

2012

# NL Cadet Regulations

NL 8 E



All Rights Reserved ©  
Navy League of Canada  
04/12/2012





## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>I</b>
<b>SECTION 1 – INTRODUCTION AND DEFINITIONS</b>	<b>1</b>
1.1 SHORT TITLE	1
1.2 OBJECTS OF NAVY LEAGUE CADET CORPS	1
1.3 DEFINITIONS	1
1.4 ACRONYMS	2
1.5 AUTHORITY TO MAKE REGULATIONS	2
1.6 NAVY LEAGUE CADET (NLC) REGULATIONS	2
1.7 REVOCATION AND AMENDMENT OF REGULATIONS	2
<b>SECTION 2 – ORGANIZATION AND ADMINISTRATION</b>	<b>3</b>
2.1 GENERAL	3
2.2 RESPONSIBILITY FOR FORMATION AND CONTROL OF CORPS	3
2.3 THE BRANCH AND ITS NAVY LEAGUE CADET COMMITTEE	3
2.4 RESPONSIBILITIES OF BRANCH NLC COMMITTEE	3
2.5 METHOD OF APPLICATION TO FORM A CORPS	4
2.6 RECRUITMENT OF CADETS	4
2.7 NAMES OF CORPS	4
2.8 APPROVAL FOR FORMATION OF A CORPS	4
2.9 SENIORITY OF CORPS	5
2.10 DISBANDMENT OF CORPS	5
2.11 NAVY LEAGUE DRUG POLICY	5
<b>SECTION 3 – CORPS COMPLEMENTS</b>	<b>7</b>
3.1 MINIMUM ENROLMENTS	7
3.2 OFFICERS AND INSTRUCTORS	7
3.3 CADETS	7
<b>SECTION 4 – NAVY LEAGUE CADET OFFICERS AND INSTRUCTORS</b>	<b>8</b>
4.1 QUALIFICATIONS FOR ENROLMENT	8
4.2 APPLICATION FOR ENROLMENT / APPOINTMENT	8
4.3 RECOGNITION OF APPOINTMENTS	8
4.4 RANK ON ENROLMENT	9
4.5 OFFICER RANKS	9
4.6 IDENTITY (ID) CARDS	10
4.7 DUTIES OF OFFICERS	10
4.8 PROMOTION OF OFFICERS	10
4.9 SENIORITY	12
4.10 PAY & ALLOWANCES	12
4.11 UNIFORMS	12
4.12 COMMAND IN RELATION TO SEA CADETS	12
4.13 TRANSFERS/LEAVE OF ABSENCE	13
4.14 RESIGNATIONS, SUSPENSIONS AND TERMINATIONS	13
4.15 LIMIT OF SERVICE - COMMANDING OFFICER	14
4.16 CHANGE OF COMMAND	15
4.17 NAVY LEAGUE CADET INSTRUCTORS (CIs)	15
4.18 DIVISION AREA OFFICERS	15
4.19 DIVISION AREA OFFICERS – RESPONSIBILITIES	16
4.20 LIMIT OF SERVICE - DIVISION AREA OFFICERS	17
4.21 CERTIFICATE OF SERVICE	17
4.22 HARRASSMENT POLICY	18
4.23 VOLUNTEER SCREENING	18
<b>THE VOLUNTEER SCREENING PROCESS</b>	<b>19</b>

<b>APPLICANT</b>	<b>19</b>
DECLINED	19
<b>CHAPTER 2 DIVISION SCREENING CO-ORDINATOR</b>	<b>19</b>
<b>CHAPTER 3 NATIONAL SCREENING COORDINATOR</b>	<b>19</b>
DECLINED	19
DIVISION NOTIFIES BRANCH PRESIDENT OF REGISTERED BRANCH VOLUNTEERS	19
<b>SECTION 5 - NAVY LEAGUE CADETS</b>	<b>20</b>
5.1 GENERAL	20
5.2 QUALIFICATIONS FOR ENROLMENT	20
5.3 APPLICATION FOR ENTRY	20
5.4 THE NAVY LEAGUE CADET PROMISE	21
5.5 QUALIFICATIONS FOR ADVANCEMENT OF CADETS	21
5.6 CADET AWARDS	21
5.7 DISCIPLINE OF CADETS	22
5.8 RELEASE AND TRANSFER OF CADETS	22
5.9 DISCHARGE/MAXIMUM AGE OF CADETS	22
5.10 EXTENUATING CIRCUMSTANCES	23
<b>SECTION 6 – TRAINING STANDARDS</b>	<b>24</b>
6.1 TRAINING OF CADETS - GENERAL	24
6.2 TRAINING SYLLABUS	24
6.3 REGULATIONS GOVERNING FIREARMS	24
6.4 JOINT PARADES	25
6.5 TRAINING FACILITIES	25
6.6 TRAINING EQUIPMENT	25
6.7 CAMPS AND COMPETITIONS	25
6.8 BANDS	25
6.9 TRIPS	25
6.10 SWIMMING POLICY	25
<b>SECTION 7 – FORMAL INSPECTIONS</b>	<b>29</b>
7.1 GENERAL	29
7.2 REQUIRED INSPECTIONS	29
7.3 REVIEWING OFFICERS	29
7.4 INSPECTING OFFICERS	29
7.5 INSPECTION REPORTS	29
7.6 DIVISION, BRANCH AND CORPS RESPONSIBILITIES	30
<b>SECTION 8 – FLAGS AND CEREMONIES</b>	<b>33</b>
8.1 USE OF FLAGS	33
8.2 MARKS OF RESPECT	33
<b>SECTION 9 – FINANCES</b>	<b>34</b>
9.1 NAVY LEAGUE FUNDS	34
9.2 FUNDRAISING	34
9.3 REVENUES, EXPENDITURES AND BUDGETS	34
9.4 UNIFORMS	35
9.7 BANDS	36
9.8 INSURANCE	36
9.9 INSURANCE REFERENCE MATERIAL	36
9.10 MEDICATION(S)	36
<b>SECTION 10 – UNIFORMS</b>	<b>37</b>
10.1 GENERAL	37
10.2 RETURN OF UNIFORM	37
10.3 OFFICER UNIFORMS	37
<b>10.4 ADMINISTRATION AND SUPPLY</b>	<b>37</b>

10.5	RESPONSIBILITY	38
10.6	DEMANDS FOR STORES	38
10.7	STATIONERY STORES	38
10.5	STORES ACCOUNTS	38
10.6	ARTICLES TAKEN OFF CHARGE	38
10.7	RECORDS AND FORMS	38
<b>SECTION 11 – NAVY LEAGUE CORPS BADGES</b>		<b>39</b>
11.1	INTRODUCTION	39
11.2	CORPS BADGE DESIGNS	39
11.3	DESIGN REFERENCES	39
11.4	BADGE VS. COAT OF ARMS	40
11.5	SIMILARITY OF BADGES	40
11.6	DESIGNING YOUR OWN BADGE	40
11.7	APPLICATION FOR APPROVAL OF A CORPS BADGE	40
<b>ANNEX A – DISCIPLINARY PROCEDURES GUIDE</b>		<b>42</b>
TABLE 1	OPTION FOR CONSEQUENCES OF MISBEHAVIOUR	43
TABLE 2	MISBEHAVIOUR / CONSEQUENCE	43
<b>ANNEX B - FORMAL INSPECTION PROCEDURES</b>		<b>45</b>
GENERAL		45
PARADE FORMATION		46
PARADE PROCEDURE		46
ADVANCE AND GENERAL SALUTE		47
DEMONSTRATIONS AND DISPLAYS		48
SUNSET (OPTIONAL)		49
SPEECHES - OPTION		49
INSPECTION OF CORPS QUARTERS		49
REFRESHMENTS		49
<b>ANNEX C – NAVY LEAGUE CADET OFFICERS' SERVICE PIN</b>		<b>47</b>
<b>ANNEX D – GUIDE TO NAVAL HERALDRY</b>		<b>48</b>
CONFORMITY TO HERALDIC STANDARDS		48
HISTORICAL BACKGROUND OF THE SHIPS' BADGE		48
THE BADGE AS DISTINGUISHED FROM A COAT OF ARMS		50
DEFINITIONS		50
THE FRAME OF THE BADGE		50
SELECTION OF A DESIGN		51
ASPECTS TO AVOID		52
HERALDIC RULES		53
DETAIL		54
SIMPLICITY		54
USE OF CORPS NUMBER, MOTTO OR LOCATION		55
REFERENCES		55
TEMPLATE – NAVY LEAGUE CADET CREST		56
<b>ANNEX E - AIR/PELLET RIFLE SHOOTING</b>		<b>57</b>
OBJECT OF AIR/PELLET RIFLE SHOOTING		57
REGULATIONS		57
BADGES AND AWARDS		57
RANGE SAFETY OFFICER (RSO)		57
GENERAL		58
QUALIFICATIONS		58
APPOINTMENT AS RSO		58
RESPONSIBILITIES		58
ACCIDENTS		59



---

## SECTION 1 – INTRODUCTION AND DEFINITIONS

### 1.1 SHORT TITLE

These regulations may be cited as NL (8).

### 1.2 OBJECTS OF NAVY LEAGUE CADET CORPS

The objects of "Navy League Cadet Corps" are to give young girls and boys the opportunity to develop good mental, moral and physical training, to develop patriotism, good citizenship, a sense of duty, discipline, self-respect, and to respect others, in a Naval environment suited for young people.

### 1.3 DEFINITIONS

In these Regulations and in related orders:

- a. "Branch" refers to the local body of the Navy League of Canada authorized by the National Board of Directors on the recommendation of the Division to conduct the affairs of the Navy League within territorial boundaries set by the Division;
- b. "Navy League Cadet Instructor", "Instructor", or "CI" refers to an instructor who is not a Navy League Officer, but is qualified to instruct officers or cadets, and appointed by the Commanding Officer to a position in a Navy League Cadet Corps
- c. "Commanding Officer (CO)" refers to the senior officer appointed to command a Navy League Cadet Corps;
- d. "Corps" refers to a Navy League Cadet Corps;
- e. "Division" refers to a territorial body of the Navy League responsible for Branches and Corps within boundaries set by the National Board of Directors;
- f. "Division Area Officer" refers to a Navy League Cadet Officer appointed by a Division to assist with the administration and training of Navy League Cadet Corps within the Division as described in Art. 4.18;
- g. "Drill" or "Parade" refers to a regular period of cadet activities;
- h. "National Cadet Committee" refers to the group responsible for discussing issues surrounding the Navy League Cadet program, and which may make recommendations to the National Board of Directors;
- i. "The National Board of Directors" refers to the governing body of the Navy League. It is composed of members elected to sit on the Board for a period of one year. In addition, those Division Presidents who are elected to represent their respective Divisions;
- j. "Navy League Cadet" or "Cadet" means a boy or girl who is a member of a Navy League Cadet Corps;
- k. "Navy League Cadet Officer" or "Officer" means a person holding a Warrant approved by the National Committee;
- l. "Training Year" or "Cadet Year" means a twelve month period commencing September 1st each year;
- m. The words "may", "must", "shall", "should", and "is/are to":
  - i. "may" is to be construed as being permissive;
  - ii. "should" as desirable and recommended; and,
  - iii. "must", "shall", and the phrase "...is to", or "...are to" (do something), as mandatory.
- n. The words "he", "him", "his", and "himself" refer to either or both gender(s) as the context requires; and,

- o. Words indicating the singular are to be interpreted as including the plural form as the context requires.

## 1.4 ACRONYMS

The following is a list of acceptable acronyms for Navy League terminology:

“1 <sup>st</sup> VP”	First Vice-President
“Br.”	Branch
“Cdt”	Cadet
“Div.”	Division
“Nat.”	National
“NL”	Navy League
“(NL)”	follows all Navy League officer ranks
“NLC”	Navy League Cadet
“NLCC”	Navy League Cadet Corps
“NLOC”	The Navy League of Canada
“Offr”	Officer
“Pres.”	President
“Secr.”	Secretary
“Treas.”	Treasurer
“VP”	Vice-President

Use of acronyms may be combined to form complete titles. For example, “Branch President” may be abbreviated as “Br. Pres.”.

## 1.5 AUTHORITY TO MAKE REGULATIONS

Under the authority of the National Board of Directors, the National Cadet Committee is responsible for implementing Navy League policies respecting Navy League Cadets through the various Navy League Cadet (NLC) Regulations.

## 1.6 NAVY LEAGUE CADET (NLC) REGULATIONS

Cadet Regulations consist of all of the regulations made with the authority of the National Board of Directors and promulgated through the National Office as directed by the National Cadet Committee.

## 1.7 REVOCATION AND AMENDMENT OF REGULATIONS

The National Cadet Committee is responsible for keeping these regulations up to date to reflect current Navy League policies and practices. Substantive changes must be approved by the National Board of Directors.

Individuals may submit requests for amendments and/or new policies to The National Cadet Committee for consideration.**DIVISIONAL INSTRUCTIONS**

Division may promulgate additional instructions for corps within their jurisdiction to supplement these regulations. Such instructions shall not supersede or amend these regulations. An information copy of Divisional Instructions must be forwarded to the National Cadet Committee



---

**SECTION 2 – ORGANIZATION AND ADMINISTRATION****2.1 GENERAL**

The National Board of Directors has directed the National Navy League Cadet Committee to supervise and co-ordinate Navy League Cadet activities subject to its policies and general direction.

**2.2 RESPONSIBILITY FOR FORMATION AND CONTROL OF CORPS**

- .01 Responsibility for the formation, control and administration of corps is vested solely to Branches through Divisions subject to direction by National Board of Directors through the National Navy League Cadet Committee;
- .02 Each Branch shall assume responsibility for the operation of the corps that it sponsors;
- .03 There should be common use of training facilities, equipment and quarters by all units of the Navy League whenever possible;
- .04 Information and advice regarding the formation of a corps may be obtained from Division or the National Office.

**2.3 THE BRANCH AND ITS NAVY LEAGUE CADET COMMITTEE**

Each Branch organizing a corps should appoint a Branch Navy League Cadet Committee, hereafter called the "Branch NLC Committee". The Branch NLC Committee is a group appointed to support a corps by the sponsoring Branch of the League, or a person appointed to liaise between the Branch and corps, and co-ordinate support for the corps.

**2.4 RESPONSIBILITIES OF BRANCH NLC COMMITTEE**

- .01 The NLC Committee must account to its Branch for the responsibilities set out in these regulations, and others;
- .02 Each member of the Branch NLC Committee is to uphold the welfare of the corps and assist the Commanding Officer to the best of its ability, and be conversant with all regulations pertaining to the operation of the corps;
- .03 It is the responsibility of each member of the Branch NLC Committee to attend meetings convened by the Chairman;
- .04 Duties of The Branch NLC Committee Chairman:
  - a. To be diligent as to the welfare of the corps under his jurisdiction and to take steps through the Corps' Commanding Officer to ensure that the training, discipline, morale and attendance are being maintained.
  - b. To ensure that all uniforms, equipment and property owned by the Navy League are preserved and maintained in a proper manner, and that adequate records are being kept at the corps;

- c. To visit the corps frequently, to arrange for suitable guest speakers to visit and to assist the Commanding Officer as required;
- d. To ensure all correspondence concerning the corps is handled promptly;
- e. To maintain the interest and active participation of the Branch NLC Committee;
- f. To recommend to the Navy League Branch the appointment, promotion or retirement of officers and instructors, in consultation with the Commanding Officer.

## **2.5 METHOD OF APPLICATION TO FORM A CORPS**

- .01 Application forms to form a Navy League Cadet Corps may be obtained from the Division or the National Office – [www.navyleague.ca/eng/forms/nl\\_1e.asp](http://www.navyleague.ca/eng/forms/nl_1e.asp)
- .02 In order to form a corps, the Branch President must complete a “NL (1) Application To Form A Navy League Cadet Corps”, in duplicate, and submit it to their respective Division. (One signed copy will be returned to the Division showing the Corps Name and Unit Identification Number.)
- .03 The Branch President must attach the “NL (201) Navy League Cadet Personnel Transaction” for the Commanding Officer and two additional officers, to the NL (1) In addition, if the member’s volunteer screening has expired a “NL (101) Volunteer Screening Application” will need to be submitted with the NL (201).
- .04 The Branch President must also attach an “NL (203) Nominal Role” in duplicate, listing a minimum of fifteen (15) prospective cadets to the NL (1).
- .05 The Division will forward subsequently submit the completed NL (1), NL (201) and NL(203) to the National Office with its recommendation for approval by the National Board of Directors.

## **2.6 RECRUITMENT OF CADETS**

There is to be no discrimination by sex, race, religion, or any other personal factors in the recruitment of cadets. For additional information, please refer to the Navy League’s Harassment Policy attached as Annex C to Section 4.

## **2.7 NAMES OF CORPS**

A name should be selected for a corps, and, subject to the approval of the National Board of Directors, be adopted by the corps. Corps names must always be preceded by the words "Navy League Cadet Corps..." Thus a corps could be named "Navy League Cadet Corps Levis". This may be abbreviated as “NLCC Levis”.

## **2.8 APPROVAL FOR FORMATION OF A CORPS**

Upon receipt of a NL (1), the National Board of Directors will give prompt consideration to the application. If approved, the National Office will advise the Division and issue a Navy League Cadet Corps Warrant to the Branch authorizing it to operate the corps as a cadet unit of the Navy League.

## **2.9 SENIORITY OF CORPS**

- .01 An identification number shall be assigned to each corps at the time of its authorization, permanently recording its position in the Navy League Cadet Corps seniority list. The Unit Identification Number will be recorded on the NL (1).
- .02 The proper method of writing the corps name is as follows, '999 Navy League Cadet Corps Levis'. This may be abbreviated as '999 NLCC Levis'

## **2.10 DISBANDMENT OF CORPS**

- .01 If, in the opinion of the National Cadet Committee, these regulations are not being complied with by the Division, Branch, or Corps, the Division President will be notified and invited to show why the Corps should not be disbanded. If the Division response is not satisfactory, the corps may be closed by the National Cadet Committee.
- .02 Similarly, if a Division determines that a corps within its jurisdiction is not operating within these regulations, it may require that the Branch President show why the corps should not be disbanded. If the Branch response is unsatisfactory, the Division may recommend closure of the corps to the National Committee.
- .03 If a corps is to be closed in accordance with this Article, all uniform clothing and equipment originally purchased by the Branch and in the possession of the corps shall be returned to the Branch. All records pertaining to the clothing and equipment are to be retained by the Branch for inspection by the Division prior to their disposal. The Division should attempt to broker the disposal of any useable uniforms or equipment to other Navy League Corps.
- .04 The Corps' Warrant is to be returned by the Branch through the Division to the National Office.

## **2.11 NAVY LEAGUE DRUG POLICY**

- .01 The Navy League of Canada has adopted a zero tolerance approach to any unauthorized use of drugs:
  - a. The unauthorized use of any drug or prohibited substance is prohibited.
  - b. The possession, trafficking, importing or exporting of a narcotic or a substance represented as a narcotic are offences under the Narcotic Control Act (NCA); the same actions with respect to restricted and controlled drugs are offences under the Food and Drugs Act (F&DA).
  - c. The possession, delivery or control of drug related paraphernalia with the intent that it be used in connection with an offence under the NCA or F&DA is prohibited.
- .02 Persons found guilty of drug related offences will be released immediately.

## **2.12 NAVY LEAGUE ALCOHOL POLICY**

- .01 The following policy applies to all levels of cadet activities:
- .02 Regardless of age or provincial legislation, Cadets are prohibited from purchasing, consuming or having alcohol in their possession while engaging in cadet activities; Cadet Officers and Instructors shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be, or are, in direct supervision or training of Cadets;
- .03 It is strongly recommended, cadets should not attend or participate in any adult social function sponsored by the Navy League where alcohol is served. In the event that a function is taking place, the Navy League Officers who are escorting the cadets shall not consume alcohol; Cadets who violate alcohol policies shall be suspended from training, counselled and considered for release; and Cadet Officers and Instructors who violate alcohol policies shall be suspended from the supervision/training of cadets and considered for release.

---

**SECTION 3 – CORPS COMPLEMENTS****3.1 MINIMUM ENROLMENTS**

The *minimum* number of people enrolled in a corps is fifteen (15) cadets and three (3) officers.

**3.2 OFFICERS AND INSTRUCTORS**

- .01 The authorized officer complement of a Navy League Cadet Corps is:
  - a. Commanding Officer - 1;
  - b. Executive Officer - 1; and,
  - c. Divisional Officer - 1 for each 15 Cadets.
  
- .02 Where numbers or circumstances warrant, the complement may be increased to include:
  - a. Administration Officer - 1;
  - b. Training Officer - 1;
  - c. Supply Officer - 1;
  - d. Band Officer - 1;
  - e. Chaplain (P) - 1;
  - f. Chaplain (RC) - 1;
  - g. Medical Officer - 1; and/or
  - h. Cadet Instructors - as required.
  
- .03 In corps with cadets of both genders enrolled, there *must* be officers or instructors of both genders enrolled. There must be a minimum of one officer, instructor, or parent, of each gender at *all* activities where male and female cadets are present.

**3.3 CADETS**

- .01 The authorized number of cadets in a corps is:
  - a. New Entries (NE) - no limit;
  - b. Ordinary Cadet (OC) - no limit;
  - c. Able Cadet (AC) - no limit;
  - d. Leading Cadet (LC) - no limit;
  - e. Petty Officer 2nd Class (PO2) - no limit;
  - f. Petty Officer 1st Class (PO1) - 1 for each 15 cadets;
  - g. Chief Petty Officer 2nd Class (CPO2) - 1 for each 30 cadets; and,
  - h. Chief Petty Officer 1st Class (CPO1) - 1 per corps.
  
- .02 Those cadets that transfer from one unit to another can continue to wear their current rank; regardless of the authorized number of cadets as detailed above.

---

## SECTION 4 – NAVY LEAGUE CADET OFFICERS AND INSTRUCTORS

### 4.1 QUALIFICATIONS FOR ENROLMENT

.To be enrolled as an Officer or Cadet Instructor a person must:

- a. Be a minimum age of eighteen (18) years, and in good physical and mental health;
- b. Be of good moral character and good standing in the community;
- c. Possess sufficient practical knowledge and interest to enable the person to serve a useful purpose in a Corps or a Division;
- d. Agree to abstain from the consumption of alcoholic beverages whenever the person is, or expects to be, in contact with Cadets (see Section 2, para.27), and to set an example of good character and deportment;
- e. Complete a NL (201) as applicable;
- f. Be recommended by the Corps Commanding Officer the Branch President and, Division President;
- g. In the event the member has not been previously screened, they must attach a completed NL (101) – with a Criminal Background Check (CPIC), two pieces of identification (minimum photo picture).

***Note: No person may have unsupervised contact with a cadet unless they have been approved to do so through The Navy League Volunteer Screening Program (NL (101)).***

### 4.2 APPLICATION FOR ENROLMENT / APPOINTMENT

- .01 An application for enrolment as an officer is to be initiated by completing the NL (201). After it is signed by the Corps CO, it must go to the Branch President for signature (preferably through the Chairman of the Branch NLC Committee), and then to the Division. If recommended by the Division, it will be forwarded to the National Office for final approval. The applicant must be in receipt of a current volunteer screening number prior to being accepted by the National Office.
- .02 It is highly recommended that a copy is retained at the Division level, in order to ensure that any follow-up work may be completed. Once received at the National Office, the Warrant Certificate and Summary Sheet will be returned to the Division Office within twelve (12) days;
- .03 If the application is approved by the National Cadet Committee a Warrant will be issued to the officer by the National Office, and forwarded to the Corps through the proper Chain of Command. A Warrant Summary Sheet (NL (37)) will be forwarded for all appointments/promotions. Divisions may wish to retain a copy of this document and must forward the original to the officer.

### 4.3 RECOGNITION OF APPOINTMENTS

The appointment of any Navy League Cadet Officer is recognized only by The Navy League of Canada in connection with Navy League Cadets. No other privilege or recognition is to be sought or expected from any other person or organization. The appointment will only be

recognized during active service. There is no 'Retired' designation for any Navy League Appointments (for example: Lt (NL) Ret'd).

#### 4.4 RANK ON ENROLMENT

- .01 All volunteers wanting to join the movement as NL officers should undergo a probationary period to allow their screening procedure to be completed, to take their pre-enrolment training, to become familiar with the Navy League and the corps and to firm up their commitment. The length of the probationary period is left at the discretion of the Branch President. The probationary period is mandatory for all new officers regardless of their background.
- .02 After the probationary period, the normal rank assigned on enrolment is Midshipman. A qualified candidate who is nineteen (19) years of age or over may be granted a higher rank as described below if he holds special qualifications and substantiating documentation is submitted with the application. (It is preferred that photocopies are provided to substantiate the request for advanced standing). Please refer to the explanations below to determine the eligibility for advanced standing.
- a. ASLt (NL) - if he has had "previous service" in the Canadian (or other military) Forces, or "leadership experience" in Cadets or similar youth groups.

**Note: "Previous service" means a minimum of one year as an officer or non-commissioned officer. "Leadership experience" in cadets means as a Petty Officer First Class or above in Royal Canadian Sea Cadets, or equivalent. Leadership experience in similar youth training groups will be assessed on an individual basis.**

- b. SLt (NL) - if he has held the rank of SLt, Master Seaman with a CF Junior Leadership Course, or equivalent

**Note: Effective March 2006, no personnel will be enrolled above the rank of SLt (NL) – regardless of prior training or experience.**

#### 4.5 OFFICER RANKS

Navy League Cadet Officers' ranks are:

<u>Rank Title</u>	<u>Abbreviation</u>
Midshipman (NL)	Mid (NL)
Acting Sub-Lieutenant (NL)	ASLt (NL)
Sub-Lieutenant (NL)	SLt (NL)
Lieutenant (NL)	Lt (NL)
Lieutenant Commander (NL)	LCdr (NL)
Commander (NL)	Cdr (NL)

The postscript (NL) is to be used with Navy League ranks. (See Annex A & B for insignia.)

## 4.6 IDENTITY (ID) CARDS

Personal ID cards will be issued to every officer once the volunteer screening process has been completed. If an ID card is lost, stolen or mutilated, the Officer is to submit a *written* request through his Commanding Officer, the Branch and Division to the National Office giving the circumstances and requesting a new card. Depending on the circumstances, a nominal charge for the replacement card may be levied by the National Office due to the time required to research the entitlement, print and mail the card.

## 4.7 DUTIES OF OFFICERS

The *PRIMARY DUTY* of all Navy League Cadet Officers and Instructors is the *SAFETY* and *WELL-BEING* of cadets in their charge. An officer is to perform other duties as prescribed by the National Cadet Committee, Division, and/or Branch. In general, Officers' responsibilities include:

- a. *Commanding Officer (CO)* - Responsible to the Branch for the administration, operation and efficiency of the Corps;
- b. *Executive Officer (XO)* - Second in command, responsible to the CO for duties delegated by him, and to command in his absence;
- c. *Divisional Officer (DO)* - Responsible to the CO, through the XO, for the well-being and development of Cadets in his division;
- d. *Administration Officer (Admin O)* - Responsible to the CO for all correspondence, records and files, the maintenance of Corps Admin. Manuals, and the timely preparation of all reports and forms;
- e. *Supply Officer (SYO)* - Responsible to the CO for the custody, issue, return and accounting of all stores, equipment and property owned by the League, or on loan to the Corps from any other source;
- f. *Training Officer (Trg O)* - Responsible to the CO for all Cadet training and instruction, and applicable manuals, equipment, etc., in accordance with the prescribed syllabus and other instructions;
- g. *Band Officer (Band O)* - Responsible to the CO for the training of Band members in music and appropriate drill, and the care and maintenance of instruments; and for the safe custody, issue, return and accounting of all Band stores, equipment, instruments and music;
- h. *Chaplain* - Responsible to the CO for ensuring that religious ministrations are adequately served, and for counselling Cadets who show social or family problems at the Corps. Care must be taken to respect all religious denominations represented in the Corps, and consult appropriate professionals if problems found warrant; and,
- i. *First Aid Officer* - Responsible to the CO for ensuring that the Cadets' required medical standards are maintained. Care must be taken to ensure that the First Aid Officer's qualifications are appropriate for the cadet activities, any medical situation anticipated, or the extent of medical advice or activity undertaken.

## 4.8 PROMOTION OF OFFICERS

- .01 An application for promotion must be completed using NL (201) and forwarded in accordance with prescribed regulations;



- 
- .02 Officers' promotions require the approval of the National Cadet Committee; accordingly all applications must be submitted to the National Office. Officers may be promoted to between the ranks of ASLt (NL) to Lt (NL) with the approval of the Division President. These promotions may only be done if; the member seeking promotion has a current volunteer screening number and has been approved by the Division President. In the event of promotion to LCdr (NL) or higher, the approval must be granted by the National Cadet Committee;
- .03 Please note, the requirement still exists to forward the completed NL (201) to the National Office;
- .04 Acting or probationary ranks are not used on promotion;
- .05 Promotion in rank is to be considered in relation to the duties and responsibilities of the individual, not as a reward for service.
- .06 The qualifications required for promotion are as follows:
- a. Cadet Instructor may be appointed to Midshipman (NL) when he:
    - i. has completed six months of service as a Cadet Instructor, having displayed a satisfactory performance;
    - ii. has completed the [Midshipman I and II Development packages](#); and
    - iii. has been recommended for promotion by the Commanding Officer, the Branch President and the Division President.
  - b. Midshipman (NL) may be promoted to Acting Sub Lieutenant (NL) when he:
    - i. has completed one year's service as a MID(NL), having displayed a satisfactory performance;
    - ii. has completed the [Acting Sub Lieutenant Development packages](#); and
    - iii. has been recommended for promotion by the Commanding Officer, the Branch President and the Division President.
  - c. Acting Sub Lieutenant may be promoted to Sub Lieutenant (NL) when he:
    - i. has completed one year as an Acting Sub Lieutenant (NL), having displayed a satisfactory performance;
    - ii. has completed the [Sub Lieutenant\(NL\) Development package](#); and
    - iii. has been recommended for promotion by the Commanding Officer, the Branch President and the Division President.
  - d. Sub Lieutenant (NL) may be promoted to Lieutenant (NL) when he:
    - i. has completed two years as a Sub Lieutenant (NL), having displayed a satisfactory performance;
    - ii. has completed the [Senior Officer Development package](#); and
    - iii. has been recommended for promotion by the Commanding Officer, the Branch President and the Division President.
  - e. Lieutenant (NL) may be promoted to Lieutenant Commander (NL) when he:
    - i. has completed two years as a Lieutenant (NL), having displayed a satisfactory performance;

- ii. has been appointed as a member of the Division Area Staff by the Division President;
- iii. has been approved by the National Navy League Cadet Chairman.

- f. Lieutenant Commander (NL) may be promoted to Commander when he:
  - i. has completed three years as Lieutenant Commander (NL), having displayed superior leadership and management skills;
  - ii. only when appointed to the position of Division Commander and when justified by the Division;
  - iii. has been approved by the National Navy League Cadet Chairman.

.07 Officers will not be appointed to “acting ranks;

.08 Regardless of the requested effective date on the NL (201), appointments may be back dated to a maximum of six months from date of receipt in National Office; unless otherwise specified. No appointments/promotions will be effective without a current volunteer screening number.

#### **4.9 SENIORITY**

.01 Officers are senior to cadets;

.02 Officers shall take seniority among themselves in accordance with the order of rank, as prescribed above; and within ranks from the date on their Warrant authorizing the appointment or promotion to that rank.

#### **4.10 PAY & ALLOWANCES**

No pay or allowances are to be paid to Officers or Instructors. Authorized expenses incurred in the performance of cadet-related duties may be reimbursed by a Branch or Division as appropriate.

#### **4.11 UNIFORMS**

.01 Promulgated under a separate document – Dress Regulations for NL Officers and Cadets - [NL 226](#).

.02 A former Officer may be permitted to wear a uniform. However, he must request permission from the Division President in writing giving the occasion, date and time. In approving the request the Division President may attach such conditions as he believes to be necessary.

#### **4.12 COMMAND IN RELATION TO SEA CADETS**

.01 Navy League Cadet Officers, including Division Officers, have no authority over Canadian Forces Cadet Instructor Cadre (CIC) (Sea Cadet) Officers or Royal Canadian Sea Cadets, regardless of relative ranks. Similarly, CIC Officers and Royal Canadian Sea Cadets have no authority over Navy League Cadet Officers or Cadets.

- .02 Notwithstanding the above paragraph, it is expected that all CIC Officers, Sea Cadets, Navy League Cadet Officers and Cadets, recognize each-other and their respective roles in the cadet program. By showing common courtesy at all times and the appropriate military courtesies when appropriate; it will provide for a more cohesive group and working environment.

#### 4.13 TRANSFERS/LEAVE OF ABSENCE

- .01 Officers' Warrants are issued by a specific Division.
- .02 In the event that an officer moves to another corps, outside of the jurisdiction of the Division – an officer shall complete the NL (201), in order to ensure that all records are kept up-to-date, as well as to recognize the continued service.

**NOTE: When a person holding the rank of LCdr (NL) transfers to another Division they may revert to the rank of Lt (NL); unless they have met the requirement as stated above.**

- .03 Authority for Leave of Absence is:
- less than three months* – the Branch can authorize the absence; the Branch shall notify the Division and the National Office;
  - more than three months, less than six months* – the Division will authorize the absence; the Division shall notify the National Office
  - over six months* – the National Cadet Chairman can authorize the absence. National Committee (Chairman or Deputy Chairman) and only in very extenuating circumstances.
  - over twelve months* – is not authorized, the officer will have its Warrant cancelled.
- .04 During the period of any leave of absence, all time in rank and service will temporarily be suspended.

#### 4.14 RESIGNATIONS, SUSPENSIONS and TERMINATIONS

- .01 When an officer ceases to perform his duties in the Corps to which he was appointed, he is to tender a resignation through his CO. At which time, the necessary paperwork will be forwarded to the Branch President, the Division and the National Office for their action.
- .02 At the request of the Branch President, and with the approval of the Division and the National Cadet Chairperson, an officer may be requested to resign his appointment for misconduct, inefficiency, unsuitability, absence, or other cause, provided the steps described below are followed. The appointment of a Cadet Instructor may be terminated at any time by the CO, or the Branch President for any valid reason.
- .03 In requesting the *involuntary release/suspension* of an officer, the following steps must be followed;
- it may be appropriate for the Branch or Division to establish a Committee of Inquiry to review and substantiate the reports. In such cases, the COI will:

- i. consist of at least three people;
    - ii. be given a clear mandate and must provide a written report;
    - iii. interview as many people who have knowledge of the situation as possible;
    - iv. maintain discretion and confidentiality throughout; and,
    - v. make its report to the Branch President within (15) days.
  - b. full particulars of the circumstances and written statements from all parties concerned must be provided through the Division and National Office to the National Cadet Chairperson before approval will be granted;
  - c. if the Officer's Warrant is to be cancelled as a result of such an inquiry, the Committee of Inquiry report must to be submitted along with the [Certificate of Release](#).
- .04 Every effort must be made by the Branch President and the CO to take corrective action immediately against any officer that is creating problems at a corps. It is imperative that the member is made aware and understands the nature of the problem, as well provided with the necessary instructions to correct the behaviour.
- .05 When the officer creating a problem for a corps is the Commanding Officer, it is the responsibility of the Branch President to take the necessary corrective action. If required, the Division Area Officer may be available to assist as required.
- .06 In the event that the verbal warning has not been successful in correcting the behaviour, the officer shall be warned in writing that unless corrective action is taken within a specified time his appointment will be terminated. Such a warning shall be given by the Commanding Officer, acknowledged with a signature by the officer, and recorded in the officer's personal file. In cases where the CO is involved, the same process shall be followed; except that the Branch President will initiate the written warning. In both cases, the officer shall be provided with a copy of the written warning.
- .07 In the event that the behaviour continues, a COI may be convened to review the circumstances and initiate the appropriate paperwork.
- .08 All Officers have the right to request a review of their case (grievance) to the CO. In certain cases, the CO may not be able to review the case; in such cases, the Branch President may act on the behalf of the CO. After the review is complete, and if the officer is still not satisfied, they may request another review by the Division President. The final review step will include a review by the National Navy League Cadet Chairperson; with the National Cadet Committee having the final word.
- .09 Any officer, who is found innocent of charges/claims brought against him, may request to have their warrant re-instated if it was previously cancelled or suspended. As well, the officer will be credited for any lost time.

#### **4.15 LIMIT OF SERVICE - COMMANDING OFFICER**

- .01 The normal tenure of office for a Corps Commanding Officer is three years. In extenuating circumstance, extensions may be granted no to exceed two – one year terms. The National Office must be notified of all extensions in appointments.

- .02 Corps Commanding Officers promoted to LCdr (NL) rank who complete their tenure of office and relinquish their command will revert to the rank of Lt (NL).
- .03 Commanding Officers have a responsibility to cultivate leadership skills amongst the other officers in the corps. To this end, the CO must ensure that a capable replacement exists should the CO leave for any reason.

#### **4.16 CHANGE OF COMMAND**

- .01 The following is the process which should be followed in order to have a successful and timely Change of Command:
  - a. All documentation must be completed and approved by the Division President, prior to a date being set.
  - b. A complete administration and financial review must be conducted, under the supervision of the Branch President or a delegated member of the local Branch;
  - c. A verification of all stores and supply equipment must be conducted, under the supervision of the Branch President or a delegated member of the local Branch.
- .02 A formal Change of Command parade is recommended to honor the outgoing CO, as well as acknowledge the commitment of the incoming CO. The degree of formality and the inviting of guests is left to the discretion of the principals, however the participation of a Division Area Officer is recommended.
- .03 The Change of Command Certificates are available from the National Office – please ensure that requests for certificates are provided in a timely fashion. The National Office will provide the certificate in triplicate; a copy for the outgoing CO, a copy for the incoming CO and a copy for the file.

#### **4.17 NAVY LEAGUE CADET INSTRUCTORS (CIs)**

- .01 Subject to the approval of the Branch President, a CI may be appointed by a Commanding Officer to assist in training cadets when he holds expertise not available among the corps officers.
- .02 To formalize the appointment, applicants must complete the [NL \(201\)](#), with a copy sent to the Division President.
- .03 In addition, prior to any unsupervised activity by the volunteer he must complete the [NL \(101\)](#) and submit it through the proper chain of command

#### **4.18 DIVISION AREA OFFICERS**

- .01 Suitably qualified officers may be selected and appointed to positions within Divisions to establish and conduct officer training programs, inspect Corps, organize multi-corps activities (such as sports competitions), and otherwise assist the Division Commander as required.
- .02 Division Area Officers may be appointed as:

- a. *Division Commander* - in a rank not higher than CDR(NL) (limited to one per Division);
  - b. *Division Area Officer(s)* - in a rank not higher than LCdr (NL), (limited to one Division Area Officer and one Division Training Officer for each five active Corps or part thereof;
  - c. *Division Administration Officer* – in a rank not higher than LCdr (NL) (limited to one per Division).
- .03 Division Area Officers appointed to these positions are considered to be on the Divisional (unpaid) staff. They are responsible to their Division Commander, and do not have command responsibility for any Branches, Corps, Officers or Cadets.
- .04 A Division Commander is appointed to this position is considered to be on the Divisional (unpaid) staff. They are responsible to the Division President, and do not have command responsibility over any Branches, Corps or Cadets.
- .05 Application for the appointment, promotion or release of Division Area Officers must be made by a Division to the National Cadet Committee.

#### **4.19 DIVISION AREA OFFICERS – RESPONSIBILITIES**

- .01 These responsibilities are designed to be general in nature only because of the diversity of Navy League Cadet operations across Canada. They are meant as a guide to what the National Cadet Committee expects of Division Area Officers. Divisions may issue amplification or other instructions as the need arises, however they should send a copy to the National Committee.
- .02 Division Area Officers are appointed by the National Navy League Cadet Chairperson at the request of a Division. They are responsible to the Division, usually through the Division Chairman of Navy League Cadets or the Division Commander.
- .03 Division Area Officers are to be recognized with the appropriate courtesies at all times. These officers are unpaid volunteers. Their primary purpose is to improve the standards in Navy League Corps for the betterment of the cadets.
- .04 Division Area Officers should be experienced men and women, ideally former Corps COs, appointed to specific responsibilities designated by the Division. They are considered "resource" people available to any Branch or Corps needing assistance or advice. They are expected to communicate the Division's attitude on all subjects pertaining to a Corps' operation. Through regular visits to the Corps the Area Officer should build a rapport with COs and Branches, and provide a link between a Division and its Branches and Corps.
- .05 Occasionally, Division Area Officers may encounter friction between Corps Officers and a Branch, generally due to a misunderstanding of roles. The Area Officer can ensure that the CO is aware of his duties and responsibilities as described in these, and other, Regulations, and in Divisional Instructions. An Area Officer is not to interfere in the affairs of any Branch. He is to make reports on Corps visits and report on any issues

---

should they arise, or any other problems, through the Chairman Navy League Cadets to the Division President.

- .06 Division Area Officers have no command responsibility for a Corps, its Officers or Cadets. They may assume command of an assembly when Corps gather in a Flotilla or other groups for camps, training, competition, or other meetings, if authorized by the Division. They do not automatically assume command of multi-corps gatherings which they visit.
- .07 The Division Commander is responsible to the Division for the activities of all Division Area Officers.
- .08 Area Officers are responsible to the Division Commander for liaison, Corps Inspections, multi-Corps activities and other duties as assigned by the Division Commander.
- .09 Area Training Officers are responsible to the Division Commander for the planning and implementation of Officer and Cadet training programs, and other duties as assigned by the Division Commander.
- .10 Area Administration Officers are responsible to the Division Commander for all correspondence, recording and filing, the maintenance and as appropriate, updating the Division Administration system.
- .11 Area Officers are encouraged to make informal visits to Corps to advise, answer questions, and generally maintain good communication between the Division and Corps. All such visits must be arranged in advance with assurance that all personnel involved understand that the visit is to be informal in nature. Assessment of the Corps is not to be undertaken during these visits, however, *offered suggestions* may be recorded.

#### **4.20 LIMIT OF SERVICE - DIVISION AREA OFFICERS**

The normal term of all Division Area Officers is three years, with two - one year terms, if approved by the Division President. The National Navy League Cadet Chairperson must approve all extensions to the Division Area Officer positions.

#### **4.21 CERTIFICATE OF SERVICE**

A "Certificate of Service", NL (80) may be applied for by completing the [NL \(104\)](#) and forwarding to the Division Office. For additional information, please refer to the [National Awards and Recognition Program](#).

## **4.22 HARRASSMENT POLICY**

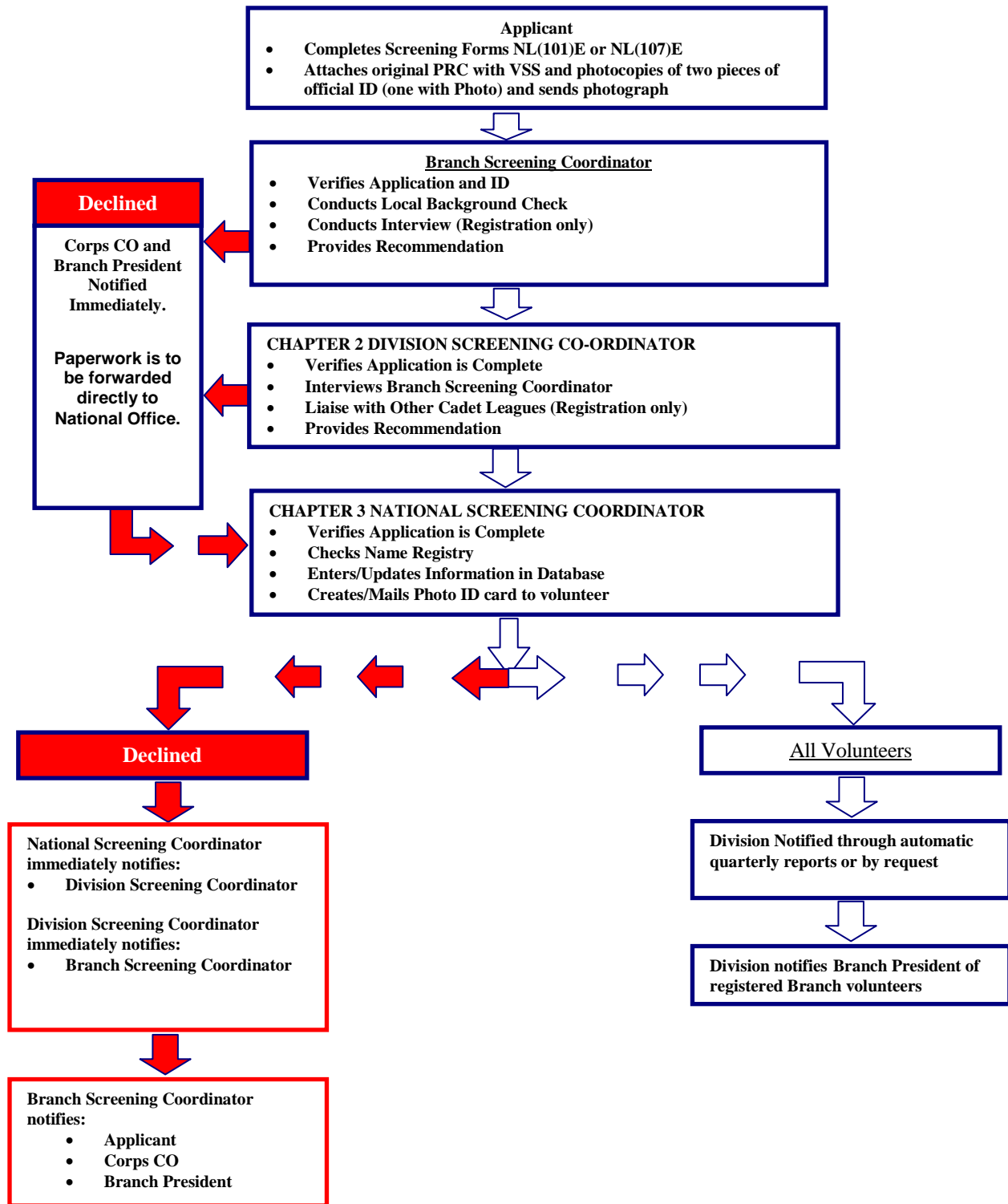
To be promulgated under a separate document – September 2006.

## **4.23 VOLUNTEER SCREENING**

- .01 Due to our work with youth, The Navy League of Canada has a comprehensive screening program for our volunteers. This program helps us determine if a person is suitable to work with young people and in what capacity they could best serve as a volunteer.
- .02 Our Program features the following elements:
- A criminal records check (through the CPIC system)
  - Child Abuse Registry check (where available)
  - A local background check
  - A probationary period, including interviews and evaluations
  - A central repository for tracking volunteers working with cadets
  - Photo ID for screened members
  - An identification verification system and safety guidelines for volunteer drivers
  - Comprehensive Harassment & Abuse and Cadet Safety policies
  - The ability to share information with other youth organizations
  - The requirement to be re-screened every 5 years
- .03 We understand that some people may find this process cumbersome, but we ask for your patience and understanding. The Navy League has both a legal and moral obligation to provide an environment where our cadets can safely learn and grow.
- .04 The chart below outlines the screening process.
- .05 Volunteer Screening Application ([NL 101](#)) or Volunteer Screening Renewal Applications ([NL 107](#)) may be accessed on the Navy League website ([www.navyleague.ca](http://www.navyleague.ca)).



**THE VOLUNTEER SCREENING PROCESS**



**The mandatory 6-month probationary period begins once the volunteer receives their Navy League photo ID card.**

The Volunteer Screening Process must be completed within **three (3) months** of the applicant's initial declaration to volunteer. Once the screening application arrives in Ottawa, the National Screening Coordinator will process the application with in two (2) weeks.

At any time during the probation period, the Branch may release the volunteer without recourse. **National Office must be notified prior to the release of any volunteer.**

---

## SECTION 5 - NAVY LEAGUE CADETS

### 5.1 GENERAL

The term “Cadet” is used to refer to both male and female cadets. The term “Wrenette” is no longer used for female cadets except in a historical sense. The term cadet is not meant to be gender specific.

### 5.2 QUALIFICATIONS FOR ENROLMENT

- .01 To be enrolled as a Cadet, a candidate must:
- a. Be at least nine (9), but not thirteen (13) years old; and,
  - b. Be physically and mentally fit to carry out the normal cadet duties and activities in a Corps.

**Note:** Cadets shall not be enrolled prior to their 9<sup>th</sup> birthday.

- .02 Cadets with disabilities and/or special need may be enrolled providing:
- a. The parents or guardians:
    - i. Are fully aware of the nature of Cadet activities, the Officers' and CI's qualification and supervision limitations; and,
    - ii. Consent, without reservation, in writing; and,
  - b. Any required special conditions of supervision are met;
  - c. The administering of prescription medications is not involved in the treatment or accommodation at the Corps;
  - d. The administering of non-prescription medication is provided with the written consent of the parent detailing which non-prescription medications may be administered along with details of any allergies the cadet may have; and
  - e. Application is made through the Branch to the Division with a general description of the special requirements of the cadet, with the supporting documents from the Commanding Officer and Branch President.

Note: Information of this type is extremely sensitive and must be handled in confidence at all times.

- .03 Commanding Officers are reminded that the Navy League has insurance for Members, Officers, Instructors and Cadets. This insurance is detailed in a policy with specific limitations. In attempting to allow as many cadets as possible to participate in corps activities, they must be aware of the extent of responsibility and liability they are willing to accept on behalf of the Navy League, and personally. They must also be aware of the temptation to restrict corps activities for the benefit a single cadet. If in any doubt, consult the Branch, Division or National Office.

### 5.3 APPLICATION FOR ENTRY

- .01 Each candidate for enrolment as a Cadet and his parent or guardian, must complete and sign an “NLC Membership Application” Form [NL \(202\)](#).
- .02 Before the parent or guardian signs the application, the regulations governing the issue of uniforms are to be fully explained to them. They must understand their joint liability for its use, cleanliness, custody, minor repairs, and return.

## 5.4 THE NAVY LEAGUE CADET PROMISE

When an Application for Membership has been completed and accepted, the candidate is to make the following promise in the presence of the Corps while assembled on Parade:

***"I solemnly promise to honour the Queen and so conduct myself as to be a credit to my country and my Corps; to abide by the Regulations of The Navy League of Canada, attend drills regularly, take proper care of any uniforms and equipment entrusted to me, and assist and support The Navy League of Canada to the best of my abilities".***

## 5.5 QUALIFICATIONS FOR ADVANCEMENT OF CADETS

- .01 In all circumstances, the requirements for promotion can be found in the NL Cadet Training Standard ([NL 220](#)). The number of cadets promoted depends on the number of cadets in the corps.
- a. An *Ordinary Cadet* may be promoted to *Able Cadet*:
    - i. on completion of level 2 training
  - b. An *Able Cadet* may be promoted to *Leading Cadet*:
    - i. on completion of level 3 training
  - c. An *Leading Cadet* may be promoted to *Petty Officer 2nd Class*:
    - i. on completion of completion of level 4 training
  - d. Promotion above the rank of Petty Officer 2<sup>nd</sup> Class shall include a number of factors; leadership experience, and availability of positions.
- .02 In the cases when there is a cadet with special needs eligible for promotion, they must be rated separately from the quotas and requirements outlined above. Please note, corps are encouraged to contact the Division Area Officers and/or Division Navy League Cadet Chairperson for further direction.
- .03 When the Cadet Corps has only recently started parading, the CO may provisionally advance cadets to Leading Cadet and Petty Officer ranks with the proviso that either they qualify for their advancement within a period of three months, or they are replaced by other suitable candidates

## 5.6 CADET AWARDS

- .01 For a complete list of those awards that are available to NL Cadets, please refer to the [Awards and Recognition Program](#). When submitting an award application, please complete the [NL 104](#).
- .02 Replacement costs for damaged or lost medals and decorations shall be the responsibility of the individual.

## 5.7 DISCIPLINE OF CADETS

Encouraging cadets to develop self-discipline, work co-operatively with others, and observe established guidelines is more fundamental and important to the cadet program than teaching a cadet to do what he's told and obey the rules. Self-discipline is the ingredient of cadet training which will do a cadet the most good later in life. However, it is one of the most difficult concepts to teach young people. Correcting behaviour, while motivating them to stay in the program, is a big challenge for most Officers and Instructors. (See Annex A)

## 5.8 RELEASE AND TRANSFER OF CADETS

- .01 When a Cadet is eligible to enter the Royal Canadian Sea Cadets he may request a release in order to join a Sea Cadet Corps. Such moves normally take place in June or Sept.
- .02 Navy League Cadets are not authorized to enrol in any other Cadet Program, while continuing to serve as a NL Cadet.
- .03 Cadets may transfer between Navy League Cadet Corps.
- .04 When a cadet requests a release or a transfer to the local Sea Cadet Unit, the CO of the Corps that the cadet is leaving shall do the following:
  - a. retrieve all items of clothing and equipment that have been issued to the cadet;
  - b. provide the cadet with a Certificate of Service and a letter of recommendation for the gaining unit; and
  - c. provide all of the cadet's file documents at the request of the gaining unit, as quickly as possible.
- .05 The CO of the Corps gaining the cadet shall do the following:
  - a. accept the cadet at the rank and training level which he held in his previous corps;
  - b. provide new kit and equipment to the cadet, and integrate him into corps training;
  - c. request the cadet's file from his previous unit.

**NOTE:** When Navy League Cadets attain their 12<sup>th</sup> birthday and become eligible to join a Sea Cadet Corps, a meeting should be convened with the Cadet, the Cadet's parents or guardians, the NLCC CO and the RCSCC CO (or representative) to discuss the options for going to Sea Cadets or remaining with NL Cadets.

## 5.9 DISCHARGE/MAXIMUM AGE OF CADETS

- .01 A cadet shall be discharged at his or her own request. \*\*
- .02 A cadet may be discharged for poor attendance, misconduct, lack of attitude, or in accordance with Annex A.
- .03 The upper age limit for cadets is their thirteenth birthday, at which time they must transfer to another cadet unit – Royal Canadian Sea Cadets, Army Cadets or Air Cadets. Those who do not wish to transfer must release from the Navy League Cadet Program. \*\*

## 5.10 EXTENUATING CIRCUMSTANCES

- .01 Requests for extension beyond the thirteenth birthday due to a physical or mental challenge experienced by the cadet will be considered. Such requests must contain full substantiation including name, date of birth and reason for the request. A general description of the disability must also be included. Requests in this category will be considered on an individual basis. The National Navy League Cadet Chairperson is the only authorized official to grant an extension. \*\*

Note - \*\* - change effective 1 Sept 2013.

## **SECTION 6 – TRAINING STANDARDS**

### **6.1 TRAINING OF CADETS - GENERAL**

- .01 Officers and Cadet Instructors are to teach cadets cleanliness and punctuality by every means available. They are to be good examples of cleanliness, deportment and timeliness. Self-discipline is imperative, and is most effectively taught by example, firmness, personal control, consistency and fairness. An Officer or CI must never ridicule, verbally abuse, physically handle or strike a cadet, or use improper language under any circumstance.
- .02 Safety shall be the foremost consideration of any training activity conducted by The Navy League of Canada.

### **6.2 TRAINING SYLLABUS**

- .01 Cadets are to be trained in accordance with the [NLC Training Standards, NL 220](#), as prescribed by the National Board of Directors. The NL (220) was designed on the basis of one two-hour parade per week to accommodate corps which meet one night per week.
- .02 In addition to the prescribed NLC Training Standards, it is expected that cadets will be given physical training, recreational games and/or swimming in order to promote physical fitness, mental alertness, good sportsmanship, self-reliance, and resourcefulness. Also, they should be given citizenship and appropriate educational training. COs should encourage visits by guest lecturers and talks on subjects of interest to the cadets. Movies, videos and photographs and “hands on” training are excellent instructional media and tend to sustain interest.

### **6.3 REGULATIONS GOVERNING FIREARMS**

- .01 Certain aspects of firearms training may be included in the NLC Training Standards as an optional subject; however this type of training is intended solely to familiarize the cadets with firearms safety. Cadets are *NOT AUTHORIZED* to fire weapons other than air (pellet) rifles under the guidance of the Navy League; therefore the firing of any weapon other than air (pellet) rifles is not covered by the Navy League’s insurance. Persons conducting unauthorized firearms training may be held personally liable and could face criminal charges.
- .02 All Navy League Cadet shooting and firearms training is to be carried out in accordance with the NL Cadet Air/Pellet Shooting Program Regulations in Annex E.

### **6.4 JOINT PARADES**

Whenever appropriate, Cadets should join with the Canadian Forces, Naval Reserves and Royal Canadian Sea Cadets in joint ceremonial parades. Commanding Officers should consider such factors as the cadets' marching experience, numbers in uniform, and expected weather conditions in contemplating parades.

## **6.5 TRAINING FACILITIES**

- .01 It is the responsibility of the Navy League Branch to provide adequate training facilities to Navy League Cadet Corps.
- .02 Training facilities provided by the Navy League Branch for Sea Cadets may be used for Navy League Corps.
- .03 When facilities are provided by the Canadian Forces or any other owner or authority, express permission for Navy League Corps to use the facilities must be obtained in writing from the appropriate authority through the Navy League Branch.

## **6.6 TRAINING EQUIPMENT**

- .01 The Navy League Branch sponsoring the corps is to provide the gear, equipment, training aids and supplies for the corps' training.
- .02 League owned gear, equipment, etc. supplied for training Sea Cadets may be used in training Navy League Cadets.
- .03 Gear and equipment which is the property of the Canadian Forces may be used by Navy League Corps only with the express consent of the Canadian Forces.

## **6.7 CAMPS AND COMPETITIONS**

Divisions, Branches and Corps are encouraged to organize and sponsor multi-corps activities such as camps and sports competitions. All Corps should participate as frequently as possible. Financial responsibility for such activities rests with the organizing authority.

## **6.8 BANDS**

Corps bands may be formed at the expense of the Navy League Branch.

## **6.9 TRAVEL**

All cadet travel is at the expense of the branch. Trips that are outside the geographical sector of the local branch must be approved by Division, in advance. If the corps expects to travel outside of limits of the Division, Commanding Officers must inform those Divisions effected and shall seek the approval of the National Office prior to the trip. For insurance purposes and other reasons if the corps plans to travel abroad, the Unit/Branch shall contact the National Office through the appropriate channels to get authority to travel as well as the necessary insurance arrangements.

## **6.10 SWIMMING POLICY**

All Navy League Cadet Swimming Activities must have a professionally trained and qualified Life Guard in attendance. Divisions and Branches may hire a professionally trained and qualified Life Guard at their own expense or solicit a volunteer from outside agencies to satisfy this requirement. In the absence of a professionally trained and qualified Life Guard, all swimmers will wear a PFD while in the water. In addition to a professionally trained and qualified Life Guard, Navy League Swimming Supervisors must be present and prepared to enter the water at a ratio of one Navy League Swimming Supervisor for every ten cadets.

These Navy League Swimming Supervisors, for the purposes of this policy, may be Navy League Officers, Civilian Instructors or screened Division, Branch or Corps volunteers.

Navy League Swimming Supervisors of Navy League Cadet swimming events must be capable swimmers and dressed for water activity, including full immersion for the recovery of a swimmer in distress. Navy League Swimming Supervisors must also be conversant in The Eight Requirements for Navy League Cadet Swimming Activities detailed below. Branch Presidents and Corps Commanding Officers, together, are responsible for deeming supervisors capable of such activity and knowledgeable in the eight requirements for Navy League Cadet Swimming Activities. Corps Monthly Routine Orders will detail each Navy League Swimming Supervisor by name and rank and will detail events at which swimming will take place. The name of the professionally trained and qualified Life Guard or the name of the organization to which the professionally trained and qualified Life Guard belongs will also be provided in Routine Orders and/or the activity operations order.

At least one of the Navy League Swimming Supervisors at an authorized activity must hold a valid Standard First Aid Certificate. Rescue equipment, including a first aid kit and rescue rings with lines must be readily available at waterside.

In public swimming facilities or areas that have a professionally trained and qualified lifeguard (public pool, public beach), the swimming activity is under their control for safety in the water. **In addition**, a minimum of two Navy League Swimming Supervisors will be present to monitor the cadets and assert their authority as the supervising adult for those cadet individuals using the public facility.

The following practices must be used when supervising and conducting a Navy League Cadet Swimming exercise outside of a public facility where no public lifeguard is on duty:

### **The Eight Requirements for Navy League Cadet Swimming Activities**

1. **Qualified Supervision:** Navy League Cadet swimming activities will be monitored by a professionally trained and qualified Life Guard provided specifically for the swimming activity. **In the absence of a professionally trained and qualified Life Guard, all swimmers must wear a PFD while in the water.** In addition to a professionally trained and qualified Life Guard, or when there is no professionally trained and qualified Life Guard and the Navy League cadets are wearing PFDs, Navy League Swimming Supervisors must be present and prepared to enter the water at **a ratio of one Navy League Swimming Supervisor for every ten cadets.** The Navy League Swimming Supervisor will be competent in the Eight Requirements for Navy League Cadet Swimming Activities and will be committed to the responsibility of care and safety for the Navy League Cadet swimmers under their supervision. ***All Navy League Swimming Supervisors of swimming activities will devote full attention to the swimming activity without distraction of conversation, smoking, eating or socializing during the swimming activity.***
2. **Physical Fitness:** The Navy League Swimming Supervisor will ensure all swimmers are physically capable and healthy enough to take part in the swimming activity. This will be accomplished through the use of a parental authorization for the activity. The Navy League Swimming Supervisor shall adjust all supervision, discipline and protection to



---

anticipate any potential risks associated with individual health conditions. Those with physical disabilities can enjoy and benefit from aquatics if the disabilities are known and proper assurances are in place to ensure their safety. These assurances include, but are not limited to, additional one on one supervision of the disabled cadet.

3. Safe Area: When swimming in areas not regularly maintained and used for swimming activity, Navy League Swimming Supervisors must systematically examine the bottom of the swimming area to determine varying depths, currents, deep holes, rocks, and stumps. **Mark off the area for three groups: not more than 3 1/2 feet deep for non-swimmers; not more than 5 feet deep for beginners; and deep water not over 12 feet for swimmers.** A participant should not be permitted to swim in an area where he cannot readily recover and maintain his footing, or cannot maintain his position on the water, because of swimming ability or water flow. When setting up a safe swimming area in natural waters, use poles stuck in the bottom, or plastic bottles, balloons, or sticks attached to rock anchors with twine for boundary markers. Enclose non-swimmer and beginner areas with buoy lines (twine and floats) between markers. Mark the outer bounds of the swimmer's area with floats. **Diving is prohibited from any height.** Only surface swimming is permitted unless in a pool environment. Swimming is not permitted in water more than 12 feet deep, in turbid water where poor visibility and depth would interfere with emergency recognition or prompt rescue, or in whitewater, unless all participants wear appropriate personal flotation devices and the supervisor determines that swimming with personal flotation equipment is safe under the circumstances.
4. Lifeguards on Duty: **Every swimming activity must be closely and continuously monitored by a rescue team on the alert for and ready to respond during emergencies.** Professionally trained and qualified lifeguards satisfy this need when provided by a regulated facility, tour operator or when hired/solicited by the Division/Branch. When professionally trained and qualified lifeguards are not provided, all swimmers must wear a PFD and the Navy League Swimming Supervisor must assign at least two rescue personnel, **with additional numbers to maintain a ratio to participants of 1:10.** The senior Navy League Swimming Supervisor must provide instruction and rescue equipment and assign areas of responsibility specific to the swimming area being used. The Navy League Swimming Supervisors, the designated response personnel, and the lookout work together as a safety team. An emergency action plan should be formulated and shared with participants as appropriate including, but not limited to, a marshaling area for swimmers, signals in use by the supervisor and safety regulations in force for the activity.
5. Lookout: Station an adult lookout on the shore where it is possible to see and hear everything in all areas. The lookout may be the Navy League Swimming Supervisor in charge of the swim and may give the buddy signals.
6. Ability Groups: Divide the swimmers into three ability groups: non-swimmers, beginners and swimmers. Keep each group in its own swimming area. Beginners must be able to tread water, keep themselves afloat and swim on the surface for 25 feet, turn around and swim back. Swimmers will have skills in various strokes and show strong ability to move through the water and stay afloat without assistance. Toys are permitted in the swimming areas provided they do not restrict the ability of the professionally trained and

qualified Life Guard and Navy League Swimming Supervisors to see all swimmers. Toys must not interfere with the ability of the swimmer to remain afloat.

7. Buddy System: Pair every swimmer with another in the same ability group. Buddies check in and out of the swimming area together. Emphasize that each buddy lifeguards his buddy. Check everyone in the water every ten minutes, or as needed to keep the buddies together. The adult in charge signals for a buddy check with a single blast of a whistle or ring of a bell, and the call "Buddies!". The adult supervisor counts slowly to ten while buddies join, raise hands and remain still and silent. Navy League Swimming Supervisors check all areas, count the pairs and compare the total with the number known to be in the water. Signal two blasts on the whistle or two rings of the bell to resume swimming. Signal three blasts of the whistle or three rings of the bell for checkout from the water.
  
8. Discipline: Be sure everyone understands and agrees that swimming is permitted only with proper supervision and use of the Eight Requirements for Navy League Cadet Swimming Activities. The applicable rules should be presented and learned by the group prior to the outing and should be reviewed for all participants at the water's edge just before the swimming activity takes place. Cadets should respect and follow all directions and rules of both the professionally trained and qualified Life Guard and the Navy League Swimming Supervisors. When people know the reason for the rules and procedures they are more likely to follow them. Be strict and fair, showing no favouritism.

## **SECTION 7 – FORMAL INSPECTIONS**

### **7.1 GENERAL**

This section may be reviewed in conjunction with the Manual of Drill for Navy League Cadets and Officers, [NL 22](#).

### **7.2 REQUIRED INSPECTIONS**

- .01 A “Branch President's Inspection” is to be held annually during the period September 1<sup>st</sup> to December 31<sup>st</sup>.
- .02 A “Division President's Inspection” is to be held during the period January 1st to April 15th each year.
- .03 An “Annual Inspection” is to be held during the period April 16th to June 30th each year.

### **7.3 REVIEWING OFFICERS**

The Reviewing Officer for the inspection is to be the Branch or Division President, or his delegate, for their respective inspections. For the Annual Inspection the Reviewing Officer should be a civic leader, politician, Senior Canadian Forces Officer, or other dignitary who is not necessarily a Navy League person.

### **7.4 INSPECTING OFFICERS**

To provide marking consistency throughout the Division, whenever possible, Division Area Officers should be the Inspecting Officer at the formal inspections. Division Area Officers must use discretion, and be absolutely objective, when asked to inspect and mark the corps. If there are no Division Area Officers in the Division, the Branch President or Division representative, will do the marking.

### **7.5 INSPECTION REPORTS**

- .01 Inspection reports are to be prepared for each formal inspection on the following forms:
  - a. Inspection Report - [NL \(206\)](#) with marks by the Inspecting Officer, and comments by the Reviewing Officer, Branch and Division Presidents, or their representatives;
  - b. Commanding Officer's Report, a written narrative for the months covered within the inspection period; and,
  - c. Nominal Roll – [NL \(203\)](#).
- .02 In the event a Corps fails to submit a completed NL (203) with their Annual Inspection Report, the following procedure will be instituted:
  - a. The Division Office or Division President will be contacted by the National Office,
  - b. The Division Office or Division President will have fourteen (14) days from the date of contact to submit the required (NL 203), or

- c. Failure by the Division Office or Division President to submit the requested (NL 203) within the fourteen (14) days, may result in the following action being commenced:
  - the warrants of all officers warranted to that corps being cancelled; and
  - procedures to close the corps under above paragraph may be initiated.
- .03 In addition to the above, if a NLC Officer is not listed on a submitted (NL 203), his/her warrant will be suspended automatically by the National Office.
- .04 The corps is to ensure that there are three copies of the NL 203 and the NL 206 provided to the Division Area Officer.
- .05 The Division Area Officer, or Division representative, will ensure the forms are complete, and distribute them as quickly as possible after the inspection as follows:
  - a. For Branch and Division Inspections:
    - i. original copy to be retained by the Division;
    - ii. second copy to be returned to the Branch; and,
    - iii. third copy to be returned to the Corps.
  - b. For Annual Inspections:
    - iv. original copy to be forwarded to the National Office;
    - v. second copy to be retained by the Division; and,
    - vi. third copy to be returned to the Branch.
- .06 In the event that a NL Cadet Corps does not carry out an Annual Inspection, they must submit a letter of explanation and enclose a Nominal Roll and forward it through the appropriate channels.
- .07 Annual Inspection Reports – NL (206) and Nominal Roll - (NL 203), and the Commanding Officers Report, are to arrive at the National Office *NO LATER THAN 15 JULY*.
  - a. Failure to comply with paragraphs 6 and 7 above may result in action being taken to commence formal closing of the Corps.
- .08 The Inspecting Officer should feedback to the CO and the Branch President, as quickly as possible after the inspection.

## **7.6 DIVISION, BRANCH AND CORPS RESPONSIBILITIES**

- .01 It is each Division, Branch and Corps' responsibility to ensure that the three formal inspections prescribed above.
- .02 Arrangements for formal inspections are the responsibility of the local Branch, in consultation with the Corps Commanding Officer.
- .03 The Commanding Officer is to inform all members of the Corps, the Branch President, and the appropriate Division Area Officer of the dates of the three formal inspections as early as possible.

- .04 All Corps Officers and Cadets are to attend formal inspections unless they have been specifically excused by the CO.

## **7.7 ANNUAL PROFICIENCY COMPETITION AWARDS**

Corps will be assessed by each Division based on the results of all three Inspection Reports. When factors beyond the control of a Corps or Branch affect the performance of a corps during an inspection, scores may be weighted, provided that the same weighing factor is equally applied to all corps in the Division.

## **7.8 FORMAL INSPECTION PROCEDURES**

A guide to formal inspection procedures is at Annex B. It is designed for corps with limited experience with formal inspections and as a basis for standardization of procedures used in different Divisions. Each Division may issue its own directives to augment the procedures listed in the guide. It is more important that everyone involved in an inspection know what procedures are being followed for that inspection, and what is expected of him, than it is to worry about whose procedures are being followed.

---

**SECTION 8 – FLAGS AND CEREMONIES****8.1 USE OF FLAGS**

- .01 Corps may hoist or carry "Colours" consisting of the National Flag of Canada, the Navy League of Canada Flag and the Navy League Cadet Flag.
- .02 Corps flags are not recommended, but if a Corps has one, it may be displayed on a staff or stand. It *may not* be flown. Provincial and other official flags (e.g. those of sponsoring organizations) may be displayed, but they must always be subordinate to Colours.
- .03 Only the National and League Colours are to be carried on parade by Colour Parties, and only on appropriate occasions.

**8.2 MARKS OF RESPECT**

- .01 When a corps meets for its regular parades, the National Flag shall be hoisted at the commencement of the parade, and lowered at the conclusion of the parade, with an appropriate ceremony.
- .02 Marks of respect due the National Flag at all times include:
  - a. All those in uniform are to salute as the Flag is raised or lowered, except those in an organized group on parade (e.g. a squad or division) when the person in charge of the group is to bring the group to attention and then salute;
  - b. Those not in uniform are to face the Flag and stand to attention as the Flag is raised or lowered;
  - c. The Flag is to be folded neatly, handled and stored carefully, and not allowed to touch the ground, floor or deck.
- .03 All official flags are to be treated with the respect due the government or organization that it symbolizes. Cadets are to be taught the appropriate respect for flags and other symbols of authority and tradition by example at every opportunity.

## **SECTION 9 – FINANCES**

### **9.1 NAVY LEAGUE FUNDS**

- .01 All expenditures of League funds are conditional upon there being sufficient monies available and budgeted for the expenditure.
- .02 A Corps and its officers shall not pledge the credit of The Navy League of Canada, or any Division, Branch or other component of the Navy League.

### **9.2 FUNDRAISING**

- .01 The Branch is to ensure that the means employed for raising funds for the corps are compatible with the policies of the Navy League, and that all such funds are deposited with the local Navy League Branch for audit and accounting purposes.
- .02 Cadets may assist the Branch in fund raising activities and may wear their uniforms while doing so. All such activities are to be co-ordinated by the Commanding Officer.
- .03 Notwithstanding para 3, above, Branches and COs are reminded that girls and boys become cadets to participate in cadet activities, not raise funds. While it is certainly justifiable to have Cadets earn some of the benefits of being a cadet, they should not be asked to raise funds for sponsors unless they can see the results of their efforts, e.g. new uniforms, a Corps trip, etc.

### **9.3 REVENUES, EXPENDITURES AND BUDGETS**

- .01 The control of all revenue and expenditures relating to the operation of a corps is vested in the Navy League Branch.
- .02 All the anticipated expenditures of a corps should be defined and included in a corps' annual budget request. That budget must be submitted to the Branch for approval so the Branch knows how much money it is expected to raise for the corps in the coming year. Once the Branch has approved the budget, the Corps has the basis of its plan of operation for the training year as the officers know which activities, capital purchases, etc. will be funded.
- .03 Once the corps' budget is finalized, it must be included in the Branch Budget with any other corps' (e.g. Sea Cadets) and the Branch's operating revenue and expenditure plans.
- .04 The Branch is responsible to the Division for its financial solvency, so the Annual Branch Budget must be submitted to the Division for approval.



## 9.4 UNIFORMS

- .01 Sponsoring Navy League Branches are responsible for supplying uniforms for Officers and Cadets in the style, colour and material approved by the National Board of Directors Committee in accordance with Section 10.
- .02 In an attempt to ensure standards of style, colour, material, quality and price, the National Office contracts the supply of uniforms by a national supplier. Suppliers change and prices of articles of uniform clothing vary from time to time, and Branches and Corps will be notified as quickly as possible when they do.
- .03 Difficulties with the national uniform supplier should be brought to the attention of the National Office so corrective action can be taken and a high standard maintained.

## 9.5 UNIFORM GRANT

- .01 Upon the recommendation of the Division President, a grant toward the initial purchase of cadet uniforms may be paid by the National Board of Directors subject to the following conditions:
  - a. A new Corps is formed.
  - b. Grants are limited to 50% of the cost of cadet uniforms to a maximum of 25 uniforms.
  - c. A nominal roll (NL 203) of the cadets must accompany any application under this grant program.
  - d. Grants are used to assist in a Branch's initial financial commitment, not for the replacement of uniforms, the supply of uniforms in excess of enrolment, or officers' uniforms.
- .02 Divisions/Branches forming new NLC Corps have up to six months from the date of the Corps approval to apply for a National Uniform Grant. Applications received after the six month deadline *will not be accepted*.
- .03 It is a Branch's responsibility to provide regulation uniforms as prescribed in Section 10 for Corps Officers, and a Division's responsibility to provide such uniforms for Division Area Officers.

## 9.6 TRANSPORTATION

No provision is made for the transportation of Officers or Cadets to or from a Corps' training quarters or on extra-curricular activities. Navy League Officers and Cadets are **not entitled** to DND transport. Corps and Branches should budget for any transportation required for Corps extra-curricular activities. Sometimes Branch Auxiliary Committees can be organized to provide local transportation of Cadets when required.

***Note: Any transportation arranged by or on behalf of the Navy League requires the completion of a Driver's Log. Please refer to the Navy League [Drivers Log Policy](#).***

## **9.7 BANDS**

The expenses associated with the provision and maintenance of band equipment are the Branch's responsibility. The long term viability of a Corps band should be assured before Branch funds are committed to the operation of a band.

## **9.8 INSURANCE**

- .01 The Navy League administers a number of insurance policies providing insurance coverage on a national basis for the protection of the organization and for the benefit of Cadets, Branches and Sponsoring Committees, Provincial Divisions and National Office.
- .02 The schedule of mandatory policies is as follows:
  - a. Commercial General Liability Insurance and Umbrella Liability Insurance
  - b. Accidental Death & Dismemberment Insurance
  - c. Directors' & Officers' Liability Insurance (does not apply to Associate Members of the Navy League).
- .03 In addition, Property and Boat insurance coverage is available on an optional basis subject to application through the National Office. The national Property Insurance facility provides insurance protection for owned buildings and contents at specified locations. The national Boat Insurance facility provides liability and hull insurance for vessels operated by Navy League Branches. Should you require additional information on this, please contact the National Office.

## **9.9 INSURANCE REFERENCE MATERIAL**

For a complete breakdown of the insurance programs, please review the National Insurance Summary on the national website:

<http://www.navyleague.ca/admin/pubs/Insurance%20Summary.pdf>).

## **9.10 MEDICATION(S)**

The Navy League's insurance does not cover the administering of prescription medication. Only qualified professionals (e.g. Doctors, nurses, etc.) are to give prescription medication to cadets within the scope of their professional qualifications. A Navy League Volunteer may administer non-prescription "Over-the-Counter Medication" ie. Advil, Tylenol and Gravol – with the expressed consent of the Parent/Guardian who will also provide a list of allergies that the cadet may have.

## **SECTION 10 – UNIFORMS**

### **10.1 GENERAL**

This section may be reviewed in conjunction with the Dress Regulations for Navy League Cadets and Officers, [NL 226](#).

### **10.2 RETURN OF UNIFORM**

- .01 Before a cadet is issued a uniform, the cadet and his parents or guardians are to be informed of the cost of the uniform and their responsibility to replace any article lost or damaged through negligence, or not returned when the cadet leaves the corps.
- .02 That portion of the uniform which is the property of the Navy League is subject to recall at any time.
- .03 Uniforms are to be returned to the corps by the officer or cadet to whom it was issued when he or she leaves the Corps.
- .04 In cases where a cadet or officer fails to attend drills or leaves the corps and neglects to turn in his uniform, his home should be visited in an effort to obtain the uniform.
- .05 Releases, discharges or transfers shall not be held up pending return of, or payment for, uniforms or parts thereof.
- .06 All individuals are held accountable for the uniforms in their care. Persons failing to return uniforms may be charged for the replacement cost.

### **10.3 OFFICER UNIFORMS**

- .01 Officers shall wear the Navy League uniform authorized by National Board of Directors. No items other than those described in Section 10 are considered part of the uniform.
- .02 The Navy League Branch is to provide a basic uniform as detailed below to all officers attached to the corps. In the case of Division Area Officers, those members fall in within the Division structure; as such the Division is responsible for kitting these members. In both cases, the uniform is on temporary loan while the member is working that unit or Division.
- .03 The right to wear a Navy League Officer Uniform is granted solely by the National Navy League Cadet Chairperson. This remains true regardless of who purchased the uniform.

### **10.4 ADMINISTRATION AND SUPPLY**

Corps Commanding Officers are to see that the greatest possible care is taken to ensure proper and careful use, and safe custody and return, of all training equipment, be it Navy League property, on loan from Sea Cadet Corps (with DND authority) or from other sources.

## **10.5 RESPONSIBILITY**

Commanding Officers of corps using borrowed training equipment shall assume full responsibility for such equipment when it is in their charge.

## **10.6 DEMANDS FOR STORES**

Demands for stores authorized for issue to Navy League Cadet Corps are to be made through the Division to the National Office.

## **10.7 STATIONERY STORES**

Articles of stationery authorized for use by Navy League Cadet Corps will be supplied by the National Office through Divisions. Examples of all NL Forms which are to be obtained are listed as the [NL \(10\)](#).

## **10.5 STORES ACCOUNTS**

- .01 Corps are to maintain a Clothing Register, [NL \(15\)](#) recording every receipt and survey of articles of uniform.
- .02 All issues of articles of uniform clothing to Officers and Cadets are to be recorded on a Kit List, [NL 12](#).

## **10.6 ARTICLES TAKEN OFF CHARGE**

Articles of uniform clothing that become damaged or worn out may be removed from an Officer or Cadet's charge with the approval of the Branch Chairman, NLC Committee, or other representative of the Branch which purchased the uniform.

## **10.7 RECORDS AND FORMS**

- .01 Navy League Corps are to maintain a "Ship's Log", [NL 14](#) and other records which will provide ready access to all matters pertaining to the operation of the Corps.
- .02 An Attendance Record, [NL 204](#) is to be completed at the commencement of the training year and maintained at the Corps as a record of attendance throughout the training year.

---

## SECTION 11 – NAVY LEAGUE CORPS BADGES

### 11.1 INTRODUCTION

- .01 The National Board of Directors has approved the adoption and style of a standard design for corps badges for Navy League Corps.
- .02 Approved corps badges may be worn on uniform shirts, provided all cadets in a corps wear them, however they are not compulsory. Also, they may be used on ski jackets, ball caps, blazers, or stationery, and as official badges for wall crests, displays, etc.
- .03 The badge outline is heptagonal (7-sided), surmounted by the Naval crown, with the three red maple leaves signifying the cadet services in the base. (See Annex D.) No other basic design will be accepted.
- .04 Those corps which have been using unapproved badges may continue to use them for general purposes (other than Cadet Uniforms) until supplies are exhausted. These badges are not considered “official” because of their diversity, and in many cases questionable heraldry. Only an approved Corps Badge may be worn on the uniform. All requests for badge design approval must be sent to the National Navy League Cadet Chairperson through the National Office.
- .05 The badge may be of any size appropriate to its use. The type similar to the Sea Cadet Corps uniform badge (2 & 3/4" high) can be made available through the same supplier in the same quality. Manufacture may also be arranged locally, provided the design and colour adhere to the approved pattern.
- .06 Crest colours must adhere to heraldic restrictions, except when used for stationery, where the badge may be in a single colour. Colours in a crest include:
  - a. *Rope circlet, name-plate border, ship hulls*: gold/yellow;
  - b. *Sails*: white, or silver if of wire embroidery;
  - c. *Crown and gems*: ALL in gold (Note - crests or badges which have multi-coloured gems already held may be retained.);
  - d. *Name-plate*: should be the principal field background, with black letters. If the field is black, gold or white letters.

### 11.2 CORPS BADGE DESIGNS

Heraldry is not a well known or understood subject. It is an art as much as a science. Thus, “rules” are those generally accepted by people involved in the field. These recommendations are extracted from three Sea Cadet Memoranda of 1981 and 1982, modified to apply to badges for Navy League Corps.

### 11.3 DESIGN REFERENCES

Corps considering designing their own badges should try to borrow a copy of CFP 267, Badges of the Canadian Forces, which is usually available at Sea Cadet Corps Support Bases and affiliated Naval Reserve units. The Naval and Naval Reserve sections of CFP 267 show all the

ships' badges of the Canadian Navy, along with their heraldic descriptions, and are excellent examples of good design. Most public libraries also have books on heraldry which may be used for reference. The Sea Cadet Badge Chart is also invaluable if you can get hold of one.

#### **11.4 BADGE VS. COAT OF ARMS**

It is important to distinguish between a badge and a coat of arms. The latter may be fairly complex, and is often divided into sections to indicate family relationships, etc. A badge is intended to be simple. Therefore, the rules for a badge differ from those for a coat of arms.

#### **11.5 SIMILARITY OF BADGES**

Obviously, two corps must not have the same badge, or two that are closely similar in design. As a result, a corps may find that an otherwise perfectly acceptable design is not approved because it looks too much like that of a previously accepted submission.

#### **11.6 DESIGNING YOUR OWN BADGE**

First, consult any references available to get a general idea of what a ship's badge should look like. Second, develop a simple emblem that signifies the name of the corps. Third, consider details like background and colour. If possible, find someone in your community with some knowledge of heraldry to help. A crest design must not be a duplicate of existing badges, although they may be similar. Please refer to Annex D for further details.

#### **11.7 APPLICATION FOR APPROVAL OF A CORPS BADGE**

- .01 A submission should be by letter signed by the Corps Commanding Officer and Branch President, and sent through the Division to the National Office. The letter should include a brief reason for the design and the choice of colours. Heraldic terms need not be used.
- .02 The proposed design must be shown on a copy of the outline at Annex D, and the colours must be shown and described in a narrative. The design should adhere reasonably closely to heraldic requirements, both in layout and colour, although some latitude is allowed.
- .03 The National Office may assist designers with advice, and may refuse a design, but it cannot undertake the initial design of Corps badges. The National Office will review the design for conflict or duplication of existing badges, respond to the Branch, with a copy to the Division, and either:
  - a. approve the design submitted;
  - b. return the design for modification, with reasons; or,
  - c. refuse the design and suggest alternatives, with reasons.
- .04 Either a badge is acceptable or it is not. If it is not, it will not change matters to use any of the following arguments:
  - a. the Corps has been using that badge for twenty years;
  - b. the Corps has already spent great sums of money procuring badges (they are not authorized until they are approved); or,

- c. the badge has previously been approved by someone in authority (until 1988, there was no approving authority for corps' badges).
- .05 After a Corps crest has been approved the Branch may order badges appropriate to size, material, numbers, cost, etc.

## ANNEX A – DISCIPLINARY PROCEDURES GUIDE

1. When a cadet is alleged to have committed some misconduct, the cadet is to be brought before the Officer on Duty. If the Duty Officer is able to determine beyond any doubt that the alleged offender is to blame, and the misconduct is minor, he may counsel the cadet (away from the other cadets and in the presence of another officer/CI).
2. If the misconduct is such that the Duty Officer doesn't think that he should deal with it, he must refer the case to the Executive Officer. If the matter is beyond the scope of the Executive Officer, he then shall refer the matter to the Commanding Officer.
3. The Duty Officer should investigate the allegation to the extent that circumstances warrant, and report his findings to the XO.
4. Where, as a result of the Duty Officer's investigation, the Officer dealing with the case believes that the misconduct actually occurred, he may decide on, or recommend, any of several consequences, depending on the circumstances. These include, but are not limited to:
  - a. counsel the cadet (in private with another officer present);
  - b. withdraw privileges such as use of the corps canteen, or other facilities for an appropriate period;
  - c. require the cadet to do extra clean-up duty after one, or more, parades, (take care not to inconvenience parents more than cadets);
  - d. require one-half hour extra drill at an appropriate time;
  - e. preclude the cadet from participating in the next one, or more, Corps excursions or extra-curricular activities;
  - f. preclude the cadet from attending any planned summer camps;
  - g. recommend that the cadet be reverted to a lower rank; or,
  - h. recommend that the Cadet be released from the Corps.
5. In determining the action to be taken in respect to the cadet's misconduct, the Officer should be guided by the options listed in Tables 1 and 2, and carefully consider other factors such as:
  - a. time in the Corps (and familiarity with the rules);
  - b. contributing external factors, e.g. parents;
  - c. previous conduct record;
  - d. consistency of punishment degree;
  - e. implications of punishment on others (e.g. Cadet's supervisors and family); and, above all,
  - f. fairness.



**TABLE 1 OPTION FOR CONSEQUENCES OF MISBEHAVIOUR**

	<u>Consequence</u>	<u>Chiefs and Petty Officers</u>	<u>Other Cadets</u>	<u>Authority Required</u>
1	Release	Yes	Yes	NL Branch
2	Reversion in Rank	Yes	Yes	CO
3	Loss of Camp	Yes	Yes	NL Branch
4	Loss of Trips(s) or Activity(ies)	No	Yes	CO (max 3) XO (max 2)
5	Extra Drill	No	Yes	CO (max 3) XO (max 2)
6	Extra Work	Yes	Yes	CO or XO
7	Withdraw Canteen or Privileges	Yes	Yes	CO or XO
8	Reprimand	Yes	Yes	CO, XO, or Duty Officer

Physical fitness is a principle aim of this program. It should not be used as a form of punishment. This creates an unhealthy attitude towards health and fitness which may be harmful to the cadet.

**TABLE 2 MISBEHAVIOUR / CONSEQUENCE**

<u>Misbehaviour</u>	<u>Most Severe Consequence</u>
Absence, Being Late or Departing Without Permission <ul style="list-style-type: none"> <li>Absence from Parade or Drill</li> <li>Departing without permission</li> <li>Being late</li> </ul>	1 3 4
Deception <ul style="list-style-type: none"> <li>Making false charges</li> <li>Giving false evidence or lying</li> <li>Answering roll call for another cadet</li> <li>Obtaining leave under false pretences</li> </ul>	1 1 4 4
Dirtiness and Untidiness <ul style="list-style-type: none"> <li>Not being properly dressed</li> <li>Being dirty or slovenly in person or dress</li> <li>Spitting</li> <li>Contributing towards an untidy Ship or Quarters</li> </ul>	5 ** 5 ** 4 1
Substance Abuse <ul style="list-style-type: none"> <li>Carrying or drinking alcoholic beverages</li> <li>Carrying or Smoking Tobacco</li> <li>Drug Possession/Use and other form of substance abuse</li> </ul>	1 ** 1 ** 1 **
Neglect or Avoidance of Duties <ul style="list-style-type: none"> <li>Slackness or improper performance of duties</li> <li>Not answering muster or roll call</li> <li>Inattention at Drills or Exercises</li> </ul>	5 5 5 **

**TABLE 2 MISBEHAVIOUR/CONSEQUENCE**

<u>Misbehaviour</u>	<u>Most Severe Consequence</u>
Offence Against Good Order <ul style="list-style-type: none"> <li>• Gambling</li> <li>• Making noise or talking in ranks</li> <li>• Being a nuisance</li> <li>• Cursing, swearing or using obscene language</li> <li>• Inattention to, or neglect in, carrying out orders</li> </ul>	2 5 4 2 4
Insubordination, Quarrelling or Fighting <ul style="list-style-type: none"> <li>• Wilful disobedience</li> <li>• Disrespect towards superiors</li> <li>• Fighting or quarrelling</li> <li>• Tending to create bad feelings</li> </ul>	1 2 1 ** 1
Miscellaneous <ul style="list-style-type: none"> <li>• Theft</li> <li>• Wilful destruction of property or equipment</li> <li>• Repeated misconduct</li> <li>• Carelessness with respect to firearms</li> </ul>	1 1 1 2
Fires <ul style="list-style-type: none"> <li>• Negligently using fire or lights</li> </ul>	2
Improper Use of Uniform <ul style="list-style-type: none"> <li>• Wearing without authority</li> <li>• Disgracing or discrediting the uniform</li> </ul>	1 1
Improper use of Life-Saving Equipment <ul style="list-style-type: none"> <li>• Tampering with or wilfully damaging</li> <li>• Disregard of regulations regarding wearing</li> </ul>	1 2
Harassment	1 **

\*\* *These behaviours often indicate social problems which may extend beyond the scope of the current situation. Great care must be taken in these situations and it may be necessary to involve the parent/guardian or an appropriate civil agency.*

## ANNEX B - FORMAL INSPECTION PROCEDURES

### GENERAL

1. *This Guide is provided for information only.* It is not the only format allowed for inspections. It is designed for corps to complement their existing parade format. The aim of an inspection is, at least in part, to put on a co-ordinated display for the cadet parents and the general public. That cannot be done unless all participants know what to expect. This guide is a basis for procedures that everyone can expect, unless otherwise directed.
2. The object of the Ceremonial Parade is to enable the Inspecting Officer to judge the standard of the corps by observing the cadets on parade, their cleanliness and correctness of uniform, their discipline, alertness, concentration, and bearing.
3. There are several different (quite acceptable) formats for inspections which have been developed over several years across Canada (e.g. Ontario Division ODI 2102). However, the general procedures should be: Corps Chiefs and Petty Officers do the initial Corps fall in, record attendance, etc. Then, the Officers do an initial inspection, colours and prayers, and go to supernumerary positions, with the Cadets taking charge again. After the Reviewing Officer arrives, the Cadets do the reporting, inspection, march-past, etc. The awards presentation may be done before or after the displays, provided that the speeches do not exhaust the cadets on parade. (See Paras 18 and 28).

### DRESS

4. Officers are to be in full uniform with medals and name tags. Cadet Instructors should appropriate civilian attire, ie. dress jacket and tie or suitable dress or skirt. Cadets are to be in full uniform. Those cadets in the Guard, Band or executive positions are to wear white belts and gaiters; the Corps Chief may wear a 'Gunner's chain and whistle'; and the Quartermaster may wear a 'Boatswain's Call and chain'.

### RECEPTION

5. All guests should be seated before the Reviewing Officer (RO) arrives. An announcer should be ready to introduce the RO before his arrival, and tell the spectators when to stand (during general salutes) or be seated. An Officer should be present at the Reception Area, to escort invited guests, especially the RO's spouse to their assigned seat.
6. The Commanding Officer and Branch President should meet the Division President and Inspecting Officer at least 20 minutes prior to the parade to review the final parade plan. The Reviewing Officer should be asked to arrive ten minutes prior to the start of the parade to meet the other members of the Reviewing Party. This will allow enough opportunity to review what each member is expected to do during the parade.

7. The Reviewing Party consists of the: Reviewing Officer, Commanding Officer, Division President and the Branch President. The Inspecting Officer, who is not part of the Reviewing Party (unless the RO is performing both roles), is free to move discreetly about observing the parade. On the dais the RO should be in the centre, the CO two paces behind and to the right of the RO, the Division President and Branch President may sit in their assigned seats.

## PARADE FORMATION

8. All executive positions on the parade are to be filled by cadets. Normally, the Corps Chief Petty Officer (the Chief) will be the Parade Commander.

## PARADE PROCEDURE

9. At the time ordered for the Parade, the corps is to be formed up "in line" (Divisions beside each other) and at the "open order". Officers and CI's will line up left of the dais (facing the parade). When the RO arrives the Chief will bring the parade to "attention". If a guard is present the Guard Commander will command "GUARD - SHOULDER ARMS."
10. When the RO has reached the dais the Chief will order "PARADE - GENERAL SALUTE" and, if a guard is present, "PRESENT ARMS". The band starts playing on the last movement of the "present arms". All Officers and Cadets filling executive positions salute at the order, or on the last movement of the 'present arms'. After the "general salute" the Guard Commander will order "SHOULDER ARMS", and, on the last movement, those giving a hand salute will return to the position of attention. Then the Guard Commander will march to the RO, salute, state his rank and name, and invite the RO to inspect the Guard. As the Guard Commander and RO leave the dais the Chief will order "GUARD - ORDER ARMS". After the inspection of the Guard, the Guard Commander will return to the dais with the RO, report the inspection completed and then return to his position.

## INSPECTION

11. The Chief will stand the parade 'at ease' during the inspection of the guard, and bring it back to "attention" on completion. After the Guard Commander returns to his position, the Chief will report to the RO that the parade is ready for inspection. Then he will escort the RO to the first Division. The Inspecting Party will take up positions with the RO nearest the rank being inspected, the Division Petty Officer beside the RO, the Division President behind the RO, the Chief beside the Division President, the CO behind the Division President, and the Branch President beside the CO.
12. As the RO moves towards the first Division, the Division Petty Officer moves to the Division's right flank facing the RO, salutes him, and reports "CADET PETTY OFFICER {JOHN DOE} REPORTING {SAGUENAY DIVISION}, {1ST} YEAR CADETS, READY FOR YOUR INSPECTION, SIR", OR {AS APPLICABLE}.

13. After the inspection, the Chief accompanies the RO to the dais and the Inspecting Party returns to its position at the dais. Then the Chief reports to the RO and requests permission to carry out the March-past.

## **MARCH-PAST**

14. The Chief will order "PARADE - CLOSE ORDER MARCH". Then he will command "NLCC \_\_\_\_\_ WILL MARCH PAST IN COLUMN OF ROUTE AT FIVE PACE INTERVALS, GUARD LEADING; MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT TURN". When those in executive positions have moved to their positions (the Chief - 2 paces in front of the first Division PO, Division POs - two paces in front of their Divisions), he will command "NLCC \_\_\_\_\_ -BY THE LEFT, QUICK MARCH". Approaching the dais he gives the command "IN SUCCESSION BY DIVISIONS, EYES RIGHT". Each Division PO orders "EYES RIGHT" as he approaches the dais and "EYES FRONT" once the rear of his Division is past it. The Chief salutes with the first Division. On returning to a position in front of the dais, the Chief commands "MARK TIME", and then, "HALT; ADVANCE IN LINE, LEFT TURN". The band, if present, will return to its original position and the Chief will order "PARADE - RIGHT DRESS".

## **ADVANCE AND GENERAL SALUTE**

15. After the "right dress", the Chief will order "NLCC \_\_\_\_\_ WILL ADVANCE IN REVIEW ORDER; BY THE CENTRE, QUICK MARCH", and the parade will march forward 7 paces. Then he will order "NLCC \_\_\_\_\_ - GENERAL SALUTE", and, if appropriate, "PRESENT ARMS". All Officers and Cadets in executive positions will salute as described in Para. 10. Then the Guard Commander will order "GUARD - SHOULDER ARMS", and then, "ORDER ARMS". The Chief will report to the RO and "request permission to proceed with the presentation of awards". After returning to his position, he will order "PARADE - STAND AT EASE".

## **AWARDS**

16. The presentation of awards is the highlight of the year's activities for those concerned. The procedures to be followed should be planned and rehearsed to avoid awkwardness, save time, and impress those present with a smooth-running performance, yet stress the moment for recipients.
17. The following suggestions might help:
- Recipients should be briefed on the order in which they will receive their awards, and, if practicable, be in the front rank;
  - Ensure that all recipients are on parade (absentees should be removed from the announcer's list);
  - Have an announcer (an Officer or Instructor), with a public address system if possible, to explain the awards and call the Cadets forward to receive them;
  - At the start of the presentations, all recipients should be called forward to form a single line in order of the presentations, at a position designed to centre the line in front of the dais;

- e. The announcer describes the award and announces the winner's name. The winner marches forward, halts one pace before the presenter, and salutes (even though the presenter might be a civilian or not in uniform). Then he/she accepts the award with the left hand, shakes hands with the right, and thanks the presenter. Then the Cadet steps back, salutes, turns left, hands the award to an assistant waiting to place the award on a display table, and returns to his/her place in the Division; and,
- f. If a cadet is to receive more than one award, he/she should return to the line of waiting recipients at the end of the line.

## **SPEECHES**

18. On completion of the presentations, the CO will introduce the RO who should address the parade briefly. After the RO's address the CO will introduce the Branch President, who will speak briefly, introduce the Division President and ask them to address the parade. If other dignitaries are present they should be invited to "say a few words" after the displays (see para. 32), as the cadets are still on parade, and probably anxious to get on with the displays, etc. Another option for speeches is described in para. 28.
19. On completion of the speeches, the Chief will order "PARADE, ATTENTION", march forward, salute the RO and "REQUEST PERMISSION TO DISMISS THE PARADE AND PREPARE THE DISPLAYS". He/she will dismiss the parade and instruct the cadets to proceed to their demonstrations.
20. As the Cadets disperse, and while the RO is still on the dais, the CO will introduce the Officers and Instructors to him and the spectators. From their position to the left of the dais, each should step forward (the Officers salute) and then step back.
21. After the introductions, the CO or announcer will announce that this portion of the Inspection is completed, and that spectators are invited to view the displays. He should ask the spectators to follow the RO and the Reviewing Party. If there are any dynamic displays, such as drill, they should be done first so the spectators can watch from their seats. The CO should lead the Reviewing Party through the displays.

## **DEMONSTRATIONS AND DISPLAYS**

22. Properly planned displays are a vital part of the Annual Inspection. In addition to being of interest to parents and guests, they let the cadets demonstrate the quality and variety of the corps training. To be successful they must be co-ordinated, rehearsed, and reflect actual corps activities.
23. COs and Corps staff should decide the number and type of displays with input from the cadets. The officer staff should monitor the display planning and give suggestions or assistance as required, however a group of cadets with a Cadet PO in charge should be assigned the planning and presenting of each display. The Cadet PO should introduce and explain the various aspects of the display while it is being presented.

24. Physical activity demonstrations should form only part of the program. While precision drill or physical training is impressive, it reflects only part of the training. Therefore, cadets are advised not to expend all their efforts on these activities.
25. All cadet groups should set up their displays at the same time and remain with the display for the duration of the presentation. The displays should be arranged so that the Reviewing Party can move from one display to another in a logical sequence with the other spectators following behind. The main presentation should be given for the RO; however, cadets should be prepared to discuss their displays with other spectators.
26. Demonstrations and displays might include drill, band, basic first aid, syllabus and training material, e.g. the Boat wise Program, and other special activities and/or hobbies. A Corps organization chart might be displayed also. Cadets who have been to a camp or on a tour or excursion may present a short description of it. Posters, pamphlets, etc., from the place visited should be used as aids.

### **SUNSET (OPTIONAL)**

27. The Sunset Ceremony (lowering of the National Flag) may be carried out to round out the Inspection activities, but it should be remembered that the cadets may be hot and/or tired and a dismissal will suffice.

### **SPEECHES - OPTION**

28. The speeches described in para 18 may be made after the displays and Sunset Ceremony. If this procedure is adopted, all the cadets are to be formed in one large Division in front of the dais (guard and band are not to form separately). The guests and spectators will be invited to return to their places. The Official Party will speak as described in para 18. On completion of the speeches the Reviewing Party will depart, and the cadets will be dismissed.

### **INSPECTION OF CORPS QUARTERS**

29. The inspection of the Corps' facilities after the parade should be as brief as practicable. The Reviewing Party should be invited to tour (rather than inspect) the facilities. The inspection should be done by the IO at a time convenient to all concerned.

### **REFRESHMENTS**

30. It is common practice for the Branch Executive, an Auxiliary Committee, Cadet Parents or others to offer refreshments to the Official Party, invited guests, spectators and Members of the Corps after the (Annual) Inspection. If refreshments are to be available, nobody should have access to them until after the Inspection is completed.
31. Protocol requires that the Reviewing Party be given first access to refreshments. After that, the cadets should be given preference as it is they who have performed during the Inspection. It would be prudent to position an Officer, Instructor or Branch Member at any table of treats to

- 
32. deter overzealous indulgence, and attempt to ensure that available quantities are enough for all guests.
  33. A gathering of Officers, Instructors, Cadets, parents, Members of the Branch and others after the parade is an excellent time for local sponsors and dignitaries who are not members of the Official Party to “bring greetings” or “say a few words” to the Corps in an informal atmosphere.
  34. If a post inspection reception is to involve any alcoholic beverages, organizers must make absolutely certain that Cadets are not in the room where alcohol is being served, and they are not kept waiting outside for parents or drivers who are inside socializing. They should also attempt to see that Corps Officers, Instructors and Cadet Parents are not ignored and left to do the clean-up while the Reviewing Party, VIP's and other guests leave to socialize among themselves.



**ANNEX C – NAVY LEAGUE CADET OFFICERS' SERVICE PIN**

- 5 Year Pin - Blue Navy League Crest with Red bar outlined in gold
- 10 Year Pin- Blue Navy League Crest with Blue bar outlined in gold
- 15 Year Pin - Blue Navy League Crest with Green bar outlined in gold
- 20 Year Pin - Blue Navy League Crest with Silver bar outlined in gold
- 25 Year Pin - Blue Navy League Crest with Gold bar outlined in gold
- 30 Year Pin - Gold Navy League Crest with Red bar outlined in gold
- 35 Year Pin - Gold Navy League Crest with Blue bar outlined in gold
- 40 Year Pin - Gold Navy League Crest with Green bar outlined in gold

## **ANNEX D – GUIDE TO NAVAL HERALDRY**

### **CONFORMITY TO HERALDIC STANDARDS**

Once authority is granted for a badge to be worn on the Canadian Forces Cadet uniform, it becomes in effect a Canadian Forces badge and subject to exactly the same design criteria as are required for those of the Regular Force.

The latter has always maintained a very high standard in badge design and it has been made clear that a lower standard will not be acceptable for Sea Cadets. The establishment and maintenance of the Canadian Forces badge designs is vested in the control of the Inspector of Badges. The Canadian Forces Inspector of Badges in turn, in 1983, vested the design, approval and maintenance of Royal Canadian Sea Cadet corps badges to the Navy League of Canada. In 1988 the National Council of the Navy League of Canada established guidelines for Navy League of Canada Corps. The Navy League of Canada established a similar position of Inspector of Badges/Inspecteur du insignes, in 1995, to design, approve, produce and maintain corps badges.

All unit badges (and specifically ships' and corps badges) used by the Canadian Forces and the Navy League of Canada conform strictly to the rules of heraldry and these rules will be applied to all submissions, approved designs and maintenance of Sea Cadet corps and Navy League corps badges.

Unfortunately, most people know very little about heraldry; hence the need for this guide. It is hoped that this guide will make things easier for those corps that wish to design, and maintain their own badges.

### **HISTORICAL BACKGROUND OF THE SHIPS' BADGE**

In the days of sail, every naval ship had a figurehead at the stem which represented the ship's spirit or personality and, where possible, her name. As sail was replaced by steam, and wooden ships by iron or steel, figureheads naturally disappeared. Although sometimes the figurehead from a preceding wooden ship of the same name would be cut off and mounted on the quarter deck of the more modern vessel. Another form of bow embellishment also developed to decorate the straight stems of iron warships. This was gilded scrollwork, often with a heraldic device representing the ship's name, fitted high up on the ship's stem and flowing back on both sides of the bow above the hawse pipes. It is this heraldic device that probably represents the direct ancestor of the ship's badge, as we know it today. As ship design became less decorative and more functional, the scrollwork was dropped and the heraldic device was often displayed as a bronze or brass casting on the quarterdeck or on the tampions of the ship's guns. It was still unofficial and was not placed in any sort of frame, but gradually the idea took hold that the badge stayed with the name, even in a new ship of different type to the old. However there was no organized system involved and designs could be changed at the whim of the captain.

This system continued up to and during World War One. The war, however, produced such an enormous and rapid expansion of the British Royal Navy (RN) that the whole business of ship

identification, -- which had muddled along fairly well under the unofficial systems in a smaller navy -- became entirely chaotic.

In 1919 it was decided to set up a proper system of ships' badges and for this purpose the College of Arms, the official arbiters of heraldic matters in England, was brought into the picture. The College determined that a badge could not exist just as a device alone, but must be contained within an appropriate "frame". For this purpose they designed the frame that is used up to the present time. This frame consists of an outer border of rope, ensigned by a "naval crown" (which is covered in depth later in this guide) and with a nameplate superimposed on the upper portion of the badge just below the crown. Several shapes of this frame were used to distinguish different types of ship, namely:

- Circular -- for capital ships;
- Pentagonal --for cruisers;
- Shield-shaped -- for destroyers and submarines; and
- Lozenge-shaped -- for carriers and auxiliary vessels.

It should be noted, it was the badge device itself that represented the ship's name, not the shape of the frame, since the latter was changed if the ship's classification changed or if a new ship with a different function replaced an older one of the same name.

During the period between the wars a small Royal Canadian Navy (RCN), while itself not having any official system of badges, tended to follow the RN system and produced a number of heraldically acceptable badges. These were mostly shield- shaped, as befitted destroyers, and were distinguished for the RCN by three green maple leaves on a white field, placed above the main device and below the nameplate. World War Two produced such an overwhelming increase in the RCN that no real badge policy was practicable. Captains and their crews designed all sorts of unofficial ships' badges. The huge majority were totally unheraldic and a great many of the "comic book" character variety.

After World War Two, a firm policy was laid down (as by the RN in 1919), dictating that all badges must conform to heraldic rules. At this time, an official badge outline for the RCN was also developed. This consisted of the circular frame of rope for all ships, regardless of type; the naval crown; and the nameplate. The three separate green maple leaves in the upper part of the badge were replaced, for Canadian identification, with three slightly overlapped gold maple leaves overlying the bottom of the rope border. Since the rope is also gold in colour, the leaves show up only in outline.

In 1984, similar badges were approved for Royal Canadian Sea Cadet Corps (RCSCC/CCMRC). These are the same size and design to those used for HIVIC ships, but are distinguished by the use of the three red overlapping maple leaves in place of gold. Also, all nameplates are gold with black Corps name letters.

In 1988 the pattern for Navy League of Canada Cadet Corps was established as a seven-sided, heptagonal badge surmounted by the Naval crown, with the three maple leaves signifying the cadet services in the base. In 1995 a shield shape was produced for Navy League Corps Squadrons.

## THE BADGE AS DISTINGUISHED FROM A COAT OF ARMS

It is important to distinguish a badge from a coat of arms. The coat of arms was developed in the Middle Ages as a form of personal identification and over a period of time tended also to reflect family relationships. As a result, some coats of arms are quite complicated and many are divided into a number of separate compartments or quarters. Strictly speaking, a coat of arms belongs only to one person or organization and cannot be used by his/or her relatives or employees. A badge, on the other hand, was used to distinguish the followers or retainers of a great lord, or the members of a Highland clan. It usually took some very simple element from the original coat of arms and displayed it within a belt, garter or some other type of "frame". This is the way in which a ship's badge is used -- to distinguish all members of the ship's or corps company -- and it follows essentially the same rules as for other badges. These, although they follow the general rules of heraldry, are slightly different from the rules applying to coats of arms -- a fact that is not always understood.

## DEFINITIONS

1. *Badge*: Means a sign or emblem used to identify a branch, formation or unit;
2. *Description*: Means the heraldic language used to define the devices and colours of a badge;
3. *Emblazonment*: Means a painting or other full colour representation of a badge;
4. *Motto*: Means a word, phrase or short sentence expressing an appropriate reflection, sentiment or rule of conduct, usually in Latin although English, French or other language is acceptable.

## THE FRAME OF THE BADGE

The frame or outline of the badge follows definite rules, which may not be altered except as specifically permitted. It consists of four elements:

1. *The Naval Crown* - This consists of a gold circlet on which are mounted the sterns and sails of square-sailed sailing ships alternately. The sails are always shown as white; the remainder (including the pennants flying from the masts) are shown gold. The jewels in the circlet are shown in outline only and are not colored.
2. *The Name Plate* - This bears the name of the ship or corps only. It does not include the letters, HMCS, RCSCC/CCMRC etc., and does not bear the ship's number or corps administrative file number. For Canadian Navy ships, any contrasting colors may be used for the lettering and background of the nameplate. For RCSCC/CCMRC badges it has been ruled that all corps names will be in black on a gold background. For NLCC/NLWC/CCLN or CWLN the nameplate should also be gold with black letters. If the field is black, blue, green or red white letters can also be used.
3. *The Rope Border* - In general (and for all newly formed Sea Cadet corps), the circular shape is used. However, a special dispensation has been made for corps name for RN

ships that have traditionally employed one of the other shapes, i.e., AJAX, COURAGEOUS, FURIOUS, ILLUSTRIOUS, IMPREGNABLE SCARBOROUGH, VINDICTIVE. They may continue to use that shape so long as the corps remains in existence. Should these specific corps be shut down and a new corps assume the name, the circular shape will apply. The border is gold throughout. For NLCC/NLWC/CCLN the same rule will apply. The rope border and base is all gold.

4. *The Maple Leaves* - These must be red for all Royal Canadian Sea Cadet corps and Navy League Cadet corps, including those named for existing HMC ships (which themselves use the gold outline maple leaves). It is not acceptable for cadets to wear ship's badges purchased directly from the ship. Commanding officers of HMC ships do not have the authority to allow Sea Cadets to wear CF ship approved badges. Commanding officers of Sea Cadet corps must recognize that each element have specifically approved badges and must not allow for the wearing or use of unapproved badges on CF cadet approved uniforms or other areas such as plaques, letterhead, posters or accoutrements.

## SELECTION OF A DESIGN

First of all it must be emphasized again (and again and again) that the design of a corps badge should symbolize the name, not the type of the original ship or the location of the corps, except where name and location coincide. For example, in designing a badge for RCSCC RAINBOW, it should not be a consideration that the original RAINBOW was a cruiser; in this case the fact the subsequent HMCS RAINBOW was a submarine makes the point. Further, the badge for RCSCC LION in Hamilton should concentrate on the idea of "lion" not "Hamilton". However, where RCSCC EDMONTON, from the city of Edmonton, Alberta is considered, the name of the city must obviously come into the concept. Similar guidelines will be followed by NLCC and CCLN.

How, then, are we to symbolize a name with a heraldic device? There are several ways of doing this, depending largely upon the name. Following are examples:

1. *Badge of Namesake Ship* - Many corps are named for a past or present ship of the RN, RCN or Canadian Navy. If this ship had a recognized badge, then someone has obviously done the job already. While a corps is not obliged to use the badge of its namesake ship, most are honoured to do so. If you cannot find whether your namesake had a badge, or what it was, consult the Inspector of Badges/Inspecteur du insigne. The Inspector/Inspecteur will find out for you.
2. *Direct Depiction* - If your corps is named for a recognizable animal or object (e.g. RCSCC HUSKY or NLCC RACCOON), then the obvious device is a drawing of the animal or object concerned. Bear in mind, certain creatures such as lions and eagles are often depicted in heraldry in "heraldic" or stylized form. Pictures of the "heraldic" beasts and birds may be found in many of the references texts.
3. *The Rebus* - The rebus is a sort of visual pun where the syllables of a word are indicated by objects. A famous example of this can be found in the badge of HMCS

(and RCSCC) GRANBY, which shows a bee hold the coronet of a marquess. This makes it a "grand bee"

and also refers to the Marquess of Granby, for whom the original town was named. Another Canadian example is the badge of HMCS DISCOVERY --"a golden disc set over the letter "Y" -- "Discover Y".

4. *Personal Occupation or Attribute* - When a ship or corps is named after a famous person, some attribute of that person or his occupation may be used. For example, a corps named from the great explorer Samuel de Champlain might use as its device an astrolabe, the chief tool of the explorer and mapmaker.
5. *Personal Arms* - In similar circumstances, an alternative method is to use some element of the namesake's arms; an example of this is the badge of HMS NELSON, (and RCSCC NELSON) which depicts a lion holding a palm, one of the supporters of Lord Nelson's arms.
6. *Origin of Community Name* - Where a corps is named after a community, the origin of the community's name may prove helpful. For example, the badge of HMCS CHIGNECTO shows a bulrush within an inverted triangle representative of a bay, referring to the Micmac origin of the word Chignecto as 'The great marsh district'.

The above suggest only some of the ways in which a corps may symbolize its name with a badge device.

## ASPECTS TO AVOID

There are a number of pitfalls to look out for in the design process. A few of the more common ones are listed below.

1. *Pictorial Scenes* - Heraldic designs were originally painted on shields and were devoid of perspective. Avoid scenes and landscapes with trees, mountains or birds in the background. Do not try to reproduce photographic or true to life realistic type images.
2. *Compartments* - Do not divide your badge into compartments or quarters. This may be quite correct for a coat of arms but not for a badge. The only example of this style is CCMRC Pointe Levy.
3. *Clutter* - Do not try to symbolize several different things at once. In most cases a single device will do the job much better than a number of images. Keep it simple.
4. *Visual Clichés* - In general, avoid such devices such as anchors, maple leaves and fleurs-de-lis. While there is nothing intrinsically wrong with this symbols they have been so over-used as to almost be meaningless. Remember, you are symbolizing the corps' name, not the fact that it is nautical (this is shown by the naval crown and circlet) or Canadian (shown by the maple leaves). In most cases, the name will indicate a French Canadian corps making the fleur-de-lis superfluous.

5. *Modern Objects* - Generally heraldry avoids modern objects and concentrates on those with traditional symbolism. Do not show: modern ships or their parts, modern equipment such as airplanes, torpedoes, guns, etc.; actual structures, buildings, bridges or landscape features; representations of actual people (mythological beings excepted).

## HERALDIC RULES

The rules of heraldry are many and complex. A brief outline of some of the more important ones is given below.

1. **Direction** - While not an absolute rule, it is customary that persons, animals, birds, and objects having a definite directions (such as ships or boats) face either directly to the front or to the left side of the field. (This is called the "dexter" side since it is to the right of the person wearing it). There may occasionally be good reasons for having an object face the opposite ("sinister") side of the field, but in general it is better to conform to the standard rule.
2. **Geometric Designs** - Geometric designs (bars, crosses, lozenges, etc.) are frequently used in heraldry, with the "bend" and the "pile" being the most common in ships' badges. (The bend, usually shown with a wavy outline, as representing a river, is a broad diagonal band running from upper left to lower right; the pile, representing usually a bay, a cape or a mounting, is a triangular shape, which may be either point up or point down.) The only problem is these devices must conform in shape, location and width to standard heraldic rules. It is best to seek expert advice before using them. The tendency to use the wavy bend of the City-class frigates for corps whose names or locations do not involve a river is to be discouraged.
3. **Colour Rules** - The tinctures used in heraldry favour bold, primary colours. Pastel and muted shades of colour are not normally used, since these would not usually have been available to the heraldic artists of the middle Ages. An example of this is HMCS CALGARY AND RCSCC CALGARY, HMCS CALGARY has a lemon yellow base while RCSCC CALGARY has the true gold (yellow) base as per true heraldic colour. Tinctures are divided into the following:
  - a. **The Metals:**
    - Gold --usually depicted as chrome yellow;
    - Silver--always depicted as white
  - b. **The Colours:** Red, Blue, Green and Black (the colours orange, purple and blood red are sometimes used, but their use is infrequent in Naval heraldry). Certain "furs" are also employed, but again their use is infrequent in ships' or corps badges.

The most important rule in regard to tinctures is that colour is always placed upon metal or metal upon colour. The rule forbidding colour-on-colour, i.e. light blue on blue, or metal-on-metal was designed to provide proper contrast between a device and its background and remains an important heraldic standard. However, as for most rules, there are exceptions.

These are:

- a. Where either the background (field) or the device is itself of varied metal and colour;
  - b. Where a device or charge overlies both the field and another charge;
  - c. Where the background field is divided into several parts (since the parts do not overlie one another);
  - d. In the case of borders, since the border is considered to lie beside the field, not to overlie it;
  - e. Where the charge or device is depicted "proper " (i.e. in natural colours). In this case any colours or shades may be used and the strict colour rules may be waived. The background or field, however, must be one of the standard heraldic colours or patterns and the common-sense rule of contrast still holds good; e.g. a dark brown animal should not be depicted on a black or blue background, or black on blue, or black on black, etc;
  - f. Two shades of the same are never used in the same badge -- in particular, the practice of using light blue for sky and darker blue for sea is not correct
4. Lines of Partition - The lines that outline the geometrical figures (bends, bars, piles, crosses and so forth), or that separate bands of colour and metal in a background, may take a number of forms which are defined by the heraldic rules. Thus a line may be indented (toothed), engrailed (scalloped) or wavy, plus many others. It is best to look these up in a reference before using them. The most common one used in Naval heraldry is the wavy line, used to symbolize water -- seas, rivers or lakes.
  5. Barry Wavy - The blue and white "barry wavy" background is frequently used in Naval heraldry either for the main field or base, representing the sea, or in various figures representing rivers, lakes, bays, etc. A standard rule for this field is that it must have an even number of bars, which must be of equal width. It is traditional in ships' badges (although not an heraldic rule) that the top bar is always white (or occasionally gold) and the bottom bar blue.

## DETAIL

It is best not to include unnecessary detail in a badge design. Bear in mind that the badge must be reproduced in and by embroidery within a circle of 38 mm or one and one-half inches in diameter.

## SIMPLICITY

The greatest virtue in heraldic design (as in virtually all design) is simplicity. Avoid trying to cram too much symbolism into a small space.



## USE OF CORPS NUMBER, MOTTO OR LOCATION

The use of the corps administrative number is not to be used in badge designs or used in combination with the badge i.e. on Corps letterhead or stationary. The number is strictly for use as an administrative aspect and is not allocated against any specific badge design. The approved name will appear on the official, approved emblazon description of the corps.

The corps number, location, motto, or the words " Sea or Navy League Cadets" etc., should not appear anywhere on the badge. No words or numerals should be used in the main part of the badge.

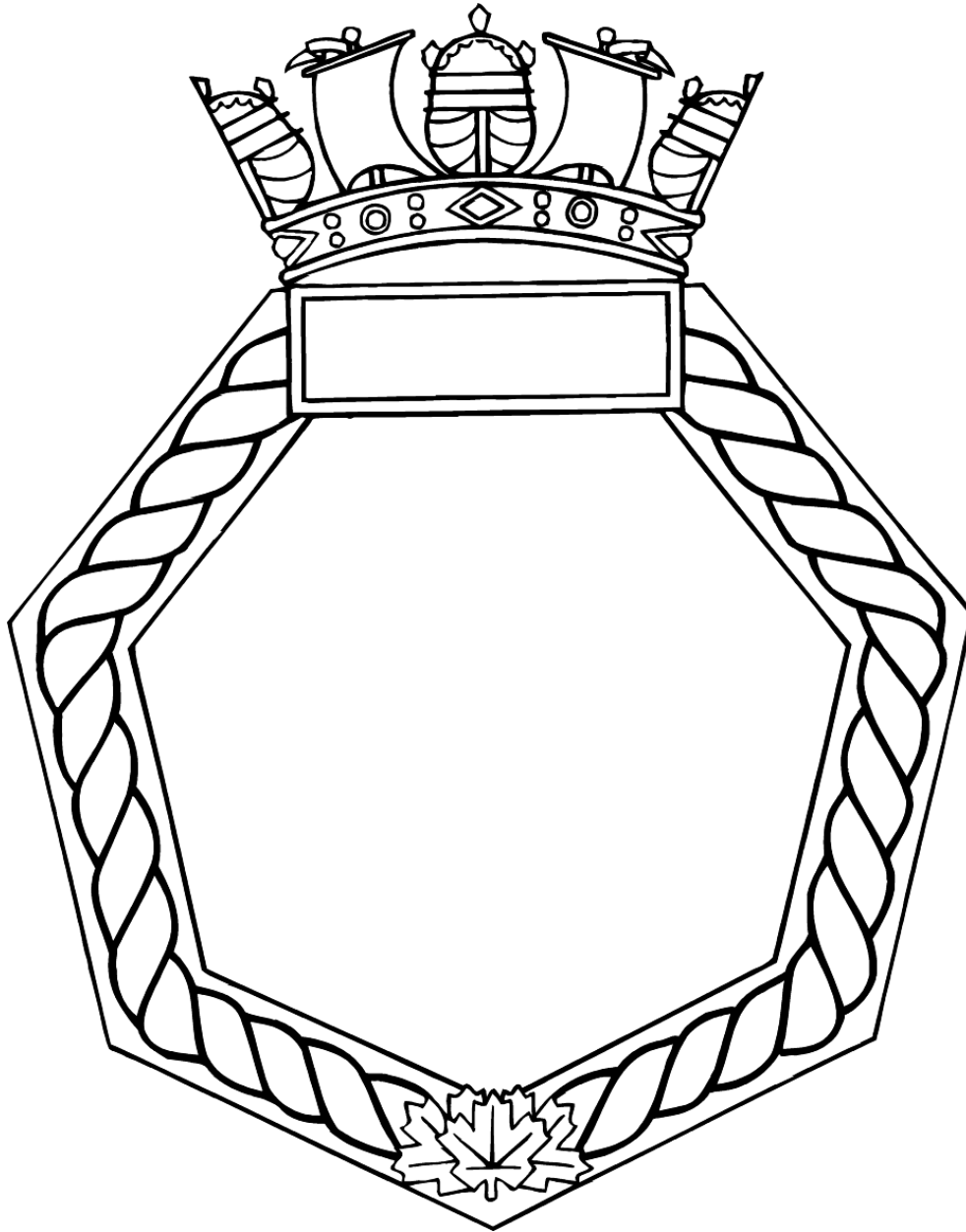
## REFERENCES

Any corps thinking of submitting a badge concept for guidance to the Inspector/Inspecteur of Badges/insigne in designing an approved badge should first borrow a copy of CFP 267, Badges of the Canadian Forces, which is usually available at support bases and affiliated Naval Reserve Divisions. The Naval and Naval Reserve sections of this publication show all the ships' badges of the Canadian Navy, along with their heraldic descriptions, and these can be used as excellent examples of heraldic design. (Volume 2: Insignia and Lineages of the Canadian Forces, Ships (to be published).) Another excellent reference is Badges of the Canadian Navy by J. Graeme Arbuckle. Should you wish to refer to the Royal Navy the books Heraldry in the Royal Navy -- Crests & Badges of H.M. Ships by Weightman, Badges and Honours of H.M. Ships by Lt. Cdr. K.V. Burns, The A to Z of Royal Naval Ships' Badges by B. J. Wilkinson, T.P. Stopford and D. Taylor are good examples of texts on the subject. Also, Sea Cadet Memorandum 2/83, annex A, K.W. Greaves. Posters are available depicting the ships' badges of both the Canadian Navy and the Royal Navy and these may also be helpful. For general heraldic knowledge, most libraries have texts on heraldry, mostly in the reference section.

Any corps or branch that would like advice or assistance in the development and providing concepts for the design of its Corps badge should write to the following:

Inspector of Badges/Inspecteur des insignes  
c/o Mr. Joe Drouin – Drouin Enterprises  
22 rue de Valcourt, Unit 10  
Gatineau, QC J8T 8G8  
(819) 568-6669  
[joe@joedrouin.com](mailto:joe@joedrouin.com)  
[www.joedrouin.com](http://www.joedrouin.com)

**TEMPLATE – NAVY LEAGUE CADET CREST**



## ANNEX E - AIR/PELLET RIFLE SHOOTING

### OBJECT OF AIR/PELLET RIFLE SHOOTING

1. The object of the Air Pellet Rifle shooting program is to provide an optional subject to the Navy League Cadet Training Program Standards and help develop self-control, self-discipline and self-confidence in young people.
2. At the 1991 National General Meeting of The Navy League of Canada, the National Council authorized the firing of Air/Pellet Rifles by Navy League Cadets.
3. The firing of Air/Pellet Handguns **IS NOT** authorized and is **NOT ALLOWED**.
4. Air/Pellet Rifles used by Navy League Cadets may not have a muzzle velocity greater than 495 feet per second, and must use pellets of .177 calibre (4.5mm) or less.
5. Air Pellet Rifles with a muzzle velocity of less than 500 feet per second do not require a Firearms Acquisition Certificate. However, they are still considered firearms under the Criminal Code.

The following regulations are promulgated for use by Cadet Corps participating in a shooting program.

### REGULATIONS

6. Prior to and during any exercise in which Navy League Cadets and firearms are involved, the following regulations are to be strictly adhered to:
  - a. All Cadets must attend a Small Arms Familiarization Course conducted by a qualified Corps Range Safety Officer.
  - b. Cadets must not handle or be in the vicinity of any firearm without the presence of a qualified Officer or Civilian Instructor.
  - c. No Cadet may fire any firearm unless a qualified Range Safety Officer (RSO) is present.

### BADGES AND AWARDS

7. The Navy League of Canada has a badge available (Marksman Badge) to Cadets who fire 10 targets (100 shots) with a score of 50 or more on each target.
8. Also available to Corps is a more extensive badge program through the Shooting Federation of Canada for those who are interested.

### RANGE SAFETY OFFICER (RSO)

9. These instructions detail the policies and procedures that govern the qualification and responsibilities of personnel appointed as RSO.

## **GENERAL**

10. The RSO is a person appointed by the Corps C.O. to ensure that proper range procedures, property protection and safety procedures are strictly adhered to.
11. Persons appointed RSOs shall be Navy League Officers (including Midshipmen 20 years of age or over), Civilian Instructors, Cadet Instructor List Officers, Warrant Officers or Senior NCOs of the Canadian Forces, Police Officers (all of whom must be deemed to be qualified - see 4.2 below), or a properly qualified civilian firearms instructor.

## **QUALIFICATIONS**

12. Personnel appointed as RSOs must meet the following requirements:
  - a. Attend and successfully pass a Hunter Safety Course and/or a Firearms Familiarization Course;
  - b. Have a current comprehensive knowledge of orders and safety procedures for ranges;
  - c. Have demonstrated an ability to organize and supervise range exercises.

## **APPOINTMENT AS RSO**

13. The appointment of an RSO is the responsibility of the Corps CO.
14. Upon appointment of an RSO, the Corps CO shall submit to the Navy League Branch and Division, the name, rank and qualifications of the appointee.

## **RESPONSIBILITIES**

15. In conjunction with instructions and regulations specified for particular range operations as promulgated by the National Navy League Cadet Committee, Navy League Division or Branch, the RSO is responsible for:
  - a. the safety of all personnel;
  - b. implementing the policy and ensuring that the safety regulations contained in appropriate orders are observed;
  - c. co-ordinating all operations that take place on the range;
  - d. reporting all unsafe equipment or practices to the Corps C.O. and recommending changes to existing orders in the interest of safety; and,

- e. cancelling any range exercise which, in his/her opinion, would constitute an unsafe practice.

## **ACCIDENTS**

16. When an accident occurs during a range exercise, the RSO shall take immediate action to ensure that prompt medical attention is rendered to injured personnel. In the event of an accident, the following action is to be taken:
  - a. notify the Corps CO who will inform the next of kin;
  - b. notify the next of kin if the Corps CO is not available;
  - c. notify the local Police if range is located on civilian property;
  - d. notify the C.O. of the unit responsible for the range if on DND property, as well as the local Police, Military Police or local RCMP Detachment; and
  - e. submit form Accident Claim Form as soon as possible, but within 30 days of the accident. The RSO shall also submit a written detailed report covering all events to the Corps CO, Branch and Division President. A copy of this report must accompany the Accident Claim Form.