

2020

NL Cadet Regulations

NL 8 E



All Rights Reserved ©
Navy League of Canada
01/09/2020



TABLE OF CONTENTS

SECTION 1 – INTRODUCTION AND DEFINITIONS	1
1.1 SHORT TITLE	1
1.2 OBJECTS OF NAVY LEAGUE CADET CORPS	1
1.3 DEFINITIONS	1
1.4 ACRONYMS	2
1.5 AUTHORITY TO MAKE REGULATIONS	2
1.6 NAVY LEAGUE CADET (NLC) REGULATIONS	2
1.7 REVOCATION AND AMENDMENT OF REGULATIONS	2
1.8 DIVISIONAL INSTRUCTIONS	3
SECTION 2 – ORGANIZATION AND ADMINISTRATION	4
2.1 GENERAL	4
2.2 RESPONSIBILITY FOR FORMATION AND CONTROL OF CORPS	4
2.3 THE BRANCH AND ITS NAVY LEAGUE CADET COMMITTEE	4
2.4 RESPONSIBILITIES OF BRANCH NLC COMMITTEE	4
2.5 METHOD OF APPLICATION TO FORM A CORPS	5
2.6 RECRUITMENT OF CADETS	5
2.7 NAMES OF CORPS	5
2.8 APPROVAL FOR FORMATION OF A CORPS	5
2.9 SENIORITY OF CORPS	6
2.10 DISBANDMENT OF CORPS	6
2.11 NAVY LEAGUE ALOCHOL, SMOKING AND DRUG POLICY	6
2.12 RECORDS AND FORMS	7
SECTION 3 – CORPS COMPLEMENTS	8
3.1 MINIMUM ENROLMENTS	8
3.2 OFFICERS AND INSTRUCTORS	8
3.3 CADETS	8
SECTION 4 – NAVY LEAGUE CADET OFFICERS AND INSTRUCTORS	9
4.1 QUALIFICATIONS FOR ENROLMENT	9
4.2 APPLICATION FOR ENROLMENT / APPOINTMENT	9
4.3 RECOGNITION OF APPOINTMENTS	9
4.4 RANK ON ENROLMENT	10
4.5 OFFICER RANKS	10
4.6 IDENTITY (ID) CARDS	11
4.7 DUTIES OF OFFICERS	11
4.8 PROMOTION OF OFFICERS	11
4.9 SENIORITY	13
4.10 PAY & ALLOWANCES	13
4.11 COMMAND IN RELATION TO SEA CADETS	13
4.12 TRANSFERS/LEAVE OF ABSENCE	13
4.13 RESIGNATIONS, SUSPENSIONS AND TERMINATIONS	14
4.14 LIMIT OF SERVICE - COMMANDING OFFICER	15
4.15 CHANGE OF COMMAND	16
4.16 NAVY LEAGUE CADET INSTRUCTORS (CIs) & CADET VOLUNTEERS (CVs)	16
4.17 DIVISION OFFICERS AND RESPONSIBILITIES	16
4.18 LIMIT OF SERVICE - DIVISION OFFICERS	17
4.19 CERTIFICATE OF SERVICE	17
4.20 HARRASSMENT, WORKPLACE VIOLENCE AND CHILD ABUSE POLICY	17
SECTION 5 - NAVY LEAGUE CADETS	18
5.1 GENERAL	18
5.2 QUALIFICATIONS FOR ENROLMENT	18
5.3 APPLICATION FOR ENTRY	18

5.4	THE NAVY LEAGUE CADET PROMISE	19
5.5	QUALIFICATIONS FOR ADVANCEMENT OF CADETS	19
5.6	CADET AWARDS	19
5.7	DISCIPLINE OF CADETS	19
5.8	RELEASE AND TRANSFER OF CADETS	20
5.9	DISCHARGE/MAXIMUM AGE OF CADETS	20
5.10	EXTENUATING CIRCUMSTANCES	21
SECTION 6 – TRAINING STANDARDS		22
6.1	TRAINING OF CADETS - GENERAL	22
6.2	TRAINING SYLLABUS	22
6.3	REGULATIONS GOVERNING FIREARMS	22
6.5	TRAINING FACILITIES	23
6.6	TRAINING EQUIPMENT	23
6.7	CAMPS AND COMPETITIONS	23
6.8	BANDS	23
6.9	TRAVEL	23
SECTION 7 – FORMAL INSPECTIONS		24
7.1	GENERAL	24
7.2	REQUIRED INSPECTIONS	24
7.3	REVIEWING OFFICERS	24
7.4	INSPECTING OFFICERS	24
7.5	INSPECTION REPORTS	24
7.6	DIVISION, BRANCH AND CORPS RESPONSIBILITIES	26
SECTION 8 – FLAGS AND CEREMONIES		27
8.1	USE OF FLAGS	27
8.2	MARKS OF RESPECT	27
SECTION 9 – FINANCES		28
9.1	NAVY LEAGUE FUNDS	28
9.2	FUNDRAISING	28
9.3	REVENUES, EXPENDITURES AND BUDGETS	28
9.7	BANDS	29
9.8	INSURANCE	29
9.10	MEDICATION(S)	29
SECTION 10 – UNIFORMS		30
10.1	GENERAL	30
10.3	RETURN OF UNIFORM	30
10.4	OFFICER UNIFORMS	31
10.4	ADMINISTRATION AND SUPPLY	31
10.5	RESPONSIBILITY	31
10.6	STORES ACCOUNTS	31
10.7	ARTICLES TAKEN OFF CHARGE	31
SECTION 11 – NAVY LEAGUE CORPS BADGES		32
11.1	INTRODUCTION	32
11.2	CORPS BADGE DESIGNS	32
11.3	DESIGN REFERENCES	32
11.4	BADGE VS. COAT OF ARMS	33
11.5	SIMILARITY OF BADGES	33
11.6	DESIGNING YOUR OWN BADGE	33
11.7	APPLICATION FOR APPROVAL OF A CORPS BADGE	33
ANNEX A – DISCIPLINARY PROCEDURES GUIDE		35
TABLE 1	OPTION FOR CONSEQUENCES OF MISBEHAVIOUR	36
TABLE 2	MISBEHAVIOUR / CONSEQUENCE	36
ANNEX B – HERALDIC GUIDE		38

SECTION 1 – INTRODUCTION AND DEFINITIONS

1.1 SHORT TITLE

These regulations may be cited as NL (8).

1.2 OBJECTS OF NAVY LEAGUE CADET CORPS

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

1.3 DEFINITIONS

In these Regulations and in related orders:

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

- n) The words “he”, “him”, “his”, and “himself” refer to either or both gender(s) as the context requires; and,
- o) Words indicating the singular are to be interpreted as including the plural form as the context requires.

1.4 ACRONYMS

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

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

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

1.5 AUTHORITY TO MAKE REGULATIONS

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

1.6 NAVY LEAGUE CADET (NLC) REGULATIONS

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

1.7 REVOCATION AND AMENDMENT OF REGULATIONS

The National Cadet Committee is responsible for keeping these regulations up to date to reflect current Navy League policies and practices. The National Board of Directors must approve substantive changes.

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

1.8 DIVISIONAL INSTRUCTIONS

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

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

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

2.2 RESPONSIBILITY FOR FORMATION AND CONTROL OF CORPS

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

2.3 THE BRANCH AND ITS NAVY LEAGUE CADET COMMITTEE

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

2.4 RESPONSIBILITIES OF BRANCH NLC COMMITTEE

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

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

2.5 METHOD OF APPLICATION TO FORM A CORPS

01. Application forms to form a Navy League Cadet Corps may be obtained from the Division or the National Website.
02. In order to form a corps, the Branch President must complete a “NL (1) Application To Form A Navy League Cadet Corps”, in duplicate, and submit it to their respective Division. (One signed copy will be returned to the Division showing the Corps Name and Unit Identification Number.)
03. The Branch President must attach the “NL (304) Navy League Personnel Transaction” for the Commanding Officer and two additional officers, to the NL (1) In addition, if the member’s volunteer screening has expired a “NL (301) Volunteer Screening Application” will need to be submitted with the NL (304).
04. The Branch President must also attach an “NL (331) Nominal Role” in duplicate, listing a minimum of fifteen (15) prospective cadets to the NL (1).
05. The Division will forward subsequently submit the completed NL (1), NL (301) and NL (304) and NL (331) to the National Office with its recommendation for approval by the National Board of Directors.

2.6 RECRUITMENT OF CADETS

There is to be no discrimination by sex, race, religion, or any other personal factors in the recruitment of cadets. For additional information, please refer to the Navy League’s Harassment Policy NL 22.

2.7 NAMES OF CORPS

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

2.8 APPROVAL FOR FORMATION OF A CORPS

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

2.9 SENIORITY OF CORPS

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

2.10 DISBANDMENT OF CORPS

01. If, in the opinion of the National Cadet Committee, the Division, Branch, is not complying with these regulations 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 National Cadet Committee may close the corps.
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 ALOCHOL, SMOKING AND DRUG POLICY

01. For additional information, this policy should be read in conjunction with the NL 21 para. 2.05.
02. Cadet Officers and instructors shall not drink alcoholic beverages when they expect to be, or are, in direct supervision or training of Cadets.
03. It is recommended that cadets not attend or participate in any adult social function where alcohol is served. In the event that a function is taking place, the Navy League Officers who are escorting the cadets shall not consume alcohol; Cadets who violate alcohol policies shall be suspended from training, counselled and considered for release; and Cadet Officers and Instructors who violate alcohol policies shall be suspended from the supervision/training of cadets and considered for release.

04. Cadets are not permitted to smoke during any cadet activity. Officers, instructors and other volunteers shall not smoke in the presence of cadets.
05. The Navy League of Canada has adopted a zero tolerance approach to any unauthorized use of drugs.
06. Persons found guilty of drug related offences will be released immediately.

2.12 RECORDS AND FORMS

01. Navy League Corps are to maintain a "Ship's Log", NL 337 and other records which will provide ready access to all matters pertaining to the operation of the Corps.
02. An Attendance Record, NL 332 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.
03. In an attempt to properly manage the administrative duties and properly safeguard personal information, Corps should retain files based on the following:
 - NL Cadet Records – one year,
 - NL Officer Records – five years,
 - NL Forms – maximum of three years; and,
 - NL Cadet Corps Ship Logs – five years.

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

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

3.2 OFFICERS AND INSTRUCTORS

01. The authorized officer complement of a Navy League Cadet Corps is:
 - a. Commanding Officer - 1;
 - b. Executive Officer - 1; and,
 - c. Divisional Officer - 1 for each 15 Cadets.

02. Where numbers or circumstances warrant, the complement may be increased to include:
 - a. Administration Officer - 1;
 - b. Training Officer - 1;
 - c. Supply Officer - 1;
 - d. Band Officer - 1;
 - e. First Aid Officer - 1 (with a minimum of Standard First Aid); and/or
 - f. Cadet Instructors - as required.

03. In corps with cadets of both genders enrolled, there *must* be officers or instructors of both genders enrolled. There must be a minimum of one officer, instructor, or parent, of each gender at *all* activities where male and female cadets are present.

3.3 CADETS

01. The authorized number of cadets in a corps is:
 - a. New Entries (NE) - no limit;
 - b. Ordinary Cadet (OC) - no limit;
 - c. Able Cadet (AC) - no limit;
 - d. Leading Cadet (LC) - no limit;
 - e. Petty Officer 2nd Class (PO2) - no limit;
 - f. Petty Officer 1st Class (PO1) - 1 for each 10 cadets;
 - g. Chief Petty Officer 2nd Class (CPO2) - 1 for each 20 cadets; and,
 - h. Chief Petty Officer 1st Class (CPO1) - 1 per corps.

02. Those cadets that transfer from one unit to another can continue to wear their current rank; regardless of the authorized number of cadets as detailed above.

SECTION 4 – NAVY LEAGUE CADET OFFICERS AND INSTRUCTORS**4.1 QUALIFICATIONS FOR ENROLMENT**

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

- a. Be a minimum age of eighteen (18) years, and in good physical and mental health;
- b. Be of good moral character and good standing in the community;
- c. Possess sufficient practical knowledge and interest to enable the person to serve a useful purpose in a Corps or a Division;
- d. Agree to abstain from the consumption of alcoholic beverages whenever the person is, or expects to be, in contact with Cadets, and to set an example of good character and deportment;
- e. Be recommended by the Corps Commanding Officer the Branch President and, Division President;
- f. Complete the Navy League Screening Process;
- g. Complete a NL (304) as applicable.

Note: No person may have unsupervised contact with a cadet unless they have been approved to do so through The Navy League Volunteer Screening Program (NL (301)).

4.2 APPLICATION FOR ENROLMENT / APPOINTMENT

01. An application for enrolment as an officer is to be initiated by completing the NL (304). After it is signed by the Corps CO, it must go to the Branch President for signature (preferably through the Chairman of the Branch NLC Committee), and then to the Division. If recommended by the Division, it will be forwarded to the National Office for final approval. The applicant must be in receipt of a current volunteer screening number prior to being accepted by the National Office.
02. It is highly recommended that a copy be retained at the Division level, in order to ensure that any follow-up work may be completed. Once received at the National Office, the Warrant Certificate and Summary Sheet will be returned to the Division Office;
03. If the National Cadet Committee approves the application, a Warrant will be issued to the officer by the National Office, and forwarded to the Corps through the proper Chain of Command. A Warrant Summary Sheet will be forwarded for all appointments/promotions. Divisions may wish to retain a copy of this document and must forward the original to the officer.

4.3 RECOGNITION OF APPOINTMENTS

Only The Navy League of Canada in connection with Navy League Cadets recognizes the appointment of any Navy League Cadet Officer. No other privilege or recognition is to be sought or expected from any other person or organization. The appointment will only be recognized during active service. There is no 'Retired' designation for any Navy League Appointments (for example: Lt (NL) Ret'd).

4.4 RANK ON ENROLMENT

01. All volunteers wanting to enroll as NL Officers should undergo a probationary period to complete their pre-enrolment training, to become familiar with the Navy League and the Corps and to confirm their commitment. The length of the probationary period is at the discretion of the Branch President in consultation with the Corps Commanding Officer. The probationary period is mandatory for all new officers regardless of their background.
02. After the probationary period, the normal rank assigned on enrolment is Midshipman. A qualified candidate who is eighteen (18) years of age or over may be granted a higher rank as described below if he holds special qualifications and substantiating documentation is submitted with the application. (It is preferred that photocopies are provided to substantiate the request for advanced standing). Please refer to the explanations below to determine the eligibility for advanced standing.
 - a. ASLt (NL) - if he has had "previous service" in the Canadian Armed (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 cadet means as a Petty Officer First Class or above in Royal Canadian Sea Cadets, or equivalent. The previous service should be within ten years of application as a Navy League Officer. Leadership experience in similar youth training groups will be assessed on an individual basis.

- b. SLt (NL) - if he has held the rank of SLt, Master Seaman with a CF Junior Leadership Course, or equivalent
03. A NL Officer who is absent from the NL Cadet Program for less than two years, may return to the rank at which they were when they left. If the absence is greater than two years, the NL Officer shall return to the rank of ASLt(NL) and after completing a six-month probationary period may be promoted to SLt (NL).

Note: No personnel will be enrolled above the rank of SLt (NL) – regardless of prior training or experience. An Officer may be promoted after the probationary period and completing the necessary rank qualification course.

4.5 OFFICER RANKS

Navy League Cadet Officers' ranks are:

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

Lieutenant Commander (NL)
Commander (NL)

LCdr (NL)
Cdr (NL)

The postscript (NL) is to be used with Navy League ranks.

4.6 IDENTITY (ID) CARDS

Personal ID cards will be issued to every officer once the volunteer screening process has been completed. The ID card shall be either worn or available for presentation. If an ID card is lost, the Officer shall contact the National Office to request a new card.

4.7 DUTIES OF OFFICERS

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

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

Additional information concerning the Terms of Reference of NL Officers can be found at the NL 210.

4.8 PROMOTION OF OFFICERS

01. An application for promotion must be completed using NL (304) and forwarded in accordance with prescribed regulations;

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

- ii. has been appointed as a member of the Division Area Staff by the Division President;
 - iii. has been approved by the National Navy League Cadet Chairman.
 - f. Lieutenant Commander (NL) may be promoted to Commander when he:
 - i. has completed two years as Lieutenant Commander (NL), having displayed superior leadership and management skills;
 - ii. only when appointed to the position of Division Commander and when justified by the Division;
 - iii. has been approved by the National Navy League Cadet Chairman.
- 07. No appointments/promotions will be effective without a current volunteer screening number.

4.9 SENIORITY

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

4.10 PAY & ALLOWANCES

No pay or allowances are to be paid to Officers or Instructors. A Branch or Division may reimburse authorized expenses incurred in the performance of cadet-related duties as appropriate.

4.11 COMMAND IN RELATION TO SEA CADETS

- 01. Navy League Cadet Officers, including Division Officers, have no authority over Canadian Armed Forces Cadet Instructor Cadre (CIC) (Sea Cadet) Officers or Royal Canadian Sea Cadets, regardless of relative ranks. Similarly, CIC Officers and Royal Canadian Sea Cadets have no authority over Navy League Cadet Officers or Cadets.
- 02. Notwithstanding the above paragraph, it is expected that all CIC Officers, Sea Cadets, Navy League Cadet Officers and Cadets, recognize each other and their respective roles in the cadet program. By showing common courtesy at all times and the appropriate military courtesies when appropriate, it will provide for a more cohesive group and working environment.

4.12 TRANSFERS/LEAVE OF ABSENCE

- 01. Officers' Warrants are issued by a specific Division.
- 02. In the event that an officer moves to another corps, outside of the jurisdiction of the Division – an officer shall complete the NL (304 or 305), in order to ensure that all records are kept up-to-date, as well as to recognize the continued service.

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

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

4.13 RESIGNATIONS, SUSPENSIONS and TERMINATIONS

01. When an officer ceases to perform his duties in the Corps to which he was appointed, he is to tender a resignation through his CO. At which time, the necessary paperwork will be forwarded to the Branch President, the Division and the National Office for their action.
02. At the request of the Commanding Officer, a Branch President, with the approval of the Division and the National Cadet Chairperson, an officer or Cadet Instructor may be requested to resign his appointment for misconduct, inefficiency, unsuitability, absence, or other cause, provided the steps described below are followed.
03. Every effort must be made by the Branch President and the CO to take corrective action immediately against any officer that is creating problems at a corps. It is imperative that the member is made aware and understands the nature of the problem, as well provided with the necessary instructions to correct the behaviour.
04. When the officer creating a problem for a corps is the Commanding Officer, it is the responsibility of the Branch President to take the necessary corrective action. If required, the Division Area Officer may be available to assist as required.
05. In the event that the verbal warning has not been successful in correcting the behaviour, the officer shall be warned in writing that unless corrective action is taken within a specified time his appointment will be terminated. Such a warning shall be given by the Commanding Officer, acknowledged with a signature by the officer, and recorded in the officer's personal file. In cases where the CO is involved, the same process shall be followed; except that the Branch President

-
- will initiate the written warning. In both cases, the officer shall be provided with a copy of the written warning.
06. In the event that the behaviour continues, a COI may be convened to review the circumstances and initiate the appropriate paperwork.
07. In requesting the *involuntary release/suspension* of an officer, the following steps must be followed;
- a. it may be appropriate for the Branch or Division to establish a Committee of Inquiry to review and substantiate the reports. In such cases, the COI will:
 - i. consist of at least three people;
 - ii. be given a clear mandate and must provide a written report;
 - iii. interview as many people who have knowledge of the situation as possible;
 - iv. maintain discretion and confidentiality throughout; and,
 - v. make its report to the Branch President within (15) days.
 - b. full particulars of the circumstances and written statements from all parties concerned must be provided through the Division and National Office to the National Cadet Chairperson before approval will be granted;
 - c. if the Officer's Warrant is to be cancelled as a result of such an inquiry, the Committee of Inquiry report must to be submitted along with the Certificate of Release.
08. All Officers have the right to request a review of their case (grievance) to the CO. In certain cases, the CO may not be able to review the case; in such cases, the Branch President may act on the behalf of the CO. After the review is complete, and if the officer is still not satisfied, they may request another review by the Division President. The final review step will include a review by the National Navy League Cadet Chairperson; with the National Cadet Committee having the final word.
09. Any officer, who is found innocent of charges/claims brought against him, may request to have their warrant re-instated if it was previously cancelled or suspended. As well, the officer will be credited for any lost time.

4.14 LIMIT OF SERVICE - COMMANDING OFFICER

01. The normal tenure of office for a Corps Commanding Officer is three years. In extenuating circumstance, extensions may be granted not to exceed two – one-year terms. The National Office must be notified of all extensions in appointments.
02. Commanding Officers have a responsibility to cultivate leadership skills amongst the other officers in the corps. To this end, the CO must ensure that a capable replacement exists should the CO leave for any reason.

4.15 CHANGE OF COMMAND

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

4.16 NAVY LEAGUE CADET INSTRUCTORS (CIs) & CADET VOLUNTEERS (CVs)

01. Subject to the approval of the Branch President, a CI may be appointed by a Commanding Officer to assist in training cadets when he holds expertise not available among the corps officers. Prior to any unsupervised activity by the volunteer he must complete the Volunteer Screening Process NL (301) and submit it through the proper chain of command.
02. Cadets from the Royal Canadian Sea Cadets, Army Cadets and Air Cadets may volunteer to work with Navy League Cadets as Cadet Volunteers. Those Members of the CCO that are recommended by both Commanding Officers may assist with NL Cadet Training. A completed Volunteer Service Agreement shall be signed and kept on file at both Cadet Corps. As per CATO 11-09, the Cadet Volunteers are authorized to wear their uniform and are not required to be screened under existing League policies.

4.17 DIVISION OFFICERS AND RESPONSIBILITIES

01. Division Officers may be appointed as:
 - a. *Division Commander* - in a rank not higher than CDR(NL) (limited to one per Division);
 - b. *Division Area Officer(s)* - in a rank not higher than LCdr (NL), (limited to one Division Area Officer and one Division Training Officer for each five active Corps or part thereof;

- c. *Division Administration Officer* – in a rank not higher than LCdr (NL) (limited to one per Division)
- d. *Division Training Officer* – in a rank not higher than LCdr (NL) (limited to one per Division).

02. Please refer to NL 210.

4.18 LIMIT OF SERVICE - DIVISION OFFICERS

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

4.19 CERTIFICATE OF SERVICE

A "Certificate of Service", may be applied for by completing the NL (104) and forwarding to the Division Office. For additional information, please refer to the NL 21.

4.20 HARRASSMENT, WORKPLACE VIOLENCE AND CHILD ABUSE POLICY

Please refer to the NL 22.

SECTION 5 - NAVY LEAGUE CADETS

5.1 GENERAL

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

5.2 QUALIFICATIONS FOR ENROLMENT

01. To be enrolled as a Cadet, a candidate must:
 - a. Be at least nine (9), but not twelve (12) years old prior to 1 September of the year they enrol; and,
 - b. Be physically and mentally fit to carry out the normal cadet duties and activities in a Corps.

Note: Cadets shall not be enrolled prior to their 9th birthday. However, Cadets may remain enrolled until 1 September after their twelfth birthday.

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

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

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

5.3 APPLICATION FOR ENTRY

01. Each candidate for enrolment as a Cadet and his parent or guardian, must complete and sign an “NLC Membership Application” Form NL (320).
02. Before the parent or guardian signs the application, the regulations governing the issue of uniforms are to be fully explained to them. They must understand their joint liability for its use, cleanliness, custody, minor repairs, and return.

5.4 THE NAVY LEAGUE CADET PROMISE

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

“I (state your name) promise to participate in activities regularly, to be respectful of others and the rules of the Navy League of Canada, and to honour and support my Corps and Country to the best of my abilities.”

5.5 QUALIFICATIONS FOR ADVANCEMENT OF CADETS

01. In all circumstances, the requirements for promotion can be found in the NL Cadet Training Standard (NL 420). The number of cadets promoted depends on the number of cadets in the corps.
 - a. An *Ordinary Cadet* may be promoted to *Able Cadet*:
 - i. on completion of level 2 training
 - b. An *Able Cadet* may be promoted to *Leading Cadet*:
 - i. on completion of level 3 training
 - c. An *Leading Cadet* may be promoted to *Petty Officer 2nd Class*:
 - i. on completion of completion of level 4 training
 - d. Promotion above the rank of Petty Officer 2nd Class shall include a number of factors; leadership experience, and availability of positions.
02. In the cases when there is a cadet with special needs eligible for promotion, they must be rated separately from the quotas and requirements outlined above. Please note, corps are encouraged to contact the Division Area Officers and/or Division Navy League Cadet Chairperson for further direction.
03. When the Cadet Corps has only recently started parading, the CO may provisionally advance cadets to Leading Cadet and Petty Officer ranks with the proviso that either they qualify for their advancement within a period of three months, or they are replaced by other suitable candidates

5.6 CADET AWARDS

01. For a complete list of those awards that are available to NL Cadets, please refer to the NL 21. When submitting an award application, please complete the [NL 104](#).
02. Replacement costs for damaged or lost medals and decorations shall be the responsibility of the individual.

5.7 DISCIPLINE OF CADETS

Encouraging cadets to develop self-discipline, work co-operatively with others, and observe established guidelines is more fundamental and important to the cadet program than teaching a cadet to do what he's told and obey the rules. Self-discipline is the ingredient of cadet training which will do a cadet the most good later in life. However, it

is one of the most difficult concepts to teach young people. Correcting behaviour, while motivating them to stay in the program, is a big challenge for most Officers and Instructors. (See Annex A)

5.8 RELEASE AND TRANSFER OF CADETS

01. When a Cadet is eligible to enter the Royal Canadian Sea Cadets, he may request a release in order to join a Sea Cadet Corps. Such moves normally take place in June or Sept.
02. Navy League Cadets are not authorized to enrol in any other Cadet Program, while continuing to serve as a NL Cadet.

Cadets may transfer between Navy League Cadet Corps

03. When a cadet requests a release or a transfer to the local Sea Cadet Unit, the CO of the Corps that the cadet is leaving shall do the following:
 - a. retrieve all items of clothing and equipment that have been issued to the cadet;
 - b. provide the cadet with a Certificate of Service and a letter of recommendation for the gaining unit; and
 - c. provide all of the cadet's file documents at the request of the gaining unit, as quickly as possible.
04. The CO of the Corps gaining the cadet shall do the following:
 - a. accept the cadet at the rank and training level which he held in his previous corps;
 - b. provide new kit and equipment to the cadet, and integrate him into corps training;
 - c. request the cadet's file from his previous unit.

NOTE: When Navy League Cadets attain their 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 CO and the RCSCC CO (or representative) to discuss the options for going to Sea Cadets or remaining with NL Cadets.

5.9 DISCHARGE/MAXIMUM AGE OF CADETS

01. A cadet shall be discharged at his or her own request.
02. A cadet may be discharged for poor attendance, misconduct, lack of attitude, or in accordance with Annex A.
03. It is the responsibility of the Commanding Officers to ensure that they inform the parents/guardians of the possible training impacts if they remain in the Navy League Cadet Program. More specifically, if a Cadet is twelve years old and wishes to remain as a Navy League Cadet with aspirations of going to Air/Army/Sea Cadets, they could miss possible cadet deployments if they do not go to Air/Amy/Sea Cadets before 31 December.

5.10 EXTENUATING CIRCUMSTANCES

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

SECTION 6 – TRAINING STANDARDS

6.1 TRAINING OF CADETS - GENERAL

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

6.2 TRAINING SYLLABUS

01. Cadets are to be trained in accordance with the NL 420 as prescribed by the National Board of Directors. The NL (420) was designed based on one two-hour parade per week to accommodate corps, which meet one night per week.
02. In addition to the prescribed NLC Training Standards, it is expected that cadets will be given physical training, recreational games and/or swimming in order to promote physical fitness, mental alertness, good sportsmanship, self-reliance, and resourcefulness. In addition, they should be given citizenship and appropriate educational training. COs should encourage visits by guest lecturers and talks on subjects of interest to the cadets. Movies, videos, photographs, and “hands on” training are excellent instructional media and tend to sustain interest.

6.3 REGULATIONS GOVERNING FIREARMS

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

6.4 JOINT PARADES

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

6.5 TRAINING FACILITIES

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

6.6 TRAINING EQUIPMENT

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

6.7 CAMPS AND COMPETITIONS

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

6.8 BANDS

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

6.9 TRAVEL

All cadet travel is at the expense of the branch. Corps are reminded of the requirement to complete a NL 330 – Letter of Intent. Trips that are outside the geographical sector of the local branch must be approved by Division, in advance. If the corps expects to travel outside of limits of the Division, Commanding Officers must inform those Divisions effected and shall seek the approval of the National Office prior to the trip.

SECTION 7 – FORMAL INSPECTIONS

7.1 GENERAL

This section may be reviewed in conjunction with the Manual of Drill for Navy League Cadets and Officers.

7.2 REQUIRED INSPECTIONS

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

7.3 REVIEWING OFFICERS

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

7.4 INSPECTING OFFICERS

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

7.5 INSPECTION REPORTS

01. Inspection reports are to be prepared for each formal inspection on the following forms:
 - a. Inspection Report - NL (333) with marks by the Inspecting Officer, and comments by the Reviewing Officer, Branch and Division Presidents, or their representatives;
 - b. Commanding Officer's Report, a written narrative for the months covered within the inspection period; and,
 - c. Nominal Roll – NL (331).
02. In the event a Corps fails to submit a completed NL (333) with their Annual Inspection Report, the following procedure will be instituted:
 - a. The Division Office or Division President will be contacted by the National Office,

- b. The Division Office or Division President will have fourteen (14) days from the date of contact to submit the required (NL 333), or
 - c. Failure by the Division Office or Division President to submit the requested (NL 333) within the fourteen (14) days, may result in the following action being commenced:
 - i. the warrants of all officers warranted to that corps being cancelled; and
 - ii. procedures to close the corps under above paragraph may be initiated.
03. In addition to the above, if a NLC Officer is not listed on a submitted (NL 333), the National Office will suspend his /her warrant automatically.
04. The corps is to ensure that there are three copies of the NL 333 and the NL 331 provided to the Division Area Officer.
05. The Division Area Officer, or Division representative, will ensure the forms are complete, and distribute them as quickly as possible after the inspection as follows:
- a. For Branch and Division Inspections:
 - i. original copy to be retained by the Division;
 - ii. second copy to be returned to the Branch; and,
 - iii. third copy to be returned to the Corps.
 - b. For Annual Inspections:
 - i. original copy to be forwarded to the National Office;
 - ii. second copy to be retained by the Division; and,
 - iii. third copy to be returned to the Branch.
06. In the event that a NL Cadet Corps does not carry out an Annual Inspection, they must submit a letter of explanation and enclose a Nominal Roll and forward it through the appropriate channels.
07. Annual Inspection Reports – are to arrive at the National Office *NO LATER THAN 15 JULY*.
- a. Failure to comply with paragraphs 6 and 7 above may result in action being taken to commence formal closing of the Corps.
08. The Inspecting Officer should provide feedback to the CO and the Branch President, as quickly as possible after the inspection.

7.6 DIVISION, BRANCH AND CORPS RESPONSIBILITIES

01. It is each Division, Branch and Corps' responsibility to ensure that the three formal inspections prescribed above.
02. Arrangements for formal inspections are the responsibility of the local Branch, in consultation with the Corps Commanding Officer.
03. The Commanding Officer is to inform all members of the Corps, the Branch President, and the appropriate Division Area Officer of the dates of the three formal inspections as early as possible.
04. All Corps Officers and Cadets are to attend formal inspections unless the CO has specifically excused them.

7.7 ANNUAL PROFICIENCY COMPETITION AWARDS

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

7.8 FORMAL INSPECTION PROCEDURES

A guide to formal inspection can be found in the NL 225 (NL Cadet Drill Manual) procedures is at Annex B. It is designed for corps with limited experience with formal inspections and as a basis for standardization of procedures used in different Divisions. Each Division may issue its own directives to augment the procedures listed in the guide. It is more important that everyone involved in an inspection know what procedures are being followed for that inspection, and what is expected of him, than it is to worry about whose procedures are being followed.

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

01. Corps may hoist or carry "Colours" consisting of the National Flag of Canada, the Navy League of Canada Flag and the Navy League Cadet Flag.
02. Provincial and other official flags (e.g. those of sponsoring organizations) may be displayed, but they must always be subordinate to Colours.
03. Only the National and League Colours are to be carried on parade by Colour Parties, and only on appropriate occasions.

8.2 MARKS OF RESPECT

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

SECTION 9 – FINANCES**9.1 NAVY LEAGUE FUNDS**

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

9.2 FUNDRAISING

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

9.3 REVENUES, EXPENDITURES AND BUDGETS

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

9.4 TRANSPORTATION

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

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

9.5 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.

9.6 INSURANCE

For a complete breakdown of the insurance programs, please review the National Insurance Summary on the national website. Additional information may also be found in NL 21 – Administrative Orders.

9.7 MEDICATION(S)

The First Aid Officer may administer non-prescription "Over-the-Counter Medication" ie. Advil, Tylenol and Gravol – with the expressed consent of the Parent/Guardian. The medication should be in the original packaging, complete with dosage and instructions. Unless using an EPIPEN, the First Aid Officer is not authorized to use a needle to dispense medication.

SECTION 10 – UNIFORMS**10.1 GENERAL**

01. This section may be reviewed in conjunction with the Dress Regulations for Navy League Cadets and Officers, NL 226.
02. A former Officer may be permitted to wear a uniform. However, he must request permission in writing providing details as to the occasion, date and time to the Division President. The National NL Cadet Chair will approve all such requests.
03. An Officer may be required to return issued uniforms purchased by the local Branch prior to release or transfer to another Cadet Unit. Under normal circumstances when a transfer takes place, a Cadet Corps may make financial arrangements to offset the costs of a uniform to the previous Cadet Corps.
04. Sponsoring Navy League Branches are responsible for supplying uniforms for Officers and Cadets in the style, colour and material approved by the National Board of Directors Committee in accordance with Section 10.
05. 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.
06. 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.

10.2 UNIFORM GRANT

Please refer to NL 21 for additional information on the Uniform Grant.

10.3 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. Releases, discharges or transfers shall not be held up pending return of, or payment for, uniforms or parts thereof.

05. All individuals are held accountable for the uniforms in their care. Persons failing to return uniforms may be charged for the replacement cost.

10.4 OFFICER UNIFORMS

01. Officers shall wear the Navy League uniform authorized by National Board of Directors. No items other than those described in NL 226 are considered part of the uniform.
02. The Navy League Branch is to provide a basic uniform to all officers attached to the corps. In the case of Division Area Officers, those members fall in within the Division structure; as such, the Division is responsible for kitting these members. In both cases, the uniform is on temporary loan while the member is working at that Unit or Division.
03. The right to wear a Navy League Officer Uniform is granted solely by the National Navy League Cadet Chairperson. This remains true regardless of who purchased the uniform.

10.4 ADMINISTRATION AND SUPPLY

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

10.5 RESPONSIBILITY

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

10.6 STORES ACCOUNTS

01. Corps are to maintain a Clothing Register, NL (338) recording every receipt and survey of articles of uniform.
02. All issues of articles of uniform clothing to Officers and Cadets are to be recorded on a Kit List, NL 335 or NL 336.

10.7 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.

SECTION 11 – NAVY LEAGUE CORPS BADGES

11.1 INTRODUCTION

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

11.2 CORPS BADGE DESIGNS

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

11.3 DESIGN REFERENCES

Corps considering designing their own badges should try to borrow a copy of CFP 267, Badges of the Canadian Forces, which is usually available at Sea Cadet Corps Support

Bases and affiliated Naval Reserve units. The Naval and Naval Reserve sections of CFP 267 show all the ships' badges of the Canadian Navy, along with their heraldic descriptions, and are excellent examples of good design. Most public libraries also have books on heraldry, which may be used for reference. The Sea Cadet Badge Chart is also invaluable if you can get hold of one.

11.4 BADGE VS. COAT OF ARMS

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

11.5 SIMILARITY OF BADGES

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

11.6 DESIGNING YOUR OWN BADGE

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

11.7 APPLICATION FOR APPROVAL OF A CORPS BADGE

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

- a. the Corps has been using that badge for twenty years;
 - b. the Corps has already spent great sums of money procuring badges (they are not authorized until they are approved); or,
 - c. the badge has previously been approved by someone in authority (until 1988, there was no approving authority for corps' badges).
05. After a Corps crest has been approved the Branch may order badges appropriate to size, material, numbers, cost, etc.

ANNEX A – DISCIPLINARY PROCEDURES GUIDE

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

TABLE 1 OPTION FOR CONSEQUENCES OF MISBEHAVIOUR

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

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

TABLE 2 MISBEHAVIOUR / CONSEQUENCE

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

TABLE 2 MISBEHAVIOUR/CONSEQUENCE

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

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

ANNEX B – HERALDIC GUIDE

Please refer to [NL 21](#) – Administrative Orders.