

#21 NLCC Captain Jackson
Welcome Package
For Training Year 2023 to 2024



This package belongs to: _____

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Welcome Package 2023 – 2024

A Letter from Your Commanding Officer

Hello and thank you for introducing your child to the Navy League Cadet program. I know that they will enjoy working with the other cadets as they learn many new skills, make new friends and partake in a lot of fun and challenging activities which are all supervised by our officers and instructors.



I would like to request you assist your child in getting to cadets on time and prepared for their training. They should have their uniforms and equipment with them and in good shape. If your cadet cannot make a training night or activity, please submit a leave request on our website.

If your child has any special requirements that are needed for their training that we should know about, please advise us immediately. Our training program and activities vary from week to week. We will do our best to accommodate this.

You should make yourself aware of many of the policies and procedures that govern the delivery of the Navy League Cadet program. They can be found on our website. Please review the Navy League Cadet application which includes the cadet code of conduct. The bylaws concerning cadet safety, harassment and abuse policies are also in the Publications section of the website.

Let's have fun and be safe while we do it. I promise that you will see your cadet prosper as they grow through our program.

Please visit our website at www.captainjackson.ca. It will answer many of your questions about the Navy League Cadet program.

If there is anything further questions please contact their Division Officer, or Myself, as my door and inbox is always open.

Lt (NL) Kiri Wicks
Commanding Officer
#21 NLCC Captain Jackson

Executive Officer's Opening Remarks

Dear Parents, Guardians, and Cadets,

I am honored this year to take up the role of Executive Officer (XO). As Training Officer last year, my intent was to focus on continuing the program as Alberta came out of COVID restrictions while creating resources so that Cadets could continue to learn about Naval history and culture, while creating contingencies in case of another lockdown.



In the latter half of the '22-23 training year, I accepted the role of XO as our Sister Corp, #205 NLCC W.H. EVELYN officially stood up. During this time, as the Cadets continued to make astounding progress, my intention shifted to training and revitalizing our Officer Cadre. We went from 8 Officers in the beginning of 2022 to now being 13 strong, with a few other potential candidates still to join us. Throughout this summer, our new Training Officer has developed a training plan to ensure our knowledge and skills kept sharp, that we may continue to offer the best to our Cadets.

Cadets, I welcome you back after what I hope was a great summer. You exceeded my expectations last year, and I have no doubt with our new program and continued commitment to excellence that we will be in for a fun and exciting new year. Continue to strive for and achieve your best, and reach out to Senior Cadets and Officers when you have questions or concerns.

Parents and Guardians, the success of the Cadets last year was in no small part thanks to your continued support. I ask that you continue to engage with your Cadets and take interest in what they are learning. If you are interested in supporting us further, there are active roles such as the Office Cadre and Branch that always value your time and commitment. Please ask us if you have any questions about either.

Fair winds and smooth sailing,

A handwritten signature in blue ink, appearing to be 'S.P.G. Shepherd'.

A/SLt(NL) S.P.G. Shepherd
Executive Officer
#21 NLCC Captain Jackson

Organizational Chart

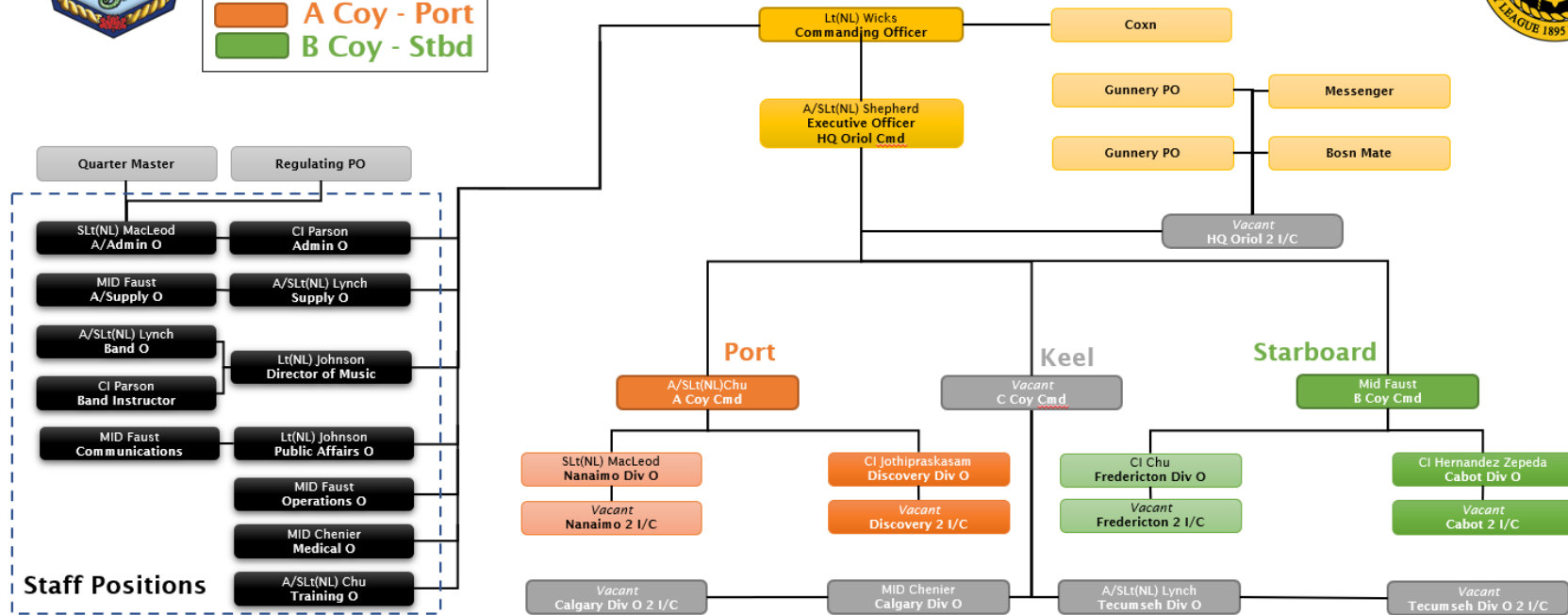


Legend

- Command**
- HQ - Keel**
- Staff**
- A Coy - Port**
- B Coy - Stbd**



**#21 NLCC Captain Jackson
Org Chart
As of 24 Aug 23**



1 - A large print out of the org chart is kept at Ship's Office. Please review it periodically to check for updates.

Welcome Package 2023 – 2024

Contact Information

Officer Cadre:

Commanding Officer: CO.NLCC.CaptJackson@abnavyleague.ca

Executive Officer: XO.NLCC.CaptJackson@abnavyleague.ca

Administrative Officer: AdminO.NLCC.CaptJackson@abnavyleague.ca

Training Officer: TrgO.NLCC.CaptJackson@abnavyleague.ca

Info/general enquiries: Info.NLCC.CaptJackson@abnavyleague.ca

Forms (Only for camps, events, enrollment, etc.): FormsJackson@abnavyleague.ca

Calgary Branch:

Branch President: CalgaryPresident@abnavyleague.ca

Vice President: CalgaryVicePres1@abnavyleague.ca

Secretary: CalgarySecretary@abnavyleague.ca

Treasurer: CalgaryTreasurer@abnavyleague.ca

Fundraising: CalgaryFundRaising@abnavyleague.ca

Volunteer Screening: CalgaryScreening@abnavyleague.ca



Training Calendar

2023-2024

#21 NLCC Captain Jackson Training Calendar

| August '23 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| September '23 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| October '23 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November '23 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

- Thursday Training
- Optional Classes
- Mandatory Event
- Full Ship's Practice
- Ceremonial Divisions
- Camp
- Other

| December '23 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| January '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| February '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| March '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May '24 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| June '24 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| July '24 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



Important Dates and Social Media

| First Half | |
|------------------|---|
| Date | Event |
| 20 to 22 October | Camp Evergreen – Deadline to submit paperwork no later than 29 September. |
| 11 November | Remembrance Day – Max participation required. |

| Second Half | |
|------------------|---|
| Date | Event |
| 19 to 21 January | ATW Adventure Weekend – Deadline to submit paperwork no later than 5 January. |
| 4 May | Battle of the Atlantic – Max participation required. |
| 24 to 26 May | Camp Evergreen – Deadline to submit paperwork no later than 3 May. |
| 31 May to 2 June | Fleet Days – Deadline to submit paperwork no later than 10 May. |
| 20 June | Annual Cadet Review – Max participation required. |

***Please follow our social media accounts to stay up to date on any changes regarding dates and announcements.*



<https://www.facebook.com/NLCCCaptainJackson>



<https://www.instagram.com/nlcccaptjackson/>

OOD and Duty Watch Rotation



#21 NLCC Captain Jackson
Officer of the Day Rotation
For Training Year 2023-2024



Note: OODs shall assume duty until replaced by oncoming OOD. Officers who cannot stand watch shall notify thru CoC. * **bold** symbolizes mandatory nights.

| <u>Day</u> | <u>Officer and Duty Division</u> | <u>Event</u> |
|--------------------|---|--|
| 31 Aug 23 | A/SLt(NL) Shepherd – N/A | Registration – Returning Cadets |
| 07 Sept 23 | A/SLt(NL) Lynch – N/A | Registration – New Cadets |
| 08 Sept 23 | A/SLt(NL) Chu – N/A | Officer Training – No Cadets |
| 14 Sept 23 | MID Faust – Nanaimo Division | Sports Night |
| 15 Sept 23 | A/SLt(NL) Lynch – N/A | Uniform Fitting |
| *21 Sept 23 | CI Hernandez Zepeda – Discovery Division | Training |
| *22 Sept 23 | CI Jothipraskasam – Fredericton Division | Full Ship's Practice |
| *28 Sept 23 | SLt(NL) MacLeod – Cabot Division | Ceremonial Divisions |
| *05 Oct 23 | CI Chu – Nanaimo Division | Training – Parents Fall-In |
| 06 Oct 23 | A/SLt(NL) Chu – N/A | Range Night |
| *12 Oct 23 | MID Faust – Discovery Division | Training |
| 13 Oct 23 | A/SLt(NL) Lynch – N/A | Band/Boats Crew |
| *19 Oct 23 | CI Hernandez Zepeda – Fredericton Division | Training w/ #205 NLCC W.H. Evelyn |
| 20 Oct 23 | A/SLt(NL) Chu – N/A | Camp Evergreen |
| *26 Oct 23 | A/SLt(NL) Lynch – Cabot Division | Ceremonial Divisions |
| 27 Oct 23 | A/SLt(NL) Chu – N/A | Fall Officer Training – No Cadets |
| *02 Nov 23 | CI Jothipraskasam – Nanaimo Division | Training |
| 03 Nov 23 | A/SLt(NL) Chu – Discovery Division | Range Night |
| *09 Nov 23 | CI Chu – Fredericton Division | Training |
| 10 Nov 23 | MID Chenier – Cabot Division | Band/Boats Crew |
| *11 Nov 23 | A/SLt(NL) Chu – N/A | Remembrance Day |
| *16 Nov 23 | MID Faust – Nanaimo Division | Option Classes |
| 17 Nov 23 | A/SLt(NL) Lynch – N/A | Band/Range Night |
| *23 Nov 23 | CI Hernandez Zepeda – Discovery Division | Flex/Field Trip/Fun Night |
| *24 Nov 23 | CI Jothipraskasam – Fredericton Division | Full Ship's Practice |

Welcome Package 2023 – 2024

| | | |
|-------------------|---|--|
| 25 Nov 23 | TBD – N/A | Scuba |
| *30 Nov 23 | MID Faust – Cabot Division | Ceremonial Divisions |
| 01 Dec 23 | A/SLt(NL) Chu – N/A | Range Night |
| *07 Dec 23 | CI Chu – Nanaimo Division | Exams |
| 08 Dec 23 | MID Chenier – N/A | Band/Boats Crew |
| *14 Dec 23 | MID Faust – Oriol HQ | Holiday Dinner |
| *04 Jan 24 | CI Hernandez Zepeda – Discovery Division | Enrollment / Training |
| 05 Jan 24 | A/SLt(NL) Chu – N/A | Officer Training – No Cadets |
| *11 Jan 24 | CI Jothipraskasam – Fredericton Division | Enrollment / Sports Night |
| 12 Jan 24 | A/SLt(NL) Lynch – N/A | Band/Boats Crew |
| *18 Jan 24 | CI Chu – Cabot Division | Enrollment / Training – Parents Fall-In |
| 19 Jan 24 | A/SLt(NL) Lynch – N/A | ATW Adventure Weekend |
| *25 Jan 24 | MID Faust | Enrollment / Ceremonial Divisions |
| 26 Jan 24 | MID Chenier – N/A | Band/Boats Crew |
| *01 Feb 24 | CI Hernandez Zepeda – Discovery Division | Training |
| 02 Feb 24 | A/SLt(NL) Chu – N/A | Range Night |
| *08 Feb 24 | CI Jothipraskasam – Fredericton Division | Training |
| 09 Feb 24 | A/SLt(NL) Lynch – N/A | Band/Boats Crew |
| *15 Feb 24 | CI Chu – Cabot Division | Training |
| 16 Feb 24 | MID Chenier – N/A | Band/Range Night |
| *22 Feb 24 | MID Faust – Nanaimo Division | Training |
| *23 Feb 24 | CI Hernandez Zepeda – Discovery Division | Full Ship’s Practice |
| *29 Feb 24 | SLt(NL) MacLeod – Fredericton Division | Ceremonial Divisions |
| 01 Mar 24 | A/SLt(NL) Chu – N/A | Range Night |
| *07 Mar 24 | CI Jothipraskasam – Cabot Division | Option Classes w/ #205 NLCC W.H. Evelyn |
| 08 Mar 24 | A/SLt(NL) Chu – N/A | Officer Training – No Cadets |
| *14 Mar 24 | CI Chu – Nanaimo Division | Flex/Field Trip/Fun Night |
| *15 Mar 24 | MID Faust – Discovery Division | Full Ship’s Practice |
| *21 Mar 24 | A/SLt(NL) Lynch – Fredericton Division | Ceremonial Divisions |
| 22 Mar 24 | A/SLt(NL) Lynch – N/A | Band/Range Night |
| *28 Mar 24 | CI Hernandez Zepeda – Cabot Division | Exams |
| 29 Mar 24 | MID Chenier – N/A | Band/Boats Crew |
| *04 Apr 24 | CI Jothipraskasam – Nanaimo Division | Screw-Up Parade |

Welcome Package 2023 – 2024

| | | |
|-------------------|---|----------------------------------|
| 05 Apr 24 | A/SLt(NL) Chu – N/A | Range Night |
| *11 Apr 24 | CI Chu – Discovery Division | Option Classes |
| 12 Apr 24 | A/SLt(NL) Lynch – N/A | Band/Boats Crew |
| *18 Apr 24 | MID Faust – Fredericton Division | Option Classes |
| *19 Apr 24 | CI Hernandez Zepeda – Cabot Division | Full Ship's Practice |
| 20 Apr 24 | TBD – N/A | SCUBA |
| 21 Apr 24 | TBD – N/A | SCUBA |
| *25 Apr 24 | MID Faust – Nanaimo Division | Ceremonial Divisions |
| 26 Apr 24 | MID Chenier – N/A | Band/Boats Crew |
| *02 May 24 | CI Jothipraskasam – Discovery Division | Naval History Exam |
| 03 May 24 | A/SLt(NL) Chu – N/A | Range Night |
| *04 May 24 | A/SLt(NL) Chu – N/A | Battle of the Atlantic |
| *09 May 24 | CI Chu – Fredericton Division | Option Classes |
| 10 May 24 | A/SLt(NL) Lynch – N/A | Band/Boats Crew |
| *16 May 24 | MID Faust – Cabot Division | Option Classes |
| 17 May 24 | MID Chenier – N/A | Band/Range Night |
| *23 May 24 | CI Hernandez Zepeda – Nanaimo Division | Option Classes |
| 24 May 24 | A/SLt(NL) Chu – N/A | Camp Evergreen |
| *30 May 24 | SLt(NL) MacLeod – Discovery Division | Ceremonial Divisions |
| 31 May 24 | A/SLt(NL) Chu – N/A | Fleet Days |
| *06 Jun 24 | MID Faust – Oriol HQ | Mess Dinner & Awards |
| *13 Jun 24 | CI Jothipraskasam – Fredericton Division | Flex/Field Trip/Fun Night |
| *14 Jun 24 | SLt(NL) MacLeod – Cabot Division | Full Ship's Practice |
| *20 Jun 24 | SLt(NL) MacLeod – Nanaimo Division | Annual Cadet Review |
| 27 Jun 24 | A/SLt(NL) Shepherd – Officer Cadre | Year End BBQ |

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:



Badge Class Sign-up

Below is a list of badges available to earn in Navy League. All cadets are placed into a badge class, which are part of our training evenings throughout the year. Badge classes are subject to class sizes and instructor availability, and a proficiency test is required to earn their respective badges. Cadets choose a badge class each year; they may choose a class they've been in (even if they have that badge) or a new class. There are no guarantee cadets will get their first choice.

Communicator:

Learn how to communicate using morse code and flags (by not speaking or using letters). The communicator class has two badges, Semaphore and Communicator.

Bandsmen:

Learn how to play an instrument! Cadets who have an instrument and want to participate should note so below.

Boatswain:

Learn more about nautical terminology, ropework, and parts of the ship. There are two levels to this badge.

First Aid:

Gain a basic understanding of first aid, including how to deal with hypothermia.

Marksmen:

Learn to safely handle and shoot an air rifle. Note: Cadets who are deemed unsafe at any time will be asked to leave the range and may be expelled from this class.

GeoCaching:

Learn topography and navigation using coordinates, and map and compass.

Fill out the information and rank each item from 1 to 7, 1 being the course you're most interested in, and 7 being the course you are least interested in.

Rank: _____ Last Name: _____

Communicator Bandsmen Boatswain First Aid Marksman GeoCaching

I have an instrument and that instrument is: _____

Uniform Measurement Guide



MEASURING INSTRUCTIONS

Logistik Unicorn Inc. sizing system will recommend garment sizes if you enter your measurements on your order form or in the appropriate section of your profile on our website at www.logistikunicorn.com

Use a measuring tape to take your measurements, and enter them in the "MEASUREMENTS" section in the bottom section of Your Profile.

For more help, call our customer service at 1-888-326-8688 or 450-349-9700.

Getting the Right Fit

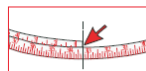
Follow these basic guidelines to get accurate body measurements:

- **Do not take your own measurements.** Ask a friend, colleague, spouse, or anyone else to help you. It is virtually impossible to measure yourself accurately.
- **Follow the instructions for each particular measurement very carefully.**
- **Do not take measurements over thick clothing.** Some measurements are preferably taken against the skin or against undergarments, while others are taken over clothing. **Always refer to the instructions and diagrams.**
- **For each measurement, stand straight, still, and relaxed.** Do not hold your breath.
- **Do not estimate measurements.** Measure according to the specific instructions for each measurement (see below).

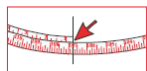
ALWAYS ROUND UP TO THE NEAREST 1/2-INCH OR 1 CENTIMETER

When the measurement you are reading falls in between whole numbers, always round the number **up to the nearest 1/2 inch or 1 centimeter** (the only exception is the head measurement which should be rounded up to the nearest 1/4 inch or 0.5 cm). Take the following examples:

In Example 1, the edge of the tape lines up at 33 1/4 inches. Therefore, the correct measurement (after rounding up) would be 33 1/2 inches. In Example 2, the reading is between 106 and 107. Therefore, the correct measurement is 107 centimeters.



Example 1



Example 2

HEAD MEASUREMENT

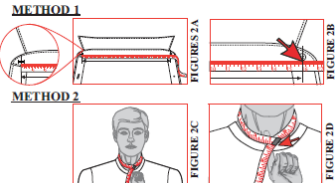
1. Measure around the widest point of the head, just above the ears. (Figures 1A & 1B).
 2. The correct measurement is the number that lines up with the edge (or beginning) of the tape (Figures 1B & 1C).
- Note:** For the head measurement, round up to the nearest 1/4 inch or 0.5 cm.



The correct measurement is the number that lines up with the edge of the tape, rounded up to the nearest 1/4 inches. This person has a head measurement of 23 1/4 inches.

NECK MEASUREMENT (Use one of the two following methods)

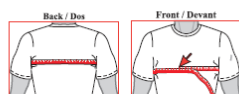
- METHOD 1 (Preferred method)**
1. Take a shirt that fits you well when the top button is fastened.
 2. Unbutton the shirt, put the shirt flat on a table, with the collar wide open.
 3. Measure the distance between the center of the button and the center of the buttonhole (Figures 2A). The measurement you obtained is your neck measurement (Figure 2B).
- METHOD 2**
1. This measurement is taken against the skin.
 2. Wrap a tape around the neck, following the collar line (between the collar and the skin). Take the measurement where the top button would be if it were buttoned up.
 3. At the front of the neck, make a "V" (90° angle) by crossing the edge (or beginning) of the tape over the tape length (Figures 2C & 2D).
 4. Read the number that lines up with the bottom of the edge of the tape (you should be able to easily insert your finger between the measuring tape and your neck at the front) (Figure 2D).



The correct measurement is the number that lines up with the arrow, rounded up to the nearest 1/2 inch or 1 cm.

CHEST / BUST MEASUREMENT

1. Lift the arms, place tape around the chest at the largest part with tape parallel to the floor, place arms down to the sides and take the measurement (Figures 3A & 3B).
- Note:** The measuring tape should be snug, but not too tight around the body.



Do not estimate measurements. Take this measurement over light clothing.

WAIST MEASUREMENT (Use one of the two following methods)

- METHOD 1 (Preferred method)**
1. Take a pair of trousers that fits you well when fastened. (Do not use low rise trousers).
 2. Put the trousers flat on a table, waist fastened.
 3. Measure the distance from one side seam to the other (Figure 4A). The measurement you obtain should be multiplied by two (2); this is your waist measurement.

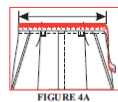


FIGURE 4A

- METHOD 2**
1. This measurement is taken directly against the skin, but you must wear trousers while taking it in order to determine your belt line. (Do not use low rise trousers).
 2. Wrap the tape around the waist at the belt line, inserting it between the trousers and skin (Figures 4B & 4C). The tape should be snug against the skin, but not tight.
 3. The correct measurement is the number that lines up with the edge of the tape.

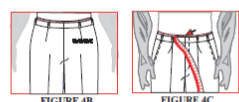


FIGURE 4B

FIGURE 4C

Do not estimate measurements. Do not take the measurement over your pants or belt.

HIPS MEASUREMENT

- This measurement should be taken over lightweight clothing.*
Note: You have to empty your pockets.
1. Stand straight with feet together, measure at the fullest part of the seat, keeping the tape parallel to the floor (Figure 5A).



FIGURE 5A

FIGURE 5B

The correct measurement is the number that lines up with the edge of the tape, rounded up to the nearest 1/2 inch or 1 cm (Figure 5B).

HAND MEASUREMENT

1. Measure your dominant hand - the right if you are right-handed, and the left if you are left-handed.
2. Measure around the knuckles (Figure 6A, indicated by the tape in the illustration).
3. Clench the fingers in the palm; the hand measurement correspond to the number that lines up with the edge of the tape (Figure 6B).

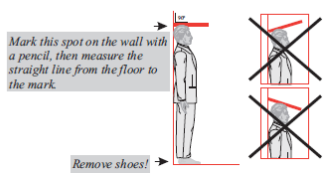


FIGURE 6A

FIGURE 6B

HEIGHT

1. **Remove shoes.**
2. Stand straight with heels together, with your back up against a wall. Make sure your head is touching the wall.
3. Take a flat and rigid tool (example : a wooden ruler is good) and place it flat on the head up against the wall. Make sure the tool is at a 90-degree angle with the wall, and make a mark on the wall with a pencil.
4. Measure in a straight line from the floor to the mark on the wall.



Measurements in inches:

Height: _____

Chest: _____

Waist: _____

Hips: _____

Foot (Length): _____

Foot (Width): _____

Neck: _____

Head: _____

Helpful Links and Other Information



2 - Captain Jackson Policies

<https://captainjackson.ca/policies>



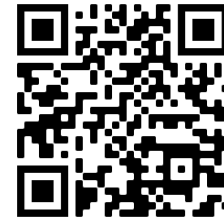
3 - Cadet Security Policy

<https://captainjackson.ca/cadet-security-policy>



4 - Parent Handbook

<https://captainjackson.ca/parent-handbook>



5 - Monthly Routine Orders (MROs)

<https://captainjackson.ca/routine-orders>



6 - Leave Request

<https://captainjackson.ca/leave-request>



7 - Uniform Care

<https://captainjackson.ca/uniform-care>



8 - Weekly Update E-mail List

<https://captainjackson.ca/weekly-updates>



Figure 9 - Yearly Calendar

<https://captainjackson.ca/calendar>