking of quarter note = 108. It begins with a treble clef and contains a sequence of notes: a quarter note G4, an eighth note A4, a quarter note B4, an eighth note C5, a quarter note D5, an eighth note E5, a quarter note F5, an eighth note G5, a quarter note A5, and an eighth note B5. A triplet of eighth notes (C5, D5, E5) is indicated above the 5th, 6th, and 7th notes. The second and third staves are grouped by a brace on the left and are in 6/8 time with a tempo marking of quarter note = 108. The second staff (Trumpet) starts with a treble clef and contains: quarter note G4, eighth note A4, eighth note B4, quarter note C5, eighth note D5, eighth note E5, quarter note F5, eighth note G5, eighth note A5, quarter note B5, eighth note C6, eighth note D6, quarter note E6, eighth note F6, eighth note G6, quarter note A6, eighth note B6, eighth note C7, quarter note D7, eighth note E7, eighth note F7, quarter note G7, eighth note A7, eighth note B7, quarter note C8. The third staff (Bugle) starts with a treble clef and contains: quarter note G4, eighth note A4, eighth note B4, quarter note C5, eighth note D5, eighth note E5, quarter note F5, eighth note G5, eighth note A5, quarter note B5, eighth note C6, eighth note D6, quarter note E6, eighth note F6, eighth note G6, quarter note A6, eighth note B6, eighth note C7, quarter note D7, eighth note E7, eighth note F7, quarter note G7, eighth note A7, eighth note B7, quarter note C8. The fourth and fifth staves are grouped by a brace on the left and are in 6/8 time. The fourth staff (Trumpet) starts with a treble clef and contains: quarter note G4, eighth note A4, eighth note B4, quarter note C5, eighth note D5, eighth note E5, quarter note F5, eighth note G5, eighth note A5, quarter note B5, eighth note C6, eighth note D6, quarter note E6, eighth note F6, eighth note G6, quarter note A6, eighth note B6, eighth note C7, quarter note D7, eighth note E7, eighth note F7, quarter note G7, eighth note A7, eighth note B7, quarter note C8. The fifth staff (Bugle) starts with a treble clef and contains: quarter note G4, eighth note A4, eighth note B4, quarter note C5, eighth note D5, eighth note E5, quarter note F5, eighth note G5, eighth note A5, quarter note B5, eighth note C6, eighth note D6, quarter note E6, eighth note F6, eighth note G6, quarter note A6, eighth note B6, eighth note C7, quarter note D7, eighth note E7, eighth note F7, quarter note G7, eighth note A7, eighth note B7, quarter note C8.

First Regiment - precede with

A single musical staff in treble clef showing two notes: a quarter note G4 and a quarter note A4, both with accents.

Second Regiment - precede with

A single musical staff in treble clef showing three notes: a quarter note G4, a quarter note A4, and a quarter note B4, all with accents.

Third Regiment - precede with -

A single musical staff in treble clef showing three notes: a quarter note G4, a quarter note A4, and a quarter note B4, all with accents.

Etc.

Annex C
to Chapter 6
2. RCA Regimental Call.

Trumpet

Bugle

Trumpet

Bugle

Senior Regiment - precede with

Next Senior Regiment - precede with

Next Senior Regiment - precede with

Etc.

3. 49th Field Artillery Regiment RCA Call.

Annex C
to Chapter 6

Trumpet*

* If played on a bugle, read one octave higher



4. 56th Field Artillery Regiment RCA Call.

Trumpet*

* If played on a bugle, read one octave higher

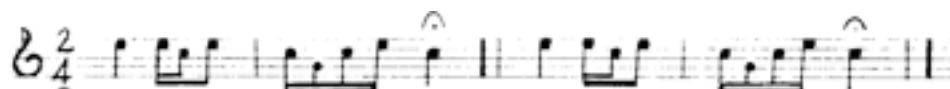


5. RCA Special Guest Night Calls:

a. Officers Dress for Dinner (2 hour call);



b. Quarter Call (15 minutes call); and



c. Officers Mess Call (5 minutes call).



CHAPTER 7

ARTILLERY CUSTOMS AND TRADITIONS

701. GENERAL

There are several customs and traditions that are unique to the artillery. These are described in this chapter.

702. ARTILLERY DAY

Artillery Day is celebrated annually on the 26th of May. In 1952, the Colonel Commandant, Major-General H.O.N. Brownfield, sought and received permission to adopt the Royal Artillery birthdate (26 May 1716) as Artillery Day for The Royal Regiment of Canadian Artillery. On this occasion the Colonel Commandant, on behalf of The Royal Regiment, extends Loyal Greetings to our Captain General. Artillery Day may be celebrated with special parades, historical presentations, sports days, guest nights, parties, open houses and the like.

703. ST. BARBARA

1. St. Barbara is the Patron Saint of The Royal Regiment of Canadian Artillery. St. Barbara's Day, 4 December, may be celebrated by artillery formations, units and sub-units with church parades, sports days, guest nights, cocktail parties, open houses, and other activities. On this occasion the Colonel Commandant, on behalf of The Royal Regiment, extends Loyal Greetings to our Captain General.

2. According to legend, St. Barbara was the extremely beautiful daughter of a wealthy heathen named Dioscorus, who lived near Nicomedia in Asia Minor. Because of her singular beauty and fearful that she be demanded in marriage and taken away from him, he jealously shut her up in a tower to protect her from the outside world.

3. Shortly before embarking on a journey, he commissioned a sumptuous bathhouse to be built for her in the tower, approving the design before he departed. Barbara had heard of the teachings of Christ, and while her father was gone, she spent much time in contemplation. From the windows of her tower she looked out upon the surrounding countryside and marvelled at the growing things; the trees, the animals and the people. She decided that all these must be part of God's master plan, and that the idols of wood and stone worshipped by her parents must be condemned as false.

4. Gradually she came to accept the Christian faith. As her belief became firm, she directed that the builders redesign the bathhouse her father had planned, adding another window so that the three windows might symbolize the Holy Trinity. She also traced a cross in the marble of the bath. Upon his return, her father was wild with rage that she had disobeyed his instructions regarding the bath house windows, and when he learned their religious significance, he drew his

sword to kill her. St. Barbara fell on her knees in prayer and was miraculously transported to a mountain. Here she was found by a shepherd who betrayed her to Dioscorus. She was dragged before Marcian, the prefect of the province, who decreed that she be tortured and put to death by beheading. Dioscorus himself carried out the death sentence. On his way home he was struck by lightning and his body consumed.

5. Saint Barbara lived and died about the year 300 AD. She was venerated as early as the seventh century. The place of her martyrdom is variously given as Heliopolis, a town in Egypt, and as Nicomedia, Asia Minor. The year varies from 235 AD to 303 AD. The legend of the lightning bolt which struck down her persecutor caused her to be regarded as the patron saint in time of danger from thunderstorms, fires and sudden death.

6. When gunpowder made its appearance in the Western world, Saint Barbara was invoked for aid against accident resulting from explosions. Since some of the earlier artillery pieces often blew up instead of firing their projectile, Saint Barbara became the patroness of the artillerymen. She is also regarded as the patroness of armourers, gunsmiths and miners.

7. Saint Barbara is represented in art as standing by a tower with three windows, carrying the palm of a martyr in her hand. Often, she holds a Chalice with the Host or Bible above. Sometimes there are cannons nearby.

704. ARTILLERY MEMORIALS

1. There are a vast number of sites across Canada and overseas which preserves the heritage of The Royal Regiment of Canadian Artillery and honours the service and sacrifice of Gunners. These sites include memorial parks and gardens, and monuments displaying cannons, guns, plaques and other artillery artifacts.

2. The National Artillery Memorial

- a. The first official public act of the newly appointed Governor General of Canada, Major-General Georges P. Vanier, was the unveiling of the National Artillery Memorial in Ottawa on 21 September 1959. The money for the construction of this impressive memorial came from donations from all ranks of The Royal Regiment of Canadian Artillery at the end of World War II, individuals, units, and the Royal Canadian Artillery Association. Distinguished guests at the ceremony included the Prime Minister, members of the Cabinet, the Leader of the Opposition, senior military officers and civilian officials, officers from the UK and USA and Gunners from across Canada. The Commanding Officers of every artillery unit in Canada paraded together in front of the Memorial immediately prior to its unveiling.
- b. As part of the National Capital Commission's restructuring plan, the Memorial which had stood for 39 years in Major's Hill Park, was moved in 1997 to Green Island Park on Sussex Drive, which provides a distinguished and scenic location for this important monument. On 24 May 1998, distinguished guests and members of the artillery family assembled to rededicate the National Artillery Memorial.

- c. On November 11 of each year, the National Artillery Memorial Service is held at this Memorial immediately following the national ceremony at the Cenotaph. Wreaths are laid by the Colonel Commandant and Senior Serving Gunner or the Director of Artillery / Regimental Colonel on behalf of The Royal Regiment of Canadian Artillery. The service is organized and administered by the Commanding Officer of 30th Field Artillery Regiment, RCA.

- 3. Canoe River Memorial
 - a. On 21 November 1950, 17 soldiers of 2 RCHA were killed in a train wreck while en route to the West Coast and embarkation for Korea. The wreck occurred near Valemount, British Columbia, a remote settlement in the Rocky Mountains. On 9 May 1989, 2 RCHA dedicated a cairn in Valemount, British Columbia, to their fallen soldiers. Canadian National Railway has also placed a cairn near the site of the disaster.
 - b. The Canoe River Memorial, located in Artillery Park at the Home Station, commemorates this tragedy. A service is held on the 21st of November annually in memory of these Gunners. A wreath is also laid on Remembrance Day.

- 4. Major Short / Staff-Sergeant Wallick Memorial
 - a. On the morning of 16 May 1889, a conflagration broke out in the suburb of Saint-Sauveur, Quebec, which threatened to destroy most of the city. B Battery, under command of Major Charles Short, helped to fight the flames. They decided to blow up some buildings in order to isolate the district which was on fire. Major Short, followed by Staff-Sergeant George Wallick, attempted to position a barrel of gun powder inside one of the buildings. It is said that a spark spurted out from an opening and the gun powder exploded while the two soldiers were still inside.
 - b. In memory of Major Short and Staff-Sergeant Wallick, the citizens of Quebec erected an impressive memorial, which they located centrally in the city on the Grande-Allée, facing the "Manège Militaire". These valiant soldiers, represented by bronze half-length statues, appear side by side with a flag wrapped around their shoulders. A female figure, symbolizing the grateful population of Quebec City, holds the flag staff from one hand and supports a shield hoisting the City Arms with the other one.

- 5. Artillery Park, Quebec City – it is located in the north east corner of the old walled section of Quebec City bears witness to more than two and a half centuries of history. The artillery presence began after the fall of the French when soldiers of the Royal Artillery took up quarters in the barracks. By 1816, the Royal Artillery had become the main occupants of the fortifications and the soldiers began calling the section "Artillery Barracks, Yard and Ordnance Stores".

- 6. The Royal Artillery Memorial, Hyde Park – it is customary for a designated Gunner officer serving in London, England, to lay a wreath at the Royal Artillery Memorial, Hyde Park, at the Armistice Day Service each year. The Royal Canadian Artillery Association provides the

wreath on behalf of all Canadian Gunners, serving and retired.

7. Artillery Park, Petawawa - In 1984, at CFB Petawawa, another Artillery Park was officially opened. The park was constructed by the gunners of 2 RCHA on the site of the Artillery Officers' Mess known as A-12. Artillery Park, CFB Petawawa, commemorates the service of Petawawa Gunners in peace and war.

8. A listing of artillery memorials in Canada and on foreign soil is at Annex A.

705. THE SILVER (KOREA) GUN

1. In recognition of service in Korea, HQ RCA 1st Commonwealth Division presented sterling silver 25 pounder guns to 1 RCHA, 2 RCHA and 4 RCHA. It became tradition, at guest nights and other occasions, to lay the gun on a large hill in Korea known by its height in metres as "Hill 355". The regiments involved fired tons of ammunition from and onto Hill 355 during the course of the war.

2. 4 RCHA maintained the tradition until it was placed on the Supplementary Order of Battle in 1970. 2 RCHA continues the tradition in remembrance of those who fought in the engagements on and about Hill 355. The drill format is at Annex B.

706. THE ROYAL CANADIAN DRAGOONS MOUNTED TROOPER

1. The Royal Regiment of Canadian Artillery holds, as a gift from the Royal Canadian Dragoons, a statuette of a mounted trooper dressed and equipped for the South African War. This statuette was presented by Major-General C.C. Mann, CBE, DSO, CD, in 1962 to commemorate the long association between the Royal Canadian Dragoons and the Royal Canadian Horse Artillery.

2. The association began with the formation of the Cavalry School in Quebec City in 1883 to join "A" Battery, Royal School of Artillery, which had been transferred there from Kingston in 1880. The association was firmly cemented during World War I when the RCHA Brigade supported the Canadian Cavalry Brigade, of which the Royal Canadian Dragoons were the senior regiment. The association continued through Sicily, Northwest Europe and post war garrison duties in Canada and with 4 CMBG in Europe.

3. The presentation had been to the RCHA collectively. Therefore, it was not deemed acceptable that the trophy be held permanently by either "A" or "B" Batteries, which had the earliest association with the Royal Canadian Dragoons, or by "D" Battery, which perpetuates in the regular force the traditions of "D" Battery CFA in the South African War. The Colonel Commandant, Brigadier P.A.S. Todd, decided that the trophy would be held by the RCHA Regiment stationed closest geographically to the Royal Canadian Dragoons.

4. The statuette accordingly went to 1 RCHA stationed in Gagetown with the RCD. When 1 RCHA rotated to Germany in 1967, the statuette remained with 2 RCHA in Gagetown. With the rotation of the RCD to Germany in 1968, the statuette eventually returned to 1 RCHA. In the summer of 1987, with the completion of Operation SPRINGBOK-CORONET and the return of the RCD to Petawawa, the statuette moved again. Today, it is held in trust by 2 RCHA on behalf

of The Royal Regiment of Canadian Artillery as a perpetual memorial to the long and continuing association in peace and war between the Royal Canadian Horse Artillery and the Royal Canadian Dragoons.

707. FORMS OF ADDRESS

1. Master Gunner - The title "Master Gunner" may be used by all graduates of the Master Gunner (Army Technical Warrant Officers) Programme. It may be used both as a form of address and when referring to the individual in question. It may not be used in place of rank in formal correspondence. Traditionally, in correspondence, the title is placed in parentheses after the rank, in the form, Chief Warrant Officer (Master Gunner) or CWO (Mr Gnr).

2. The terms "Master Bombardier", "Bombardier" and "Gunner" are used by convention and tradition within The Royal Regiment of Canadian Artillery. "Master Bombardier" is the appropriate designation for a Master Corporal who is a member of The Royal Regiment of Canadian Artillery. The term "Master Corporal" shall be used when referring to any Master Corporal who is not a member of The Royal Regiment of Canadian Artillery even though he may be serving with an artillery unit. The same rule applies to the use of the terms "Bombardier" / "Corporal" and "Gunner" / "Private". They are not, however, official rank designations.

3. Chief Warrant Officers shall be addressed as follows:

- a. by all ranks by rank and surname, or by appointment;
- b. by officers and ranking peers, by "Mister", "Mrs" or "Miss" as appropriate, followed by their surname; and
- c. by their juniors, as "Sir" or "Ma'am" as appropriate. They are never addressed as "Chief".

(708 to 799 inclusive - not allocated)

ANNEXES

Annex A	Artillery Historic Sites.....	7A-1
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ARTILLERY HISTORIC SITES

1. There are many Artillery memorial and historic sites across Canada and overseas. The Royal Regiment of Canadian Artillery will continue to expand this list as they are identified.

2. ARTILLERY MEMORIALS LOCATED IN CANADA

- a. The National Artillery Memorial - Green Island, Ottawa, Ontario;
- b. 59th Heavy Regiment Memorial – Confederation Building, St John’s Newfoundland;
- c. Royal Artillery Park – Halifax, Nova Scotia:
 - (1) The 9th Canadian Siege Battery, RCGA Memorial; and
 - (2) British and Canadian Artillery units 1749 – 1905.
- d. The Major Charles Short / Staff-Sergeant George Wallick Memorial - la Grande-Allée St, Québec City, Québec;
- e. Artillery Memorial - Dominion Square, Montréal, Québec;
- f. Lieutenant General Sir Arthur Currie, GCMG, KCB, VD – The Valiant’s Memorial, Ottawa, Ontario;
- g. Brownfield Memorial Gun - RMC, Kingston, Ontario;
- h. The RCHA Brigade Memorial - King and Barrie Streets, Kingston, Ontario;
- i. Simonds Cairn, Simonds Barracks, CFB Petawawa, Ontario;
- j. Gunners' Cairn and 25 Pounder - Brantford, Ontario;
- k. Boer War Memorial – Brantford, Ontario;
- l. Artillery Park - CFB Shilo, Manitoba:
 - (1) The 2 RCHA Canoe River Memorial;
 - (2) The Proctor Field Cairn;
 - (3) The Flewin Field Cairn; and
 - (4) The Canadian Army Soldier Apprentice Program Cairn.

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- m. The Brigadier-General E.M.D. Leslie Cairn — Leslie Parade Square, CFB Shilo, Manitoba;
- n. Battery Point Memorial – Lethbridge, Alberta;
- o. The 93rd Battery, Royal Canadian Artillery Memorial – Fort MacLeod, Alberta;
- p. 2 RCHA Canoe River Memorial - Royal Canadian Legion, Valemount, British Columbia; and
- q. Ferguson Point Coastal Defence Memorial – Stanley Park, Vancouver, British Columbia.

3. **ARTILLERY MEMORIALS LOCATED OUTSIDE CANADA**

- a. The Vimy Memorial erected in 1918 by Canadian Gunners, near the village of Thélus just below Vimy Ridge in France;
- b. The RCA Memorial Pew in the Sandhurst Chapel, Camberley, England, dedicated on 27 October 1950;
- c. Juno Beach Artillery Memorial, Juno Beach Centre, Courseulles-sur-Mer, France; and
- d. Liberation of Holland Artillery Memorial, 's-Heerenberg, The Netherlands.

THE SILVER (KOREA) GUN

THE LAYING OF SILVER GUN AT 2 RCHA GUEST NIGHTS

1. It is a longstanding tradition in 2 RCHA to lay the Silver (Korea) Gun at the feature known as Hill 355 in Korea, east of the Sami-ch'on River. This is done at 2 RCHA Guest Nights and Regimental Officers' Dinings-In in remembrance of the gallant actions of those who fought and died in the taking of this objective.

2. The following is a brief extract from the "The Gunners of Canada", Vol II, Chap XIV:

"Among the key objectives gained in the bitter fighting was a hill, Kowang-San, ... to the troops of the Commonwealth Division, who were later to shed much blood in its defence, it was always known by its height in metres, Hill 3-5-5".

3. 2 RCHA supported the taking of Hill 355 and then handed over to 1 RCHA. 1 RCHA was succeeded by 81st Fd Regt (later 4 RCHA). All three Regiments fired tons upon tons of ammunition from and onto Hill 355 during the course of the Korean War.

THE SILVER GUN

4. In recognition of service in Korea, HQ RCA 1st Commonwealth Division presented sterling silver 25 pounder guns to 1 RCHA, 2 RCHA and 4 RCHA.

5. One condition was stipulated during the presentation ceremonies. It was that the gun was always to be laid on Hill 355. This condition was virtually impossible to meet and still display the gun in the mess effectively. Therefore, the tradition evolved of laying the gun accurately for special occasions only. This tradition is maintained by 2 RCHA.

6. Hill 355, known locally as Little Gibraltar due to its shape, was frequently shelled by 2 RCHA during the Korean War. Hill 355 is located approximately 35 kilometres east north east of KAESONG at grid reference 0317350 4218000, map section NAMCH OMJOM. The bearing from 2 RCHA Officers' Mess to Hill 355 is 4762 mils. The range exceeds 15 Million metres. A one mil error in bearing at this range will cause an error in fall of shot of 15 kilometres. Hence an accurate lay is essential if continued successful target engagement is to be maintained.

GUN DRILL FOR LAYING THE GUN

7. The drill for laying the gun is as follows:

- a. two officers are required, a gunner and a GPO/CPO;
- b. the gun shall be placed on a table in the centre of the room, in front of the Head Table;
- c. orders shall be given to lay the gun as per an FPF; and

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- d. the GPO/CPO shall report the gun laid to the CO.
8. Orders to lay the gun:
- a. The officers of 2 RCHA will lay the Korean Gun (gunner ack);
 - b. Number 1 Gun, Tgt (ack);
 - c. HE 119 - Cap on (ack);
 - d. Charge 3 (ack);
 - e. Site 0 (ack);
 - f. Line 43' 27" (ack);
 - g. Range 15,000 (ack);
 - h. Fire by Order (ack);
 - i. Number 1 gun ranging (ack);
 - j. Gunner reports "Number 1 Ready" (CPO ack); and
 - k. CPO/GPO reports to Commanding Officer "Korea Gun laid on Hill 355, Sir!"
9. This drill is to be carried out on order of the CO or the PMC of the day.

CHAPTER 8

DRESS

801. GENERAL

1. Policies and instructions for wearing Canadian Forces uniforms are contained in A-AH-265-000/AG-001, *Canadian Forces Dress Instructions* (CFP 265), the primary authority in matters of dress. This chapter is intended only to provide a ready reference and to amplify detail concerning items of dress which are particular to The Royal Regiment of Canadian Artillery.

2. All references to dress in this chapter shall be in accordance with the categories of dress detailed in CFP 265. These categories are:

- a. Ceremonial Dress (1, 1A, 1B, 1C, & 1D);
- b. Mess Dress (2, 2A, 2B, 2C, & 2D);
- c. Service Dress (3, 3A, 3B, 3C, & 3D);
- d. Operational Dress (Field Combat Clothing); and
- e. Occupational Dress (Health and Safety).

802. CEREMONIAL DRESS

1. Within the category of Ceremonial Dress there are four orders. Dress Order 1 and 1A are based on service dress with weapons, medals and ceremonial accoutrements as detailed in CFP 265. Dress Order 1B encompasses all patterns of full dress uniforms and Dress Order 1C and 1D governs Patrol Dress (Primary Reserve only). Regardless of the order of dress being worn, all personnel on parade shall wear the same order of dress.

2. The following distinctive patterns of Artillery ceremonial dress may be worn on appropriate occasions:

- a. Regimental Full Dress RCHA;
- b. Regimental Full Dress RCA;
- c. RCA Band Parade Dress;
- d. RCA Band Concert Dress;

- e. RCA Patrol Dress (Primary Reserve only); and
- f. Historical Period Dress.

803. REGIMENTAL FULL DRESS GENERAL

1. Current RCHA and RCA Full Dress uniforms find their origins in the Dress Regulations for the Officers of the Canadian Militia 1907 and its amendments. These regulations have been assembled in a publication of the New Brunswick Museum, Canadian Militia Dress Regulation 1907 (1977).
2. Acquisition and maintenance of these uniforms is the responsibility of the unit and must be to the standards of these Standing Orders and as described in the Dress Regulations 1907 and amendments. The RCA Regimental Fund provides an annual grant to Regular Force Units for the acquisition and maintenance of RCHA and RCA Full Dress uniforms.
3. Regimental Full Dress may be worn on ceremonial occasions only. It may be worn by formed units or sub-units, quarters guards or ceremonial gun detachments or by individuals acting as sentries, doormen and escorts for VIP visits, guest nights or other formal occasions. CFP 265 provides further details on occasions for wear.

804. REGIMENTAL FULL DRESS - RCHA

1. The pattern of full dress was introduced in 1905 (see Figure 11). It is similar to RHA Full Dress with a dark blue tunic with scarlet collar, gold braid and lace, silver collar grenades and gilt buttons. Gold cap lines are worn with the Busby, which has a white ostrich plume with red base. The red feathers at the base of the plume form the distinguishing feature from RCHA Full Dress.



Figure 11 – Number 1B Order of Dress RCHA

2. Both officer and NCM versions exist, the main difference being in gold wire accoutrements for officers and wool worsted gold braid for NCM's. The wearing of RCHA Full Dress is restricted to RCHA units and sub-units. The correct designation of this dress for the purpose of parade instructions or orders is Order of Dress 1B (RCHA).

805. REGIMENTAL FULL DRESS - RCA

1. This uniform is described in the 1907 Dress Regulations (see figure 12). It consists of a dark blue tunic and trousers with scarlet collar, piping, shoulder straps and trouser stripe. The uniform is appointed with gold lace, braid, pouch belt, waist belt and sword slings. A black patent pouch with gilt badge is also worn on the right hip. Very few pouches remain, so uniform maybe worn without pouch if required. The headdress is a Busby with scarlet bag and white side plume which is the same as the band parade dress.

2. RCA Full Dress may be worn on ceremonial occasions by RCA units. Artillery Bands other than the RCA Band will also wear this uniform. A pill box undress cap, shown in Figure 12, may be substituted for the Busby. The correct designation of this dress for the purposes of parade instructions or orders is Order of Dress 1B (RCA).



Figure 12 – Number 1B Order of Dress RCA

806. ARTILLERY BAND PARADE DRESS

1. The RCA Band, as the Regimental Band, is authorized to wear the Artillery Band Parade Dress (see Figure 13). No other Artillery Bands shall wear this order of dress. This uniform is a modified version of the original uniform worn by both the RCA and RCHA bands up to 1968. The correct designation of this dress for the purposes of parade instructions or orders is Order of Dress 1B (Band Parade).



Figure 13 – The RCA Band Parade Dress

2. The following Parade Dress is authorized for all other unit bands:
 - a. Brass / Reed: Order of dress 1B (RCA) see figure 12; and
 - b. Pipe Bands:
 - (1) All Artillery Pipe Bands will follow the Pipe Band dress regulations contained in CFP 265, Chap 6. Unless otherwise authorized, the Gordon tartan will be used. 10th Field Artillery Regiment is authorized the Saskatchewan tartan.
 - (2) Full Dress, 1B (RCA), may be worn on appropriate occasions. 49th Field Artillery Regiment Band is authorized to be uniformed as Highland Scottish infantry (i.e. pipers in green doublets and drummers in scarlet tunics, vice artillery blue).

807. ARTILLERY BAND CONCERT DRESS

1. All RCA Bands are authorized to wear the Band Concert Dress at formal concerts, guest nights and similar occasions. This uniform is shown at Figure 14. Concert dress is a military band uniform in mess dress patterns, but in approved full dress colours. Full size or miniature medals may be worn, depending on the occasion, all instrumentalists to wear the same style. Female musicians may wear palazzo pants in lieu of skirts or trousers as required. The correct designation of this dress for the purposes of parade instructions or orders is Order of Dress 1B (Band Concert).
2. Alternatively, full dress, including appropriate caps - busby, pillbox or Peaked CF Service Dress cap, may be worn during concert engagements. For those without full dress, Mess Dress No. 2B will be worn.

808. ARTILLERY BAND ACCOUTREMENTS

1. Bandsmen were traditionally armed with a short sword. Artillery bands so desiring may wear the Sword and Scabbard, Drummers Mark II, 1902 pattern. The sword has a brass hilt, a 13.1 inch blade with a total length of 18.4 inches. The Royal Cypher is incorporated into the hilt. The scabbard is brass mounted black leather. Approved alternates to the formal band sword are either the 1907 pattern bayonet for the Long Lee Enfield suitably chromed or the Snider-Enfield sword bayonet.



Figure 14 - Artillery Band Concert Dress

2. Additional band accoutrements may include capes, music pouches and a drum major's sash. Details are available from Regimental Headquarters.

809. HISTORICAL PERIOD DRESS

1. Certain ceremonies may incorporate historical re-enactments or the display of Artillery weapons where uniforms representative of the period may be appropriate. While these uniforms do not all fall within the category of ceremonial dress, regulations for their wear are included here because of the ceremonial nature of the displays such as tattoos, dedications of colours or historical re-enactments. Historical re-enactment groups may be authorized to wear obsolete uniforms subject to the agreement and general supervision of The Royal Regiment (Regimental Headquarters).

2. CFP 265 sets out the conditions under which former patterns of Service and Ceremonial Dress uniforms may be worn in Chapter 2, Sect 1, para 55 and in detail in Chapter 5. Except for Mess Dress, former Canadian Army patterns of uniform shall not be worn by members unless authorized. Personnel participating in special events utilizing former service dress must be authorized by the commander of a command or the NDHQ equivalent. Members of the Reserve Force may wear No. 1C and No. 1D (Patrol Dress) during the summer or in tropical climates. Historical accuracy shall be maintained.

810. MESS DRESS

1. The Mess Dress of The Royal Regiment of Canadian Artillery is a variation of the Universal Army pattern approved in 1986 and is known as the "Artillery Pattern Mess Dress" (see Figure 16 and 17). It is No 2 order of dress. All previous patterns of Mess Dress are obsolete. Members of the Regiment who possess former patterns of Mess Dress are permitted to wear them under the following "grandfather clauses" which will remain effective until the member retires or until the uniform must be replaced:

- a. Officers commissioned in the Canadian Army prior to 1 February 1968 may continue to

wear their former Army Pattern Artillery Mess Dress;

- b. Members who purchased a CF Midnight Blue Mess Dress (No 2D) prior to 1986 shall be permitted to continue to wear that uniform; and
- c. Members who purchased the scarlet pattern (No 2F) (formerly known as CM-1) shall be permitted to wear that uniform.

2. Artillery Pattern Mess Dress. This Mess Dress (No 2) was authorized in FMC 5250-2 (Comd) 23 October 1986. It is based on the Universal Army pattern which consists of a scarlet jacket with shawl collar, midnight blue trousers and midnight blue waistcoat. Regimental detail is based on facings, collars and cuffs in midnight blue and a broad scarlet stripe on the trousers. Detailed specifications are available from Regimental Headquarters. The Male Mess Dress is illustrated at Figure 16. The Female Mess Dress (with skirt) is at Figure 17. Unless otherwise stated Male and Female orders are the same. Artillery Pattern Mess Dress is as follows:

- a. Jacket
 - (1) Material
 - (a) Officers/CWO's - scarlet doeskin; and
 - (b) NCM's - scarlet barathea or doeskin.
 - (2) Design. Buttonless, simple breasted body with shawl lapels and surgeon cuffs;
 - (3) The colour for lapels, shoulder boards/epaulettes and cuffs is midnight blue (doeskin or barathea to match the material use in the jacket body);
 - (4) Senior Officers wear crow'sfoot sleeve embellishment, Junior Officers and NCM's do not wear cuff embellishments;
 - (5) Artillery buttons (26 ligne) are used on the epaulettes only;
 - (6) Badges, accoutrements and CF rank insignia of gold wire pattern are worn. NCM's shall wear gold wire insignia with midnight blue backing. Officers shall use single braid available from the supply system. Gold wire grenade collar badges and scarlet backed hazardous skill badges are worn; and
 - (7) Miniature medals/decorations are worn.
- b. Waistcoat is of midnight blue barathea and uses four 20 ligne RCA buttons. During periods of summer dress the Male/Female Artillery cummerbund will be worn instead of the waist coat¹;

¹ These historic publications - "*Orders & Instructions for Dress, The Regiment of Royal Canadian Artillery*" dated 26 Jan 1962, Regimental Standing Orders dated 01 Nov 1977 and "*Provisional Orders*

- c. Trousers / Skirts
- (1) Trousers, overalls, and skirts are of midnight blue barathea. Overalls have a high english back;
 - (2) The trouser/skirt stripe is 1.5" scarlet barathea. The skirt stripe equally divided along skirt vent; and
 - (3) Trousers are optional for females.
- d. Shirt / blouse
- (1) Males. Pleated front, turn down collar and French cuffs;
 - (2) Females. Blouse white long sleeved with gold buttoned front closure and high collar;
 - (3) Studs shall be regimental pattern (RCA/RCHA); and
 - (4) Cufflinks shall be regimental pattern (RCA/RCHA).
- e. Bow Tie (Male only) is black, 4.75" in length by 1.5" at the squared ends;

- f. Cummerbund – worn during summer dress period. Regimental design is the Red zig-zag on Dark Blue. It is worn positioned to over the waistband of the pants with the closure at the back. The open side of the folds are worn facing upwards.



Figure 15 - Cummerbund Female (top), Male (bottom).

and Instructions for the Dress of the Canadian Army” dated 1953 - are reflected in the current CF Dress Instructions that direct the use of the cooler cummerbund with summer dress.

- (1) Females. Smaller size (46cm x 9.5cm). and
 - (2) Males. Larger size (52.5cm x 14cm);
- g. Footwear.
- (1) Males. Black socks, and black shoes if wearing trousers. Wellington boots if wearing overalls; and
 - (2) Females. Plain beige or black nylon stockings and black leather or patent leather pumps with skirt. With optional trousers, same as Male.
- h. Spurs. Stainless steel gooseneck spurs are worn with overalls. Spurs are not worn on board HM ships, while dancing, or with straight trousers; and



Figure 16 - Artillery Pattern Mess Dress Male.



Figure 17 – Artillery Pattern Mess Dress Female.

- i. Additional items.
- (1) Head dress will be worn (outdoors); and
 - (2) The service dress raincoat or greatcoat is worn as an outer garment and white gloves as required.
- j. White Summer Mess Dress (No 2A). It may be worn as optional summer dress by officers and CWO's only (see Figure 18).

- (1) The jacket is identical in design to the No2 scarlet jacket, Artillery pattern mess dress. The shoulder straps (with 26 ligne Artillery buttons) are white. There are no Facing colours on lapels or cuffs;
- (2) An Artillery Male or Female pattern cummerbund will be worn, and the waistcoat shall not be worn with this order of dress;
- (3) Miniature medals/decorations are worn, white gloves are not;
- (4) Badges, accoutrements and CF rank insignia of gold wire pattern are worn. CWO's shall wear gold wire insignia with midnight blue backing. Officers shall use single braid available from the supply system.
- (5) Gold coloured metal grenade collar badges and miniature (if available) metal hazardous skill badges are worn; and



Figure 18 – Mess Dress (Summer)

- (6) There are no other changes from No2 Artillery Pattern Mess Dress.

3. The supply cataloguing information for Artillery mess dress cloth is: Scarlet 8305-21-876-0623 Cloth Tropical, Wool/Polyester 203 g/sq m Scarlet (SP No DCGEM 255-77) Plain Weave. Note that this will, in due course, be replaced by a scarlet superfine english doeskin (650 g/sq m) for officers and either doeskin or a scarlet barathea cloth for NCOs mess dress.

4. No 2B (Mess Service). This is an optional mess dress uniform for wear in preference to No 3 order of service dress on occasions when mess dress would be considered appropriate. This uniform consists of the service dress tunic and trousers with a plain white shirt and black bow tie. Details are available in CFP 265. The following personnel may wear it:

- a. Newly commissioned Regular or Reserve Officers during the six months accorded them to obtain mess dress;
- b. Officer Cadets; and
- c. Non-commissioned members of both Regular and Reserve Forces.

811. ARMY SERVICE DRESS

1. The Royal Regiment of Canadian Artillery Army Service Dress regulations are detailed in the

following paragraphs. The rifle green beret shall be worn with all orders of dress by all members of The RCA, except when they are entitled or required to wear beret of a different colour or when precluded by operational or safety requirements. The head dress, buttons and cap badges described in Para 4.d., 6.a. and b. now only apply to Instructor in Gunnery and Assistant Instructor in Gunnery headdress.

2. Army service dress will be worn with Artillery buttons, collar badges, cap badge, shoulder titles, and narrow web belt. Further details on Canadian Forces and RCA initial accoutrement issues are provided in The RCA Administrative Manual.

3. Artillery accoutrements are issued to:

a. Officers.

(1) Untrained Artillery officers will wear the Canadian Forces tri-service cap badge until they have graduated from the Basic Military Officer Qualification – Land (BMOQ-L) Course, at which time they will be presented the Artillery iodized cap badge and the associated Artillery accoutrements; and

(2) The Artillery embroidered cap badge will only be presented to Artillery officers who are fully qualified to perform their basic duties in The Royal Regiment of Canadian Artillery. That is, after graduation from Artillery Officer, DP1.1 Troop Commander for Regular Force officers and from Artillery Officer Primary Reserve, DP1.1 Troop Commander (PRes Mods 1-5) for Reserve officers. The embroidered cap badge will only be presented by General Officers, Colonels, or Artillery Commanding Officers.

b. NCM's. Untrained Artillery NCM's will wear the Canadian Forces tri-service cap badge until they have completed DP 1. They will be issued their Artillery cap badge in a formal setting or it may be done upon firing their first round. It should be presented by General Officers, Colonels, Artillery Commanding Officers, Senior Appt CWO's or Artillery RSM's.

c. Officers or NCM's who have occupationally transferred (OT) from another MOSID/MOC (providing they were previously Artillery qualified), will be permitted to wear the cap badge and accoutrements once they have officially transferred to the Artillery MOSID/MOC; and

d. For members who component transferred from the Reserve Force to the Regular Force, no accoutrements are issued.

4. Artillery Buttons. Gold coloured half-round Artillery buttons with the RCA crest are worn as follows:

a. Front of Jacket - 30 ligne buttons (Large);

b. Jacket Pockets - 26 ligne buttons (Medium);

- c. Epaulettes - 26 ligne buttons; and
 - d. Waistcoat, Peaked CF Service Dress cap - 20 ligne buttons (Small).
5. Collar Badges. Gold coloured badges consisting of a grenade of seven flames and the motto "UBIQUE" are worn on the collar of the service dress jacket. The badges are 32mm high by 18mm wide. The collar badges are worn centred on the stitching of the collar/lapel seam with the base of the badge parallel to the ground and with the collar/lapel seam passing diagonally under the centre of the collar badge. (See diagram at Annex A to Chapter 8). The RCA Grenade Collar Badge is illustrated at Figure 6.
6. Large Cap Badge. This cap badge is worn only by Instructors-in-Gunnery and Assistant Instructors-in-Gunnery as described in section 815. The cap badge is a field gun surmounted by a scroll inscribed "UBIQUE"; below the gun, a scroll inscribed with the motto "QUO FAS ET GLORIA DUCUNT"; the whole surmounted by a replica of St. Edward's Crown. There are two versions of the large cap badge:
- a. Insignia Cap Service Officers RCA. The officer's cap badge for wear on the Peaked CF service dress cap is a gilt badge 50mm high and 60mm wide. The officer's cap badge has a protruding wheel which turns. This badge shall be worn by all Officers and Chief Warrant Officers; and
 - b. Insignia Service Cap RCA. The NCM's' cap badge, for wear on the Peaked CF Service Dress cap, has the same dimensions but the wheel of the gun is flat with respect to the remainder of the badge.
7. Small Cap Badge. The Royal Regiment of Canadian Artillery cap badge is a field gun surmounted by a scroll inscribed "UBIQUE"; below the gun, a scroll inscribed with the motto "QUO FAS ET GLORIA DUCUNT"; the whole surmounted by a replica of St. Edward's Crown.
- a. An embroidered Artillery badge, 33.5mm high and 43.0mm wide (Insignia Embroidered Officers RCA), will be worn by qualified Commissioned Officers and Chief Warrant Officers on CF authorized berets; and
 - b. NCM's wear a anodized or highly polished brass Artillery badge 33.5mm high and 43.0mm wide (Insignia Headdress RCA Small, NSN 8455-21-103-2798) on CF authorized berets.
8. Shoulder Titles. Artillery shoulder titles are available in metal for wear with service dress jackets and cloth for wear with slip-ons. They shall be worn as follows:
- a. Members of RCHA/RALC regiments will wear RCHA/RALC on both the army service dress jacket (metal) and slip-ons (cloth);
 - b. Officers serving on the staff of one of the Canadian Military Colleges may retain their RCHA/RALC distinction if posted directly from a RCHA/RALC unit; and
 - c. All others shall wear RCA or ARC on both the army service dress jacket (metal) and slip-

ons (cloth).

- d. Since shoulder titles are approved in both English and French versions, the choice of language will be determined as follows:
 - (1) for personnel on regimental duty including The RCAS, as directed by the CO;
 - (2) for personnel ERE, as a matter of individual choice; and
 - (3) the wearing of mixed English and French shoulder titles on the same order of dress shall not be permitted.

9. Belts. The narrow black web belt is to be worn with all uniforms except combat dress. The brass buckle will be inscribed with the RCHA Badge for RCHA/RALC units and the RCA badge for all others. The belt shall be fastened in such a manner as to ensure that not more than two inches of black belt material protrudes through the belt buckle. As such, the commencement of brass tip attached to the running end of belt will appear two inches to the right of the buckle as seen by the observer.

10. Occupational Badges. Occupational badges recognize advanced levels of trade proficiency. The designs are symbolic of the skills associated with Field Artillery, Air Defence Artillery and Locating Artillery. The badges of the Master Gunners and Assistant Instructors-in-Gunnery recognize their role in the Regiment in the instruction and continuity of technical expertise. These badges are worn as detailed in CFP 265.

11. All Artillery related accoutrements shall be obtained through Regimental Headquarters except items available through the CF supply system.

812. OPERATIONAL DRESS

1. The normal operational dress is combat clothing and will be worn as detailed in CFP 265 and local orders.
2. Shoulder titles. Abbreviated shoulder titles are to be worn on epaulettes (slip-ons) as follows:
 - a. RCHA / RALC units: RCHA / RALC respectively; and
 - b. RCA / ARC units and ERE personnel: RCA / ARC as appropriate.
3. Other forms of operational dress for specific theatres shall be worn as designated by operational commanders.

813. CEREMONIAL ACCOUTREMENTS

Approved Artillery ceremonial accoutrements include swords, sword belts, sword slings, white waist belt with RCA regimental buckle, and Regimental Drill Canes.

814. SWORDS

1. Like the Sovereign's Commission, the sword has long been the traditional hallmark of an officer. RSMs wear (but do not draw) swords as a mark of the special position of trust and responsibility which they hold. While today swords are an optional item of dress, their use on ceremonial occasions is encouraged.
2. As befits its traditions as a mounted corps, the sword of the Royal Regiment of Canadian Artillery is based upon the Light Cavalry Pattern of 1822. The grip is covered in sharkskin or simulated sharkskin and wire bound and the pommel is stepped.
3. The blade is slightly curved, single edged and spear pointed. In cross section, it conforms to the "Wilkinson" pattern with a wide fuller and no pipe back. The blade length may vary from 32 to 36 inches to conform to the wearer's height. The blade is embossed on the obverse with the crown, cypher, "UBIQUE" motto and regimental badge. On the reverse is embossed "ROYAL CANADIAN" above bolts of lightning and either "ARTILLERY" or "HORSE ARTILLERY" beneath. Additional embossing in the spaces provided is at the owner's discretion. The steel scabbard has two bands and loose rings (see Figure 19).

815. SWORD SLINGS AND SWORD KNOT

1. The gold cord sword knot is worn with the sword with Ceremonial Orders of Dress. The loop of the sword knot is passed through the slit in the rear of the hilt from the inside and from the left of the hilt as worn. The acorn is then passed through the loop and the cord or strap pulled tight. The slide of the cord is positioned midway between the acorn and the point at which the cord is attached to the hilt of the sword. The sword knot is permitted to hang free (see Figure 19). The approved pattern sword knot gold 17.5" is available under NSN 8465-21-104-7953.
2. With ceremonial orders of dress, the sword is carried by slings suspended from a woven belt worn under the tunic. The slings are crimson Russia leather one inch wide with plain gold lace .875" wide and lion head buckles. The sword is always worn at the full extent of the slings and is never hooked up.



Figure 19 – Gold Sword Knot, Slings and Belt

816. WHITE WAIST BELT

1. For ceremonial parades, non-commissioned members are to wear the Canadian Forces ceremonial belt (NSN 9390-21-591-2013) with Ceremonial Orders 1 and 1A and other Ceremonial Orders as ordered. The belt shall be worn with the large RCA regimental buckle.
2. RSMs shall wear their sword carried on a white sword belt (NSN 8440-21-888-7416) with the large regimental buckle. This belt is worn outside the tunic.

817. CANES AND PACE STICKS

Regimental Sergeant-Majors should carry CF pace sticks or canes of approved regimental pattern. Battery Sergeant-Majors should carry CF pace sticks. Instructors, while teaching drill, may carry a CF pace stick or approved drill cane.

818. INSTRUCTORS-IN-GUNNERY AND ASSISTANT INSTRUCTORS-IN-GUNNERY

1. Instructors-in-Gunnery, when on instructional duty at schools of Artillery or on Artillery ranges in an Instructor-in-Gunnery capacity, will wear the former army khaki forage cap with a red band when wearing operational and garrison dress.
2. Assistant Instructors-in-Gunnery will, when similarly employed, wear a CF Navy OR's peaked cap with a white cover and red band.
3. The above applies to either gender. This headdress is not worn with No 1, No 2 or No 3 orders of dress. It will not be worn when safety dictates the use of helmets and during Combined Arms training.



Figure 20 – Assistant Instructors-in-Gunnery and Instructors-in-Gunnery caps

819. REGIMENTAL TIE

1. The regimental tie is navy blue with red zig-zag stripes running downward from left to right as worn. The regimental tie is worn with civilian clothes. The design is representative of the lightning bolts associated with St. Barbara.
2. The Royal Canadian Horse Artillery Brigade Association in Kingston, which perpetuates the long connection of the Regiment with that city, is authorized to use the tie in regimental colours with double crimson zig-zag stripes. This tie was authorized for wear by members of the permanent force Horse Artillery before the Second World War and its wear is restricted to members of the Royal Canadian Horse Artillery Brigade Association.
3. Master Gunners, serving and retired, are authorized to wear their authorized tie. It is blue in colour, with one crimson zig-zag at the bottom and a stylized "MG" in the centre.
4. No other ties are officially recognized as Regimental or Artillery ties.



Figure 21 - Regimental and Master Gunner Ties

820. REGIMENTAL BLAZER

1. Traditionally, the regimental blazer has been of navy blue flannel, worsted or baratheia cloth and either single or double-breasted. Today, it is more common to find the material used is a navy blue polyester/wool hopsack type.
 - a. The Royal Canadian Artillery or Royal Canadian Horse Artillery crest is mounted on the left breast pocket or a lapel pin may be worn instead on the left blazer lapel. Choice of which crest or lapel pin is left to individuals, providing they have served at least once in RCHA / RALC units during their career;
 - b. The Blazer buttons are flat, of gilt, and engraved or superimposed with the RCA badge, in small and large sizes; and
 - c. The Regimental Blazer is worn with a white / light coloured shirt, approved Regimental tie,



Figure 22 – Regimental Blazer (Mufti)

and matte grey trousers / pants / knee length skirt. Females may wear a white / light coloured blouse and no tie, they will then wear the RCA or RCHA broach in lieu of the lapel pin as indicated in para a.

2. This is considered a smart casual (or mufti) dress and is suitable wear for all gunners serving and retired when attending association or social gatherings.

821. RCA TRACK SUIT

The RCA standard track suit is high quality, navy blue with RCHA Badge or RCA Badge emblazoned in gold on the left breast. Unit number designations will not appear on the suit. The RCA or RCHA version of the track suit is acceptable wear on all Artillery sports parades.



Figure 23 – RCA Track Suit

822. CO's Trumpeter, RCHA



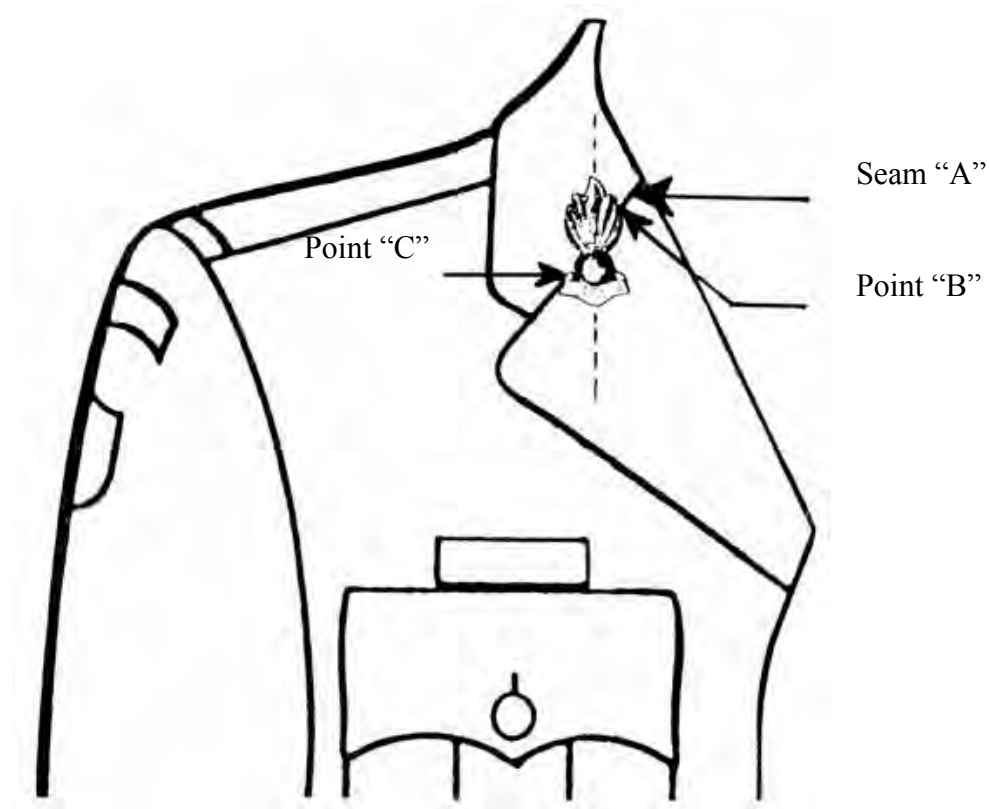
Figure 24 – CO's Trumpeter, RCHA

(823 to 899 inclusive - not allocated)

ANNEXES

Annex A	Positioning of Artillery collar badges on Service Dress	8A-1
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POSITIONING OF ARTILLERY COLLAR BADGES ON SERVICE DRESS



1. Using the seam "A" as a guide, position the grenade roughly in centre of the seam.
2. Align between the 1st and 2nd flames, point "B", on the seam line "A".
3. Align the left upper most portion of the area provided for the motto "UBIQUE", point "C", along the seam line "A".
4. Ensure grenade is centred exactly on seam line "A". Pin through material and secure.

CHAPTER 9

GUEST NIGHTS

901. GENERAL

1. Guest nights are held by artillery formations and units to foster esprit-de-corps and to honour guests on appropriate occasions. All must be conversant with the customs which help make a guest night a success. Most of these customs apply to all dinners, regardless of the regiment, corps or service involved, however, there are some customs which are particular to the artillery and have become gunner traditions.

2. Although this chapter is written for functions at the Officers' Mess, the same general procedures apply to Guest Nights in Artillery Warrant Officers' and Sergeants' Messes. The relationship of the Regimental Sergeant-Major with respect to precedence in the mess and to guests is similar to that of the Commanding Officer in the Officers' Mess.

3. There are two types of guest nights within The Royal Regiment of Canadian Artillery:

- a. **Ordinary Guest Night.** This type of guest night is less formal in character than the special guest night. Ordinary guest nights may vary from what is sometimes called a "dining-in", where a jacket and tie is suitable, to the more formal regimental guest nights when mess dress is required. The procedure for an ordinary guest night may be scaled down from that given in this chapter; and
- b. **Special Guest Night.** Special guest nights are formal functions which are held on particular occasions when guests of honour are invited. Officers shall wear mess dress while civilian guests should wear appropriate evening attire (black tie)¹.

4. The Commanding Officer, or in the Commanding Officer's absence the senior officer of the unit or mess, is the Presiding Officer at the dinner.

5. A president and vice-president should be appointed for a guest night and are known respectively as the President and Vice-President of the Day. The Vice-President of the dinner is traditionally the youngest subaltern in the unit.

902. CONDUCT OF GUEST NIGHTS

1. The success of a guest night is largely dependent on the planning and arrangements made prior to the occasion.

¹ Former members of the CF who have been honorable released may wear a uniform with the approval of an Officer Commanding a Command or his designate as specified in QR&O 17.06.

2. If possible, one long table should be used with the Commanding Officer sitting at the centre of the table. The Second in Command (2IC) will sit opposite the Commanding Officer. The Commanding Officer will normally sit on the far side of the table so that he is facing the main entrance. The President of the Day will sit at the end of the table to the Commanding Officer's right. If possible, the table should be arranged so that the Vice-President of the Day sits nearest the service entrance to the dining room. The remaining officers will take their places at the table in no particular order of seniority or precedence.

3. If the attendance at the dinner is large, or if there are guests present, a seating plan showing where all guests and officers are to sit should be prepared and placed in the ante-room. This will assist officers and guests to find their respective places and avoid confusion on entering the dining room. Place cards should be used with silver holders of artillery grenade pattern.



Figure 24 - Artillery Grenade pattern Card Holders

4. If a "U" shaped table is to be used, officers and guests will take their places as though the legs of the "U" were straightened out, thus making one long table. Note, however, that no one will sit opposite the Commanding Officer and that the president of the day will sit at the right hand end of the Commanding Officer's table, not at the end of the "U".

5. If there are official guests in attendance, they will take their place at the table in order of precedence as follows:

- a. The Guest of Honour should be seated on the Commanding Officer's right. However, should the representative of the head of state (i.e., the ambassador or high commissioner) of the Guest of Honour be present, the representative of the head of state will be seated on the right of the Commanding Officer and the Guest of Honour will be seated on the left of the Commanding Officer;
- b. The next guest will sit on the 2IC's right;
- c. The next guest will sit on the CO's left;
- d. The next guest will sit on the 2IC's left;
- e. If there are more than four official guests, unit officers will be placed between guests; and

- f. Private guests should sit beside the officers who invited them. No officers should invite guests until they have obtained permission from the president of the day.
6. For the dinner to proceed satisfactorily, it is necessary to have quiet, quick, efficient service. Staff requirements are as follows:
- a. Servers should be on a scale of one to every six or eight officers attending;
 - b. At least two wine servers should be present. More may be necessary depending upon the number of officers dining;
 - c. A mess steward must be in control of the staff; and
 - d. If facilities allow, all servers should start serving at the same time. When all officers have finished a course, the servers will start removing the plates on a signal from the mess steward.

903. CUSTOMS AND PROCEDURES

1. **Arrival.** Officers will arrive in the ante-room one-half hour before the time fixed for dinner. A trumpeter or trumpeters should sound the quarter-hour and Officers' Mess calls at the appropriate time. A piper may also be used to lead officers and guests into the dining room.
2. It is customary for each officer on arrival, or at some time during the evening before going to dinner, to say "good evening" to the Commanding Officer and any Special Guests.
3. **Entry.** The mess steward will inform the Vice-President of the Day when dinner is ready to be served. The Vice-President will then inform the President; the President in turn informs the Commanding Officer. The Commanding Officer will then escort the guest of honour to the table followed by the other guests and their hosts. The other officers will not proceed into the dining room until the guests and their hosts have entered. Seniority or precedence has no further bearing on the order of entering the dining room. For mixed functions, officers will escort the person who is to sit on their right to their place at the table. On arrival in the dining room, officers and guests stand behind their chairs until every officer is present. The Regimental Grace is said by the chaplain or, if none is present, by the President of the Day or an officer delegated by the president. The Regimental Grace is: "For what we are about to receive, thank God". Everyone then seats themselves at the table.
4. When there are large numbers of attendees to a Guest Night, the Presiding Officer may wish for the head table to enter last. This is the responsibility of the President of the Day and this should be well coordinated prior to commencement of entry and seating.
5. If an officer must leave the table before the Presiding Officer leaves at the conclusion of dinner, he or she will first obtain permission from the President of the Day and will report back to the President of the Day on their return.
6. **Gun Salutes - Miniature Cannon.** In many regiments, it has been a long-standing tradition

before dinner to fire a salute from miniature brass 32 pounders. This custom was founded in the earliest days of The Royal Regiment when Canadians assumed responsibility for fortress armaments on departure of the Royal Artillery garrisons. As part of the nightly retreat and guard mounting, the guns of the fortress were fired. This tradition served two practical purposes. It warned the garrison and civilian population that the fortress gates were to be closed. It also confirmed that the powder was dry and that the fortress was in an appropriate state of defence.

7. The firing of a salute by miniature guns therefore reminds us of our garrison artillery heritage and the role that Gunners have played in the defence of Canada since the installation of the first artillery pieces in the fortifications of Quebec in 1608. The salute is fired by detachments of subalterns at an appropriate time after the arrival of guests. It is normal for the Presiding Officer to invite the senior guest to inspect and thank the gun detachments after the salute.

8. Details of safety and ammunition regulations governing the firing of salutes with miniature cannon may be obtained from *B-GL-381-001/TS-000 Training Safety* and *C-09-216-001/TX-000 Ammunition Restrictions*. The gun drill appropriate for these salutes is found at Annex B.

9. **Table Runners.** It is a gunner custom to use table runners, although they are not normally used in a Warrant Officers' and Sergeants' Mess. They will be removed after dessert has been eaten and the servers have cleared the table of all china and cutlery, leaving only the port glasses, which are moved to the centre of the table by the servers. Under the direction of the mess steward, the servers will then station themselves at the table ends. On a signal from the mess steward, they will proceed to twist the runners, the number of turns depending on the length of cloth. After completion and again on a signal, the servers at the foot of the tables will pull the runners clear of the length of the table with one swift motion.

10. **Loyal Toast.** When the table has been cleared, a decanter of port will be placed in front of both the President and the Vice-President of the day. After removing the stoppers, the President and Vice-President both pass the decanter to the left. A decanter eventually reaches both the President and Vice-President who then fill their glasses. The port will never under any circumstances be passed to the right. Decanters are passed along the table; they may be in special bases or carriages for this purpose. The belief that the decanter must never touch the table is incorrect.

11. Sometimes, Madeira will be passed as well as port. If this is done, the port will be passed first followed by Madeira.

12. The custom which required every officer to drink to The Sovereign's health with port is no longer enforced; as long as an officer's glass is filled to enable them to join in the toast, it is immaterial whether it contains port, Madeira or water.

13. When the President and the Vice-President of the Day have filled their glasses, the procedure for the Loyal Toast is as follows:

- a. The President taps the gavel three times on the table for silence;
- b. The President stands and, addressing the Vice-President in either English or French, says "Mr (Madam) Vice, The Queen, our Captain-General / Monsieur (Madame) le vice-président, La Reine, notre capitaine-général";

- c. The Vice-President then stands and says, in the other language, "Mesdames et Messieurs, La Reine / Ladies and Gentlemen, The Queen";
- d. At this point everyone will stand with his or her glass in the right hand, forearm at right angle to the body;
- e. If music is available the first six bars of "God Save The Queen" will be played before the Loyal Toast is drunk. Each officer present will say "The Queen" or "La Reine" before drinking the toast. *It is incorrect for anyone to add "God Bless Her";* and
- f. At this point, everyone will take their seat.

14. Toasts to heads of foreign countries should be made after the Loyal Toast if an official representative of the head of the country is present at the dinner. They will follow the same format as the Loyal Toast. Officers representing their units in response to formal invitations and officers attending international conferences are normally regarded as official representatives. In other circumstances, toasts to heads of foreign countries need not be made merely because officers of foreign countries are present.

15. The practice of setting a lone table for the "Fallen" or "Missing Man" and the reading of the associated story behind its layout it has grown from an old and simpler US Marine Corps Mess Dinner tradition into popular use throughout the US Armed Forces and a growing number of Canadian Forces Units. This practice is not in keeping with RCA Standing Orders or our traditions of service at Artillery Guest Nights and Dinners. Dinners are held by artillery formations and units to foster esprit-de-corps and to honour guests on appropriate occasions. On special occasions a "Toast to Fallen Comrades" held immediately after the "Loyal Toast" is appropriate at Artillery Dinners. Remembrance or memorial activities are separate and distinct events held in a different spirit and atmosphere where in the table for the Fallen might be appropriate.

16. **Conclusion.** The senior musician and chef may be invited to have port or any other beverage with the Presiding Officer. The Director of Music, if present, would normally be a guest at the dinner.

17. It is not normal to have speeches at artillery dinners except on special occasions. If there is to be a guest speaker after dinner, he or she will be introduced by the Presiding Officer.

18. Dinner is concluded when the Presiding Officer rises from the table and leaves, followed by the official guests and senior officers. Officers and other guests rise and remain standing until the senior officers and official guests leave. Other guests, if present, may then leave with their respective hosts. Auld Lang Syne may be played as the Presiding Officer and official guests depart. The remaining subalterns may linger at the table.

19. The President of the Day leaves with the senior officers. The Vice-President, however, remains until all officers have left the table.

20. **Post Dinner Protocol.** Officers must not leave the mess until the Presiding Officer has left or has given special permission for an officer to leave. It is customary to wait until the guest of honour has left before seeking permission to leave.

904. DEPARTMENT

A guest night is a formal affair which contributes much to the regimental and social life of the officers of the regiment. Nothing must mar the dignity with which a formal dinner is conducted. "Fun and games" must always be reserved for after dinner or if a band is present, after it has concluded its performance. After dinner, activities must not detract from the enjoyment of the evening and must ensure the care and respect for the traditions and artefacts of The Royal Regiment.

905. MUSIC

1. Music constitutes an integral part of a guest night. It adds to the overall atmosphere of good manners, pleasant company, camaraderie and regimental tradition. The musical programme should, therefore, be selected with the same care as the wines and the menu.
2. A musical programme for a guest night normally consists of three or four parts. Each is distinctive in character and format and serves a specific purpose. The four parts are:
 - a. Pre-dinner calls;
 - b. Dinner music before the Loyal Toast;
 - c. The Loyal Toast and regimental music; and
 - d. After dinner music.
3. Pre-dinner calls are normally undertaken by a solo trumpeter. If not available, a piper may be substituted. The arrival of guests may be announced by playing regimental calls. On arrival, Commanding Officers shall be greeted with their regimental call and the first half of "Officers". Non-gunner guests below the rank of Lieutenant-Colonel should be greeted with their appropriate regimental call. Lieutenant-Colonels and Colonels should be greeted with their regimental call and first half of "Officers". General officers are greeted with their regimental call and "Flourish". The artillery calls are reproduced in Chapter 6, Annex A. Other regimental calls may be found in *Regimental Trumpet and Bugle Calls for the Canadian Army 1961* and *Trumpet and Bugle Calls for the Army 1927*.
4. If the main entrance is some distance from the receiving line, a piper may be used to play the guests from the entrance to the receiving line. Any appropriate march may be used for this purpose.
5. After all guests have arrived; the musician(s) will be used to signal the impending commencement of the dinner. If a trumpeter is used, "Officers Dress for Dinner" will be sounded 15 minutes before the scheduled hour of dining and "Mess" five minutes before. If a piper only is present he will play twice the first part of "The Keel Row" five minutes before dinner.
6. At the appointed hour of dinner, the band will play "The Roast Beef of Old England". If a trumpeter only is present he will sound the regimental call and "Mess". If only a piper is present, he will play in the diners to "Toronto Exhibition Park". The music shall continue until all diners are in position

behind their chairs. The slow march "Toronto Exhibition Park" was selected to commemorate the Musical Drives performed by the RCHA from 1922 - 1933. Music can be obtained through Regimental Headquarters.

7. Since the aim of the musical programme is to enhance the dinner, any form of music is appropriate if it achieves this aim. If a programme of regimental music follows the dinner then only a small portion of the dinner music should be martial. Light classical music, Broadway tunes and Canadian folk songs are among the most suitable and popular selections. It is appropriate to show appreciation of the musical programme by applauding after each set. A military band ensemble, string ensemble, pipers, solo musicians or vocalists are equally suitable and the choice is at the discretion of the President of the Day.

8. Available space may be a limiting factor and as a rule it is better to have a small ensemble positioned where it may be heard rather than a larger band positioned so that it cannot be. On the other hand the band should not be so large or so positioned that normal conversation is made difficult. If the dinner is large it may be appropriate to conduct the musical programme as an interlude between courses rather than during.

9. After the President of the Day has called for the Loyal Toast and the Vice-President of the Day has proposed the toast, diners will stand and the band will play the first six bars of "God Save the Queen", whereupon the toast will be drunk. A similar procedure is followed if toasts are proposed to other heads of state officially represented at the dinner. If a piper is present he will play "Point of War" instead of "God Save the Queen". If a trumpeter is present he will play "Royal Salute" instead of "God Save the Queen".

10. After the toasts, the band should play regimental music. It is appropriate to play "The Royal Artillery Slow March", "The British Grenadiers", "The Keel Row", and "Bonnie Dundee" in that order. If only one tune is played it shall be "The Royal Artillery Slow March", the primary artillery regimental march. These tunes may be followed by other regimental music such as "The Screw Guns", "Voice of the Guns" and the "Post Horn Gallop" as desired. If pipers only are available they shall play "St. Barbara's Day", "The Keel Row" and "Bonnie Dundee" in that order. If only one tune is played it shall be "St. Barbara's Day". The music of "St. Barbara's Day" can be found at chapter 6, Annex B and the music for the other pieces can be obtained through Regimental Headquarters. Diners shall remain seated for this part of the musical programme.

11. It is appropriate to honour guests and non-gunner members of the Regiment by playing their appropriate regimental marches prior to playing the artillery marches and associated music. The normal precedence as prescribed in *A-AD-200-000/AG-000, The Honours, Flags and Heritage Structure of the Canadian Forces* shall be followed except that in artillery messes the "Royal Artillery Slow March" shall be played last as the "host" march. If allied gunners are present as guests, their artillery marches, national or regimental, shall be played immediately prior to the Royal Artillery Slow March in alphabetical order of nations (English alphabet). The non-artillery and foreign guests may stand to acknowledge their regimental march. However, Canadian Gunners hosting or in attendance at an artillery mess shall not stand when any march or selections, including the "Royal Artillery Slow March" are played. It is incorrect for artillery officers to stand for their affiliated infantry or armour unit march past. Only when an officer has been a member of another branch or corps may an acknowledgement at formal dinners be given.

12. When Gunners are present as guests in non-gunner messes or at multi-regimental or formation functions, it is the custom to stand and acknowledge the regimental march which, in such cases, shall be "The Royal Artillery Slow March". Notwithstanding the presence of RCHA and RCA officers at a dinner of this type, only "The Royal Artillery Slow March" shall be played. The presence of an RCHA officer shall determine the precedence of the artillery march in relation to those of other represented regiments / branches (i.e., if even one RCHA officer is present, "The Royal Artillery Slow March" shall precede marches of the Royal Canadian Armoured Corps).

13. It is customary for the Presiding Officer and the senior guest to show their appreciation for the musical programme by inviting the senior musician to partake of a glass of port or any other beverage. Chairs may be provided to permit the drink to be taken seated. Diners should show their final appreciation for the musical programme by applauding on the departure of the senior musician from the head table.

14. It is a tradition to have the band play "Auld Lang Syne" as the Head Table departs. This tradition started at many Gunner Regimental Association Dinners and honours all our fallen and departed comrades whose presence is often felt and who are often called to mind on sad occasions.

15. If a dance follows dinner the choice of the form and tempo of the music is entirely optional. The remainder of the dance shall be conducted in an informal manner with normal courtesies.

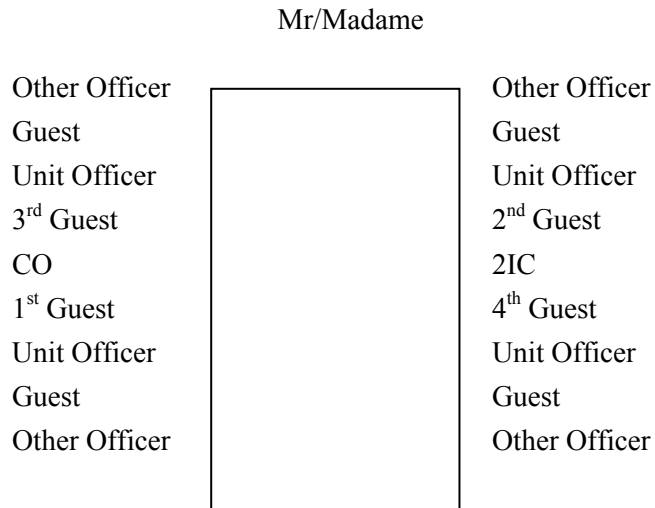
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ANNEXES

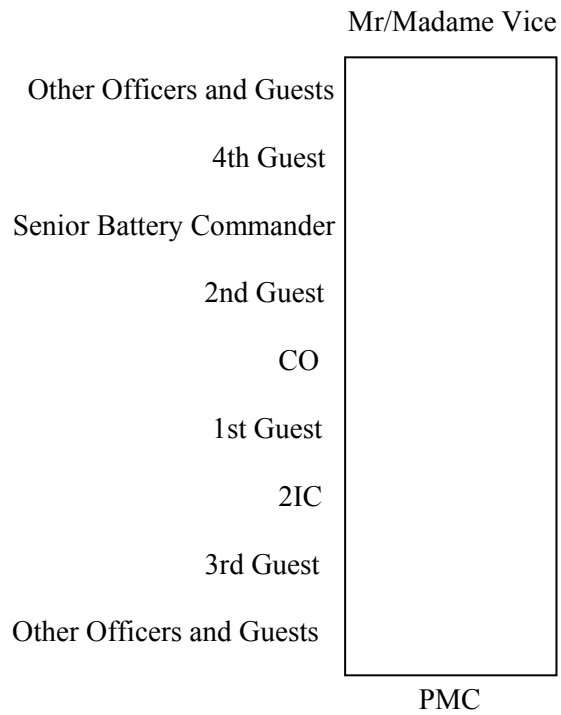
Annex A	Seating Plans.....	9A-1
Annex B	Gun Drill for 32 Pdr Model Guns.....	9B-1
Appendix 1	Positions in Action and Stores Layout.....	9B1-1

SEATING PLANS

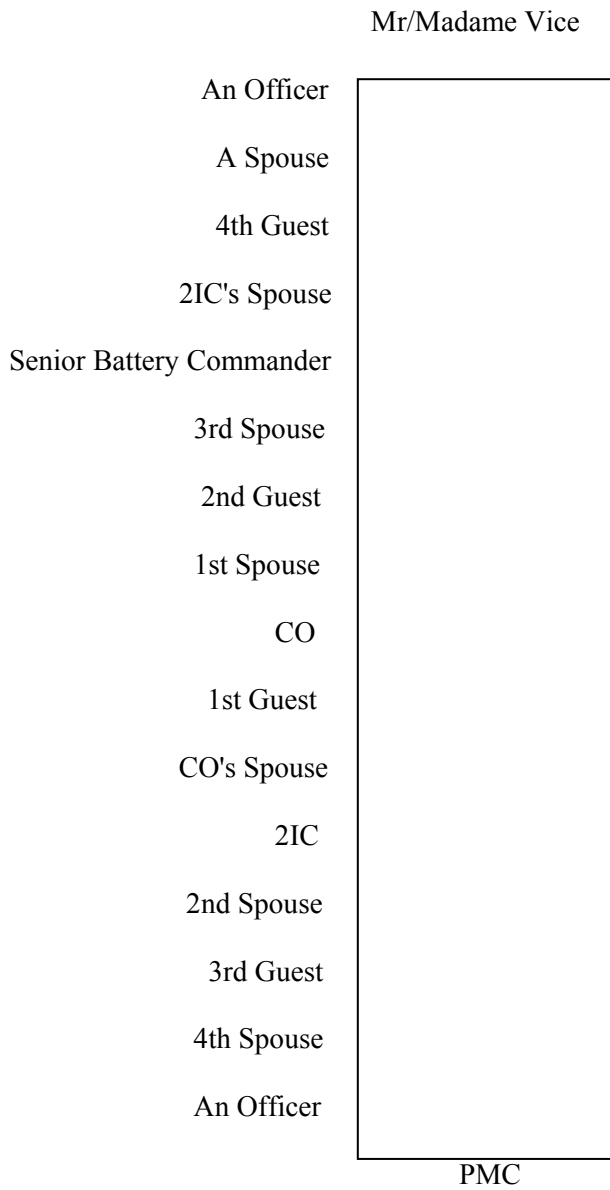
SEATING PLAN TWO SIDES OF TABLE



SEATING PLAN - ONE SIDE OF TABLE



SEATING PLAN - ONE SIDE WITH SPOUSES



GUN DRILL FOR 32 PDR MODEL GUNS

General

1. This précis is written primarily for detachment commanders and instructors.
2. The following summary of principle duties is not a comprehensive list, but is intended as a guide to detachment commanders and instructors.

Duties

3. The Saluting Battery is commanded by a Battery Commander (BC). The guns are manned by a two-man detachment as follows:
 - a. No 1 - Detachment Commander; and
 - b. No 2 - Firing Number.

Equipment

4. The following equipment is required (see Appendix 1 for layout):
 - a. water container;
 - b. vent pick (non-sparking);
 - c. vent brush or cleaning device;
 - d. thumbstall;
 - e. heavy leather welders gloves;
 - f. rammer - marked to show the amount of shaft which should be sticking out of the muzzle when the cartridge is fully home;
 - g. wet sponge;
 - h. stop watch;
 - i. ballistic eyewear (clear lens);
 - j. ammunition; and
 - k. WAD HOOK (non-sparking) Note - WAD HOOK may be fitted to opposite end of rammer or come as a separate tool.

Safety /Permission to Fire¹

¹ In accordance with *B-GL-381-001/TS-000 Training Safety, Preface, Para 2*, permission must be obtained

Annex B
to Chapter 9

5. The guns are to be lined up in a straight line, five to 10 feet between guns in an open area (never inside a building).

6. The muzzle blast area is to be kept clear of spectators, obstacles/ buildings. A crooked "U" shaped rammer, if available, is to be used. If not, a plain shaft or one with a smooth tapered "Mississippi" head is to be used so that it will force the hand open should a premature firing occur.

7. Do not pound the rammer against the round. At no time should more of the body than absolutely necessary be forward of the muzzle and "never in front of it". Ensure that all detachment members are thoroughly familiar with safe ammunition handling and misfire drills.

Portfire Sticks

8. With the introduction of the Igniter friction device, portfire sticks are no longer required to fire the gun and will not be used under any circumstances. Great care must be taken when firing the friction tube as the device has a tendency to rocket upwards from the vent when it is fired.

Positions

9. Prior to the salute, the BC takes up a position of command. The gun detachments should be in their Stand Easy approximately 15-20 feet to the rear of their guns.

Take Post

10. On the appearance of the VIP, the BC orders "**Fire Mission... Guns**". The No 1's acknowledge and order "**Take Post**" and the detachments double to their positions as follows:

- a. No 1 - two paces to the right rear of the gun breech. He/she will stand to attention, holding the rammer horizontally beneath the left arm (head of the rammer to the front); and
- b. No 2 - one pace to the left of the gun breech, kneeling on the right knee in line with the vent and so located that he/she remains behind the muzzle, yet is able to work in the muzzle area with some degree of comfort.

Protect

11. No 1 will order "**Protect**", No 2 will cover the vent with his/her right thumb properly covered by a thumbstall and report "**Finger in, Sir**".

Fire Orders

from Director of Army Training (DAT), Range & Training Authority (RTA).

Annex B
to Chapter 9

12. Under the command of the BC, the Saluting Battery will fire a salute, using the following procedure. Each order will be individually acknowledged by the No 1's by raising the right arm to its fullest extent over the head:

a. **The... (Officers) of The Royal Regiment of Canadian Artillery will fire a Royal/ General Salute:**

- (1) **Fire Mission 4 guns,**
- (2) **Charge Blank Load** (see Para's 18 & 26),
- (3) **Converge 0,**
- (4) **At My Command,**
- (5) **Elevation 800,**
- (6) **Battery Right - 10 seconds,**
- (7) The No 1 - Reports his Gun "**Ready**",
- (8) BC orders "**No 1 Fire**",
- (9) The No 2 pulls the lanyard to fire the gun, and
- (10) (10 seconds later) BC orders "**No 2 Fire**" (and so on).

b. CAUTION

- (1) Care must be taken to avoid passing any portion of the body over the igniter friction tube when firing; and
- (2) The lanyard must be pulled with a constant pressure and at right angles to the axis of the bore.

Note: It requires considerable pressure or "pull" for the igniter to fire. Care must be taken that the gun does not tip over while in the process of firing the gun.

Empty Guns

13. On the order "**Empty Guns**", No 1's will report in turn "**Number... Empty**". If a gun has misfired, no report is made.

Detachments Rear

Annex B
to Chapter 9

14. On the order "**Detachments Rear**", No 1's place their rammers on the ground to the right of the gun, with the head of the rammer to the front. The detachment falls in two paces to the rear and facing the gun. No 1's order "**Stand at Ease**".

Inspection

15. The BC will report to the VIP and ask if the VIP wishes to inspect the Saluting Battery. The detachments are inspected in turn from the right, each No 1 bringing their detachment to "**Attention**" as the inspecting party approaches.

16. After the inspection, the BC will order "**End of Mission**". The No 1's call their detachments to "**Attention**", "**About Turn**" and "**Quick March**" to the rear and "**Fall Out**" once clear of the firing position.

Loading Drills

17. Prior to loading and firing of the guns, the No 1 must carry out a thorough preliminary check of the vent and bore to ensure they are clean and clear of obstructions. The No 1 will do this by scrubbing the vent with the vent brush and inserting the Wad hook in the bore until seated then rotate the shaft in the direction of the tine points and continue to turn as it is withdrawn. The No 1 must also check that the ordnance is securely mounted to the carriage and that all stores and ammunition required are serviceable and laid out in sequence which will reflect the highest standard of gun drill and safety.

18. Initial round - On the command "**Load**", the No 2 will remove a ball charge from its safety container and insert it into the muzzle with his left hand and immediately return his/her thumb to the protect position.

19. The No 1 will double forward and smartly adopt the kneeling position facing No 2. The No 1 will remove the rammer from beneath his/her arm, insert the rammer in the muzzle and with a single constant motion ram the ball into the bore until the scribe line on the rammer is in line with the end of the muzzle. The No 1 then reports "**Round Up, Sir**".

20. The No 1 will then return the rammer to the position under his arm, double to his/her position in action, remove an ignition friction tube from its safety container, attach the lanyard to the wire loop provided on the top of the friction tube. The end result will portray the No 1 at his/her position in action, holding the friction tube in his/her right hand connected to the firing lanyard with the excess lanyard passing through and supported by the left hand. The No 1 will order "**Prick Cartridge**".

21. The No 2 will remove his/her thumb from the vent, retrieve the vent pick, insert the tool in the vent and with a downward push pierce the ball charge, remove the pick tool and immediately return his/her thumb to the protect position over the vent.

22. Note. If the ball charge is properly seated, a noticeable resistance will be felt when the

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pick tool is pushed downward.

23. The No 1 then orders "**Get your finger out**", moves forward to the gun, inserts the igniter friction tube into the vent ensuring it is fully home with the wire loop facing the No 2, and the lanyard laying over the left side of the breech.

24. The No 2 will then grasp the firing lanyard in his/her right hand, and report "**Ready**" to the No 1 who in turn reports the gun ready to the BC.

25. Caution. If after the initial round has been fired, and there is to be additional firing, the bore will be wormed, swabbed and the vent cleared before the next round is fired as there is a danger of hot residue being left in the bore and vent after firing.

26. Subsequent rounds - The No 1 will order "**Load**". The No 2 will place the firing lanyard beside the friction tube container, and then ream the vent with the tool provided.

27. The No 1 will move forward to the gun along the right side, using the Wad hook tool he/she will worm the bore as detailed in para 17. He/she then wets sponge fully, and squeezes it to remove excess moisture (it needs to be damp, not dripping water), the sponge is then placed in the bore and driven home solidly until it hits the bottom of the bore. While maintaining downward pressure the shaft is rotated one full turn then it is withdrawn from the bore. The load drill continues as per initial round (Para's 18 – 24).

Misfires

28. This drill is designed to disclose the cause of failure to fire and to indicate the correct immediate remedy.

29. Failures to fire can be divided into four main classes:

- a. Poor Ram (ball charge not fully seated to bottom of the bore, causing the pick tool and igniter friction tube to pass to rear of charge on insertion);
- b. Over Ram (ball charge completely compressed against the bottom of the bore, causing pick tool and igniter friction tube to pass in front of charge on insertion);
- c. Jerking the lanyard, causing the igniter friction tube to be pulled from vent; and
- d. Malfunction of the igniter friction tube.

Drill

30. If the gun fails to fire, the No 1 will report "**Number... Misfire**". The BC will immediately order that gun to "**Check Firing**" and the next gun to fire (i.e. "**No 1, Check Firing**" - "**No 2, Fire**").

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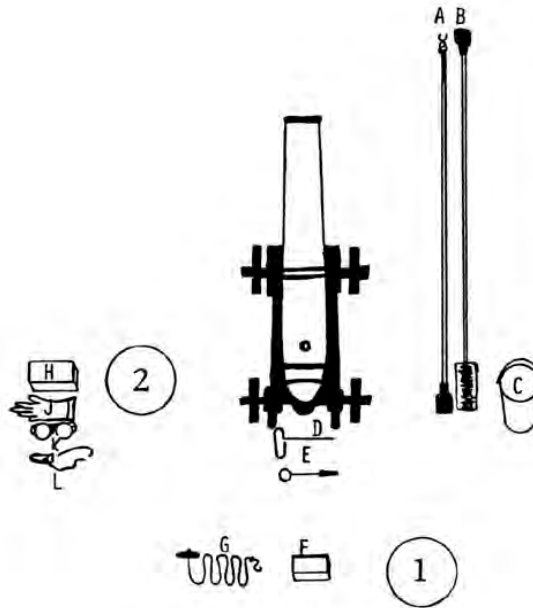
31. Friction Tube pulled from Vent:
- a. The No 2 will report "**Misfire, Tube Out**". The No 2 will put on the heavy leather gloves and goggles and check the friction tube for damage - insert into vent, attach the firing lanyard and report "**Ready**" to the No 1; and
 - b. The No 1 then reports "**Number... Ready**" to BC and awaits further orders;
32. Friction Tube Fires but Gun does not Fire:
- a. The No 2 will report "**Misfire - Tube Only**". The No 2 will put on the heavy leather gloves and goggles, with the vent pick again pierce the ball charge, place a new friction tube in the vent, attach the firing lanyard and report "**Ready**" to the No 1;
 - b. The No 1 then reports "**Number ... Ready**" to the BC and awaits further orders; and
 - c. Caution: At no time after an igniter friction tube has fired will the charge be rammed due to the danger of Hang Fire. If, after a second attempt to fire the gun is unsuccessful, wait 5 minutes. No 2 will then douse the vent with water, remove the barrel, submerge in water for 30 minutes, remove barrel from the water and remove the charge.
33. Friction Tube does not Fire:
- a. The No 2 will report "**Misfire**". The No 2 will put on the heavy leather gloves and goggles, remove the friction tube, replace it with a fresh friction tube, attach the firing lanyard and report "**Ready**" to the No 1;
 - b. The No 1 then reports "**Number ... Ready**" to the BC and awaits further orders;
 - c. If after a second attempt to fire the gun is unsuccessful, you must consider the igniter friction tube lot number to be at fault. Replace lot number or, if not possible, remove igniter and place in safe area, submerge barrel in water for 30 minutes, then remove barrel from water and remove charge from bore; and
 - d. Wet or broken charges and non-functional igniter friction tubes are to be returned to ammunition storage areas in separate containers accompanied by an ammunition malfunction report.

Maintenance

34. Before firing, check the bore and vent to ensure they are free of dirt, grit, rust and propellant fouling; also, excessive oil is removed and the bore is dried.

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POSITIONS IN ACTION AND STORES LAYOUT



DETACHMENT

- ① No 1
- ② No 2

STORES

- a. Wad hook with rammer;
- b. Sponge with rammer (carried by no 1 during firing);
- c. Water bucket (large enough to submerge barrel);
- d. Vent pick;
- e. Vent brush;
- f. Igniter friction tubes (in metal container);
- g. Firing lanyard with hook;
- h. Ball charges;
- i. Heavy leather gloves;
- j. Ballistic eyewear (clear lens); and
- k. Thumbstall (worn during firing).