The Navy League of Canada
Kanata Branch
&
Royal Canadian Sea Cadet Corps
Centurion 319

Parent & Cadet Handbook
Contacts

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Call 613 993-2968 to reach an officer at the ship’s office

Navy League of Canada Kanata Branch

The branch is responsible for the maintaining the building, which houses the ship’s office, fundraising and support to the Sea Cadets.

Parents are welcome and encouraged to join the branch. Dues are $5.00 for non-voting membership and $20.00 for voting membership per year. You can vote, sit on committees and help with operations.

Please contact the branch president for further information or to purchase your membership.

Why should my child join?

Your child will be joining one of Canada’s premier youth organizations. Cadets form a national organization whose purpose is to develop in youth the attributes of leadership, engaged and active citizenship and physical fitness, all within a safe environment. There are more than 10,000 young men and women aged 12–18 in over 200 communities nationwide enrolled in Sea Cadets.

But first of all and foremost – for the youth – join to have fun. You will take part in organized activities with many opportunities for teamwork, physical fitness, music, drill and just having fun with friends. You will make new friends – our Corps is made up of youth from all over Nepean, Kanata and West Carleton. In addition to the “mandatory training” in drill, music, seamanship and sailing, biathlon and marksmanship, we regularly have sports and fun nights when we come in our civilian clothes to just play and have fun. Sometimes the officers even like to get in on the action! Usually there are opportunities for a swim night, tubing, camping and perhaps a special
trip during the year. Many of you will also have the opportunity to attend summer camps in various locations across Canada, if that is of interest to you.

The leadership skills taught in the higher ranks will help you later in life when you look for a job or apply for acceptance in other organizations.

The nautical skills learned here will give you information that you may have opportunity to use when having fun on the water in your civilian life.

**What will my child learn?**

There are many, many things to learn; some of them taught and others simply learned by living life. The main theme of everything taught is Naval. We will teach them to understand naval terminology, knot tying, marching, parts of a ship, sailing, marksmanship, cross country skiing (biathlon) and musical instruments. Two main ideals we try to instill in the cadets are discipline and respect – respect for oneself, other cadets, our ship (building) and officers.

There is also the teambuilding aspect of Sea Cadets with five teams your youth can join. On each team, the cadet will learn different skills and build bonds with the other cadets.

Your cadet will have the opportunity to earn a number of awards presented during our Annual Inspection in May. A list of the awards and what we look for in the cadet that receives them are detailed at the end of this booklet. We encourage parents, family and friends to attend this special event. You will be impressed with everything your cadet and his/her friends have learned during their time with the Corps.
Training and Parade Nights

We parade on Tuesday evenings. Arrival time is 6:30 p.m. and we finish the night at 9:30 p.m. Tuesday nights are generally for mandatory training. We have the occasional sports night interspersed throughout the year to take breaks from the formal training. Saturday training is for competition training – Corps competing against other Corps. For the safety of the cadet, do not drop off your child unless you see a senior cadet or officer. Similarly, cadets are not allowed to leave at the end of the evening until a responsible adult comes in and lets us know they are back in their care.

Attendance

Attendance is taken at the start of every event, whether we meet on the Parade Square or other venues. Attendance is marked as present, excused or absent. For this reason, we ask if your cadet is unable to attend any function, either you or your cadet notify us in advance. Contact the Ship’s Office at 613-993-2968 and leave a message with the cadet name and the reason for the absence before the start of the evening’s activity. Knowing the reason for the absenteeism will generate an “excused” on the attendance record. Four consecutive unexplained absences may result in the cadet being removed from the corps, as he or she will be considered as having quit.
Uniforms

Uniforms are provided to the cadet at no cost. Cadets are responsible for the care of the uniform and will be taught the proper method of doing so. You will be required to sign a form for the uniforms, as any missing or damaged pieces will be your responsibility to replace. This form will show the replacement cost of the uniform. Uniforms are only issued after the cadet has shown they are committed to being a member and attendance is not an issue. This is usually after 4 to 6 weeks after joining the Corps. Please take note of the uniform list and the replacement costs.

Cadet Uniform Pieces

<table>
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<tr>
<th>Item</th>
<th>Price</th>
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<tr>
<td>Cadet Trousers, Unisex</td>
<td>$29.04</td>
</tr>
<tr>
<td>Cadet Shirt, Unisex</td>
<td>$22.97</td>
</tr>
<tr>
<td>Cadet White Cap, Unisex</td>
<td>$52.80</td>
</tr>
<tr>
<td>Cadet Gloves, Unisex</td>
<td>$19.14</td>
</tr>
<tr>
<td>Cadet White Belt, Unisex</td>
<td>$11.22</td>
</tr>
<tr>
<td>Black Parade Boots, Unisex</td>
<td>$139.92</td>
</tr>
<tr>
<td>Grey Socks, Unisex</td>
<td>$4.62</td>
</tr>
<tr>
<td>Lanyard, Unisex, Universal Size</td>
<td>$3.30</td>
</tr>
<tr>
<td>Cadet, Shoulder Flashes, English (Pair)</td>
<td>$2.25</td>
</tr>
<tr>
<td>Cadet, AC Rank Badge</td>
<td>$0.99</td>
</tr>
<tr>
<td>Cadet, CPO1 Epaulets (Pair)</td>
<td>$4.07</td>
</tr>
<tr>
<td>Cadet, Cap Tally, English</td>
<td>$3.35</td>
</tr>
<tr>
<td>Cadet, Parka, Unisex</td>
<td>$263.00</td>
</tr>
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Volunteers and Donations

Do you have a special trade? Are you able to help out with the repairs and maintenance of the building? Can you supply donations for raffles, special awards for the cadet? Even if you are able to help on rare occasions, please sign up! The more volunteers we have, the better. We have frequently in the past had to rely on the same parents over and over again. It would be nice to be able to spread the workload …and you just might have some fun!! We are also grateful for any donations we receive to help us offset the costs of maintaining our corps. Did you know cash donations are not the only way you can help? We can make great use of your Canadian Tire money. Please speak with the president if you have questions.
Information Home

We will take every possible step to ensure all information will reach your home in a timely manner. Information and newsletters will be handed out at the end of the evening. Please ensure you read your papers from your cadet. Divisional Petty Officers will contact the cadets within the division weekly.

There is a site on Facebook called Centurion Message Board. The Navy League posts important messages regarding upcoming Navy League events, and opportunities.

www.facebook.com/#!/groups/25754010164/

All communication and questions are to go through the Ship’s Office unless it is regarding fundraising or it is directly related to Navy League business.

Cadet Files

We update the cadet files at the start of the year. All new cadets are required to bring in their health card and birth certificate, which will be photocopied and placed in their file. We ask for two contact numbers to ensure we are able to get in touch with someone in case of an emergency.

Ship’s Office

The Ship’s Office is off limits to non-personnel. In order to enable the Administration Officer to do his or her work in a timely manner, we ask that cadets and family members remain at the information counter.

Visitors

Parents are always welcome to stop by and watch the cadets; however, we do ask that you observe quietly. This applies when arriving at the beginning of parade or picking up your cadet at the end of the evening. The cadets have routines they have to follow that are made difficult if there is a noisy crowd on the quarterdeck. As well, if you have other children with you, please ensure they are quiet and still. If you are not sure where to wait, ask us! We will be more than happy to help you out.
Recruiting

The cadets are encouraged to bring along friends who maybe interested in joining Sea Cadets. The friend must bring along a permission note from their parent or guardian. A contact number and health card must accompany the visiting youth. We recruit by means of newspaper articles, posters, street signs and banners but the most successful recruiting method is by word-of-mouth. Please help us spread the word on this terrific program.

Canteen

Every Tuesday we have “stand easy” from approximately 20:00 to 20:15. The cadets can purchase a drink and snack for roughly $2.00. They are given a few minutes to relax and enjoy their snack before proceeding to periods 3 and 4 classes. Any profits made from the canteen sales are redirected back towards the optional youth activities.

COST OF CADET PROGRAM = FREE

The Navy League will offer additional training and special events on occasion. These extra activities may be partially sponsored by the Navy League; but will require some payment from the Cadets to participate. The Cadets may choose to participate but it is considered additional training, and participation is optional. Some examples of additional programs are:

- Scuba- Cadets paid $300.00  
  Course Value was $600.00
- Norfolk- Cadets paid $250.00 
  Trip Costs: $476.00
- SENS Game- Navy League Sponsored 
  Cadets to purchase their own snacks
- Tubing- Navy League Sponsored 
  Cadets to bring or purchase their lunch
- Year End Trip- Navy League Sponsored 
  Cadets to bring/purchase their lunch
- RCSCC Clothing- Partially Sponsored 
  Optional except for Teams/Travel
Conduct and Behavior Expectations

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

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

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

Members of the Sea Cadet Program have the following rights:

- To be treated fairly and with respect
- To be included as part of the group
- To seek help from friends, parents, officers and volunteers
- To make decisions
- To use the law to protect yourself and others
- To feel safe
- To learn
- To say “No” to unwelcomed behavior
- To never be alone with an officer or volunteer
- To be protected from all forms of harassment and abuse

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

NL (202) E 01 Sept 2003
Annual Awards

POWER AWARD – Awarded to the cadet who tries the hardest, putting all of their power and effort into giving 110% in their participation

SEAMANSHIP – Awarded to the cadet who exhibits an advanced level of rope work, naval knowledge and practical skills

SAILING – Awarded to the cadet who has achieved the highest level of sailing or has demonstrated the most improvement in the past year.

ADVENTURE TRAINING – Awarded to the cadet who has demonstrated a high level of proficiency in field camp routine, orienteering, environmental concerns and use of field equipment.

MARKSMANSHIP – AIR – Awarded to the cadet who has demonstrated rifle-handling safety, obeys safety orders and has shown a high degree of consistency in his or her results while using the Daisy cadet air rifle.

ESPRIT DE CORPS – Awarded to the cadet that best exemplifies the highest regard for the honor and interest of the corps and keeps his or her focus in order to keep the corps on track. His or her peers choose the recipient.

BIATHLON – Awarded to the cadet who has demonstrated a strength in building and developing team spirit, as well as showing a consistency in his or her results while using the Anschutz Rifle and cross country skiing.

BEST JUNIOR CADET – Awarded to a cadet, with the rank of Leading Seaman or below during the training year, who exceeds the standards of the rank. This cadet stands out among his or her peers with overall attitude and perseverance.

BEST SENIOR CADET – Awarded to a cadet with the rank of Petty Officer 2\textsuperscript{nd} Class or above during the training year, who has shown good use of their leadership and other skills acquired over the years as a cadet. This award is for the cadet who has shown dedication and steadfastness in times of both good and bad fortune.

COCK OF THE WALK – Presented to the division with the best overall dress, drill, attendance and attitude over the training year.
MOST OUTSTANDING CADET – Awarded to the cadet of any rank that stands out from the rest of the ship’s company. This individual displays an above average effort in dress, deportment and self-discipline.

DRILL TEAM AWARD – Awarded to the cadet who has demonstrated a high level of dedication to the Drill Team, consistently maintained first-rate standards of drill throughout; dress and deportment must be outstanding.

BEST DRESSED AND DEPORTMENT AWARD – Awarded to the Best Junior or Senior Cadet who maintains a high standard of dress during the weekly uniform inspections.

CAPTAIN’S AWARD – Awarded to an individual who has performed above and beyond the call of duty.

DIVISIONAL AWARD – Awarded to the cadet in each of the Divisions, who has shown great potential, initiative and has maintained a high level of dress and deportment.

Drake
Magnificent
Barham
Anson
Seamanship Team

The aim of this team is to encourage cadets to increase their knowledge of seamanship, particularly as it applies to their training. The team is made up of 5 cadets and 2 spares. This team is looking for cadets from every rank. The competition consists of questions covering naval knowledge particular to their rank. The points of the compass, the parts of the ship, Cadet and Officer Ranks, knots and heaving line are covered. Cadets that are part of this team would learn a vast amount of naval knowledge.

Drill Without Arms Team

This ensures the cadets march and maneuver together as one while promoting discipline, alertness, precision, pride, steadiness and cohesion necessary for success. Drill is the basis for all teamwork. The team is comprised of 1 commander, 12 cadets and 2 spares. The team will learn movements and timing. The competition will consist of performing the drill routine twice.

Drill With Arms Team

The Drill with Arms Team learns the same basic principles as the drill without arms team, with the addition of replica rifles. Additional movements not previously learned in regular drill, will be taught. Drill with Arms is more difficult as the standing and marching drill learned in the drill without Arms team is complicated by the addition of rifle movements. This team consists of 1 commander, 12 cadets and 2 spares. The competition for this team is the same as the other drill team in that they will perform the routine twice at the competition.

Cadets who wish to master the art of navigation, map and compass work should try out for the Orienteering Team. This group of individuals trains in local areas, and use the Connaught Training Facility to practice reading. They learn to recognize how to read features on a topographical map, to take bearings from the maps provided to follow or find a number of preset locations.

Band

Working together, the Band learns to play their musical instruments together. The Band practices once a week and attends Band workshops with other local Corps. The Band may also compete in EOA (Eastern Ontario Area) Competitions. They perform and play at the Annual Review in front of all parents and guests. Instruments are not provided.
EOA (district) Competition

The RCSCC Centurion regularly participates in the Eastern Ontario Area competitions. The first place team in each event then may compete at the provincial competition.

Provincial Competition

The first place teams from every district in Ontario are allowed to compete in the provincial competition. There are no national competitions to move up to for these teams.

Deck Positions

**Coxswain**
The Coxswain is a senior cadet who is in charge of all cadets. He/she answers to the Commanding Officer and works with the Regulating Petty Officer (RPO) to give commands to the cadets. The Coxswain will lead parades whenever there is no officer on deck to lead the parade.

**RPO**
The Regulating Petty officer (RPO) is a senior cadet who is second in command of all the cadets. The RPO answers to the Executive Officer and works with the Coxswain to give commands to the cadets. In the absence of the Coxswain, the RPO will command the cadets. It is the RPO’s duty to call for the cadets to fall in for all parades and ceremonies.

**Corps Boatswain**
This cadet is in charge of all timing on the ship. When cadets need to change what they are doing (class to stand easy, mess to fall in) the Boatswain will blow the pipe “The Still” to bring everyone on the ship outside of an office to attention. After any orders the Boatswain will pipe the “Carry On” and everyone carries on with the orders just given. If the Corps Boatswain is a Chief Petty Officer, they are referred to as the Chief Boatswain.

**Quartermaster**
The Quartermaster (QM) is in charge of all the entry on the ship. They are, also, in charge of the ship’s log and making sure everyone coming aboard signs the log or is recorded on the attendance. The Quartermaster answers to the Regulating Petty Officer. As well, it is the duty of the QM to record all events on the ship in the log.
Guard Commander
The Guard Commander (GC) is a senior cadet in charge of the Guard division. The Guard Commander answers to the Executive Officer (XO). The GC will give all commands regarding the Guard during Colors and Sunset.

Messenger
The Messenger is a senior cadet who has the duty to carry all messages from the person in command of the deck at the time to whoever they need to communicate with. Also, he or she is at the call of the Commanding Officer.

DPO
The Divisional Petty Officer is a senior cadet in charge of a division. The DPO answers to the Divisional Officer (DO). In the absence of the Divisional Officer, the DPO is in charge of the division. If a division needs to move or a divisional command needs to be given, the DPO will usually give it.
Cadet Staff

**Administration Cadet**
The admin Cadet will assist the Administration Officer (Admin O) in some of the duties such as preparing attendance boards for the Divisional Officers and helping to distribute paperwork to various departments.

**Training Cadet**
This position will assist the Training Officer (Trg O) in some of their duties such as distributing and collecting training records to the instructors.

**Stores Cadet**
The Stores Cadet will assist the Stores Officer in their duties. Documenting and distributing of uniforms are some of the tasks.
What is a Branch, How it works

As a parent of family member of a cadet you most likely have heard the term “The Branch” and wondered just what they were talking about. Let US “The Branch” try to explain to you what we are all about.

The branch is a group of individuals who are either parents or family members of a cadet or others from the community. The branch is made up completely of volunteers who like most of you offer up their free time to help the cadet program and the youth of our communities. Again, they are strictly volunteers.

The branch’s responsibility is to ensure the Sea Cadets have a place to train, much like the building we are in today. Along with that, the branch takes care of the usual maintenance expenses for the Ship’s office. We are fortunate to have Connaught Range provide the drill hall and classrooms.

We rely on fundraising events such as tag days, online auctions and frozen food orders to pay for items and outings not covered by DND. The Department of National Defense supplies the uniforms, pays for the on-water training, transportation, band supplies, summer camps, internet and phone services. The branch generally pays for these items up front and submits the receipts for reimbursement. Lastly, we receive donations from the Royal Canadian Legion for assisting in their poppy sales.

Our volunteers give of themselves greatly, but as we know many hands make for light work. Parents can help by supervising at tag days, providing items for the online auction, and driving cadets to practices for competitions, making food for annual review or providing free labor from your profession such as DJ services for cadet dances. No matter your profession, the more input we have, the better the ideas that can be brought forward. The work the current branch does is greatly appreciated. Again, there are only a small number of people on the branch to do many jobs. It is always good for parents to know how things work and to possibly have a say in what their children have taken an interest in.

The local branch meets every second Tuesday of the month during the training year. The meeting begins at 7:00 p.m. and will finish up at 8:30 p.m. League members have a voice at the meeting and vote on motions. Parent visitors are always welcome to join the meeting. Come out and support the Navy League of Canada – Kanata branch and Centurion Sea Cadets.
ROYAL CANADIAN SEA CADET CORPS CENTURION 319

USS GW BUSH AIR CRAFT CARRIER
NORFOLK, VIRGINIA
MARCH 2011

LET THE ADVENTURE BEGIN....

ROYAL CANADIAN SEA CADET CORPS
CENTURION

Written by Lesley Lehman, President NLOC Kanata Branch, February 2011
Reviewed and Amended By: Kim David and Steven Shamess, NLOC, April 2011
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