

2018

# Parents' Information Handbook for Navy League Cadet Programme

NL 215







## *A Letter from your Navy League Branch President*

*On behalf of the Cadets, Officers, Instructors and Navy League Branch Volunteers, I wish to welcome you and your child to our Navy League Cadet Corps.*

*Your child has many opportunities to be part of one of the top youth organizations in Canada. The cadet corps is run totally by volunteers who have varied backgrounds including ex cadets, people with military experience, and professionals from many areas of our community. Each volunteer who works with cadets has had a vulnerable sector screening by our National Office and your local Police Service. Your child's safety is our primary concern. I encourage you to visit [www.navyleague.ca](http://www.navyleague.ca) where the many policies, procedures and best practices can be found that govern us while carrying out the Navy League Cadet programme.*

*The Navy League Branch is a collection of civilian volunteers who meet about once a month and are the sole sponsors of this cadet corps. All cadet uniforms, training aids, equipment and the premise where they meet are totally funded from money raised by the Branch. I hope you will consider being a member of our Branch. I offer an open invitation to come out and help the cadets by devoting some of your time and experience to their well-being.*

*We may ask you for an annual administration fee that will assist us in bringing the programme to this community. Most items though, like the uniform are free. To make this possible, all cadets will be expected to participate in fundraising activities. Fundraising helps develop responsibility, community spirit, a work ethic and ensures all Cadets can participate.*

*Congratulations on supporting your cadet as they enter this youth programme. I promise you will see a difference in them.*

*Please visit the Navy League of Canada website at [www.navyleague.ca](http://www.navyleague.ca). It will answer many of your questions about the Navy League Cadet programme. You will see an organization steeped in history dating back to 1895 as well as an updated youth organization run by amazing volunteers across Canada.*

***The President  
Navy League Branch***



## *A Letter from your Commanding Officer*

*Thank you for introducing your child to the Navy League Cadet programme. I know that they will enjoy working with the other cadets as they learn many new skills and partake in a lot of fun and challenging activities which are all supervised by our officers and instructors.*

*I request you assist your child in getting to cadets on time and prepared for their training. They should have their uniforms and equipment with them and in good shape. If your cadet cannot make a training night or activity please advise one of the officers.*

*If your child has any hardship that we should know about please advise us immediately. Our training programme and activities vary from week to week. We will do our best to accommodate this.*

*You should make yourself aware of many of the policies and procedures that govern the delivery of the Navy League Cadet programme. They can be found on our website. Please review the Navy League Cadet application which includes the cadet code of conduct. The bylaws concerning cadet safety, harassment and abuse policies are also in the Publications section of the website.*

*Let's have fun and be safe while we do it. I promise that you will see your cadet prosper as they grow through our programme.*

*Please visit the Navy League of Canada website at [www.navyleague.ca](http://www.navyleague.ca). It will answer many of your questions about the Navy League Cadet programme.*

*Commanding Officer  
Navy League Cadet Corps*

## ***Introduction***

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

The Navy League Cadet Program is committed to developing Canada's youth through moral guidance and encouragement, as well as mental and physical training designed to develop patriotism, good citizenship, a sense of duty, self-discipline, self-respect and respect for others, in a modern nautical environment built on sound naval traditions. On behalf of the Navy League of Canada, our sponsors and volunteers at the local Corps, we would like to welcome you and your children to the Navy League Cadet programme and give you some information about us.

## ***Background***

Since 1895, Navy League of Canada branches across Canada informally supported a youth training programme to encourage young men towards a seafaring career, and gave basic training in citizenship and seamanship. The Navy League Cadet programme started in 1948 for younger boys. This was followed in 1950 by the Navy League Wrenette Corps for young ladies. Wrenettes have since become integrated with Sea Cadets and Navy League Cadets.

Today, Navy League Cadets learn about naval traditions through participation in a variety of activities that are both fun and educational. Navy League Cadet training is divided into a variety of subjects, and depending on the Corps resources, cadets will learn about:

**Boating and Water Safety**  
**Citizenship Activities**

**Music and Sports**  
**Outdoor Activities**

**Communications**  
**Community Involvement**

*We are pleased that your child has chosen to join Canada's premier youth programme!*

## ***Objects of the Navy League Cadet Programme***

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

## ***The Navy League Cadet Promise***

I solemnly promise to honour the Queen and so conduct myself, as to be a credit to my country and to 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.

## ***Cadet Responsibilities***

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

- **Attending training nights, training activities and parades**

It is important for cadets to attend scheduled activities. Cadets who do not attend parade nights regularly will fall behind in their training and will not be as successful and could even be released from the Corps. Attendance at special parade such as the Annual Inspections is critical. If your son/daughter has a legitimate reason why he/she cannot attend a Corps activity, you are respectfully advised to contact the Corps in advance.

- **Taking part in fund raising activities**

Cadets are expected to take part in fund raising activities such as Tag Days. These activities raise the necessary funds to help the Corps plan and implement various training activities.

- **Taking care of the uniform**

Each cadet will be issued a uniform when she/he completes the intake programme. It costs The Navy League of Canada approximately \$450 to outfit each cadet. The Corps has a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of her/his uniform, keeps it cleaned and pressed and turns it back in to the Corps when she/he leaves the Corps or outgrows the uniform. Each cadet is given training on how to look after the uniform. Extra information is also available from the Corps' Officers. Ask your daughter/son to share this information with you.

- **Necessary paperwork**

There are permission forms for weekend training, summer camp applications, information bulletins, training schedules, etc. This information is sent home for you as well as the cadet. Parents or guardians are responsible to insure that forms are properly completed and returned in a timely manner.

If you have any questions about each cadet's responsibilities and duties, please contact a Corps Officer. At some point you should be provided with the name and contact information of a Corps Officer. If this does not occur, please contact the Corps.

## ***How Can Parents Help?***

You can do a great deal to help your son/daughter become successful in the Navy League Cadet Programme. The most important thing is to show an interest in their success and training and to support them during the year. There are many other ways that you can help your daughter/son be successful. These include:

- Helping them organize their after-school schedule so that there will be time for both Navy League Cadets and schoolwork
- Reminding them to look after their uniform on a weekly basis (washing, pressing, shining, etc.)
- Including Navy League Cadet activities such as weekend training into the family calendar
- Trying to avoid conflicts with major activities such as Annual Inspections
- Transporting your son/daughter (and maybe their friends) to parade nights and picking them up at the end of the night
- Encouraging them to participate in Corps teams and activities. The more they put in the Corps, the more they will get out of it.

## ***Promotions***

Promotions in the Navy League Cadet Programme are based on knowledge/skills and merit. Ranks help distinguish members at different levels of training and responsibility. Each Corps is allocated a certain number of cadet ranks (Petty Officer, Chief Petty Officer, etc.) based on the size of the Corps. In order to be considered for promotion, a cadet must first meet certain national standards (attendance, training levels completed). For higher ranks, other standards can include participation in weekend training, dress, drill and deportment.

The decision to promote a cadet is made by the Commanding Officer in consultation with other members of the Corps staff and Branch. For more information about promotions, please contact the Corps.

## ***Summer Camp***

Many cadets have the opportunity to attend a summer camp sponsored by the local Navy League Branch. These camps are a fantastic opportunity to get the cadets on and around the water either swimming or in boats including canoes, kayaks, sailboats and safety boats. Other activities include orienteering, sports, seamanship and other fun experiences.

## ***Getting Involved***

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

- **Become a Volunteer**

Ask the Commanding Officer if there is a need for volunteers. Some Corps use adult volunteers for driving on weekend activities, to operate the canteen during training nights or for special activities.

- **Become a Cadet Instructor**

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

- **Become a Navy League Officer**

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

- **Join the Branch**

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

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

## ***Conclusion***

Making the decision to join the Navy League Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Navy League Cadet Programme. If you have any questions about the information included in this publication, please contact the Commanding Officer or the Branch President. She/he will be able to answer your questions and provide you with additional information about Corps procedures, the Navy League Cadet programme and the Navy League of Canada. In the event you are unsuccessful in contacting a local representative, please feel free to contact our National Office as shown below.



### ***Local Information***

Corps Telephone Number: \_\_\_\_\_

Parade Night/Location: \_\_\_\_\_

Corps Mailing Address: \_\_\_\_\_

Corps E-mail Address: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_

Branch President: \_\_\_\_\_

### **Navy League of Canada contact information:**

**Telephone:** (800) 375-6289

**E-mail:** [national@navyleague.ca](mailto:national@navyleague.ca)

**Website:** [www.navyleague.ca](http://www.navyleague.ca)