

2017

#55 NLCC CB HILL Parents' Information Handbook for the Navy League Cadet Program

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The Navy League of Canada
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A Letter from your Commanding Officer

Thank you for introducing your child to the Navy League Cadet program. As a cadet, they will learn many new skills and partake in several fun and challenging activities.

We request that you assist your children as much as possible to ensure they get to cadets on time and are well prepared for their training. They should always try to keep their uniforms up to standards, and any equipment entrusted to them should be kept well maintained.

If your cadet cannot make a training night or activity please call (780)452-5665, or leave an email with the administration officer. Our training program and activities vary from week to week, and we do our best to accommodate every situation.

There are many policies and procedures that govern the delivery of the Navy League Cadet program, all of which can be found on the Navy League of Canada's website. The cadet code of conduct is found on the application form, and the bylaws concerning cadet safety, harassment and abuse policies are in the publications section at the bottom of the website. National's website is www.navyleague.ca.

We want your children to grow and prosper within our program, but more importantly, we want them to have fun and remain safe. Please feel free to talk to me with any concerns you may have.

Yours Aye,

A handwritten signature in black ink, appearing to be 'J. A.', is written over a white rectangular background.

Commanding Officer
#55 NLCC CB Hill

National Office / Bureau national

201-1505 Ave. Laperriere
Avenue, Ottawa, ON K1Z 7T1

national@navyleague.ca
www.navyleague.ca

Phone / Tél: 800.375.6289

Introduction

The Navy League Cadet program is a national organization, whose purpose is to develop in youth, the attributes of self-discipline, respect, active citizenship and physical fitness, all within a safe environment. The program also promotes patriotism and a sense of duty, in a modern nautical environment built on sound naval traditions. There are more than 3,000 children, ages 9-11, in over 100 communities nationwide, enrolled in the navy league program.

On behalf of the Navy League of Canada, we would like to welcome you and your children to our program and provide you with some information.

Background

Since 1895, navy league branches across Canada informally supported a youth training program to encourage young men towards a seafaring career, and gave basic training in citizenship and seamanship. The Navy League Cadet program started in 1948 for young boys, and in 1950 was followed by the Navy League Wrenette program for young ladies. Wrenettes have since become integrated with sea cadets and navy league cadets.

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

- Boating and Water Safety
- Citizenship
- Community Involvement
- Communications
- Music
- Communications

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

Objectives of the Navy League Cadet Program

The objectives of the Navy League Cadet program are to allow young girls and boys the opportunity to acquire new skills, as well as develop character and self confidence. We deliver a dynamic program with a nautical theme to the youth of Canada. The program fosters youth development in a team environment, dedicated to promoting leadership, citizenship, self-discipline and respect for others.

The Navy League Cadet Promise

I solemnly promise to honour the Queen and so conduct myself, as to be a credit to my country and to my Corps; To abide by the Regulations of the Navy League of Canada, attend drills regularly, take proper care of any uniforms and equipment entrusted to me, and assist and support the Navy League of Canada to the best of my abilities.

Cadet Responsibilities

Expectations for all cadets who join the program include:

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

It is important for cadets to attend scheduled activities. Those who do not attend parade nights regularly may fall behind in their training, and could even be released from the corps. Attendance at special parades such as the Annual Inspections is critical. If your child cannot attend a corps activity, please call (780)452-5665, or leave an email with the administration officer.

- **Taking part in fundraising activities**

In order for the corps to plan and implement various training activities, it is necessary to do a variety of fundraisers throughout the year. Cadets (and parents) are encouraged to participate wherever possible. Talk to the branch president to find out where you can help.

- **Taking care of the uniform**

Each cadet will be issued a uniform within the first couple of weeks. The cost of this uniform is approximately \$450 per cadet. Each corps has a fixed budget each year, and it is therefore the cadet's responsibility to care for his/her uniform. Upon leaving the program, the cadet is expected to return the uniform, and apart from normal wear and tear, the uniform is to be kept in good standard while in the cadet's care. They will each be given training and instruction on how to look after the uniform. Support from parents is appreciated.

- **Necessary paperwork**

Information for various activities, training weekends, camps, etc, will be posted on our website on a regular basis. Parents and/or guardians are responsible to ensure that all forms are properly completed and returned in a timely manner.

How Can Parents Help?

As a parent, there are many things you can do to help your child succeed in our program. The most important of these would be to show an interest in their success and training and to support them throughout the year. Other ways you can help include:

- Helping them organize their after-school schedules to allow time for both cadets and schoolwork.
- Reminding them to look after their uniform on a weekly basis (washing, pressing, shining boots, etc.).
- Including navy league activities such as weekend training into the family calendar.
- Trying to avoid conflicts with major activities such as annual inspections.
- Transporting your child (and maybe their friends) to parade nights and picking them up at the end of the night.
- Encouraging them to participate in corps activities. The more they put in the program, the more they will get out of it.

Promotions

Promotions are based on knowledge, skills and merit. Ranks help distinguish members at different levels of training, and each corps is allowed a certain number of senior cadet ranks (Petty Officer, Chief Petty Officer, etc.), based on the size of their corps. In order to be considered for promotion, a cadet must first meet certain national standards (attendance, training levels completed, etc.). For higher ranks, other standards may include participation in weekend training, dress, drill and deportment.

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

Camps

Cadets have the opportunity throughout the year to attend various camps. These camps are an opportunity for cadets to learn new skills and participate in many fun activities, including swimming, canoeing, orienteering, survival skills, and seamanship, just to name a few.

Getting Involved

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

- **Become a Volunteer**

There are several ways to become involved without becoming an officer or branch executive member. Talk to branch or the Commanding Officer about various ways you can volunteer within the program.

- **Become a Navy League Officer or Cadet Instructor**

Navy League officers are warranted (not commissioned), and their primary duties are to instruct and supervise cadets in their care. Officers must be able to attend regularly (both regular parade nights and weekend activities), as well as partake in training weekends, offered through the Navy League Division.

- **Join the Branch**

Each corps has a branch that provides support and fundraising for the corps, as well as promote corps' activities. Branch members usually meet on a monthly basis, although some branches meet more often than this. If you have skills (accounting, fund raising, public relations, etc.) that you feel might be useful, please contact the branch president.

Any adult who wishes to work with navy league cadets **MUST** be registered and screened by the branch. This process will include a reference check and a criminal records check including a vulnerable sector search.

Conclusion

Making the decision to join the Navy League Cadet program is a big step for a young person. As parents, you can do a lot to support your child as they proceed through the cadet ranks. If you have any questions about the information included in this publication, please contact the Commanding Officer or the Branch President. We will do our best to answer any of your questions, as well as provide you with information about corps procedures, the Navy League Cadet program and the Navy League of Canada. In the event you are unsuccessful in contacting a local representative, please feel free to contact our National Office as shown below.

Contact Information

Local Corps and Branch

Corps Telephone Number: (780) 452-5665
Parade Night/Location: HMCS Nonsuch, 11807 Kingsway Ave, Edmonton, AB
Corps Mailing Address: N/A
Corps E-mail Address: cocbhill@outlook.com
Commanding Officer: LCDR(NL) Travis Park
Branch President: Darci Emter
Branch Pres. Email: president.ebnloc@gmail.com

Alberta Division

Division President: Jocelyn Park
Email: Jocelyn.Park@abnavyleague.ca
Division website: abnavyleague.ca

The Navy League of Canada

Telephone: (800) 375-6289
Fax: (613) 941-3744
E-mail: national@navyleague.ca
Website: www.navyleague.ca

Information Specific to NLCC CB Hill

Parade and Practice Times:

NLCC CB Hill operates from September to June, with some summer events and activities.

Parade Night: Fridays at 1815 hrs. (6:15 p.m.) to approx. 2115 (9:15 p.m.) .

Liberty boats or duty divisions can run to 2130 (9:30 p.m.).

Building clean up is mandatory for all units that use HMCS Nonsuch. All cadets are assigned to clean up (duty divisions) on a rotating basis. On occasion, the entire ship's company participates at the same time.

Sunday Moring Practices

- There are specific practices that are for the members of the band or drill team; the cadets required to attend are notified in advance.
- Full corps practices are scheduled several times a year; cadets and parents are notified in advance; all cadets are expected to attend.

Drop off and Pick-up on Parade Nights:

- Cadet drop-off time is between 6:15 p.m. and 6:30 p.m.
- Parents are to enter the building with their cadet and report to the desk in the entryway.
- Parents are to sign in their cadet and leave a contact number that is accessible all evening.
- Parents are to leave immediately following sign in, unless specifically invited to stay for events like promotions or special parade displays.
- To comply with the security requirements of HMCS Nonsuch, the front gate will be opened at 6:15 p.m., locked at 6:35 p.m. and unlocked again at 9:00 p.m.
- Parents are to enter the building and wait for the cadets to be dismissed.
- Once any announcements have been made, handouts given to the parents (if necessary) and cadets have been dismissed, parents are to sign their cadet out.
- For the safety of all, sign in and sign out must be done in an orderly manner.

Late Arrival for Parade Night:

Being on time is an important requirement for participation in cadet activities and late arrivals are disruptive to the evening. However, we recognize that occasionally a parent may be running late for cadets.

- If you arrive at cadets after the gate is locked, a sign on the gate will provide a phone number to call; an officer will be assigned to come let you in.
- Cadets arriving while Colours parade is underway must report to the Quartermaster.
- Cadets arriving after Colours parade is complete must report to the Ship's Office.

Change of Personal Information:

Please ensure that you keep the Ship's Office informed of any change in address, guardianship, phone numbers or new medical concerns.

Calling for Leave:

Any evening a cadet is unable to attend parade, the **parent** must call **(780) 452-5665** and leave a message. Please list your name, your child's name, the date, and the reason for the absence. When a cadet misses a parade night without the parent calling in, it is considered to be an unexcused absence.

Attendance:

- Regular attendance at parade nights is an expectation for all cadets.
- Cadets with less than 80% attendance may lose the right to attend camps or activities.
- Three consecutive absences can result in a cadet being asked to hand in his or her uniform.

Community Parades and Activities:

Navy League Cadet corps' participate in a number of community events and activities to support the Royal Canadian Legion, the Naval Community, the military community and the community in general. Participation of all cadets in the corps is often mandatory. Examples of community events can include:

- Poppy Day
- Tag Days
- Remembrance Day
- Battle of Atlantic Parade
- Victory in Europe Parade
- Canada Day Parade
- Other events the Corps may be requested to participate in during the year

Stand Downs:

If for some reason HMCS Nonsuch is not available and an alternative parade site can't be arranged, all cadets/parents will be notified in advance that parade is cancelled for that evening. This is called a Stand Down.

In winter months, driving conditions can lead to the CO deciding to cancel a parade for safety reasons. If a weather related stand down is called, an email will be sent to all parents **by 4:30 p.m.** that day. In winter months, please check your email before heading out to cadets.

Stand down notices will also be posted on the NLCC CB Hill website at:

www.nlccbhill.ab.ca

Request Forms:

These forms can be obtained at the Quarterdeck and should be completed by the cadet. They are used for two purposes:

- To request new uniform parts when a cadet has outgrown the part issued.
- To request leave if the cadet knows in advance that they will be away for a specific date.

Inspections:

Three times a year each Navy League Cadet Corps holds an inspection:

- Branch Inspection – held between Sep 1 to Dec 31
- Division Inspection – held between Jan 1 to Apr 15
- Annual Inspection – held between Apr 16 to Jun 30

These are special events that allow our sponsors, supporters and The Navy League of Canada to inspect the corps and assess the progress the cadets are making. For the cadets, it is a time to shine and display their skills and knowledge.

All corps officers and cadets are to attend formal inspections unless they have been specifically excused by the CO.

Dress Standards**Nail Polish:**

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

Earrings:

Male cadets are not permitted to wear earrings; girls can only wear one pair of small studs or sleepers.

Other Jewelry:

The only jewelry permitted is:

- medical alert bracelets/necklaces
- faith based necklaces or bracelets
- watches

All jewelry is to be worn under the uniform so that they cannot be snagged during activities.

Hair Standards:

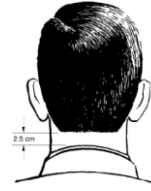
- Bangs cannot be below the eyebrows and cannot be exposed when cap is worn. Short hair must be off the ears and off the collar.
- Long hair must be worn in a bun or braid and pinned up off the collar; it must be secured so it does not fall out when the hat is removed.
- Cadets must use plain elastics or bobby-pins when securing long hair.
- Colored barrettes, scrunchies, banana clips, pony-tail holders, etc. are not permitted.
- Only hair dye that is considered to be a “natural” colour is permitted.

Full accommodation for hair based on the Canadian Charter of Rights and Freedoms is fully respected by NLCC CB Hill officers and staff.

Male Hair



Taper Trimmed Haircut – Conventional



Taper Trimmed Haircut – Straight Back

Female Hair and Earrings



Short Hair Style



Straight Hair with Bun



Single Stud Earring Centered in Lobe

Authorized Sikh Items



Patka



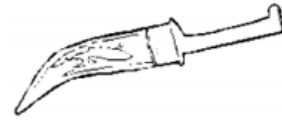
Kesh



Kanga



Kara



Kirpan

Hijab Wear



Hijab – No Headdress



Hijab – with Headdress

The Cadet Uniform

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

The uniform is issued at no cost to the cadet but lost or missing items must be replaced at the parent's expense.

Cadets socks are to be **black** cotton or wool. Socks are to be provided by the parents.

When new ranks or badges are presented, they are to be applied to the uniform by the next parade night; **no glue, adhesive or iron on hemming tape is permitted.** Badges are to be applied using needle and thread only.

Uniforms are only to be worn at cadet functions. Special permission (ie: Remembrance Day at school) can only be granted by the CO.

Uniforms are not to be permanently altered.

To ensure correct fit, trouser legs and sleeves must be hemmed or altered with needle and thread; **no glue, adhesive or iron on hemming tape is permitted.**

Other than appropriate hemming, no uniform shall be altered without the permission of the commanding officer.

Any approved alterations which require cutting the uniform part are to be done by a tailor or seamstress.

Cap:

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

Cap Tally:

- The cap tally (black ribbon with the corps name) is to have the center of the lettering in line with the front seam.
- It is to be tied in a neat square knot (bow), the ends of equal length.
- The knot and ends are to be not more than 2 ½ inches overall,
- The knot is to be centered under the left vent holes. (The left of the cap is red inside)
- If a cap tally comes untied, please ask an officer for assistance, or view one of many YouTube videos on tying a naval cap tally.

Shirt:

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

Trousers:

- The bottom shall touch the instep of the boot without bagging.
- A good rule is to have the bottom sitting on the second lace.
- All pant bottoms must have a finished hem; raw seams are not permitted.
- All hemming is to be done with needle and thread only.

Waistbelt:

- The belt can be adjusted at the side of the waist.
- The belt is worn around the waist with the buckle centered at the front.

Lanyard:

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

Boots:

- Only black boots shall be worn, laced straight across. Boots are issued with the uniform.
- When appropriate sizes cannot be found in stores, the CO and Branch President will locate a local supplier and purchase suitable footwear to ensure consistency in appearance.

**Jackets:**

- Jackets are issued for cold weather.
- If the collar is turned up due to severe weather, it must be buttoned.

Gaitors:

- Gaitors are white canvas wraps that go around the bottom of the pant leg. They are only worn by cadets in specific roles.
- If a cadet is issued gaitors, they must always be clean and crisp.
- They sit over the pants with the buckles on the outside, buckled towards the back.

Care of the Cadet Uniform

Parents are expected to assist cadets with maintaining, cleaning, and caring for the cadet uniform.

Classes are conducted for parents early each training semester. Parents may be asked to bring in their own ironing board and irons and officers and senior cadets will conduct an appropriate care class.

Cap:

- Clean the cap with soap and a damp, lint free cloth. Use warm, not hot water, to dampen the cloth as hot water tends to yellow the plastic.
- Be careful not to get the black band wet as the color will run.
- Caps can also be cleaned using a clean toothbrush (scrub in a circular motion) and small amount of white toothpaste.
- A small amount of “Fantastic Orange” or “Mr. Clean Magic Eraser” can also be used, but extreme care must be taken to not damage the cap.

Shirt:

- Shirts are to be machine washed and dried. Do not bleach or the color will fade.
- When pressing place the sleeve flat on the ironing board with the underarm seam in the middle; press leaving a crisp crease at both the front and back.

Trousers:

- The pants are polyester and are to be machine washed and dried. Do not bleach.
- Pants are ironed with crease in the center of the leg.
- Trousers should be hung on a hanger after ironing.

Waist belt:

- Clean with soap and water or with a non-abrasive cleaner such as “Mr. Clean Magic Eraser”.
- Gently rinse the cleaning agent off and dry the belt with a lint free cloth.

Boots:

- Paste polish such as KIWI brand boot polish is to be used. (No liquid polish).
- Polish is to be applied with a proper polish cloth such as a KIWI cloth.
- Wrap the cloth around the index finger and moisten lightly.
- Dab the cloth into the polish can, pick up a small amount of polish and apply to the boot.
- Lightly rub in small round circles to bring up the shine.
- Repeat the process over and over until the entire boot has been polished.
- Boots must be black and retain a good shiny finish.

Cap Tally:

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

Lanyard:

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

Gaitors:

- Gaitors may be washed in the machine with a small amount of bleach. Hang to dry.
- Do not try to whiten with shoe polish as they will yellow and crack.

Placement of Badges:

- NLCC CB Hill uses shoulder epaulettes for rank promotions. However, cadets do have the opportunity to earn various badges that must be sewn on the uniform.
- Badges are to be sewn on with needle and thread (appropriate colour), no glues or adhesives are to be use.
- The cadet manual will show the correct placement of badges. Pictures are also available on the corps website.

Training

The corps Training Officer schedules classes for each rank of cadets. The classes are based on The Navy League of Canada Cadet Training Standards, which is the guidebook for Navy League Cadet training.

Exams:

Formal exams are used as one tool to evaluate cadets for rank promotion, and are written twice a year. They are created by the Training Officer in consultation with the class instructors and are approved by the Commanding Officer.

- NLCC CB Hill accommodates multiple methods of examinations based on cadet's needs.
- Upon registration with the cadet program, parents should inform the Administration Officer of any accommodations their child might require.
- While exams are one small part of the evaluation process, participation in exams is required as part of the rank promotion evaluation.
- Exam dates are provided well in advance.
- Cadets are provided with a review package to be completed at home, using the cadet manual. Review packages are also on our website.
- All questions on exams will be taken from the review package.
- Exams are written on a normal parade night.
- Exams are short, based on what the cadet has learned up to the current rank, and will not contain questions on any subject matter not covered during regular classes.
- Cadets who do not attain a passing grade are notified within 72 hours.
- Re-write exams are scheduled either for the next scheduled parade night or for the following Sunday morning. Cadets not attaining a passing grade on the initial exam will receive one opportunity to re-write.

Ongoing assessment reports by class and deck instructors are conducted throughout the training classes and make up part of the evaluation for promotion package.

Other factors for promotion include:

- Dress and deportment
- Conduct and acceptance of responsibility for one's actions
- Attendance
- Participation in extra activities
- Knowledge of O' Canada and God Save the Queen
- Ability to recite the Cadet Promise
- Drill
- Power of Command
- Demonstration of Leadership

The exact value of each of these factors varies as cadets move up in ranks. Any senior cadet wishing to hold a deck position will be expected to exhibit a higher level of performance in these other factors than a New Entry, who is just beginning to learn how to be a cadet.

Camps/Bus Tours

Prior to any camp, permission slips and kit lists are sent home. The permission slips have a return deadline.

No cadet can participate in a camp or other special activity without the completed permission slip being submitted by the due date.

The kit list provides parents with a list of the items the cadet is required to bring for each specific camp. The lists are based on planned activities and anticipated weather conditions. It is important to ensure your child is properly prepared and equipped for camp.

- Drop off and pick up locations are provided in advance.
- Camps normally depart from HMCS Nonsuch on Friday evenings.

The process for camp drop off and pick up is as follows:

- Arrive at HMCS Nonsuch at the time listed on the permission slip or on the corps calendar on the website.
- Report with your child to the baggage check area so his/her bag is checked by an officer to ensure all required items are included. Cadets who arrive without the appropriate kit for camp will likely not be permitted to attend.
- Parents must remain at HMCS Nonsuch until the buses have arrived and your child's attendance has been recorded.
- Remain at HMCS Nonsuch until the officer in charge announces that parents may leave.
- Uniforms are not worn at camps unless specified on the kit list and permission form (i.e. cadets participating in band and colour party camp do bring their uniforms to camp.).
- Before the cadets depart for camp, parents are informed of the anticipated pick up time.
- On the day of pick up, if there are any changes to the pick-up information, officers will call or text parents with the change.
- When signing your cadet in for camp, parents are required to provide a contact phone number and indicate if it is not a cellphone. The phone number must be accessible for the entire weekend.
- If a cadet becomes ill at camp the parent will be contacted. A parent or appropriate contact person must be available for contact throughout the weekend. Occasionally a parent may need to drive to camp to pick up a sick cadet, or to meet officers at a specific location such as a health centre.

Fraternization

Male and female cadets and officers are not permitted to fraternize at cadet activities. Officers provide guidance regarding activities/behaviours that might be considered fraternization.

- Officers and staff are not encouraged to develop friendships with cadets and parents as it can lead to the perception of favouritism or bias.
- Of course, some officers are also parents of cadets. In those cases, the officer is not permitted to be involved in discussions regarding either award consideration, or discipline of their own child.

Discipline

Discipline within a cadet corps serves several purposes:

- The rights of all are protected and disputes are settled peacefully and fairly.
- Learning conditions on deck and in the classroom, are enhanced when everyone behaves appropriately.
- Honesty, cooperation, and teamwork create a safe atmosphere where esprit-de-corps may develop.

NLCC CB Hill follows the Navy League of Canada defaulters guide to address misconduct when it occurs.

Misconduct includes:

- unexcused absences
- deception
- untidiness
- insubordination
- theft or destruction of property

Consequences can include:

- reprimand
- withdrawal of privileges
- extra duties
- loss of trips or camps
- demotion o
- release

The proper chain of command is followed when placing a cadet on defaulters for misconduct.

Mess Dinners

A mess dinner is a formal meal when cadets and guests participate in naval style dinner with specific etiquette and rules that must be observed. Each cadet manual contains detailed information on mess dinners.

If you are invited to attend a mess dinner with your cadet, please check the manual to ensure you understand the rules and expectations.

Rules of the Deck

The main floor of any building a cadet corps parades in is called the deck. There are specific rules about how the deck is used and who can walk on the deck.

- All parents and guests are to stay off the deck.
- When entering the deck area, you are only permitted to walk on the outer edge of the floor (tiled section) which is referred to as the “cat-walk” or “gangway”.
- The only people allowed to cross the deck are:
 - Navy League Officers
 - Chief unless classes are in progress
- At no time are parents/guardians or guests allowed on the deck without the CO’s permission or invitation.
- The area at the rear of the parade square is called the afterdeck. No one except the staff and cadets are allowed in this area without the XO or CO’s permission or invitation.
- When waiting for your cadet, do not stand in the entrance or hallway. This area is called the “Quarterdeck” and only the Messenger, Quartermaster, and Officer of the Day are allowed to stand on the quarterdeck.
- HMCS Nonsuch fire regulations do not permit blocking the entrance or hallway.

Cadets are frequently “formed up” on the deck in either one mass “division” or in other smaller divisions. While formed up the cadets are not allowed to talk and must pay attention to instructions being given. Please, do not talk to cadets or try and get their attention.

If you need to send a message to your cadet, please do it through one of the officers.

Colors & Prayers/Sunset

The cadet parade night begins and ends with a formal ceremony. Anyone in attendance at a cadet “ceremony” must follow all directions to stand, remove hats, etc. Talking during ceremonies is not permitted. Failure to be respectful of cadet ceremonies may result in being asked to leave.

Colours and Prayers: This is the ceremony at the beginning of the parade night; the flags are raised, the National Anthem is sung, cadets recite the Cadet Promise and the Naval Prayer.

Sunset: This is the ceremony at the end of the parade night; the flags are lowered and participants sing “God Save the Queen.” While shorter than Colours and Prayers, full respect and conduct is expected by all present.

Rank Structure

Both cadets and officers earn ranks through participation in training and by successfully meeting the evaluation requirements. Specific timelines often apply. Both cadets and officers are also appointed to specific positions or roles within the corps. These roles and positions are often open only after a certain rank has been attained.

Cadet Ranks:

- New Entry (NE) – this is the rank assigned to cadets when they first join the corps.
- Ordinary Cadet (OC) – this is the first rank cadets are able to earn.
- Able Cadet (AC)
- Leading Cadet (LC)
- Petty Officer 2nd Class (PO2)
- Petty Officer 1st Class (PO1)
- Chief Petty Officer 2nd Class (CPO2)

Senior Cadet Positions:

- Chief Petty Officer 1st Class (CPO1) – This is our most senior cadet (otherwise known as the Coxswain or Chief), and is actually an assigned position (not a rank). The Chief is directly responsible for all the cadets and to carry out any orders of the CO.
- Regulating Petty Officer (RPO) – This is also an assigned position, and is the second highest position at the cadet level. The RPO takes over in the absence of the CPO1, and does various other duties as assigned by the CO or CPO1.

Officer Ranks:

- Civilian Instructor
- Midshipman
- Acting Sub-Lieutenant
- Sub-Lieutenant
- Lieutenant
- Lieutenant Commander (Normally reserved for officers serving as staff officers on Alberta Division)
- Commander (The most senior officer in Alberta Division)

Officer Positions:

There are many officer positions in a corps and often depend on the corps size and number of officers available. Some key positions (and the officer filling these positions at CB Hill) are:

- Commanding Officer – LCDR(NL) Travis Park
- Executive Officer – TBD
- Administration Officer – MID(NL) Tiffany Rae
- Training Officer – A/SLT(NL) Victoria Twigg
- Stores Officer – SLT(NL) Greg Cannon

Go to CB Hill's website for more information about the officers at CB Hill, and their position within the corps.

Questions and Concerns

While we welcome any questions, comments, and concerns, they are to be directed to the appropriate person, during appropriate times. Also, keep in mind that all staff have specific duties on parade nights, so you may not always be able to have your questions answers immediately.

- The Commanding Officer (CO) is the appropriate person to bring your concerns to.
- If the CO is not present, the next person in line is the Executive Officer (XO).
- It is not appropriate to approach with questions during Colours and Prayers or Sunset.
- Unless it is an emergency, ask the Officer of the Day to arrange an appropriate time to speak with the CO.
- The CO can be contacted by email, if you have a question during the week, or if you wish to request an appointment with CO for the next parade night.

Additional Information

Additional information may be obtained by visiting our website at www.nlcccbhill.ab.ca, or by emailing the CO at cocbhill@outlook.com.

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

Military Times

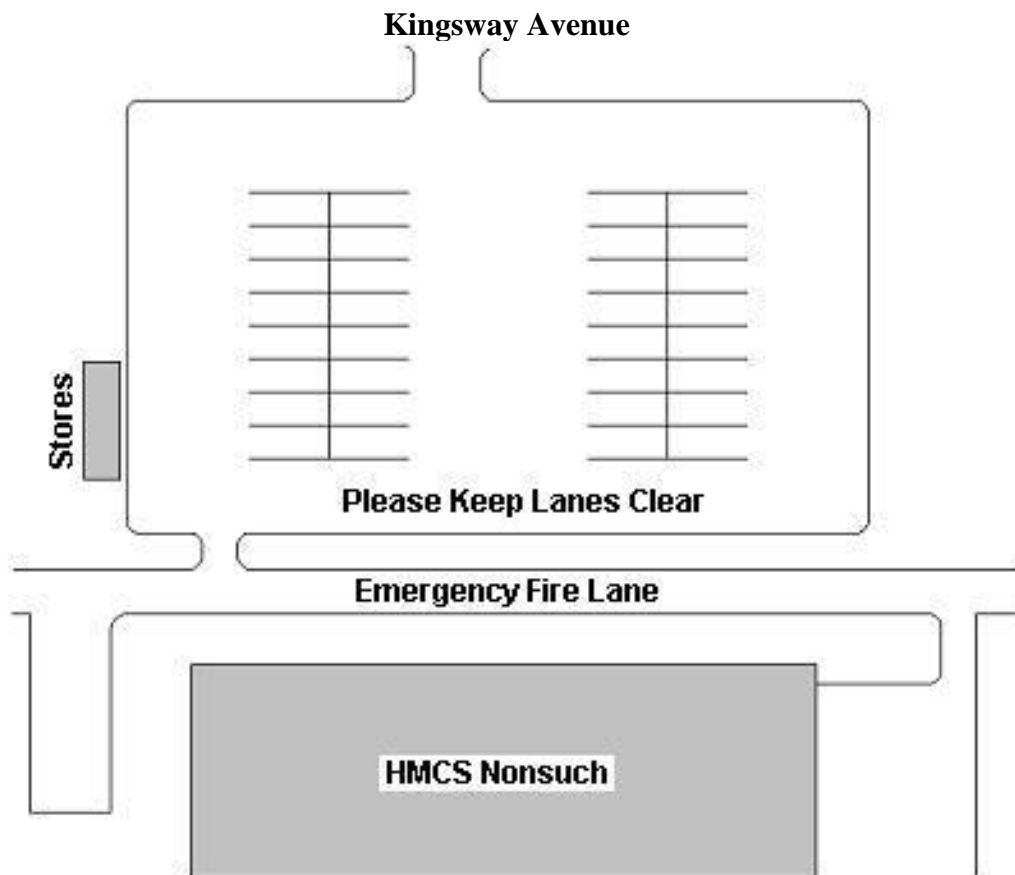
Memos and messages use the 24 hour clock. Time conversions are as follows:

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

Appendix A
H.M.C.S. NONSUCH PARKING

The safety of our cadets is of paramount importance.

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



The parking stalls are clearly marked. Do not park in the driveway portions of the parking lot. Clear access lanes help us all to enter and exit the parking area safely and quickly.