

THE NAVY LEAGUE OF CANADA



CADET REGULATIONS

NL(8)E

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1. INTRODUCTION AND DEFINITIONS

1.01 SHORT TITLE

These Regulations may be cited as NL(8).

1.02 OBJECTS OF NAVY LEAGUE CADET CORPS

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

1.03 DEFINITIONS

In these Regulations and in related orders:

.01 "Branch" means the local body of the Navy League of Canada authorized by National Council on the recommendation of a Division to conduct the affairs of the League within territorial boundaries set by the Division;

.02 "Navy League Cadet Instructor", "Instructor", or "C.I." means an instructor who is not a Navy League Officer, but is qualified to instruct officers or cadets, and appointed by a Commanding Officer to a position in a Navy League Cadet Corps (see Article 4.17);

.03 "Commanding Officer (C.O.)" means the Officer appointed to command a Navy League Cadet Corps;

.04 "Corps" means a Navy League Cadet Corps;

.05 "Division" means a territorial body of the League responsible for Branches and Corps within boundaries set by National Council;

.06 "Division Area Officer" means a Navy League Cadet Officer appointed by a Division to assist with the administration and training of Corps within the Division as described in Art. 4.18;

.07 "Drill" or "Parade" means a regular period of cadet activities;

.08 "The League" refers to The Navy League of Canada

.09 "National Committee" means the Committee of National Council held responsible for The League for Navy League Cadet Corps, and Navy League Cadets;

.10 "National Council" is the governing body of The League. It is composed of the National President, Past National Presidents, elected National Vice-Presidents and Members of the Board of Management, and all Division Presidents;

.11 "Navy League Cadet" or "Cadet" means a boy or girl who is a member of a Navy League Cadet Corps;

.12 "Navy League Cadet Officer" or "Officer" means a person holding a Warrant approved by the National Committee;

.13 "Training Year" or "Cadet Year" means a twelve month period commencing September 1st each year;

.14 The words "may", "must", "shall", "should", and "is/are to":

- (1) "May" is to be construed as being permissive;
- (2) "should" as desirable and recommended; and,
- (3) "must", "shall", and the phrase "...is to", or "...are to" (do something), as mandatory.

.15 The words "he", "him", "his", and "himself" refer to either or both gender(s) as the context requires; and,

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

1.04 ACRONYMS

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

“1 st V-P”	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
“Sect.”	Secretary
“Treas.”	Treasurer
“V-P”	Vice-President

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

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1.05 AUTHORITY TO MAKE REGULATIONS

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

1.06 NAVY LEAGUE CADET (NLC) REGULATIONS

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

1.07 REVOCATION AND AMENDMENT OF REGULATIONS

.01 The National Committee is responsible for keeping these Regulations up to date to reflect current League policies and practices. Substantive changes must be approved by National Council.

.02 Individuals may submit requests for amendments and/or new policies to The National Committee for consideration.

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1.08 DIVISIONAL INSTRUCTIONS

Divisions 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 Committee.

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2. ORGANIZATION AND ADMINISTRATION

2.01 GENERAL

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

2.02 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 Council through the National Committee.

.02 Each Branch shall assume responsibility for the operation of Corps in its area. There should be common use of training facilities, equipment and quarters by all units of the League whenever possible.

.03 Information and advice regarding the formation of a Corps may be obtained from Division or the National Office.

2.03 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.

2.04 RESPONSIBILITIES OF BRANCH NLC COMMITTEE

.01 The NLC Committee must account to its Branch for the responsibilities set out in these, and other, regulations.

.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 his or her ability, and be conversant with the 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:

(1) 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.

(2) To ensure that all uniforms, equipment and property owned by the League are preserved and maintained in a proper manner, and that adequate records are being kept at the Corps. For this purpose he should ensure that standard forms, which are provided by the National Office or the Division, are used.

- (3) To visit the Corps frequently, confer with the Commanding Officer, and see the Corps in operation, or to arrange for a delegate to visit.
- (4) To ensure all correspondence concerning the Corps is handled promptly.
- (5) To maintain the interest and active participation of the Branch NLC Committee, of which he is Chairman.
- (6) To recommend to the Branch the appointment, promotion or retirement of Officers and Instructors, in consultation with the Commanding Officer.

2.05 METHOD OF APPLICATION TO FORM A CORPS

.01 Forms required for the formation of a Corps may be obtained from the Division or the National Office.

.02 In order to form a Corps, the Branch President must complete an " NL(1) Application To Form A Navy League Cadet Corps", in duplicate, and submit it to the Division concerned. (One signed copy will be returned to the Division showing the Corps Seniority and Identification Number.)

.03 The Branch President must attach an " NL(2) Application For Appointment /Promotion" for the Commanding Officer and two additional officers, to the Application To Form A Corps. (See Article 4.02)

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.04 The Branch President must also attach an " NL(6) Nominal Role" in duplicate, listing a minimum of fifteen (15) prospective Cadets to the Application To Form A Corps.

.05 The Division will forward Forms NL(1), NL(2) and NL(6) to the National Office with its recommendation for approval by the National Committee.

2.06 RECRUITMENT OF CADETS

There is to be no discrimination by sex, race, religion, or any other personal factors in the recruitment of Cadets. Refer to The League Harrasment Policy attached as Annex C to Section 4.

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2.07 NAMES OF CORPS

A name should be selected for a Corps, and, subject to the approval of the National Committee, 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".

2.08 APPROVAL FOR FORMATION OF A CORPS

Upon receipt of an Application To Form A Corps, the National Committee will give prompt consideration to the application. If approved, the National Office will advise the Division and issue a Warrant to the Branch authorizing it to operate the Corps as a unit of the Navy League.

2.09 SENIORITY OF CORPS

.01 An identification number shall be allocated to each Corps at the time of its authorization, permanently recording its position in the Navy League Cadet Corps, seniority lists. The Corps Seniority and Identification Number will be shown on the Application (Form 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'

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2.10 DISBANDMENT OF CORPS

.01 If, in the opinion of the National 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 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

The Navy League of Canada and the Canadian Forces have both 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 offenses under the Narcotic Control Act (NCA); the same actions with respect to restricted and controlled drugs are offenses 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.

Persons found guilty of drug related offenses will be released immediately.

Canadian Forces Cadet Drug Policy is found in CATO 15-03.

2.12 NAVY LEAGUE ALCOHOL POLICY

The following policy applies to all levels of Cadet activity:

- a) regardless of age or provincial legislation, Cadets are prohibited from purchasing, consuming or having alcohol in their possession while engaging in cadet activities;
- b) 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;
- c) organizers of social events for adults, to which Cadets are invited, shall ensure that Cadets have access to non-alcoholic drinks and that the policy of no drinking by Cadets is understood by the hosts and Cadets;
- d) adults attending social events specifically organized for Cadets should be requested to refrain from consuming alcoholic beverages when in direct contact with Cadets; Cadet Officers and Instructors shall refrain;
- e) Cadets who violate alcohol policies shall be suspended from training, counselled and considered for release; and
- f) Cadet Officers and Instructors who violate alcohol policies shall be suspended from the supervision/training of Cadets and considered for release.

Canadian Forces Cadet Alcohol Policy is found in CATO 15-03

3. CORPS COMPLEMENTS

3.01 MINIMUM ENROLMENTS

The minimum number of people enrolled in a Corps is fifteen (15) Cadets and three (3) Officers.

3.02 OFFICERS AND INSTRUCTORS

.01 The authorized Officer complement of a Corps is:

Commanding Officer - 1;
Executive Officer - 1; and,
Divisional Officer - 1 for each 15 Cadets.

.02 Where numbers or circumstances warrant, the complement may be increased to include:

Administration Officer - 1;
Training Officer - 1;
Supply Officer - 1;
Band Officer - 1;
Chaplain (P) - 1;
Chaplain (RC) - 1;
Medical Officer - 1; and/or,
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 activities where male and female cadets are present.

3.03 CADETS

.01 The authorized number of Cadets in a Corps is:

New Entries (NE) - no limit;
Ordinary Cadet (OC) - no limit;
Able Cadet (AC) - no limit;
Leading Cadet (LC) - no limit;
Petty Officer 2nd Class (PO2) - 1 for each 15 Cadets;
Petty Officer 1st Class (PO1) - 1 for each 15 Cadets;
Chief Petty Officer 2nd Class (CPO2) - 1 for each 30 Cadets; and,
Chief Petty Officer 1st Class (CPO1) - 1 per Corps.

.02 Cadets transferred in accordance with Art. 5.8.03, .04 and .05 may retain their former ranks in addition to those already in a Corps.

4. NAVY LEAGUE CADET OFFICERS AND INSTRUCTORS

4.01 QUALIFICATIONS FOR ENROLMENT

.01 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 Articles 2.11 and 2.12), and to set an example of good character and deportment; and
- (e) Sign an "NL (2) Application for Appointment/Promotion", or an "NL(55) Navy League Cadet Instructor Agreement" as applicable; and,
- (f) Be recommended by the Corps Commanding Officer and the Branch President, and, for Officers, the Division President.

.02 Proof of a Canadian Police Identification Center (CPIC) check as well as a completed HP#2 Screening Form must accompany all NL(2) and NL(55) Applications for appointment as a NLC Officer/Civilian Instructor. (refer to ANNEX C for details).

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Note: No person may have unsupervised contact with a cadet unless they have been approved to do so through The League Volunteer Screening Program. (Refer to Annex C)

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4.02 APPLICATION FOR ENROLMENT / APPOINTMENT

.01 An application for enrolment as an Officer is to be made on Form NL(2). After it is signed by the Corps C.O. 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. A volunteer screening check must be completed prior to acceptance by the National Office.

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.02 The NL(2) is to be submitted in duplicate. Divisions may retain one copy of the originally submitted NL(2). Divisions should also record the date that the forms are sent to the National Office for follow up purposes in the event of a delay in the mail.

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.03 If the application is approved by the National Committee a Warrant will be issued to the Officer by the National Office, and forwarded to the Corps through the Division and Branch. An NL(37) Warrant Summary Sheet 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 in question.

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4.03 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 recognised during active service. There is no 'Retired' Designation for Navy League Appointments(for example: Lt(NL) Ret'd).

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4.04 RANK ON ENROLMENT

.01 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. (Original certification of qualifications or experience will be returned as soon as possible, however photocopies are preferred.)

(a) A/SLT(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 1st 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 C.F. Junior Leadership Course, or equivalent, in the Canadian (or other military) Forces.

(c) LT(NL), if he has held the rank of LT(N), Petty Officer First Class with a Senior Leadership Course, or equivalent, in the Canadian (or other military) Forces.

(d) LCDR(NL). A person will be enrolled in the rank of LCDR(NL) only in exceptional cases. Such an application must be fully supported in writing as each case will be considered on its own merit, and must be approved by the National Committee.

.02 Officers will be considered on probation for six months from the date of their first Warrant prior to confirmation as an Officer, whatever the rank at which they are enrolled.

.03 Officers will not be appointed to "acting" ranks other than that of Acting Sub-Lieutenant(NL).

4.05 OFFICERS' RANKS

.01 Navy League Cadet Officers' ranks are:

<u>Rank Title</u>	<u>abbreviation</u>
Midshipman(NL)	MID(NL)
Acting Sub-Lieutenant(NL)	A/SLT(NL)
Sub-Lieutenant(NL)	SLT(NL)
Lieutenant(NL)	LT(NL)
Lieutenant-Commander(NL)	LCDR(NL)
Commander(NL)	CDR(NL)

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

4.06 IDENTITY (ID) CARDS

Personal ID cards(Document NL(37)E&F) are issued to Cadet Officers when they are enrolled or promoted. 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.

(Rev Jun 99)

4.07 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 Committee, Division, and/or Branch. In general, Officers' responsibilities include:

.01 Commanding Officer(C.O.) - Responsible to the Branch for the administration, operation and efficiency of the Corps;

.02 Executive Officer(X.O.) - Second in command, responsible to the C.O. for duties delegated by him, and to command in his absence;

.03 Divisional Officer(D.O.) - Responsible to the C.O., through the X.O., for the well-being and development of Cadets in his division;

.04 Administration Officer(Adm.O.) - Responsible to the C.O. for all correspondence, records and files, the maintenance of Corps Admin. Manuals, and the timely preparation of all reports and forms;

.05 Supply Officer(S.O.) - Responsible to the C.O. 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;

.06 Training Officer(Trg.O.) - Responsible to the C.O. for all Cadet training and instruction, and applicable manuals, equipment, etc., in accordance with the prescribed syllabus and other instructions;

.07 Band Officer - Responsible to the C.O. 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;

.08 Chaplain - Responsible to the C.O. 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,

.09 Medical Officer(M.O.) - Responsible to the C.O. for ensuring that the Cadets' required medical standards are maintained. Care must be taken to ensure that M.O.'s qualifications are appropriate for the Cadet activities, any medical situation anticipated, or the extent of medical advice or activity undertaken.

4.08 PROMOTION OF OFFICERS

.01 Officers' promotions require National Committee approval. No promotion shall be affected until approval and supporting documentation is received from National Office.

(Rev Jun 99)

.02 An application for promotion must be on Form NL(2) and forwarded in accordance with Art. 4.2.

.03 Acting or probationary ranks are not used on promotion, except to the rank of Acting Sub-Lieutenant(NL).

.04 Promotion in rank is to be considered in relation to the duties and responsibilities of the individual, not as a reward for service. There are other forms of recognition for service (see Art. 4.20, Para. 10.9.02, and NL(21) Sect. VI "Awards").

.05 The qualifications required for promotion are as follows:

(a) A MID(NL) may be promoted to A/SLT(NL) when he:

- (i) has completed one year's service as a MID(NL),
- (ii) has completed Level One Training in accordance with NL(64), and
- (iii) is recommended for promotion by the Commanding Officer, the Branch President and the Division President.

(b) An A/SLT(NL) may be promoted to SLT(NL) when he:

- (i) has completed one year as an A/SLT(NL),
- (ii) has completed Level Two Training in accordance with NL(64), and
- (ii) is recommended for promotion by the Commanding Officer, the Branch President and the Division President.

- (c) A SLT(NL) may be promoted to LT(NL) when he:
- (i) has completed two years as a SLT(NL),
 - (ii) has completed Level Three Training in accordance with NL(64), and
 - (ii) is recommended for promotion by the Commanding Officer, the Branch President and the Division President.
- (d) A LT(NL) may be promoted to LCDR(NL) when he:
- (i) has completed two years as a LT(NL);
 - (ii) has completed Level Four Training in accordance with NL(64),
 - (iii) is in command of a Corps with a cadet strength of 50 or more (based on Annual Inspection Reports);
 - (iv) is recommended for promotion by the Branch President and the Division President;

NOTE: If Corps strength drops below 50 cadets, the Corps Commanding Officer, if holding the rank of Lcdr(NL), will be allowed to complete his tenure of office. The rank of the new Commanding Officer, providing that the required rank qualifications, as laid down in article 4.8.05 are met, shall be no higher than LT(NL).

- (e) A LT(NL) may be promoted to Lcdr(NL) when he has completed at least one term as a Corps Commanding Officer, and is appointed by a Division to a position as a Division Area Officer.
- (f) Notwithstanding the above requirements, in exceptional cases the local branch may recommend to the Division NLC Committee that a Commanding Officer be promoted to the rank of Lcdr(NL) as long as the individual meets the time in rank and training requirements. If in agreement with the recommendation the division will forward the application, along with all supporting documentation to the National Committee for consideration and possible approval.

(Rev Jun 99)

- (g) A LCDR(NL) may be promoted to CDR(NL) only when appointed to a Division and the promotion is adequately justified by that Division. For appointment to Divisions and promotion to CDR(NL) see Art. 4.18

.06 Promotion is to be based on the following, in order:

- (a) Corps/Division requirements in accordance with articles 3.2..01, 3.2.02 and 4.18
- (b) individual's qualifications (including time in present rank)
- (c) the merits of the individual being considered

NOTE: Promotion will not be based solely on time served.

(Rev Jun 99)

.07 Regardless of requested effective date on Form NL(2), appointment warrants may be back dated a maximum six months from date of receipt in National Office. Promotion dates must conform with requirements as stated in Article 4.8.05.001 to 4.8.05.005 inclusive, and may be back dated ONLY six months. No appointments / promotions will be backdated prior to the date of Volunteer Screening approval.

(Rev Jun 99)

NOTE: The above regulations only permit promotion. They do not require it.

4.09 SENIORITY

.01 Officers are senior to Cadets.

.02 Officers shall take seniority among themselves in accordance with the order of rank, as prescribed in Art. 4.4, 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 Officers shall wear the Navy League uniform authorized by National Council. No items other than those described in Section 10 are considered part of the uniform.

.02 No person shall be issued or allowed to wear a uniform until that person has received a Warrant from the National Office. A newly enrolled Officer may act as a Cadet Instructor, pending receipt of a Warrant.

.03 There is no prescribed uniform for Cadet Instructors. C.I.'s are expected to be attired in neat, clean clothing appropriate to the occasion and similar in degree of formality to the uniforms that those Officers' present are wearing, e.g. tie and jacket on parade.

.04 A former Officer may be permitted to wear a uniform. 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 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 Para 4.12.01, all CIC Officers, Sea Cadets, Navy League Cadet Officers and Cadets, are encouraged to 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, e.g. salutes when parading together.

(Rev Jun 99)

4.13 TRANSFERS/LEAVE OF ABSENCE

.01 Officers are Warranted to a specific Division. When an Officer resigns, his Warrant is to be cancelled by the National Office after notification by the Branch through the Division.

.02 Insofar as all NLC Officers are warranted to specific Divisions, warrants are not transferable between Divisions. Should an Officer move to another division, he/she has in all respects resigned from the Division, and, therefore, their warrant will be cancelled. Should such Officer wish re-instatement, application must be made in accordance with articles 4.1 and 4.2 at which time, if approved, a new warrant will be issued.

.03 Divisions may transfer Officers between Corps within their Division. If an Officer is transferred from one Corps to another, his warrant remains with the same Division. However, when an Officer is transferred to another Corps, the National Office must be informed by letter or NL(2) for record purposes. If a C.O. is transferred to another Corps, the National Office must be informed by letter or NL(2) for record, name and change of address for mailing purposes.

NOTE: When a person holding the rank of LCDR(NL) relocates to another division, they may be appointed in a rank no higher than LT(NL), unless they are assuming a position where the rank of LCDR(NL) is appropriate.

(Rev Jun 99)

.04 Authority for Leave of Absence is:

- (a) up to three months - Branch, Division and National Office must be informed
- (b) up to six months - Division, National Office must be informed, and
- (c) over six months, by the National Committee (Chairman or Deputy Chairman) and only in very extenuating circumstances.

.05 A Leave of Absence in excess of twelve months will not be authorized.

.06 Time spent on Leaves of Absence will not count toward service pin or other Navy League Award entitlement or promotion eligibility.

(Rev Jun 99)

4.14 RESIGNATIONS 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 C.O., the Branch and Division to the National Office.

.02 At the request of a Branch, and with the approval of the Division and the National Committee, an Officer may be requested to resign, or his appointment may be terminated, 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 C.I., the C.O., or the Branch for any valid reason.

.03 In requesting the involuntary release of an Officer, full particulars of the circumstances and written statements from all parties concerned must be provided through the Division and National Office to the National Committee before approval will be granted.

.04 It may be appropriate for the Branch or Division to establish a Committee of Inquiry to look into any substantiated reports of impropriety or request for an Officer's termination. Such a Committee should: consist of at least three people; be given a clear mandate and reporting date; interview as many people who have knowledge of the situation as possible; maintain discretion and confidentiality throughout; and, make its report to the convenor of the Inquiry in a clear, concise and timely manner. The members of a Division Committee of Inquiry are to be selected with the concurrence of the Branch.

.05 If an Officer's Warrant is to be cancelled as a result of such an inquiry, the Committee of Inquiry report is to be submitted in accordance with Para. 03 above.

.06 Under exceptional circumstances, particularly in cases of gross misconduct, the Branch is authorized to place an Officer on a leave of absence pending investigation and recommendation by the Division.

.07 Every effort must be made by the Branch and the C.O. to assist Officers who are creating problems for a Corps due to their lack of training or experience. It is imperative that Officers are told, and understand, the nature of the problem and what the Officer must do to correct it.

.08 When the Officer creating a problem for a Corps is the Commanding Officer it is the responsibility of the Branch to ensure that the C.O. is aware of the problem and what he must do to correct it. It is recommended that a Division Area Officer be invited to meet with the Branch and C.O. to assist if possible.

.09 When every effort has been expended by the Commanding Officer, Branch, and Division Area Officer, and the problem has not been solved within a reasonable time, 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 subject Officer, and recorded in the Officer's personal file. When the warning is given to a Commanding Officer it shall be given by the Branch President, acknowledged by a signature, and recorded in the C.O.'s personal file to be kept by the Branch President. A copy of the warning is to be given to the individual concerned.

.10 When the alleged problem is not corrected as a result of the written warning, or at the request of the individual concerned, the Commanding Officer shall ask the Branch to establish a Committee of Inquiry as provided in para 4.14.04. Similarly, when the Officer in question is the Commanding Officer, the Branch is to establish a Committee of Inquiry to investigate and resolve the problem.

.11 All Officers and Cadets have the right to state a grievance to the Corps C.O. and request a redress. If it cannot be redressed by the C.O., then he is to send it to the Branch President, who is to send it on to the Division President, if necessary. If the person stating the grievance is not satisfied with the Division response, it must be sent to the National Committee and, if necessary, to National Council which has the final word.

.12 Any Officer who is found innocent of charges/claims brought against them, may, if he/she so requests, have their warrant re-instated if it was previously cancelled or suspended. As well, the Officer will be credited for any lost time.

.13 National Office is to be kept fully informed of all actions.

4.15 LIMIT OF SERVICE - COMMANDING OFFICER

.01 The normal tenure of office for a Corps Commanding Officer is three years, with up to two one-year extensions permissible if approved by the Division. National Office must be notified of extensions.

.02 Corps Commanding Officers holding LCDR(NL) rank who complete their tenure of office and relinquish their command, but will be remaining with the Corps in another position, must revert in rank to LT(NL).

.03 Commanding Officers have a responsibility to cultivate leadership skills amongst the other officers in the corps. In doing so, the CO ensures that a capable replacement exists should the CO leave for any reason.

(Rev Jun 99)

4.16 CHANGE OF COMMAND

.01 When a Commanding Officer leaves his Corps he is to formally hand over all stores, equipment and records to his successor. This handover is to be supervised by the Branch.

.02 Formal Change of Command parades are recommended so that everyone knows specifically who is in command. 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 Change of Command Certificates are available from either the Division or the National Office for signature and retention by both the relieving and relieved C.O.'s.

4.17 NAVY LEAGUE CADET INSTRUCTORS (C.I.'s)

.01 Subject to the approval of the Branch, a C.I. 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 for insurance purposes a Navy League Cadet Officer and Civilian Instructor Transaction Request, Form NL(2), must be completed and retained at the Corps, with a copy given to the Branch and Division.

(Rev Nov 99)

.03 C.I.'s must complete the volunteer screening process prior to having unsupervised contact with cadets. Until notification of approval is received from National Office, C.I.'s must be supervised during all interactions with cadets. (Refer to Section 4 Annex C)

(Rev Jun 99)

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 as required.

(Rev Jun 99)

.02 Division Area Officers may be appointed as:

(a) Division Commander - in a rank not higher than CDR(NL) (limited to one per Division); or,

(b) Division Area Officer or Area Officer-Training - 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, or as authorized by the National Committee).

.03 Officers appointed to these positions are considered to be on a Division's (unpaid) staff. They are responsible to their Division, and do not have command responsibility for any Branches, Corps, Officers or Cadets.

.04 Application for the appointment, promotion or release of Division Area Officers must be made by a Division to the National Committee, in accordance with Art. 4.2.02. Their appointments may be terminated in accordance with Art. 4.14. Terms of Reference for Division Area Officers are listed in Annex B to this Section.

.05 Division Area Officers may be promoted to Commander(NL) only when the Division's application includes full substantiation for each case. That substantiation is to include the number of Corps and Cadets in the Division to assist the National Committee in assessing the degree of responsibility held by the applicant.

4.19 LIMIT OF SERVICE - DIVISION AREA OFFICERS

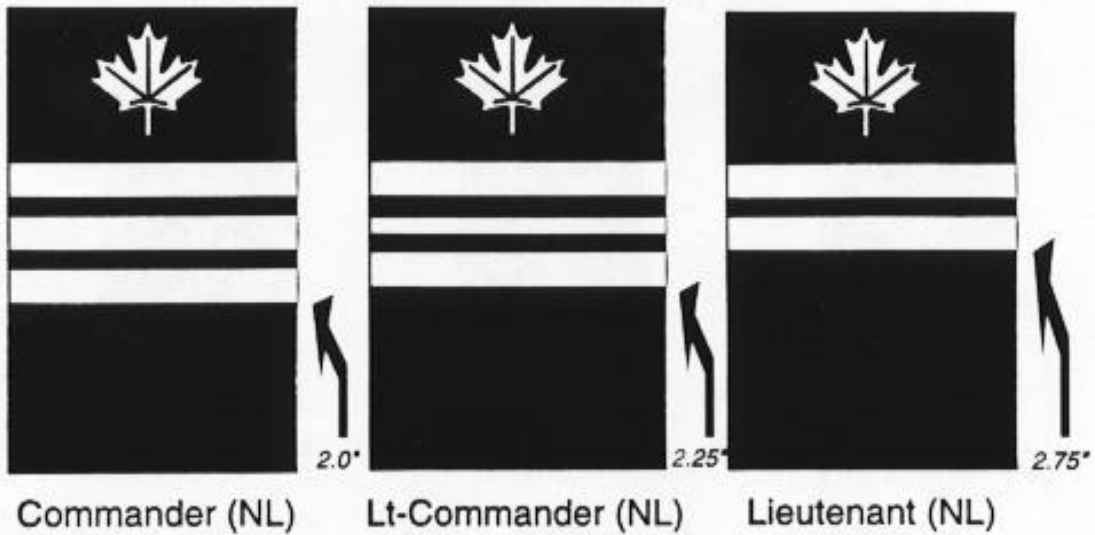
The normal term of all Division Area Officers is three years, with one year extensions permitted, if approved by Division. National Office must be notified of all extensions.

4.20 CERTIFICATE OF SERVICE

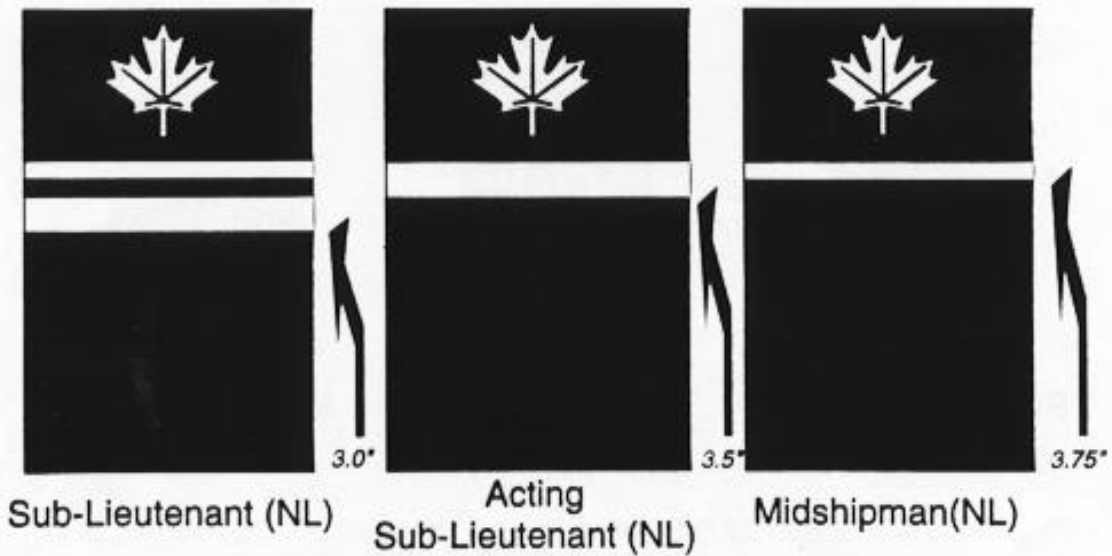
A "Certificate of Service", NL(80) is available from Divisions for presentation in accordance with NLAO's Section 6.01 B.

SECTION 4 ANNEX A

SECTION 4 ANNEX A OFFICERS' RANK INSIGNIA



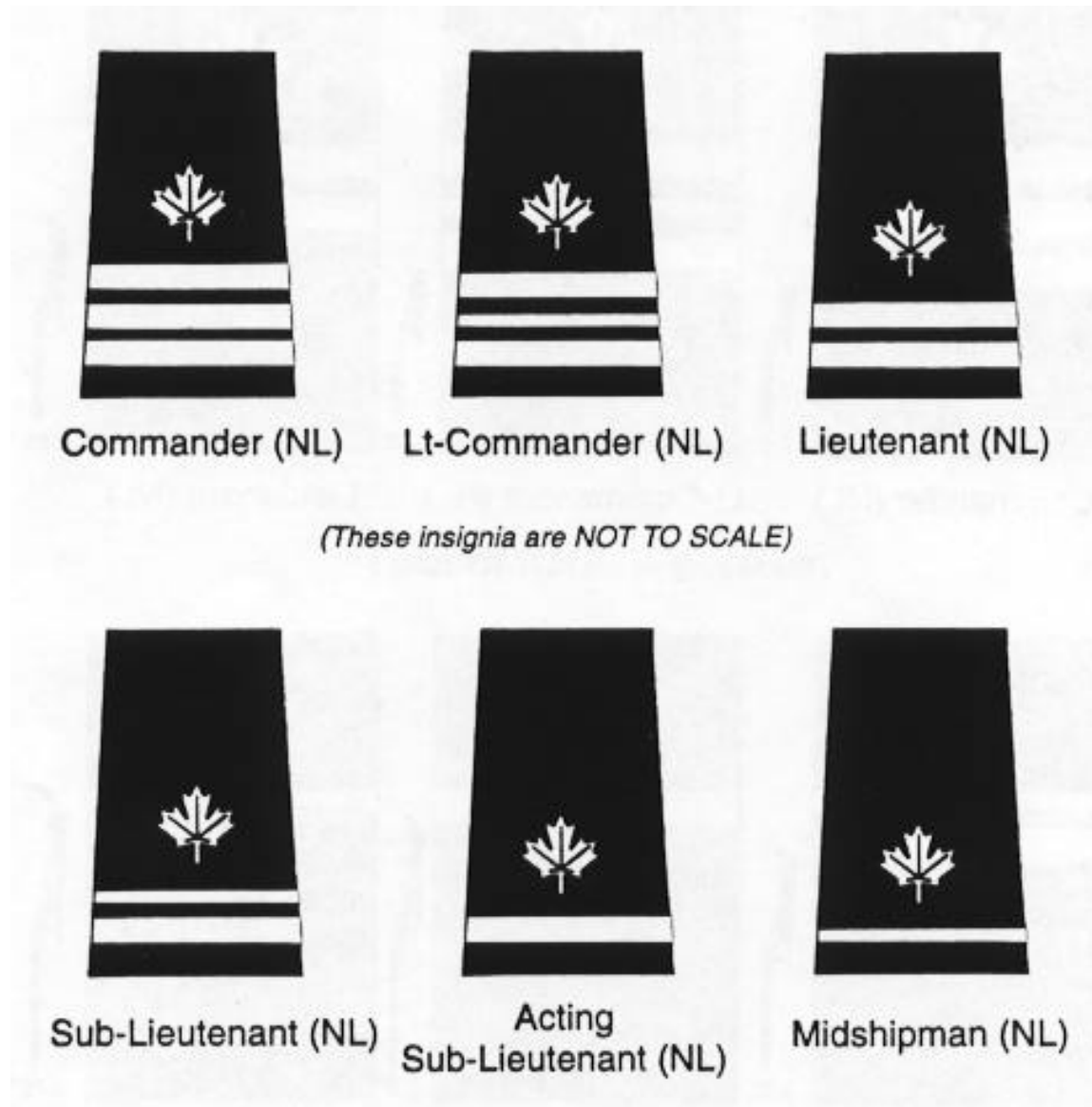
(These insignia are NOT TO SCALE)



All wide gold lace = 0.5"
All narrow gold lace = 0.25"
All spaces between gold lace = 0.25"
Maple leaf to be centred and 0.25" above gold lace

SECTION 4 ANNEX A

SECTION 4 ANNEX A OFFICERS' RANK INSIGNIA
(FOR SHOULDER RANK "SLIP-ONS")



All "slip-ons" to be 4" long
2" wide at the top and 2.25" wide at the bottom
Lowest lace to be 0.5" from bottom
All wide gold lace = 0.5"
All narrow gold lace = 0.25"
All spaces between lace = 0.25"
Maple Leaf to be centred and 0.25" above gold lace

SECTION 4 ANNEX B

SECTION 4 ANNEX B TERMS OF REFERENCE (DIVISION AREA OFFICERS)

1. These Terms of Reference 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 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.

2. Division Area Officers are appointed by the National Committee 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.

(Rev Jun 99)

3. 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.

4. Division Area Officers should be experienced men and women, ideally former Corps C.O.'s, 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 C.O.'s and Branches, and provide a link between a Division and its Branches and Corps.

5. 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 C.O. 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 any friction he finds, or any other problems, through the Chairman Navy League Cadets to the Division President.

6. 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 Flotilla or other groups for camps, training, competition, or other meetings, if authorized by the Division. They do not automatically take command of multi-corps gatherings which they visit.

7. The Division Commander is responsible to the Division for the activities of all Division Area Officers.

8. Area Officers are responsible to the Division Commander for liaison, Corps inspections, multi-Corps activities and other duties as assigned by the Division Commander.

9. Area Officers-Training 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 Officers are encouraged to make informal visits to Corps to advise, answer questions, and generally stay in touch. 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.

SECTION 4 ANNEX C

SECTION 4 ANNEX C HARRASSMENT POLICY & VOLUNTEER SCREENING

HARRASSMENT POLICY

.01 POLICY STATEMENT

The Navy League of Canada is committed to providing a learning and working environment for all persons that is free from harassment.

The Navy League of Canada requires employees, officers, cadets, parents, volunteers and all other visitors to conduct themselves in a manner, which promotes and protects the best interests and well being of cadets, staff and volunteers.

All prospective employees, members and volunteers of the Navy League of Canada, who will have direct contact with Royal Canadian Sea Cadets or Navy League Cadets, will undergo a screening process determined by the National Council of the Navy League. These prospective individuals will not have direct contact with any cadets until the screening process is completed and approved by *National Office*.

An employee, volunteer or cadet who subjects a cadet, staff member, parent, volunteer or other member of the public to *discrimination or harassment in any form* may be subject to disciplinary action as is deemed to be appropriate, including dismissal from employment or expulsion from the Navy League of Canada.

The Navy League may take appropriate action against others whose conduct has resulted in harassment of Navy League of Canada cadets, employees or volunteers.

Depending upon the circumstances, incidents involving individuals *associated with or through* the Navy League may be considered harassment even if they occur outside of Navy League activities.

Child abuse or suspected child abuse must be reported to the appropriate Provincial Authority (see the front of most telephone books for number). The Child and Family Service Act .68(3) states:

“A person, who in the course of his or her duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information on which it is based to a society”.

You are not responsible for proving that child abuse took place; you **ARE** responsible for identifying and reporting suspected child abuse as soon as possible. (See NL 8, Chapter 14 for guidelines on child abuse)

.02 PERSONAL AND/OR SEXUAL HARASSMENT

1. DEFINITIONS

- a. **Prohibited Grounds of Discrimination found in the Charter of Rights and Freedom**
- *Race*
 - *National or ethnic origin*
 - *Colour*
 - *Religion*
 - *Age*
 - *Sex (including pregnancy and children)*
 - *Marital status*
 - *Family status*
 - *Pardoned conviction*
 - *Physical or Mental disability (including drug and alcohol dependence)*
 - *Sexual orientation.*

SECTION 4 ANNEX C

b. Personal Harassment

Personal harassment is any behavior that in effect or in intent disparages, humiliates, or harms another person. It is behavior that denies individuals dignity and respect, and is demeaning and/or humiliating to another person.

Harassment may be verbal or non-verbal behavior that can include but is not limited to:

- comments, jokes or slurs related to a person's body, attire, age, national or ethnic origin, religion, gender, sexual orientation, disability
- written or verbal abuse or threats
- derogatory or demeaning posters, pictures, cartoons, graffiti or drawings
- innuendoes, ostracizing, taunting or intimidating
- vandalism of personal property
- practical jokes which result in embarrassment or insult
- abuse of authority which undermines performance or threatens career

c. Sexual Harassment

Sexual harassment is any unwelcome *sex-based comments or* conduct where either:

- a) there is a reward or the promise of a reward for compliance, or a reprisal or threat of reprisal for refusal to comply; or
- b) the comment or conduct is intended to or has the affect of creating an intimidating, hostile or offensive environment.

Sexual harassment can include but is not limited to:

- unwanted physical contacts such as touching, patting, pinching, hugging
- unwelcome sexual remarks, invitations or requests (including persistent unwanted contact after the end of a consensual relationship)
- derogatory or degrading remarks directed towards members of one sex or sexual orientation
- unwelcome inquiries or comments about a person's sex life
- leering, whistling, innuendoes, jokes or other behaviors or gestures of a sexual nature
- display of pornographic, sexist, racist or other offensive or derogatory material (e.g. graffiti or pictures)
- verbal abuse or threats of a sexual nature
- physical or sexual assault

.03 COMPLAINTS PROCEDURES FOR PERSONAL AND/OR SEXUAL HARASSMENT

Individuals who believe they have been the subject of personal and/or sexual harassment by an employee, officer or volunteer of the Navy League should make their objection known clearly to the offender and/or the person in authority. Suggested people with authority are Commanding Officer, Branch President, Division President or other member of National Council. While it is preferable that objections to harassment be voiced to the offender, it is not a prerequisite to filing a complaint.

a. Informal Complaint Procedures

The following suggestions are intended for persons who believe they have been harassed or who have witnessed harassment and wish to attempt to resolve the problem themselves.

- Tell the person that the behavior is unwelcome and against the policy of the Navy League (remain calm and professional, be direct and candid).
- Keep a record of incidents: describe the nature of the event(s), dates, times, possible witnesses and your response.
- Ask a person in authority to assist you in communicating your concerns about the harassment to the person involved in order to resolve the situation at an early stage in an informal manner.

SECTION 4 ANNEX C

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b. Formal Complaint Procedures

The formal process of complaint may be pursued in the event that the informal process does not resolve the situation or that either party believes the formal process to be more appropriate.

- A written or verbal complaint should be addressed to a person in authority as suggested above.
- This policy does not affect an individual's right to file a complaint or to respond to a complaint with the Human Rights Commission or, if circumstances warrant, the police, to file a charge of assault.
- Concerns or complaints as a result of this policy shall be held in strict confidence between the complainant, respondent and other such individuals as may be involved in the resolution of the complaint.
- An investigation will be undertaken immediately and all necessary steps taken to obtain all of the information required to ultimately resolve the matters such as questioning the parties concerned, reviewing documentation and interviewing witnesses.
- *Information/investigation files for these issues will be kept at National Office as a confidential file per the Canadian Privacy Act. These files will be separate from the Record of Service for the employee, officer or volunteer of the Navy League.*
- Information/investigation files involving allegations against a cadet shall be kept separate from that cadet's official cadet file.

c. Investigation

The investigator(s), *appointed by the National Executive*, shall commence the investigation as soon as possible but within a maximum of two weeks. The following are recommended steps in the investigation process:

- *The CO or supervisor must immediately assess if the parties need to be separated until the investigation is completed.*
- *Any incident where a cadet has been allegedly abused must be reported immediately to the police or proper Provincial authority as well as National Office before the investigation is initiated.*
- The investigator(s) shall review all policies, procedures and pertinent information
- The investigator(s) will require a written account of the alleged behavior including a thorough description of the event(s) with any supporting material such as record of facts, times, dates, nature, witnesses or physical evidence. The complainant must be prepared to share the nature and details of the complaint with the investigator(s).
- The complainant and the alleged harasser will both be interviewed, as will any individuals who may supply relevant information.
 - Persons named in the complaint have the right to reply to the allegations against them and the right to be accompanied by a representative of their choice in any meeting with the investigator(s).
 - Persons not named in the complaint who may have some personal knowledge about the incident(s) will also be interviewed. A representative of their choice may also accompany these witnesses.
- The investigation should be completed and subsequent reports prepared within 30 working days. From the day after the registering of a formal harassment complaint.

d. Findings and Recommendations

Once the investigation is complete, the investigator(s) will:

- Prepare a written report summarizing what facts are agreed upon and what facts the parties contest.
- Document all steps taken from the initiation of the complaint to its resolution (if there is one)
- Determine whether or not harassment occurred. If the investigation fails to find evidence to support the complaint, no further action will be taken and the case will be closed and filed confidentially at National Office.
- The complainant and those named in the complaint have the right to review and comment on the investigator's findings and recommendations.
- If the investigation reveals evidence to support the complaint of harassment, the National Executive Committee will review the report of the investigation. They will decide the appropriate disciplinary action to be taken in consultation with those involved. This action may include a verbal or written warning, suspension or termination of employment or membership in the League.
- There will be no retaliation against the complainant for reporting personal or sexual harassment.
- Complaints made in a malicious or vindictive manner shall result in disciplinary action, dismissal or legal action as may be appropriate in each circumstance.



The Navy League of Canada
Volunteer Registration Form

DO NOT COPY FORM

All information on this form is confidential and is solely for Navy League Purposes. If you have any questions, call the National Office at: 1-800-375-6289.

Name (Please Print)	<i>Surname</i>	<i>First</i>	<i>Middle</i>
Address	_____		
City	Province	Postal Code	
Telephone	Fax	E-mail	

TO OBTAIN THE POSITION APPLIED FOR, YOU MUST PROVIDE ALL INFORMATION REQUESTED BELOW.			
Positions Available (Please check one)			
Royal Canadian Sea Cadets (Canadian Forces Responsibility)			
<input type="checkbox"/>	Cadet Instructor Cadre, Civilian Instructor & Volunteer (Paid & Unpaid) Civilian Volunteer The Canadian Forces in consultation with The Navy League of Canada shall screen persons wishing to fill these roles.		
Navy League of Canada Responsibility			
<input type="checkbox"/>	Navy League Cadet Officer, Navy League Instructor (assisting with canteen, training or activities having direct contact with cadets) Persons wishing to fill these roles require: <ul style="list-style-type: none"> • Completed volunteer registration form (NL/HP#2) • Personal references • Canadian Police Information Centre / Criminal Record Check (must receive original) 		
Minimal Contact			
<input type="checkbox"/>	Drivers (e.g. Tag Day, Car Pool etc.) Persons wishing to fill these roles require: <ul style="list-style-type: none"> • Personal verification • Must complete NL/HP#1 showing valid insurance and drivers license • Drivers must never be alone with an individual cadet unless the cadet is a member of the driver's family. 		
How did you learn about our program? _____			
Have you had any experience working with youth? <input type="checkbox"/> Yes <input type="checkbox"/> No Age Group _____			
If yes, what group, where and when? _____			
Maiden or Former Names _____			
Date of Birth	Place of Birth		
_____	_____		
year / month / day	(Please attach copy of birth certificate)		

Previous address if less than 1 year at this address _____
 City _____ Province _____ Postal Code _____

Work Experience

Your Occupation _____ Employer _____

Employer's Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Contact _____

Previous Employer if less than 1 year with above employer _____

Previous Employer's Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Contact _____

Other work experience

<i>Employer</i>	<i>Period (from - to)</i>	<i>Reason for Leaving</i>	<i>Type of Work</i>

Qualifications

Highest Grade Completed _____ Year _____ Where _____

Post Secondary College diplomas or University degrees completed or in progress

<i>Certificate/Diploma</i>	<i>Completed (Yes/No)</i>	<i>Specialization</i>	<i>Year</i>

List all other studies, training qualifications completed or in progress

<i>Training/Qualifications</i>	<i>Completed (Yes/No)</i>	<i>Institution</i>	<i>Year</i>

List all Military Experience			
Regular Force		<input type="checkbox"/>	Reserves
		<input type="checkbox"/>	
List Skills / Qualifications / Significant Experience			
Cadets	Sea	<input type="checkbox"/>	Army
		<input type="checkbox"/>	Air
		<input type="checkbox"/>	
<i>Unit</i>	<i>From - To</i>	<i>Rank attained</i>	
Summer Camps attended / Qualification / Significant Experience			
Additional Information			
Volunteer Experience			
<i>Organization / Agency</i>	<i>City</i>	<i>From - To</i>	<i>Roles or Responsibilities</i>
List Sports, Leisure Time Activities and Other Interests			
Additional Information (Please add / attach information that you feel may be relevant)			
References			
<i>Name</i>	<i>Address</i>	<i>Phone</i>	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
Signature _____	Date _____		

Navy League Use Only

Instructions

- **If someone appears to be between two categories, move them up to the next highest category.**
- **Cadet drivers driving Cadets must complete Driver’s Log for an organized cadet activity.**
- **SCREENING CO-ORDINATORS are required to verify CPIC/Criminal checks by comparing them with information found on the birth certificate and driver’s license (or other official government ID). Full name and Date of Birth will be verified.**
- **EXCEPTION: Parents/Guardians/Volunteer drivers in the regular shuttling or carpooling of cadets would not be subject screening.**

Branch

Branch Screening Coordinator (Initial) _____ Approved _____ Not Approved _____
 _____ Date Received _____ Date Interviewed _____

_____ CPIC / Criminal Check Verified

_____ Personal Interview

_____ Birth Certificate check

_____ Reference Check (Briefly list comments of each reference below)
 Provide second piece of ID (Drivers License)

1 _____

2 _____

3 _____

Date _____ By _____

 Signature _____
Name (please print)

Division notification

Person Contacted _____ Date _____

 Position _____ By _____

Division Comments

i) _____

_____ Approved _____ Not Approved _____ Contact Person _____ Date _____

National Coordinator

Date _____

_____ Approved _____ Not Approved _____ Signature _____

_____ Date Received _____

**VOLUNTEER SCREENING
BRANCH / DIVISION PORTION**

NAME OF APPLICANT: _____

Address: _____

City: _____ Province: _____ P.C. _____

Telephone: _____ Fax: _____

E-mail : _____

Position Applied for:

- Cadet Instructor Cadre, Civilian Instructor & Volunteer (Paid & Unpaid) Civilian Volunteer
- Navy League Cadet Officer, Navy League Instructor
- Drivers

Date of Birth: (y) _____ (m) _____ (d) _____ Place of Birth: _____

Previous address if less than 1 year:

-

Comments of the interview:

Reference check comments:

1) _____

-
2) _____

-
3) _____

-

APPROVED

NOT APPROVED

DATE RECEIVED: _____

DATE

INTERVIEWED: _____

Branch President Signature: _____ Date: _____

Division President Signature: _____ Date received: _____

**COPY OF THIS FORM MUST BE KEPT AT THE BRANCH AND FORWARD A COPY TO
DIVISION.**

5. CADETS

5.01 TERMS - CADET

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

(Rev Jun 99)

5.02 QUALIFICATIONS FOR ENROLMENT

.01 To be enrolled as a Cadet, a candidate must:

(a) Be at least ten (10), 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 may join prior to their 10th birthday provided they will turn 10 by Dec 31st of the current training year. (Training year runs from 01 Sept – 31 Aug)

(Rev Jun 99)

.02 Cadets with disabilities and/or special needs may be enrolled providing:

(a) The parents or guardians:

(i) Are fully aware of the nature of Cadet activities, the Corps quarters' physical limitations, and the Officers' and C.I.'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 medications is not involved in the treatment or accommodation at the Corps; and,

(Rev Jun 99)

(d) Application is made through the Branch to the Division with a general description of the special requirements of the candidate, and Corps preparations for his enrolment.

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

(Rev Jun 99)

.03 Commanding Officers are reminded that the 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 girls and boys 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 League, and personally. They must also be aware of the temptation to restrict Corps activities for the benefit of one Cadet. If in any doubt, consult the Branch, Division or National Office.

5.03 APPLICATION FOR ENTRY

.01 Each candidate for enrolment as a Cadet and his parent or guardian, must complete and sign an "Application for Membership", Form NL(3) (at Annex A).

.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.

5.04 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".

(Rev Jun 99)

5.05 QUALIFICATIONS FOR ADVANCEMENT OF CADETS

.01 The number of Cadets advanced in rank depends on the number of Cadets in the Corps. (See Article 3.03.)

- (a) An Ordinary Cadet (OC) may be promoted to Able Cadet (AC):
 - (i) on completion of six months in the Corps; and,
 - (ii) on passing an AC qualifying examination.
- (b) An AC may be promoted to Leading Cadet (LC):
 - (i) on completion of twelve months in the Corps; and,
 - (ii) on passing a LC qualifying examination.
- (c) An LC may be promoted to Petty Officer 2nd Class (PO2):
 - (i) on completion of eighteen months in the Corps; and,
 - (ii) on passing a PO2 qualifying examination. Such a cadet will be a "Qualified PO2" only until there is an opening in the complement when he may be "Rated" as a PO2.

(d) A Rated PO2 may be promoted to Petty Officer 1st Class (PO1) on passing a PO1 qualifying examination. Such a cadet will be considered qualified only, and may be "Rated" when there is an opening.

(e) A Rated PO1 may be promoted to Chief Petty Officer 2nd Class (CPO2) on passing a CPO2 qualifying exam. Such a cadet will be considered qualified only, and may be "Rated" when there is an opening.

(f) A Rated CPO2 may be promoted to Chief Petty Officer 1st Class (CPO1) on passing an appropriate CPO1 qualifying examination. Such a cadet will be considered qualified only, and may be "Rated" when there is an opening. When rated, he will be considered the "Chief" of the Corps.

.02 In cases of Cadets with special needs, they may be rated separately from the quotas and requirements outlined above, if approved by the Division.

(Rev Jun 99)

.03 The C.O. of a new Corps 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.

5.06 BADGES AND AWARDS

The following badges and awards are authorized for wear on a Navy League uniform (See Annex A for placement):

.01 Left Arm - Rank Badges

- (a) First Chevron - when rated an Able Cadet.
- (b) Second Chevron With Single Anchor - when a Leading Cadet.
- (c) Third Chevron With Single Anchor - when qualified as a Petty Officer Second Class, but not yet rated.
- (d) Third Chevron With Crossed Anchors - when rated as a Petty Officer Second Class.
- (e) Third Chevron With Crossed Anchors And Crown - when rated as a Petty Officer First Class.
- (f) Coloured Crown In A Navy Blue Circle - when rated as a Chief Petty Officer Second Class.
- (g) Canada Coat of Arms - when rated as a Chief Petty Officer First Class.

.02 Upper Right Arm - Trade Badges (Only one to be worn)

- (a) Regulators Badge - may be worn by one Rated PO2 or above, who is selected by the Corps C.O. to carry out the duties of Regulator, i.e. assistant to the "Chief", administration, etc. This badge is senior to all other trade badges.
- (b) Communicator Badge - may be worn by a Cadet who has the ability to send and receive a plain language message of at least twenty-five words at the rate of six words per minute in both semaphore and Morse Code. The Communicator Badge is senior to the Semaphore Badge.
- (c) Semaphore Badge - may be worn by a Cadet who can send and receive a message of at least twenty-five words, at the rate of six words per minute in semaphore.
- (d) Bandsman Badge - may be worn by a Cadet who has qualified to play an instrument in a band.
- (e) Boatswain Badge - may be worn by a Cadet who has completed one year in the Corps and who has passed all the required examinations successfully.

.03 Lower Right Arm - Awards

- (a) Award For Merit Badge - The League "For Merit" badge may be awarded annually to the three most outstanding Cadets for each twenty-five enrolled, by the C.O., having regard to the conduct, appearance, attitude and attendance of the Cadet.
- (b) St. John Ambulance Badge (First Aid) - may be worn by a Cadet who has qualified for the badge. This badge must be obtained from the St. John Ambulance Service.
- (c) Red Cross Badge (First Aid) - may be worn by a Cadet who has qualified for the badge. This badge must be obtained from the Canadian Red Cross Society.
- (d) Canadian Yachting Association (CYA) Sailing Badge - may be worn by a qualified Cadet. This badge must be obtained from the Canadian Yachting Association.
- (e) Canadian Power Squadron (CPS) Badge - may be worn by a Cadet who has completed a "Boatwise" course successfully.
- (f) Marksman Badge - may be worn by a Cadet who has shot ten targets (100 shots) and achieved a score of 50 or more. Note Article 6.3.
- (g) Cadets may wear a maximum of four badges on the lower right sleeve, two side by side above the cuff, one above that, and one above that again, if applicable.
- (h) The uppermost (Annex A location 6) badge is to be the "Merit" Badge; the next (location 7) may be a First Aid or secondary trade badge; and at the cuff any two qualification badges, e.g. the CYA, CPS, or marksman Badge.

.04 Other Cadet Awards

(a) The Navy League Award of Commendation ribbon awarded in accordance with NL(21) (NLAO's) is to be worn on the right breast of the Cadet uniform, and may continue to be worn on a Sea Cadet uniform.

(b) The Navy League Award of Excellence Medal/Ribbon awarded by National Council shall be worn on the right breast of the Cadet uniform, and may be worn on a Sea Cadet uniform.

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(c) Navy League Awards of Commendation or Excellence received as Cadets are not to be worn on Navy League Officers' uniforms.

(d) Replacement costs for damaged or lost medals and decorations shall be the responsibility of the individual.

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.05 A Corps Badge approved in accordance with Chapter 11 may be worn on the left breast.

5.07 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 Cadet behaviour, while motivating them to stay in the program, is a big challenge for most Officers and Instructors. Section 5 Annex B is designed to assist them.

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5.08 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. A "Release Certificate", Form NL(4), should be issued to departing Cadets.

NOTE: When Navy League Cadets attain their 12th 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 C.O. and the RCSCC C.O. (or representative) to discuss the options for going to Sea Cadets or remaining with NL Cadets, and the ramifications of each. It must be the Cadet's choice of whether to stay in NL Cadets or go to Sea Cadets.

.02 Navy League Cadets may not be enrolled in a Navy League Corps and a Sea Cadet Corps at the same time.

.03 Cadets may transfer between Navy League corps.

.04 When a Cadet requests a release for a move to a Sea Cadet Corps, or a transfer to another Navy League Corps, the losing C.O. should:

- (a) retrieve all items of clothing and equipment that have been issued to the Cadet; then,
- (b) provide the Cadet with an NL(4) and a letter of recommendation for the gaining (RCSC or NLC) C.O.; and,
- (c) provide all of the Cadet's file documents at the request of the gaining (RCSC or NLC) C.O. (as quickly as possible).

.05 A gaining Navy League Corps Commanding Officer shall:

- (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 the Corps training; and,
- (c) request the Cadet's file from the losing C.O.

5.09 DISCHARGE/MAXIMUM AGE OF CADETS

.01 A cadet shall be discharged at his or her own request, or at the end of the training year in which his thirteenth birthday occurs.

.02 A Cadet may be discharged for poor attendance, misconduct, lack of aptitude, or in accordance with Annex B.

.03 The upper age limit for Cadets is 13 as of 01 September, in any training year, (i.e. Cadets who attain their 13th birthday after 01 September, may complete the training year).

5.10 EXTENSIONS/UPPER AGE LIMIT

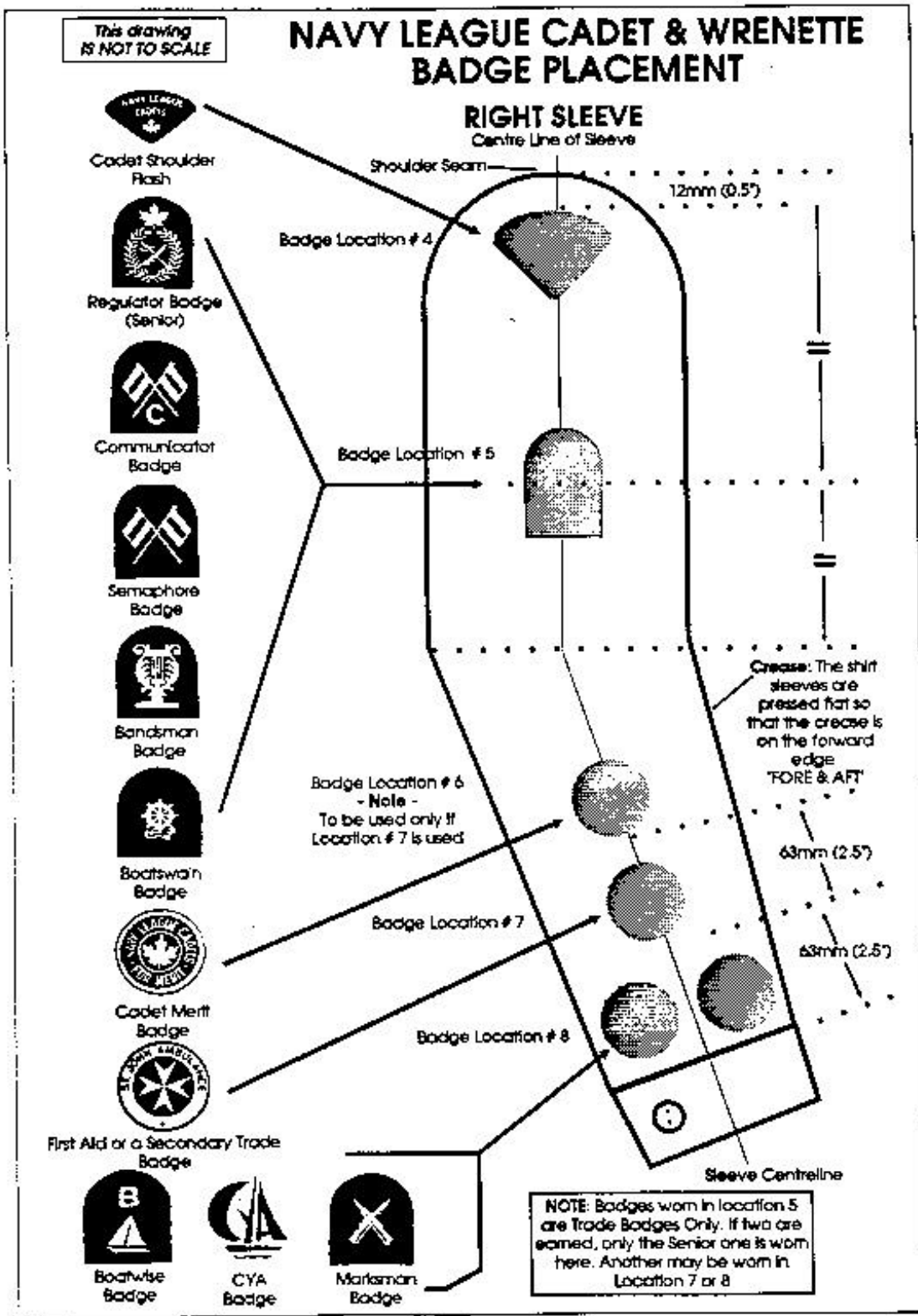
.01 Extensions of Cadets over the upper age limit (Article 5.9.03) may be permitted for a period of one year, providing that there are no RCSCC, RCACC or RCACS in the area.

.02 Requests for extensions must be submitted to the National Office and contain full substantiation, including name, date of birth and reason for the extension.

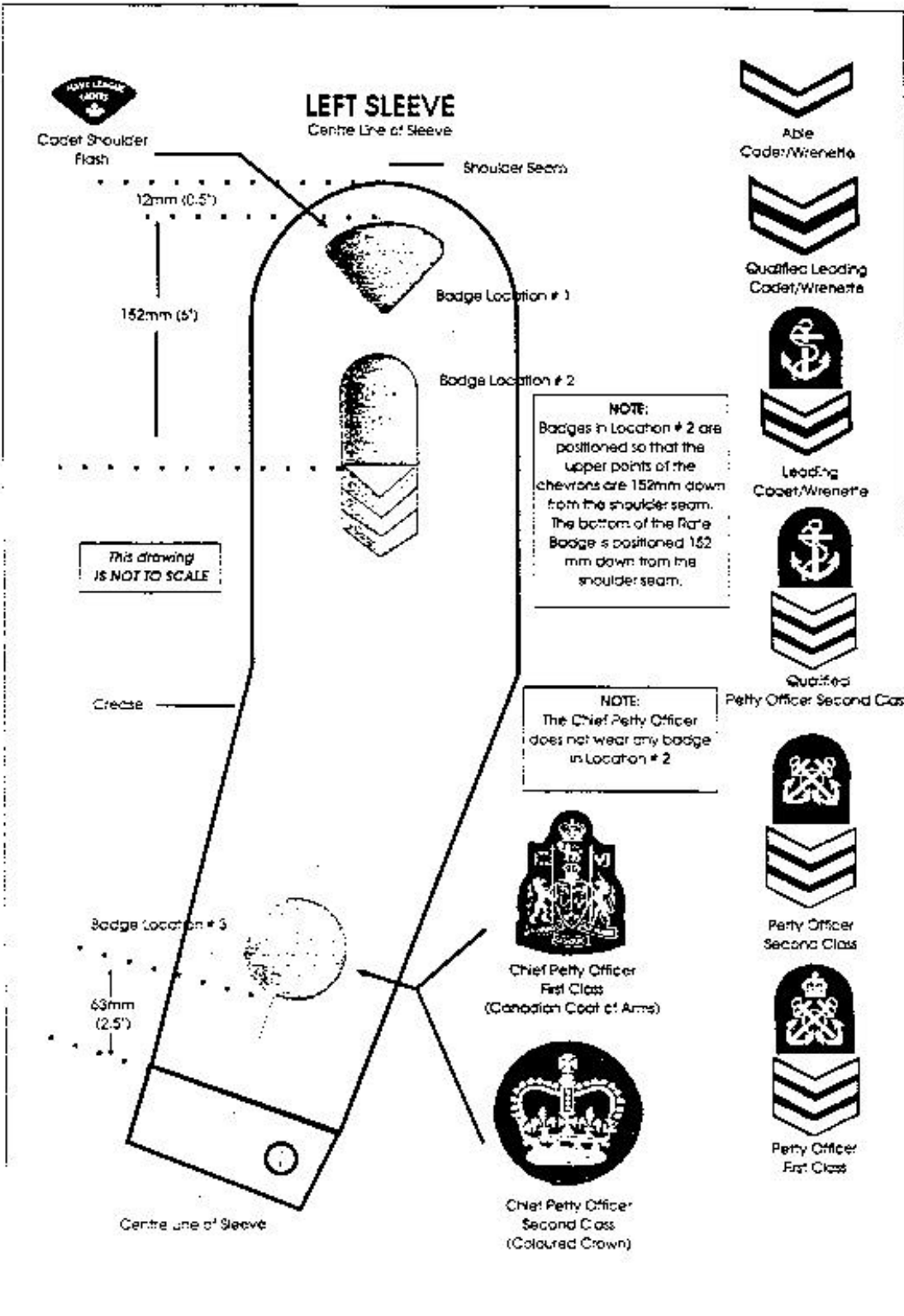
.03 Requests for extensions for physically or mentally challenged Cadets must be submitted to the National Office. Such requests must contain full substantiation including name, date of birth and reason for the request. A general description of the disability must also be included. Requests in this category will be considered on an individual basis.

.04 Only the National Committee may authorize an extension of age limit as League insurance is a factor.

SECTION 5 ANNEX A CADET BADGE PLACEMENT DIAGRAMS



SECTION 5 ANNEX A



SECTION 5 ANNEX B

SECTION 5 ANNEX B 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 reprimand the Cadet (away from the other cadets and in the presence of another officer/C.I).

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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 it is such that the X.O. considers he should not deal with it, he must refer it to the Commanding Officer.

3. The Duty Officer should investigate the allegation to the extent that circumstances warrant, and report his findings to the X.O.

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) reprimand the Cadet (in private with another officer present)

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(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;

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(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 of Cadet 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;

SECTION 5 ANNEX B

- (d) consistency of punishment degree;
- (e) implications of punishment on others (e.g. Cadet's supervisors and family); and, above all,
- (f) fairness.

ANNEX B Tables

1. TABLE 1 OPTIONS FOR CONSEQUENCES OF MISBEHAVIOUR

NO.	CONSEQUENCE	CHIEFS AND P.O.'S	OTHER CADETS	AUTHORITY REQUIRED
1	Release	Yes	Yes	N.L. Branch
2	Reversion in Rank	Yes	Yes	C.O.
3	Loss of Camp	Yes	Yes	N.L. Branch
4	Loss of Trips(s) or Activity(ies)	No	Yes	C.O. (max 3) X.O. (max 2)
5	Extra Drill	No	Yes	C.O. (max 3) X.O. (max 2)
6	Extra Work	Yes	Yes	C.O. or X.O.
7	Withdraw Canteen or Privileges	Yes	Yes	C.O. or X.O.
8	Reprimand	Yes	Yes	C.O., X.O., or Duty Offr.

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.

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2. TABLE 2 MISBEHAVIOUR / CONSEQUENCE

MISBEHAVIOUR	MOST SEVERE CONSEQUENCE
(a) <u>Absence, Being Late or Departing Without Permission</u>	
(1) Absence from Parade or Drill	1
(2) Departing without permission	3
(3) Being late	4
(b) <u>Deception</u>	
(1) Making false charges	1
(2) Giving false evidence or lying	1
(3) Answering roll call for another cadet	4
(4) Obtaining leave under false pretences	4
(c) <u>Dirtiness and Untidiness</u>	
(1) Not being properly dressed	5*
(2) Being dirty or slovenly in person or dress	5*
(3) Spitting	4
(4) Contributing towards an untidy Ship or Quarters	1
(d) <u>Substance Abuse</u>	
(1) Carrying or drinking alcoholic beverages	1*
(2) Carrying or Smoking Tobacco	1*
(3) Drug Possession/Use and other form of substance abuse	1*
(e) <u>Neglect or Avoidance of Duties</u>	
(1) Slackness or improper performance of duties	5
(2) Not answering muster or roll call	5
(3) Inattention at Drills or Exercises	5*

* **These behaviors 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.**

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SECTION 5 ANNEX B

TABLE 2
MISBEHAVIOUR/CONSEQUENCE

MISBEHAVIOUR	MOST SEVERE CONSEQUENCE
(f) <u>Offence Against Good Order</u>	
(1) Gambling	
(2) Making noise or talking in ranks	2
(3) Being a nuisance	5
(4) Cursing, swearing or using obscene language	4
(5) Inattention to, or neglect in, carrying out orders	2
	4
(g) <u>Insubordination, Quarrelling or Fighting</u>	
(1) Wilful disobedience	1
(2) Disrespect towards superiors	2
(3) Fighting or quarrelling	1*
(4) Tending to create bad feelings	1
(h) <u>Miscellaneous</u>	
(1) Theft	1
(2) Wilfull destruction of property or equipment	1
(3) Repeated misconduct	1
(4) Carelessness with respect to firearms	2
(i) <u>Fires</u>	
(1) Negligently using fire or lights	2
(j) <u>Improper Use of Uniform</u>	
(1) Wearing without authority	1
(2) Disgracing or discrediting the uniform	1
(k) <u>Improper use of Life-Saving Equipment</u>	
(1) Tampering with or wilfully damaging	1
(2) Disregard of regulations regarding wearing	2
(k) <u>Harrassment</u>	1*

* These behaviors 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.

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SECTION 5 ANNEX B

6. TRAINING STANDARDS

6.01 TRAINING OF CADETS - GENERAL

.01 Officers and 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 C.I. 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.

(Rev Jun 99)

6.02 TRAINING SYLLABUS

.01 Cadets are to be trained in accordance with the Program Training Standards, NL(7), as prescribed by the National Council. The NL(7) was designed on the basis of one two-hour parade per week to accommodate Corps which drill on one night per week only.

.02 In addition to the prescribed Program 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. C.O.'s 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.

6.03 REGULATIONS GOVERNING FIREARMS

.01 Certain aspects of firearms training may be included in the Training Program 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 auspices of the League, therefore the firing of any weapon other than air (pellet) rifles is not covered by League insurance. Persons conducting unauthorized firearms training may be held personally liable and could face criminal charges.

(Rev Jun 99)

.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 Section 15.

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SECTION 5 ANNEX B

6.04 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. Also, they are reminded of the provisions of Article 4.12 Sub-para's .01 and .02.

6.05 TRAINING QUARTERS

.01 It is the responsibility of the administering Navy League Branch to provide adequate training quarters.

.02 Training quarters provided by the League for Sea Cadets may be used for Navy League Corps.

.03 When quarters 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.

6.06 TRAINING GEAR AND EQUIPMENT

.01 The Navy League Branch administering 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.

6.07 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.

6.08 BANDS

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

6.09 TRAVEL

All Cadet travel is at the expense of the branch. Journeys outside the geographical sector of the branch must be announced to the division in advance. If the Corps foresees to travel outside of limits of the division, it must inform the Division and the National Office in advance of it. For insurance purposes and other reasons if the Corps foresees travelling abroad under the auspices of the League must get the authorisation of the National Committee, by the mediator of the National Office and the Division before the journey

SECTION 5 ANNEX B

7. FORMAL INSPECTIONS

7.01 REQUIRED INSPECTIONS

.01 A "Branch President's Inspection" is to be held during the period September 1st to December 31st each year.

.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.

7.02 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.

7.03 INSPECTING OFFICERS

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

7.04 INSPECTION REPORTS

.01 Inspection reports are to be prepared for each formal inspection on the following forms:

- (a) Inspection Report, Form NL(16) with marks by the Inspecting Officer, and comments by the Reviewing Officer, Branch and Division Presidents, or their representatives;
- (b) Commanding Officer's Report, Form NL(5), for the months covered by the inspection period; and,
- (c) Nominal Roll, Form NL(6).

.02 In addition to above, a "Corps Officers Strength Report", Form NL(78) is to be prepared and submitted with the Annual Inspection documentation. In the event a Corps fails to submit a Form NL(78) 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 Co-ordinator, then
- (b) The Division Office or Division President will have fourteen (14) days from the date of contact to submit the required NL(78), or
- (c) Failure by the Division Office or Division President to submit the requested NL(78) within the fourteen (14) days, may result in the following action being commenced:

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(i) the warrants of all Officers warranted to that Corps being cancelled; and

(ii) procedures to close the Corps under NL(8), 2.10.01 may be commenced.

(iii) In addition to the above, if a NLC Officer is not listed on a submitted NL(78), his/her warrant will be cancelled automatically by the National Office.

.03 The Corps is to have three copies of the NL(5) and NL(6) ready for the Inspecting Officer on his arrival for the inspection.

.04 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:

- original copy to be retained by the Division;
- second copy to be returned to the Branch; and,
- third copy to be returned to the Corps.

(b) For Annual Inspections:

- original copy to be forwarded to the National Office;
- second copy to be retained by the Division; and,
- third copy to be returned to the Branch.

.05 Annual Inspection Report, form NL(16), Commanding Officers Report, form NL(5), Nominal Roll, form NL(6), and Corps Officers Strength Report, form NL(78), are to be submitted and arrive in National Office **NO LATER THAN 15 JULY**.

.06 Divisions responsible for NLC Corps who fail to carry out an Annual Inspection must submit a letter of explanation and enclose a Nominal Roll, form NL(6) and a Corps Officers Strength Report, form NL(78). Letter and required documents are to arrive in National Office **NO LATER THAN 15 JULY**.

(a) Failure to comply with paras .05 and .06 above may result in action being taken to commence formal closing of the Corps by requesting that the Corps Warrant be returned and cancelling the warrants of known Officers.

.07 The Inspecting Officer should brief the C.O., Branch Chairman NLC Committee and President on his impressions of the inspection, and any shortcomings noted, as soon as possible afterward.

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7.05 DIVISION, BRANCH AND CORPS RESPONSIBILITIES

.01 It is each Division, Branch and Corps' responsibility to ensure that the three formal inspections prescribed in Article 7.1 occur.

.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 C.O.

7.06 ANNUAL PROFICIENCY COMPETITION AWARDS

Corps will be judged for Division awards 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.

7.07 FORMAL INSPECTION PROCEDURES

A guide to formal inspection procedures is at Annex A. 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.

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ANNEX A FORMAL INSPECTION PROCEDURES

GENERAL

1. This Guide is provided for information only. It is not the only format allowed for inspections. It's designed for Corps which lack other directives. The aim of an inspection is, at least in part, to put on a co-ordinated display for 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, marchpast, etc. The awards presentation may be done before or after the displays, provided that the speeches do not tire 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 wear 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 (R.O.) arrives. An announcer should be ready to introduce the R.O. 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 R.O.'s spouse, to seats assigned to them.
6. The C.O. and Branch President (Br.) should meet the Division President (Div.) and Inspecting Officer (I.O.) at least 20 minutes prior to the parade to review the C.O.'s plans. The R.O. should be asked to arrive by ten minutes before the parade to meet the C.O., Div., Br. and I.O., and be briefed on what to expect.
7. The 'Official Party' consists of the: R.O., C.O., Div. and Br. The I.O., who is not part of the Official Party (unless the R.O. is performing both roles), is free to move discreetly about observing the parade. On the dais the R.O. should be in the centre, the C.O. two paces behind and to the right of the R.O., the Div. two paces behind and to the left of the R.O., and the Br. to the left of the Div.

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

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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 C.I.'s will line up left of the dais (facing the parade). When the R.O. 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 R.O. 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 R.O., salute, state his rank and name, and invite the R.O. to inspect the Guard. As the Guard Commander and R.O. 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 R.O., 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 R.O. that the parade is ready for inspection. Then he will escort the R.O. to the first Division. The Inspecting Party will take up positions with the R.O. nearest the rank being inspected, the Division Petty Officer beside the R.O., the Div. behind the R.O., the Chief beside the Div., the C.O. behind the Div., and the Br. beside the C.O.

12. As the R.O. moves towards the first Division, the Division Petty Officer moves to the Division's right flank facing the R.O., 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 R.O. to the dais and the Inspecting Party returns to its position at the dais. Then the Chief reports to the R.O. and requests permission to carry out the Marchpast.

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 P.O., Division P.O.'s - 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 P.O. 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".

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ADVANCE AND GENERAL SALUTE

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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 R.O. and "request permission to proceed with the presentation of awards". After returning to his position, he will order "PARADE - STAND AT EASE".

PRESENTATIONS OF 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:

- a. Recipients should be briefed on the order in which they will receive their awards, and, if practicable, be in the front rank;
- b. Ensure that all recipients are on parade (absentees should be removed from the announcer's list);
- c. 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;
- d. 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 C.O. will introduce the R.O. who should address the parade briefly. After the R.O.'s address the C.O. will introduce the Br., who will speak briefly, introduce the Div. and ask him/her 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 R.O. 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.

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20. As the Cadets disperse, and while the R.O. is still on the dais, the C.O. 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 C.O. 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 R.O. and Official Party. If there are any dynamic displays, such as drill, they should be done first so the spectators can watch from their seats. The C.O. should conduct the Official 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. C.O.'s 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 P.O. in charge should be assigned the planning and presenting of each display. The Cadet P.O. 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 Official 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 R.O., 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 Boatwise 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 Official Party will depart, and the cadets will be dismissed.

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INSPECTION OF CORPS QUARTERS

29. The inspection of the Corps' facilities after the parade should be as brief as practicable. The Official Party should be invited to tour (rather than inspect) the facilities. The inspection should be done by the I.O. 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, no-one should have access to them until after the Inspection is completed.

31. Protocol requires that the Official 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 smorgasbord of treats to deter overzealous indulgence, and attempt to ensure that available quantities are enough for all guests.

32. 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.

33. 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 Official Party, VIP's and other guests leave to socialize among themselves.

8. FLAGS AND CEREMONIES

8.01 USE OF FLAGS

.01 Corps may hoist or carry "Colours" consisting of the National Flag of Canada and the Navy League of Canada 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.

8.02 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 the 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.

8.03 PARADES - ORDER OF PRECEDENCE

When parading with units of other Cadet Corps, Navy League Cadet Corps shall take the following precedence:

(1) Royal Canadian Sea Cadets, Army Cadets and Air Cadets; then,

9. FINANCES

9.01 NAVY LEAGUE FUNDS / CREDIT

.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 League, or any Division, Branch or other component of The League.

9.02 FUND RAISING

.01 The Branch is to ensure that the means employed for raising funds for the Corps are compatible with the policies of the 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 .02, above, Branches and C.O.'s 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.

9.03 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.

9.04 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 Committee in accordance with Chapter 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.

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.04 Upon the recommendation of the responsible Division, a grant toward the cost of Cadet uniforms may be paid by the National Council 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 of Cadets, Form NL(6), accompanies the application for a grant.
- (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.

.05 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 honoured.

.06 It is a Branch's responsibility to provide regulation uniforms as prescribed in Chapter 10 for Corps Officers, and a Division's responsibility to provide such uniforms for Division Area Officers.

9.05 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 League requires completion of a Drivers Log. Please refer to the Navy League Screening Policy.

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9.06 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.

9.07 INSURANCE

Each Branch administering Corps shall subscribe to, and pay the required premiums for, the Comprehensive Liability and Group Accident Insurance maintained on its behalf by National Council.

.01 Comprehensive Liability Insurance

- (a) The legal liability of The League is insured by a comprehensive liability policy carried by National Council.
- (b) This policy insures the members of National Council, Divisions, Branches, Committees, Officers, Cadet Instructors, Cadets while they are acting within the scope of their duties or usual activities as such.

.02 Group Accident Insurance

The accident insurance carried by National Council covers Officers, Cadet Instructors, Cadets and volunteer personnel, against bodily injury sustained:

- (a) While on premises operated by The League or any of its subsidiary bodies;
- (b) While taking part in any activity organized by The League or any of its subsidiary bodies and under the supervision of the Canadian Forces or Navy League Officers;
- (c) While attending a camp or activity sponsored by The League, or one of the other Canadian Cadet Services;
- (d) While participating in a tour organized by the Canadian Forces or The League;
- (e) While going to or from their homes to a premises owned or activities organized by The League; and,
- (f) While in a vessel under the command of a qualified Officer as authorized by The League.

.03 Medication(s)

The League's Insurance does not cover the administering of any medication. Only qualified professionals (e.g. Doctors, nurses, etc.) are to give medication to Cadets (within the scope of their professional qualifications), except that a Cadet's parent or guardian may give medication to his/her son/daughter or ward.

.04 Insurance Reference Material

A registry of Insurance Coverage is available from the National Office or from the navy league website (www.navyleague.ca). All inquiries regarding insurance should be directed to the National Office.

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10. UNIFORMS

10.01 CONDUCT WHILE IN UNIFORM

.01 The uniform worn by Navy League Cadet Officers and Cadets is naval in character and has a historic origin. It is to be worn with care and pride, and protected from all abuse and misuse by those granted permission to wear it.

.02 Navy League Officers and Cadets are to conduct themselves in a manner which brings credit to their Corps and The Navy League of Canada at all times while they are in Navy League uniform.

10.02 OCCASIONS WHEN UNIFORM WORN

.01 Navy League uniforms shall be worn:

- (a) To, from, and at regular drills, parades or meetings;
- (b) At other official ceremonies and parades; and,
- (c) As ordered by the Commanding Officer.

.02 Uniforms are not to be worn during any work, sport or other activity likely to dirty or damage them.

10.03 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.

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.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.

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10.04 OFFICERS' UNIFORM**.01 Male Navy League Cadet Officers**

Male Officers shall wear uniforms, as authorized in Article 4.11, consisting of:

Cap	Naval pattern, white, with plain black peak. An appropriate turban may be worn with a C.O.'s permission. Commanders(NL) shall wear a Naval pattern, white, with Oak Leaf cluster on peak.
Cap Badge	Navy League pattern.
Jacket	Navy blue, double breasted, with six League pattern buttons. (Rev Jun 99)
Insignia	Shoulder Flashes - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams. Rank - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) (See Chap 4, Annex A) with Navy League pattern maple leaf cloth badge 1/4 inch above the uppermost row of lace on both sleeves, or four inches above the cuff for Midshipmen(NL).
Trousers	Navy blue, of the same material and colour as jacket.
Shirt	White long sleeved dress shirt with turn down collar.
Tie	Plain black.
Shoes	Black oxford style (with laces) and plain toe.
Socks	Plain black.

Optional Wear

Summer A short sleeved white military style shirt with gold on white "Navy League Canada" shoulder flashes (available through Alberta Division) and epaulettes with slip-on rank insignia, or appropriate shoulder boards, may be worn with the top button undone, without jacket or tie, with the uniform navy blue trousers. Name tags are to be worn above the right pocket, and medal ribbons above the left pocket. This optional summer dress should not be worn on ceremonial occasions.

Winter A naval pattern double breasted overcoat with Navy League brass buttons, shoulder boards, or a naval style burberry. When gloves are worn they are to be black leather.

.02 Female Navy League Cadet Officers

Female officers shall wear uniforms, as authorized in Article 4.11, consisting of:

Cap	Naval pattern tricorn, or Naval pattern female, white, with plain black peak.
Cap Badge	Navy League pattern.
Jacket	Navy blue, single breasted, with four Navy League pattern buttons. (REV May/96)
Insignia	<u>Shoulder Flashes</u> - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams. <u>Rank</u> - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) (See Chap 4, Annex A) with Navy League pattern maple leaf cloth badge 1/4 inch above the uppermost row of lace on both sleeves, or four inches above the cuff for Midshipmen(NL).
Skirt	Navy blue - "A-line" pattern, of same material and colour as jacket.
Shirt	White long sleeved dress shirt with turned down collar.
Tie	Plain black.
Shoes	Black oxford style with plain toe.
Stockings	With skirts, black or Beige, consistent within a Corps; with trousers, black stockings or socks.

Optional Wear

Trousers Trousers may be worn in lieu of a skirt provided they are of the same material and colour as the jacket. Black stockings or socks are to be worn with trousers.

Summer A short sleeved white military style shirt with gold on white "Navy League Canada" shoulder flashes (available through Alberta Division) and epaulettes with slip-on rank insignia, or appropriate shoulder boards, may be worn with the top button undone, without jacket or tie, with the uniform navy blue trousers. Name tags are to be worn above the right pocket, and medal ribbons above the left pocket. This optional summer dress should not be worn on ceremonial occasions.

Winter A naval pattern double breasted overcoat with Navy League brass buttons, shoulder boards, or a naval style burberry. When gloves are worn they are to be black leather

.03 Work Dress Uniforms

Work dress may be worn by male or female officers when their dress uniform would not be appropriate or would be subject to soiling or damage. Work dress shall not be worn on formal parades or other ceremonial occasions. The approved work dress consists of:

Cap	Dress uniform cap or navy blue beret.
Cap Badge	Navy League pattern (small size for beret).
Jacket	Lined navy blue windbreaker style jacket with a zipper closure, breast pockets, slant side pockets and epaulettes.
Insignia	<u>Shoulder Flashes</u> - Navy League pattern "Navy League Canada" on both jacket sleeves, centred 1/4 inch below the shoulder seams. <u>Rank</u> - Slip-on rank insignia will be worn on the jacket, or on the shirt when a jacket is not being worn.
Trousers	Navy blue, of the same material and colour as jacket.
Shirt	Dark blue or white, military style with epaulettes.
Tie	Plain black (optional). (REV Apr/94)
Shoes	Black oxford style; black military style boots; or, if working around boats, clean white running shoes.
Socks	Black with shoes or grey with boots or running shoes.

.04 Sweaters

Navy blue, ribbed knit sweaters with crew or vee neck, cloth elbow and shoulder patches, and epaulettes may be worn with the dress uniform or work dress in lieu of a jacket. Sweaters are not to be worn on parades or ceremonial occasions.

.05 Formal Dress

- (a) Formal uniform may be worn at appropriate functions, such as military mess dinners, other formal dinners, dances, etc.
- (b) The authorized formal uniform for Navy League Cadet Officers is the regular dress uniform with a black bow tie. Female officers may wear a black cross-over tie. If medals are worn they must be full size.
- (c) Officers are no longer permitted to wear 'mess dress' (since December 1998). The only authorized formal attire is as outlined in subpara (b).

(Rev Jun 99)

10.05 SUPPLY OF OFFICERS' UNIFORMS

.01 The Navy League Branch is to provide a basic uniform consisting of: a cap, cap badge, jacket with rank insignia and shoulder flashes, and trousers or skirt, on loan to all Officers. Divisions are to provide uniforms on loan to Staff Officers.

.02 Cap badges, shoulder flashes, buttons and maple leaf sleeve insignia must be purchased from the National Office. Caps, uniform jackets and trousers must be purchased from the national supplier through the National Office.

(Rev Jun 99)

.03 The right to wear a Navy League Officer Uniform is granted solely by the National Committee. Even if uniforms are purchased by an individual, they may only be worn by authorized (warranted) individuals.

(Rev Jun 99)

.04 **Navy League Officers are not entitled to Canadian Forces uniforms, and are not to acquire any uniform items from any Canadian Forces source of supply by any means! To do so may be considered an act of fraud by the Government of Canada.**

(Rev Jun 99)

10.06 MEDALS / RIBBONS

.01 Officers may wear only authorized Canadian Orders, Decorations or Medals with Navy League uniforms in the approved manner. Medals are to be worn on all formal occasions, and the appropriate ribbons are to be worn on informal occasions.

.02 An Officer who was awarded an Order, Decoration or Medal by a foreign power may be granted approval to wear the insignia and/or ribbon while in Navy League uniform. To obtain approval the Officer must submit a written request with documentation of the award through his C.O., Branch and Division to the National Office for approval by the National Committee.

.03 Officers are not to wear NL medals or ribbons which they received as Cadets.

10.07 CANADIAN FORCES SPECIALIST INSIGNIA

An Officer may wear specialist insignia which he has previously earned and worn while an officer or member of the Canadian Forces. The insignia is to be worn one inch above the Maple Leaf on the left sleeve.

10.08 OFFICER'S SWORD

Corps C.O.'s and Guard Officers may wear Naval swords on ceremonial occasions. Female Officers wearing swords are to wear trousers.

10.09 NAME TAG / SERVICE PIN

.01 Officers are to wear 3" x 1/2", surname only, white lettering on black background name tags on the right breast of their uniforms opposite the top of the breast pocket.

.02 Officers may wear coloured pins indicating years of League service (by colour) on their uniforms. These pins (available from Ontario Division) are to be worn on the right breast above name tag. See Annex A for a description of the pins.

10.10 WEARING OF EARRINGS

Female Officers or Cadets may wear plain gold or silver studs or sleepers in their ears. Under no circumstances are male Officers or Cadets to wear earrings of any kind while they are in uniform.

10.11 CADET UNIFORMS

.01 **Navy League Cadets**, either male or female, shall wear uniforms consisting of:

Cap White, naval pattern; or, with C.O. approval, a turban.

Cap Ribbon "Navy League Cadets", or Corps name.

Shirt Dark blue, long sleeved, Navy League pattern.

Insignia Shoulder flashes - "Navy League Cadets".

Rank - Navy League pattern.

Other (Trade, skill, award, etc.) - See Chap 5.

Lanyard White, naval pattern.

Trousers Navy blue, Navy League pattern.

Belt White, Navy League pattern.

Boots/Shoes Military style, black; shoes are to be oxford style (with laces).

Socks Plain black.

Optional Wear

Corps Badges - Provided all Cadets in the Corps wear them, approved Corps badges may be worn on the left breast of the shirt, immediately above and touching the seam of the pocket flap, centred above the button.

Summer Dress - For summer camps or other activities cadets may wear a white T-Shirt and/or white shorts with white socks and running shoes. A ball cap may be worn if the activity would cause damage to the uniform cap. When any of this sport or camp uniform is worn, it must be worn by all Cadets present.

Winter Dress - Peajacket, navy blue, Navy League pattern; or Parka, blue, Navy League pattern. Gloves should be black and of a pattern standard throughout the Corps.

10.12 SUPPLY OF CADET UNIFORMS

.01 Cadet uniforms (except shoes and socks) are to be supplied by the Navy League Branch, on loan, in accordance with Article 9.4.

.02 Navy League pattern caps, cap ribbons, shirts, ties, trousers, and lanyards must be purchased from the national supplier through the National Office. Badges are available from the National Office. Skirts of the approved pattern must be procured locally.

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.03 Appropriate turbans are to be supplied by the wearer.

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SECTION 10 ANNEX A 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

11. NAVY LEAGUE CORPS BADGES

11.01 INTRODUCTION

.01 National Council 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 A.) No other basic design will be accepted, except as allowed in para .04 below.

.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 Committee 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.

11.02 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.

11.03 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.

11.04 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.

11.05 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.

11.06 TO DESIGN 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 a 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 A for further details.

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11.07 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 A, 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.

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SECTION 11 ANNEX A GUIDE TO NAVAL HERALDRY FOR ROYAL CANADIAN SEA CADET CORPS AND NAVY LEAGUE CADET CORPS

(Rev May 99)

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.

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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.

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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 coloured.**

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 colours 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" -- "Disc over 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 these 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.

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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 wither 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

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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.

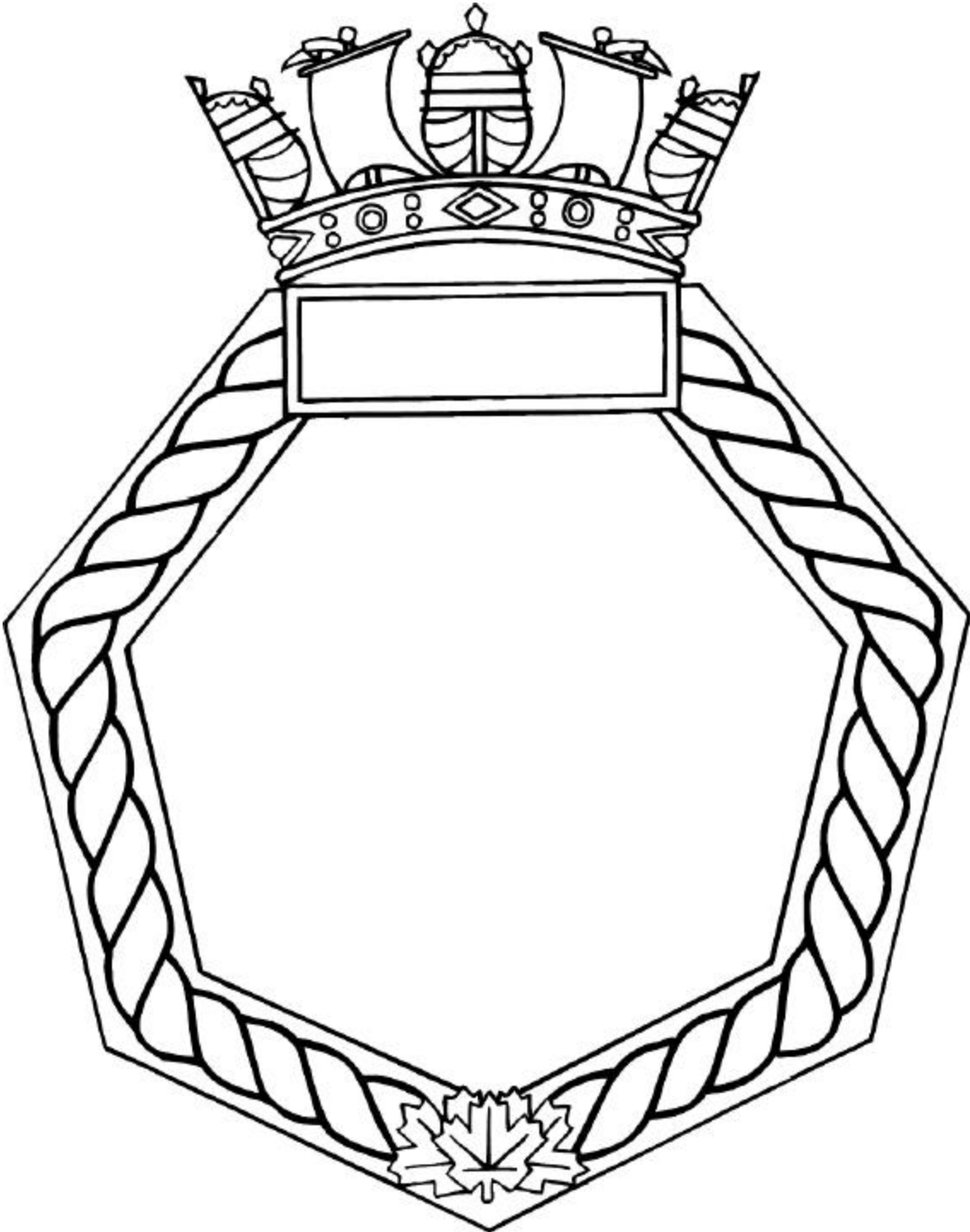
Assistance from the inspector of Badges/Inspecteur du insignes

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
Navy League of Canada Headquarters,
Ottawa, Ontario

WA. West CD Cdr (Ret'd)
Inspector of Badges/Inspecteur des insignes

Navy League Cadet Corps
Badge Template



12. EQUIPMENT AND STORES

12.01 CARE AND CUSTODY OF STORES

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.

12.02 RESPONSIBILITY

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

12.03 DEMANDS FOR STORES

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

.02 Clothing Stores - Demands in accordance with Article 9.4 are to be made on Forms NL(110), NL(140) or NL(150) to the National Office.

.03 Stationery Stores - Articles of stationery authorized for use by Navy League Corps will be supplied by the National Office through Divisions. Examples of all NL Forms which are to be obtained through Divisions is contained in NL(10)E&F.

12.04 STORES ACCOUNTS

.01 Corps are to maintain a Clothing Register, Form 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, (Form NL 12).

12.05 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.

12.06 MUSTER OF STORES

13. RECORDS AND FORMS

13.01 REQUIRED RECORDS

.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 (Form NL 9), 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.

13.02 NAVY LEAGUE (NL) FORMS

.01 Examples of all NL Forms which are to be obtained from Division are contained in NL(10)E&F.

(REV Apr/94)

.02 Packages of new forms are sent to Divisions each summer for use in Corps during the following training year. When new forms are introduced they are sent directly to the Corps. If the new ones are designed to replace old forms, **Destroy the old forms!**

14. ABUSE POLICY

14.01 CHILD GUIDANCE POLICY

Guidance of children in groups encompasses all dimensions. Effective programs should be planned to:

- .01 recognize and accept each cadet's individuality, difference and developmental level;
- .02 establish a feeling of trust and security;
- .03 enhance feelings of mutual respect, acceptance, and caring among cadets and adults;
- .04 encourage positive social interaction;
- .05 allow cadets to organize their own activities as much as possible
- .06 minimize negative environmental influences.

14.02 GUIDELINES FOR OFFICERS/VOLUNTEERS

The Child Guidance Policy can be translated into eleven guidelines for Officers and Volunteers. The Navy League recognizes that you have your own style of operating. These guidelines are not intended as a set of instructions, but as a set of ideas and expectations. Dealing with cadets using any of the methods in the guidelines is definitely acceptable and encouraged by the League.

- .01 **Plan for positive outcomes.** Plan for the needs of the cadets according to their personality and developmental level. Arrange the environment to meet these needs. Be aware of the emotional environment and intervene before plan deteriorates.
- .02 **Project a cheerful attitude.** Be enthusiastic and have a sense of humour. Let everyone appreciate the funny side of things.
- .03 **Communicate clearly.** Make requests in clear, precise terms, in keeping with the developmental level of the cadet. Say directly what you want to have happen.
- .04 **Offer choices.** These choices must be realistic, acceptable to you, and clearly understood by the cadet.
- .05 **Be flexible.** It's okay to change your mind. Rules can change if it's sensible and appropriate.
- .06 **Point out natural consequences.** Clarifying natural or logical consequences can help cadets develop understanding and self-discipline.
- .07 **Give praise and compliments.** Praise people for what they accomplish, whether directly, or through non-verbal means like a smile, a nod, a pat on the shoulder. Sincere praise and compliments can reinforce cadets' good feelings about themselves.
- .08 **Do not reinforce inappropriate behaviour.** This behaviour could include yelling, searing, or bullying. Ignore this type of behaviour if possible; if necessary, intervene.

.09 **Provide time alone.** If a cadet misbehaves, allow the cadet to be alone to cool off. Make it clear that this is not a punishment.

.10 **Promote discussion.** Let cadets "own" their own problems. If they are in a dispute, help them talk and listen to each other.

.11 **Recognize your own anger.** Young people can be pretty frustrating. Learn to recognize your own anger, figure out where it is coming from, and express your feelings rationally and appropriately. If you can't do this, then withdraw from the situation until you are back in control of your feelings.

.12 **Never issue corrective action while angry.** Take as much time as necessary to collect yourself, or pass the cadet to another officer for corrective action.

(Rev Jun 99)

14.03 UNACCEPTABLE CHILD CARE PRACTICES

.01 **Don't leave cadets unsupervised.** It is all too easy to get distracted! Don't let your attention be diverted from the cadets too often or for extended periods of time.

.02 **Don't use verbal abuse.** This would include humiliating, threatening, swearing, harassing, yelling, making sarcastic comments, or discussing someone's behaviour within their hearing.

.03 **Don't intimidate cadets.** This includes using your size or authority to create fear.

.04 **Don't use harsh discipline.** This includes spanking, striking, or other abusive physical control, deprivation of normal activity other than a brief time alone, or confinement in any small, dark or other area that would be inappropriate.

.05 If you see another person using any of the practices outlined above, it is your responsibility to tell the Corps C.O. or Branch President. The outcome of this reporting will depend on the severity of the person's actions.

(a) In less severe cases, the person will be warned and encouraged to develop positive practices through self-development or training. If the problem continues, the person could be asked to leave the Corps.

(b) In severe cases or in a case of sexual abuse, the person would be asked to leave the Corps immediately. It will also be necessary to notify the authorities and/or cadet's parents (if appropriate). See **14.04 If You Suspect Child Abuse** for more information.

(Rev Jun 99)

NOTE: Severe cases are those which could result in physical or emotional injury to a cadet. The adult involved may be a person of authority for the cadet, someone in trust who has power over the cadet. This makes the potential psychological injury even more severe.

14.04 IF YOU SUSPECT CHILD ABUSE

.01 **Child Abuse Policy.** Child abuse is any form of physical harm, emotional deprivation, sexual mistreatment, or neglect which can result in injury or psychological damage to a child. It can be active (such as hitting) or passive (such as withdrawal of affection or failure to provide reasonable protection from physical harm). In other words, when children are made to suffer pain, either emotional or physical, they are being abused.

.02 The principle governing the League's decisions and activities with respect to child abuse is outlined in the *Child and Family Service Act*:

"A person who, in the course of his or her duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information on which it is based to a society".

Child and Family Service Act .68(3)

14.05 TYPES OF CHILD ABUSE

There are four major types of child abuse:

.01 **Physical abuse.** This means all actions that result in non-accidental physical injury including bruises, cuts, burns, fractures, and internal injuries. It is distinguishable from acceptable use of corporal punishment because it is severe, inappropriate to the age or behaviour of the child, has no healthy corrective purpose, and may result in injury.

.02 **Sexual abuse.** This means any sexual acts involving a child and a parent or other person responsible for the child. That can range from the parent or person responsible exposing a child to sexual acts like prostitution, to actual molesting; it includes exposure, fondling or masturbation, intercourse and invitations to touch.

.03 **Child neglect.** This means "acts of omission" on the part of the parent or another person responsible for the child. Examples would be failing to provide the child's basic needs like food, clothing, shelter, health hygiene and safety; failing to provide adequate medical attention. Emotional neglect refers to failing to provide enough psychological nurturance necessary for a child's growth and development.

.04 **Emotional maltreatment.** The most difficult form of child abuse to define and identify, emotional maltreatment, includes overt rejection, unnecessary criticism, or excessive demands of performance for a child's age and ability. One definition describes it as "the willful destruction or significant impairment of a child's competence".

14.06 INDICATORS OF CHILD ABUSE OR NEGLECT**.01 Signs of Physical Abuse**

Child's appearance - look for

Child's behaviour - look for

<i>unexplained bruises and welts</i>	<i>fear of physical contact</i>
<i>a number of scars in a regular pattern</i>	<i>apparent fear of going home</i>
<i>burn marks that appear to be inflicted</i>	<i>uncharacteristic or unexplained changes in behaviour</i>
<i>inflamed tissue suggesting scalding</i>	<i>inconsistent explanations of injury</i>
<i>unexplained fractures</i>	
<i>adult size bite marks</i>	
<i>inappropriate clothing (e.g., long sleeves on a very hot day)</i>	

.02 Signs of Sexual Abuse

Child's appearance - look for

Child's behaviour - look for

<i>difficulty in walking or sitting</i>	<i>fear of physical contact</i>
<i>pain, itching, bleeding, and bruises in the genital or anal area</i>	<i>apparent fear of going home</i>
<i>torn, stained or bloody underwear</i>	<i>uncharacteristic or unexplained changes in behaviour</i>
	<i>unusual knowledge of sexual behaviour demonstrated through play</i>
	<i>stories of sexual contact with an adult or older child</i>
	<i>destructive and delinquent behaviour</i>

.03 Signs of Child Neglect

Child's appearance - look for	Child's behaviour - look for
<i>persistent hunger, malnutrition, under-weight, or dehydration</i>	<i>demands for constant attention</i>
<i>poor hygiene, dirtiness, skin disorders associated with bad hygiene</i>	<i>extreme lack of confidence; withdrawal, depression</i>
<i>persistent fatigue and listlessness</i>	<i>extreme aggressiveness or passivity when playing with other children</i>
<i>inappropriate clothing for the weather</i>	<i>"has to win" attitude</i>
<i>unattended sores or cuts or other medical needs</i>	<i>inappropriate "adult" behaviour such as organizing or disciplining others</i>

14.07 YOUR RESPONSIBILITY

You have a responsibility for the protection of the cadets in your care. If you have any reason to **suspect** anything that indicates that a child may be abused, neglected, or maltreated, you must report that suspicion and its basis promptly to the C.O. or Branch President. *Remember that you are not responsible for proving that child abuse took place; you **ARE** responsible for identifying and reporting suspected child abuse as soon as possible.*

14.08 REPORTING PROCEDURE**.01 General**

- (a) Generally speaking, report immediately to the C.O. or Branch President if you suspect child abuse.
- (b) Together with the C.O. or Branch President you will need to make a very clear and detailed written report.
- (c) State your suspicions and the reasons for them.
- (d) The way in which the situation is handled depends on the severity of the incident: whether it is a severe case of whether there are minor incidents that occur repeatedly.
- (e) When a situation is severe, it is your responsibility to ensure that a report is made to a children's aid society. ***If the C.O. or Branch President is not available (or is suspect in the allegations), make the initial report yourself: don't wait, and then contact the Division President.***

(Rev Jun 99)

.02 Incidents of a minor nature that occur repeatedly

There are three basic steps in the procedure for dealing with "minor" but recurring incidents:

- (a) Record in writing all details relating to the incidents, including date, time, observation, people involved, and the name of the person reporting the incident.
- (b) Monitor the situation, updating record as appropriate. This should continue until the situation is judged severe enough to warrant further action or until suspicions are allayed.
- (c) Report as described below under "Severe Cases" if the evidence persists.
- (d) Each of these steps should be performed by a specific person as appointed by the Branch/Corps.

.03 Severe Cases

Severe cases warrant immediate attention and action. This action consists of three phases *all of which take place within 24 hours of the initial report*:

- Phase 1** - Initial notification (within 1 hour);
- Phase 2** - Complete/review documentation;
- Phase 3** - Forward all documentation.

.04 Provide Reassurance

Before you start, **reassure the child**. What you say to the child at this point is of great importance. He/she may feel responsible for "causing trouble". Support the child by saying that you believe what he/she says and that you will take action.

.05 Phase 1 - Initial notification (within 1 hour)

- (a) In some cases you will have to notify the C.O. or Branch President before calling a children's aid society.
- (b) It is seldom appropriate to contact the parents. See the next section of this chapter for more discussion on this.
- (c) Notify the appropriate society by telephone. If the family religion is known, contact the appropriate agency - the Children's Aid Society, the Catholic Children's Aid Society, or the Jewish Children's Aid Society. Give them the following information:
 - (i) your name and the name, address and telephone number of the C.O. or Branch President;
 - (ii) the child's name and the child's family name, address and telephone number;
 - (iii) a clear, factual account of the situation;

(iv) if someone other than the reporter calls, give the name and phone number of the person who initially reported the incident.

(v) make a written record of the call including the name of the person you spoke to and the time, date and general discussion. Forward this record to the Corps C.O. or Branch President.

.06 Phase 2 - Complete/Review Documentation

Make a written report. of everything you observed and were told. Be as detailed and precise as possible.

.07 Phase 3 - Forward Documentation

This documentation is forwarded to the appropriate children's aid society and the Corps C.O. or Branch President.

NOTE: Check the front of the telephone book for the number of the appropriate children's aid society.

14.09 MEETING WITH THE PARENTS

.01 The decision to discuss the situation with the parents should not be made before consultation with the appropriate children's aid society. The purpose of meeting with parents is to gain more knowledge of the situation as well as maintain the relationship with the family.

.02 Meeting with the parents is definitely not appropriate if:

- (a) the child is seriously injured;
- (b) it is felt the child will be further abused because of the investigation;
- (c) there is clear evidence of sexual abuse.

14.10 FOLLOWING UP

.01 Officer/Volunteer Responsibilities

- (a) The Officer/Volunteer will continue to report on the well-being of the child.
- (b) The Officer/Volunteer must have an opportunity to relate their experience to the appropriate children's aid society.

.02 C.O./Branch President Responsibilities

- (a) The C.O./Branch President informs Officers and/or Volunteers working with the child that a report has been made.

- (b) The C.O./Branch President maintains ongoing contact with parents, if appropriate.
- (c) The C.O./Branch President maintains communication on all aspects of the case with all people and agencies who have received the initial report.

.03 Children's Aid Responsibilities

- (a) The society must investigate all allegations of abuse.
- (b) If there is sufficient evidence to support the allegations, there are two possible outcomes:
 - (i) the child and family will be offered supportive counselling to help keep the child at home, or
 - (ii) the child will be moved to a safe place.
- (c) The society worker should keep you informed as the investigation progresses. If this doesn't happen, or if you find the worker's responses inappropriate in any way, do not hesitate to report this to a more senior person in the agency. It is our responsibility to continue to advocate on behalf of the child.

14.11 CONFIDENTIALITY

It must be emphasized that strict confidentiality is extremely important here. Inappropriate disclosure of information on the case, whether it has been "proven" or not, can result in a lot of extra pain and suffering for the family as well as the child. Open discussion about the case among Officers and/or Volunteers is *not* acceptable.

15. AIR/PELLET RIFLE SHOOTING

15.01 OBJECT OF AIR/PELLET RIFLE SHOOTING

.01 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.

.02 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.

.03 The firing of Air/Pellet Handguns **IS NOT** authorized and is **NOT ALLOWED**

.04 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.

.05 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.

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

15.02 REGULATIONS

Prior to and during any exercise in which Navy League Cadets and firearms are involved, the following regulations are to be strictly adhered to:

.01 All Cadets must attend a Small Arms Familiarization Course conducted by a qualified Corps Range Safety Officer. (refer to Article 15.04)

.02 Cadets must not handle or be in the vicinity of any firearm without the presence of a qualified Officer or Civilian Instructor.

.03 No Cadet may fire any firearm unless a qualified Range Safety Officer (RSO) is present (see Article 4).

15.03 BADGES AND AWARDS

.01 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.

.02 Also available to Corps is a more extensive badge program through the Shooting Federation of Canada for those who are interested.

15.04 RANGE SAFETY OFFICER (RSO)

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

.01 General

(a) 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.

(b) 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.

.02 Qualifications

Personnel appointed as RSOs must meet the following requirements:

(a) Attend and successfully pass a Hunter Safety Course and/or a Firearms Familiarization Course; and,

(b) Have a current comprehensive knowledge of orders and safety procedures for ranges; and

(c) Have demonstrated an ability to organize and supervise range exercises; and

(d) Be a member of an organization listed in para 2(b).

.03 Appointment as RSO

- a) The appointment of an RSO is the responsibility of the Corps C.O.
- b) Upon appointment of an RSO, the Corps C.O. shall submit to the Navy League Branch and Division, the name, rank and qualifications of the appointee.

.04 Responsibilities

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.

.05 Accidents

- (a) 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.
- (b) In the event of an accident, the following action is to be taken:
 - (i) notify the Corps C.O. who will inform the next of kin;
 - (ii) notify the next of kin if the Corps C.O. is not available;
 - (iii) notify the local Police if range is located on civilian property;
 - (iv) 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
 - (v) submit form **WC112 Report of Accident** 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 C.O., Branch and Division President. A copy of this report must accompany the **Report of Accident**.