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H.M.S. "ROYAL ARTHUR"
HANDBOOK

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PREFACE.

In joining His Majesty's Navy you have joined a service which our own Country, and the whole world, admires and respects.

You are wearing a uniform to be extremely proud of and wherever you may be remember that you represent The Royal Navy which has a reputation for efficiency, smartness, loyalty and justice.

Never by any of your actions, whether on duty or off, "let down" that sacred trust which our Country puts in us.

H.M.S. "ROYAL ARTHUR"

The first ship of this name was laid down in 1889 and named after H.R.H. the Duke of Connaught. She was a Protected Cruiser of 7,700 tons, and carried an armament of one 9.2 in. and twelve 6 in. guns.

THE WHITE ENSIGN.

The White Ensign flies from the mast by the Main Entrance. It is hoisted every morning at Divisions, and hauled down at sunset. Should you not be "fallen in" during both these ceremonies, you stand to attention, face the ensign *and salute*. If "fallen in" the Officer or rating in charge *only salutes*.

THE COMMODORE'S BROAD PENDANT.

The Commodore's Broad Pendant flies by day and by night.

THE QUARTER DECK.

The Quarter Deck is the strip of road in front of the mast, each end is marked by a white line. You salute as you come on to it and cross it at the double (run).

SENIOR EXECUTIVE OFFICERS.

H.M.S. ROYAL ARTHUR is commanded by Rear Admiral F. A. Buckley, C.B., serving as a Commodore. Immediately under him are :—

THE COMMANDER second in command of the Establishment is called the Executive Officer. He is responsible for the organisation, discipline, maintenance and welfare.

THE TRAINING COMMANDER (Commander Trg.) who organises the Training and the

SIGNAL COMMANDER (Commander (S) who is in charge of the Signal Department.

RELIGION.

There are Church of England, United Board and Roman Catholic Chaplains in the Establishment. The observance of your religious privileges is urged and encouraged.

POSTAL ADDRESS OF ROYAL ARTHUR.

The postal address of this Establishment is :—

H.M.S. "Royal Arthur,"
Skegness,
Lincs.

except in all letters addressed to places in Northern Ireland, Eire, the British Empire and Abroad when the following address is to be used :—

H.M.S. "Royal Arthur,"
c/o G.P.O.,
London.

CENSORSHIP.

There is no censorship in force in this Establishment, but all letters in the post are liable to be censored. Trust is put in you, therefore take great care not to mention anything in your letters which may be of any military importance.

GENERAL ORGANISATION.

You will be placed in a class—in charge of which is an instructor. He will help you in every way he can, and he is the man to go to whenever you are in doubt or difficulty. Above him is your Divisional Officer, who is personally responsible for your welfare and he directs your activities while you are under training.

The Class will be in one of three Divisions named after the parts of a ship; Forecastle (F.X.); Top; and Quarter Deck (Q.D.). Each Division is in the charge of a Lieutenant Commander, assisted by Junior Officers.

The Division is divided by Classes into two halves known as Port and Starboard Watches, and each watch is again divided into two parts, 1st and 2nd.

Each Division has its own Mess Deck (dining hall) :—F.X.—"York"; Top—"Gloucester"; Q.D.—"Kent"; its own lines of chalets where you sleep and is responsible for the cleanliness of an area of the Establishment.

SALUTING.

You salute all Officers of all three Services as follows :—

1. When passing them.

2. When addressed by one, and after being addressed. If you are sitting down, stand up before saluting and if you have a cigarette in your mouth, take it out. If you have not got a cap on do not salute but stand to attention, or, if you are passing, turn your head and eyes smartly in the direction of the Officer.

You do not salute if you are inside a building but stand to attention and make way for the Officer.

You stand to attention whenever the National Anthem is played, whether on board or ashore and if you have your cap on you salute.

HOW TO ADDRESS AN OFFICER OR INSTRUCTOR.

Officers and Instructors are always to be called "Sir." The right way to show that you understand an order is to say "Aye, Aye, Sir." Do not say "Very Good Sir" ; "Righto" or "O.K."

DISCIPLINE.

Discipline simply means immediate and willing obedience to all orders and regulations and "good discipline" is something to be extremely proud of.

All "pipes" are to be carried out at the double (run). Orders and instructions usually "piped" onboard ship are "broadcast" in "Royal Arthur."

Whenever you are given an order, carry it out smartly and without comment. Never answer back. If you think an order is unjust, you must carry it out just the same but when you have done so you may request to see the Commander. Your Instructor will tell you how to do this.

Remember there is NO excuse for disobeying or refusing to carry out an order and to do so will have very serious consequences.

Absolute punctuality at all times is essential.

REQUESTS.

If you want to put forward a request, you must make out a request form—your Instructor will show you how to do this—and your Divisional Officer will advise you about it.

If you want advice or help about a private matter you can request to see your Divisional Officer privately. You cannot see him privately about a Service matter and you must never approach him direct but always through your Instructor. Remember your Divisional Officer is there to help you with any trouble or difficulty you may be in.

TRAINING.

Most of you will spend five weeks in ROYAL ARTHUR. During this time you will be put into uniform (kitted up), given P.T. to make you fit, squad and rifle drill to teach you discipline and make you smart, and a little elementary seamanship and boat pulling. When you leave here you go to another establishment to learn the technical training of the particular branch in which you are entered. Some Signal and some of the Telegraphist ratings do their technical training here and remain for eighteen and twenty-eight weeks respectively.

SMOKING.

Smoking is not permitted in "working hours" or at any time in the Chalets. Detailed orders are on the Divisional Notice Boards.

TOBACCO.

You are allowed to buy Service tobacco duty free through the Paymaster's Stores, but you may not buy more than is necessary for your own personal use. Cigarettes and tobacco sold at the Canteens in the Establishment are cheaper than those you buy ashore. These reductions in price are a great privilege and if it is abused it may be withdrawn. For this reason there are certain restrictions, for instance,

You may NOT sell or give away duty free tobacco to anyone.

You may NOT send any tobacco or cigarettes through the post.

You MAY take ashore for each night's leave 1 Oz. of tobacco OR 20 cigarettes.

If you go on 7 days' leave or more you may take NOT MORE than $\frac{1}{2}$ lb. of tobacco or 160 cigarettes.

If you break these rules you are guilty of smuggling; this is a very serious offence with possible heavy penalties.

DRINK.

No alcoholic drinks of any kind are to be brought into the Establishment.

The sale of beer inside the Establishment is permitted and this must only be consumed in the canteen premises. Bottles of beer must never be taken out of canteens.

BETTING AND GAMBLING.

These are strictly forbidden and no games of cards or chance are to be played for money.

FIGHTING.

This is prohibited. Differences should always be settled in the Service manner. Ask your instructor.

BORROWING AND LENDING.

You are not allowed to give, lend, exchange or sell any article, either personal or belonging to your kit, without your Divisional Officer's permission. You must not lend or borrow money.

FINDING OR LOSING.

If you find any kit, money or personal property that is not yours, take it *at once* to your Instructor. Remember that if you are found with some one else's things in your possession you are liable to serious punishment.

If you lose anything, report the loss to your Instructor *at once*. The sooner it is reported the more chance there is of your getting it back.

LEAVE.

Day leave is normally given by watches, Starboard Watch ashore and Port Watch aboard one day and changing round the next.

Leave will usually be given as follows :—

Mondays to Fridays—1645—2200 except
Wednesdays when there is no leave to
Trainees.

Saturdays and Sundays—1315—2200.

COMPASSIONATE LEAVE.

Always read the instructions printed on the back of your liberty ticket.

In cases of serious illness or death of a very close relation and for other urgent private reasons, compassionate leave may be granted. Requests for this should be made through your Divisional Officer.

Whenever you are given compassionate leave, you must bring back evidence, for instance a doctor's certificate to show that your case was genuine.

BREAKING YOUR LEAVE.

It is a serious offence not to return absolutely punctually to your leave and you are liable to be very severely punished with stoppage of leave and pay if you fail to do so.

If you are late through no fault of your own, for instance, a railway delay, bring back proof from a responsible person, such as the station-master.

When you desert or remain absent over leave for a long time, your pay ceases, your allotment is therefore stopped and any Marriage Allowance, Children's Allowance and Dependant's Allowance which may be payable with the allotment also ceases, thereby causing hardship to those who have been receiving these allowances.

When a man is sentenced to imprisonment or detention, or his pay is reduced by punishment, only a reduced allotment may be possible,

FREE RAILWAY WARRANTS.

You are allowed four free railway warrants a year. The leave year for this purpose being taken as commencing on 17th October. Men joining the Service between 17th October and 16th January are entitled to the four leave warrants for the year, those joining between 17th January and 16th April are entitled to three, between 17th April and 16th July, two, and between 17th July and 16th October, one.

Should you be granted week-end leave you are strongly advised against the use of your free warrant for this purpose. You may be

granted long leave later on and be unable to pay your fare and consequently unable to take your leave.

These Warrants are in the form of a combined leave and travel warrant and do not have to be exchanged for a ticket. A free warrant must only be used by the rating to whom it is issued.

It is an offence to sell or exchange it, or retain the outward half on arrival at your destination.

If you do not use it, give it to your Divisional Officer.

If you lose such a railway ticket during your journey, you are liable for refunding the cost of the journey.

ABSENCE FROM YOUR PLACE OF DUTY.

If for any reason you wish to be absent from a muster or from some duty, you must ask permission from your instructor. If you are away without leave you are absent from your place of duty, a serious offence.

SICKNESS.

If you are ill report at once to the Sick Bay, telling your instructor first if possible. Remember you are not sick unless certified so by the Medical Department and sickness can never be accepted as a reason of failure to carry out any duty unless you have been excused by the Medical Department.

MONEY.

This can be deposited in the Post Office Savings Bank, a branch of which is in the Estab-

lishment. Keep as little as possible out and what you have got keep on your person. Do not leave it in your chalet.

STATION CARDS.

You must always keep your station card on you, except when it is taken away on certain occasions, such as when you go on leave. Never lend it to another man or try to borrow anyone else's.

If you lose it report to your instructor.

SAILORS' PAY AND IDENTITY BOOK.

Very great care is to be taken of this book and it is *always* to be carried on your person. It should not be left in overcoat or raincoat pockets when such coats are not being worn, neither should it be carried in anti-gas respirator cases. On no account should you part with your pay and identity book or loan it to anybody.

It is to be produced at each pay muster and also before proceeding ashore on leave.

In the event of you losing your pay and identity book the fact should be reported immediately to your instructor or the Police Office and if on shore leave to the local police.

The loss of this book is a serious offence.

ANTI-GAS RESPIRATOR.

The anti-gas respirator is provided to protect you against all known forms of war gases.

DO NOT throw it about or maltreat it. Take particular care that the container does not get dented or damaged.

Remember that your life may depend upon your respirator.

WASTE.

By not actively preventing all form of waste you are helping the enemy, so see that no food, clothes or any kind of stores whether your own or belonging to the Service are wasted.

Remember the labour and often danger to men's lives that providing you with food and clothes and the necessities of life have cost.

NOTICE BOARDS.

Make a habit of reading the Notice Board every day.

PROMOTION.

Your chances of promotion are the same as Long Service men. A large number of Officers are required from "Hostilities Only" ratings and these are selected from outstanding men, so remember that you are always under observation and will get on if you are worth it.

In addition to temporary commissions, men with technical knowledge and men with practical experience of using tools are required for Ordnance, Electrical and Engineerroom Mechanics and Air Fitters.

If you think you have any qualifications for these branches, tell your instructor.

GAMES.

There are good chances to play all games in ROYAL ARTHUR. Football, hockey and rugby in winter, cricket in summer and cross-country running and boxing all the year round. If you are interested in any of these, it does not matter how bad you are, get in touch with your Divisional Sports Officer.

June, 1943.