



**NAVY LEAGUE CADET CORPS
CATARAQUI
77**

PARENT HANDBOOK

Revised: 09/02/2011

TABLE OF CONTENTS

LETTER FROM THE C.O.....	1
IMPORTANT INFORMATION	2
RULES OF THE DECK.....	4
NAVAL TERMINOLOGY	5
MILITARY TIMES	5
WEARING THE UNIFORM	6
CARE OF THE NAVY LEAGUE UNIFORM.....	7
BADGE PLACEMENT	8
TRAINING	10
CADET PARADE POSITIONS.....	10
CADET RANK STRUCTURE.....	11
OFFICER POSITIONS	12
OFFICER RANK STRUCTURE.....	12
DIVISIONAL SYSTEM	13
PARKING.....	14
SMOKING.....	14

LETTER FROM THE C.O.

Welcome, and Welcome Back, to NLCC CATARAQUI!

The Navy League of Canada is a charitable organization responsible for insuring, governing and fundraising for Navy League Cadet Corps. All Officers and staff are unpaid volunteers. The Navy League is also responsible for insuring and supplying funds for Royal Canadian Sea Cadet Corps outside of the Department of National Defence standard program.

Navy League Cadets must be between the ages of 9 and 13 years on Sept 1. If a cadet turns 13 after the start of the training year, he/she can continue until the end of that year.

Every organization requires an objective so that they can evaluate the level of success achieved and not lose sight of their purpose. The objective for the Navy League of Canada is as follows:

- 1) Promote Citizenship
- 2) Promote Self-discipline
- 3) Promote Physical Fitness

We have a dedicated group of Volunteers that will be working with your Cadets this year. Each instructor brings their own special skills that will help enhance the training that the Cadets will receive. Our attitude is that everybody can succeed, however we cannot make that happen on our own. As such we would like to ask the Parents to help ensure that their Cadet reviews their manuals at home so that they can bring any questions to class, rather than find out at exam time that they don't understand the material.

Please take a few minutes to relax and read through this handbook. It has been prepared with parents' input for parents, so that they do not feel like they are speaking a different language than their cadet.

Again Welcome!

Tim Bramham

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IMPORTANT INFORMATION

HOURS: We run from September to the beginning of June (following School calendar) on Monday evenings at HMCS CATARAQUI. Our hours are 1800hrs (6:00pm) to approximately 2030hrs (8:30 pm). We ask that all Cadets arrive 10 to 15 minutes prior to the start time so that they will be ready to go at the designated time and avoid being marked as Late.

We may also ask for the cadet to join us Friday evening or Sunday afternoon for extra practices/training sessions. These training sessions are optional and do not run every week so be sure to refer to the newsletter and routine orders for more information.

CHANGE OF PERSONAL INFORMATION: Please ensure that you keep the Ship's Office informed of any change in address, phone number or medical concerns.

MANDATORY CALL IN IF ABSENT: Please call us if your cadet is not going to attend a parade night or event at 613-453-8454. You can also submit a leave notice on our website by logging in with your user account, then going to Cadets, and selecting "Request Leave" from the menu

ATTENDANCE: We require an 80% attendance to regular parades in order to be eligible to attend camps and special events. After three consecutive absences the Cadet will be called and may be requested to hand in his/her uniform. To avoid disappointment by your cadet please contact the Admin O to be granted acceptable leave.

LATE ATTENDANCE: If for some reason your cadet has arrived late please have him/her report to their Division if formed up on the deck, or alternately, the Ship's Office if the Cadets are already in classes so that their absence record can be changed.

SIGN IN/OUT: We require all parents to come in with their Cadet to sign in and out their Cadet. There will be a Sign In sheet located by the entrance that Parents will use to sign their Cadet in and out. This is done for security, and MUST be followed.

MANDATORY ATTENDANCE: We are asked to provide cadets to attend ceremonial parades. If asked to participate we expect attendance to these parades, out of respect to the Branch the Corp and The Navy League. Other mandatory parades are Branch and Annual Inspections, Tag Days, etc.

STAND DOWN: Occasionally we will be unable to use our facility and this is what is referred to as a stand-down. There are no regular cadets during a stand-down.

REGULAR PARADE: Often messages, newsletters, monthly routine orders, etc. refer to regular parade which interprets to mean we are meeting at the ship at our normal time and cadets are to wear their "work dress" uniform which is full uniform with Ball Cap instead of White Top.

INSPECTIONS: We have 2 major inspections throughout the year. These are mandatory. We are marked on our attendance and cannot afford for a cadet to stay home because of a case of nerves. Our year-end inspection is the major one as this is when awards and presentations are handed out.

As per Navy League of Canada Regulations NL(8)E pg 7-2, item 7.5:04 "All Corps Officers and Cadets are to attend formal inspections unless they have been specifically excused by the C.O."

There will also be monthly CO Inspections that will serve as practice for the major inspections. This is where promotions will be handed out.

HAIR STANDARDS: Bangs cannot be below the eyebrows and cannot be exposed when cap is worn. Hair must be off the ears and off the collar. Girls must put their hair up securely so it does not fall when the headdress (cap) is removed. No coloured barrettes, scrunches, banana clips, ponytail holders. They must use plain elastics or bobby pins or gymnastic clips. No hair dye. Boys are to have military style haircut. No hair dye.

NAIL POLISH: No nail polish, except for clear. No color and no sparkles.

EARRINGS: Only wear one pair of small studs or sleepers are allowed.

JEWELRY: Only watches and medical alert bracelets may be worn. Necklaces and religious symbols should be worn under the uniform so that they cannot be snagged during activities.

EXAMS: Exams for rank promotion are written twice a year. You will be advised in advance of these dates. We have an initial day to write exams and then usually schedule the next week for rewrites. Because we have a tight training schedule there can be no exceptions. Even if a cadet is on an acceptable leave he/she cannot be given another opportunity to write exams, as the next level of classes will already have begun.

TOURS: If you are advised of a "tour" (field trip), the cadets are expected to attend in full uniform including White Top unless otherwise ordered by the CO.

REQUEST FORMS: If your cadet requires new uniform part they are to fill out a request form (found by the bulletin board).

CAMPS/BUS TOURS: A few times a year we schedule weekend camps and trips. For insurance reasons we require you fill out a permission slip for each trip and provide us with their health card. We cannot take cadets without

these forms. The cadets' attendance must be marked on a roll call when they arrive.

Upon return the Cadets are to bring their parents to the duty officer to be marked off the roll call and have their health card returned. This is done for the protection of your Cadet and it is imperative that this be followed.

FRATERNIZATION: Fraternization outside of Cadets does not maintain positive relations with the Corps. It has been our experience that these relationships tend to create bad feelings between the cadets involved and usually escalate to a point where disciplinary action must be taken. Incidents of this sort damage morale and adversely affect the entire Corps.

DISCIPLINE: Discipline within the Corps provides many benefits. The rights of all are protected and disputes are settled peacefully and fairly. Learning conditions on deck and in the classroom are enhanced. Honesty, cooperation and teamwork create a safe atmosphere where esprit-de-corps may develop. This requires some measure of self-sacrifice but NLCC Cataraqui demands that cadets and staff work together to achieve this ideal. Navy League of Canada has set standard actions to be taken for misconduct. These rules are outlined in the NL(8) Annex 'B' Guide. Misconduct includes: un-permitted absences, deception, untidiness, insubordination, theft or destruction of property. Consequences range from reprimand to withdrawal of privileges, extra work or drill, loss of trips or camps, demotion or release. Please be assured the proper chain of command will be observed.

RULES OF THE DECK

We request that you stay off the "deck" (the part inside the painted black rectangle). Please walk around the deck whenever possible. The only people allowed to cross the deck are Navy League Officers and the Chief unless classes are in progress.

If you are waiting for your cadet we ask that you not stand in or by the doorway. Please come in and have a seat on the bleachers. This will make it easier at the end of the night for closing remarks if everyone is in the same location.

We welcome all questions, comments, and concerns. Due to the instructors tight schedule we ask that you bring your discussions to the XO or CO, after our normal parade.

Cadets are frequently "formed up" in either one mass "division" or in other smaller divisions. While formed up the cadets are not allowed to talk and must pay attention to instructions being given. Please, do not talk to them or

try and get their attention. If you need to send a message to your cadet please do it through one of the Officers.

Colors & Sunset – The beginning of our parade night, we do what is called “Colors” (which is raising of the flags), and at the end of the evening we do “Sunset” (which is lowering of the flags). If you are present at these times, we ask that you please stand, face the flag, and remain quiet until colors and prayers/sunset has ended.

Cadets’ work very hard throughout the training year and often this requires that new badges be sewn on their uniforms from time to time. The placements of these badges are very important.

NAVAL TERMINOLOGY

The following is a list of some new words your cadet will be coming home with:

Port	-	Left
Starboard	-	Right
Bulkhead	-	Wall
Deck	-	Floor
Heads	-	Toilets
Ensign	-	Flag
Dias	-	Platform for the CO to stand on
Mess	-	Eating area
Aye-Aye	-	Yes
Kit	-	Uniform
Colours	-	Start of the day (raise the flag)
Stand Easy	-	Break
Sunset	-	End of the day (lower the flag)

More terms will be listed in their training manual as well.

MILITARY TIMES

You may notice that our memos and messages are given in 24-hour time. To assist you here is the conversion:

0000 hrs	-	12 o’clock midnight
0100 hrs	-	1 o’clock (am)
0200 hrs	-	2 o’clock (am)

0300 hrs	-	3 o'clock (am)
0400 hrs	-	4 o'clock (am)
0500 hrs	-	5 o'clock (am)
0600 hrs	-	6 o'clock (am)
0700 hrs	-	7 o'clock (am)
0800 hrs	-	8 o'clock (am)
0900 hrs	-	9 o'clock (am)
1000 hrs	-	10 o'clock (am)
1100 hrs	-	11 o'clock (am)
1200 hrs	-	12 o'clock (pm)
1300 hrs	-	1 o'clock (pm)
1400 hrs	-	2 o'clock (pm)
1500 hrs	-	3 o'clock (pm)
1600 hrs	-	4 o'clock (pm)
1700 hrs	-	5 o'clock (pm)
1800 hrs	-	6 o'clock (pm)
1900 hrs	-	7 o'clock (pm)
2000 hrs	-	8 o'clock (pm)
2100 hrs	-	9 o'clock (pm)
2200 hrs	-	10 o'clock (pm)
2300 hrs	-	11 o'clock (pm)

WEARING THE UNIFORM

Uniforms will ONLY be worn at cadet functions. Special permission i.e.: weddings and uniform day at school can only be granted by the CO. Cadets will be issued their uniform after attending four regular parade night. Prior to their uniform being issued cadets may wear their regular school clothes and sneakers, however they should look presentable. The uniform is issued at no cost to the cadet but lost or missing items must be replaced at your expense. Uniforms must not be permanently altered, and when needed, trouser legs must be rolled back and hemmed. **DO NOT CUT EXCESS MATERIAL OFF!**

CADET SOCKS: are to be BLACK made of cotton or wool.

WHITE TOP: The white top is to be worn so that the rim of the cap is the width of one finger above the eyebrow. The front cap seam is centered directly over the nose. The chin stay must be sewn to the top at the correct length. The cap is to be removed when seated and when entering a restaurant. In the Legion the cap is removed as soon as you enter the doorway.

CAP TALLY: The cap tally is to have the center of the lettering in line with the front seam. It is to be tied in a neat square knot (bow), the ends of equal

length, not more than 2 ½ inches overall and centered under the left vent holes.

SHIRT: The shirt shall always be worn tucked into the trousers and ALL buttons will be done up. The shirt shall be neatly pressed.

TROUSERS: The bottom shall touch the instep of the boot without bagging. A good rule is to have the bottom sitting on the second lace. DO NOT cut the pant legs.

WAISTBELT: The belt shall be adjusted at the side of the waist, worn around the waist with the buckle centered at the front.

LANYARD: The lanyard shall be worn around the neck, under the epaulets with the knot at the second button. The lanyard shall be looped to the fourth button and then tucked neatly into the corner of the left breast pocket.

BOOTS: Only black boots shall be worn, laced straight across.

JACKET: Jackets are issued for cold weather. No rank or other qualification badges shall be worn.

CARE OF THE NAVY LEAGUE UNIFORM

It would be nice if the cadets cleaned their own uniform however; we realize that often it is the parents who end up doing the cleaning. To help you, below is a cleaning guide for each item in the cadets' kit.

WHITE TOP: Clean with soap and WARM water (hot water tends to yellow the plastic), but use very little water. You do not want to get the black band wet, as the color will run. Some people like to use a toothbrush (scrub in a circular motion) and white toothpaste.

SHIRT: As the shirts are polyester they may be washed and dried with the regular loads. Do not bleach or the color will fade. When pressing, DO NOT put a crease up the middle of the arm. There should be absolutely no creases in the shirt.

TROUSERS: As the pants are polyester they may be washed and dried with regular loads. Press INSIDE OUT and down the side seams. DO NOT put a crease up the middle or anywhere in the pant leg. Trousers shall be hung on a hanger in a similar manner.

WAISTBELT: Clean with soap and water or carefully with a stronger non-abrasive cleaner such as Mr. Clean. The belts will not withstand cleaning with an agent such as SOS pads.

BOOTS: It is recommended that a good paste polish be used such as KIWI. Place a light coat of black polish on and either use a bit of water or spit. Lightly rub in small round circles to bring up the shine. You **SHOULD NOT** use liquid polish as it has a tendency to dry the leather and make them crack. Boots must be black and retain a good shiny finish. Liquid and other artificial shines will not be accepted.

CAP TALLY: Once the cap tally has been tied onto the cap, it should not be removed. Should the cap tally become loose, it may be tightened onto the cap by steaming it.

LANYARD: Wash in warm soapy water and hang to dry over a towel, with a lightweight on the end to ensure the lanyard does not shrink.

JACKET: Dry clean only!

BADGE PLACEMENT

All skill and trade badges should be worn on the right arm of the Cadet. The only badge that will go on the left arm is the Navy League shoulder flash. The shoulder flash should be placed 12mm (0.5inch) below the shoulder seam. Please review to the following chart that show where badges should be placed. All badges are to be sewn in place with thread that matches the badge colour so that the stitches will not be visible. Absolutely no glue or tape of any kind should be used to attach the badges. If you are not sure where something goes, please talk to the Supply Officer for assistance.

RIGHT SLEEVE

Centre Line of Sleeve

Shoulder Seam



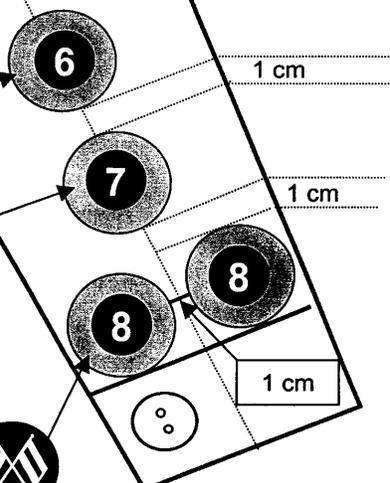
Cadet Shoulder Flash



NOTE:
Badges worn in location #5 are Trade/Appointment only. Positioned so that the centre of the badge is midway between the shoulder seam and the elbow when the arm is bent at a 90° angle

NOTE:
Badge Location #6 to be used ONLY if #7 is used

NOTE:
Badges worn in location #8 are skill badges only. Positioned so that 2 badges may be placed on the outside of the sleeve, bottom touching the upper edge of the cuff. The centre line of the sleeve should split the badges with ½ cm space to each side



TRAINING

Our Training Officer sets up our training syllabus for the year, Branch and Commanding Officer approvals. The Navy League of Canada has set down guidelines as to what must be taught in order to earn promotions and the Training Officer ensures these guidelines are followed. Classes are set up by ranks (i.e. New Entry, Ordinary Cadet, etc.) After they have successfully completed the class, and pass the exam, they will receive a promotion. They can receive up to two promotions a year.

The Officers also must qualify for their ranks. In the fall we attend an intensive Officers' Training Weekend. These weekends consist of protocol, drill, chain of command, administration, training, and supply classes to name a few.

CADET PARADE POSITIONS

Just as the Officers have different jobs, so do the Cadets. Here are a few of the main positions you will see on regular parade nights.

Coxswain – The Coxswain is the top Cadet in the Corps. His/her main duty is as Parade Chief and to carry out the orders of the C.O. The Chief is directly responsible for all the cadets to the CO.

Regulating Petty Officer (RPO) – second highest cadet, takes over in the CPO1's absence and does various other duties as assigned by an Officer or Chief.

Divisional Petty Officers (DPO) – The DPOs are the Cadets that are in charge of a Division of Cadets. If a Cadet has a concern or problem, the first person they should talk to is their DPO.

Colour Party – The Colour Party is made up of a variety of Cadets. There will be 3 that will raise/lower Canadian Flag, Navy League Flag, and the Prep Pennant.

Messenger – The Messenger's job is to pass on messages to let people know when things are ready.

Quartermaster – The Quartermasters job is to play the boatswain's call which is used to make certain events or activities.

CADET RANK STRUCTURE

New Entry (NE) – This is the rank that a Cadet has when they first enrol.

Ordinary Cadet (OC) – This rank is the first promotion that a Cadet will be awarded and is signified by a white lanyard that they Cadets will wear. This is awarded after successfully completing their first level of training.



Able Cadet (AC) – This rank is the first slipon rank that will be provided. This is typically awarded after completion of level 2 training (after first full year).



Leading Cadet (LC) – This is the rank that they are awarded after completing level 3 training. This is typically the first promotion in their second year of Cadets.



Petty Officer 2nd Class (PO2) – This is the first of 4 Petty Officer ranks. This is typically awarded after the 4th training level, or end of second year.



Petty Officer 1st Class (PO1) – This is the first promotion that is not directly tied to the completion of a training level. This promotion can happen any time after the Cadet has completed level 4.



Chief Petty Officer 2nd Class (CPO2) – This is a very senior rank and we are only allowed to have one CPO2 for every 15 Cadets at the corps.



Chief Petty Officer 1st Class (CPO1) – This is the most senior rank possible for a Cadet. At any given time we can only have 1 CPO1 in the Corps.

OFFICER POSITIONS

There are several positions that Officers will fill within the Corps. These positions are assigned by the Commanding Officer typically for one training year.

Commanding Officer (CO) – The CO is the highest position in the Corps. This position is assigned by the Navy League Branch. The CO is responsible for everything that goes on at the Corps level.

Executive Officer (XO) – The XO is the second highest position in the Corps, and reports directly to the CO. The XO is responsible for maintaining discipline and any other duties assigned by the CO. If the CO is away, the XO will be in command.

Divisional Officer (DO) – The DO is responsible to the CO through the XO for the wellbeing and development of the Cadets in their Division. If the Cadets need assistance or have any questions they should approach their DO first.

Administration Officer (AdminO) – The AdminO is responsible directly to the CO for all correspondence, records and files, and overall Corps administration.

Supply Officer (SupO) – The SupO is responsible to the CO for custody, issue, return and accounting of all stores items that is owned by the League.

Training Officer (TrgO) – The TrgO is responsible for all Cadet training and instruction in accordance with the NL CTS and other instructions.

OFFICER RANK STRUCTURE



Midshipman (MID_{NL}) – Midshipman is the first rank an Officer will receive after they enrol with the Navy League and complete their introductory training.



Acting Sub-Lieutenant (A/SLT_{NL}) – Acting Sub-Lieutenant_{NL} is the first promotion and Officer will receive. This is a junior rank and is usually usual rank for an Officer with 1 to 2 years experience.



Sub-Lieutenant (SLT(NL)) – Sub-Lieutenant(NL) is the second promotion that an Officer will receive. This is considered a midlevel rank and is typical rank that you would see for Training Officers, or Executive Officers. Typically 2 to 3 years experience.



Lieutenant (LT(NL)) – Lieutenant(NL) is a senior rank and is typically the highest rank you will see at the Corps level. Lieutenants(NL) typically have the most experience of all Officers and usually hold the most senior positions within the Corps.



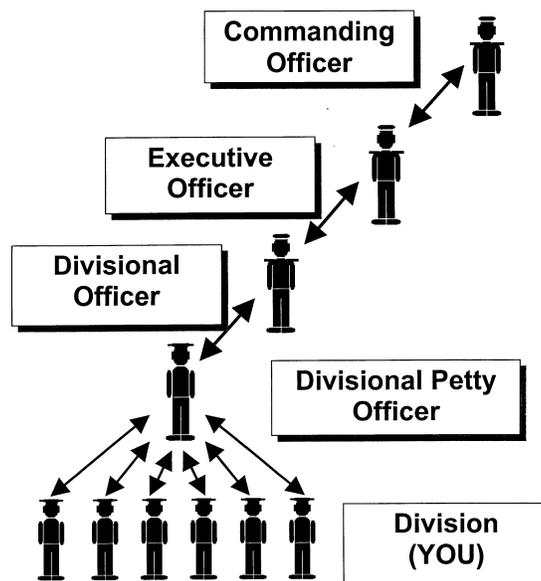
Lieutenant Commander (LTCDR(NL)) – Lieutenant Commander(NL) is usually a rank saved for Area Officers who work with Ontario Division. These Area Officers are in charge of a Squadron which is made up of multiple Navy League Corps.



Commander (CDR(NL)) – The Commander(NL) is the highest ranking Officer in Ontario Division. They work with the upper levels of the Executive Branch of Ontario Division to help plan and develop the Navy League program within Ontario Division.

DIVISIONAL SYSTEM

The Divisional System describes the chain of command, and who the Cadets and Officers report to. This should help your Cadet understand who they should talk to in case of a question or problem.



PARKING

Since we are guests in an active military building we need to make sure that we are very mindful of where we park. The Military Police do patrol the area and will give you a parking ticket if you park illegally. There are several parking spaces along the side of the building. They are all reserved parking spots for HMCS CATARAQUI staff. In front of the building there is a circular lane. This is a fire lane and we are not allowed to park anywhere around the circle.

SMOKING

There is absolutely no smoking allowed within sight of the Cadets. There is only one designated smoking area at HMCS CATARAQUI, and it is imperative that if you feel you must smoke that you smoke only in the designated area. Please ask one of the Officers and they will show you where this area is.