



THE NAVY LEAGUE OF CANADA
NLCC GLORIOUS #45

Parent & Cadet Handbook

Officers of NLCC Glorious

Commanding Officer	SLt (NL) Dane Kirilovic
Executive Officer	Lt (NL) Susanna Canon
Training Officer	SLt (NL) Susanna Canon
Stores Officer	SLt (NL) Chris Brownlee
Drill & Standards Officer	Lt (NL) Rick Thompson
Administration Officer	CI Amanda Brownlee
Divisional Officers	Lt (NL) Veronica Piercy
	CI Ryan Harris
	CI Gerry Liddle
	CI Kevin Rops
	CI Dominick Brownlee



NOTES

NAVY LEAGUE OF CANADA LONDON BRANCH

When you contribute of your time at special events, or help with your donations. Know that your efforts are a big part of the Corps and are much appreciated by the Cadets and Officers.

Please indicate in which areas you might help:

- _____ Driver for Tag Days
- _____ Driver for a Special Event
- _____ General help with Fundraising
- _____ Donations of treats/food for Special Events, i.e.
- _____ Annual Holiday Dinner
- _____ Donation of supplies
- _____ Other

Please fill out the space below so we may contact you for Special Events. Thank you for supporting the Cadet Program.

I would like to become a member of the Navy League, London Branch.

I have a: Navy League Cadet _____ Sea Cadet _____

NAME: _____

ADDRESS: _____

PHONE#: _____

EMAIL: _____

SIGNATURE: _____

**HERE'S TO A WONDERFUL YEAR FOR ALL CADETS,
PARENTS AND STAFF!**

Here are some of the many ways you can help and participate....

- * driving our cadets to and supervising them at locations on Tagging (fundraising) days
- * helping to drive cadets to special events
- * donations of drinks or treats at drill nights or events such as our holiday Dinner or Annual Review, or prizes toward raffles or special cadet awards
- * cash donations to help us offset the cost of maintaining the Corps
- * donations of supplies toward teaching and activities, or for use on special trips or camping
- * setting up tables and chairs for special events
- * sewing / fixing badges on cadet uniforms
- * volunteering as a Civilian Instructor to help teach cadets

Become a Navy League Cadet!

Navy League Cadet Corps (NLCC) Glorious welcomes everyone 9-12 years of age to join us to learn, grow in skills, and have fun! In addition to our training program to acquire new skills and knowledge, our Corps regularly has sports and recreational nights. You are part of an organized program where you will form strong friendships, participate in new activities, and have opportunities for special trips, including camping.

We encourage a strong focus on community involvement which includes parades commemorating Remembrance Day and Battle of the Atlantic, helping our veterans at bingo/fun nights, assisting at community events, and more. Participating in these extra events is voluntary but is a valuable part of the overall program.

What Cadets Will Learn



The main theme of everything taught in the Corps is Naval. We teach cadets naval terminology, timing and bells, how to tie knots, drill and parades, and much more. We work to instill the principles of discipline and respect: Respect for oneself, other cadets, our ship (building) and our officers and staff.

The leadership skills taught in the senior cadet ranks will be of value later in school or employment, or when applying for acceptance in other organizations.

Nautical skills that cadets learn will help enforce safety and ensure a positive experience when on or near water.

They may earn badges and participate in activities such as sailing lessons and camping during the spring and summer. There is also the opportunity to join competition teams which practice outside of regular drill nights and are a great way to learn specific skills and bond with other cadets.

TRAINING/PARADE NIGHTS

Mandatory training and drill nights are on Friday evenings. Arrival time is 6:00pm and dismissal is generally at 9:00pm. Cadet divisions rotate on Duty Watch, one division each drill night, during which time they are responsible for general clean-up of the training facility. Please be aware that cadets on duty watch will be dismissed a few minutes later once the cleanup is done. ***Due to COVID-19 procedures, duty watch is not currently expected of cadets as staff will be responsible for cleaning /sanitization.**

! IMPORTANT

For the safety of our cadets, we ask that parents/guardians **DO NOT** drop them off before 6:00pm. Upon arrival, parents/guardians **MUST** accompany them to the door before leaving. At the end of the evening, cadets are not permitted to leave until a responsible adult comes to the door to pick them up. There will be a staff member at the door keeping watch.

ATTENDANCE

Attendance is taken at the start of every event, whether at the ship HMCS Prevost, or at an outside location, or online. Cadets will be marked as present, excused or absent. We strongly encourage regular attendance as information learned builds on previous classes.

In cases of absence, notify the corps in advance by calling us at (519) 432-9736 and leaving a message with name and the reason for absence before the **Start** of the night's activity. You can also email nlccglorious@navyleague.ca.

The administration officer will note the information from the voice mail or email. **Please do not call or message individual officers.**

Four consecutive **unexplained** absences will result in the cadet being removed from the attendance roll, as they will be considered as having left the corps.

The Branch:

How It Works & Why We Need Your Help

The Branch is a group of individuals who are often parents or family members of a cadet, or another person from the community. It is **completely** comprised of VOLUNTEERS who offer up their free time to help the cadet program and the youth of our communities.

Parents are welcome and encouraged to join the Branch! You will be a valuable part of voting, committees and helping with operations. After one year of being on the Branch you may, if you choose, run for an elected position. Election takes place once a year.

One of the Branch's responsibilities is to ensure both the Navy League and Sea Cadet Corps have a place to train, overseeing the usual expenses that come with having a building. The Branch is also responsible for uniforms, fundraising and support to our Corps & Sea Cadets.

While the Sea Cadet program has access to some federal funding, the Navy League Cadet Program is FULLY funded by the Branch. Competitions at the regional and provincial levels are a costly venture and funds are also needed to provide a well-rounded and meaningful experience for the cadets throughout the year. Without the support of our legion and benefactors, and especially the fund raising we do, it would be nearly impossible to send the cadets anywhere.

Our fundraisers have included tagging days, flower/plant orders, tea, pepperette and chocolate sales, and various other initiatives. The Navy League cadets rely entirely on the backing of the community and parents. Your support is crucial to our program.

ANNUAL AWARDS

Our cadets and the efforts they put forth are the core of NLCC Glorious. At the Annual Inspection every year we recognize their dedication and achievements. Below are some of the awards for which special recognition is given.....

Commanding Officer's Award: Presented to the senior cadet who has demonstrated outstanding performance and consistent effort and enthusiasm throughout the cadet year.

Distinguished Service Cup: A cadet who has shown exceptional dedication to Navy League Cadets and the willingness to take on extra work.

'Cock of the Walk': A senior cadet who has displayed unparalleled achievement and enthusiasm in all areas of the Navy League Program.

Best New Entry: A new entry cadet who has shown a high level of proficiency during the cadet training year.

Most Improved Cadet: The cadet who has made the greatest strides in all areas of the cadet program during the training year.

The Golden Bootlace: The cadet most proficient in drill.

Charles Brown Esprit De Corps Award: The cadet who best exemplifies the model of a Navy League Cadet – hardworking, good sportsmanship, team player, leadership, good citizenship, and strong spirit.



UNIFORMS

Uniforms are provided to the cadets at no cost, and must be returned to the Corps when they leave the program. The gear is issued after the cadet has shown they are committed to being a member and attendance is not an issue, usually after 4-5 weeks. Cadets are responsible for the regular and proper care of their uniform and will receive training to do so. Uniforms are costly, and parents are required to sign a form for them, as any missing or damaged pieces will be your responsibility to replace. Please take note of the uniform list and replacement costs listed on the form.

As the training year progresses, your cadet may outgrow their uniform parts. If that happens, email the Supply Officer at supply.glorious@gmail.com. Email no later than Tuesday to allow time for us to collect the uniform part from our storage facility and have it ready for the Friday training night.

INFORMATION HOME

Announcements: Information, newsletters, calendars and permission forms may be uploaded to Google Classroom in the Ship's Company. Paper copies will be provided upon request.

Email: The Corps will send out information and reminders weekly via email to parents. Ensure that the Corps has your email address(es) on file and **let the Administration Officer know if it changes**. *Be aware that messages may sometimes end up in your junk/spam folders depending on the email server. Talk to the Admin Officer on how to white list us.*

Questions/Concerns: Please speak to our staff or email the corps at: nlccglorious@navyleague.ca. Indicate in the subject line if your question is for a specific officer, or, if you are unsure who you should be asking, address it to the Administration Officer and they will direct it to the right person.

Facebook: NLCC Glorious has a Facebook page at: <https://www.facebook.com/NLCCGlorious/> Updates are posted regularly.

SHIP'S OFFICE

Due to space availability, we currently do not have a physical office at HMCS Prevost. If you have a request for the office, please see the Admin Officer at the door or contact the CO or Executive Officer and they will be happy to assist you.



VISITORS

Due to COVID-19 precautions, parents/guardians, siblings and other visitors are requested to observe all posted safely procedures at HMCS Prevost.

RECRUITING

Cadets are encouraged to bring along friends who may be interested in joining the corps. The friend must have a signed note from a parent or guardian granting the child permission to be with us for the evening as well as two contact numbers and the child's Health Card information.

CANTEEN

On training nights and events, we have canteen at 'Stand Easy'. This is a break time where cadets have the opportunity to socialize and have a snack. They are strongly encouraged to bring a refillable water bottle with their name clearly marked on it.

Seamanship Team

This team encourages cadets to increase their knowledge of seamanship, particularly as it applies to their training. The team is made up of 5 cadets and 2 spares from every rank. They will cover a large amount of naval knowledge including the points on a compass, parts of a ship, cadets and officer ranks, tying knots, and the heaving line. The competition consists of questions covering naval knowledge particular to your rank.

First Aid Team

This team's focus is to teach the basics of First Aid training. The team is made up of 4 cadets and 2 spares. They compete as a team in various scenarios and learn to effectively handle an emergency situation.

Semaphore Team

Semaphore is still used in the Navy today for silent ship-to-ship communication. This team of 4 cadets and 2 spares aims to teach the cadets how to send accurate messages using the semaphore flags, as well as call and scribe the letters of the phonetic alphabet as required. They will learn the phonetic alphabet and the flag positions for each letter.

TRAINING NIGHT CLASSES

Cadets will be issued folders with study handouts for their current rank. They may sign out the folders to study at home for promotional

exams, and are responsible for returning the material to the ship. A replacement fee will be charged for lost or damaged folders.

COMPETITIONS



Squadron (District) Competition

NLCC Glorious is part of Rainbow Squadron, and our teams regularly participate with other squadron corps, in our Squadron competition. The first place team in each event advances to compete at the Provincial Competition. See below for information on various teams.

Provincial Competition

The first place teams from every Squadron compete in the Provincial Competition.

Travel arrangements to the competition location are communicated to parents closer to the competition date.

*Team training is conducted on Sunday mornings. Check for updates about each team's start/end times.

Due to logistics in the return to in-person training for many corps, details on competitions being held are still forthcoming. We will update cadets as we receive updates and news on competitions.

DRILL WITHOUT ARMS TEAM

Drill is the basic for all teamwork. The team is comprised of 1 commander, 12 cadets, and 2 spares. Cadets will learn the drill movements and will practice to perform them as precisely as possible. The aim of drill without arms is to be proficient, to

maintain a high degree of excellence that cadets shall demonstrate in the execution of drill and ceremonial routines. The focus is on ensuring that the cadets march and maneuver together as one, while promoting discipline, alertness, precision, pride, steadiness and the cohesion necessary for success.

CONDUCT/BEHAVIOUR EXPECTATIONS

The Navy League of Canada is committed to providing a learning and working environment that is free from harassment for all persons. The Navy League of Canada requires employees, officers, cadets, parents, volunteers and all other visitors to conduct themselves in a manner that promotes and protects the best interests and well-being of cadets, staff and volunteers.

As a condition of membership, all Navy League Cadets must accept the following responsibilities:



- Always treat others fairly and with respect
- Always consider your safety and the safety of your shipmates
- Show support for Canada, your community and your Corps
- Demonstrate self-discipline and self-respect
- Attend parades regularly and be on time
- Participate in all activities to the best of your abilities
- Maintain your uniform and other equipment entrusted to your care
- Follow the rules and listen to the direction of officers and senior cadets

Members of the Navy League Cadet program have the following rights:



- To be treated fairly and with respect
- To be included as part of the group
- To seek help from friends, parents, officers and volunteers
- To make decisions

- To use the law to protect yourself and others
- To feel safe
- To learn
- To say no to unwelcome behavior
- To never be alone with officer or volunteer
- To be protected from all forms of harassment and abuse

Failure to follow your responsibilities, as outlined above, will result in corrective actions as deemed appropriate by corps staff. Repeat or serious offences may cause you to lose your membership privileges.

*Taken from: CTS 01 Corps Organization and Ship's Routine
1.4 – Rights, Responsibilities, Duties and Privileges*



CADET POSITIONS

Guard Commander

The Guard Commander is a senior cadet in charge of the Guard Division (Bonaventure). They answer to the Executive Officer (XO) and are under the direction of the Gunnery Officer. The Guard Commander gives all commands regarding the Guard during Colors and Sunset.

Messenger

The Messenger is a cadet that has the duty to carry all messages from the person in command of the deck at the time to whomever is to be communicated with. This cadet is also at the call of the Commanding Officer.

Divisional Petty Officer

The Divisional Petty Officer (DPO) is a senior cadet in charge

of a division. The DPO answers to the Divisional Officer (DO). In the absence of the Divisional Officer, the DPO takes charge and issues any divisional commands.

DECK POSITIONS

Coxswain

The Coxswain is a senior cadet who is in charge of all the cadets, answering to the Commanding Officer, and working with the Regulating Petty Officer (RPO) to give commands to the cadets. The Coxswain will lead parades in the absence of any officers on the deck.

RPO

The Regulating Petty Officer (RPO) is a senior cadet who is second in command of all the cadets. The RPO answers to the Executive Officer and works with the Coxswain to give commands to the cadets.

Boatswain

The Boatswain (Bosun) is in charge of all timing on the ship. When cadets need to change what they are doing (stand easy, division to fall in, etc.) the Boatswain will pipe “the still” to bring all cadets on the ship to attention. After delivering orders, the Boatswain will pipe the “carry on” for everyone to carry on with the order just given. In the absence of the Coxswain, the Boatswain’s has the duty to call the cadets to fall in for parades and ceremonies. If the Corps Boatswain is a Chief Petty Officer, then he or she is referred to as the Chief Boatswain.

Quartermaster

The Quartermaster (QM) is in charge of all entry onto the ship, and looks after the Ship’s Log, ensuring that everyone coming aboard signs the log or are recorded on the attendance. The QM records all events on the ship in the log. The Quartermaster answers to the Regulating Petty Officer.