



**NAVY LEAGUE CADET CORPS
C.B. HILL #55**

PARENT HANDBOOK

Revised September 2004

TABLE OF CONTENTS

Letter from the C.O.	Page 1
Important Information.....	Page 2
Rules of the Deck	Page 4
Did You Know?.....	Page 4
Naval Terminology.....	Page 5
Military Time.....	Page 5
Wearing of the Uniform.....	Page 6
Care of the Navy League Uniform.....	Page 7
Training	Page 8
Rank Structure.....	Page 8
Chain of Command	Appendix A
Parking.....	Appendix B

LETTER FROM THE C.O.

Welcome, and Welcome Back, to C.B. Hill.

The Navy League of Canada is a charitable organization responsible for insuring, governing and fundraising for Navy League Cadet Corps. All Officers and staff are unpaid volunteers. The Navy League is also responsible for insuring and supplying funds for Royal Canadian Sea Cadet Corps outside of the Department of National Defense standard program.

Navy League Cadets must be 9 years old in order to join, and may join at any time up to age 12. If a cadet turns 13 after the start of the training year, he/she can continue until the end of that year.

Every organization requires an objective so that they can evaluate the level of success achieved and not lose sight of their purpose. The objective for the Navy League of Canada is as follows:

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

We have set up a structure for instruction that has proven to work successfully. Every Rank will have the same instructor for the entire semester. This enables the instructor to cover material that perhaps was hard to grasp or hard to teach. With this type of structure we have to stress that cadets need to review their manuals at home so that they can bring any questions to class, rather than find out at exam time that they don't understand the material. Our attitude is that everybody can succeed, however we cannot make that happen on our own.

Please take a few minutes to relax and read through this handbook. It has been prepared with parents' input for parents so that they do not feel like they are speaking a different language than their cadet.

Again Welcome!

IMPORTANT INFORMATION

HOURS: We run from September to June. Our hours are Fridays at 1815 hrs. (6:15 p.m.) to approx. 2130 (9:30 p.m.) with liberty boats or duty divisions running to 2145. We may also ask for the cadets to join us for Sunday practices. Also please keep in mind that clean-up is mandatory by Nonsuch as they do not charge us rent.

CHANGE OF Personal Information: Please ensure that you keep the Ship's Office informed of any change in address or phone number or medical concerns.

CALLING FOR LEAVE: If your child requires leave on a particular Friday night, please call the CB Hill Ship's Office at **452-5665**. We ask that parents or guardians make the phone calls as opposed to the cadets. Messages are checked regularly.

ATTENDANCE: We require an 80% attendance to regular parades in order for cadets to attend camps. After three consecutive absences the cadet may be requested to hand in his/her uniform. To avoid disappointment by your cadet please contact the Admin O to be granted acceptable leave.

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

MANDATORY ATTENDANCE: As the Kingsway Legion sponsors us we are asked to provide a limited number of Cadets to attend ceremonial parades with them. If asked to participate, we expect attendance to these parades out of respect to the Legion. Other mandatory parades are **Branch, Division and Annual** Inspections, V.E. Day, Battle of Atlantic.

STAND DOWNS: Occasionally we will be unable to use Nonsuch and this is what is referred to as a stand-down. There are no regular cadets during a stand-down.

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

INSPECTIONS: We have three inspections throughout the year. These are mandatory. We are marked on our attendance and cannot afford for a cadet to stay home because of a case of nerves. Our year end inspection is the major one as this is when awards and presentations are handed out. As per Navy League of Canada Regulations NL(8)E pg 7-2, item 7.5:04 "All Corps Officers and Cadets are to attend formal inspections unless they have been specifically excused by the C.O."

MAIL: At the end of each night, after cadets are dismissed, they are to line up for their mail. This is normally important information for cadets to give to their parents. Please wait patiently for your child to grab his/her mail, and be sure your child gives you all the mail, and we ask that you take the time to read it all thoroughly. It is the cadet's responsibility to pick up their mail. **PARENTS ARE NOT TO GO INTO THE MAIL BOXES.**

HAIR STANDARDS: Bangs cannot be below the eyebrows and cannot be exposed when cap is worn. Hair must be off the ears and off the collar. Girls must put their hair up securely so it does not fall when headdress (caps) are removed. No colored barrettes, scrunchies, banana clips, pony-tail holders. They must use plain elastics or bobby-pins. No hair dye.

NAIL POLISH: Cadets cannot wear nail polish, except for clear. No color and no sparkles.

EARRINGS: Boys cannot wear earrings and girls can only wear one pair of small studs or sleepers.

JEWELRY: Jewelry of any kind, including watches cannot be worn except for medical alert bracelets/necklaces and religious symbols, and these should be worn under the uniform so that they cannot be snagged during activities.

EXAMS: Exams for rank promotion are written twice a year. You will be advised in advance of these dates. We have an initial day to write exams and then usually schedule the next week for rewrites. Because we have a tight training schedule there can be no exceptions. Even if a cadet is on an acceptable leave he/she cannot be given another opportunity to write exams, as the next level of classes will already have begun.

CAMPS/BUS TOURS: A few times a year we schedule weekend camps and trips. For insurance reasons we require you fill out a permission slip for each trip. We cannot take cadets without these forms. The cadets' attendance must be marked on a roll call at the bus when they arrive. Upon return the cadets are formed up and released one at a time, and asked to bring their parents to the duty officer to be marked off the roll call. On the day your child is leaving for a camp (normally Friday), parents are expected to stick around until the buses arrive. The reason for this is if the buses do not show up, we will not have to be calling and looking for parents. Camps do not require uniforms.

FRATERNIZATION: Fraternization outside of Cadets does not maintain positive relations with the Corps. It has been our experience that these relationships tend to create bad feelings between the cadets involved and usually escalate to a point where disciplinary action must be taken. Incidents of this sort damage morale and adversely affect the entire Corps.

DISCIPLINE: Discipline within the Corps provides many benefits. The rights of all are protected and disputes are settled peacefully and fairly. Learning conditions on deck and in the classroom are enhanced. Honesty, cooperation and teamwork create a safe atmosphere where esprit-de-corps may develop. This requires some measure of self-sacrifice but C.B. Hill demands that cadets and staff work together to achieve this ideal. Navy League of Canada has set standard actions to be taken for misconduct. These rules are outlined in the NL(8) Annex 'B' Guide. Misconduct includes: un-permitted absences, deception, untidiness, insubordination, theft or destruction of property. Consequences range from reprimand to withdrawal of privileges, extra work or drill, loss of trips or camps, demotion or release. Please be assured the proper chain of command will be observed.

RULES OF THE DECK

We request that you stay off the “deck” (the part that looks like a gym floor). Please walk around on the white “cat-walk” or “gangway”. The only people allowed to cross the deck are Navy League Officers, and the Chief unless classes are in progress. At no time are parents/guardians or guests allowed on the deck without the CO’s permission or invitation. The area at the rear of the parade square is called the afterdeck. No one except the staff and cadets are allowed in this area without the XO or CO’s permission or invitation.

If you are waiting for your cadet we ask that you not stand in the entrance or hallway. That is our “Quarter Deck” and only the Messenger, Quartermaster, and Officer of the Day are allowed to stand on the “Quarter Deck”. Also HMCS Nonsuch fire regulations do not permit blocking the entrance or hallway.

We welcome any questions, comments, and concerns. Due to the instructors tight schedule we ask that you bring your discussions to the XO or CO, after our normal parade. The Ship’s Office must stay “off limits” to parents due to the confidential nature of papers and discussions in the office. You are always welcome to phone the CO or set up an appointment to see the CO.

Cadets are frequently “formed up” in either one mass “division” or in other smaller divisions. While formed up the cadets are not allowed to talk and must pay attention to instructions being given. Please, do not talk to them or try and get their attention. If you need to send a message to your cadet please do it through one of the Officers.

Colors & Prayers/Sunset – At the beginning of our parade night, we do what is called “Colors and Prayers” (which is raising of the flags) , and at the end of the evening we do “Sunset” (which is lowering of the flags). If you are present at these times, we ask that you please stand, face the flag, and remain quiet until colors and prayers/sunset has ended.

DID YOU KNOW??

Once a year we have a Mess Dinner so we can all enjoy an evening of fun and great food. However, did you know that smoking is only allowed once the lamp is lit? This is a symbolic gesture as of course, no smoking is allowed.

Cadets work very hard throughout the training year and often this requires that new badges be sewn on their uniforms from time to time. The placement of these badges are very important. Did you know that their Training Manual includes the exact location for each badge?

Did you know that we need support from our parents to ensure a year of success and enjoyment? Involvement with Edmonton Branch Committees or The Parents Auxiliary is essential for the continuation of Corps activities. To help us with this please let us know if you have any comments or questions.

NAVAL TERMINOLOGY

The following is a list of new words your cadet will be coming home with:

- Port Left side of a ship
- Starboard Right side of a ship
- Bulkhead Wall
- Deck Floor
- Heads Toilets
- Ensign Flag
- Dias Platform for the CO to stand on
- Mess Eating area
- Aye-Aye Yes
- Kit Uniform
- Colours Start of the day (raise the flag)
- Stand Easy Break
- Sunset End of the day (lower the flag)

MILITARY TIMES

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

0000 hrs	12 o'clock midnight
0100 hrs	1 o'clock (a.m.)
0200 hrs	2 o'clock (a.m.)
0300 hrs	3 o'clock (a.m.)
0400 hrs	4 o'clock (a.m.)
0500 hrs	5 o'clock (a.m.)
0600 hrs	6 o'clock (a.m.)
0700 hrs	7 o'clock (a.m.)
0800 hrs	8 o'clock (a.m.)
0900 hrs	9 o'clock (a.m.)
1000 hrs	10 o'clock (a.m.)
1100 hrs	11 o'clock (a.m.)
1200 hrs	12 o'clock (noon)
1300 hrs	1 o'clock (p.m.)
1400 hrs	2 o'clock (p.m.)
1500 hrs	3 o'clock (p.m.)
1600 hrs	4 o'clock (p.m.)
1700 hrs	5 o'clock (p.m.)
1800 hrs	6 o'clock (p.m.)
1900 hrs	7 o'clock (p.m.)
2000 hrs	8 o'clock (p.m.)
2100 hrs	9 o'clock (p.m.)
2200 hrs	10 o'clock (p.m.)
2300 hrs	11 o'clock (p.m.)

WEARING THE UNIFORM

Uniforms will **ONLY** be worn at cadet functions. Special permission (ie: weddings and uniform day at school) can only be granted by the C.O.

Cadets will be issued their uniform after attending three regular parades (this includes Friday night parades only – Sunday morning practices does not count toward this).

The uniform is issued at no cost to the cadet but lost or missing items must be replaced at your expense. Uniforms must not be permanently altered, and when needed, trouser legs and sleeves must be rolled back and hemmed. **DO NOT CUT EXCESS MATERIAL OFF!** Cadets socks are to be **BLACK**, cotton or wool.

CAP: The cap is to be worn so that the rim of the cap is the width of one finger above the eyebrow. The front cap seam is centered directly over the nose. The chin stay must be sewn to the top at the correct length. The cap is to be removed when seated and when entering a restaurant. In the Legion the cap is removed as soon as you enter the doorway.

CAP TALLY: The cap tally is to have the center of the lettering in line with the front seam. It is to be tied in a neat square knot (bow), the ends of equal length, not more than 2 ½ inches overall and centered under the left vent holes. (The left of the cap is red inside).

SHIRT: The shirt shall always be worn tucked into the trousers and **ALL** buttons except the collar button will be done up. The shirt shall be neatly pressed. The top button is done up for ceremonial parades, inspections, and when out in public. (If a t-shirt is being worn under the shirt it **CANNOT** be seen – v-neck would be acceptable).

TROUSERS: The bottom shall touch the instep of the boot without bagging. A good rule is to have the bottom sitting on the second lace. **DO NOT** cut the pant legs.

WAISTBELT: The belt shall be adjusted at the side of the waist, worn around the waist with the buckle centered at the front.

LANYARD: The lanyard shall be worn around the neck, under the epaulets with the knot at the second button. The lanyard shall be looped to the fourth button and then tucked neatly into the corner of the left breast pocket.

BOOTS: Only black boots shall be worn, laced straight across.

P-COAT: P-Coats are issued for cold weather. If the collar is turned up due to severe weather, it must be buttoned. Shoulder flashes shall be sewn on both sleeves of the p-Coat. No rank or other qualification badges shall be worn.

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

CARE OF THE NAVY LEAGUE UNIFORM

It would be nice if the cadets cleaned their own uniform, however, we realize that often it is the parents who end up doing the cleaning. To help you, below is a cleaning guide for each item in the cadets' kit.

CAP: Clean with soap and WARM water (hot water tends to yellow the plastic), but use very little water. You do not want to get the black band wet as the color will run. Some people like to use a toothbrush (scrub in a circular motion) and white toothpaste. We also found that "Fantastic Orange" works quite well, as well as Mr. Clean Magic Eraser.

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

TROUSERS: As the pants are polyester they may be washed and dried with regular loads. Press INSIDE OUT and down the side seams. DO NOT put a crease up the middle. You should have an "inside out crease" down the side seams. Trousers shall be hung on a hanger in a similar manner.

WAISTBELT: Clean with soap and water or carefully with a stronger non-abrasive cleaner such as Mr. Clean. The belts will not withstand cleaning with an agent such as SOS pads.

BOOTS: It is recommended that a good paste polish be used such as KIWI. Place a light coat of black polish on and either use a bit of water or spit. Lightly rub in small round circles to bring up the shine. You SHOULD NOT use liquid polish as it has a tendency to dry the leather and make them crack. Boots must be black and retain a good shiny finish. Liquid and other artificial shines will not be accepted.

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

LANYARD: Wash in warm soapy water and hang to dry over a towel, with a light weight on the end to ensure the lanyard does not shrink.

P-COAT: Dry clean only!

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

TRAINING

Our training officer sets up our training syllabus for the year. The Navy League of Canada has set down guidelines as to what must be taught in order to earn promotions and the Training Officer ensures these guidelines are followed. Classes are set up by ranks (i.e. New Entry, Ordinary Cadet, etc.). After they have successfully completed the class, and passed the exam, they will receive a promotion. They can receive two promotions a year.

The Officers also qualify for their ranks. In the fall and spring we attend an intensive Officers' Training Weekend. These weekends consist of protocol, drill, chain of command, administration, training, and supply classes to name a few.

RANK STRUCTURE

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

Chief (CPO1) – Our most senior cadet, his/her main duty is as Parade Chief and to carry out the orders of the C.O. The Chief is directly responsible for all the cadets to the CO.

Regulating Petty Officer (RPO) – second highest cadet, takes over in the CPO1's absence and does various other duties as assigned by the CO or Chief.

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

Petty Officer 2nd Class (PO2)

Leading Cadet (LC)

Able Cadet (AC)

Ordinary Cadet (OC) – first rank cadet earns

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

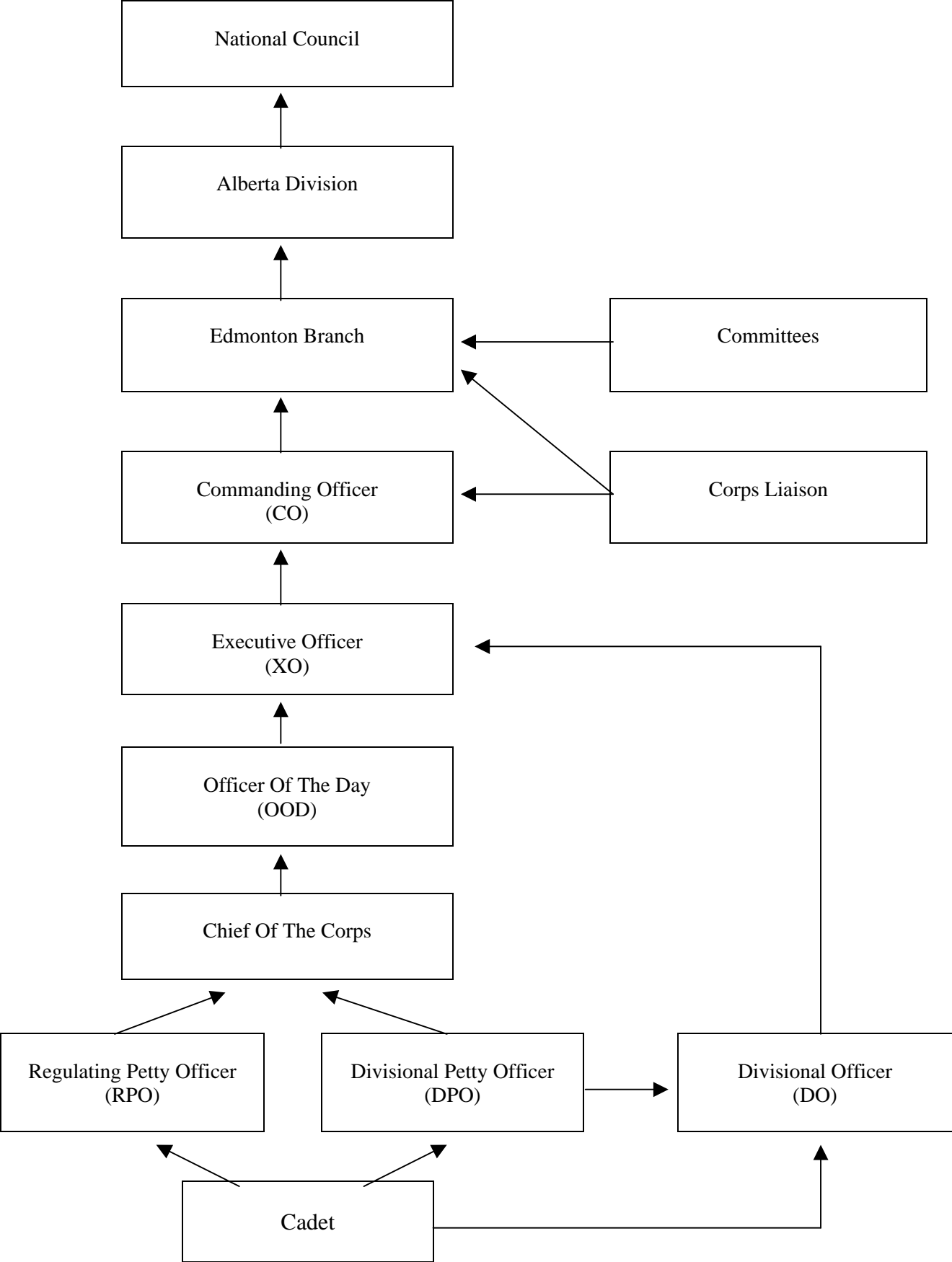
ADDITIONAL INFORMATION

Additional information may be obtained by visiting our website at www.nlcccbhill.ab.ca, or by phoning 416-2028 to speak with the CO.

All correspondence from parents must be done through the CO only.

CHAIN OF COMMAND

Appendix A



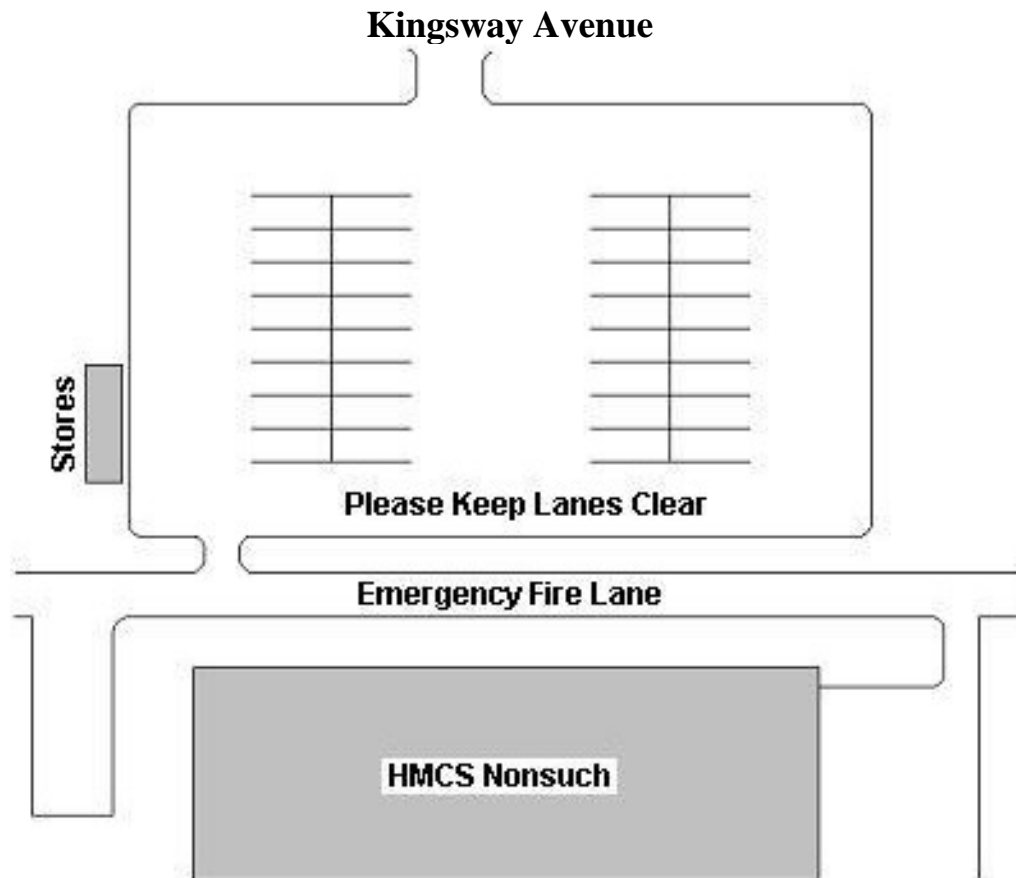
H.M.C.S. NONSUCH PARKING

Appendix B

ATTENTION: STAFF, VISITORS & PARENTS

The safety of our cadets is of paramount importance.

DEPARTMENT OF NATIONAL DEFENSE Regulations require users of H.M.C.S. NONSUCH to park in designated areas only. The laneway in the front of the building is a fire lane and is not to be obstructed in any way. Canadian Forces Security have the right to tow any vehicles that may create a hazard.



The parking stalls are clearly marked. Do not park in the driveway portions of the parking lot. Clear access lanes help us all to enter and exit the parking area safely and quickly. Please remember that our continued use of H.M.C.S. NONSUCH is dependant upon how the Corps and its visitors respect the facility and D.N.D. Regulations.