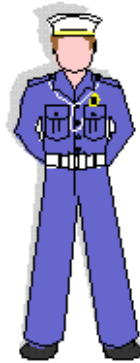




**NAVY LEAGUE CADET CORPS
Enterprise # 29**

PARENT HANDBOOK



North York, Ontario

**Commanding Officer:
LT (NL) Margo Arnold
(416) 229-4118**

TABLE OF CONTENTS

Letter from the C.O.....	Page 3
Important Information.....	Page 4
Rules of the Deck	Page 7
Naval Terminology.....	Page 8
Military Time.....	Page 8
Wearing of the Uniform.....	Page 9
Care of the Navy League Uniform.....	Page 10
Badge Position Left Sleeve.....	Page 11
Badge Position Right Sleeve.....	Page 12
Training.....	Page 13
Rank Structure.....	Page 13
Chain of Command.....	Page 14
Enterprise Corps Chain of Command.....	Page 15



LETTER FROM THE C.O.

Welcome, and Welcome Back, to NLCC Enterprise #29

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 Defense standard program.

Navy League Cadets must be between the ages of 9 years and 13 years old. Any youth may join once the age of 9 years has been attained. If a cadet turns 13 after the start of the training year, he/she can continue until the end of that year, with permission from the Commanding Officer.

Every organization requires an objective so that they can evaluate the level of success achieved and not lose sight of their purpose.

The objectives of the Navy League of Canada are as follows:

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

We have set up a structure for instruction that has proven to work successfully. Every rank will have the same instructor for the entire semester. This enables the instructor to cover material that perhaps is hard to grasp or hard to teach. With this type of structure we have to stress that cadets need to review 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. Our attitude is that everybody can succeed, however we cannot make that happen on our own.

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!

LT (NL) Margo Arnold
Commanding Officer

IMPORTANT INFORMATION

HOURS: We run from September to June.(following the School calendar)

Our hours are 1815. (6:15 p.m.) To approx. 2115 (9:15 p.m.)

We may also ask for the cadets to join us at Saturday or Sunday extra practices. Please keep in mind that setup and clean up is mandatory each parade night. Therefore cadets may be required to arrive at 1800 and depart at 2130 on occasions.

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 IF ABSENT: Please call us if your cadet is not going to attend a parade night or event. CI (NL) Phyllis Mulholland is the Corps contact and can be reached at (416) 225-9548.

ATTENDANCE: We require an 80% attendance to regular parades.

If this is not attained we assume the cadet does not have an interest and will not be allowed to attend camps. After three consecutive absences the cadet may be requested to hand in his/her uniform.

To avoid disappointment by your cadet, please contact CI (NL) Phyllis Mulholland to be granted acceptable leave.

LATE ATTENDANCE: If for some reason your cadet has arrived late please have him/her report to the quartermaster. Alternately, the Ship's Office if the Quarterdeck is in stand down, so that their absence record can be changed.

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 Corps, and The Navy League.

Mandatory parades include

Branch, Division, and Annual Inspections, Competition and Tag Days.

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

REGULAR PARADE: Often messages, memos, monthly Dog Watch, etc. refer to regular parade which is interpreted to mean we are meeting at the base at our normal time 1815 and cadets are to wear their full uniform.

INSPECTIONS: We have three inspections throughout the year. Participation is 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, Annual Inspection, is significant as this is when awards and presentations are presented.

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.”

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 headdress (caps) are removed. No coloured barrettes, scrunchies, banana clips, ponytail holders are to be used. Only plain elastics or bobby pins or gymnastic clips are permissible. 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: Boys cannot wear earrings and girls can only wear one pair of gold or silver coloured small studs or sleepers.

JEWELRY: Jewelry of any kind, including watches cannot be worn except for medical alert bracelets/necklaces and religious symbols, and these 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 unless otherwise ordered by the CO. Camps do not require uniforms, however Caps are mandatory.

REQUEST FORMS: If your cadet requires new uniform part they are to fill out a request form (found at the Stores). As well if they know in advance of an upcoming absence they can fill out a request form for “leave”.

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. These forms are to be handed in as requested, normally a few weeks ahead of time. We cannot take cadets without these forms. A cadet’s attendance must be marked on a nominal roll at the bus on their arrival.

Upon return, the cadets are formed up and released one at a time, they are to bring their parents to the duty officer to be marked off the roll. This is done for the protection of your cadet and it is imperative that this routine 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 Enterprise 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. Please walk around the deck on the “cat-walk” or “gangway” marked.

The only people allowed to cross the deck are Navy League Officers and the Coxswain unless classes are in progress.

At no time are parents/guardians or guests allowed on the deck without the CO’s permission or invitation.

The area at the rear of the parade square is called the afterdeck. No one except the staff and cadets are allowed in this area without the XO’s or CO’s permission or invitation.

If you are waiting for your cadet we ask that you not stand in front of the doorway.

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 have “Colors” (raising of the flags), and at the end of the evening we have “Sunset” (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 or sunset has ended.

NAVAL TERMINOLOGY

The following is a list of 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)

MILITARY TIMES

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

0001 - 12 o'clock midnight	1200 - 12 o'clock (noon)
0100 - 1 o'clock (a.m.)	1300 - 1 o'clock (p.m.)
0200 - 2 o'clock (a.m.)	1400 - 2 o'clock (p.m.)
0300 - 3 o'clock (a.m.)	1500 - 3 o'clock (p.m.)
0400 - 4 o'clock (a.m.)	1600 - 4 o'clock (p.m.)
0500 - 5 o'clock (a.m.)	1700 - 5 o'clock (p.m.)
0600 - 6 o'clock (a.m.)	1800 - 6 o'clock (p.m.)
0700 - 7 o'clock (a.m.)	1900 - 7 o'clock (p.m.)
0800 - 8 o'clock (a.m.)	2000 - 8 o'clock (p.m.)
0900 - 9 o'clock (a.m.)	2100 - 9 o'clock (p.m.)
1000 - 10 o'clock (a.m.)	2200 - 10 o'clock (p.m.)
1100 - 11 o'clock (a.m.)	2300 - 11 o'clock (p.m.)

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 C.O.

Cadets will be issued their uniform after attending six regular parade nights. Prior to their uniform being issued cadets are required to wear white long sleeve shirt, black or navy pants, and black shoes and socks.

The uniform is issued at no cost to the cadet but lost, damaged or missing items must be replaced at your expense. Uniforms must not be permanently altered. 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.

CAP: The cap 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. Label caps with cadets name on masking tape on the inside.

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.

PEA JACKET: Pea jackets may be issued for cold weather. Shoulder flashes shall be sewn on both sleeves of the pea jacket. No rank or other qualification badges shall be worn.

GAITORS: Gaitors shall be clean at all times when worn. They sit over the pants with the buckles on the outside, buckled towards the back.

CARE OF THE NAVY LEAGUE UNIFORM

Cadets are encouraged to clean 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 your cadet's kit.

CAP: Clean with mild white 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).

SHIRT: As the shirts are polyester they may be washed and dried with regular loads. Do not bleach or the color will fade. When pressing, DO NOT put a crease up the middle of the arm but rather place the sleeve flat on the ironing board with the underarm seam in the middle and press leaving a crisp crease at both the front and back of the sleeve.

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 down the middle of the leg. You should have an "inside out crease" down the side seams. 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 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 it crack. Boots must be black and retain a good shiny finish. Liquid and other artificial shines are not acceptable.

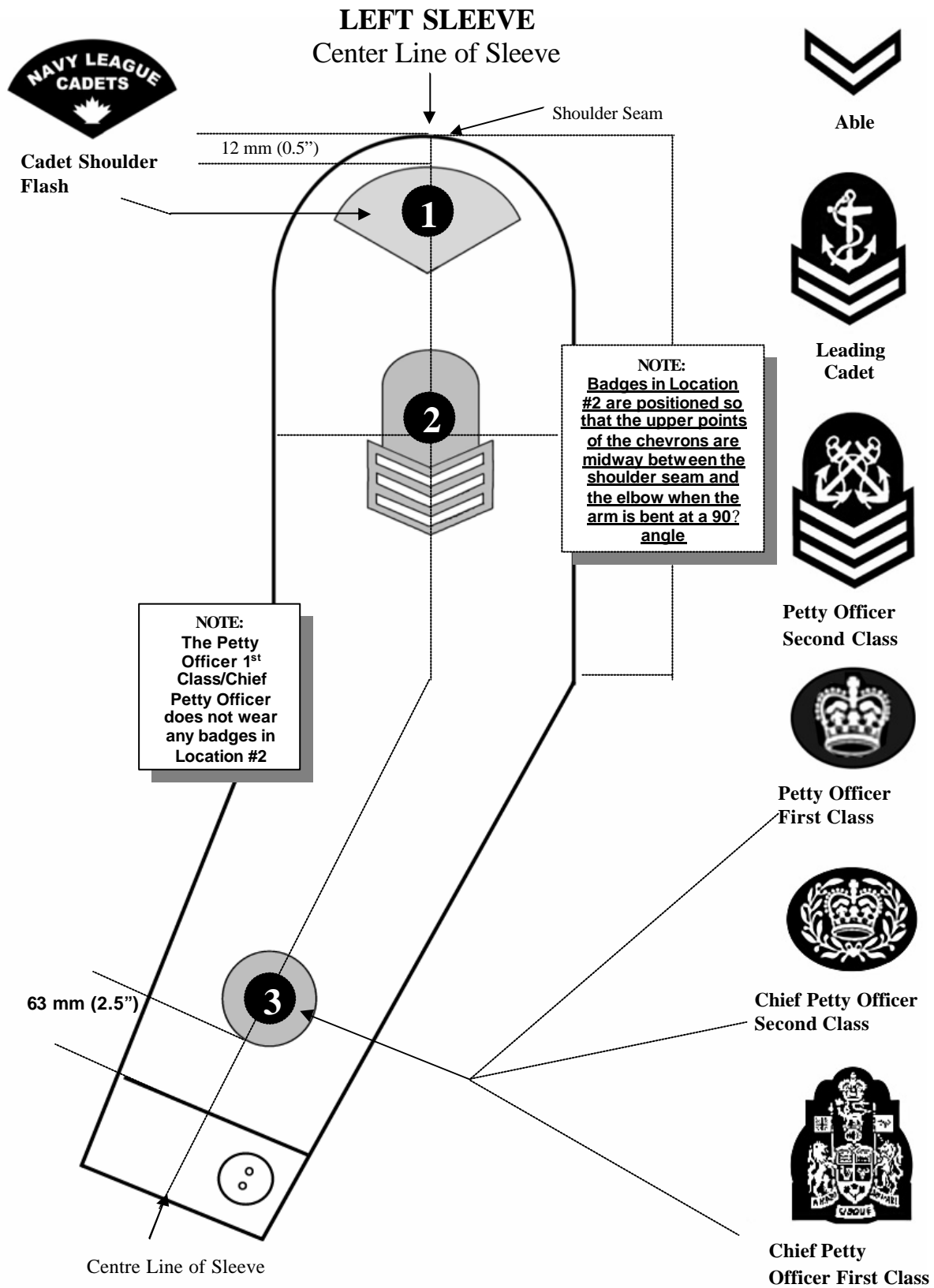
CAP TALLY: Once the cap tally has been tied onto the cap, it should not be removed. Should the cap tally become loose, it may be tightened onto the cap by steaming it.

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.

PEA COAT: Dry clean only!

GAITORS: May be washed in the machine with a small amount of bleach. Hang to dry. DO NOT try to whiten with shoe polish as they will yellow and crack

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 placement of these badges is very important. Please refer to your cadet's workbook for correct placement.



RIGHT SLEEVE

Center Line of Sleeve



Cadet Shoulder Flash

Shoulder Seam



Regulation Badge



Communicator Badge



Bandsman Badge



Gunnery Badge



Boatswain Badge

NOTE:
Badges worn in location #5 are Trade/Appointment only. Positioned so that the center 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 center line of the sleeve should split the badges with 1/2 cm space to each side



Cadet Merit Badge



Navy League First Aid Badge



First Aid Badge (other)



Marksman Badge



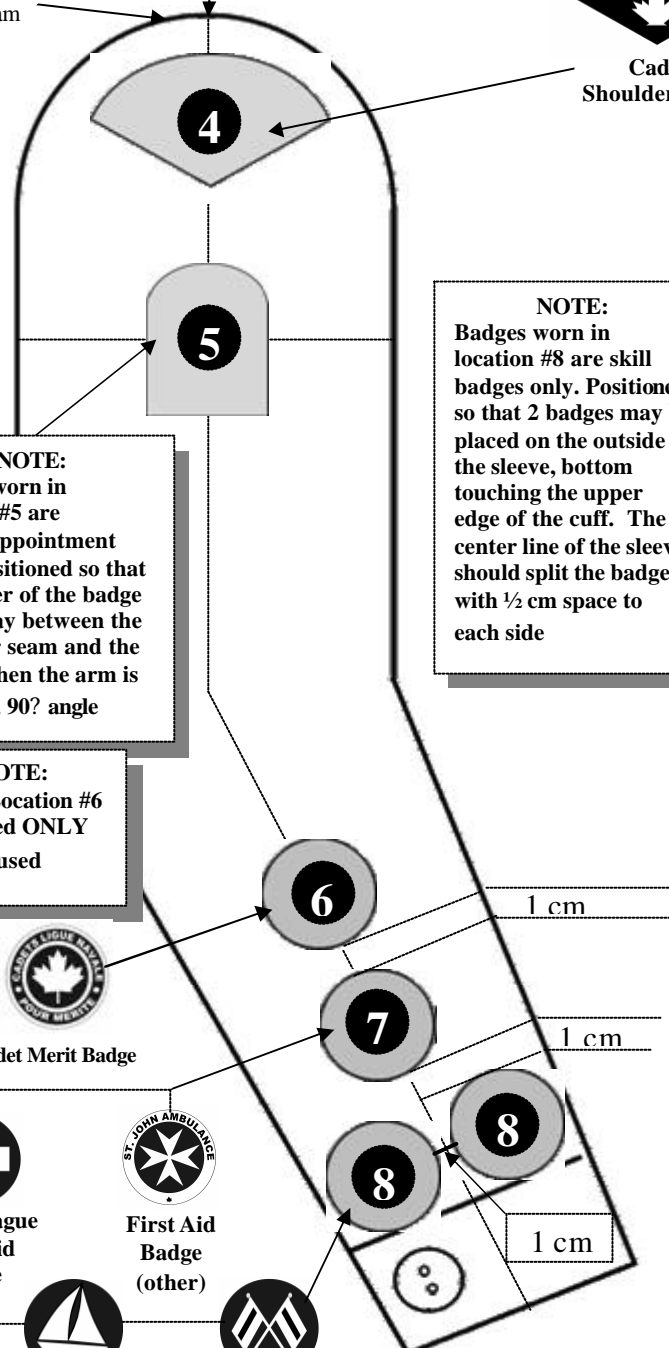
Boatwork Badge



Sailing Badge



Semaphore Badge



1 cm

1 cm

1 cm

TRAINING

Our training officer sets up our training syllabus for the year with 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 required subject matter, and pass the exam, cadets will receive a promotion. They can receive two promotions a year.

Officers must also 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.

RANK STRUCTURE

Just as the Officers have different ranks and jobs, so do the Cadets.

Chief (CPO1) – The highest position within 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.

Petty Officer 1st Class (PO1) – Cadets assist Officers and are assigned to other duties.

Petty Officer 2nd Class (PO2) – Cadets assist Officers and are assigned to other duties.

Leading Cadet (LC) – third rank cadet earns – Cadets receives leadership training with opportunities to practice learned skills.

Able Cadet (AC) – second rank cadet earns

Ordinary Cadet (OC) – first rank cadet earns

New Entry (NE) – is what the cadet is ranked when they first join the Corps.

CHAIN OF COMMAND

