

**#21 NLCC Captain Jackson
Parent / Guardian Handbook
For Training Year 2023 to 2024**



Una Cum Altero

This package belongs to: _____

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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 (CDs), Inspections, and Battle of the Atlantic, as per Routine Orders (ROs).

When Cadets are dismissed to classes, all parents, guardians, family members, and guests are required to leave the building or request an exception from the Commanding Officer (CO). This is required for security reasons, both for the Cadets in attendance and the sensitive nature that parading on a military base presents.

Absences:

Leave may be granted when requests by the cadets. See the Leave Request section of our website (<https://captainjackson.ca/leave-request>). Emails sent will not be accepted.

For extended leaves of absence (more than 2 consecutive training nights or a mandatory parade night), an email must be sent to the CO at least seven (7) days to the missed night: CO.NLCC.CaptainJackson@abnavyleague.ca. Failure to do so may result in your Cadet being deemed dismissed from the Corps.

Perfect Attendance:

Cadets who attend each training night and mandatory parade is eligible for a Perfect Attendance medal. Cadets who are sick or are unable to attend should still fill out a leave request as stated above, as they may still be eligible. If a Cadet joins in the later half of a training year, they are still eligible for this award.

Parade Times:

Cadets may not be dropped off prior to 1800 hours (6pm), and must be signed in by a parent or guardian. Cadets may be dropped off any time after secure, between 2030 and 2100 hours (8:30-9pm). Parents are welcome to stay at the beginning for colors and prayers, and encouraged to enter the building at 2030 hrs for sunset and announcements. Parents will not be allowed on the parade square or the facilities prior to 2030 hrs as stated above. If chairs are laid out, we kindly ask that the front row to stage right of the dais is left open for our reviewing party. Please do not block doorways, emergency exits, or hallways.

Note: We aim to be secured before 2100, however, sometimes our announcements go over this time. We appreciate your patience and understanding in this matter.

Cadets who are late or tardy for the beginning of Colors (1825) will be marked as such, and continued tardiness may result in the Cadet missing out on awards or recognition. If you have

issues dropping off your Cadet before this time, please see our Executive Officer (XO) or CO so that we may work with you to ensure no negative impact.

Please note: If a Cadet is not picked up by a parent or guardian by 2100, we will call. If we cannot reach you, we will call their emergency contact information. If we cannot reach them, we may escalate the situation to ensure the Cadet is safely looked after. Repeated instances of calls out due to tardy pick-ups may result in the Cadet being dismissed from the program for safety reasons.

Requests:

Cadets are responsible for any requests they made (leave requests, promotion, award considerations, etc.). Parents may assist the Cadet with the request; however, an Officer may follow up with the Cadet for further info.

UNIFORMS

Uniforms are to be cleaned and maintained as per the uniform care document on our website (<https://captainjackson.ca/uniform-care>). Parents are encouraged to assist their Cadet with this; however, it is ultimately the Cadet who is responsible to ensure their uniform is presentable, maintained, and complete always.

When a uniform is returned to the Corp, it shall be cleaned, ironed, boots to a high shine, complete, and on a hanger on a bag (unless the Cadet is no longer attending, in which case the hanger may be forgone).

DEFENCE CONTROLLED ACCESS REGULATION

Captain Jackson parades on a military establishment, HMCS TECUMSEH (TEC). From time to time, the CO of TEC may issue direction, orders, limitations, or considerations that alter how we operate. All Officers, Cadets, parents, guardians, and guests shall obey these instructions as it applies to them. The Officer of the Day (OOD) has the authority to point out any infraction and failure to follow their instructions to correct the manner may result in us asking you to leave the premise.

All parents, guardians, and guests are to always carry a piece of government issue photo ID on them and present it when asked by an Officer. All Officers shall carry a valid Navy League Cadets Volunteer ID and have it presentable when not in uniform and around the Cadets.

While at TEC, parents, guardians, and guests are permitted to be in the Annex building when speaking with the Officer Cadre or Calgary Branch. They are not permitted to speak to Cadets who may also be in the Annex during Canteen unless granted permission by the CO. Parents, guardians, and guests are also asked to refrain from wandering around the outside of the building (but within the fenced area) as from time to time we may transit Cadets in these areas.

REGISTRATION

Our intake for Cadets is during September and January. If you have a child who is interested in going and is, or will be turning, nine (9), please visit the Annex during our parade nights and we will be happy to register them. Cadets who are twelve (12) may not be able to attend: please see the Sea Cadets, Air Cadets, or Army Cadets who offer a program for 12- to 18-year-olds.

There is a \$100 membership fee for each Cadet, to a maximum of \$200 per family (this includes Cadets enrolling in #22 RCSCC UNDAUNTED). Calgary Branch accepts cash, credit or debit card, and payment through their website. Forms and waivers will also need to be filled out and signed, along with original copies of the Cadet's Alberta Health Care Card and a piece of government issued photo ID of the Cadet which shows their date of birth.

WEEKLY UPDATES

The Commanding Officer will send out updates on a semi-regular basis. If you are not receiving these, please sign up to our updates at <https://captainjackson.ca/weekly-updates> or, failing this, see the Administration Officer (AdminO). Important information about training, events, and camps are communicated through this means, and failure to read these may result in your Cadet missing out on these activities. Our announcements are communicated through our Facebook page as well (<https://www.facebook.com/NLCCCaptainJackson>), however, the email updates are the most accurate and reliable form of info.

If you do not have an email address or reliable internet connect, please see our AdminO. They will be happy to provide you with a printed copy of any materials (some advanced notice may be required for larger items, and this option is only for those who do not possess the means to access these items on their own).

Note: If there is a change in you or your Cadet's address, email, or phone number, please contact the AdminO ASAP.

CANTEEN

Cadets are granted permission to the Canteen during training nights for stand easy (15-minute break). At Canteen, Cadets may purchase snacks. Cadets, parents, and guardians are responsible to ensure their Cadets have money for Canteen if they buy anything; a pre-paid chit may be started for ease of this. Cadets may spend a maximum of \$2.00 per canteen night.

DUTY DIVISION

Each division rotates responsibilities of being on duty. Duty divisions are responsible to the Divisional Petty Officer (Div PO) to ensure spaces are clean, tidy, as well as any other directions by the OOD. Cadets are not secured until the Div PO dismisses them, at which time they may

sign out. Cadets failing to assist in cleaning duties may have administrative action levied against them (i.e., loss of Canteen use).

CANCELLATIONS

We strive to ensure Cadet activities go forward each night, however, when situations are out of our control, we may have to cancel our activities. In this case, we will email all parents/guardians, as well as post an update on our Facebook and Instagram page (<https://www.instagram.com/nlcccaptjackson/>). If Cadets are notified that a training night or mandatory event is not cancelled due to weather or other circumstances, Cadets may choose not to attend for safety considerations. These events will be changed to, “Optional” and no leave request will be required.

Note: If you do not have access to Facebook, Instagram, or reliable internet, please notify our AdminO so we may contact you via telephone.

PARADES

Ceremonial Divisions (CDs):

The last Thursday of every month is CDs (with a few exceptions). These are more formal nights, where we have a reviewing party and a guest of honor. Additionally, Alberta Division may be inspecting us and our Cadets to ensure we maintain a high standard. Cadets are allowed (and encouraged) to wear any Perfect Attendance medal they may have. As this is a more public event, we encourage parents to stay and watch the ceremony. We also ask Cadets to take extra time to ensure their uniform is maintained to a high standard; individual inspections take place and may warrant awards and recognition for Cadets who show a high deportment.

Full Ship’s Company Practices:

The Friday before CDs, a Full Ship’s Company practice may take place. These are mandatory and count toward the Perfect Attendance medals. We utilize these days to practice for the upcoming CDs, as well as build upon esprit-de-Corp and comradery.

Other Parades:

There are three (3) other mandatory parade that have significant weight to us; Remembrance Day, Battle of Atlantic, and our Annual Ceremonial Review.

Remembrance Day is on November 11th of each year. We will communicate closer to the date when and where we will be parading.

The Battle of Atlantic parade is on the first Sunday in May. This takes place at the Military Museum, and commemorates the Canadians and merchants lost in the Atlantic theatre during

WWII. Cadets, parents, guardians, and their friends are welcome to attend, and the museum is usually open afterwards for free to further the importance of this event.

Last is our Annual Ceremonial Review, which is our largest inspection carried out by Alberta Division. This is where Cadets show all they've learned throughout the training year, and may also be awarded various awards and recognitions for their hard work.

Note: For all parades, it is important that your Cadet is well-fed and hydrated. Cadets may have to stand for a long period of time, and while we train them in what to do in case of feeling unwell, we still see some Cadets faint. If your Cadet faints, we may contact you or your emergency contact to have them picked up.

BAND, BOATS CREW, AND RANGE

Various Fridays throughout the year will offer Cadets to partake in Band, Boats Crew (advanced drill), and range, along with other extra-curricular activities. These run at the same times as our training nights. Not only is this an excellent opportunity to refine or learn a new skill, but Cadets may also be eligible for other awards or badges. We will try to make sure that Cadets are able to partake in as many activities as possible, however, due to staffing and space limitations your Cadet may have to choose between certain activities. In the case of a conflict, we recommend your Cadet stick with an activity for the entire training year before switching to another one.

FALLING OUT

Cadets are discouraged from leaving the ranks when formed up without permission. If Cadets are feeling faint or ill, they are to go down on one knee. This will signal to us that attention is needed, and they will immediately be seen to. It is important that Cadets attend well-fed and hydrated to prevent these situations (except for dairy and carbonated items). If a Cadet is deemed to be too ill by the Medical Officer (MedO), the MedO shall contact the Cadet's parent, guardian, or emergency contact to come pick them up. The MedO may not reverse their decision once someone is contacted for liability purposes. Cadet safety shall always come first.

DRESS

On our Routine Orders (ROs), we will communicate which dress to wear (uniform, civilian attire, etc.). It is important to the Cadet's wellbeing and uniform maintenance that these dress instructions are adhered to. We may not allow the Cadet to sign in if the Cadet arrives in clothing that is deemed inappropriate for the day's training activities.

Watches are not to be worn by Cadets, save the Coxswain (Coxn), Regulating Petty Officer (RPO), Ferguson Award recipients, and the Quartermaster (QM). Watches, along with other jewelry and valuables, are to be left with the parent. Captain Jackson is not responsible for lost or damaged valuables.

Cadets are to wear a light t-shirt under their blue dress shirt. This t-shirt is to be dark blue or black only. All Cadets shall make themselves familiar with [NL-410 NLC Dress Regulations](#) and adhere to it's direction unless otherwise stated.

FUNDRAISING

Calgary Branch oversees and runs our fundraising events. We are 100% funded by these events, membership fees, and the generosity of private donors, bursaries, and awards. Our aim is to keep this program accessible to as many Cadets as possible and, while doing so, maintain all the fun camp and extra-curricular activities that we do.

We understand that not everyone may be able to afford this cost still; please reach out to Calgary Branch so we may work with you. We understand that some people may be too busy to donate time; we suggest a donation of \$250 in-lieu of fundraising. We thank you for your continued support and are happy to discuss any concerns you may have.

HARASSMENT / ABUSE POLICY

At #21 NLCC Captain Jackson, we are committed to providing a safe and respectful environment for all Cadets, Officers, Staff, Calgary Branch Members and Cadet Families. No one has to put up with harassment or abuse of any kind at NLCC Captain Jackson for any reason, at any time. And no one has the right to harass or abuse anyone else. This policy is one step toward ensuring that our Corps is a comfortable place for all of us.

Any/all instances of harassment and/or abuse of any Cadet, Officer, Staff member or member of Calgary Branch, will not be tolerated. Persons abusing/harassing anyone will be removed from TEC or off-site training/parading location immediately and will be banned from returning. All individuals that have been removed from TEC will be reported to the OOD and TEC CO, and will no longer be permitted to enter TEC. Any/all instances of harassment, bullying and abuse of Cadets by other Cadets will result in immediate dismissal from the Corps.

If you have an issue, complaint, or grievance, they are to be brought to the attention of the CO immediately or, if the CO is not present, the XO. No other individual shall be approached.

CHAIN OF COMMAND (COC)

Navy League Cadets follows a Napoleonic military structure. This is in part to prepare Cadets if they choose to go to Sea, Army, or Air Cadets, as well as streamline requests and directions. It is important that Cadets understand and respect the CoC; only New Entries will be afforded reminders as this info is required to be known to be promoted to the next level.

Cadets who do not know the CoC are encouraged to ask Senior Cadets (more stuff on their shoulders the better). All Cadets are to be familiar of who the Coxn and RPO are as they are the

two most Senior Cadets. Parents and guardians who do not know the CoC are encouraged to ask their Cadets. We ask that parents and guardians respect the CoC as well, as it reinforces this idea to the Cadets as well as maintains efficiency and reduces confusion. Parents and guardians do not have a Divisional Officer (DivO), they may ask the OOD who can direct them from there.

PARKING

As this is an active military base, at no time shall any individual be parked or idle in any reserved stalls, even if they are occupying their vehicle. These are reserved for the COs at the base, as well as their XO's and respective Coxswains and Sergeant Majors. Individuals found to be in violation of this may be towed or have their Cadet removed from the program. Please see a map of acceptable parking areas highlighted in yellow:



CUSTOMS OF THE NAVY

It is required that all visitors, guests, and Cadets must stand:

1. when the CO enters or leave the parade deck;
2. when the reviewing party enters or leaves the parade deck;
3. during the singing of O' Canada and God Save the King;
4. when reciting the Naval Prayer; and
5. during the March Past.

Cadets in uniform are to salute when crossing the brow, passing an officer, passing the Canadian flag, and before and after addressing an officer. If a Cadet is not in uniform, or is not wearing headdress, they shall check their arms in lieu of saluting.

OFFICERS

Officers are happy to discuss any concerns you may have that don't warrant the immediate attention of the CO; however, we ask that you reserve time with them either before or after the training night. Officers will be able to let you know their availability, as they have commitments outside the Corp during the week. Please ensure you are using the proper CoC whenever possible to best address your concern. Below is a list of job titles and their corresponding officers:

Commanding Officer (CO)	Lt(NL) K. Wicks
Executive Officer (XO)	A/SLt(NL) S. Shepherd
Administration Officer (AdminO)	CI M. Parson
Assisting Administration Officer (A/AdminO)	SLt(NL) MacLeod
Training Officer (TrgO)	A/SLt(NL) M.K. Chu
Supply Officer (SupO)	A/SLt(NL) B. Lynch
Assisting Supply Officer (A/SupO)	MID M. Faust
Medical Officer (MedO)	MID W. Chenier
Public Affairs Officer (PAO)	Lt(NL) N. Johnson
Communications Officer (CommsO)	MID M. Faust
Operations Officer (OpsO)	MID M. Faust
Director of Music (DMUS)	Lt(NL) N. Johnson
Band Officer (BandO)	A/SLt(NL) B. Lynch
Band Officer (BandO)	CI M. Parson
A Company Commander – Port (A Coy Cmd)	A/SLt(NL) M.K. Chu
B Company Commander – Stbd (B Coy Cmd)	MID M. Faust
Divisional Officer (DivO) – Oriole (HQ)	A/SLt(NL) S. Shepherd
Divisional Officer (DivO) – Calgary (Keel)	MID W. Chenier
Divisional Officer (DivO) – Tecumseh (Keel)	A/SLt(NL) B. Lynch
Divisional Officer (DivO) – Nanaimo (Port)	SLt(NL) MacLeod
Divisional 2 nd In-Charge (Div 2 I/C) – Nanaimo (Port)	CI R. Lennard
Divisional Officer (DivO) – Discover (Port)	CI S. Jothipraskasam
Divisional Officer (DivO) – Fredericton (Stbd)	CI A. Chu
Divisional Officer (DivO) – Cabot (Stbd)	CI B. Hernandez Zepeda

Note: An Organizational Chart is available for ease of reading.

TRAINING

Cadets will be issued a manual which they will be responsible to review. This learning is in conjunction with our classes. Each training and full ship's practice, Cadets shall bring with them

(at minimum) a notepad, a writing utensil, a water bottle, and a jacket (if cold/raining). These items shall be labeled, and Cadets are responsible to ensure they leave with the items they brought.

SCUBA, CAMP, AND OUTSIDE ACTIVITIES

From time to time, we may go on activities outside TEC. These shall be communicated in ROs; however, it is the Cadet's responsibility to ensure any paperwork is filled and submitted in full prior to the deadline. Due to logistics, failure to meet the deadline will result in the Cadet being unable to participate. No considerations will be made if a Cadet is absent during the time forms are handed out.

There may be additional fees to participate in any extra-curricular activity. Please reach out to Calgary branch if financial considerations would prevent your Cadet from attending so we may work with you to find a solution.

Camps, events, and extra-curricular activities may come with a kit list. Cadets should bring all items on this list and shall not bring any listed contraband. Any contraband found shall be confiscated and may lead to further administrative action. Equally, it is important that all items brought by the Cadet are clearly labeled with the Cadet's name. Captain Jackson is not responsible for any lost or misplaced items and may not have the means to get items back if they are left at camp or events.

For SCUBA events, Cadets are to ensure that they meet the swimming requirements outlined in the form. Failure to demonstrate this will result in your Cadet being unable to participate. Cadet safety shall always come first.

Medical forms shall be filled out in full and submitted along with medication in its original packaging. Medication can not be accepted if it is outside its original packaging and/or mixed with other medication, even if the Cadet is aware of which ones are to be taken. Cadets who are feeling unwell prior to a camp or event are to contact the CO soonest so that we may make alternate arrangements. Camp and event fees shall not be refunded once the Cadet leaves for the camp or event. Further, all parents, guardians, and emergency contacts should be reachable in the event of an emergency. Failure to do so may result in the Cadet no longer able to participate in camps or events for safety reasons.

DISCIPLINE POLICY

We make every effort to maintain proper conduct and discipline within the Corps at the lowest level and, whenever possible, without resorting to formal corrective measures. However, if we cannot correct this, we may ask Cadets to speak with the CO and/or XO with their parent/guardian present. In this case, we kindly ask that you speak with us as soon as possible as

the longer this issue persists, the harder it will be to correct. Examples of corrective measures include, but are not limited to:

1. loss of canteen;
2. extra duty division;
3. loss of camp and/or event privileges; and/or
4. recorded incidents on file.

Repeated incidents, or incidents of a serious nature, may result in the Cadet being dismissed from the Corps. Further information is outline in [NL 8 – Cadet Regulations](#).

COMMUNITY SERVICE

A cornerstone of Navy League Cadets is community and, as such, we may perform acts of community service from time to time. Not only is this a great way to build comradery, but it's also an excellent way to showcase and promote Cadets. Like all public outings, Cadets are expected to show a high level of deportment.

FURTHER INFO

Our welcome package contains further information that we feel you will refer to more often. This package and the welcome package are intended to be used together; in case of a conflict of info please contact the XO for further clarification.