

Royal Canadian Sea Cadet Corps **COURAGEOUS**



Cadet Joining Instructions
2023 – 2024 Training Year

INTRODUCTION

1. PURPOSE

- a. The purpose of these Joining Instructions is to provide you with the information needed to have a successful training year ahead at the Royal Canadian Sea Cadet Corps (RCSCC) COURAGEOUS, the London Sea Cadets.

2. READING THE JOINING INSTRUCTIONS

- a. These Joining Instructions contain an overview of communication, training, and operations at RCSCC COURAGEOUS. Cadets and parents are encouraged to review this document to gain an understanding of what is expected of cadets and what to expect over the next year.

3. GETTING STARTED – REGISTRATION

- a. Cadets can join by completing and submitting either the [Online Registration Tool](#) or a paper Registration form (available through the 'Print a blank form' button on [Canada.ca](#); both require parent or guardian consent.
- b. To complete your registration, please bring the following supporting documentation to our office:
 - i. Proof of Age (Birth Certificate, Passport) between 12-18 years of age (copy for file)
 - ii. Canadian Citizenship or Permanent Resident (PR) card/document (copy for file)
 - iii. Health Insurance - OHIP Card (for verification only)
 - iv. Our Administration Officer will advise if any further details or forms are needed.

4. CONTACT US

- a. Please contact us through the most convenient method for you:
 - i. Email: info@londonseacadets.com – emails are replied to throughout the week
 - ii. Website: www.londonseacadets.com – Calendar, Announcements, Resources
 - iii. Our Office, 19 Becher Street, London, on Tuesday nights and most Sunday afternoons
 - iv. Phone: 519 433-2933 – messages are checked Tuesdays and calls will be returned

5. COMMUNICATION STRATEGY

a. Tuesday Announcements:

Parents are invited into the building (main floor/deck) at the end of the evening (approx. 8:45 PM) for announcements regarding upcoming events etc. and to ask questions.

b. www.LondonSeaCadets.com - Calendar:

Our online Calendar <http://www.londonseacadets.com/calendar/> lists 'What's Happening' for the training year including events, parades, and scheduled training. There are three ways to view event details including times and what to wear:

- i. 'hover' your mouse over top of an event,
- ii. click on the [date](#), or click on the [event title](#).

c. www.LondonSeaCadets.com - Announcements:

Our website [Announcements](#) section is where we share updates, information and messages. Be sure to check the Announcements a few times during the week *and always* check Announcements on Tuesdays before leaving for cadets. If we need to change or cancel training (i.e due to winter weather) it will be posted as an Announcement.

- d. Please let our staff know if you have any questions or concerns. We are here to help both cadets and parents and understand that it is a lot of new information to take in.

6. CADET365 - CADET EMAIL, MICROSOFT TEAMS, AND RESOURCES

- a. Within a few weeks of registering, cadets will receive a [Cadet365](#) account and temporary password. Cadets also receive a cadet-specific email account (xxxxx@cdt.cadets.gc.ca), Microsoft Teams, and access to key resources. Cadet365 and the cadet email is what is used for official communication to cadets (CTC Training etc.)

b. All cadets need to:

- i. Complete the [Cadet365 Cadet Onboarding](#) process and login to your account
- ii. Complete the Cyber Awareness Course
- iii. Set up your personal devices. You can access MS Teams, Email & MS Teams Chat that is for all cadets within our unit for info, questions, and answers

c. **Need HELP with Cadet365?**

- i. Visit [Cadet365 Cadet Onboarding](#) page on Canada.ca
- ii. Ask a member of our staff for assistance
- iii. Call the IT Service Desk toll-free at 1-855-252-808

7. TRAINING - TUESDAY EVENINGS

- Staff arrive by 1815 hrs to open the building. The doors are locked for safety and security.
- Cadets are to arrive between 1815 hrs and 1825 hrs. Parents/guardians, please remain with your cadet until they have entered the building.
- Cadets attend 3 classes (each is 30 minutes) instructed by senior cadets and/or adult staff.
- There are 15-minute Stand Easy breaks between classes. Snacks can be purchased (1-\$2).
- Cadets need to bring a reusable water bottle weekly;** fountain water is available.
- Parents are encouraged to come into the building for Announcements @ approx. 8:45 PM.

8. RCSCC COURAGEOUS TUESDAY EVENING SCHEDULE

Time (24 hr)	Time (12 hr)	Details – Activity / Class
1815 hrs – 1825 hrs	6:15 PM -6:25 PM	Staff and Cadets arrive, Office open for Admin, Duty Colours
1830 hrs – 1900 hrs	6:30 PM – 7:00 PM	1 st Period Classes <ul style="list-style-type: none"> • Phase 1 (First Year) • Phase 2 (Second Year) • Phase 3 (Third Year) • Phase 4 (Fourth Year)
1900 hrs – 1915 hrs	7:00 PM – 7:15 PM	Stand Easy (break) with Canteen (snacks)
1915 hrs – 1945 hrs	7:15 PM – 7:45 PM	2 nd Period Classes <ul style="list-style-type: none"> • Phase 1 (First Year) • Phase 2 (Second Year) • Phase 3 (Third Year) • Phase 4 (Fourth Year)
1945 hrs – 2000 hrs	7:45 PM – 8:00 PM	Stand Easy (break) with Canteen (snacks)
2000 hrs – 2030 hrs	8:00 PM – 8:30 PM	3 rd Period Classes <ul style="list-style-type: none"> • Phase 1 (First Year) • Phase 2 (Second Year) • Phase 3 (Third Year) • Phase 4 (Fourth Year)
2030 hrs – 2100 hrs	8:30 PM – 9:00 PM	March Past Practice, Announcements, Presentations
2100 hrs	9:00 PM	Sunset
2105 hrs	9:05 PM	Cadets Dismissed for Parent Pickup

9. TRAINING – SUNDAYS, TRAINING DAYS AND WEEKENDS

- Sundays 12:30 PM – 4:30 PM:** Cadets can participate in fun, optional activities on Sunday afternoons including Sports, Music/Band, Drill Team, Marksmanship, and teambuilding. Cadets can participate in all or just some of the optional activities during the afternoon.
- Weekend Training and Sailing:** There are a total of 10 training days (3 Sat/Sun weekends and 7 individual days – Sat or Sun) planned between Sept and June. This includes Sailing, Nautical training, Marksmanship, and local Area activities where cadets from different cities/locations participate in training together. Cadets are not required to attend every weekend/training day but will gain skills and experience through each one attended.
- Training activities will be on the Calendar along with a Kit List as far in advance as possible.

10. SUMMER TRAINING AND OTHER OPPORTUNITIES

- a. **Cadet Summer Training Centres (CTCs)** are located across Canada and offer courses common to Sea, Army, and Air Cadets such as Sports and Fitness, Marksmanship and more. Distinct Elemental Courses such as Sailing and Seamanship for Sea Cadets are also offered. Transportation, accommodations, meals, and training is all provided at no cost to cadets or parents. Cadets receive a monetary training allocation while attending CTCs to help with personal expenses. Senior Cadets (> 16 years old) can gain experience as Staff Cadets in paid positions for the summer - July and August.
- b. Other unique training experiences available to cadets can include Zone, Area, Regional and National Competitions, International Exchanges, and 3-4 week deployments with the Canadian Coast Guard and/or the Royal Canadian Navy. Opportunities and details will be shared as they become available to us throughout the year. More information about these opportunities will be provided during our Summer Training Information Briefing which is held on a Tuesday, typically in January / February when Course details become available for the next summer. Parents are encouraged to attend.

11. TRANSPORTATION FOR CADET TRAINING AND COURSES

- a. Cadets are responsible for transportation to and from our local training facility. Parent drop-off and pick-up is encouraged.
- b. Transportation is provided at no cost to cadets when travelling to attend Summer CTCs, Deployments etc. as well as our Training days and weekends (if conducted outside of our local training area).

12. CODE OF CONDUCT




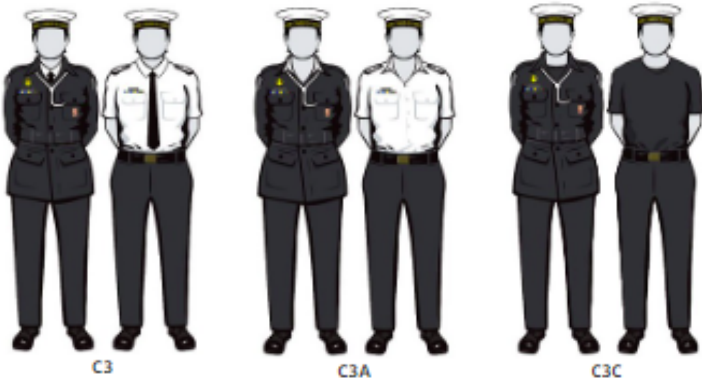
- a. The Cadet program has an established expectation of behaviour, referred to as the “Code of Conduct”. Treating each other with respect and fairness and acting and making decisions in the best interests of others, are integral to maintaining a positive environment free from all forms of discrimination, abuse, inappropriate conduct, and damaging behaviour. Your behaviour during activities whether in person or online, impacts this atmosphere.
- b. Cadets are required to understand and sign the Code of Conduct at the start of our training year. Parents are encouraged to review the form with their cadet before signing and returning the form to our office.

13. CELL PHONES AND VALUABLES

- a. Cadets can use their phones before and after training evenings/days but not during training activities or classes, other than for family or urgent personal reasons.
- b. Cadets are advised not to bring valuables to training activities. Cadets are responsible for care of their own personal items, including any loss or damage.

14. UNIFORMS

- a. Cadets receive the uniforms shown here, as well as a warm winter parka, toque, gloves.
- b. For Sports cadets wear Corps T-Shirts with your own shorts/sweatpants, shoes, and socks.

Category / Order No. / Details	Occasion
<p>Training Dress - C5A, C5</p> <ul style="list-style-type: none"> • Corps Ball Cap / Turban • Black T-Shirt, Blue Long-sleeved shirt (C5) • Trousers with belt • Boots • Socks • For C5A, only the Black T-Shirt is worn, without the blue shirt 	<p>Tuesday Evenings (weekly) and most Training Weekends</p> 
<p>Ceremonial Dress - C1</p> <ul style="list-style-type: none"> • Sailor's cap with Tally / Turban • White dress shirt • Necktie • Lanyard • Tunic (jacket) • Trousers with belt • Boots • Socks • Medals, Pins 	<p>Formal Parades</p> 
<p>Mess Dress - C2</p> <ul style="list-style-type: none"> • White dress shirt • Necktie (black bowtie optional) • Lanyard • Tunic (jacket) • Trousers with belt • Boots • Socks • Medals, Pins 	<p>Formal Dinners</p> 
<p>Service Dress - C3, C3A, C3C</p> <ul style="list-style-type: none"> • Sailor's cap with Tally / Turban • Black T-Shirt (C3C) or • White dress shirt (C3 and C3A) • With Necktie (C3) • Without Necktie (C3A) • Lanyard • Tunic (jacket) • Trousers with belt • Boots • Socks • Medals, Pins 	<p>Travel to and from CTCs</p> 

15. UNIFORMS (Continued)

- a. Within 2-3 weeks of joining, cadets will receive their initial uniform issue. Depending on our current stock, cadets may receive all or part of their uniform, based on sizing. Any outstanding items required will be ordered and distributed when they arrive.
- b. Cadets are to care for their uniform and ensure it is clean, ironed etc. according to the instructions they will receive during 'Care of the Uniform' classes during training.
- c. There is no fee to cadets for uniforms but there is a cost to our program, so we ask that cadets return most parts if they decide not to stay (t-shirts and socks are yours to keep).
- d. Cadets also receive a ball cap and T-Shirt at no cost. Replacements are \$10 each (if lost etc.).

16. SUPERVISION

- a. Cadets are supervised by our staff, made up of members of the Cadet Instructors Cadre (CIC), a branch within the Canadian Armed Forces Reserve, Civilian Instructors (CI) and Civilian Volunteers (CV) under the supervision of the Commanding Officer (CO).
- b. The CO, staff, and senior cadets plan, organize and deliver the training program and activities according to national standards. Safety of cadets is our primary responsibility.
- c. Senior cadets assist with supervisory duties for training activities, under the supervision and guidance of our staff. "Youth Leading Youth" is a main component of the cadet program framework, and our cadets are very engaged in the planning of all events that we do.

17. SUPPORT FOR CADETS

- a. We appreciate all that you as parents do to support your cadet throughout their cadet years.
- b. Some keys to success that we have noted parents greatly help cadets with are:
 - i. Your interest in their achievements and support for their training helps to motivate
 - ii. Organizing after-school schedules so that there is time for Cadets and homework /study
 - iii. Reminder to look after their uniform on a weekly basis (washing, pressing, boots, etc.)
 - iv. Including Sea Cadet activity dates on the family calendar so your cadet can attend
 - v. Transporting your cadet to and from cadet training on Tuesdays and weekend activities
 - vi. Encouragement not give up. Let us know how we can help with questions or concerns.

18. THE CANADIAN CADET ORGANIZATION (CCO)

- a. The Canadian Cadet Organizations develop skills that will help youth transition into adulthood, including physical fitness, leadership, citizenship, and personal health and well-being. Sea Cadets also learn seamanship skills, including knots, navigation, boating safety and how to sail. The Cadet Program offers challenging experiences, friendships, and adventure.
- b. The Canadian Cadet Organization manages the Cadet Program which includes the Royal Canadian Sea Cadets, Royal Canadian Army Cadets, and the Royal Canadian Air Cadets.
- c. The Sea Cadet program is delivered by the Department of National Defence (DND) who provide staff, training, uniforms, regulations, and facilities (HMCS PREVOST in our case)
- d. For more information visit [About the Cadet Program - Canada.ca](https://www.cco.ca/about-the-cadet-program-canada) or ask any of our staff








19. THE NAVY LEAGUE OF CANADA AND THE LONDON BRANCH

- a. The Navy League of Canada, the Army Cadet League of Canada, and the Air Cadet League of Canada (collectively referred to as the “Cadet Leagues”) are national federally incorporated not-for-profit organizations willing to support Cadets and Cadet Corps and Squadrons in specific key areas, when not provided by the Canadian Armed Forces.
- b. The Navy League is a volunteer-based organization that supports the Sea Cadet program.
- c. Our local Navy League provides key additional funding (through fundraising, donations etc.).
- d. Our local Navy League conducts fundraising activities periodically throughout the year. Cadet and parent support is critical to the success of fundraising efforts, and we ask that you participate as much as you are able to.
- e. For more information or to volunteer, please email london.branch@navyleague.ca.







20. BRIEF HISTORY OF RCSCC COURAGEOUS









- a. We are named after the British Navy’s HMS COURAGEOUS, an aircraft carrier and first British military ship lost in WW II, on September 17, 1939, off the coast of Ireland.
- b. We recently celebrated 100 Years of Sea Cadets in London which began with the ‘Boys’ Naval Brigade’ in 1919. That program evolved into the Royal Canadian Sea Cadet program of today. RCSCC COURAGEOUS has a long history in London, with thousands of cadets over the years learning, growing, and carrying those experiences with them well beyond their Sea Cadet years.
- c. The friendships formed during teenage years as a cadet typically last a lifetime. We are fortunate to witness this anytime our COURAGEOUS Alumni return for a visit or to attend special events.

21. ROYAL CANADIAN SEA CADETS – RANK PROGRESSION (PROMOTION) AND BADGES

Developmental Period (DP)	Developmental Period 1 (DP1) Experience-based Ages (12 - 14)		Developmental Period 2 (DP2) Developmental Ages (15 - 16)		Developmental Period 3 (DP3) Competency Ages (17 – 18)		
Age-Appropriate Learning	Year 1	Year 2	Year 3	Year 4	Year 5+		
Typical Rank Progression (with Rank Badge)	 Able Cadet (AC)	 Leading Cadet (LC)	 Master Cadet (MC)	 Petty Officer 2 nd Class (PO2)	 Petty Officer 1 st Class (PO1)	 Chief Petty Officer 2 nd Class (CPO2)	 Chief Petty Officer 1 st Class (CPO1)

22. CANADIAN ARMED FORCES – ROYAL CANADIAN NAVY RANKS (WITH ACRONYMS)

 Naval Cadet	 Acting Sub-Lieutenant (A/SLt)	 Sub-Lieutenant (SLt)	 Lieutenant (Lt(N))	 Lieutenant Commander (LCdr)	 Commander (Cdr)
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 Sailor 3 rd Class (S3)	 Sailor 2 nd Class (S2)	 Sailor 1 st Class (S1)	 Master Sailor (MS)	 Petty Officer 2 nd Class (PO2)	 Petty Officer 1 st Class (PO1)	 Chief Petty Officer 2 nd Class (CPO2)	 Chief Petty Officer 1 st Class (CPO1)
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