



**166 NLCC JOHN A HAMILTON  
PARENT HANDBOOK  
2026-2027**

## **REGISTRATION**

Welcome to the 166 NLCC John A. Hamilton 2026/2027 cadet year!

### ***Registration Night***

Date: **Thursday, September 3, 2026**

Time: **1815-2045 hrs (6:15-8:45pm)**

Place: **Heritage Christian Academy (2003 McKnight Blvd NE, Calgary AB T2E 6L2)**

Please note that our corps will be **capped at 70 cadets** this year. We encourage you to register earlier rather than later as we expect these spots to fill up fast. There will be a waiting list once we have 70 cadets registered.

Cadets must be 9 years old prior to this date but not 12 years old to be eligible to join Navy League Cadets. **Parents must bring a copy of their child's Alberta Health Care Card as well as a piece of government-issued ID (passport, birth certificate, etc.). We cannot keep your child registered without this information.** The following forms will need to be filled out:

- F(320) NL Cadet Membership Application (NL320)
  - Your child will be required to say an oath as well as sign on this document.
  - You will need to provide emergency contact information.
- F(321) NL Cadet Medical Questionnaire (NL321)

**Upon registration, there is a \$180.00 Registration Fee (including membership fee and snack fee) for each child to be paid to the Bow Valley Branch, as well as a form to be filled out for the Branch.**

During registration night, parents and cadets will be directed through each of these steps. It will be a great time for you to meet your officers and Bow Valley Branch members!

**NOTE: Please notify Ship's Office by email of any changes in address, phone numbers, or information at any time throughout the year at [adm166.jahamilton@gmail.com](mailto:adm166.jahamilton@gmail.com).**

## **ROUTINE ORDERS**

Monthly Routine Orders (RO's) will be emailed and posted to the Facebook group. Paper copies will be available from the Officer of the Day (OOD) at the Quartermaster Deck (the table located closest to the door inside the gym). This document will have all activities for the month as well as the Rig of the Day (what cadets should wear to parade nights or activities).

## **COMMITMENT**

Navy League Cadets requires a great deal of commitment throughout the **entire training year**. Sports and extra school activities tend to frequently clash with cadet parades and practices. *If these activities consistently conflict with Navy League, the cadet may be asked to make a choice between them.*

The Navy League program is **NOT a drop-in program**. Cadets not showing commitment to the Corps during mandatory training, will not be considered for special activities such as camps and Fleet Days. Please refer to the next section.

## **ATTENDANCE**

**Mandatory training** includes **ALL** Thursday nights, Remembrance Day, Battle of the Atlantic and Annual Inspection. If a cadet is going to miss any of this training, it **MUST** be reported by email to Ship's Office **BY E-MAIL** at:  
[adm166.jahamilton@gmail.com](mailto:adm166.jahamilton@gmail.com)

**Cadets missing three (3) consecutive parades without leave will be subject to discharge from the Corps. As we are capping our Corps at 70, this year, cadets that are not attending mandatory training regularly may be asked to leave so that we can offer a spot at the Corps to those on the waiting list.**

**Optional training and events** includes NCO Training, Boat's Crew, Marching Band as well as camps, and other activities. These will be events you will need to sign up for. If the cadet has signed up and is going to miss the training or event, it **MUST** be reported by email to Ship's Office **BY E-MAIL** at:  
[adm166.jahamilton@gmail.com](mailto:adm166.jahamilton@gmail.com)

## **PARADE TIMES**

Thursday evenings, cadets are expected to be on deck no earlier than **1815 hrs (6:15 pm)**. Parade promptly starts **1815 hrs (6:15 pm)**. Cadets are to be picked up at **2045 hrs (20:45 pm)**. We try very hard to be on time, but occasionally we run late, and appreciate your patience. **Please be prompt in picking up your cadet(s)!!**

For the **cadet's safety and wellbeing**, parents/guardians are **required** to escort the cadet to the Officer of the Day (OOD) at the Quartermaster Deck (the table located closest to the door inside the gym). Then return to the same door for pick up at the end of the night. **DO NOT PARK OR STOP IN FRONT OF THE BUILDING**. It is a safety concern, please park the vehicle and walk your

cadet(s) through the parking lot into the building. Cadets are not permitted to walk alone through the parking lot at night in the dark.

**Please ensure that your cadet(s) has a good meal and a full water bottle prior to coming to cadets as there is a lot of activity on a parade night or practice.**

### **STAND EASY**

Every Thursday evening, we hold Stand Easy. **This is a 15-minute break between classes where cadets are welcome to bring a SNACK, not a whole lunch. Please note that a snack is provided to all cadets, care of Bow Valley Branch. Stand Easy is only intended for the cadets to quickly have a snack, clean up and use the facilities.** Also, cadets are asked to bring a reusable water bottle from home filled with water and labeled with their name.

### **PARADES**

NLCC 166 John A. Hamilton parades **EVERY** Thursday evening unless otherwise specified.

**If your cadet(s) is trying out for or is a member of the Marching Band and/or Boat's Crew, practices will be announced once we have more information.** Cadets are required to wear their Ball Caps, Corps t-shirts and parade boots to practices (white tops will be advised by Officers). Parents, siblings, and friends are not permitted to accompany cadets for practice.

**Because this is a privately owned building, only authorized/screened personnel are permitted to remain on deck for any cadet parade functions unless otherwise advised.**

We have two memorial service parades each year; the **Remembrance Day ceremony on November 11** and the **Battle of Atlantic parade on the first Sunday in May**. The location for each memorial service parade will be announced prior to each date. They are to commemorate Canadians lost during the World War II battle. These are **MANDATORY PARADES** and count towards Perfect Attendance. OPS Orders (informational handouts) will be given out in regards to instructions for these parades. **Those missing these parades may be unable to join the Corps on weekend camps and other special activities.**

Our cadets are often invited to attend extra parades and ceremonies throughout the year, and we will inform you of these in the Routine Orders (monthly newsletters) and OPS Orders.

Cadets are strongly discouraged from falling out (leaving their division) while standing in ranks. **Bathroom breaks should be taken prior to parades and during Stand Easy.** There are times, however, when falling out is unavoidable (i.e., feeling faint or sick). If this occurs, cadets are strongly encouraged to kneel down on one knee and remove their white top so that their Divisional Officer, Divisional Petty Officer, Gunner, Parade GI, or another officer knows that they

are experiencing difficulty and can assist them off the Parade deck and attend to them. **A good meal and plenty of water prior to coming to cadets is essential to greatly reduce the possibility of your cadet(s) from falling out.**

If a cadet(s) is habitually falling out or there is a pattern noticed, parents will be informed and if this continues, a doctor's note may be required to prove the cadet(s) can be on parade. Extenuating circumstances are always taken into consideration when it comes to the well-being of our cadets. Please inform the Officer(s) if there is ever a concern that the Corps needs to be aware of so that we may make adjustments for the cadet(s) to be on parade.

### **PERFECT ATTENDANCE**

Perfect Attendance medals are awarded at our Annual Cadet Awards Dinner to cadets with outstanding attendance.

For a cadet to achieve Perfect Attendance, they must have been registered with the Corps by the end of September, have attended all required Thursday night parades, full Ship's Company practices, and mandatory parades throughout the training year. Extra activities such as bottle drives, park clean-ups, and fundraising activities that are organized by the Corps or the Branch are mandatory but subject to other rewards for the cadets. Cadets are to have no more than three (3) excused absences (Leave of Absence request and approved by the CO) throughout the year to earn a perfect attendance medal.

**Bronze Attendance Medal:** A cadet must be registered with the Corps by the end of September, have no more than 3 excused absences, and be in their first year of earning a medal.

**Silver Attendance Medal:** A cadet must be registered with the Corps by the end of September, have no more than 3 excused absences, and be in their second year of earning a medal.

**Gold Attendance Medal:** A cadet must be registered with the Corps by the end of September, have no more than 3 excused absences, and be in their third year of earning a medal.

Only one attendance medal can be worn at a time and when Number 1 dress is required (such as Ceremonial Divisions, Inspections, and special events such as dinners).

**ABSENCES AND LEAVES:** The Commanding Officer will grant leave to cadet(s) for illness, family crisis, and family or school functions, **IF** the cadet has requested leave in advance by letter or form, **IF** the cadet has e-mailed ([adm166.jahamilton@gmail.com](mailto:adm166.jahamilton@gmail.com)) requesting leave, or submits a letter of excused absence within two (2) weeks of the absence. Letters/requests after two (2) weeks from the absence will not be accepted.

Letters or "Leave of Absence" forms will be dated and filed on the cadet's record for reference towards perfect attendance.

Absences without a letter/notification requesting leave are considered AWOL (absent without leave) and will go against the consideration for perfect attendance.

An absence is an absence. All absences affect the overall function of our Corps and how we work together. No exceptions will be made in regards to perfect attendance medals and how they are issued, but do follow the procedures to be granted leave so that your cadet(s) will still be acknowledged for his/her attendance that they have earned.

## **AWARDS**

There are a number of awards that are presented to cadets at the Annual Awards Dinner at the end of the year. Cadets throughout the year can be considered for awards if they meet the criteria established for that award. Such criteria are attendance, dress, deportment, drill, knowledge of naval traditions, participating in community service events (Remembrance Day, fundraising, bottle drives, park clean-up, etc.). How cadets present themselves on parade, on special events, and how they carry out duties tasked to them are taken into consideration. Cadets who have not been with the Corps for a full training year but present at least half the year can be nominated for an award.

## **INSPECTIONS**

Each Corps in Alberta is inspected three (3) times a year. These inspections include the cadets, the officers, Administration, Training, Supply, and Parade States. The Corps is marked on overall attendance, drill, uniforms, cadet involvement in community and extra-curricular activities, and paperwork. These marks are sent to Alberta Division and then on to our National Council in Ottawa and are used to determine the best Corps in the province and in Canada.

The Annual Ceremonial Review is generally our last formal parade and has been traditionally held on a Saturday. This inspection includes displays put on by the cadets showing what they have learned throughout the year and in the Option Classes. It is a time when the cadets show off what they have spent their training year learning, and parents, siblings, and friends are encouraged to attend and share in the day.

## **OUR PARADE BUILDING**

We have the use of the building (known as local headquarters (LHQ)) and space that the Bow Valley Branch has rented. As we are renting the building and do not have a dedicated space for our officers, cadets, and their families, there are some rules and regulations that we ask you to follow. This building is the private property rented to the Bow Valley Branch. **Please do not smoke**

**at LHQ or near the doors!! Please do not park or stop along the front of the sidewalk leading to the doors.** Please park in the parking lot and escort your cadet(s) into the building. On parade nights, parents and guests are allowed to remain on deck for Colours and March Past. Once the cadets are dismissed to classes, all guests must vacate the premises. Only officers and screened volunteers may remain in the building as per Navy League Regulations for the safety and well-being of the cadets.

## **OFFICERS**

Every Navy League Corps is run by a group of volunteer officers. Unlike the regular cadet program which is sponsored and partially funded by DND, Navy League Officers are not paid.

Each officer has a rank and position. The following list of officers, their rank, and position within the Corps for the present training year:

|                                      |                                                                                                                                                                                                                             |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commanding Officer (CO)              | Lieutenant (LT) T. Song                                                                                                                                                                                                     |
| Executive Officer (XO)               | Lieutenant (LT) J. Blasius                                                                                                                                                                                                  |
| Training Officer (TrgO)              | Lieutenant (LT) J. Blasius                                                                                                                                                                                                  |
| Administration Officer (AdminO)      | Midshipman (MID) J. Syer                                                                                                                                                                                                    |
| Supply Officers (SupO)               | Acting Sub-Lieutenant (ASLT) S. Shang<br>Acting Sub-Lieutenant (ASLT) W. Chenier                                                                                                                                            |
| Range Safety Officers (RSO)          | Lieutenant (LT) J. Blasius<br>Acting Sub-Lieutenant (ASLT) K. Travis<br>Acting Sub-Lieutenant (ASLT) S. Ananthasuthan                                                                                                       |
| Band Officer (BandO)                 | Acting Sub-Lieutenant (ASLT) K. Travis                                                                                                                                                                                      |
| Divisional Officers (DO)             | Lieutenant (LT) T. Song<br>Lieutenant (LT) J. Blasius<br>Acting Sub-Lieutenant (ASLT) S. Shang<br>Acting Sub-Lieutenant (ASLT) S. Ananthasuthan<br>Acting Sub-Lieutenant (ASLT) W. Chenier<br>Midshipman (MID) J. Creighton |
| Medical Officer (MedO)               | Acting Sub-Lieutenant (ASLT) S. Ananthasuthan                                                                                                                                                                               |
| Abuse & Harassment Officer (AHO)     | Acting Sub-Lieutenant (ASLT) K. Travis                                                                                                                                                                                      |
| Information Technology Officer (ITO) | Acting Sub-Lieutenant (ASLT) K. Travis                                                                                                                                                                                      |

## **ADMINISTRATION**

All questions, concerns and information updates **MUST BE E-MAILED** to the Administration Officer at [adm166.jahamilton@gmail.com](mailto:adm166.jahamilton@gmail.com). This is the fastest way to contact us so that we can direct you where your question can be answered. The Ship's Office/Administration Desk is not intended to be a gathering place for answering multiple questions. Should you have a question or concern that cannot be addressed via email please contact the Ship's Office and request an appointment to speak with one of the corps officers.

## **SUPPLY**

Our Supply/Stores is in the sea can at the back of the building. Cadets will be notified when it is time to receive their uniform. Arrangements must be made with the Supply Officer as to when the cadet can be measured and kitted out. Please note, we make every effort to supply a complete uniform for the cadet to parade in and there may be times when additional uniform parts must be ordered and this does take some time. **ALL** uniform parts must be returned when the cadet leaves the Corps. If a cadet needs to exchange any uniform parts, they must go through their chain of command for a Request Form and completely fill it out **before** they go see Stores. We have many uniforms and parts of uniforms go missing each year. Please ensure that the cadet labels (non-permanent) his/her kit. When returning uniforms, please make sure that they are **clean**.

Any uniforms lost or badly damaged (i.e. boots that have been outside of cadet activities) may result in a **cost replacement** for said items. All uniforms and equipment are the responsibility of the cadets and parents to be taken care of and returned when asked or when the cadet leaves the Corps. **Uniforms, in whole or in part are NEVER to be worn to non-cadet events unless the cadet has filled out a Request Form and has been granted permission by the Commanding Officer (i.e. many cadets like to wear their uniform to their school's Remembrance Day ceremony).**

***Parade boots are NEVER to be used as a cadet's winter boots or outside of cadets.***

## **MARCHING BAND**

Marching Band usually begins in October. We will do our best to accommodate all cadet requests for instruments; however, a cadet may occasionally be moved to a second-choice instrument to meet operational requirements. **It is highly recommended that if your cadet has no musical experience and would like to join Marching Band that they also join their school band and/or take private lessons.** The purpose of cadet band is the learning of military music which is a much different discipline than a school band.

**Cadets MUST carry their own instruments to and from parade nights, practices and other events.** Part of being a member of the band is becoming more independent and learning to lead; as such the band will adhere to the old adage “One Person, One Kit”.

**Joining Marching Band requires a great deal of commitment from your cadet!** Not only does the cadet need to attend mandatory parades, but there are band practices once a week outside of regular Thursday night practices (TBA for this year). There may also be extra parades for the Band. If your cadet misses three (3) consecutive practices or three (3) consecutive mandatory parades, they are subject to being transferred out of the Band Division.

### **BOATS CREW & COLOR GUARD**

Tryouts for the Boats Crew and Color Guard begin in October. We have a limited number of positions in the Boats Crew and Color Guard and only the cadets that have proven during the tryouts that they will put their all into the Boats Crew and Color Guard will be able to join. This decision is made by the Gunnery Officer and the Executive Officer.

Joining the Boats Crew and Color Guard requires a great deal of commitment from both the cadet and the parent. There are also extra parades for the Color Guard. They form a part of the Color Party that accompanies the Marching Band on its various parades. The Color Guard carries flags that are significant to the Navy League. It is a **BIG** commitment, but the cadets learn a great deal about teamwork, leadership, and discipline. They often expand to a Drill Team for Annual Ceremonial Review with a display performance. If your cadet misses three (3) consecutive practices, they are subject to being transferred out of Boats Crew or Color Guard.

### **DIVISIONS**

We have a total of six (6) possible divisions fall in on the deck.

Mako Division (A Company 1)  
Goblin Division (A Company 2)  
Thresher Division (B Company 1)  
Tiger Division (B Company 2)  
Blacktip Division (Boats Crew and Color Guard)  
Requiem Division (Marching Band)

There is also Headquarters Division known as Hammerhead Division consisting of the Chief, Quartermaster, Messenger, Regulating Petty Officer, and Boats Crew/Color Party DPO. The Executive Officer is their Divisional Officer.

Cadets who arrive late will not be allowed to fall into their own divisions if Colours or Sunset has already begun and the Officer of the Day has already taken position on deck. Cadet will be required to wait until Ship's Company is dismissed before re-entering the group for the remainder of the parade schedule.

### **DUTY DIVISION**

Each division rotates responsibilities of being on duty. Duty divisions are responsible to the Divisional Petty Officer (DPO) to ensure spaces are clean, tidy, as well as any other directions by the OOD. Cadets are not secured until the DPO 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).

### **OPTION CLASSES**

Option classes are extra training in which the cadets can often earn badges and varies every year. They may include Ceremonial Rope Work, Communications, Boatswain, Survival Training, Orienteering, and many more. These classes depend entirely on the availability of instructors. The cadets choose their desired option.

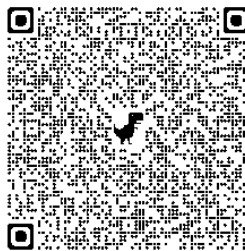
### **TRAINING**

Our Training Officer sets up our training syllabus for the year. The Navy League of Canada has set down guidelines as to what must be taught in order to earn promotions and the Training Officer ensures that these guidelines are followed. Classes are set up in levels and cadets in each class receive a training manual/workbook to study and qualify for their next rank. If the manual/workbook is lost, there may be a small fee for replacement. After they have successfully completed the class and passed the exam, they receive their promotion. We have three (3) semesters per year and the cadets can be promoted twice a year: the first one in November/December and the second in March/April. Once they have reached Petty Officer 1<sup>st</sup> Class, they assist with classes or are assigned other duties. The following outlines the subjects taught in each class.

|          |                                      |
|----------|--------------------------------------|
| Level 1  | Corps Organization & Ships Routine   |
| NE to OC | Wearing & Maintenance of the Uniform |
|          | Navy League Movement                 |
|          | Drill                                |
|          | Recreation/Sports                    |

|                       |                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 2<br>OC to AC   | Drill<br>Canadian Citizenship<br>Seamanship<br>Naval Knowledge<br>Recreation/Sports                                                                         |
| Level 3<br>AC to LC   | Drill<br>Canadian Citizenship<br>Seamanship<br>Boat Work<br>Recreation/Sports                                                                               |
| Level 4<br>LC to PO2  | Drill<br>Boat Work<br>First Aid<br>Recreation/Sports                                                                                                        |
| Level 5<br>PO2 to PO1 | Drill<br>Canadian Citizenship<br>Seamanship<br>Naval Knowledge<br>Leadership<br>Orienteering<br>Introduction to Air, Army & Sea Cadets<br>Recreation/Sports |

The corps has a public Google Calendar available for you to subscribe to showing the expected plans for the evening. This is a supplementary resource to the Routine Orders available to you. To access this calendar please scan this QR code with your smart phone camera.



## **OFFICER TRAINING**

The officers must also qualify for their ranks. Officers must attend two training weekends, one in the Fall and one in the Spring. These weekends involve similar classes to what the cadets' experience throughout the year in which Rank Promotional Classes and Drill are instructed. These weekends consist of protocol, drill, chain of command, duties and responsibilities, position/department training, instructional technique, and others. The officers also have to attend an Abuse and Harassment Awareness class. First Aid Training and certification is also encouraged and there is always more than one officer certified and in attendance for any cadet function.

Officers with NLCC John A. Hamilton are screened volunteers. There is no pay and no acknowledgement from DND. The time and dedication that the officers give to the Corps and the cadets is strictly of their own doing, taking time away from their own families and work (vacation time) to provide the best program possible for the youth in our organization.

John A. Hamilton is always looking for more adults that are interested in volunteering with the corps. If you are interested to find our more information please speak to the Bow Valley Branch screening coordinator, the Executive Officer (XO), and/or the Commanding Officer (CO).

## **UNIFORMS**

One of the first questions from both parents and cadets concerns uniform. Within the first three (3) weeks of enrollment in the Corps, cadets will be issued with a Corps t-shirt and parade boots. Then a cadet must have a minimum of three (3) weeks attendance and all enrollment forms in to be issued their uniform. After this time the cadet will be contacted by the Supply Officer who will make arrangements with the cadet to be kitted. If we do not have the correct size of boots to issue, we ask that the cadet wear black dress shoes or something equally appropriate. **The uniform is issued at NO COST to the cadet, but LOST, DAMAGED, OR MISSING ITEMS MUST BE REPLACED AT YOUR EXPENSE.** Please make sure the cadet labels their uniform. Cadets are to see their Divisional Officer if they need to make uniform exchanges (i.e. too big, too small, worn out) and they will assist them.

**WHEN A CADET LEAVES THE CORPS, THE UNIFORM MUST BE RETURNED INTACT AND CLEANED, OR AN INVOICE FOR THE REPLACEMENT COST WILL BE SENT OUT.** Uniforms, in whole or in part are **NEVER** to be worn to non-cadet events unless the cadet has filled out a Request Form and has been granted permission by the CO (i.e. many cadets like to wear their uniform to their school's Remembrance Day ceremony).

***Parade boots are NEVER to be used as a cadet's winter boots or outside of cadets.***

We issue a uniform consisting of a cap, cap tally, shirt, lanyard, belt, trousers, and boots. P-coats are only issued if available. Some cadets are issued gaiters (band and color guard cadets as well as cadets in deck positions). Uniforms **MUST NOT BE PERMANENTLY ALTERED**, and when needed trouser legs and sleeves must be rolled back and hemmed. **DO NOT CUT EXCESS MATERIAL OFF!** **Any badges issued must be sewn on. DO NOT USE GLUE!!**

When a cadet is in uniform, their socks are to be **BLACK**. Rings, necklaces, watches, or bracelets are not to be worn on parade unless they have religious significance. FEMALE CADETS ONLY may wear small gold or silver ball studs or small hoop (sleeper) earrings only. Their hair must either be put up in a braid or bun and pinned securely (please ensure that fly-away hairs is smoothed with hair gel or pomade), if it is long enough or kept short enough so that it does not touch their shirt collar. Male cadets must keep their hair short enough so that it is above their shirt collar and behind or off the ears. Male cadets are not allowed any earrings to be worn. This information is in the New Entry training manual, along with care of the uniform, badge placement, and other information on the expectations of cadets.

\*\*\*\*When the cadets are out in public and not required to wear their uniform (for such events as garbage clean up, bottle drives, etc.) they will wear their Corps t-shirts\*\*\*\*

## **CUSTOMS OF THE NAVY**

It should be noted that all visitors (guests) and cadets MUST stand on the following occasions:

- a) When the CO enters or leaves the main deck
- b) At Colours and at Sunset
- c) When the Inspecting Party enters or leaves the main deck
- d) When the March Past salutes the dais (2<sup>nd</sup> time around)

When in uniform, cadets must salute the Quarterdeck and all officers; if not in uniform the cadet must pause, come to attention and check their arms to their side when they pass or approach an officer or when they enter the Quarterdeck. Cadets must remain at attention when speaking with an officer.

## **COMMUNITY SERVICE**

As a Cadet Corps, we are expected to do a certain amount of community service. We are also supported by the Legion and in turn the cadets aid in the Poppy Campaign and Remembrance Day ceremony for them. We will issue handouts to these special events to inform you of the parade and its location.

## CAMPS

We generally have at least two camps a year, one in the Fall and one in the Spring/Summer. We spend the weekend participating in activities such as survival, climbing walls, orienteering, rope work, teambuilding, etc. Other weekend camps include range competitions, and the Advanced Training Weekend (ATW); a weekend for training senior NCOs and members of the marching band. **Fleet Days** is hosted by a pre-selected Corps in Alberta and all the Corps in Alberta are invited to attend. It is a centrally located camp for the Corps and is a fun weekend building friendships and leadership. **The costs for these camps will be announced later.**

It is critical that **ALL** camp medicals are filled out in DETAIL, with any medical, social or behavioural conditions included.

## FEES

Fees for registration, camps, or any extra activities must be in **CASH, CHEQUE or E-TRANSFER** unless other arrangements have been made ahead of time with the Commanding Officer. You will receive a membership card after your membership has been paid. **These fees must be paid to a Bow Valley Branch representative, NOT an Officer. Officer's do not handle finances; all inquires about financial matter MUST go to a Bow Valley Branch representative.**

## DISCIPLINE POLICY

When a cadet is alleged to have committed some misconduct, the cadet is to be brought before the Officer of the Day (OOD). If the Officer of the Day (OOD) can determine beyond any doubt that the alleged offender is to blame and the misconduct is minor, they may reprimand the cadet (privately).

If the misconduct is such that the Officer of the Day does not think that they should deal with it, they must refer the case to the Executive Officer (XO). If it is such that the XO considers they should not deal with it, then they must refer it to the Commanding Officer (CO). The OOD should investigate the allegation to the extent that the circumstance warrants and report their findings to the XO.

Where, as a result of the OOD's investigation, the officer dealing with the case believes that the misconduct actually occurred; they may decide on or recommend any of several consequences depending on the circumstances. These include but are not limited to:

- 1) Reprimand the cadet (privately).
- 2) Withdraw privileges such as use of the Corps Canteen, or other facilities for an appropriate period of time.
- 3) Require the cadet to do extra clean up duty after one or more parades.
- 4) Preclude the cadet from participating in one or more of the upcoming extra-curricular activities.
- 5) Recommend that the cadet be reverted to a lower rank.
- 6) Recommend that the cadet be released from the Corps.

### **COMMUNICATION UPDATES**

The Commanding Officer (CO) will send out updates on a semi-regular basis. If you are not receiving these, please sign up to our updates at <https://forms.gle/CzDDbZrErdhzb55S9>, scan the included QR Code in this handbook, or, failing this, see the Administration Officer (AdminO).

### **MAILING LIST REGISTRATION LINK**



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/groups/1761501683923462/>), however, the email updates are the most accurate and reliable form of info.

## **FACEBOOK GROUP**



If you do not have an email address or reliable internet connection, 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 by e-mail ( [adm166.jahamilton@gmail.com](mailto:adm166.jahamilton@gmail.com)) ASAP.

## **FUNDRAISING**

The Navy League Cadet program is a non-profit organization. As such, we receive no funding from the Government and its associated agencies. To support the operation of the Navy League Program, the Bow Valley Branch operates various fundraising activities throughout the year. Major fundraising events are bingos (twice a month) and casino. All funds raised help cover the costs of rent, uniforms and Corps activities. Parents are expected to support and participate in all fund raising activities.

**PARENTS OF CADETS ARE REQUIRED TO PARTICIPATE IN A MINIMUM OF 8 BINGO EVENTS THROUGHOUT THE TRAINING YEAR. This is an essential part of how the program is funded. *If you cannot work these events, please talk to a Branch Representative about how you can support the Corps in other ways. We are always looking for volunteers for the Branch and Officers to help run our program.***