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THE NAVY LEAGUE OF CANADA  
#45 NLCC GLORIOUS  
**Parent & Cadet Handbook**

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**NLCC Glorious Staff**

Commanding Officer  
Executive Officer  
Administration Officer  
Training Officer  
Supply Officer  
Drill & Standards Officer  
Divisional Officers

Supernumerary Officer  
Band Instructors

Lt (NL) Susanna Canon  
Lt (NL) Chris Brownlee  
Mid (NL) Amanda Brownlee  
Lt (NL) Veronica Piercy  
Lt (NL) Chris Brownlee  
Lt (NL) Rick Thompson  
Lt (NL) Veronica Piercy - Assiniboine  
Lt (NL) Dane Kirilovic - Cornwallis  
CI Dominick Brownlee - Haida  
CI Chris Golder - Kootenay  
CI Gerry Liddle  
Tulio Hernandez  
Jake Winkler

## Become a Navy League Cadet!



**[Navy League Cadet Corps] NLCC GLORIOUS** welcomes all youth 9-12 years of age.

You will be part of an organized program where, in addition to regular training and parade nights, you will form strong friendships and have opportunities to join in special activities, including competitions, parades and sailing.

We encourage a strong focus on community involvement which includes participating in annual commemorations and parades. Participating in these additional events is a valuable part of the overall cadet experience.

## Cadets Learn



Naval topics such as naval terms, knot-tying, timing and bells, drill and ceremony are some of the areas covered during training. We work to instill the principles of teamwork, self-discipline, and leadership.

Taking initiative is part of the leadership competencies that cadets will work toward. Learning to advocate for themselves and others is a valuable skill in and outside of the Corps, whether in school or later in employment, or when applying to other organizations.

Nautical skills help ensure a positive experience when cadets are on or near water. Opportunities will be available for Summer Sailing at the cadet sail center, allowing them to earn the badge and enforcing what they learn during the training year.

Regular practices for competition teams also take place throughout the training year. The team preparations are opportunities to learn specific skills in drill, seamanship, semaphore, and First Aid, and put teamwork into practice.

## TRAINING / PARADE NIGHTS

NLCC Glorious training/parade nights are held on Friday evenings, **6:30 to 9:00 PM.**

Cadet divisions rotate on Duty Watch during training nights and the Duty Watch division is responsible for general clean-up of the training facility. Cadets on duty watch are dismissed after their duties are completed at the end of the training night.

## **ATTENDANCE**

Cadets are expected to attend training nights **regularly**. Their commitment is key to their success in the program and to engaging in all ship's routines confidently on deck.

They are marked as Present, Excused or Absent on training nights and parades, and their attendance factors into selection for extra cadet opportunities that have space limitations.

### **Will Your Cadet Be Away?**

Notify the Corps **before the start** of the training night or activity by phone message, email, or a message in the 'Whatsapp' Attendance group.

**Please do not call or message *individual officers* for attendance.**

#### **Parents/Guardians, note:**

- Cadets **cannot** be dropped off prior to 6:00 PM.
- On arrival, parents/guardians **MUST** accompany their cadet inside to complete sign-in
- At dismissal, parents/guardians or the responsible adult **MUST** complete the sign-out before the cadet is permitted to leave the facility.
- **Please do your best to be on time.** It is especially important for cadets who hold Deck positions to be present prior to 6:30 PM. Picking up your cadets no later than 9:00 PM is a courtesy to Corps staff who have other duties to attend after the training night.



## **UNIFORMS**

Uniforms are provided to the cadets at no cost and must be returned to the Corps when cadets leave the program. The gear is issued when a new cadet has attended training nights regularly for 4 weeks. They are responsible for the maintenance and proper care of their uniform and will receive training to do so. Uniforms are costly and reimbursement for missing or damaged items is the responsibility of the parent / guardian - the replacement costs for uniform parts are listed on the form when gear is issued.

As the training year progresses, your cadet may outgrow their uniform parts. If that happens, send an email to the Supply Officer or message on the Whatsapp Uniforms group, **no later than Thursday** morning to allow time for the uniform part to be ready for the Friday training night.



## TRAINING

*Regular attendance at training nights is crucial to your cadet's success!*

### **Will Your Cadet Be Away?**

It is *the cadet's responsibility* to see the Training Officer when they return to the Deck to catch up on missed training. If they miss a practical class such as Drill or knot-tying, they may arrange to do the training in-person.

\*They may also sign out their study book to go over the handouts at home. The book must be returned to the Corps on the next training night.

### **Check our Online Resources!**

Download cadet study books as well as other handy material from our website –

[www.nlccglorious.ca](http://www.nlccglorious.ca)

As our former online classroom winds down, resources will be moved to our website for easy access without a login.

## CANTEEN

Canteen snacks and beverages are available during 'Stand Easy' - a break-time during training nights and events. Canteen payment is available by debit card or cash. To purchase or top up a canteen card for their cadet, see the Branch member on deck. Cadets are also strongly encouraged to bring a refillable water bottle labeled with their name.

## COMMUNICATIONS



**ROUTINE ORDERS:** This important document will be emailed to you every month, and is your main reference for cadet training nights, competition training, uniform dress and events.

**WHATSAPP:** We keep ongoing communication with you on your mobile devices through our WhatsApp groups. Join our groups to see important announcements right away, post your questions and connect with other NLCC Glorious parents/guardians!  
*See the Administration Officer to be added to WhatsApp.*

**WEBSITE:** [www.nlccglorious.ca](http://www.nlccglorious.ca)

You will find our Calendar, permission forms and other important information.

**FACEBOOK:** <https://www.facebook.com/NLCCGlorious/>

Visit our page to see pictures from our events!

**Questions/Concerns:** Speak to our staff or email the Corps at: [nlccglorious@navyleague.ca](mailto:nlccglorious@navyleague.ca)  
Indicate in the subject line if your question is for a specific officer.

## VISITORS

Parents/Guardians and other visitors must see the Administration Officer upon arrival and sign in on the Ship's Log. Visitors who wish to stay during a training night must stay in the designated area on the upper level of the facility. Minors (under the age of 18) must be accompanied by their parent/guardian or a responsible adult at all times.

## EVENT PARTICIPATION

NLCC Glorious participates in various parades and community events throughout the year. While attending them is voluntary for the most part, some are mandatory where it is expected that cadets will make every effort to attend.

**It is important to note that spaces are limited for certain activities such as Summer Sailing and Camps.** Selection of cadets for these opportunities considers the cadet's commitment in attending training nights and mandatory events, as well as their conduct and deportment on Deck.

### **Some of the community events and parades that we attend:**

- Remembrance parades and commemorations
- Poppy Blitz in support of the Royal Canadian Legion
- Santa Claus Parade (Argyle, Hyde Park)
- Battle of the Atlantic Memorial
- Fall & Spring Tagging (fundraising in the community)



## COMPETITIONS

### **Squadron (Regional) Competition**

NLCC Glorious is part of Rainbow Squadron. Our teams compete with teams from other corps in the squadron in our regional competition. The First-Place team in each event advances to compete at the Provincial Competition.

### **Provincial Competition**

The First-Place teams from every Squadron in Ontario participate in the Provincial Competition.

*If travel is required, travel arrangements to the competition locations are communicated to parents closer to the competition date.*



## COMPETITION TEAMS: PART 2 TRAINING

*Cadets are encouraged to try out for any or all of our teams below! They will each have the opportunity to demonstrate the skills they have practiced, and final team members are decided approximately one month prior to the Competition. Cadets who participate in Part 2 training may be eligible to earn badges if they have met the requirements.*

*\*Team training is held on Sundays. Practice start/end times will be announced during the training year.*

### **SEAMANSHIP Team**

This team encourages cadets to increase their knowledge of seamanship and is comprised of 4 cadets and 2 spares from every rank. They cover a large amount of naval knowledge, including compass points, parts of a ship, cadets and officer ranks, knot tying, and the heaving line.

### **FIRST AID Team**

This team's focus is to teach basic First Aid training and is comprised of 4 cadets and 2 spares. They compete as a team in various scenarios and learn to effectively handle an emergency situation.

### **SEMAPHORE Team**

Semaphore is still used in the Navy today for silent ship-to-ship communication. This team comprised of 4 cadets and 2 spares will teach cadets how to send accurate messages using semaphore flags, as well as call and scribe and letters of the phonetic alphabet. They will learn the phonetic alphabet and the flag positions for each letter and participate in timed message relays.

### **DRILL WITHOUT ARMS Team**

Teamwork is the basis for all Drill. The team is comprised of 1 commander, 12 cadets, and 2 spares. Cadets will learn the drill movements and practice to perform them as precisely as possible. The focus is on ensuring that cadets march and maneuver together as one, while promoting discipline, alertness, precision, pride, steadiness and the cohesion necessary for success.



## DECK POSITIONS

### **Coxswain (Cox'n)**

The Coxswain is a senior cadet who is in charge of all the cadets, reporting to the Commanding Officer, and serving as an example of drill and deportment to all of the cadets. The Coxswain leads parades in the absence of any officers on the deck.

### **Regulating Petty Officer (RPO)**

The 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.

### **Guard Commander**

The Guard Commander is a senior cadet in charge of the Guard Division (Bonaventure). This position reports to the Executive Officer and is under the direction of the Gunnery Officer. The Guard Commander may give commands to the Guard during Colours and Sunset, and is expected to serve as an example of drill and deportment for all other cadets.

### **Messenger**

The Messenger has the duty to carry all messages from the person in command of the deck at the time. This cadet is also at the call of the Commanding Officer.

### **Divisional Petty Officer (DPO)**

The DPO is a cadet in charge of a division, and reports to their Divisional Officer (DO). In the absence of the Divisional Officer, the DPO issues the divisional commands.

### **Quartermaster (QM) / Boatswain (Bosun)**

The Quartermaster traditionally looked after the Ship's Log, recording all events on the ship in the log, and ensuring that everyone coming aboard signs the log or are recorded on the attendance.

The Bosun is in charge of all timing on the ship and performs audible signals using the Ship's Bell and boatswain's pipe: During transitions, the Bosun pipes "the Still" to bring all cadets on the ship to attention. After delivering orders, the Boatswain pipes the "Carry On" for everyone to carry on with the order just given. In the absence of the Coxswain, the Bosun has the duty to call the cadets to fall in for parades and ceremonies. If the Corps Boatswain is a Chief Petty Officer, then he or she is referred to as the "Chief" (Boatswain).

***\*The duties of the Boatswain are currently carried out on deck by the Quartermaster.***

### **Drum Major**

The Drum Major is the DPO for the band and is usually a senior cadet who has experience as a bandsperson. Since specialized training in areas such as band drill and conducting are essential to the position, the Drum Major must commit to extra training as required during the year.

## CONDUCT / BEHAVIOUR

The Navy League of Canada is committed to providing a safe learning and working environment for all persons. The Navy League of Canada requires employees, officers, cadets, parents/guardians, 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 Navy League Cadets must sign the **Navy League Cadet Code of Conduct** at the beginning of each training year.

Some of their responsibilities are summarized below. By abiding by them, cadets do their part to help ensure a respectful and safe environment for everyone:

- Use kind and respectful words (no swearing)
- Avoid jokes or comments that may hurt someone's feelings
- Avoid commenting on any aspect of a person's appearance
- Think before acting and make safe choices
- Follow the rules and directions from Corps staff and senior cadets
- Stand up for others and notify Corps staff if you witness any instance of bullying
- Take good care of your uniform and other equipment entrusted to your care

Failure to follow your responsibilities will result in corrective actions as deemed appropriate by Corps staff. Repeat or serious offences may lead to a loss of membership privileges.

## **NAVY LEAGUE OF CANADA – LONDON BRANCH**

NLCC Glorious is supported by a dedicated local committee in London –

### ***the “Branch”***

The local Branch is part of the Navy League of Canada and is comprised of individuals from the community, including parents or family members of a cadet, who volunteer their time and energy to help the cadet program and the youth of our communities.

Branch mission is to ensure both the Navy League Corps (NLCC Glorious) and Sea Cadet Corps (RCSCC Courageous) have the support they need to run an effective program for their cadets. Fundraising and helping to plan and implement special events are among the key parts of their work.

While the Sea Cadet program has access to some federal funding toward their training, their extra activities are funded by Branch.

The Navy League Cadet program is FULLY funded by Branch. Competitions at the regional and provincial levels, supporting cadets at camps, and sending the Corps on educational opportunities are costly ventures and require strong support in Branch’s fundraising efforts. In addition to the major fundraising on Tagging Days, Branch welcomes the input and connections from their members in exploring more fundraising ideas to support our Cadets.

Parents/guardians are always welcome to join Branch, and to come out to any meeting to see how it works! You will be a valuable part of helping in the committees, and after one year of membership, you may choose to run for an elected position to oversee certain aspects of operations.

***Your Support is Crucial to the Cadet Programs!***

## NAVY LEAGUE OF CANADA – *HOW CAN I HELP?*

### ***Your Help Matters!***

We recognize that everyone's time is valuable. Whether you can help once in a while, or arrange a donation of items or funds, or come out to all of the events – you decide your time commitment.

### **Below are some of the ways you can consider:**

- ❖ Joining one of the committees to help in Branch operations!  
We welcome people interested in helping out with fundraising, screening volunteers, and special event coordination. If you have expertise or interest in areas such as accounting or administration, we encourage you to look at positions, e.g. Treasurer, Secretary, etc.
- ❖ Driving our cadets to locations during Tagging (fundraising) days or special events, and helping to supervise them.
- ❖ General setup at events, i.e. setting up tables and chairs and looking after stations
- ❖ Sewing / fixing badges on cadet uniforms
- ❖ Donations such as:
  - ✓ beverages/snacks for cadet canteen
  - ✓ beverages / food for special events such as our Holiday Dinner or Annual Ceremonial Review
  - ✓ small items such as candy or small favours to hand out during holiday parties
  - ✓ cash donations to help the Corps offset the cost of running the program
  - ✓ classroom supplies

*“A smooth sea never made a skilled sailor.”*

*- Franklin D. Roosevelt*





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**WhatsApp:**

*See our Admin to join our Whatsapp Groups!*