

**Royal Canadian Sea Cadet Corps  
COURAGEOUS**



**Sea Cadet and Parent Handbook  
Revised: September 2016**





## Welcome to the Royal Canadian Sea Cadet Corps COURAGEOUS.

Parents, your child has joined one of Canada's best programs for youth. The Canadian Cadet Organization develops attributes of leadership, engaged and active citizenship and physical fitness, all within a safe environment that stimulates an interest in the Canadian Forces. Your child is now one of more than 10,000 sea cadets in Canada. Cadets is a great place for young people to have fun and make friends while learning many life skills that they will carry on long after cadet years.

As parents, your support is key as your son/daughter proceeds through the Sea Cadet Program. If you have any questions please contact the Commanding Officer who will be able to provide you with information about Corps procedures, the Sea Cadet program and the Navy League of Canada.

If you have ideas about how this booklet could be improved, be sure to discuss them with your Divisional Officer so that we can continue to improve this resource.

### Mission of the Cadet Program

The mission of the Cadet Program is to contribute to the development and preparation of youth for the transition to **adulthood**, enabling them to meet the **challenges** of modern society, through a dynamic, community-based program.

### Vision of the Cadet Program

A **relevant, credible and proactive youth development organization**, offering the program of choice for **Canada's youth**, preparing them to become the **leaders of tomorrow** through a set of fun, **challenging, well-organized and safe activities**

### Contact Us

The Ship's Office is staffed on Tuesday nights and most Sunday afternoons during the school year.

**RCSCC COURAGEOUS** is located at 19 Becher Street, London Ontario in the HMCS PREVOST building.

**Phone:** 519 433-2933 (Tuesday evenings and Sunday afternoons - voicemail messages are checked and returned)

**Email:** [londonseacadets@gmail.com](mailto:londonseacadets@gmail.com) You can reach us by e-mail throughout the week.

### Facebook:

RCSCC COURAGEOUS London Sea Cadets (Official Corps Page) – public access

RCSCC COURAGEOUS – closed group for cadets only (monitored and supervised by our staff)

**WebCalendar:** <http://www.londonseacadets.ca/calendar/> is the most up-to-date source of information on unit activities

**Website:** <http://www.londonseacadets.ca>

**Twitter:** RCSCC COURAGEOUS (@37seacadets)

Websites <http://cadets.ca/> and <http://www.navyleague.ca/> sites also have great information for parents and cadets

### Standing Orders and Routine Orders

The Standing Orders of the unit are the Commanding Officer's policies on the administration of the unit. A copy is in the ship's office. Senior cadets are expected to be familiar with the Standing Orders.

The Routine Orders are issued monthly and posted on the webcal on the first day of each month. Routine Orders (ROs) lists training and other activities for the week with instructors, timings, locations, and required dress (what to wear).

### Brief History of COURAGEOUS

Our Corps crest (featured on the cover of this booklet and on the cadets' tunics) is our link to the British Navy's HMS COURAGEOUS, a ship that was converted to an aircraft carrier prior to WWII. The HMS COURAGEOUS served until September 17, 1939 when she was the first British military ship lost in WW II, sunk by a U-boat off the coast of Ireland. More HMS COURAGEOUS history is posted on our facebook page.

### **Training Nights for Cadets take place Tuesday evenings**

- Staff arrive at 1800 hrs and the doors are unlocked
- Cadets are to arrive by 1815 hrs
- Training takes place during three 30-minute classes by phase, instructed by qualified adult staff and senior cadets.
- Cadets progress through 5 Phases of training, in groups of 10-20 cadets per phase group. Year 1 is Phase 1, etc.
- Cadets have a “Stand Easy” break during the evening where they can purchase snacks for \$1-\$2 (optional)
- Parents are encouraged and invited to come inside for “Sunset” and announcements at 2100 hrs. Staff are available for any questions.
- What to wear is published in monthly “Routine Orders”

### **Training also takes place on Sunday afternoons and several weekends scheduled from September to June**

- Events, Teams and Training is announced weekly and posted on our online “Webcalendar” and updated weekly.
- Cadets must attend a portion of the weekend events to complete training requirements for rank promotions. These events are announced and posted well in advance so cadets can plan to attend.
- Cadets are encouraged to participate in Sunday training and to join the various teams. This is the best way to get the most from the cadet program, learn new skills, increase knowledge, have fun and make friends.
- Attendance is recorded weekly and cadets who are absent will be contacted by their Divisional Officer or Petty Officer.
- Uniforms and activities are provided at no cost to cadets or parents.
- Cadets and parents are expected to participate in fundraising a few times a year which is organized by the Navy League of Canada.

If you have any questions about your cadet’s participation or responsibilities please contact us so that we can assist.

### **Supervision**

All cadet activities are supervised by competent, screened (Police Record Check (PRC) and Vulnerable Sector Screening (VSS)) and authorized adult supervisors (officers and/or Civilian Instructors) of each gender.

One-Day Activities: We have at least one adult supervisor (officer/CI) supervising for every 20 cadets. Senior cadets of the appropriate gender may assist as required in supervisory duties for this type of activity.

Overnight Activities: We have at least one adult supervisor (officer/CI) of each gender for all mixed gender activities at a ratio of one adult supervisor per each 15 cadets. Separate sleeping accommodations are provided for male and female cadets and separate sleeping accommodations are provided for male and female staff.

### **Corps Organization**

The Corps is organized into sub-groups called “Divisions”. There are 15-20 cadets per Division. An adult “Divisional Officer” and a senior cadet “Divisional Petty Officer” assist, supervise and provide guidance to each cadet in the Division.

### **Staff**

The Corps is staffed by a group of officers, civilian instructors and volunteers under the direction of the Commanding Officer (CO) who is responsible for the safety, welfare and training of the cadets and for the operation of the Corps. The CO and staff organize and deliver the training program and activities according to nationally-set standards.

Cadet Instructors Cadre (CIC) officers are specially trained part-time members of the Canadian Armed Forces Reserve who dedicate their spare time to developing the leadership, citizenship and physical fitness skills of our cadets. Officers are responsible for the “supervision, safety and administration” of the Cadet Program.

### **Our Staff:**

Lieutenant (N) Karl Vos (Commanding Officer)  
Lieutenant (N) Sarah Lavigne  
Sub Lieutenant Jason King  
Sub Lieutenant Tiffany Baer

Acting Sub Lieutenant Ulises Gonzalez  
Naval Cadet Madeline Torrefranca  
Civilian Instructor Sydney Dallas  
Civilian Volunteer Lucas Beaton  
Civilian Volunteer Jeff Robinson

## **The Navy League of Canada**

The Navy League of Canada is a volunteer organization that works in partnership with the Department of National Defence (DND). The Navy League provides funding in areas that DND does not such as musical instruments, the Annual Ceremonial Review, and recreational activities like the Christmas Holiday Dinner, Annual awards and Annual trips to name a few things. The Navy League's involvement is critical to our varied and interesting programme for the cadets.

The Navy League conducts fundraising activities from time to time throughout the year. Cadets and parents are asked and expected to help with fundraising whenever possible.

## **How Can Parents Help?**

You can do a great deal to help your son/daughter become successful in the Sea Cadet Program.

The most important thing is to show an interest in their success and training and to support them during the year.

There are many other ways that you can help your daughter/son be successful. These include:

- Helping them organize their after-school schedule so that there will be time for Sea Cadets and homework
- Reminding them to look after their uniform on a weekly basis (washing, pressing, shining, etc.)
- Including Sea Cadet activities such as weekend training into the family calendar so that your cadet can plan to attend activities, especially training and the Annual Ceremony Review in June
- Transporting your son/daughter (and maybe their friends) to and from parade nights
- Encouraging your cadet to participate in Corps teams and activities so they get the most out of the Corps

## **Tag Days**

Tag Days are the major fundraising activities organized by the Navy League Branch 2-3 times per year. Arrangements are made by the local Navy League Branch with local retail stores to allow cadets to accept donations from their customers. Parents' help is needed to shuttle the cadets from PREVOST to each of the stores and to safely return the cadets for lunch and the end of the day. Corps staff assist with supervising the cadets. At each retail location the cadets hand out 'Thank You' tags, bookmarks or brochures containing information about the Navy League and Sea Cadet programs so this is also a recruiting and public relations opportunity. A percentage of the funds support the Corps as outline above.

## **Other ways that adults can get involved with the Sea Cadet program at the local level include:**

### **• Become a Volunteer**

Adult volunteers can assist the corps in a variety of ways including the operation of the cadet snack 'canteen', helping with meals during weekend training days, instructing certain classes, coaching sports or seamanship or music. Civilian volunteers who assist with the cadet unit are screened to the same level as officers and CIs. A Police Record Check and VSS are required for volunteers to receive a Navy League Identification Card in order for those volunteers to be allowed by the Commanding Officer to work with Corps. Please contact the Commanding Officer if you would like to volunteer.

### **• Become a CIC Officer**

The Cadet Instructor Cadre (CIC) are members of the Canadian Armed Forces whose primary duties are to supervise and instruct cadets. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered through the military. CIC Officers receive pay, uniforms, and training through the Canadian Forces and are eligible for promotion after meeting national standards.

### **• The Navy League Branch**

Each Corps is sponsored by a Navy League Branch and ours is the London Branch. The Branch provides support for the Corps and is involved with fund raising, providing facilities (if required) and promoting the Corps' activities. The Branch members usually meet monthly. Please contact the Branch President if you are interested in lending your skills to help as a Branch member.