



HANDBOOK

2022-2023

NLCC Carinthia

55 Forhan Avenue
Newmarket, Ontario
www.nlcccarinthia.com

Navy League of Canada: www.navyleague.ca

From the Commanding Officer

Dear Parent/Guardian,

As your Commanding Officer this year we hope to return to our usual sense of normalcy used to pre-pandemic; however, we ask everyone to exercise patience and a positive, flexible outlook as we try and get back to this normalcy. We are very fortunate to have volunteers in our Corps that care about the future of our amazing program. We also will need your parental support and this handbook has been prepared in the hope that it will offer some guidance and encouragement in our common goal, which is to provide the finest youth program in York Region for children between 9 and 12 years of age.

NLCC Carinthia has done wonderful work since 1977, developing in youth the characteristics that will help them lead meaningful, happy and worthwhile lives. Your children benefit weekly from the high-quality activities we offer. This year we are attempting a return to overnight camps, community parades and hopefully by Spring, intermingling with other Corps. Last year, virtual training taught our Cadets flexibility, patience, creativity and a new sense of camaraderie as we all learned our new National Google Classroom platform. Returning to in-person training this year, the skills of self-reliance and self-assurance will be learned effectively as weekly training, or when a team of cadets competes in an award-winning, well-rehearsed drill routine, or when cadets from a variety of corps work together during a spring camp. These experiences, and their roles in character development, are both unforgettable and invaluable. Providing these opportunities for your child is our purpose as we slowly get back to a regular parade routine.

Naturally, to be successful, your cadet must work hard, be dedicated to the training and give the required commitment to the program. If your child has any hardship that we should know about please advise us immediately. I request you assist your child in getting to our activities on time and prepare for their training with appropriate uniform and equipment. If your cadet cannot make a training night or activity please let us know, preferably by e-mail: attendance@nlcccarinthia.com.

The purpose of a document like this handbook is to help you help your child to maximize their success, and consequently, to enhance the enjoyment of the experience at NLCC Carinthia.

I have a deep gratitude to my fellow officers, staff cadets, and the Newmarket Branch of the Navy League of Canada under the direction of Branch President Jennifer Dale. Without their hard work and continuous dedication this publication and, indeed, much of what goes on at Carinthia, simply would not happen. All the staff officers and Branch members are volunteers, and give their time selflessly for the betterment of this program. I am forever grateful for their hard work, dedication, and support.

Yours truly,

Lt (NL) Paola Cranley
Commanding Officer
NLCC Carinthia

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PURPOSE AND BACKGROUND

The purpose of this handbook is to provide parents of cadets with some insight into the activities, teaching practices and rules and regulations of the Navy League of Canada and more importantly of NLCC Carinthia, the corps your child has chosen to participate in. Hopefully, this publication will provide you with some of the answers to the questions you might have about this organization. If you need further information do not hesitate to ask one of the officers.

Your child has joined one of Canada's premiere youth organizations. Cadets form a national organization whose purpose is to develop in youth the attributes of self-discipline, respect, active citizenship and physical fitness, all within a safe environment. There are more than 3,000 young men and women aged 9-12 in over 100 communities nationwide enrolled in Navy League Cadets. Background:

NLCC Carinthia was founded in Newmarket in 1977, over 40 years ago, and is affiliated through the Newmarket Branch with the Newmarket Royal Canadian Sea Cadet Corps (RCSCC) 221 Patriot. Unlike the senior (Sea, Air and Army) cadet corps the Navy League receives no funding from government sources and relies entirely upon charitable donations and fundraising to run the program. Also, unlike the senior corps, all officers of the Navy League are unpaid volunteers who give up a sizable amount of their free time to run this program for your children.

The Navy League program was developed to instruct youth between the ages of 9 and 12 in a wide variety of social, academic and athletic skills. Navy League Cadets learn about naval traditions through participation in a variety of activities that are both fun and educational. Navy League Cadet training is divided into a variety of subjects, and depending on the Corps resources, cadets will learn about:

- Boating and Water Safety
- Sports and Leadership
- Communications
- Citizenship
- Outdoor
- Community Involvement

The uniforms and most of the activities the cadets are involved in are free of charge although parents may be requested to subsidize the cost of some trips. Most of the events are paid for by fundraising activities such as tagging.

Objectives of the Navy League Cadet Programme

The objectives of the Navy League Cadet Programme are to allow young girls and boys the opportunity to acquire new skills and develop character and self confidence. We hope to help them Learn self-discipline and self-respect; develop good physical and mental fitness; develop teamwork and encourage them to help others; encourage them to learn about the sea and ships; develop a sense of commitment, loyalty and respect for their Officers and other Cadets; and instil a sense of initiative and self-reliance. We do this by creating a healthy safe environment where Navy League Cadets can have fun in a Naval environment suited for young people.

The Navy League Cadet Promise

I solemnly promise to participate in activities regularly, to be respectful of others and the rules of the Navy League of Canada, and to honor and support my Corps and Country to the best of my abilities.

Cadet Responsibilities

There are expectations for all the cadets who join a Navy League Cadet Corps. They include:

- **Attending training nights, training activities and parades** – It is important for cadets to attend scheduled activities. Cadets who do not attend parade nights regularly will fall behind in their training and will not be as successful and could even be released from the Corps. Attendance at special parades such as the Annual Inspections is critical. If your son/daughter has a legitimate reason why he/she cannot attend a Corps activity, you are respectfully advised to contact the Corps in advance. Your cadet may find a decrease in invitation to camps/activities if numbers are limited by location/organization due to low or lack of participation/attendance.
- **Taking part in fund raising activities** – Cadets are expected to take part in fundraising activities such as Tag Days. These activities raise the necessary funds to help the Corps plan and implement various training activities. This year we will not be participating in in-person fundraising activities. We have FlipGive and encourage all to join. Email co@nlcccarinthia.com for more information. We also have a donation page for you, friends and family to consider supporting us this year: <https://donate.micharity.com/navy-league-of-canada-ontario-division/3438332839/donate?campaign=56>
- **Taking care of the uniform** – Each cadet will be issued a uniform when she/he completes the intake programme. It costs The Navy League of Canada Branch approximately \$505 to outfit each cadet. The Corps has a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of her/his uniform, keeps it cleaned and pressed and turns it back into the Corps when she/he leaves the Corps or outgrows the uniform. Each cadet is given training on how to look after the uniform. Information on the care of the uniform is found elsewhere in the handbook. One reusable mask will be provided per cadet and should be hand washed only.
- **Completing necessary paperwork** – There are permission forms for weekend training, camp applications, information bulletins, training schedules, etc. This information is sent home for you as well as the cadet. Normally this information will be emailed to your supplied email address(es). Parents or guardians are responsible to ensure that forms are properly completed and returned in a timely manner.

If you have any questions about each cadet's responsibilities and duties, please contact a Corps Officer. The Corps Officers are listed on page 3 of this handbook.

OFFICERS AND THE BRANCH

Officers at NLCC Carinthia

All of the officers and staff cadets at NLCC Carinthia are volunteers, giving up their free time for the benefit of your children. They have all passed an extensive screening process and are attending training sessions on an annual basis to be able to teach the program to the cadets.

At Carinthia we have officers with a variety of careers and previous experience with working with children and cadets. While some start with extensive experience and others start with very little, **what really matters is the desire to make a difference in the life of the cadets at NLCC Carinthia.**

If you think you might have something to offer to the program and the cadets, or another family member 18 years-old and older, speak to an Officer about joining either as a Civilian Instructor or a Branch member. **We welcome help in all ways with as little as three hours a week, Thursday evenings.**

Newmarket Branch, Navy League of Canada

The Newmarket Branch consists of several parents of Navy League and Sea cadets. The Branch supports the activities of NLCC Carinthia and RCSCC Patriot. It offers guidance and advice to the Commanding Officer and is mandated to control the funds raised by various means and co-ordinate fund raising activities. As with the officers, all Branch members have undergone an extensive screening procedure. Branch members often help at cadet activities such as camps and competitions, as well as preparing the meals at Mess Dinners.

Joining the Branch as a parent volunteer is another way that you can help the Corps and participate in activities with your child.

The Executive of our Branch is:

President:	Jennifer Dale
Vice President:	<Vacant>
Treasurer:	Donny Wilkinson **Nikki Mathur
Secretary:	Mary Cousens-Steinburg
Sea Cadet Chair:	Parul Manojk
Navy League Chair:	Hien Lam
Fundraising Coordinator:	Shannon Nelson
Volunteering Coordinator:	Ravit Naamani

Other Branch members assist the Executive. If you are interested in joining the Branch please speak to a member of the Executive.

GETTING INVOLVED

There are many ways that adults can get involved with the Navy League Cadet programme at the local level. Please contact the Commanding Officer for more information. Become a Volunteer

Ask the Commanding Officer if there is a need for volunteers. **Some Corps use adult volunteers for driving on weekend activities, to operate the canteen during training nights or for special activities, to assist in bi-monthly Bingo fundraising.**

Become a Cadet Instructor

If you can devote time on a regular basis to the Corps, or if you have special skills (first aid, photography, computers, etc.) you could become a Cadet Instructor. Cadet Instructors are considered part of the staff complement of a Corps.

Become a Navy League Officer

The Navy League Officers are Warranted Officers whose primary duties are to instruct cadets. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered through the Navy League Division.

Join the Branch

Each Corps has a Branch. The Branch provides support for the Corps and is involved with fundraising, providing facilities and promoting the Corps' activities. The Branch members usually meet monthly although some Branches meet more often. If you have skills (accounting, fund raising, public relations, etc.) you think might be useful to the Branch, please contact the Branch President.

Any adult who wishes to work with Navy League Cadets MUST be screened by the Branch. This process will include a reference check, possible interview & a criminal records check including a vulnerable sector search.

SIGNS OF RESPECT

Cadets are expected to use the following signs of respect at all Navy League functions:

SALUTING: Cadets only salute when wearing a cap.

Cadets should salute each officer at least once each evening/event. Cadets do not salute each other. Only officers and cadets not in division will salute the Ensign during Colours and Sunset ceremonies.

ADDRESSING OTHERS: We maintain the naval tradition of addressing officers and cadets in a manner quite different than found in society today.

Male Officers must be addressed as “Sir” or by their rank and last name.

Female Officers must be addressed as “Ma’am” or by their rank and last name.

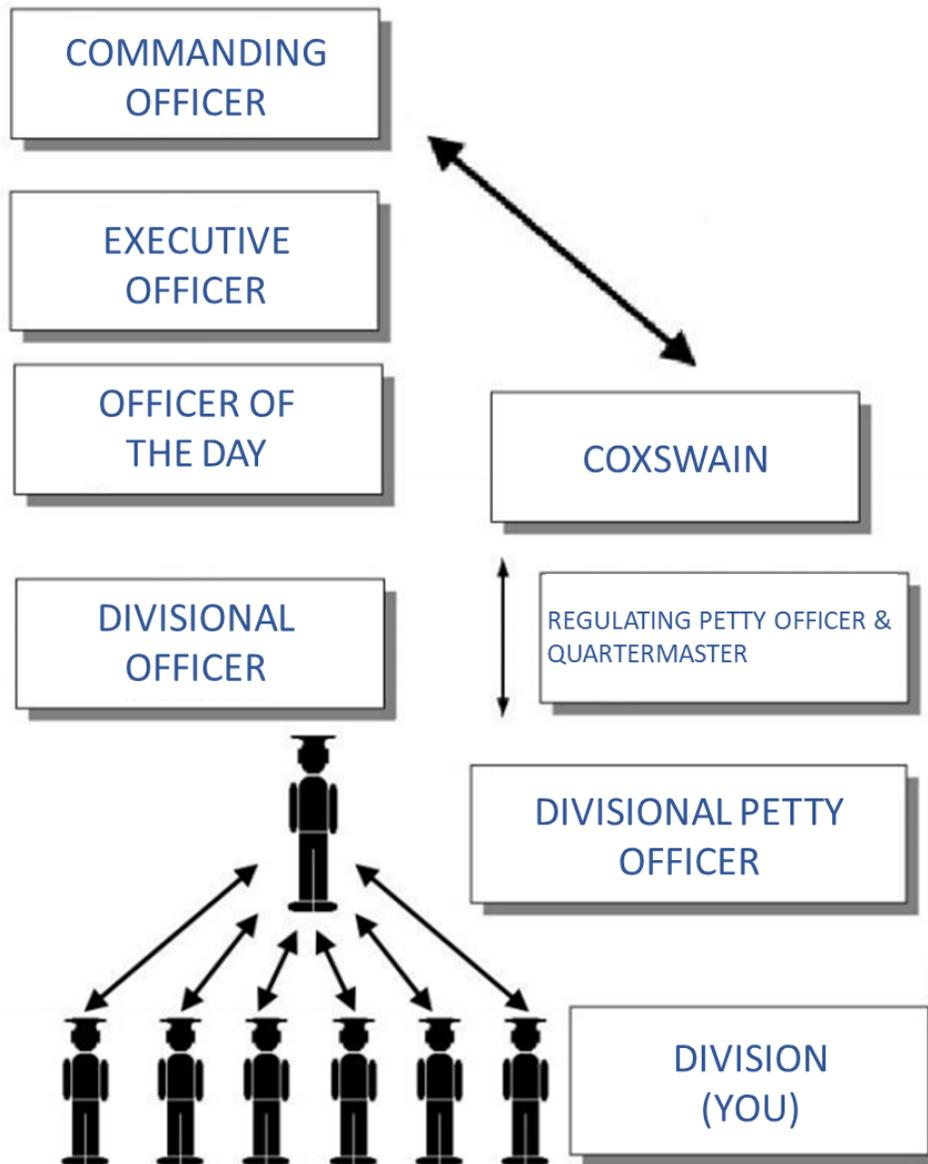
Civilian Instructors must be addressed by “Sir”, “Ma’am”, or by ‘Mr.’, “Mrs.”, or “Ms.” and their last name.

Senior Cadets must be addressed by their positions: i.e., “Coxswain”, “RPO”, “Quartermaster”. Chief Petty Officers are to be called “Chief”. Petty Officers will be addressed as “PO”.

Other cadets should address each other by their rank and **last name** rather than first name during cadet activities.



CHAIN OF COMMAND



- ⚓ Cadets in divisions will report any problems or ask questions of their DPO.
- ⚓ The DPO will in turn escalate the request to the DO of their division. Should the DO be unable to resolve the issue he/she will escalate the request to the OOD and upward through the chain of command to the XO or CO, If the DO is unavailable the DPO may escalate the problem to one of the 3 senior cadets.
- ⚓ Only the Coxswain, RPO and QM can speak directly to the XO.
- ⚓ Only the Coxswain may speak directly to the CO.

Responsibilities

Commanding Officer (CO)

The CO is responsible to the Branch President for all matters pertaining to the Corps and for the training and administration of Officers, Cadet Instructors, Volunteers and Cadets serving in the Corps. The CO also liaises with the Division Staff.

Executive Officer (XO)

The XO is responsible to the CO for the operation of the Corps routine activities and is second in command of the Corps. The XO leads Corps staff, as assigned, to efficiently manage resources, maintain discipline and dress standards, and supervise Duty Officers.

Training Officer (Trg O)

The Trg O is responsible to the CO in matters concerning the planning and implementation of the Corps training programme.

Administration Officer (Admin O)

The Admin O is responsible to the CO and shall exercise general supervision over all Corps administrative functions and make available Administrative Orders and instructions to Officers, Volunteers and Cadet Instructors requiring information or assistance.

Supply Officer (Sup O)

The Sup O is responsible to the CO for the security and care of all material issued to the Corps or purchased by the branch for the Corps. In addition, all donated materials will be similarly accounted for.

Divisional Officer (DO)

A DO assists in dealing with administrative, supply, and training requirements for the cadets in their division. They maintain a high level of morale and keep cadets in their division up to date on events in the Corps.

Coxswain

The Coxswain is the senior cadet who oversees all cadets. He/she answers to the Commanding Officer and works with the RPO to give commands to the cadets. The Coxswain will lead parades whenever there is no officer on deck to lead the parade. The Coxswain is responsible for the call around.

Regulating Petty Officer (RPO)

The RPO is a senior cadet who is second in command of all the cadets. The RPO reports to the XO and works with the Coxswain to give commands to the cadets. In the absence of the Coxswain, the RPO will command the cadets. It is the RPO's duty to call for the cadets to fall in for all parades and ceremonies.

Quartermaster

This cadet oversees all timing on the ship. When cadets need to change what they are doing (class to stand easy, etc.,) the Quartermaster will pipe the "The Still" and bring everyone on the ship outside of an office to attention. After any orders the Quartermaster will pipe the "Carry On" and everyone carries on with the orders just given. The Quartermaster also is part of Colours and Sunset ceremonies.

Divisional Petty Officer (DPO)

The DPO is a senior cadet in charge of a division. The DPO reports to the DO. In the absence of the DO, the DPO oversees the division. If a division needs to move or a divisional command needs to be given, the DPO will usually give it. The DPO calls cadets in their division to distribute information on a weekly basis.

NAVAL TERMINOLOGY

The following are terms you may hear from cadets and officers:

Admin O	Administration Officer (receives all paperwork)
Aft	Rear of the ship (where the ensign is located)
Bulkhead	Wall
CO	Commanding Officer
Canteen	Snacks are available at minimal cost during Stand Easy
Colours	Ceremony for beginning the workday of a Ship
Coxswain	Head Cadet (not always the highest-ranking cadet)
Daily Orders	List of instructions and duties for the day
Dais	CO's raised platform for ceremonial purposes
Deck	Floor
Division	A group of cadets that act as a unit under command of DPO or DO
DO	Divisional Officer
DPO	Divisional Petty Officer (Cadet in charge of a Division)
Ensign	Flag
Gash	Garbage
Hatch	Door/doorway
Head	Washroom/Toilet
Kit	Uniform/Equipment
Mess	Place for eating/Relaxing off duty
Liberty Boat	Cadets leave the ship
OOD	Officer of the Day (Responsible for Ship's Routine for the day)
Parade Night	Cadet meeting night (Thursdays)
Port	Left
Routine Orders	List of instructions and duties for the month
RPO	Regulating Petty Officer (Cadet Position – 2 nd to Coxswain)
Ship	Cadet Hall
Stand Easy	Break time
Starboard	Right
Sunset	Ceremony for ending the workday of a Ship
XO	Executive Officer

NAVAL TIME

Naval time is expressed using the 24-hour clock. Written notices will contain times written in the following form:

0000 = 12:00 midnight

0100 = 1:00 a.m.

0200 = 2:00 a.m.

0300 = 3:00 a.m.

0400 = 4:00 a.m.

0500 = 5:00 a.m.

0600 = 6:00 a.m.

0700 = 7:00 a.m.

0800 = 8:00 a.m.

0900 = 9:00 a.m.

1000 = 10:00 a.m.

1100 = 11:00 a.m.

1200 = 12:00 noon

1300 = 1:00 p.m.

1400 = 2:00 p.m.

1500 = 3:00 p.m.

1600 = 4:00 p.m.

1700 = 5:00 p.m.

1800 = 6:00 p.m.

1900 = 7:00 p.m.

2000 = 8:00 p.m.

2100 = 9:00 p.m.

2200 = 10:00 p.m.

2300 = 11:00 p.m.



SHIP'S ROUTINE

A Typical Night at Cadets

On a typical parade night, the Ship's routine is scheduled as follows. **Please note that cadets are not to be dropped off prior to 1830 and must be accompanied by their parent/guardian or delegate at Liberty Boat (dismissal). COVID-19 arrival & departure procedures may apply at various locations (if designated) in our 2022/2023 training year.**

Time	Activity	Description
1845	Ship Opens	Cadets are NOT DROPPED OFF 1830. Possible COVID-19 attendance protocols must be adhered to by parents/Cadets
1900	Colours	Cadets perform opening ceremonies
1910	First Period Classes	Cadet Training Session
1950	Stand Easy	Snack Break Cadets in our 2022/2023 year can bring a peanut free snack; social distancing will be enforced
2000	Second Period Classes	Cadet Training Session
2040	Sunset	Cadets perform closing ceremonies
2050-2105	Liberty Boat	Cadets prepare to leave. Cadets must be accompanied by their parent/guardian or delegate when requesting Liberty Boat.

NOTE: While we aim to end at 2105, please understand that building responsibility and character sometimes takes a few extra minutes. Please be patient.

The classes on regular Parade Nights are when the course content is taught. This knowledge is acknowledged at the end of every "unit" with cadets demonstrating sufficient knowledge to achieve promotion to the next rank. Therefore, it is most important for cadets to attend these classes on a regular basis and often practice at home on their own time. Exercises from the "Cadet Workbook" will be assigned during these classes. Instructors may assign cadets tasks or assignments due the next Parade Night to enhance learning and growth. Appropriate behaviour is expected during classes. Our Corps has access to a Google Classroom platform provided by the National Navy League of Canada. Booklets are found online in your Cadet's Rank Classroom and can be provided in paperform at a minimal cost. Assignments may also be saved on this platform for your cadet to review on their own time.

On many evenings throughout the training year we will dedicate Thursday evenings to practicing for events like competition team training or our year end annual inspection. All cadets will be involved in the activities whether they are on a team or not. We will also be holding either Ceremonial Divisions or an Inspection on the third Thursday of each month which will modify our usual schedule. We will also plan competition training on other days of the week during the month. This may take place at the Optimist Hall or other approved locations within York Region.

Cadets will use a workbook, which may be kept in the office to minimize the number of lost books that need to be replaced. **Cadets will bring a pencil for taking notes. Each Cadet will be given a training package that is specific to their rank. These pouches will not be shared with anyone. Items in these training pouches are the property of NLCC Carinthia and must be returned at the end of our training year or if your Cadet chooses not to return.** If pouches and certain training materials are not returned, similar to uniforms, parents will be billed replacement costs by our Branch Committee

RULES OF THE DECK

Appropriate Behaviour

Appropriate behaviour, language & respect for others is always expected on the deck, and of course, in all other areas of the ship as well or during activities/events/camps.

When normal routine is operating (e.g. not a sports activity) the following is a guideline for cadets:

-  NO running, NO horseplay, NO loud voices (except for cadets giving commands).
-  When the Boatswain's Call sounds, **all personnel stand absolutely still and wait for instructions.** Your senior cadets find it very difficult to provide leadership when their younger counterparts are not respecting the Boatswain's Call. Can you imagine what 40 young voices sound like on the parade square.
-  When travelling from one area to another, cadets should walk near the walls, **NOT the centre of the deck.** When passing the Flags, it is a sign of respect to salute as you walk past.
-  If behavioral issues continue, there are consequences in the form of demotion, parental pick up, being excused from activities/events/camps after multiple notices of conversations with cadets/parents.

Drop-Off and Pick-Up during Covid-19 Restrictions (2022/2023)

A Self-Assessment Questionnaire (SAQ) is to be digitally submitted prior to 1700 by parents day of parading/activity. If the SAQ tool informs the parents to attend training that evening, parents should deliver their children to the BACK ENTRANCE of the Optimist's Club and must wait until COVID-19 arrival protocols are satisfied. PLEASE DO NOT leave your child until they are cleared to attend the evening by our Staff. If any of the SAQs result in a COVID-19 positive result, your cadet can not attend and an email must be sent to attendance@nlcccarinthia.com to indicate the reason for their absence.

At dismissal, parents or adult designate must line up at the back entrance to pick up their cadets. For their safety, cadets are not allowed to go out to waiting cars, or to go home on their own.

Navy League of Canada directives allow only those who have official Volunteer Identification Cards on the deck when cadets are present. This will be evaluated as our year progresses and we hope to share with parents the activities such as viewing the award of badges and promotions during the ceremony of Sunset, usually during Ceremonial Divisions (the third Thursday of each month). Masks are to be worn indoors.

When parents attend a ceremony, all those on deck must remove headgear (hats) and stand, in silence, for the raising or lowering of the Ensign (flags). Normally, Cadets are required to help clean up at the end of a Parade Night and some cadets, therefore, may be a little late for "Liberty Boat", or dismissal after the night's activities. Parents must be present when a cadet is requesting Liberty Boat before officers can allow a cadet to leave.

Medical Information

All cadets are required to have an up-to-date, completed and signed NL-321 Medical Questionnaire on file to participate in any activity. This document MUST be updated if there is any change in the information (Health Card renewal, change in health, change in medications, change in contact information, etc.) Please contact the Administration Officer if you need to update the information.

All parents/guardians should be aware that any medical emergency which may occur as a result of a pre-existing medical condition may not be covered by the Navy League insurance policy. You may be responsible to cover any costs related to the treatment of said emergency.

UNIFORMS AND CADET RANKS

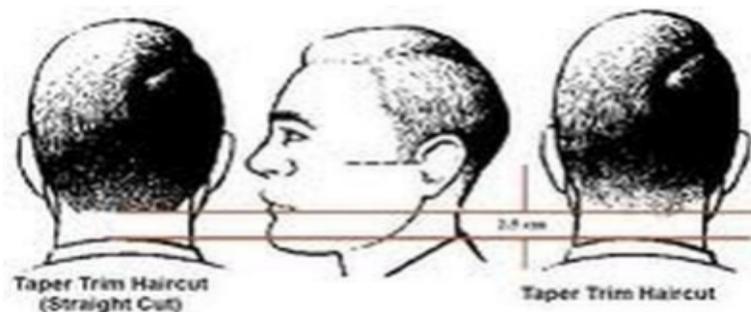
New Entry Dress

New cadets should wear a white shirt (dress shirt preferred) and black pants and black dress shoes and a reusable mask. Once a New Entry can recite the "Cadet Promise" from memory they may receive their cadet cap and boots. After six consecutive weeks of attendance the cadet is eligible to receive their complete uniform. All cadets are given a Corps Tshirt and Ball Cap to be used for all sports nights and designated activities.

Hair Styling and Jewelry

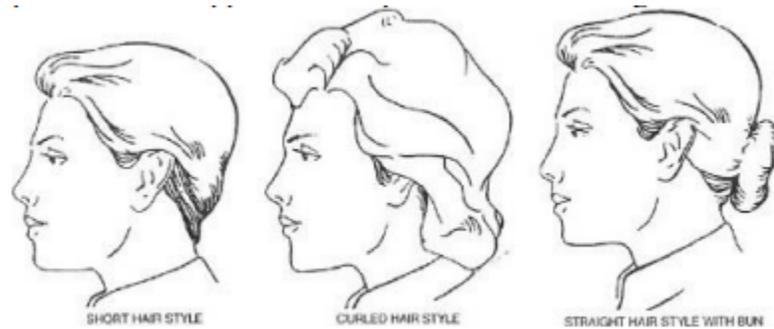
Males

1. Hair shall be:
 - a. Neatly groomed;
 - b. Taper-trimmed at the back, sides, and above the ears to blend with the hair style;
 - c. No more than 15 cm in length, and sufficiently short so that when the hair is groomed and head-dress is removed, no hair shall touch the ears, or fall below the top of the eyebrows; styled so that it does not present a bizarre or exaggerated appearance, or interfere with the proper wearing of any cadet head-dress; and
 - d. Kept free from the neck to a distance of 2.5 cm above the shirt collar.
 - e. If your cadet enters our Corps with already longer hair, the National Division Navy League of Canada asks our males to cut as above. In the meantime, if your cadet starts with long hair and is in the process of making arrangements with the local barber, they must braid it or place it into a low ponytail so as not to interfere with the wearing of the cap. If you cadet enters into our Corps with short hair, it is up to them to maintain the correct length as noted below.
2. The only jewelry that may be worn by males in the NL Cadet uniform shall be a wristwatch, a Medical Alert Chain Identifier and a maximum of two rings. Male cadets in uniform shall **NOT** wear a necklace or a chain about the neck, nor shall they wear any type of earring.



Females

1. Hair shall be kept neatly groomed and shall not extend below the lower edge of the shirt collar.
2. Varying hairstyles, straight or curled, are permitted within these limits, but bizarre or unusual hair colours are not authorized. In no case shall the bulk or length of the hair detract from a positive cadet appearance or preclude the wearing of uniform headdress.

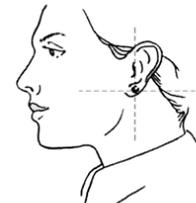


3. Hair ornaments shall not be worn. Every effort shall be made to ensure pins, hairpins and similar items used to secure hair as unobtrusive as possible, for example, elastic bands used should match the cadet's hair colour.
4. Braids – Shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall not extend below the top of the armpit when gathered behind the head or braided.



that bobby pins be used as unobtrusive as possible. For double braids, they shall be secured at the end by a knot in the center of the back. Hair shall not extend below the top of the armpit when gathered behind the head or braided.

5. The only jewellery that may be worn by females in the NL Cadet uniform is a wristwatch, a Medical Alert Chain Identifier and a maximum of two rings. Female cadets in uniform shall **NOT** wear a necklace or a chain about the neck. Female cadets in uniform may wear a single pair of gold or silver stud earrings in pierced ears. The earring shall be worn in the center of each earlobe and not exceed 0.6 cm in diameter. **No other type of earring shall be worn.**



ONE STUD EAR-RING MAY BE WORN CENTRED IN EACH EAR LOBE

shall be a maximum of two rings. Female cadets in uniform shall not wear a necklace or a chain about the neck. Female cadets in uniform may wear a single pair of gold or silver stud earrings in pierced ears. The earring shall be worn in the center of each earlobe and not exceed 0.6 cm in diameter. **No other type of earring shall be worn.**

Cadet Uniforms

Your child will be outfitted with a Navy League Cadet uniform upon the completion of six weeks of attendance of Thursday night meetings. The uniform is on loan to you, the parent or guardian of the cadet. Although there is no cost for the uniform, if any part of it is damaged, it is your responsibility to pay for its replacement. Parents/guardians are required to sign an agreement accepting responsibility for the uniform. The issue of any uniform parts is recorded by the Supply Officer. An approximate replacement cost for some items are listed below:

Cap/Tally	\$74
Boots	\$198
Shirt/Flashes/Crest	\$40
Pants	\$35
Gators	\$28
Lanyard	\$3
Belt	\$13
Winter Coat	\$100
Epaulets	\$9

Total cost of cadet uniform supplied by our Branch \$500. If your child leaves our program, the entire uniform must be cleaned and returned immediately. Sport Activity TShirts & ball caps are issued free of charge for their first t-shirt. Additional t-shirts/ball caps (if they outgrow their first one, or if it is in disrepair or lost) are \$10 each.

Care of Uniforms

While the uniform is in your child's possession you are responsible to ensure that it is maintained in clean and proper condition. On the third Thursday night meeting of each month, either an inspection of the Corps or Ceremonial Divisions with an inspection by a local dignitary or the CO will take place. It is imperative that all cadets be present and in a perfect uniform for these occasions or whenever the Corps is involved in an off-site activity. Cadets are trained in the proper care of their uniform prior to it being issued. Uniform care information is provided on the next page. The reusable masks are only to be soaked in a container filled with hot soapy water for 45 minutes then rinsed and hung to dry.

Badges

During their time with NLCC Carinthia your child will be presented with several badges which need to be **sewn onto** their shirt. There are merit badges given to exceptional cadets and trade and skill badges awarded for proven ability in many of the training areas that the cadet program covers. These badges have a specific place that they are sewn; this placement of badges is outlined on page 19.

Uniform Maintenance Instructions

CAP - Your cap should be cleaned with a soft brush, warm or hot water and detergent such as Ajax, Comet or dish soap. Liquid shoe polish should not be used as it runs when it rains. After your cap is clean it should be placed in a bag and stored where it won't get crushed. The top of a closet is a good place. **DO NOT PLACE CAP IN THE WASHING MACHINE. DO NOT SOAK CAP.**

Note: Your shirt and trousers should be washed in warm or cold water and can be washed with all dark clothes when laundry is done. They can be machine dried and then both need to be pressed.

TROUSERS - Turn inside out and press with a damp lint-free cloth over the seams. **DO NOT put a crease down the front of your trousers.** In most cases each side must be done separately, as the seams at the sides do not usually line up. When finished leave them inside out and place on a pant hanger or a hanger that will not leave a crease through the middle.

SHIRT - If you iron your shirt on a high temperature inside out (all except the sleeves) it will come out nicely. For the sleeves, place them on the ironing board with the seam to one side. Iron each sleeve flat and ensure that **there are no creases.** The sleeve will have to be rolled on the board in order to ensure that the entire sleeve has been pressed. Make sure no threads (Irish pennants) are sticking out. If so, clip them off with a pair of scissors. Press your collar, epaulettes, and cuffs.

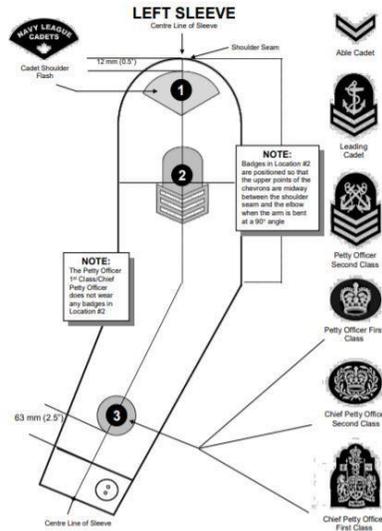
WEB BELT - Remove the buckles and wash in hot soapy water. If the belt is extremely dirty, (it shouldn't be if it is being cleaned regularly) you may wash it using bleach. **Ask an adult to help you.**

LANYARD - Made of cotton, it is machine washable **DO NOT DRY IT IN A DRYER.** To dry, place some tape on a nail somewhere so rust will not get on the lanyard and then tie a shoe to the other end for weight. If it is done this way it will look new for years. It is worn around your neck, through the epaulets with the knot at the second button, looped at the fourth button and the remainder tucked neatly in the left breast pocket.

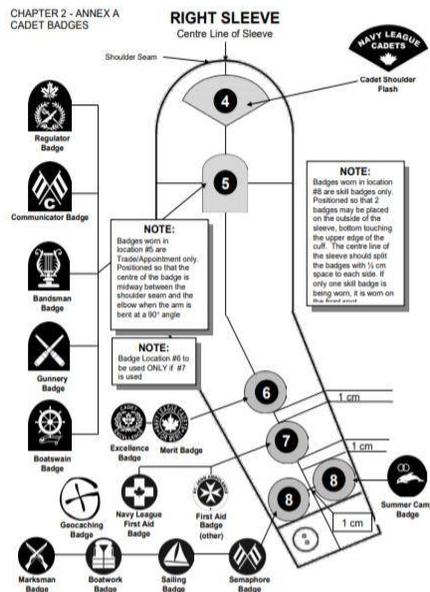
BOOTS - Place a **LIGHT** coat of black shoe polish (Kiwi works best) on the boots let it dry for 15 to 20 minutes, then using cold-water rub in small circles until a shine can be seen. When finished the boots can be buffed with an old nylon. Do not use a shoe brush, it works fine for normal shoes, however, it is next to impossible to get a high gloss shine using a brush. Your boots should be polished after every time you wear them. When finished put them in a place where they will not get scuffed.

Badge Placement on the Left Sleeve

Note: ranks badge placement shown at locations 2 and 3 are not sewn on the sleeve but instead are worn as epaulets buttoned on the shoulder of the cadet shirt



Badge Placement on the Right Sleeve



Cadet Ranks

A cadet's rank indicates the progress made in training during their time in Navy League.

Upon joining the cadet program your child will be rated as a New Entry or NE. Upon successful completion of practical and written work, they will be promoted to the rank of Ordinary Cadet (OC) and then, with more work, onto the rank of Able Cadet (AC). These three ranks make up the junior cadet ranks, take one and a half years to complete, and allow your child will learn the basics of the Navy League program.

Upon successful completion of the next level of training your child will be promoted to the rank of Leading Cadet (LC) and then onto the rank of Petty Officer 2nd Class (PO2). These ranks are considered the senior ranks and once obtained by your child they will be given a more serious role within the corps. Petty Officers and Leading Cadets head up divisions of other cadets, assume roles such as RPO and Quartermaster and may even achieve the ultimate position of Coxswain, the highest cadet position in the Corps.

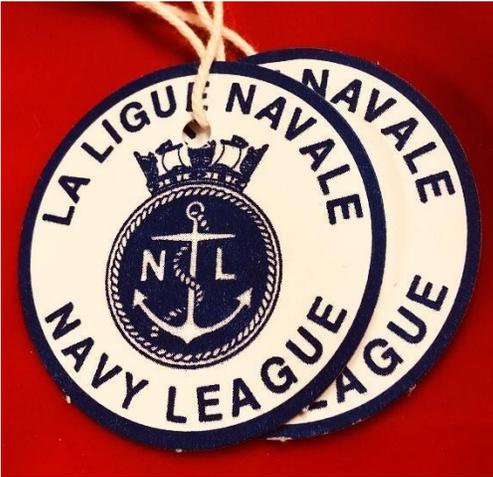
The most senior cadet ranks, Petty Officer 1st Class (PO1), Chief Petty Officer 2nd Class (CPO2), and Chief Petty Officer 1st Class (CPO1) are allocated based on the size of the Corps. Replacement badges \$10 a pair



Cadets wear the appropriate rank badge on their epaulettes. New Entries have no badge.

TAGGING

When your child joined Navy League, she/he was given a uniform which costs approximately \$505. During the year, he/she will be involved in many activities which all cost a considerable amount of money to provide. To pay for these events and uniforms NLCC Carinthia must raise funds from the public.



Normally, tagging is the major fund-raising event that we have. Twice a year, in December and May, ALL CADETS MUST participate in these tagging events. The cadets are sent out, accompanied by an older Sea Cadet, to hand out small paper Navy League tags in return for a donation. These tagging sessions usually run over a weekend and cadets are required to attend. Normally, the cost of camps and many other activities is directly related to a cadet's participation in tagging.

Another wonderful online fundraising tool is FLIPGIVE which utilizes our habits of online purchases. Email co@nlcccarinthia.com for more information.

BINGO NIGHTS contribute greatly to our yearly budget and we must be able to provide one Navy League parent when it resumes. A training seminar may be required prior to attending our Bingo Fundraiser Nights. We are in need of **BINGO VOLUNTEERS!**

ACTIVITIES DURING THE YEAR

Normally, there are several activities which NLCC Carinthia cadets will be involved with. There will be changes as outside factors can cause disruptions to the schedule. Some of the activities we hope to participate in this year are listed below. Some of these events are subsidised by our Branch, others are a reduced fee based on our large number of Cadets. Every month there will be dates scheduled for Competition training.

October: Fall Overnight Camp (TBD)

November: Base Borden Museum Trip, Remembrance Day Parade, Assisting at Poppy Campaign (Unsure yet if permitted)

December: Taggin, Holiday Mess Dinner (TBD), Before-Holidays-Start Event (TBD)

January: Semaphore Training Day (TBD)

February: Winter Overnight Camp - (TBD)

March: Tubing, Squadron Competitions (TBC) (selected cadets only)

May: Tagging, Battle of the Atlantic Parade, Victoria Day Weekend Camp (selected cadets only), Annual Inspection, Water Activity Day

June: Decoration Day Parade, Bus Trip - HMCS Haida, Fort York (possible Medieval Times)

ADMINISTRATION

All cadets must have completed a Cadet Application form (NL 320E) on enrolment and at the beginning of each training year. Each year, all cadets must complete and submit an updated Medical Questionnaire (NL 321E) and show their Ontario Health Card to ensure we have up-to-date information on file. NLCC Carinthia also requires cadets and their parent/guardian to complete a Uniform Loan Agreement and Registration Reminders. The necessary forms will be made available by the Administration Officer at the time of registration.

FREQUENTLY ASKED QUESTIONS

The following are some of the questions parents and prospective cadets have expressed about the program offered through the Navy League of Canada at NLCC Carinthia. It is hoped that these will be of help to both current and expectant cadets and their families. If you have questions of your own, please do not hesitate to ask. Any officer would be pleased to help. Online resources include:

Navy League of Canada website, section 'Navy League Cadets': www.navyleagueon.ca

NLCC Carinthia website: www.nlcccarinthia.com

NLCC Carinthia on Facebook: www.facebook.com/NLCCCarinthia/ and we are now on Instagram nlcccarithia

How does NLCC Carinthia communicate with parents?

We regularly distribute information by e-mail. Upon registering each year, we will ask for your e-mail address. If there is a need to send information to more than one e-mail address, please let us know and we will update our lists.

When does my child get a uniform?

Cadets can receive their cap and boots once they can recite the Cadet Promise from memory. Normally, each New Entry is fitted out with the complete uniform after six weeks of *continuous* attendance. If there are not sufficient uniforms in Stores, this may take a little longer. Exceptions can be made for an explained absence if the absence is not lengthy, and it occurs in this time period.

How much do I have to pay for a uniform?

Uniforms are valued at more than \$500 per cadet. No cadet pays for any part of his/her uniform. **The only exception to this is when they damage or lose a part of or all their uniform.** The funds required for this expensive outlay are raised through the hard work and dedication of the parent volunteers who serve on the Navy League Branch. **All uniforms are loaned to cadets.** Thus, cadets and families are required to treat each uniform part with the respect it deserves and return it in good condition, laundered when requested. When your child leaves the program, uniforms are expected to be returned within 2 weeks.

Are all meetings at the Optimist Hall?

Usually. All regular meetings are at the Newmarket Optimist's Club Hall, 55 Forhan Ave., Newmarket, on Thursdays when schools are operating. So, this would exclude summers, Winter Break, and March Break. Occasionally we will meet at a different location. These are announced well in advance and relate to special events that we are participating in. Certain ranks will also be taught out of the Newmarket Legion, 707 Srigley Street, Newmarket.

 *How do we know if a regular parade night is cancelled due to inclement weather or other reasons?*

In case of inclement weather, any cancellations will be e-mailed and posted on our Facebook or Instagram (please “like” our page so that you keep up to date!) We will post this information as soon as a decision has been made. Please check your e-mail or Facebook before heading out if you have any concerns.

 *What do I do if my child is sick or cannot attend on a Thursday night?*

Please fill out our Leave Request online or send an e-mail to attendance@nlcccarinthia.com if your child cannot attend. Your child will be recorded as “E”, for Excused, instead of “A” for Absent, on the roster.

 *What do I do if my child arrives late?*

If the corps is still lined up before Colours with the Coxswain in charge, then, as soon as your child has hung up her/his coat, have them come directly in and report to their RPO immediately. They will have already been marked “Absent”. This act of reporting allows the RPOs to change the “A” to “L” on the attendance roster. After the OOD has taken command, late cadets will be held at the entry door by the RPO. If classes are under way, please report to the Ship’s Office and ask to be admitted.

Repeated or chronic lateness, particularly if a cadet has a job at Colours, will result in discussions with the XO, possible removal from responsibilities, and might result in jeopardizing the Attendance Award at the end of the year.

 *Is it a problem if I am late to pick up my child?*

Please pick up your children on time. We run a wonderful youth program, but **we are not BABY SITTERS.** All staff are volunteers, and have responsibilities outside the Navy League activities your child benefits from. Emergencies are unavoidable, but when parents are **routinely** or **carelessly** tardy and staff needs to stay late because of this, it is unfair to the volunteers who give their family time to the families of the children in their charge. Please arrive on time for pick-up.

 *Who takes care of the uniform?*

The cadet and the cadet’s family are responsible for the care and maintenance of each uniform, and, “...all equipment entrusted...” to them, as it says in the Cadet Promise. If an article of equipment or uniform is lost or damaged, the family is required to pay the REPLACEMENT COST of that item. “Care and Maintenance” includes **sewing on all badges** correctly (please refer to the uniform section of this handbook, the “Cadet Workbook” or the Navy League of Canada Website for the exact locations of all badges) and the correct laundering of the apparel. On a regular basis, aside from laundering, badges will need to be sewn and boots will require polishing. Unless otherwise directed the uniform must be returned at the end of the cadet year. (We are accountable to Navy League Ontario Division for all equipment.)

 *Is it really strict?*

It all depends on what you are used to. Silence is required while standing still “in division” and during the ceremonies of “Colours” and “Sunset”. There are expectations that each cadet respects the authority of senior cadets, civilian instructors and officers. Senior cadets hold positions of responsibility. They include Divisional Petty Officers, Quartermaster, Regulating Petty Officer, and the most senior of all cadets, the Coxswain, or Chief Petty Officer of the corps. All other cadets must show these cadets the respect their positions deserve. Cadets with caps must salute each officer at least once each night. This tradition is expected of all Navy League Cadet corps throughout Canada.

 *If this is a cadet corps, is there much marching?*

Yes. Cadets are taught drill as a regular part of the program. They also need to stand absolutely still when at attention while on parade. Our divisional supervisory officer (DSO) rates us on our ability to drill and march in division as a ship's company during semi-yearly inspections. In addition, there are drill teams that compete at the squadron and provincial levels. However, there is much more to Navy League Cadets than marching.

 *How does a cadet get promoted?*

Each level of cadet is monitored at the end of each learning unit in class. Classes are taught by a variety of Civilian Instructors or Officers. Promotions are given for successful achievement in units. Promotions are held during Ceremonial Divisions in January and June. Unsuccessful candidates are given the chance to re-write at a later date. Sometimes more preparation is required. No cadet who truly puts in the effort is denied the experience of success at NLCC Carinthia. Cadets who hold a rank of Petty Officer, 2nd class and above are promoted through their signs of leadership, camaraderie, deportment, drive to succeed. Our promotions to Petty Officer, 1st Class and Chief Petty Officer, 2nd Class are limited to the number of cadets in our Corps. There is only one Chief Petty Officer, 1st Class held by our Coxswain.

 *What special activities are offered?*

Many special events are part of the usual year at NLCC Carinthia. There are Competition Teams that compete at the squadron and provincial levels. Teams are trained in Drill, Seamanship, Semaphore, First Aid. These annual competition teams require weeks of extra practice beforehand. In addition, there may be a Summer Sailing Day Camp, a weekend sleep-over Fall & Winter Camp, day trips (depending on staffing and resources) to interesting places, occasional "Sports Nights" held in other locations (usually instead of a regular parade night), Ceremonial Divisions once each month, appearances on Remembrance Day and Veteran's Memorial Day, and parades like Remembrance Day and the Santa Claus Parades. It is a very busy year. ALL activities require the support of adult volunteers, please consider supporting us in this way.

 *Can I be with my child during the regular meeting nights?*

The Navy League of Canada requires that only adults who have a Navy League of Canada Identification Badge will be allowed on the deck of a cadet corps. Thus, only officers and if needed by the officer group, branch and volunteers who have their NL Volunteer ID cards may help out and be allowed in during a parade night. **The easiest way to be with your child during cadet activities is to either join the branch or enlist as a Civilian Instructor or support staff, your assistance is always appreciated.**

 *What if my child becomes anxious or has a concern during a Cadet activity?*

Your child should use the "Chain of Command". They should speak to their **Divisional Petty Officer**, who will, if required, refer the issue to the **Coxswain** or **RPO**, who may refer them to the **Divisional Officer** and the **Officer of the Day (OOD)**. Generally, the OOD deals with such difficulties or matters of discipline. If the OOD cannot bring about a resolution to the issue, it might be appropriate for us to call you to discuss the matter. It is important that we hear about concerns from the cadet so that we can handle the situation as quickly as possible. Under no circumstances is a Navy League Cadet Officer permitted to hug a child. We would certainly try to comfort them if upset, but physical contact of any kind is strictly forbidden.

 *Can I bring the younger brothers and sisters of my cadet child to activities?*

Unfortunately, no. Our activities are covered by insurance that applies only to the children included on our “Nominal Roll”. Therefore, we regret that we cannot include other siblings in our activities. If a child is not officially on our roll, we cannot include him or her.

 *What do I do when I drop my child off at an extra activity?*

Please be considerate and respect drop off and pick up times and any other information provided on the information letter. We try our best to be accurate in giving you the details. On the day of the event we occasionally need to make changes to pick up times due to circumstances. You must be available for an early or perhaps later pick up. It is very important that **you let us know** if your child will not be able to attend and event.

 *Are there any other fundraising activities?*

Yes. Each year the Branch holds a few additional fund raisers to cover additional expenses incurred by the corps. More information will follow on these activities.

 *If this is the Navy League Cadet program, what is Sea Cadets?*

The Sea Cadet program is for older children. A child must be 12 years old to join Sea Cadets, Army Cadets, or Air Cadets. Only the Navy League of Canada runs a cadet program for younger children. A large difference is that Sea Cadets, Army Cadets, and Air Cadets all receive funding from and operate camps sponsored by the Department of National Defense. No such funding or sponsorship comes from DND for the Navy League Cadet Corps. The Navy League Branch in each area funds their Navy League Cadet Corps and some Sea Cadet activities. Cadets in Navy League are encouraged to join the senior cadet program if they turn 12 years old by December 31st in order to achieve attendance into their subsidized Summer Camp Program. Navy League Cadets do not have a summer camp program.

 *Does my child need a haircut or to remove their earring?*

On the directive of the Navy League of Canada - National Division, Officers will inform the cadets if they need a haircut, an adjustment to their hair style, or to change their jewelry (the regulations are given elsewhere in this handbook). Please be supportive of this and assist your child in following our regulations. If you have questions, please let us know.

 *What is the “Cadet Promise”?*

The Cadet Promise (given below) outlines the **responsibilities** of a cadet to the Navy League of Canada. Examining the promise is part of New Entry training so that the new cadet understands what is expected. The Cadet Promise is normally recited, in unison, by all cadets at the beginning of a Thursday evening of training. A New Entry that can recite the promise by heart is eligible to receive their cadet cap and boots.

***I solemnly promise to participate in activities regularly,
to be respectful of others and the rules of the Navy League of Canada,
and to honor and support my Corps and Country
to the best of my abilities.***