



**Navy League Cadet Corps
Captain Jackson #21**

'Una Cum Altero'

2017- 2018 PARENT HANDBOOK

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KEY POINTS OVERVIEW

Mandatory parades – every Thursday night and other specified dates such as Full Ship’s Company Practice, Remembrance Day, Ceremonial Divisions, Inspections and Battle of Atlantic as per routine orders.

When Cadets are dismissed to classes all Parents/Family/Guests are required to leave the base. We parade on a Military Base and for security reasons no one is allowed to stay for the duration of the evening.

ABSENCES

- leave is granted when requested by the cadets
- email link found on the website containing “name, division, date and reason” or a note regarding absences submitted to Ship’s Office
- no request for leave results in the cadet marked “AWOL”
- 3 “AWOLs” in a row MAY result in dismissal from the corps

PERFECT ATTENDANCE

- Cadets registered by the end of September of the new training year.
- no more than 3 authorized absences (letters submitted and signed by the Commanding Officer)
- Officers will not be responsible for tracking down letters regarding absences
- Bronze Medal (1 year perfect attendance)
- Silver Medal (2 years perfect attendance)
- Gold Medal (3 years perfect attendance)

PARADE TIMES

- No dropping off cadets prior to 1810 hours (6:10pm)
- Drop off only in parking lot.
- Arrivals no later than 1820 hours (6:20 pm)
- Parade starts 1830 hours (6:30 pm) sharp!
- If arriving early, please wait with your cadet(s) in the car in the parking lot until appropriate times
- Please be prompt picking up cadet(s) at 2100 hours (9:00 pm)
- Colors and Prayers 1830 hours and Sunset 2040 hours (parents are welcome to attend)

DEPARTMENTS WILL BE CLOSED BY 2115 HOURS (9:15 PM) SHARP!

CADETS ARE RESPONSIBLE, NOT PARENTS, FOR ANY REQUESTS

UNIFORMS MUST BE RETURNED UPON LEAVING THE CORPS, CLEANED AND ON HANGERS!!!!

REGISTRATION

Registration for Navy League Cadets is ongoing and begins the first Thursday in September. Cadets must be 9 years old but are not yet 12 to be eligible. There is a \$100.00 membership fee for each Cadet, with a maximum of \$200.00 per family (this includes Cadets enrolling in RCSCC Undaunted). **Cash, credit or debt card ONLY.** There are five forms to be completed for registration:

1. Branch Membership Form
2. Navy League Cadet Registration Form (the Cadet must sign this also)
3. Medical Form (please complete front and back in detail)
4. Uniform Contract
5. Contact information sheet.

Proof of age is also required; the Alberta Health Care Card is preferred as we need the number for the medical form.

The first Thursday evening in September is strictly a registration night and Cadets may leave once registered. Uniforms are not to be worn. The second Thursday is registration and a sports night; no uniforms to be worn. Cadets should wear appropriate sport clothing. Appointments for uniform exchanges can be made with the Stores Officer at this time and uniform returns will be accepted as well.

Cadets officially start the third Thursday, September 21, 2017 and will be in uniform if already issued one. Cadets without uniforms are to wear white shirts with black pants, and black shoes. This evening will be our usual hours from 1825 hrs (6:25 pm) to 2100 hrs (9:00 pm).

PLEASE NOTIFY THE SHIP'S OFFICE IN PERSON OR BY EMAIL IF THERE IS A CHANGE IN YOUR ADDRESS, EMAIL, OR PHONE NUMBER FROM THAT ON THE REGISTRATION FORM. WE PREFER EMAIL BUT IF YOU DON'T HAVE AN EMAIL ADDRESS; YOU CAN PHONE AT (403-246-2525).

PARADES - MANDATORY

Regular Thursday Evenings

Captain Jackson Cadet Corps parades every Thursday evening unless otherwise specified in Routine Orders. The evening begins on the main deck with Colors and Prayers, an Inspection, followed by a March Past. Parents and guests are welcome to attend this part of the evening and can enter the deck through the main doors of HMCS Tecumseh. **Please stand quietly at the back of the deck so as not to distract the Cadets or interfere with the parade. PLEASE DO NOT BLOCK THE DOORWAYS!**

Parents are required to leave the deck immediately following Colors and Prayers. You are welcome to return for Evening Quarters 2040 hrs (about 8:40pm) The deck is used as an instructional area so your co-operation is appreciated.

Following the above ceremonies are classes, both in the classrooms and on the deck. Cadets receive a 15 minute break (Stand Easy) during the training night. Please note, **because this is a military base, non-military or navy league personnel cannot remain on the base nor wander through the buildings.**

Parents and guests are welcome to join us for Evening Quarters at approximately 2040 hrs (8:40 pm). At this time, the flag is lowered, notices are handed out and announcements are made. The Cadets are given Liberty Boats (dismissed) at 2100 hrs (9:00 pm) and may leave with their rides unless they are on duty that usually lasts until 2120 hours (9:20 PM)

ALL DEPARTMENTS WILL BE CLOSED PROMPTLY BY 2115 HOURS (9:15 P.M.) PLEASE BE PROMPT WITH ANY BUSINESS AND PICKING UP YOUR CADET(S).

CADET ACTIVITIES ARE RARELY CANCELLED.

YOU CAN BE KEPT INFORMED OF ACTIVITIES THROUGH THE CORPS WEB SITE AT WWW.CAPTAINJACKSON.CA. IF YOU HAVE PROVIDED AN EMAIL ADDRESS UPON REGISTRATION, INFORMATION CAN ALSO BE SENT TO YOU AT THAT EMAIL ADDRESS.

USE OF SOCIAL MEDIA SUCH AS FACEBOOK TO OBTAIN CORPS INFORMATION IS NOT A SUPPORTED RESOURCE FOR OFFICIAL INFORMATION ABOUT THE CORPS.

Ceremonial Divisions (CD's)

Ceremonial Divisions usually occur the last Thursday of every month. These parades are more formal and occasionally we have a guest Inspecting Officer. These parades are practices for Officers and Cadets alike. They are to ready the Corps for our main inspections. Cadets may wear their most recent Perfect Attendance Medal on these occasions.

Full Ship's Company Practices

Full Ship's Company practices will be held on one Friday evening per month. Specific dates and times will be provided on Routine Orders. These practices are mandatory and they count for the Perfect Attendance Award. As our Annual Inspection approaches, we will have a Full Ship's Company practice the day before. Divisional Officers may also book extra time with their Divisions.

Other Parades

We have three other mandatory parades each year. The first is November 11, Remembrance Day. We attend ceremonies at the Jubilee Auditorium, Peacekeepers Park, and CP Rail.

The Battle of Atlantic Parade will be held at HMCS Tecumseh on the first Sunday in May. It is to commemorate the Canadians lost during this WWII battle.

The last parade is our Annual Inspection, which will be discussed below. All Mandatory parades count towards Perfect Attendance Awards.

We have other events during the training year where cadets are expected to participate at. This can include Bottle Drives, PFD (Personnel Flotation Device) Training or other citizenship events. Dates will be announced in the Routine Orders.

TIMES

Thursday evenings, Cadets are expected to be on board ship at 1820 hrs (6:20 pm) **(no earlier than 6:10 pm unless previous arrangements have been made)** and are to be picked up at 2100 hrs (9:00 pm) except for the Duty Division, which is dismissed at approximately 2115 hrs (9:15 pm). If you arrive early, please stay in the car/parking lot with your cadet(s) until the appropriate times. If there are officers already on the base, they are busy preparing for the night and cannot tend to cadets' needs. Only exceptions allowed will be appointments made prior to the evening with said officers. Each division takes a turn being the duty division. It is their job to ensure the base is tidy by picking up trash from the floors and emptying the gash (garbage cans). Routine Orders will state which division is on duty for the evening.

Full Ship's Practice is on a Friday, times will be from 1830 – 2100 hrs (6:30 to 9:00 pm). When a "meal night" is included on Full Ships, dinner starts at 1800 hrs (6:00 pm) and the practice will commence following dinner. The times will be stated on Routine Orders. Colour Party and Band practices on Friday evenings run from 1830 – 2030 hrs (6:30 to 8:30 pm).

If the Cadet is late on either Thursdays or Fridays (arriving after attendance has been taken) he/she is to report to the Quartermaster (at the Quarterdeck) and sign in. If the Quartermaster is no longer in attendance, the Cadet MUST report to the Officer of the Day or The XO. (Whoever is in front of the Dias) The must also report to their Divisional Officer and/or the Administration Officer at Ship's Office.

We try to be on time, but on occasion we may run late and we appreciate your patience but **PLEASE BE PROMPT IN PICKING UP YOUR CADET.**

INSPECTIONS

Each Navy League Cadet Corps in Alberta is inspected three (3) times during the training year. Marks are based on the Cadets, the Officers, Administration, Training, and Stores Departments. The Corps is marked on overall attendance, drill, uniforms, community involvement, extra-curricular activities, and paperwork. The marks are sent to Division (Edmonton), then to National (Ottawa) where they are used to determine the best Corps in the province and the country.

The Annual Inspection is generally our last parade of the training year. This inspection is a time when the Cadets show off what they have learned during their training year and includes displays of the Classes. Family and friends are encouraged to stay and share in the day. Before the Annual Inspection we will have an awards evening and most of the awards will be handed out at that time. This will give the cadet enough time to sew on any new badge they may have earned.

COMMITMENT

As you can see, being a Navy League Cadet requires a great deal of commitment throughout the entire training year. Baseball, hockey, soccer, etc. tend to clash frequently with Cadet practices and parades. If sports consistently conflict with Navy League, the Cadet will be asked to make a choice between these activities. Please refer to the section on Attendance.

ATTENDANCE

Attendance is taken at every parade and if a Cadet is going to be absent, he/she must email Administration/Ship's Office on the website and leave a message. Website (noted on page 18) and click on "Request for Leave Please" state the Cadet's name, division, date, and reason for their absence.

If a Cadet does not phone for leave, he/she will be considered absent without leave (AWOL) and will be contacted. The RPO/Admin Officer will be calling the cadets that are AWOL that evening.

All absences will require notes to be submitted to the Admin Officer. The officers will not be chasing the cadets down for notes regarding absences, which is one of the requirements for cadets to earn the Perfect Attendance Medals.

It is important for the Cadet to report to the Ship's Office when he/she returns to see if any notices were handed out. The Cadet may miss an important event, like camp, if he/she does not have the information.

Attendance is mandatory on Thursday evenings, Full Ship's Company Practices, Remembrance Day, Battle of Atlantic Sunday, and the Annual Inspection. Cadets are expected to attend community events, funding events and Personal Flotation Drill.

Attendance is one of the things we are marked on at the Inspections.

CADETS MISSING THREE (3) CONSECUTIVE PARADES WITHOUT LEAVE MAY BE AUTOMATICALLY DISCHARGED FROM THE CORPS.

PERFECT ATTENDANCE

The Perfect Attendance Awards are medals that are worn on the uniform for inspections and special ceremonies. To earn a bronze medal, the Cadet must have one (1) year perfect attendance. To earn a silver medal, the Cadet must have two (2) years perfect attendance. To earn a gold medal, the Cadet must have three (3) years perfect attendance. A Cadet will be given credit for attendance with CO's leave as outlined below. To earn a Perfect Attendance Medal, a Cadet must be registered **before the end of September** of the present training year.

Attendance is based on Thursday evenings, Full Ship's Company Practices, Remembrance Day, Battle of Atlantic Sunday, and the Annual Inspection. Cadets must also attend the bottle drives and PFD (Personal Flotation Device) Drill.

The Commanding Officer (CO) will grant leave for illness, a family function, church or school function, or a family crisis (e.g. death in the family). These absences must be qualified with a letter from a parent/guardian or the Cadets themselves.

A MAXIMUM OF THREE (3) LEAVES WILL BE GRANTED FOR PERFECT ATTENDANCE (WITH ACCOMPANYING LETTER). PLEASE ENSURE THE ADMINISTRATION OFFICER RECEIVES LETTERS AS SOON AS POSSIBLE AFTER THE ABSENCE. IF THEY ARE NOT RECEIVED IN A TIMELY MANNER, THEY WILL NOT BE ACCEPTED.

FALLING OUT

Cadets are strongly discouraged from “falling out” (leaving their Division) while standing in the ranks; washroom breaks should be taken just before parades and during Stand Easy. However, there are occasions when “falling out” is unavoidable (e.g. feeling ill or faint). When this occurs, Cadets are strongly encouraged to kneel on one knee so they may be seen and assisted off the parade deck and attended to. These cadets will be recorded in a Medical Log kept by the Quartermaster and monitored by the GI weekly. Consistent falling out may result in the cadet being required to provide a medical note from their doctor before they will be allowed to fall back in for parade. Please ensure that your cadet(s) has a proper meal before coming to cadets. The Cadets’ wellbeing is our paramount concern.

ROUTINE ORDERS

Routine Orders are posted to our website (see the final section of this handbook). These Orders outline what is going to happen during the next month and there may be messages from the commanding Officer and/or Executive Officer. It may be a good idea to ask your Cadet if something was sent home each week as we do send announcements and applications for camps, etc., throughout the month.

The following is a sample of Routine Orders:

1) Duty Watch

Date, Officer of the Day, Duty Division

2) Dress

Which uniform is to be worn by both Officers and Cadets?

- Summer Dress - Full uniform without pea jacket. (If it is cold, rainy, miserable your Cadet may wear his/her pea jacket)
- Winter Dress - Full uniform with pea jacket (if issued)
- Ceremonial Divisions and Inspections - Full uniform with one medal
- Full Ship’s Company Practices - Civvies with Boots and Caps unless otherwise indicated
- Sports Nights – Sport wear with runners

3) Upcoming Events

A chronological list of events with a description of what is happening. Please note regular Thursday evening parades are not always listed in this section. If you are unsure whether we are parading, check under “Duty Watch”. If we have assigned a Duty Division, we are parading.

4) Commanding Officer’s Remarks

5) Executive Officer’s Remarks

STAND EASY

Stand Easy occurs at every Thursday evening parade. It is a 15-minute break between classes where the Cadets may purchase a healthy snack such as juice, water, granola bars etc. There is a limit on purchases by Cadets (may only buy what can be consumed comfortably in 15 minutes). Prices range from \$0.50 to \$1.00. There are two (2) free stand easies a year at the CO’s discretion. The canteen is run by the Calgary Branch and does not turn a profit; **\$1.00 is maximum for cadets to spend each Stand Easy. Please refrain from sending more than that with your cadet(s).**

COMMANDING OFFICER'S COMMENTS

I would like to welcome our new and returning Cadets to the 2017-2018 training year. NLCC Captain Jackson #21 is a very active Corps both in the public community and the Naval community.

Our goal is to provide the cadets with a positive experience, create friendships, participate in fun activities, learn to work in a team environment, learn some naval knowledge, develop confidence, and leadership skills that will help them to become successful young adults.

My door is always open and I would be pleased to meet with you to discuss any problems/concerns that you may have. I would ask that both cadets and parents respect the "chain of command". The cadets are encouraged to follow the proper channels in problem solving (ie see their Divisional Petty Officer first, then their Divisional Officer) with regards to any concerns.

Welcome to Captain Jackson

LT (NL) R Tanchyk
Commanding Officer
#21 NLCC Captain Jackson

EXECUTIVE OFFICER'S COMMENTS

As the new Executive Officer I would like to this opportunity to welcome new Cadets and Parents to NLCC Captain Jackson. I am looking forward to a great training year with all of our new endeavors and working with a dedicated and competent team of Officers. This will be a very exciting year for all of us. We are very fortunate to be able to parade on an actual Naval Reserve Facility. Traditionally this type of Naval Facility is referred to as a "Stone Frigate" it is treated as a real ship and therefore, there are a few regulations that should be brought to your attention:

The ship is part of the Department of National Defense (DND) and there is NO SMOKING outside of designated areas.

Parents and guests may park in the main upper parking lot or the lower if parking is limited. There is absolutely No Parking in any reserved parking stalls (marked with reserved signs). Please do not stop on the roadway to drop off or pick up your Cadet, make sure to pull into the parking lot and park in a parking stall.

Parents and guests are not permitted to roam through the base unescorted. You are welcome to be on the Deck for Colours and Prayers (1830 Hrs or 6:30 PM) and again at Sunset (2040 Hrs or 8:40 PM). Parents are encouraged to attend Sunset as this is when announcements are made. Handouts are also distributed to the Cadets at this time.

The "Ship" proper is on the eastside of the base and houses our Main Deck, Quarter Deck, Heads (washrooms) and on the second floor are the classrooms, HMCS Tecumseh Ships Office, Chiefs and Petty Officers Mess, and the Wardroom (Officers Mess).

The Wardroom is an officer's home away from home. There are strict rules governing the use, dress, behaviour and protocol. Please note if you are invited to the Wardroom, there is to be **No Jeans, Sandals, T-Shirts or shirts that don't cover your shoulder worn in the Wardroom.** Casual business attire is acceptable unless otherwise specified. As the Executive Officer, I am ultimately in charge of the Wardroom.

Lastly, please be aware that access to the facility can be restricted at anytime. At all times when you attend your Cadets parade night you are required to produce Government Photo ID to enter the facility and are subject to search of your purse, briefcase, backpack etc. Please cooperate with the Officer of the Day (OOD) and his/her staff.

LT(NL) R.G. Wright
Executive Officer

CUSTOMS OF THE NAVY

It should be noted that **all** visitors, guests, and Cadets **must** stand on the following occasions:

- a) when the CO enters or leaves the main deck
- b) at Colors and Prayers and at Sunset
- c) when the Inspecting Party enters or leaves the main deck
- d) when the March Past salutes the Dias (2nd time around)

When in uniform, Cadets must salute the quarterdeck and all officers. If not in uniform, the Cadet must pause and come to attention when he/she passes or approaches an officer or when he/she enters/leaves the quarterdeck. Cadets must remain at attention when speaking with an Officer.

OFFICERS

The Officers are willing to discuss any concerns you may have but remember they are very busy on Cadet nights and do not have the opportunity to talk with you then. Please make alternate arrangements with your Cadet's Divisional Office. Please remember to follow the chain of command starting with your Cadet's Divisional Officer/Petty Officer.

Each Officer has a rank and a job title. These may be confusing to you, as we tend to shorten everything to initials. The following is a list of Captain Jackson's current Officers, their rank and their position within the Corps:

Commanding Officer (CO)	- Lt (NL) R. Tanchyk
Executive Officer (XO)	- Lt (NL) R. Wright
Administration Officer (AdminO)	- Lt(NL) Shirley
Training Officer (TrgO)	- A/Slt (NL) D. Mohr
Operations Officer (OpsO)	- A/Slt(NL) Mohr
Supply Officer t (SupO)	- A/Slt(NL) Warrington
Gunnery Instructor (GI)	- Mid(NL) C. Bliss
Band (O)	- A/Slt(NL) D.Blackburn
Color Party (O)	- TBA
Divisional Officer (DO) Victoria	- Lt (NL) R.Wright
Divisional Officer (DO) Protecteur	- TBA
Divisional Officer (DO) Tecumseh	- Mid (NL)D. Blackburn
Divisional Officer (DO) Calgary	- A/Slt(NL) D. Macleod
Divisional Officer (DO) Vancouver	- Mid(NL) Fisico
Divisional Officer (DO) Regina	- Mid(NL) C. Khun
Divisional Officer (DO) Halifax	- A/Slt (NL) Warrington

The (NL) located following the rank means we are "warranted" by the Navy League.

TRAINING

Welcome to the 2017-2018 training year. Cadets start as a NE (New Entry) and earn the rank of OC (Ordinary Cadet) after completing the New Entry course. Promotions continue on through AC (Able Cadet), LC (Leading Cadet), PO2 (Petty Officer second class), PO1 (Petty Officer first class), CPO2 (Chief Petty Officer second class), finally CPO1 (Chief Petty Officer first class) which is typically awarded to the Coxswain.

This year's training will consist of three sessions. Fall/Winter will be cadet promotional classes, Winter/Spring will be promotional classes, and Spring/Year End will consist of different option classes open to all cadets.

Other operations such as PFD training, Swim nights, Camp Evergreen, Spring Camp, Fleet Days, or other fun events are incorporated throughout the training year and do not affect the promotions. If you have any questions, please ask your Divisional Officer or Training Officer.

Cadets will be issued a manual and they are responsible for them. If lost parents/cadets will have the option to print off a new copy if training officer is informed and an electronic copy can be emailed. There are two exams a year and pass mark is 60%. Exams will be announced. There will be two nights allowed for testing. The scheduled exam night and a second night for rewrites. If a cadet misses one of those nights there will be a chance on a non-parade night (most likely a Friday or Monday) to write. Only 2 chances to write will be allowed.

OPERATIONS

Welcome aboard one of the most active and well-rounded Navy League Corps in the country. We are proud to boast a 50 year plus history. The Operations Department (OPS) is responsible for all non-parade cadet activities that occur on and off the ship. For example, the Operations Department would be an integral part of any cadet trips. Much more, all of the "fun" activities like Swim Nights, Laser Quest, and Christmas Activities fall under the umbrella of OPS.

Not all activities that OPS plan for are considered fun. Those operations being such as Poppy Tagging for our sponsoring Branch of the Royal Canadian Legion, PFD (Personal Flotation Device) training for our summer sailing program, and all important fund raising bottle drives. They are all integral parts of what builds and enhances the sense of ownership and pride that cadets feel being part of #21 NLCC Captain Jackson.

ADMINISTRATION/SHIP'S OFFICE

The Ship's Office and all other offices are now located in the Blue Building across the parking lot (formerly the Navel Museum). Cadets can pick up extra copies of lost, forgotten, or missed notices. If a Cadet has been absent, it is his/her responsibility to check if notices were sent home and submit notes regarding the absence. These are important as they outline what we are doing, and some are permission slips for events or applications for camp.

It is also the Cadet's responsibility to ensure that letters regarding absences be submitted as soon as possible after an absence. Officers are not responsible for tracking down absence letters for cadets.

PLEASE NOTIFY THE SHIP'S OFFICE, AS SOON AS POSSIBLE, OF ANY CHANGES IN YOUR ADDRESS, EMAIL, AND/OR PHONE NUMBER.

THE AREA BEHIND THE ADMINISTRATION COUNTER IS OFF LIMITS TO UNAUTHORIZED PERSONS.

STORES

Uniforms are supplied to Cadets at no cost from supply referred to as Stores. New Entry Cadets qualify for their uniforms **after six weeks of regular attendance** and the Stores Officer will contact the Cadet and/or parents for an appointment on their seventh week. **Appointments for uniform issue will either be scheduled for Wednesday or Friday nights. No uniform issuing will be done on Thursday nights.** The uniform is exchanged, at no cost, as the Cadet grows. **The Cadet must get a signed requisition form from their Divisional Officer before reporting to Stores for uniform exchanges.** Parents and Cadets are responsible for cleaning the uniform, sewing on badges, and polishing boots. **DO NOT CUT THE UNIFORM OR GLUE ON BADGES.** The uniform remains the property of the Navy League Cadet Corps and must be returned cleaned on hangers and in good order immediately upon leaving the Corps.

Cadets will also be issued a "Cadet T-Shirt" after registration when issued their boots. These T-Shirts are part of the cadet uniform and are to be worn at full ships' company practices, bottle drives, any cadet related functions that don't require a uniform, and Thursday nights until the actual Navy League Cadet uniform is issued. There will be a \$10.00 replacement charge for any damage or loss of the t-shirts.

It is the Cadets' responsibility to obtain the necessary materials for cleaning and maintaining their uniform while in the corps. They will need Kiwi black shoe polish, kiwi polishing cloth, old toothbrush (x2) (one for the boots and a second for the cap), bar of white soap. Kiwi black shoe polish and polishing cloths are available at Canteen. **Any loss or damage to any uniform parts is the responsibility of the cadet/parent/guardian to be replaced at current cost.**

Wearing of the Uniform

The uniform consists of cap, cap tally, shirt, lanyard, belt, trousers, pea jacket (if issued), and boots. Some cadets are issued gaiters. The Cadet may wear a t-shirt under the shirt only if it cannot be seen. Socks are to be black or grey wool. Care of the uniform is taught in the New Entry class, as is badge placement.

Watches are worn by the Coxswain, RPO, and Quartermaster ONLY. Other cadets are to leave their watches at home. Rings and bracelets are not to be worn on parade unless they are of religious significance and a letter from the parent is needed to confirm this. **Earrings may be worn by female cadets ONLY** and they must be small gold or silver balls or sleepers, one in each ear. Female cadets must have their hair cut short or tied up so it does not touch the shirt collar and is behind or off the ears. No decorative hair ornaments are to be used. Male cadets must keep their hair short so it is also above the collars and behind or off the ears. **NO MAKEUP OR NAIL POLISH TO BE WORN**

CADETS

- Just as the Officers have different ranks and jobs, so do the Cadets:
- Chief Petty Officer 1st Class (CPO1) - the most senior cadet; his/her main duty is Parade Coxswain
- Regulating Petty Officer (RPO) - second highest cadet; he/she takes over in the CPO1's absence and performs various other duties as assigned by an Officer or the Coxswain
- Petty Officer 1st Class (PO1) - assists Officers in class and may be assigned to a department as a cadet assistant
- Petty Officer 2nd Class (PO2)
- Leading Cadet (LC)
- Able Cadet (AC)
- Ordinary Cadet (OC) - first rank a cadet earns
- New Entry (NE) - what a newly recruited cadet is called

DIVISIONS

We have seven (7) divisions that "fall in" on the deck. They are as follows:

- Victoria Division (Headquarters)
- Protecteur Division (Color Party)
 - Tecumseh Division (Band)
 - Calgary Division
 - Vancouver Division
 - Halifax Division
 - Regina Division

The Victoria Division formerly known as Headquarters Division consisting of Coxswain, RPO, Quartermaster, Messenger, Buffer, Colour Party Petty Officer and Yeomens, and Gunner. The Executive Officer is the Divisional Officer.

BAND

The band provides a special musical component to NLCC Captain Jackson every parade night. We offer a wide variety of instruments for the cadets to choose from, and an opportunity to become a part of our proud history. No musical experience is necessary and lessons are provided. Practices are held every Friday evening from 1830 – 2030 hrs (6:30 pm to 8:30 pm). Cadets must be able to practice at home.

The Captain Jackson Band has performed at many special venues, such as the Bowness Community Parade, Drumheller Canada Day Parade, and of course the Battle of the Atlantic Parade, where our drummers perform

the traditional Drum-Head Ceremony. In years past the band has performed in the Calgary Stampede Parade and Lethbridge Tattoo.

COLOUR PARTY

The Colour Party refers to a group of cadets assigned to the protection of colours. For Navy League cadets; this is strictly ceremonial. The Colour party will carry flags and march with the band in various parades. No experience is needed and cadets will be taught how to properly carry and march with the flags. Practices are held every Friday evening from 1830 – 2030 hrs (6:30 pm to 8:30 pm).

DISCIPLINE POLICY

The Officers make every effort to maintain proper conduct and discipline within the Corps without resorting to the use of formal corrective measures. Authorized personnel (Commanding Officer, Executive Officer and Officer of the Day) are within their rights to use the following as corrective measures::

- a) loss of privileges for 1 week
- b) extra duty for 1 week
- c) loss of privileges and extra duty for 1 week

If a Cadet misses a compulsory parade without notifying their Divisional Officer, Divisional Petty Officer, or the Ship's Office, he/she will automatically miss his/her next Stand Easy. These disciplines are not recorded or filed in the Cadet's personnel file, but if a situation should arise where the incident requires formal corrective measures, that incident will be recorded in his/her file. Repeated offences and more serious incidents can result in the Cadet being discharged from the Corps at the Commanding Officer's discretion.

COMMUNITY SERVICE

As a Cadet Corps, we are expected to do a certain amount of community service. We are supported by many different organizations and friends of the Corps. One of our sponsors is the Royal Canadian Legion and in return Cadets participate in Poppy Tagging as well as attending the Remembrance Day Ceremonies. We have an ongoing Veterans Food Bank drive throughout the entire cadet year. The donation boxes are located in the new offices by Canteen and we collect not only food but personal hygiene items as well.

EXTRA-CURRICULAR ACTIVITIES

Traditionally we strive to plan outings at least once every three months. These events may take place on Tuesday nights, Wednesday nights, or weekends and include activities such as bowling, roller-skating, the wave pool, and laser quest. Friends and families are occasionally invited to attend at their own cost. These guests are NOT the responsibility of the Corps. Please ensure they are properly attended to.

We also have weekend get-a-ways. One is usually in the fall and the other in the spring. Fleet Days, which is always held the first weekend in June, is hosted by an Alberta Navy League Cadet Corps and all other Corps in Alberta are invited to attend. We have attended Fleets Days at numerous places including, but not limited to Drumheller, Cold Lake, Lethbridge, Edmonton, Medicine Hat, Calgary, Vulcan, Hastings Lake, Gull Lake, and Camp Chief Hector. The host Corps provides sleeping accommodations, food, and plans all the activities for the weekend. This is a great time to meet other Navy League Cadets and a fun time is had by all.

Kit lists are sent home outlining what the Cadets must bring. If it is not on the list, DO NOT BRING IT or it will be confiscated and returned to the parent prior to departure.

It is critical that all camp and corps medical forms are filled out in detail, with any medical, social, or behavioral problems included.

FEES

In addition to the \$100.00 membership fee, there may be extra costs for our extra-curricular activities and camps. We make every effort to keep the cost of these activities as reasonable as possible and tend to subsidize costs to the best of our ability. We are funded through the efforts of the Calgary Branch of the Navy League of Canada and other organizations and friends of the Corps. There is no government funding for the Navy League Cadet Program. Your support of fundraising efforts through Calgary Branch is extremely important to allow this program to continue. They will be contacting you to assist with the fundraising.

SAILING/CANOEING

Because our Cadets are too young to go to cadet summer camp, we offer sailing and canoeing during the summer on Glenmore Reservoir. This is on Thursday evenings and is, of course, weather permitting. We usually begin shortly after Annual has been completed and finish at the end of August. It is not compulsory for Cadets to participate in the sailing and canoeing. They come when and if they can. If they do wish to participate, please ensure they bring a change of clothing, towel, no jeans, and no open-toed shoes. We provide life jackets and helmets. PFD drill (personal flotation device or life jacket) is provided by our corps and is mandatory for all Cadets who wish to participate.

WEB SITE

We have our own web site and the address is **www.captainjackson.ca**.

Our e-mail is captainjackson21@hotmail.com

Ship's Office phone number is **403 - 246 - 2525**

Captain Jackson cell phone is **587 - 893 - 3567**

Please check it out. You'll find Routine Orders posted there.