

**THE QUEEN'S OWN
RIFLES OF CANADA**

REGIMENTAL MUSEUM

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(Allied with the Buffs)

**Standing Orders of
The
Queen's Own Rifles
of Canada**

By COLONEL REG. PELLATT

Commanding

THE QUEEN'S OWN RIFLES OF CANADA

Headquarters, Toronto.
May 22nd, 1925.

Revised Regimental Standing Orders are hereby approved and published for the information of all ranks.

They will be observed in the Regiment, except where they may be at variance with any orders that may hereafter be issued by the Department of National Defence.

All ranks and appointments down to, and including Corporals, are required to be in possession of a copy of the same, and, as ignorance of them will never be allowed as an excuse, careful study and implicit obedience to the spirit as well as the letter of their precepts is enjoined.

The efficiency and good name of the Regiment will depend on the loyal co-operation of all ranks in maintaining a high sense of duty, which should inspire the conduct of all.

By a faithful discharge of its duties under all circumstances, the Regiment will be able to maintain the glorious traditions of the past.

 Colonel,

Commanding The Queen's Own Rifles of Canada.

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Standing Orders of The Queen's Own Rifles of Canada

CHAPTER I.

THE GENERAL PRINCIPLE OF REGIMENTAL DISCIPLINE

1. The Colonel Commanding directs that obedience shall be prompt, respectful, and without a murmur; and insists upon command being exerted with steadiness, and founded upon good sense and propriety.
2. Every Rifleman must be taught that his first duty as a soldier is to obey. Should he feel himself aggrieved, he may complain after the duty, whatever it may be, has been performed.
3. All superiors are forbidden to receive or transmit reports, returns, or other official communications, through any other than the regular channel of rank, upon any consideration whatever, except in the event of necessity or for urgent reasons. Every Officer, Warrant officer and non-commissioned officer will observe that it is an invariable rule and principle in discipline that, in the absence of a superior, the whole of the duty or charge which was entrusted to that superior devolves upon the next in rank, so that a blank is never to exist in the various responsible situations of the Regiment.
4. The obedience and respect which are here required from Officers and soldiers to their immediate superiors in The Queen's Own Rifles are to be also accorded to those who may be in command in the other

Corps, and in other military situations; because real discipline implies obedience and respect wherever it is due on the one hand; and, on the other, a just but energetic use of command and responsibility.

All attentions and respect shown to any Officer of the Army are to be equally so to all Officers of the Navy and of Foreign Services, in the exact proportion in which their rank corresponds.

5. Whenever in uniform an Officer, Warrant Officer, non-commissioned officer, or man hears of any riot, or disturbance, in which he has reason to suspect or know a man of the Regiment to be concerned, he will, should he be unable to induce such man to come away with him, at once repair to the Headquarters of the Regiment, and cause an escort to be sent out to bring the offender in.

6. If a non-commissioned officer sees any irregularity, or breach of orders committed, either on or off duty, by any individual, whether inferior in rank or not, and fails to check it, or report the same to the Sergeant-Major, he is as much to blame as the offender.

7. A non-commissioned officer who confines an offender to the guard-room will forthwith report the circumstances to the company sergeant-major of the man's company.

CHAPTER II.

THE FORMATION OF THE REGIMENT

8. The Colonel Commanding is supreme. He issues such orders as, from time to time, he may deem necessary for the benefit of the Regiment.

No paragraph in these Standing Orders may be altered or deviated from without his sanction.

9. The Officer Commanding a Battalion is under the immediate orders of the Colonel Commanding at all times when the Battalion is with Regimental Headquarters.

10. The Second-in-Command of a Battalion will render the Officer Commanding the Battalion all possible assistance, and exercise a general supervision throughout the Battalion.

During the absence of the Second-in-Command the next senior officer will perform his duties.

11. The Company Commanders will report directly to the Officer Commanding the Battalion.

12. The Second-in-Command of a Company and Platoon Commanders are responsible to the Company Commander.

13. The Regimental Adjutant and Orderly Officer are responsible to the Colonel Commanding and will perform such duties as he may require.

14. When Battalions are with Regimental Headquarters, the Battalion Adjutants will assist the Regimental Adjutant in such Orderly Room duties as he may require, so long as these do not conflict with the duties required of them by the Officers Commanding their Battalions.

When a Battalion is acting independently of Regimental Headquarters the Battalion Adjutant will

report directly to the Officer Commanding the Battalion.

15. The Officer-in-charge of Training will be responsible to the Colonel Commanding.

16. The Regimental Musketry Officer will confer with the Officer-in-charge of Training, and when Battalions are with Regimental Headquarters the Assistant Adjutants will report to and assist the Regimental Musketry Officer. When a Battalion is acting independently they will report directly to the Officer Commanding the Battalion.

17. When the Battalions are with Regimental Headquarters the senior Quartermaster will be the Regimental Quartermaster. He will report directly to the Colonel Commanding and be assisted in his duties by the Quartermasters of the other Battalions.

When Battalions are acting independently Quartermasters will report directly to the Officer Commanding their respective Battalions.

18. The Regimental Sergeant-Major, the non-commissioned officer in charge of the Bugle Band, and the Regimental Staff Clerk are under the immediate orders of the Regimental Adjutant.

19. The Battalion Sergeant-Major is responsible to the Adjutant of the Battalion.

20. When Battalions are with Regimental Headquarters the Battalion Orderly Room Sergeants and clerks are under the immediate orders of the Regimental Staff Clerk and when Battalions are acting independently they will report directly to the Adjutant of the Battalion.

21. The Battalion Quartermaster-Sergeants, Sergeants Cook, Pioneer Sergeants, and Quartermaster clerks and storemen are under the Regimental Quartermaster when the Battalions are with Regimental Headquarters, and the Battalion Quartermaster when the Battalion is acting independently.

22. The Sergeant Instructor of Musketry will report directly to the Assistant Adjutant of the Battalion.

23. The Bandmaster will report to the Band President.

24. The Company Sergeant-Major and Company Quartermaster-Sergeant are responsible to the Company Commander.

25. Sergeants report and are responsible to the Company Sergeant-Major of the Company.

26. Corporals and Acting Corporals are responsible to the Platoon Sergeant.

27. The Brass Band and Bugle Band will be considered as companies for discipline, and matters of routine, and for these purposes will be under the Regimental Adjutant.

28. Every non-commissioned officer should be able to call the roll of the men under his charge from memory.

29. The Senior Signalling Officer will be Regimental Signalling Officer when the Battalions are with Regimental Headquarters. He will be responsible for the training of all signallers and will be assisted by the Battalion Signalling Officers.

30. The Senior Medical Officer will be Regimental Medical Officer and will be responsible for the training of all Stretcher Bearers. He will be assisted by the Battalion Medical Officers.

CHAPTER III.

THE INTERIOR ECONOMY OF THE REGIMENT

GENERAL

31. A Regiment of Riflemen must ever, being mindful of its splendid traditions, consider itself as more particularly bound to the exact discharge of all its duties with arms, than any other regiment.

32. For this reason the greatest activity, alertness and precision must be shown at all times by those on duty, whether Officers or soldiers. Battalion Commanders and such Officers as may occasionally be in charge of detachments, will therefore never relax in the smallest degree from the strict discipline of the Regiment.

33. The honour of the Regiment demands that Riflemen on detachment should perform their duties as strictly and with the same zeal and pride as when serving with the Headquarters of the Regiment.

34. It is not enough for an Officer, Warrant Officer, or non-commissioned officer merely to do his duty, he must do more, especially in aid of the civil power and military police, at fires, and in all cases on the side of law and order; he must volunteer his services on every occasion. A Regiment of Riflemen is expected to be one where intelligence is to distinguish every individual, and where both Officers and men are able and ready to act independently and separately from one another.

35. When ON DUTY every man must recollect that confidence is reposed in him which it is unworthy of a soldier to betray, and he must, therefore, exert himself to perform every duty in a military manner, and with scrupulous exactness.

36. When OFF DUTY every man must recollect that his actions are watched by those most interested in him, for whatever these actions are, the credit of the Regiment is dependent on them and by his conduct the Regiment is judged.

37. Respect towards superiors is the very essence of discipline, the Colonel Commanding therefore directs that not only shall all inferiors show the prescribed marks of respect to their superiors, but that all superiors, whether they be commissioned, warrant, or non-commissioned officers, shall insist upon the same, never permitting without reprimand the smallest mark of inattention or want of respect from those who are subordinate. No recruit is to be dismissed from the recruit class until he is master of all the salutes.

38. The Colonel Commanding also directs that neither negligence nor indifference is to prevent the salute or mark of respect being returned to the Officer or soldier who performs it in a proper and soldier-like manner, and desires that every salute be returned in the same soldier-like way.

39. All salutes must be performed with smartness and be acknowledged by the Senior Officer in a similar manner, and should be considered not only as a duty enjoined by the rules of the Service, but as a mark of respect and good feeling on both sides.

40. No non-commissioned officer or rifleman is ever to pass an Officer, either by day or by night, if he fairly distinguishes him without saluting. He must further remember that smartness demands that he show respect to Officers of other regiments, and, should he be in doubt, it is better to salute someone not entitled to such an honour than to omit it in the case of one who is.

41. The following marks of respect and good feeling between the inferior and the superior in rank are intimately connected with discipline and are to be attended to.

All inferiors are to give the salute first to their superiors.

42. All ranks, when acting independently, will stand to "Attention" and salute when the National Anthem is played, and will remain at the "Salute" until the music ceases.

43. All ranks when acting independently will stand to "Attention" when the Regimental March is played.

44. Salutes by Officers are of two kinds, with the sword and with the right hand.

45. Salutes by Warrant Officers when carrying a sword, with the right hand only.

46. Non-commissioned officers and riflemen will salute as prescribed by regulation, but an individual Rifleman carrying a rifle, on approaching, or passing, or being approached by an Officer, will "Shoulder" and tap the rifle with the left hand.

47. A Rifleman carrying a stick will bring the stick to a position similar to that of the rifle at the "Shoulder" in the hand that is not raised to the salute. The stick is to be similarly carried at "Attention." It is not to be placed under the arm.

48. When "Attention" is called on the occasion of any Officer visiting the barrack-rooms or at meals, Riflemen will sit upright, hands at their sides, unless told to go on with their meals.

49. All Warrant Officers, non-commissioned officers and riflemen, when addressed by an Officer, add the word "sir" to their reply; the same is given to Warrant Officers, Class I. by those of junior rank. Inferiors answering a Warrant Officer, Class II., company quartermaster-sergeant, or other sergeant, will say "Yes, sergeant-major" or "sergeant," or "No, sergeant," and, in like manner, all riflemen, will add the word "corporal" to any reply made on duty to a corporal or acting corporal.

50. A rifleman addressing a non-commissioned officer, or a non-commissioned officer addressing any senior, will give him his rank and stand to "Attention" while addressing him.

STORES

51. The Regimental Quartermaster shall take charge of all stores issued by the Department of National Defence or purchased by the Regiment, issuing the same to Officers Commanding Companies or other accounting officers.

52. Both Regimental and Company stores shall be inspected by the Colonel Commanding at least once a year, or oftener, if he sees fit, when all losses must be accounted for, or charged to those losing them, or to the Company.

53. An account shall be kept by the Regimental Quartermaster with the Department of National Defence, and another with each of the Companies, Band, Buglers, Pioneers, Officers, etc.

All "Issues" from the Quartermaster's store must be on requisitions from Officers Commanding Companies, or units; and for all "Returns" a receipt must be given by the Quartermaster. It is the duty of the individual making the return to obtain same.

54. Each Company shall keep a Stores Book, in which all "Issues" from the Quartermaster's store or "Returns" thereto must be entered at once, with the date and any particulars connected therewith.

55. A page shall be given in the Company Stores Book to each man, and each "Issue" made to him must be signed for and the date given; when "Returns" are made, the Officer or Non-Commissioned Officer receiving must sign for them in the presence of the man returning them. When Rifles, Swords, Equipment, etc. are issued or returned, the numbers of each must be entered in their respective columns; but in the case of Clothing, the figure "1" only is necessary.

COMPANY ORGANIZATION

56. The several companies in each Battalion shall, for the purpose of interior economy, be known and

designated by letters. During drill, they will be called by their numbers, as told off.

57. A roll of the company by sections, with full name, business address, and residence of each man, and the name of the non-commissioned officer in charge, must be posted in each company armoury.

58. Non-commissioned officers and men will be allowed to take home their clothing and waist-belts, but all arms, except sergeants' swords and appointments, must be kept in or returned to the armoury after parade, and shall not be taken therefrom except with the special permission of the Officer Commanding the Company.

59. In all cases where it is necessary for an Officer, Warrant Officer, non-commissioned officer or man to take a rifle away from the Armoury for shooting purposes, the Officer Commanding the Company will see that a receipt is obtained from the individual to whom the rifle is issued on Bond Form (M.F.C. 767) showing date of issue, the name and address of the person to whom issued, together with the mark and serial number of the rifle issued. Not more than one rifle shall be issued on any individual bond. Sling, oil-bottle, pull-through, etc. issued with the rifle will be recorded on the bond.

60. The sergeants shall in turn do duty as orderly sergeants, the tour lasting, when not in camp or barracks, for one week.

61. Regimental and other orders shall be regularly posted on the order board in each company armoury. Duplicate copies of the same shall be filed in the company order file.

FUNDS

62. Officers shall contribute to the expenses of the Band, Mess, etc. such amounts as may from time to time be agreed upon among themselves.

MEETINGS

63. The Officers shall meet quarterly on the third Wednesday in January, April, July and October, at any of which meetings matters not provided for in the Militia Regulations, may be brought forward, and points at issue decided by a majority of those present.

64. The January Meeting shall be the Annual Meeting, and thereat a statement of the Officers' and other Regimental Funds shall be presented, together with the Reports of the Committees.

65. The following order of business shall be observed at these meetings:-

Minutes of previous meetings read and confirmed, or otherwise.

Business arising from minutes.

Reports received.

Notices of motion.

General business.

66. Special Meetings of the Officers may be called, on a requisition signed by any three Majors and addressed to the Colonel Commanding, specifying the object for which such meeting is desired, and to the discussion of which the meeting, when called, shall strictly confine itself. Three days' previous notice of such meetings must be given to each Officer. The Colonel Commanding may at any time call the Officers together for the consideration of matters affecting the welfare of the Regiment.

67. The Senior Combatant Officer present shall preside at all meetings.

ARMOURIES

68. The several company armouries shall be fitted upon a uniform plan, and no departure from that, in the way of extra fittings or furniture, will be allowed, save such as may be approved of by the Colonel Commanding.

69. The Armouries must be kept clean and regular, being liable at any moment to inspection.

70. At no time shall beer or spirituous liquors be brought into or used in the armouries.

BOOKS

71. All books used in the Regiment shall be of uniform pattern.

72. The books to be kept in the Regimental Orderly Room, or Battalion Orderly Room should a Battalion be acting independently, shall be:-

General Orders File, List of Changes in War Material File, Militia Orders File, District Orders File, Brigade Orders File, Regimental (or Battalion) Orders File, Casualty Book, Record of Officers Services, Digest Services of Regiment, Guard Book for Letters, copies of Instructions, etc., Register of Correspondence, Regimental Diary of Parades, Officers' Duty Roster, Register of Rifle Practice and Register of non-commissioned officers certificates.

73. The books to be kept by the Quartermaster shall be:- Equipment Ledger in account with Militia Headquarters, Equipment Ledger in account with O. C. Companies, Equipment Ledger in account with individuals, Regimental Staff, etc., Letter Book, Guard Book for copies of Reports of Boards of Survey on Clothing, etc.

74. The books to be kept by each company shall be:- Regimental Order File, Company Order File, Company Roll Book, Conduct Book, Equipment Ledger in account with the Quartermaster, Equipment Ledger in account with individuals of the company, Duty Roster.

75. Officers shall be in possession of the following books:- Standing Orders of the Regiment, A Guide to Rifemen of the Q. O. R., Infantry Training, Musketry Regulations, The King's Regulations and Orders for the Canadian Militia, Otter's Guide, and Field Service Pocket Book.

76. Non-commissioned officers shall be in possession of the following books:- Standing Orders of the Regiment, A Guide to Riflemen of the Q. O. R., and Infantry Training.

COMMITTEES

77. There shall be five Standing Committees appointed at the Officers' Annual Meeting, viz., Finance, Band, Rifle, Mess, and Sports.

78. The Finance Committee shall consist of three officers, the president being a Field Officer or Captain. It shall have supervision over the Officers' Fund, and order such disbursements as may be necessary. There shall be elected annually a Secretary-Treasurer who shall receive all subscriptions and funds that may accrue, for which he shall be accountable to the Finance Committee, and make disbursements therefrom under their direction. He shall keep a regular account of the Officers' Fund, submitting the same properly audited at the Officers' Annual Meeting. The funds to be deposited in such Bank as the Finance Committee may direct, in the names of the Colonel Commanding, the Chairman, and the Secretary-Treasurer. All cheques to be signed by the latter, and countersigned by one of the former.

79. The Band Committee shall consist of three Officers. It shall have supervision of the expenditure, music, and equipment of the Bands.

80. The Rifle Committee shall consist of five Officers, and have charge of Rifle Matches and Rifle Practice.

81. The Mess Committee shall consist of three Officers, the President, being a Field Officer.

82. The Sports Committee shall consist of five Officers.

83. Committees for special purposes may be appointed when found necessary, but no committee shall render the Officers liable for any greater amount than is authorized.

84. Each Committee other than the Finance Committee, shall at the annual meeting submit an estimate of the probable expenditure for the coming year.

85. The Colonel Commanding shall be ex officio a member of all Committees, and shall have the power to add to any Committee should he deem it advisable.

ENROLMENT

86. No man shall be eligible for enrolment in the Regiment who belongs to another corps, or who is under the age of 18 or over the age of 45, or who is under 5 feet 7 inches in height, or not physically sound, or not vouched for as of good character.

87. On a man presenting himself for enrolment, he shall first be brought before the Adjutant, who shall ascertain whether he is up to the required standard; if passed, an attestation form shall be filled up, giving the recruit's name in full, and address, height, age, and calling, signed by an Officer of the Company he desires to join, and left on file in the orderly room.

88. The recruit will then be instructed to attend the Recruit Class, until the Adjutant deems him fit for his Company.

89. When passed the Recruit Class, he will be attested by the Colonel Commanding and sign the Service Roll, the date of the same being filled in on the attestation form.

90. The Adjutant will give him a certificate to the Officer Commanding his Company that he has passed, and can now be issued with uniform and will be permitted to drill with his Company. The recruit shall then be taken on the strength of the Regiment and posted to his Company in Orders.

RE-ENGAGEMENT AND RE-ENROLMENT

91. Warrant Officers, non-commissioned officers and men who have completed their term of service and desire to re-engage must be re-attested, and no War-

rant Officer, non-commissioned Officer or man who has been discharged before the expiration of his term of service shall be re-enrolled until a record of his former service has been attached to his attestation form, signed by the Officer Commanding the Company in which he formerly served.

DISCHARGE AND TRANSFER

92. No Warrant Officer, non-commissioned officer or man shall be given a discharge till he has completed his term of service, but in order to provide for the varying conditions of the men in respect to their civil employments, the Colonel Commanding may grant to any well conducted Warrant Officer, non-Commissioned officer or man a certificate of service, if good reasons are given for his desiring the same, and may put his name in orders as struck off the strength of the Regiment.

93. When a transfer is made from one company to another in the Regiment, the consent of the Officer Commanding the Company to which he is attached and of that to which he is to be transferred must first be obtained, and also the sanction of the Colonel Commanding. The transfer will be announced in Orders, as soon as the clothing, etc., of the man has been returned to his old company, or, if he be allowed to retain it, a suit equally good is turned over.

APPOINTMENTS AND PROMOTIONS

Officers

94. All recommendations for the appointment of Officers shall be submitted to the Colonel Commanding, and shall be made from among the Warrant Officers, non-commissioned officers and riflemen of the Regiment, except in the case of a transfer from another corps, or where the candidate has had previous military training in another corps.

95. A candidate for a commission in the Regiment, when accepted by the Colonel Commanding, will ap-

pear in Regimental Orders as having been appointed an Acting Lieutenant.

He will then be required to fill out and sign a Recommendation for Appointment Form (M.F.B. 287) and must be certified by a Medical Officer to be physically fit for service in accordance with the Regulations for the Canadian Army Medical Corps.

96. When an Officer's first appointment has been notified in the Canada Gazette he will be required to take the Oath prescribed in the Militia Act, and sign the Service Roll.

97. The date of the appointment as given in the Canada Gazette will be the date from which he will take seniority. As this date will be the same as shown upon the Recommendation for Appointment Form there should be no delay in forwarding the same through the proper channels to the Department of National Defence, once the appointment of the candidate has been approved by the Colonel Commanding.

98. A candidate who has not the required military qualifications will be appointed provisionally only, and will be allowed one year in which to qualify. If at the expiration of that period he has not qualified, the Colonel Commanding will call upon him to submit reasons why his name should not be removed from the list of Officers of the Militia.

99. When a provisionally appointed Officer qualifies, his rank will be confirmed. When he qualifies within one year his rank will be confirmed from the date of his provisional appointment, but should he fail to do so within the year he will be confirmed as of the date he qualifies.

100. No promotion will be recommended by the Colonel Commanding until all Regimental and Mess Fees are paid to date.

Warrant Officers and Non-Commissioned Officers

101. In the appointment and promotion of Warrant Officers or non-commissioned officers the Colonel Commanding shall exercise the power of confirming them

or otherwise, Officers Commanding Companies or Staff Officers first having made the recommendations.

102. Warrant Officers, non-commissioned officers, and men recommended for promotion must be in possession of the certificate of qualification for the rank recommended. Those not in possession of the same may be appointed to acting rank only, and may be confirmed in their rank upon their obtaining the necessary qualifications.

103. All acting appointments will be for the current year only, and will be cancelled in the first Regimental Orders appearing after the first of each year.

104. No Warrant Officer, or non-commissioned officer of the rank of Sergeant or above, will be promoted who is in arrears of fees to the Sergeants' Mess.

BAND AND BUGLERS

105. The Band Committee shall decide upon what public or private engagements the Band shall accept, and regulate at all times the tariff of charges for such engagements. In all public notices of entertainments or the like, when it is announced that the Band of the Regiment will play, such announcement shall be preceded by the words: "By permission of the Colonel Commanding and the Officers of the Regiment."

106. The "Regimental March" shall be the Regimental March of "The Buffs," for the use of which permission was given by the Colonel of that regiment; and for marching past in close column of Companies, "Old Ninety Five" will be used.

OFFICERS' MESS

107. An Officers' Mess shall be established of which every Officer on the training establishment, or the Reserve Battalions of the Regiment, and every officer attached thereto, shall be a member, subscribing thereto such sums as may from time to time be mutually agreed upon.

108. Every Officer is personally to pay to the Mess President his mess bill and all authorized subscriptions on or before the 7th of the month following that in which the bill was rendered, and the President of the Mess will report in writing to the Colonel Commanding any omission to do so. The Officer concerned will then be called upon for an explanation. If the result be unsatisfactory and the account is not settled by the 15th, of the month, the circumstances will be reported to the District Officer Commanding.

109. The Mess Committee shall govern the Mess according to regulations.

110. Officers retiring from the Regiment with their rank, or gentlemen to whom the Regiment may desire to pay the compliment, may be elected Honorary Members of the Mess on the vote of at least twenty Officers present and not more than two dissenting voices at any regular meeting.

111. Although Officers meet at Mess on a footing of social equality, it is nevertheless to be distinctly understood that Mess is a parade, and that Officers attending thereat are under the same military discipline and as much under the orders of their seniors as though they were on parade under arms.

112. The senior combatant Officer present is always in charge, being responsible for all that takes place at the table, and in the ante-room, both before and after dinner; and should any individual persist in disobeying orders after proper warning, he renders himself liable to arrest.

113. The President is responsible for the correct carrying out of every detail connected with the service of the table, and has power to order any Officer, irrespective of rank, to desist from doing anything contrary to rule. He should, if necessary, report any Officer violating the rules.

114. Both on entering and leaving the ante-room for the night all Officers bow to the senior Officer present.

Should an Officer be late for Mess he will apologize to the President before taking his place at the table.

115. No Officer is at liberty to leave the table until after the Toast to the King, without asking permission from the President.

116. When the Toast to the King is proposed, Officers will not rise until the Vice-President has said "Gentlemen, The King."

117. When a General or senior Officer dines at Mess, all Officers should rise when he leaves the table after dinner, but it is not necessary for them to follow him therefrom.

118. The Officer of the Day shall wear Sam Brown Belt with frog when in service uniform in the ante-room and at Mess.

SERGEANTS' MESS

119. The Sergeants' Mess is an authorized institution over which the Colonel Commanding, or his representative, shall exercise constant supervision.

120. The Sergeants of the Regiment shall be members of the Mess and shall constitute the class known as Active Members. The Sergeant of the Band, or Sergeants, Sergeant Bugler, and Sergeants of the Bugle Band shall not be compelled to join the Mess, but shall have the privilege of doing so either upon promotion or appointment or subsequently, but having exercised the option of joining the Mess shall not be permitted, whilst on the strength of the Regiment, to resign membership without the sanction of the Colonel Commanding.

121. An entrance fee of \$2.00 and quarterly dues, not exceeding in the aggregate \$7.00 per annum, as are sanctioned by the Colonel Commanding, shall be paid by Sergeants of the Regiment who are members of the Mess. Membership for the purpose of dues shall deemed to have commenced on the first day of

the month succeeding the date of promotion or appointment.

122. Company Sergeants-Major shall see that all corporals in their respective companies prior to their promotion are informed of the fact that all sergeants must become members of the Sergeants' Mess; that they are familiar with all obligations and requirements of a sergeant; that it is essential that they attend all meetings of the Mess; and that they are introduced to the Mess at the first Monthly Meeting after their promotion or appointment.

123. The senior Warrant Officer or non-commissioned officer present in the Mess is responsible for the maintenance of discipline.

124. The Regimental Sergeant-Major, or in his absence the next senior Warrant Officer or non-commissioned officer, or the President of the Mess, may in his discretion suspend any member or members, misconducting himself or themselves, from the privileges of the Mess and such suspension, if made by a Warrant Officer or non-commissioned officer other than the Regimental Sergeant-major, shall be reported to the latter. Every suspension shall continue during the pleasure of the Colonel Commanding to whom a report shall be made by the Regimental Sergeant-major.

125. Active Members in arrears to the amount of six month's dues shall after such notice, as the By-Laws of the Mess require, be reported by the Regimental Sergeant-major in writing to the Regimental Adjutant for action on the Colonel Commanding. A member so reported is debarred the privileges of the Mess, unless the Colonel Commanding otherwise directs, until such arrears and all dues accruing during his suspension shall have been paid.

126. No member of the Mess shall bring a member of any Regiment who is below the rank of sergeant into the Mess Rooms while in uniform.

127. The President of the Mess shall see that every newly appointed sergeant, before he is introduced to

the Mess, signs for a copy of "The Constitution and By-Laws of the Sergeants' Mess of the Queen's Own Rifles of Canada" in a book kept for that purpose, and agrees to be bound by the rules contained therein.

SPECIAL SUPERNUMERARY LIST OF SERGEANTS

128. A Regimental establishment is authorized of a "Special Supernumerary List of Sergeants."

129. Appointments to the list shall be made by the Colonel Commanding and only such Warrant Officers and non-commissioned officers of the rank of sergeant or above who have rendered signal service to the Regiment, and who upon discharge therefrom are willing to hold themselves available at all times for duties as indicated by the Colonel Commanding, shall be eligible for appointment to the same.

130. Appointments to this list shall continue during the pleasure of the Colonel Commanding. Age limit for Warrant Officers and non-commissioned officers as set out in K.R. and O. (Canada) shall apply.

131. Warrant Officers and non-commissioned officers appointed to this list have the privilege of parading with the Regiment in uniform at any time, and if not detailed for some specific duty, will parade and march with the staff sergeants of the battalion to which they formerly belonged.

132. Warrant Officers and non-commissioned officers on this list will be active members of the Sergeants' Mess, and pay the authorized fees and assessments thereto.

133. Service on the Supernumerary List will be without expense to the public.

134. All appointments to and discharge from the Supernumerary List will be duly promulgated in Regimental Orders, and a list of the same kept up to date and posted in the Orderly Room.

HANDING OVER OR TAKING OVER UPON A CHANGE OF COMMAND

135. Upon a Company Commander or other Accounting Officer being about to vacate an appointment, a formal transfer to his Successor of all Ordnance and Unit Stores, Accounts, Books, Records, and Finances of whatsoever nature will be carried out prior to the "outgoing" Officer being relieved.

136. The fact that another Officer assumes duty or relieves an Officer in no way removes the original responsibility of the Officer handing over, until the formalities have been completed.

137. The "incoming" Officer is not obliged to accept, or sign for any stores, etc., not actually produced to him at the time of transfer. Any stores not produced at this time, but which are accounted for in Militia Book 50F as being in the possession of reliable members of the unit, may be accepted by the "incoming" Officer, if he is satisfied and willing to do so.

138. A representative of the Colonel Commanding will be present at the formal handing over. A statement in triplicate showing the stores, funds, books, etc., handed over by the "outgoing" Officer will be prepared, and signed by both the "outgoing" Officer and the "incoming" Officer, and witnessed by the representative of the Colonel Commanding. One copy will be rendered to the Colonel Commanding, one copy will be retained by the "outgoing" Officer and one by the "incoming" Officer.

LEAVE OF ABSENCE

139. Leave of Absence to Officers of the Regiment within Canada may be granted as follows:

Up to one week—By Officers Commanding Companies.

Beyond one week and up to two weeks—By Officers Commanding Battalions.

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Beyond two weeks and up to one month—By the Colonel Commanding.

Beyond one month and up to three months—by the District Officer Commanding.

Beyond three months and up to six months—By the Adjutant General.

Beyond six months—By the Minister of National Defence.

140. As the Battalion Adjutants are responsible for the correct keeping of the duty roster and all orderly-room returns of their respective battalions, it is imperative that they should be advised when an Officer obtains leave, even from one parade.

141. Seconds-in-Command of Companies and Platoon Commanders applying for leave of absence may do so verbally for one week, or in writing for two weeks or longer to their respective Company Commanders, for submission through the Battalion Adjutant for approval of the Battalion Commander. In all cases of over two weeks, the application will be submitted by the Battalion Commander through the Regimental Adjutant for the approval of the Colonel Commanding.

142. Officers on Battalion Staffs will apply for leave of absence through the Battalion Adjutant for approval of the Battalion Commander. In all cases of over two weeks the application will be submitted by the Battalion Commander through the Regimental Adjutant for approval of the Colonel Commanding.

143. Battalion Commanders and Officers on the Regimental Staff will apply verbally for leave of absence to the Colonel Commanding for any period up to two weeks, and in writing for any period over two weeks.

144. In all cases when application for leave of absence is made with permission to travel abroad, the application will be submitted in writing through the channels described above for transmission to, and the approval of, the District Officer Commanding.

145. In all applications for leave, Officers will state the reasons for applying, their address while absent, and the name of the officer assuming their duties.

146. Application for a prolongation of leave should be made in the manner as prescribed for the original application.

PERMISSION FOR W.O's, N.C.O's, AND RIFLEMEN TO BE ABSENT FROM PARADE

147. Warrant Officers, non-commissioned officers and riflemen will not absent themselves from parades or Headquarters without the permission of the Company, Platoon, or Unit Commander.

148. Warrant Officers and non-commissioned officers on Regimental or Battalion Staffs will not absent themselves from parade or Headquarters without permission from the Staff Officer under whose direction they are acting.

RANKS AND APPOINTMENTS

149. The ranks and appointments held by Warrant Officers, non-commissioned officers and men of the Regiment are set forth in the following table:-

Ranks	Appointments
W.O. Class I	{ Regimental Sergeant-Major Battalion Sergeant-Major Bandmaster
W.O. Class II	{ Regimental Quartermaster-Sergeant Battalion Quartermaster-Sergeant Regimental Staff Clerk (when ranking as a Q.M.S. or C.S.M.) Q.M.S. Instructor (Instruction Cadre) Company Sergeant-Major

NON-COMMISSIONED OFFICERS AND MEN

Coy. Q.M.S. Company Quartermaster-Sergeant

	{ Orderly Room Sergeant Paymaster Sergeant Signalling Sergeant Lewis Gun Sergeant Stretcher Bearer Sergeant Pioneer Sergeant Sergeant of the Band Sergeant Bugler Sergeant Drummer Sergeant Cook Sergeant Instructor (Instructional Cadre)
Sergeant	
	{ Corporal Orderly Room Clerk Signalling Corporal Lewis Gun Corporal Stretcher Bearer Corporal Corporal of the Band
Corporal	
	{ Bugler Drummer Signaller Lewis Gunner Stretcher Bearer Pioneer
Rifleman	

CHAPTER IV.

DRESS REGULATIONS

GENERAL INSTRUCTIONS

150. Every Officer, on appointment, shall at once provide himself with uniform and equipment as provided for in these Standing Orders, subject to such changes as may from time to time be made. He should make sure, by personal comparison, that articles according to standard pattern are being supplied.

151. The Second-in-Command of a Battalion is responsible for the dress of the Officers, and must at once check such as are improperly dressed, or whose dress may be at variance with these Standing Orders.

152. Uniform is never to be worn except for Regimental purposes, without permission of the Colonel Commanding.

153. Regulation uniform must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.

154. In uniform, watch chains and trinkets are not to be worn in such a manner as to be seen.

155. Swords will be worn by Officers at all times when on duty, and on parade with men bearing arms, except at musketry.

156. The short sling of the sword belt must be adjusted so that when standing at Attention the scabbard just touches the ground.

157. No Officer, mounted or dismounted, will carry a stick on general parades.

158. Whistles will be carried by all Officers, Warrant Officers, and non-commissioned officers on all parades.

159. Crossbelts will be worn over the left shoulder, but not over the great-coat.

160. When great-coats are worn walking out the waist-belts will be worn inside, and the great-coat will be drawn in at the waist by means of the cloth band at the back.

161. No non-commissioned officer or rifleman will alter any part of his clothing or accoutrements without permission, nor put any private mark upon the same, or upon his arms, or equipment.

162. No non-commissioned officer or rifleman will lend any part of his appointments, clothing, or necessaries.

163. The haversack should contain the following:- shaving kit (razor, brush and soap) comb, toothbrush, towel, pair of socks, knife, fork, spoon, iron ration (if issued).

164. The pack should contain the following:- ground sheet, running shoes, pair of socks, great-coat, housewife, cap comforter, sweater or cardigan jacket, and mess tin and cover.

165. Web equipment when in a dirty and greasy condition should be washed (scrubbed) with soap and warm water (not hot water) inside and outside, and then be well rinsed in warm water after washing. When only slightly dirty, a good brushing will suffice. When thoroughly dry, khaki Blanco should be well sponged on the webbing and for this purpose one cake of Blanco is authorized for each set of equipment annually.

166. Military decorations and medals will always be worn in Full Dress uniform, or Service Uniforms when it is worn in Review Order or Church Parade Order. They will be worn under the crossbelt, on the left breast of the garment in a horizontal line, suspended from a single bar (of which the buckle is not to be seen) or stitched to the garment. The riband is not to exceed 1 inch in length, unless the number of clasps requires it to be longer. When two or more decorations and medals are worn, they will be so arranged that the lower edges (or lowest point of a star) are in line. The length of all ribands will be regulated by

the decoration or medal which, including any clasps, is the longest. When decorations and medals cannot, on account of their number, be suspended from the bar so as to be fully seen, they are to overlap.

167. Miniature decorations and medals are worn with Mess Dress and evening dress (plain clothes) on the left breast lapel in one horizontal line in a manner as described.

168. In Undress or Service Dress ribands will be $\frac{1}{2}$ inch in length, and will be sewn to the cloth of the garment, or worn on a bar without intervals, in the same position as prescribed for decorations and medals. They should not overlap, and as many as possible should be placed in a row. When there is not sufficient room to wear the ribands in one row, they will be worn in two or more rows at convenient intervals, not more than $\frac{1}{2}$ inch apart. The right edge of the first riband should be $\frac{1}{2}$ inches from the edge of the garment, except that in the case of the Officer's Service Dress jacket or Undress, no riband should be hidden by the lapel of the collar. Ribands of the Royal Humane Society will, when authorized, be worn in a corresponding position on the right breast. Ribands are not to be worn on any form of great-coat, etc.

OFFICERS

The uniform of the Officers shall be as follows:-

169. The CAP BADGE of the Regiment shall be a Maple Leaf on which is a scroll or garter clasped with a buckle, bearing the words "Queen's Own Rifles of Canada," and the Motto "In Pace Paratus," encircling the figure "2," and surmounted by the Tudor Crown.

The badge shall be silver for Officers and black metal for non-commissioned officers and riflemen. Height $1\frac{3}{4}$ inches.

170. The COLLAR BADGE shall be the same as the Cap Badge. Height $1\frac{1}{4}$ inches.

171. FULL DRESS TUNIC shall be of black cloth, edged all round, except the collar, with black square cord. Scarlet cloth collar and cuffs, the collar edged top and bottom with $\frac{1}{2}$ inch lace and a tracing of black mohair braid inside for Lieutenants; and top only edged with $\frac{1}{2}$ inch lace for Captains and Field Officers; the cuffs pointed, and ornamented as described below according to rank. The skirt rounded off in front, closed behind and lined with black. On each side of the breast, 5 loops of black square cord, with netted caps and drops, fastening with black olivets. On each back seam, a line of the same cord, forming 3 eyes at the top, passing under a netted cap at the waist, below which it is doubled, and ending in an Austrian knot reaching to the bottom of the skirt. Shoulder-straps of black chain gimp, with small netted button at top. Badges of rank in black metal.

(a) Field Officers have figured braiding below the lace on the collar, and $1\frac{1}{2}$ inch black lace round the top of the cuff, with figured braiding above and below the lace, extending to 11 inches from the bottom of the cuff.

(b) Captains have a row of braided double eyes, below the lace on the collar, and an Austrian knot of black square cord on the sleeve with a tracing of braided double eyes all round it, extending to 8 inches from the bottom of the cuff.

(c) Lieutenants have a tracing of plain braid only inside the lace on the collar, and an Austrian knot on the sleeve, with a tracing of plain braid round it, extending to 7 inches only from the bottom of the cuff.

172. FULL DRESS OVERALLS shall be of black cloth with 2 inch black mohair braid down the side seams.

173. FULL DRESS PANTALOONS for mounted duties shall be of black whipcord or cavalry doeskin and stripes as for overalls.

174. BUSBY shall be of black lambskin, 5 inches high in front and $7\frac{1}{2}$ inches at the back; the top $6\frac{1}{2}$ inches

long and 6 inches wide, covered with rifle green cloth; at the top, in front, an oval black silk cord cockade, relieved with scarlet, 2 inches deep and $1\frac{1}{2}$ inches wide, with small black crown in centre; black chain $\frac{1}{2}$ inch wide, on scarlet morocco leather, and lined with black velvet, with black rose fastenings at the sides, and a hook at the top, on the right. The Regimental Badge, black, inside of scroll red, figure "2", to be worn in front, point of stem 1 inch above the lower edge.

175. PLUME shall be of black goat's hair or osprey, 6 inches high from the top of the Busby, with small scarlet feathers at the bottom, an inch high from the top of the bronze socket.

176. BUSBY LINE shall be a double black silk cord passing round the busby, hooked up in front, and at the sides and back, and curved downwards between the hooks, with slides on the pendant part and acorn ends.

177. CROSSBELT shall be of black goat skin, $3\frac{1}{4}$ inches wide, with silver regimental plate, whistle and chain.

Crossbelts are to be worn under the shoulder-strap; the pouch to rest in the centre of the back; the centre plate in the centre of the breast.

178. POUCH shall be of black patent leather, to hold a field glass, with silver bugle, figure 2 in centre, surmounted by a crown.

179. ORNAMENTS on the crossbelt shall be as follows:

(a) On the left breast a lion's face, in high relief, on a plate within a conventional foliated wreath, or raised border. Diameter over all, 2 inches.

(b) Pendant from the lion's jaws, a double chain, to hang two inches below the edge of the belt, of plain, circular links, of $1/6$ inch in diameter, with a whistle thereto attached.

(c) A whistle case affixed to the belt below the right breast, octagonal and tapering in shape, each of the eight sides ornamented at the top and also at the foot with an oak leaf (conventional), the whole ornamented or encircled at the top and also at the foot with a wreath or raised border of oak leaves, and ending at the foot in an acorn. The length from the top or ring of the whistle to the foot of the case $3\frac{1}{2}$ inches.

(d) The centre ornament on a plate between two wreaths of maple leaves in orle, conjoined in base, a maltese cross of black enamel, fimbriated; between the respective limbs of the cross four lioncels, passant, guardant; charged upon the cross, a plate of black enamel inscribed with the figure "2", within a border also of black enamel and inscribed with the words "Queens Own Rifles of Canada," and over all, the Imperial Crown of England, resting upon a soutien or supporting tablet. Breadth of ornament, 3 inches; height, $3\frac{3}{4}$ inches.

180. MESS JACKET (universal pattern) shall be of dark rifle green cloth with roll collar. Collar and shoulder straps shall be of red cloth edged with $\frac{1}{2}$ shoulder straps shall be of same material as jacket piped with scarlet cloth.

The cuffs shall be of scarlet cloth and pointed to a depth of 6 inches at the point and $2\frac{3}{4}$ inches behind with 1 inch black mohair braid, and with figured tracing of black Russia braid.

181. MESS WAISTCOAT shall be of same cloth as Mess Jacket, open in front and fastened with four $\frac{1}{2}$ inch buttons of Regimental pattern.

182. MESS OVERALLS shall be of same material as jacket with 2 inch black mohair braid down the side seams.

183. UNDRRESS JACKET shall be of dark rifle green cloth, single breasted, cut as a lounge coat to the waist with back seam, very loose at the chest and shoulders, but fitted at the waist; waist seam and band, $2\frac{1}{4}$

inches wide; military skirt to bottom edge; length of skirt 13 inches for a man 5 feet 9 inches, varying in proportion to height, step collar, depth of opening about 3 inches; two cross-patch breast pockets above, $6\frac{1}{2}$ inches wide and $7\frac{1}{2}$ inches deep to the top of the flap, box plait in centre $2\frac{1}{2}$ inches wide, the pointed flap $6\frac{1}{2}$ inches wide and $2\frac{1}{4}$ inches deep; two expanding pockets below the waist plaits at the side, $9\frac{1}{4}$ inches wide at the top and $10\frac{1}{2}$ inches at the bottom, 8 inches deep to the top of the pocket and fastened at the top with a small Q.O.R. button, flap with buttonhole to cover pockets, $3\frac{1}{2}$ inches deep, $10\frac{3}{4}$ inches wide, sewn into the bottom edge of the waist band. The top of the pocket should be sewn down at the corners in such a manner that on service the pocket can be expanded at the top also; outside ticket pocket in the top of the waist band on the right side, inside watch pocket with leather tab above for chain strap. Four Q.O.R. buttons down the front, the bottom one just below the lower edge of the waist band. Pointed cuff $2\frac{1}{2}$ inches wide rising to 6 inches at the point; shoulder straps of same material as the jacket, fastened with small Q.O.R. button, badge of rank and shoulder titles in black metal.

184. UNDRRESS OVERALLS shall be the same as for Mess Dress.

185. UNDRRESS FORAGE CAP (universal pattern) shall be of same material as Undress Jacket.

186. UNDRRESS UNIFORM is an optional one. It must not be worn on duty or when parading with troops. White shirts, winged collars, and black silk corded ties in a sailor knot will be worn.

187. GREAT-COAT (universal pattern) shall be of drab melton, double breasted, to reach within a foot of the ground; stand and fall collar, 5 inches deep (2 inches stand and 3 inches fall) fastening with two hooks and eyes; cloth tab and button; a $2\frac{1}{4}$ inch inverted expanding pleat down the centre of the back from the collar to the waist terminating under the back strap; loose turn back cuffs of single material 6

inches deep; two slits at side, 10 inches long jetted in with button catch for pocket mouth; two large patch pockets inside of same cloth; one button and hole to each pocket mouth, the left pocket mouth to answer for a sword slit; a pocket in the breast placed vertically between the second and third button; two rows of buttons down the front, four in each row about $6\frac{1}{2}$ inches apart, the rows 8 inches apart at the top and 4 inches at the bottom; these measurements are not to be exceeded, two tabs and buttons to slit in the back seam, a 2 inch cloth back strap fastened with three holes and buttons; skirt to fasten with two tabs and buttons inside, and run squarely all round, a button hole worked in the corner of each flap in front to enable skirt to be fastened to button on back strap.

188. SERVICE DRESS JACKET shall be of drab mixture serge, the same colour as issue to the men; single breasted with turndown collar of civilian dress pattern; the opening in front not to exceed 4 inches; collar to be $1\frac{1}{2}$ inches in depth behind, increasing to $2\frac{1}{2}$ inches width in front of lapel, and to taper to the end; cut as a lounge coat to the waist, loose at the chest and centre of the back, military skirt to the bottom edge; two cross patch breast pockets, $6\frac{1}{2}$ inches wide and $7\frac{1}{2}$ inches deep to the top of flap, $2\frac{1}{2}$ inch box pleat in centre; two expanding pockets below the waist, (pleats at the sides) $9\frac{1}{4}$ inches wide at the top, $10\frac{1}{2}$ inches at the bottom, 8 inches deep to the top of the pocket, fastened at the top with a small button, flap with buttonhole to cover pockets, $3\frac{1}{2}$ inches deep and $10\frac{3}{4}$ inches wide; the top of the pockets should be sewn down at the corners in a manner that on service the pocket can be expanded at the top, also inside watch pocket, with leather tab above for chain or strap; four large buttons down the front; to be lined or not as required with a lining of similar colour to the jacket; cuffs pointed, $5\frac{1}{2}$ inches deep at the point, and $2\frac{1}{2}$ inches at the back. Rank badges and shoulder titles in black will be worn on the shoulder strap.

189. SERVICE DRESS BREECHES for Mounted Officers shall be of Bedford Cord with buckskin strap-

ping at the knees; and for Dismounted Officers they shall be of same material as the jacket, cut semi-riding pattern, laced below the knee.

190. SERVICE DRESS TROUSERS shall be of same material as the jacket. Trousers and shoes shall not be worn on parade or duty, except on fatigue duty in camp or barracks, or when employed in an office.

191. SERVICE DRESS FORAGE CAP (universal pattern) shall be of same material as the jacket.

192. SWORD shall have a half-basket hilt and back-piece of steel, with device of bugle and crown, black fish-skin grip, bound with silver wire, slightly curved blade, grooved and spear-pointed. Full size Blade 35 inches long and inch wide at shoulder; extreme length, including the hilt, 41 inches; weight, without scabbard, 2 lbs. Second size—Blade 33 inches long and an inch wide at the shoulder; extreme length, including hilt, 38½ inches; weight, without scabbard, 1 lb. 12 ozs.

193. SCABBARD shall be of steel for Full Dress and of brown leather for Service Dress.

194. SWORD KNOT shall be of black leather with acorn ends for Full Dress and of brown leather with acorn ends for Service Dress.

195. SWORD BELT shall be of black leather, 1½ inches wide, with slings 1 inch wide, snake clasps and silver mountings; to be worn under Full Dress tunic.

196. SAM BROWN BELT (universal pattern) shall be of brown leather with two braces, ammunition pouch, frog and brown leather scabbard and knot. It shall be worn by all Officers on all occasions with Service Dress. At least one brace will always be worn with the belt. The frog will always be worn with the belt whether the sword is worn or not. The belt is not to be worn with Undress.

197. SABRETACHE shall be of black patent leather; 3 slings of goat skin ¾ inch wide, device on flap, a silver monogram Q.O.R. To be worn by Field Officers and Adjutants with Full Dress Uniform.

198. BOOTS. In Full Dress all Officers shall wear Wellington boots except that Field Officers and Adjutants when mounted shall wear black butcher boots.

In Mess Dress all Officers shall wear black Wellington boots.

In Undress all Officers shall wear black Wellington boots.

In Service Dress Field Officers and Adjutants shall wear brown field boots, other Mounted Officers shall wear brown ankle boots and leggings, and Dismounted Officers shall wear brown ankle boots and puttees when parading with troops.

With Service Dress trousers brown shoes or ankle boots may be worn, if shoes are worn socks must be brown or khaki colour.

199. SPURS (hunting) of sealed pattern shall be worn with butcher boots, field boots, and ankle boots; with butcher boots steel chains and black strap; with brown field or ankle boots brown straps and shield (no chains); with Wellington boots, box spurs with plain rowels.

Spurs shall be worn by Field Officers and Adjutants only.

200. PUTTEES shall be worn by all Dismounted Officers when parading with troops.

When not parading with troops, Dismounted Officers may wear brown leather leggings.

201. RANK BADGES shall be of black metal and shall be worn upon the shoulder strap.

With Full Dress, Mess, Undress and Service Dress they shall sit upon a piece of red cloth showing ½ of an inch of cloth on all sides of the badge.

202. SHOULDER TITLES shall be the block letters "QOR" in black metal ½ inch high and shall be worn by all Officers on the shoulder strap. They shall sit upon a piece of red cloth of the same size as the title.

203. BUTTONS shall be of black material with bugle

surmounted with a crown, with the figure "2" in the centre, and the designation "Queen's Own Rifles of Canada" partially encircling it.

204. WHISTLE CORD shall be of red cord worn around left arm under shoulder strap.

205. MOURNING BANDS shall be worn by all Officers when attending military funerals or memorial services connected therewith. They shall be of black crepe $3\frac{1}{4}$ inches wide, round the left arm above the elbow. They shall not be worn at levees or at Court, except when the Court is in mourning, nor shall they be worn at ceremonies such as unveiling of memorials and Armistice Day celebrations.

An Officer when in private mourning may, when in uniform, wear a band such as described above.

206. GLOVES. In Full Dress, black leather gloves, stitched with red shall be worn on parade; at balls, levees, etc., white kid gloves shall be worn.

In Undress black leather gloves stitched with red shall be worn.

In Service Dress brown leather gloves shall be worn.

207. HORSE FURNITURE for Full Dress will be Regimental Saddle with leather crupper. Black lamb-skin shabraque 3 feet 4 inches in length, 1 foot 9 inches in front, and 12 inches behind with rounded corners in front and rear, covering saddle and wallets, scarlet cloth edging 1 inch deep, moleskin lining, black leather seat. Black leather wallets, pocket shape. Black leather bridle and breast plate, the head-stall lined with scarlet cloth with scalloped edges, silver whole buckles and silver bit bosses having a Regimental badge thereon. Black and scarlet horse hair plume, 18 inches long with silver ball socket. Bright steel head chain with swivel rings and spring lock. Green girths.

For Marching Order and Drill Order as issued by the Department of National Defence.

WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND RIFLEMEN

The uniform of the Warrant Officers, non-commissioned officers and riflemen shall be as follows:-

208. FULL DRESS TUNIC shall be as issued by the Department of National Defence. Company sergeant-majors, company quartermaster-sergeants and sergeants shall wear an Austrian knot of square cord in place of the braid on the cuffs. The Band and Buglers shall wear "wings" on the shoulder, of Regimental pattern; with the latter, the arm and back seams shall be piped with green and scarlet Bugler's cord, and for the bandsmen, with scarlet cloth. The tunic of Warrant Officers, Class 1, shall be frogged similar to a Subaltern Officer's, having the shoulder strap in place of the cord.

209. FULL DRESS TROUSERS shall be as issued by the Department of National Defence; black cloth with 1 inch mohair braid down the side seams for Warrant Officers, Class 1.

210. MESS JACKET for Warrant Officers, company quartermaster-sergeants, and sergeants shall be of black cloth, scarlet cloth collar, square in front; inch mohair braid all round the body, cuffs pointed with inch mohair braid to extend six inches from the bottom of the cuff, the inch lace to be edged with scarlet tracing braid top and bottom, forming a crow's foot at the top and an eye at the angle at the bottom, the collar edged all round with half inch lace traced inside with braid forming an eye at each bottom corner in front, black lining, shoulder-cords of twisted black cord fastening with a netted ball button, the jacket to fasten with hooks and eyes.

211. MESS WAISTCOAT for Warrant Officers, company quartermaster-sergeants and sergeants shall be of black cloth, single breasted, without collar, opening half way down, edged with half-inch mohair braid, showing a narrow edging of scarlet cloth on each side of braid, the pockets edged with tracing braid on scar-

let cloth, forming a crow's foot and eye at each end, and a crow's foot in the centre.

212. MESS TROUSERS for Warrant Officers, company quartermaster-sergeants and sergeants shall be of black cloth with 1 inch black mohair braid down the side seams.

213. BUSBY shall be of black sealskin, Regimental pattern, with Regimental Badge in front, black chain on a scarlet leather ground; for Warrant Officers Class II, company quartermaster-sergeants and sergeants a black netted button above the badge, with scarlet embroidered Maltese Cross. Warrant Officers Class I. will wear Busby the same as an Officer's.

214. PLUME shall be of black goat's hair, six inches high, from the top of the busby with small short scarlet hairs at the bottom, 1 inch high from the top of the black metal socket.

215. SWORD AND SWORD-BELT for Warrant Officers Class II, on Regimental or Battalion Staffs shall be as issued by the Department of National Defence. Sword for Warrant Officers Class I. shall be the same as that of an Officer.

216. CROSSBELT of a similar pattern to that of an Officer except that the ornaments shall be of black metal with scarlet enamel cross, shall be worn by Warrant Officers Class II., company quartermaster-sergeants, and sergeants. It shall be worn on all parades in Full Dress, Drill Order, barrack and camp duties, and walking out. It shall not be worn in Marching Order, Drill Order with braces, or Fatigue Order.

Warrant Officers, Class I. will wear a cross-belt similar to an Officer in Full Dress only.

217. SAM BROWN BELTS of similar pattern to an Officer's shall be worn by Warrant Officers Class I. with Service Dress.

218. SERVICE DRESS, EQUIPMENT, etc. as issued by the Department of National Defence. Warrant

Officers Class I. shall wear Service Dress and Greatcoat the same as a Subaltern's except for the rank badges.

219. CAP AND COLLAR BADGE of Regimental pattern in black metal.

220. SHOULDER TITLES of Regimental pattern in black metal.

221. RANK BADGES as issued by the Department of National Defence.

ORDERS OF DRESS

Officers

222. WALKING OUT ORDER shall be Service jacket, trousers, cap, brown gloves, brown boots or shoes, Sam Brown belt with frog, and cane; or, Undress jacket, overalls, cap, Wellington boots, and cane. Field Officers and Adjutants wear box spurs.

223. DRILL ORDER shall be Service jacket, breeches, cap, puttees, brown boots, Sam Brown belt with one strap, sword with leather scabbard, and whistle. Field Officers and Adjutants wear field boots, spurs with brown straps, shields and foot straps.

224. MARCHING ORDER shall be same as Drill Order, Sam Brown belt with two braces, sword or revolver as ordered, haversack, water-bottle, pack, field-glasses, compass, and greatcoat.

225. BATTLE ORDER shall be same as Marching Order without pack or greatcoat.

226. REVIEW ORDER shall be Full Dress tunic, overalls, black gloves, Wellington boots, busby and lines, cross belt, sword belt, and sword with steel scabbard. Field Officers and Adjutants when mounted will wear pantaloons, Butcher boots, straight hunting spurs with black straps and shields, and foot chains. When dismounted will wear overalls, Wellington boots, and box-spurs.

(Khaki) Same as Drill Order with Medals.

227. CHURCH PARADE ORDER shall be (Full Dress) same as Review Order, (Khaki) same as Review Order.

228. MESS ORDER shall be Mess jacket, waistcoat, overalls, patent leather Wellington boots, and black tie. Field Officers and Adjutants wear straight box-spurs.

Warrant Officers, Non-Commissioned Officers and Riflemen

229. ROLL CALL ORDER shall be Service jacket, trousers, cap and puttees.

230. WALKING OUT ORDER shall be Roll Call Order with belt and swagger stick. Company sergeants-major, company quartermaster-sergeants and sergeants will wear cross-belt and sword and carry cane. Warrant Officers, Class II. on Regimental or Battalion Staffs will wear cross-belt and belt with slings and carry cane.

231. PICQUET ORDER shall be Roll Call Order with belt and sword. N.C.O's. carry stick or cane. Company sergeants-major, company quartermaster-sergeants and sergeants wear cross-belt.

232. HOSPITAL ORDER shall be Roll Call Order with haversack containing kit as laid down. Great-coat will be carried neatly folded with buttons showing across the right arm. Balance of man's kit to be taken into Company Stores.

233. FATIGUE ORDER shall be canvas clothing if issued, otherwise Roll Call order.

234. DRILL ORDER shall be Roll Call Order with belt, sword, rifle and sling. Company sergeants-major, company quartermaster-sergeants and sergeants wear cross-belt. Warrant Officers, Class II. on Regimental or Battalion staffs wear cross-belt and belt with slings and sword.

235. DRILL ORDER WITH BRACES shall be Roll Call Order with belt, braces, pouches, sword, rifle and sling. Note—Buckles on braces, 1 inch behind shoulder strap. Braces worn left over right.

236. BATTLE ORDER shall be Roll Call Order with belt, braces, pouches, sword, rifle and sling, haversack carried on back, water bottle carried on belt. Note—Bottom of haversack in line with the middle of the belt. Buckles on braces to be slid down to meet the top of the haversack. Articles in haversack as ordered.

237. MARCHING ORDER shall be Roll Call Order—Complete Web Equipment—Rifle and sling. Note—Bottom of pack in line with bottom of belt. Buckles on braces to be slid down to meet the top of the pack. Articles in haversack and pack as laid down.

238. MARCHING ORDER WITHOUT PACKS shall be Marching Order, but without packs.

239. REVIEW ORDER shall be Full Dress tunic, trousers, busby, black woollen or cotton gloves, belt, sword, rifle and sling, black boots. Warrant Officers Class II., company quartermaster-sergeants and sergeants wear cross-belts.

(Khaki) Roll Call Order, belt, sword, rifle and sling. Medals will be worn. Warrant Officers Class II., company quartermaster-sergeants and sergeants wear cross-belts.

240. CHURCH PARADE ORDER shall be Full Dress, same as Review Order without rifle and sling. Khaki, same as Review Order without rifle and sling.

241. MESS ORDER (for Warrant Officers, company quartermaster-sergeants and sergeants only) shall be Mess Jacket, Waistcoat, Trousers and black tie.

242. Warrant Officers Class I. Orders of Dress shall be the same as for an Officer.

MERIT BADGES**General Regulations**

243. Distinctive badges shall be awarded to non-commissioned officers and riflemen for Good Service, Marksmanship and Attendance. The winners of the Good Service and Marksmanship Badges must have performed at least 60 per cent. of the Regimental drills, and the winners of the Attendance Badges at least 90 per cent. of the Regimental drills. These badges will be first issued at the expense of the Regiment, but in the case of their becoming worn out or lost, they must be replaced at the expense of the wearer.

244. Officers Commanding Companies and Units shall make recommendations in writing to the Orderly Room for permission for any non-commissioned officer or rifleman on their strength who is entitled to the 3, 6 or 9 year Good Service Badge or Attendance Badge for the year, stating date of enlistment and number of parades attended.

245. Recommendations for the 1st and 2nd Class Marksman's Badges shall be made by the President of the Rifle Committee.

246. If approved, the names of those entitled to wear any of the above badges shall appear in Regimental Orders which shall be authority to the Quartermaster to issue the same.

247. THE GOOD SERVICE BADGE is not to be given for service alone; good conduct, punctual attendance at drill, and cleanliness in dress, shall be taken into consideration. They may be recalled should a man disgrace himself, the object being that none but deserving men shall wear them.

The THREE YEARS' SERVICE BADGE shall be a Maltese Cross in khaki silk.

The SIX YEARS' SERVICE BADGE shall be a Maltese Cross and Star (6 points) in khaki silk.

The NINE YEARS' SERVICE BADGE shall be a Maltese Cross, surmounted by a Crown in khaki silk.

The above badges to be worn on the right arm just above the point of the cuff, but no more than one badge to be worn.

248. The ATTENDANCE BADGE shall be a six-pointed star in khaki silk. It shall be granted to all non-commissioned officers and riflemen who attend 90 per cent. of the Regimental Drills in any one year commencing January 1st, and ending December 31st. The badge shall be worn during the year following and must be earned each year in order to continue wearing the same.

The THREE YEARS' ATTENDANCE BADGE shall be a Star (2 inches in diameter) surmounted by a Crown in khaki silk.

The above badges shall be worn on the right arm just above the point of the cuff or when the Service Badge is worn, then immediately above it.

When won two years consecutively a second Star may be worn but when Attendance Badges have been won three years consecutively they shall be replaced by the Three Years' Attendance Badge.

249. MARKSMAN'S BADGES shall be awarded at the close of the shooting season, to be worn during the following calendar year, as follows:-

FIRST CLASS MARKSMAN'S BADGE shall be Crossed Rifles, surmounted by a Star in khaki silk, and shall be awarded to non-commissioned officers and riflemen returning five scores of ninety points or over, across the range during the season.

SECOND CLASS MARKSMAN'S BADGE shall be Crossed Rifles in khaki silk and shall be awarded to non-commissioned officers and riflemen returning five scores of eighty points or over, across the range, during the season.

STANDING ORDERS OF THE

250. BATTALION BEST SHOT BADGE shall be Crossed Rifles, surmounted by a Crown in khaki silk, and awarded to the non-commissioned officer or rifleman in each Battalion making the highest total of:-

(1) Three best scores across the range in the six Saturday afternoon practices commencing the first Saturday in June.

(2) General Match in the Annual Regimental Match.

251. REGIMENTAL BEST SHOT BADGE shall be Crossed Rifles, surmounted by a Crown in gold, and shall be awarded to the non-commissioned officer or rifleman making the highest total of:-

(1) Three best scores across the range in the six Saturday afternoon practices commencing the first Saturday in June.

(2) General Match in the Annual Regimental Match.

(3) Militia Aggregate at the O.R.A.

(4) Bisley Aggregate at the D.R.A.

CHAPTER V.

DUTIES

ORDERLY DUTIES AT REGIMENTAL HEAD-
QUARTERS IN THE ARMOURIES, TORONTO

252. An Orderly Officer will be appointed weekly. During his tour of duty he will visit at least once the following, the Company Armouries, the Sergeants' Mess, the Buglers' Mess, and the Band Room. He will forward a report in writing for the information of the Colonel Commanding to reach the Regimental Adjutant by the Wednesday following close of his tour of duty.

253. An Orderly Sergeant will be appointed weekly. He will report to the Orderly Officer and accompany him on his rounds.

ORDERLY DUTIES IN CAMP OR BARRACKS

254. The duties and responsibilities of all Officers are clearly laid down in the Regulations and Orders of the Service.

255. The following Orderly Duties of non-commissioned officers are given for general information.

REGIMENTAL (OR BATTALION) ORDERLY
SERGEANT

256. The Regimental (or Battalion) Orderly Sergeant will perform the following duties,—

(a) He comes on duty at Reveille, and goes off duty at Reveille on the following day.

(b) He parades the company orderly sergeants half an hour after Reveille, ascertains if company is

present, and issues orders concerning the putting out of kits to air.

(c) He attends all Commanding Officer's or Adjutant's parades, but falls out as soon as the parade marches off.

(d) He parades and marches the morning and evening sick to the hospital tent.

(e) He attends the Captain and Subaltern of the day at all inspections of lines and meals.

(f) He parades the company orderly-corporals and tent orderlies for drawing of rations and issue of meals.

(g) He is present at the Regimental or Battalion Sergeant-major's detail hour.

(h) He closes the grocery institute or dry canteen, the club tent, and the Sergeants' Mess at the hour ordered.

(i) He attends guard mounting and Last Post parades.

(j) He goes around the Regimental (or Battalion) camp to see that all lights are put out, and that there is silence immediately Lights Out is sounded, and reports to the Orderly Officer accordingly.

(k) He reports to the Regimental (or Battalion) Sergeant-major on the completion of his duties.

REGIMENTAL (OR BATTALION) ORDERLY CORPORAL

257. The Regimental (or Battalion) Orderly Corporal will perform the following duties,—

He attends the Regimental (or Battalion) orderly sergeant, and assists him in the performance of all the above duties.

COMPANY ORDERLY SERGEANTS

258. The Company Orderly Sergeant will perform the following duties,—

(a) His daily duties will commence at Reveille, and last for twenty-four hours.

(b) Immediately after Reveille he will go around his company lines and see that all the men rise, find out if there are any absentees, and take the names of any men who wish to report sick.

(c) The company orderly-sergeant will report to the regimental (or battalion) orderly sergeant half an hour after Reveille the state of his company, and whether there are any men who wish to report sick.

(d) If orders are so issued, he will see that all blankets and kits are put outside the tents, and the walls of the tents rolled up.

(e) He will be on parade five minutes before the hour ordered for parade, and will report to the battalion sergeant-major if the parade is a Commanding Officer's or Adjutant's, and to the company sergeant-major if it is a company parade.

(f) He must be thoroughly acquainted with the state of his company, and know what duty every man is on; or if absent, he must take steps to ascertain the reason of his absence.

(g) He will parade the tent orderlies, and march them to the kitchens a quarter of an hour before each meal, and to the ration-stand at the hour fixed for drawing rations.

(h) He will parade and march the sick to the hospital tent at the hour fixed.

(i) He will report his company present or otherwise to the orderly officer when he visits breakfasts or dinners.

(j) He will attend the Regimental (or Battalion) sergeant-major's "detail," copy orders, and receive instructions as to the number of men his company is to find for guards, fatigues, etc., on the following day.

(k) He will detail the non-commissioned officers and riflemen for these duties. If there is a company notice board, it will be sufficient if he puts the list of

names for the different duties on the board. If there is no board he must personally warn all concerned.

(l) He will see that all orders are read to the company at some fixed hour.

(m) He will call the roll of his company between the First and Last Posts, and report present or otherwise to the Regimental (or Battalion) sergeant-major at the Last Post staff parade.

(n) He will see that all lights are put out in the tents of his company except where extra time is allowed, and report to the Regimental (or Battalion) orderly sergeant as soon after Lights Out has sounded as possible.

COMPANY ORDERLY CORPORALS

259. The Company Orderly Corporals will perform the following duties,—

He attends the company orderly sergeant, and assists him in the performance of all the above duties.

NON-COMMISSIONED OFFICERS IN CHARGE OF TENTS

260. Non-commissioned officers in charge of tents will perform the following duties,—

(a) Non-commissioned officers in charge of tents will see that the men get up at Reveille and clean and tidy the tent. They will see that tents are clean and tidy by the time for inspection of the lines, that they are again tidied up after each meal should meals be eaten in the lines, and debris carried to the refuse and rubbish tubs.

(b) That there is silence after Lights Out.

(c) That tent-ropes are slackened each night, and in damp or wet weather.

(d) They will be held responsible for the discipline of the tent.

(e) They will keep a roll of the men belonging to the tent, and will enter opposite each man's name the number of his rifle and equipment, and they will also keep a roster of the orderly men. They will also detail a next for duty, who will assist the orderly-man when necessary.

(f) No man may change or be changed from the mess or tent to which he is told off without the sanction of the unit commander.

(g) No N.C.O. or man is to change his turn, or any part of his turn, without the permission of his unit commander.

(h) No man is to leave his tent between Last Post and Reveille without permission of the N.C.O. in charge, who will only grant permission for a necessary purpose; a man thus granted permission will report himself to the non-commissioned officer on his return. If he is away an unnecessarily long time, he will be reported by the tent commander to the unit commander.

TENT ORDERLIES

261. Tent Orderlies will perform the following duties;

(a) Roll up the tent-walls each morning, except in rainy weather.

(b) See that the tent-ropes are slackened at night, and in damp and rainy weather.

(c) See that the interior of the tent is kept clean and in good order.

(d) See that all tent-doors are closed during rainy weather.

(e) See that refuse and rubbish are removed from the company lines and placed in the proper receptacles.

(f) Draw the groceries from the grocery store. Sacks or other receptacles for the exclusive purpose of carrying bread will be provided by each company or unit.

(g) See that all food is kept under cover to avoid attracting flies.

(h) Carry up breakfast, dinner, and tea from the kitchens to the company lines.

(i) Wash up plates, etc., after each meal, and see that tins kept for that purpose are kept clean.

(j) Return camp kettles, etc., to the kitchens immediately after each meal.

(k) Take all broken tent-pegs to the quartermaster, who will exchange them for new ones.

(l) Keep the company parade-ground clear of all rubbish and litter.

GUARD DUTIES

262. The Commander of a Guard will perform and see that the following duties are carried out,—

(a) He will make himself thoroughly acquainted with the orders of his guard and sentries. The orders of the guard will be read to them before the guard dismisses, and those of the sentries on posting.

(b) He or his second-in-command will inspect all reliefs of sentries before going on duty and on return.

(c) Clothing and accoutrements are not to be taken off except for the purpose of cleaning and washing; and then only one-third may remove them at a time.

(d) Guards will turn out at Reveille, Retreat, Tattoo, and Fire Alarm sounding.

(e) Commanders of guards must not leave their guards except on duty, nor will they allow any member of their guard to do so.

(f) Soldiers in arrest will be searched and unauthorized articles taken from them. The boots of drunken soldiers will be removed.

(g) If violent, soldiers may be handcuffed, but if so, they must be visited every hour.

(h) If doubt exists as to a soldier's drunkenness, the Regimental Sergeant-major (or Battalion Sergeant-major) will be summoned. If doubt still exists, the Medical Officer will be summoned.

(i) Commanders of guards will see that when any Officer visits the guard he is not brought in contact with a drunken man in detention.

(j) Sentries will Present Arms to Field Officers and ranks above; they will Shoulder to other Officers and tap the sling of the rifle. After Retreat they will stand to Attention.

(k) Guards turn out and Present Arms to all armed corps, to all General Officers, and Regimental (or Battalion) guards once by day to the Regimental (or Battalion) Commander.

(l) Guards turn out, but do not Present Arms, to all armed parties.

(m) Between Retreat and Reveille guards will not turn out except to Grand and Visiting Rounds; to the former they Present Arms.

(n) Guards, on dismounting, will be marched to their Regimental (or Battalion) parade ground, and will be dismissed by an Officer after they have been inspected.

(o) Only a third of a guard may be absent for any purpose at the same time.

(p) Commanders of guards will make out a report, stating the hours at which they visited their sentries, the hours they were visited by the Orderly Officer, the name of every soldier confined during their period of duty, and mention made of authority on which any soldier was released, also a list of articles in the guard room or tent taken over from the last guard; each man's name, the number of the post on which he does sentry, and the hours during which he is posted, should be entered in the report; men should not be changed on the several posts, except for special purposes. Anything unusual occurring during the tour of duty should instantly be reported to the Officer of the day, and also be noted in the report. All passes will be collected and attached to the guard report.

(q) The bugler of the guard will mount with the guard, and remain with it until relieved. He will sound all calls as directed by the Commander of the guard.

ESCORTS AND CONDUCTING PARTIES

263. Escort duty is one of the most important and responsible that a non-commissioned officer is called upon to perform. The conduct and appearance of his party will not only lead strangers to form a good or bad opinion, but also to judge the discipline of the Regiment.

264. Any misconduct on escort or conducting duty will, therefore, be treated with severity.

265. In the event of the party being delayed on its route by the non-arrival or departure of trains, boats, etc., the non-commissioned officer in charge will bring a certificate to that effect, signed by a reliable witness.

CHAPTER VI.

PARADES

266. No parade, meeting, excursion or the like of a company, or unit, or any portion of the Regiment, shall take place without the sanction of the Colonel Commanding.

FORMING UP PARADE

267. Forming Up Parade is a Regimental Ceremony in which it is traditional in the Queen's Own Rifles that all ranks take pride in the precision, smartness, and steadiness with which it is carried out.

268. At twenty minutes before the time named for parade, the buglers will fall in on the parade ground, ten paces in front of the centre of the ground to be occupied, and facing it, prepared to sound the calls. All calls will be preceded by the "Regimental" unless otherwise ordered.

269. Immediately after the "Fall In" has been sounded a duty bugler will report to the Battalion Sergeant-Major of each battalion.

270. At fifteen minutes before the time named for parade, the buglers will sound "Dress for Parade."

271. At ten minutes before the time named for parade, the Regimental Sergeant-Major will instruct the buglers to sound "Markers." When this call has sounded one marker from each company will report to the Battalion Sergeants-Major who will extend them in the formation which has been ordered.

272. As soon as the markers are extended the Regimental Sergeant-Major will direct the buglers to sound the "Fall In."

273. The sounding of the "Fall In" shall be anticipated by Warrant Officers, non-commissioned officers and riflemen who shall be ready, outside their company armoury, with uniform and equipment properly adjusted.

274. On the last note of the "Fall In" sounding, Warrant Officers, non-commissioned officers, and riflemen will move smartly in quick time, rifle at the "Shoulder" to their proper place on parade, arriving there will "Halt, Order Arms" and "Stand at Ease," remaining absolutely steady. Steadiness on parade is the mark of a well disciplined unit, and one man turning his head or putting his hand to his face spoils the appearance of the whole Regiment.

275. Signallers, machine-gunners, stretcher-bearers, buglers and bandsmen will fall in in their proper position on the parade ground on the "Fall In" sounding. They will conform to Regimental movements unless otherwise ordered.

276. When the Regiment is on parade each Battalion Sergeant-Major will give the command "Call Your Rolls." Each platoon sergeant will take two paces forward, turn about and call the roll of his platoon. When completed he will prove his platoon and stand it "At Ease," taking up his former position.

277. Each Battalion Sergeant-Major will then prove his battalion. He will then report to the Regimental Sergeant-Major, "First (or Second) Queen's Own, Ready, Sir."

278. A duty drummer having reported to the Regimental Sergeant-Major, will stand at attention in front of the centre of the Regiment and facing it, and under the direction of the Regimental Sergeant-Major, the dressing of the parade will be carried out as follows:

279. TWO TAPS by the drummer on his sticks, all ranks will come to the "Stand At Ease" position.

280. A DOUBLE FLAM (two quick beats on the drum) sounding the right guides, only, of each company when the battalions are in Close Column of Companies, will come to "Attention," take a pace and a half forward, carrying the rifle at the "Order," and then remain at "Attention." Everyone else will remain steady at the "Stand At Ease" position.

281. When the battalions are in Mass, the right section commanders will, after taking a pace and a half forward, turn to their right and take up their covering. On the command "Markers Steady" they will turn to their left.

282. A FLAM (one quick beat of the drum) sounding, everyone will come smartly to "Attention."

283. A ROLL (a succession of quick taps on the drum) commencing to beat, everyone, except the right guides, takes a pace forward, rifle at the "Order," pauses two seconds, turns head and eyes smartly to the right, then moves up the other half pace by short quick steps, takes up the dressing, then remains steady, still keeping head and eyes directed to the right. Upon the Roll ceasing to beat, all will turn head and eyes smartly to the front and remain absolutely steady.

284. A company "Falling In" independently will act in the above manner and should a drummer not be available, a whistle will be substituted.

285. The Regimental Sergeant-Major will report to the Regimental Adjutant "Regiment on Parade, Sir." The Regimental Adjutant will take over the parade and order "Officers' Call" sounded.

286. Except on Ceremonial Drill, Warrant Officers and non-commissioned officers in the absence of their Officers will occupy the position of such Officers. In handing over to an officer, they will salute and take up their own positions smartly.

287. On the TWO TAPS sounding, Officers will form up smartly in line facing the front of their battalion

and ten paces distant from it at the "Stand At Ease" position.

288. Officers will come to "Attention" on the last note of "Officers Call" sounding and the senior Officer in each Battalion present will give the command "Officers Take Post—Quick March" upon which Officers will turn outwards from the centre and join their companies.

289. The Orderly Sergeant of each company will hand to the senior company Officer immediately he comes on parade the company parade state for his signature.

290. Companies will then be inspected during which the Bands will play as ordered.

291. Immediately the Bands cease to play during the inspection of companies, the duty buglers on instructions from the Battalion Sergeants-Major will sound "Orderly Sergeants." Company Orderly Sergeants will report on the "Double" to their Battalion Sergeant-Major.

292. Battalion Sergeants-Major will then collect company parade states and issue Regimental or Battalion Orders. These will be placed beneath the waist-belt but must not be carried in this position longer than is necessary.

293. On the command from the Battalion Sergeants-Major the Company Orderly Sergeants will join their companies in double time.

294. Officers Commanding Battalions having taken over and proved their Battalions, will instruct their Adjutants to report the Battalion ready to the Regimental Adjutant, who will in turn report to the Colonel Commanding, "The Regiment on Parade, Sir."

STAFF PARADES

295. Staff Parades will be called from time to time. Every Warrant Officer, company quartermaster sergeant, and sergeant shall attend this parade. Corporals acting as sergeants shall also attend this parade.

It is to be distinctly understood that a Staff Parade is the Colonel Commanding's Parade, and no excuse for absence will be accepted without permission having first been granted from the Regimental Sergeant-Major, who will be instructed in this matter by the Regimental Adjutant.

CHAPTER VII.

CAMPS AND MARCHES

THE LINE OF MARCH

The following rules will be observed on the march:-

296. Fours will be kept dressed, closed up, and covered off. No Officer, Warrant Officer or non-commissioned Officer will march outside the column.

297. The normal distance to be maintained between battalions will be 20 yards, and between companies 10 yards.

298. Men should never be allowed to double to regain distance. If distance is lost it will be picked up gradually. If this fails word should be sent to the head of the column to march slower. Mounted Company Commanders should see to this.

299. An Officer or non-commissioned officer will march in rear and another at the head of each platoon.

300. The Regiment will keep to the extreme right of the road; occupying as little road space as possible.

301. All marching will be carried on with perfect regularity until the word "March at Ease" is given. It is only on the word "March Easy" that talking is allowed.

302. Whenever a halt of more than five minutes is ordered, the men will take off their equipment, and sit, or lie down, and, if possible, raise their feet so as to relieve them of pressure and allow the blood to circulate.

303. All orders will be passed up or down the column by the commanders of the leading and rear platoons of companies; each, in his turn, communicating the

message to the next transmitter personally. As a means of check, every message will invariably be repeated at once to the giver by the person receiving it.

304. Men are strictly forbidden to purchase, or otherwise obtain, articles of food or drink on the line of march, without the permission of the Battalion Commander.

305. Water-bottles should always be carried full and should be used very sparingly. Men should be cautioned that the constant sipping of water aggravates thirst instead of really allaying it.

306. It is to be distinctly understood that as the authorized halts afford men ample opportunity for all purposes of nature, falling out between halts is absolutely forbidden.

307. On long marches and on occasions when the frequent paying of compliments is likely to cause fatigue to the troops, orders will be issued accordingly.

308. Unless orders are issued to the contrary, compliments will be paid by platoons, the men being ordered to march at Attention and the command Eyes Right (or Left) given by the platoon commander, who will salute. Other Officers will salute only. Compliments paid by guards and sentries will be returned as above.

309. Troops will be ordered to march at Attention when passing other similar bodies of armed troops on the march, also when passing guards, escorts, etc.

310. The Regiment will march at Attention until clear of as well as when approaching its parade ground.

CAMPS

General Instructions

311. On reaching a camping ground, and whilst awaiting the arrival of the baggage, the companies will be told off by their respective Commanders for their several duties and fatigues, and informed as to

the position of the latrines, where men may wash, and where the water for drinking and cooking purposes is to be found.

312. All, except the men for guard, will then be ordered to "pile arms," take off their accoutrements, and fall in.

313. Sentries will be posted over the arms, etc.

314. One Officer will remain with each company to direct subsequent arrangements.

315. When the tents are properly pitched, arms, accoutrements and blankets will at once be taken inside and arranged in the authorized manner.

316. Officers in charge will report completion of these arrangements to the Battalion Commander.

317. The Regimental Headquarters will be marked by the Regimental Camp colours in red, and the badge of the Regiment in green. The flanks of each Battalion will be marked by the Battalion Camp colours, green with the figure "1" over "Q.O.R." in red for the 1st Battalion, and the figure "2" substituted for the figure "1" for the 2nd Battalion; the front and rear of each company by a company colour, green with the letter of the company over the numeral of the battalion in red.

318. No Warrant Officer, non-commissioned officer, or rifleman is to enter the Officers' lines, except on duty.

319. All dealing with hawkers is forbidden. Dealers are not allowed in camp unless in possession of a pass signed by the Colonel Commanding.

320. Persons to whom this privilege is accorded will not be allowed to wander about the camp. They will be allotted a certain location, to which they must confine themselves.

321. Cutting turf in, or near, camp is strictly prohibited.

322. The most frequent opportunities possible will be utilized to strike, air, and re-pitch tents. Whenever

circumstances permit, the tent pitches will be thoroughly swept and aired, and the wooden tent floors, if there are any, well scrubbed and dried.

323. On the "Alarm" sounding the Regiment will at once fall in, armed and accoutred, on the Regimental parade ground or alarm post.

PITCHING A CIRCULAR TENT

324. In pitching a circular tent the following procedure will be carried out,—

(a) Tent parties will consist of one non-commissioned officer and six riflemen. The parties will be formed in single rank and numbered from right to left.

(b) The pole men having been paraded, and the tents brought up, the following procedure will be carried out:—

Firstly—

No. 1, the pole man, drives a peg into the ground where the pole will rest.

No. 2 joins the two pieces of pole together, and hands them to No. 1.

No. 3 and 4 distribute the tent pegs.

No. 5 and 6 unpack the tent, door uppermost, facing the front. The fly is fastened.

Secondly—

No. 1 takes the pole, placing the end between his heels.

No. 2 drives cap on the pole.

Nos. 3, 4, 5 and 6 hold the four ropes to secure the tent when raised.

Thirdly—

Nos. 1 and 2, when the bugle sounds one "G", or on the command "Raise Tents," will raise the pole, No. 1 getting inside to hold it steady and straight.

Nos. 3, 4, 5 and 6 drive the pegs, commencing with the angle ropes.

(c) If the tent has storm guys, they will be fixed, and the ends placed over four pegs driven at right angles to one another, 5 yards from the pole, making four corners. If the tent has no storm guys the four red runners will be held, each by a man, the non-commissioned officer seeing that the door points the proper way, and that the fly is fastened.

STRIKING A CIRCULAR TENT

325. In striking a circular tent the following procedure will be carried out,—

(a) On the command "Prepare to strike tents," No. 1 gets inside the tent; No. 2 closes the door, and keeps it closed until the tent is struck.

(b) Nos. 3, 4, 5 and 6 will pull out and place in the bag all the pegs, except the four angle ones, which they will afterwards draw, and hold on to the ropes, Nos. 3 and 4 the front ones, Nos. 5 and 6 the rear ones.

(c) On the bugle sounding the one "G", or on the command "Strike tents," No. 1 will lower the tent towards the rear. No. 2 will separate the pole into two pieces, and tie them together.

(d) Nos. 3, 4, 5 and 6 will spread out the tent neatly, the ropes being rolled up around the sides, and then placed so that they do not appear when the tent is folded up.

(e) The sides will then be folded to the centre until the breadth required for the depth of the tent bag is arrived at.

(f) The head will then be folded down to the front about half way, after which Nos. 5 and 6 will both proceed to roll from the head to the bottom, placing their knees on the tent as they roll it.

(g) When rolled up tightly, No. 6 will hold the bag, No. 5 will lift one end of the roll until it is got into the mouth of the valise, when it will be got into a perpendicular position, and both men holding the mouth of the valise will shake the tent into it.

(h) The peg bag, etc., will be put inside, and the whole secured at the top.

ARRANGEMENT OF A CIRCULAR TENT

326. The following arrangement of a circular tent will be carried out,—

(a) The tent and equipment, etc., will be ready for inspection at any time after Reveille and up to noon daily.

(b) The interior of the tent and the area of ground around it shall be cleaned. The curtains to be rolled up and the flaps turned back from Reveille until noon daily, weather permitting. After heavy rain the curtains will be hooked up until dry.

(c) Paillasses (if issued) shall be rolled outwards from the centre of the tent so that they (when rolled) shall lie lengthwise near the edge of the tent-floor.

(d) Rifles shall be cleaned and stacked against the tent-pole.

(e) Extra boots shall be cleaned and placed beside the paillasses.

(f) Ground sheet, blankets, kit-bag and all other equipment shall be placed, each man's separately, outside and in front of the tent in a line on either side of the doorway, except in the case of inclement weather when they shall be placed in front of the paillasses.

ARRANGEMENT OF KIT OUTSIDE OF A TENT

327. The following arrangement of kit outside a tent will be carried out,—

(a) Ground sheet to be folded once and placed on the ground.

(b) Blankets to be folded lengthwise once and endwise twice, with the closed fold to the front and placed on top of each other.

(c) Pack to be placed on top of the blankets with the top of the pack away from the inspecting officer.

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(d) Haversack to be placed to the right of the pack and leaning against it.

(e) Water-bottle to be placed to the left of the pack, and leaning against it, with the stopper out and the bottle inverted.

(f) Mess tin to be placed on top of the pack and to the rear, with the straight edge conforming to the top of the pack.

(g) Kit bag to be placed to the rear of the blankets with the draw strings to the right.

(h) Helmet to be placed to the left of the kit bag.

(i) Sword to be placed lying on the blankets immediately in front of the pack with the handle to the right.

(j) Belt, pouches, etc., to be laid out across the pack with all brasses showing.

(k) Extra boots to remain inside the tent.

(l) When the inspection is completed the loose end of the ground sheet at the rear shall be thrown over the equipment to protect it from dust and dampness.

(m) In case of inclement weather arising quickly, the whole set may be lifted into the tent by taking up the corners of the ground sheet.

CHAPTER VIII.

MUSKETRY

RIFLEMEN TO BE EXPERT SHOTS

328. A Regiment of Riflemen must ever, being mindful of the purposes for which Rifle Regiments were organized, consider itself as more particularly bound to maintain a higher degree of proficiency in rifle shooting than any other regiment.

329. It is therefore imperative that every Officer, Warrant Officer, non-commissioned officer, and rifleman become an expert shot.

CARE OF ARMS

330. The care of arms is of serious importance; every Rifleman must take proper and becoming care of his rifle. The good and bad shooting of a man greatly depends upon the degree of his care, both in its cleanliness and in the prevention of damages to it. As a man's life on active service may depend on its condition, it is immensely to his own advantage to keep it in an efficient and serviceable state.

331. In the event of a rifle being injured, it is to be returned, immediately, to the company armoury, and the matter reported to the Company Commander. The rifle will then be examined by the Armourer, and the damage dealt with according to regulations. On no account is a Rifleman to attempt to repair the damage himself.

332. During field exercises and operations, when circumstances render it necessary for the men to quit their arms, the latter should, invariably, be piled and never grounded. Special precautions must always be taken to prevent the loss of arms.

333. No man is on any account to present a rifle at a comrade unless so ordered.

334. No rag or muzzle-stopper of any description is ever to be kept in the muzzle of a rifle.

335. Re-marking, altering the number on arms or accoutrements, or in any way defacing the same, without proper authority to do so, is strictly forbidden.

336. When the rifle is not in use, the leaf and slide of the back-sight should be lowered to avoid the risk of damage from a blow or fall.

337. The rifle should never be left cocked, as this weakens the main spring.

338. The bolts of rifles must not be exchanged. Each bolt is carefully fitted to its own rifle, and the use of a wrong bolt will affect the accuracy of the rifle.

339. No attempt must be made to take to pieces any portion of the action except as prescribed for cleaning, and none of the screws must be tightened or loosened without authority to do so.

PRECAUTIONS FOR PREVENTION OF ACCIDENTS ON THE RANGES

340. No shot is to be fired until the targets are raised, the danger flag of the markers disappeared and the officer in charge gives the order to "Commence Fire."

341. On the appearance of the danger flag of a marker at any of the butts, the firing must cease at once, and not be resumed until notice is given by withdrawal of the danger flags, etc., as above detailed, that all is clear. Simultaneously with the butt signal of danger, the firing point flag must be raised and the order given to "Cease Fire."

342. Under no circumstances is a man to load when on the firing point, until in a position to fire; care must be taken to throw out the last cartridge or case from the rifle; the practice of aiming and snapping

must not be allowed; the bolts of the rifles must be open when not actually firing.

343. On the ranges, and while moving to and from the same, Officers and men, must pay particular attention to the prevention of accidents, and it is incumbent upon them to immediately restrain and put down any and everything that endangers life or contravenes regulations. Every caution must be exercised by each individual to guard against accident through carelessness or indifference to the regulations.

CHAPTER IX.

EXTRACTS FROM THE MILITIA ACT

The following extracts from the Militia Act are published for general information:-

PERIOD OF SERVICE

344. The period of service in time of peace shall be,—
- (a) for the Active Militia, three years
 - (b) for the Reserve Militia, such period as prescribed.

OATH OF MILITIAMEN

345. "I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty."

Such oath shall have the effect of a written engagement with the King, binding the person subscribing it to serve in the Militia until he is legally discharged, dismissed, or removed, or until his resignation is accepted.

RECOVERY OF VALUE OF LOST OR DAMAGED PROPERTY

346. The officer commanding any corps may recover the value of such articles of public property, or property of the corps, as may have become deficient or damaged, or damaged while in possession of his corps, otherwise than through fair wear and tear or unavoidable accident from the officer, man or men responsible therefor.

UNIFORM NOT WORN EXCEPT

347. No corps and no non-commissioned officer or man shall, at any time, appear in uniform or armed or accoutred, except:-

- (a) when actually on duty; or,
- (b) at parade or drill; or,
- (c) at target practice; or,
- (d) at reviews or on field days or inspections;

or

(e) by permission of the commanding officer of the corps.

REGULATIONS FOR CALLING OUT THE MILITIA

348. The Militia or any part thereof, or any officer or man thereof, may be called out for any military purpose other than drill or training, at such times and in such manner as is prescribed.

ACTIVE SERVICE

349. The Governor in Council may place the Militia, or any part thereof, on active service anywhere in Canada, and also beyond Canada, for the defence thereof, at any time when it appears advisable so to do by reason of emergency.

ATTENDANCE AT RENDEZVOUS

350. Every member of the Militia, called out for active service, shall attend at such time and place as is required by the officer commanding him, with arms, accoutrements, ammunition and equipment he has received, and with such provisions as such officer directs.

ARMY ACT AND REGULATIONS

351. The Army Act for the time being in force in the United Kingdom, the King's Regulations, and all other laws applicable to His Majesty's troops in Can-

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ada and not inconsistent with this Act or the regulations made thereunder, shall have force and effect as if they had been enacted by the Parliament of Canada for the government of the Militia.

Every officer and man of the Militia shall be subject to such Acts, regulations, and laws:-

(a) from the time of being called out for active service;

(b) during the period of annual drill or training under the provisions of this Act;

(c) at any time when on military duty or in the uniform of his corps or within any rifle range or any armoury or other place where arms, guns, ammunition or other military stores are kept, or within any drill shed, or other building or place used for Militia purposes;

(d) during any drill or parade of his corps at which he is present in the ranks;

(e) when going to or from the place of drill or parade; and,

(f) At any drill or parade of his corps at which he is present as a spectator whether in uniform or not.

ABSENT OVER SEVEN DAYS

352. Every member of the Militia called out for active service who absents himself without leave from his corps, for a longer period than seven days, may be tried by court martial as a deserter.

MILITIA MAY BE CALLED OUT TO SUPPRESS RIOT

353. The Active Militia, or any corps thereof, shall be liable to be called out, within or without the municipality in which such corps is raised or organized, for active service with their arms and ammunition, in aid of the civil power, in any case in which a riot or disturbance of the peace requiring such service occurs,

or is, in the opinion of the civil authorities hereinafter designated in that behalf, anticipated as likely to occur, and, in either case, beyond the powers of the civil authorities to suppress, or to prevent or deal with.

REFUSING AID TO THE CIVIL POWER

354. Every officer and man of the Militia who, when his corps is lawfully called upon to act in aid of the civil power, refuses or neglects to go out with such corps, or to obey any lawful order of his superior officer, shall, if an officer, incur a penalty not exceeding one hundred dollars, and if a man, incur a penalty not exceeding twenty dollars, for each offence.

LEAVING CANADA WITH MILITIA PROPERTY

355. Every person who leaves Canada with any article of public clothing or other public or corps property in his possession, is guilty of theft, and may be tried therefor at any time.

REFUSING TO ATTEND DRILL

356. Every officer and man of the Militia who without lawful excuse, neglects or refuses to attend any parade or drill or training at the place and hour appointed therefor, or who refuses or neglects to obey any lawful order at or concerning such parade, drill, or training, shall incur a penalty, if an officer, of ten dollars, and if a man, of five dollars, for each offence.

HINDERING MILITIA AT DRILL

357. Every person who interrupts or hinders any portion of the Militia at drill, or trespasses on the bounds set out by the proper officer for such drill, shall incur a penalty of five dollars for each offence, and may be taken into custody and detained by any person by the order of the commanding officer until such drill is over for the day.

DISOBEDIENCE OR INSOLENT BEHAVIOUR

358. Every officer and man of the Militia who disobeys any lawful order of his superior officer, or who when on service is guilty of any insolent or disorderly behaviour towards such officer, shall incur a penalty, if an officer, of twenty dollars, and if a man, of ten dollars for each offence.

NOT KEEPING ARMS IN PROPER ORDER

359. Every man who fails to keep in proper order any arms or accoutrements delivered or entrusted to him, or who appears at drill, parade, or on any other occasion, with arms or accoutrements out of proper order, or unserviceable, or deficient, in any respect, shall incur a penalty of four dollars for each offence.

UNLAWFULLY DISPOSING OF ARMS OR PROPERTY AND UNLAWFUL POSSESSION

360. Every person who:-

(a) unlawfully disposes of or removes any arms, accoutrements or other articles belonging to the Crown or corps; or

(b) refuses to deliver up any arms, accoutrements, or other articles in his possession belonging to the Crown or corps when lawfully required; or

(c) has in his possession any arms, accoutrements or other articles belonging to the Crown or corps except for lawful cause, the proof of which shall lie with him;

shall incur a penalty of twenty dollars for each offence.

Every such person may be arrested by order of the justice of the peace before whom a complaint is made, upon affidavit showing that there is reason to believe that such offender is about to leave Canada, carrying with him such arms, accoutrements or articles.

RESISTING CALLING OUT, ETC.

361. Every person who:-

(a) resists any calling out of any man enlisted or drafted under regulations, or any process prescribed for enforcing enrolment by ballot, or

(b) counsels or aids any person to resist any calling out of any man, enlisted or drafted under regulations, or under any process prescribed for enforcing enrolment by ballot, or the performance of any service in relation thereto; or

(c) counsels or aids any man enlisted or liable to military service not to appear at the place of rendezvous; or

(d) dissuades any man enlisted or liable to military service, from the performance of any duty he is required by law or regulation to perform; or

(e) does any act to the detriment of any man enlisted or liable to military service, in consequence of his having performed any such duty; or

(f) interferes with drill or training of any corps or portion thereof; or

(g) obstructs any corps or portion thereof, on the march or elsewhere;

shall incur a penalty not exceeding one hundred dollars.