



**The Navy League of Canada - Alberta Division**

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# **Division Commander's Standing Orders**

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## **1. Scope**

This issue of the Commander's Standing Orders supersedes all previous versions. It does not supersede but rather clarify and strengthen any document issued by Navy League of Canada. It applies to all Alberta Division officers, civilian instructors, screened volunteers who interact with cadets, and cadets of all ranks.

## **2. Abuse and Harassment**

- 2.1 All officers and civilian instructors in Alberta Division shall familiarize themselves with P(22), Harassment Prevention and Child Abuse Prevention Summary, in its most current issue, located on the national website.
- 2.2 All volunteers working with cadets, including officers, civilian instructors, and parent volunteers, are required to complete all mandatory harassment and abuse prevention training.
- 2.3 Volunteers who have PTSD or other concerns that they believe may cause personal trauma when completing the course must discuss the matter in confidence with their CO. The CO will then pass this information to the Commander. The Commander and the Division Navy League Chairperson will make the final decision.
- 2.4 Officers and civilian instructors must attend the Abuse and Harassment Awareness Seminar when offered. All officers and CIs are required to attend this course every two years throughout the remainder of their Navy League careers.
- 2.5 As per NL(22), Alberta Division maintains a zero-tolerance position on harassment, abuse, bullying, intimidation, retaliation, or any conduct that compromises the safety, dignity, or well-being of cadets, officers, civilian instructors, volunteers, or staff. This standard applies to all members at every level, including Commanding Officers and the Division Commander. Commanding Officers shall ensure that all staff clearly understand their duty to prevent, report, and respond to harassment and abuse, and that any substantiated misconduct may result in removal from duties, dismissal from the Navy League program, and any further action required by applicable Navy League policy.
- 2.6 All corps will appoint an Abuse and Harassment Officer.
- 2.7 Questions and concerns shall be directed first to the Corps' designated Abuse and Harassment Officer, then to the Division DAO. The proper chain of command shall be followed at all times.

## **3. Public Relations**

- 3.1 While in public, Officers and Civilian Volunteers will conduct themselves in a manner that is befitting to The Navy League of Canada. The general public cannot distinguish between Navy League officers, Sea Cadet officers, or Officers of the Royal Canadian Navy. Our behavior reflects on all members of the Naval and Military Community.
- 3.2 Any incident that could attract negative publicity to the Navy League of Canada must be reported

immediately to the Division Commander through the Divisional Area Officer. In many cases, early intervention and clear communication by senior command staff can prevent or contain potential damage to the Navy League organization.

3.3 Public misconduct by Navy League officers will not be tolerated, in accordance with P(8), and will be subject to disciplinary action.

3.4 Officers and cadets of the Navy League of Canada, Alberta Division, shall respect all ranks, regardless of branch of service by formally saluting and addressing each other and officers from other service branches by their rank and last name.

3.5 Navy League personnel are required to carry their Navy League identification card to all Navy League functions and activities, including when in Navy League-issued uniform.

#### **4. Social Media**

4.1 Social Media can be a useful tool and can also be detrimental to our organization. Refer to the P(23) Social Media Guidelines, (most current issue).

4.2 Social Media includes, but is not limited to the following:

- a) Facebook
- b) Twitter or X
- c) Snapchat
- d) Instagram
- e) Pinterest
- f) LinkedIn
- g) TikTok

4.3 Officers and civilian instructors are not permitted to have Navy League cadets as contacts on any personal social media platforms (Facebook friends, Twitter followers, etc.).

4.4 Exemptions apply only to cadets who are members of their own family.

4.5 While cadet parents sign a media release authorizing Navy League members to use images obtained at cadet functions for official business, this does not grant permission to use these images on personal accounts. Such actions could result in legal action against the Navy League organization as well as the individuals involved.

4.6 Officers and civilian instructors are not permitted to post Navy League-related issues on social media if they may cause controversy or result in arguments. Unresolved items must be dealt with through the proper chain of command.

4.7 The following examples of pictures or videos of officers or civilian instructors in uniform are not

permitted to be posted to Navy League social media:

- a) Showing inappropriate behavior or questionable conduct.
- b) Holding or consuming alcoholic beverages, cigarettes, or drugs.
- c) Posting political comments or comments that reflect negatively on the Navy League of Canada.
- d) Impulsive comments; give yourself time to think about the message you wish to send.

4.8 All correspondence shall have the approved NLOC – AB Division signature block.

## **5. Communications**

5.1 All letters and correspondence will follow a military style of writing and follow proper channel of communication as described in the P(210) NL Officer Terms of Reference.

5.2 All letters and correspondence shall be signed with a signature (electronic is acceptable) and title.

5.3 Dates for all correspondence (letters, emails, and forms) shall be written in the following format: day/month/year

5.4 Times will be written using the 24-hour clock.

5.5 All correspondence shall be acknowledged in a timely fashion.

5.6 While away, an “out of office” autoreply email shall be posted, complete with redirect information.

## **6. Order of Dress**

### **6.1 Cadet Uniforms**

6.1.1 All cadet uniforms shall comply with P(410), Chapter 2 (Cadet Uniforms).

6.1.2 Cadets are to wear the COMPLETE Uniform. Only issued items may be worn with the exception of footwear as sizes can be an issue. Cadets are to wear their Corps T shirts, jeans (no ripped jeans) or slacks (no leggings or sweatpants/ shorts) and their own footwear while waiting to be issued their complete uniform.

6.1.3 Cadets may wear Corps T Shirts, jeans (No ripped jeans) or slacks (no leggings or sweatpants/ shorts) and Unit Ball Cap at the discretion of the Commanding Officer.

6.1.4 If a Corps desires, cadets may wear a white dress shirt and black pants, without a cap, while waiting to be issued a uniform for ceremonial divisions and inspections.

### **6.2 Officer Uniforms**

6.2.1 Officer uniforms shall comply with P(410), Chapter 3 (Officer Uniform).

6.2.2 Officers wishing to wear their uniform to a non-sanctioned Navy League event must have written approval from their Commanding Officer and the Division Commander.

6.2.3 As per section 8.4.04 of the P(8), "Only current, active, Navy League Officers are authorized to wear the uniform" Permission to wear the uniform will not be given to a former officer for any occasion.

6.2.4 Blue Navy League Work Dress (referred to as "NWDs" — Navy League Work Dress), as laid out in the P(410), may be worn for training nights, weekends, and similar activities.

- a) Blue Work Dress Shirts (NWD's) shall have a 6" black with gold embroidery name ribbon with a naval anchor after the last name. Small black and white plastic name tags will not be worn on blue shirts
- b) Blue Shirts must conform to the style and shade of the Navy League/Logitiks Issue;
- c) Male Item # 133 NSN # 2400-133-0133
- d) Female Item # 233 NSN# 2400-02-233-0233
- e) In addition to the P(410), The Jacket (Canex item # SKU 127356) Officers may affix a Velcro NL Ensign on the left sleeve - between the top of the shoulder and elbow – (NL Ensign available from CP Gear 9808)
- f) Unauthorized items will not be worn i.e. bos'n calls, clickers on boots, extra patches other than a corps crest.

6.2.5 Berets are approved for wear with summer/winter work dress and NWDs and shall only be worn at the corps level. Berets are not to be worn in public or during ceremonial divisions.

6.2.6 Female officers are permitted to wear skirts when attending ceremonial events and in the mess. Skirts are not permitted when on parade. If swords are worn, females must wear No.1 Black Trousers. All females must be in the same order of dress (i.e. all wear pants or all wearing skirts).

- a) When wearing skirts, female officers must wear an Oxford type shoe or a plain black pump, with a heel no higher than 1.5 inches; no open toe, sling back or stiletto styles are permitted.
- b) When wearing skirts, female officers must wear pantyhose. Acceptable pantyhose should be nude or natural coloured.

6.2.7 Female bowlers may continue to be worn if they were previously issued. If new female officers are not able to obtain a bowler, then a forage cap must be worn. If corps still have bowlers in usable condition that may be issued, they are to continue to be used until such time as the hat needs to be replaced.

6.2.8 Any variation or suggested change to the uniform within Alberta Division must be referred to the Division Commander and Division Executive for approval before changes are put into effect. A letter of decision will be forwarded to the corps commanding officer.

6.2.9 The following guidelines are to be followed for facial hair:

a) Moustaches will be kept neatly trimmed and above the corners of the mouth.

6.2.10 Beards will be kept neatly trimmed and follow the jaw line but not cover the neck. All beards must be accompanied by a moustache unless permission has been granted by the Commander.

6.2.11 Goatees must be kept neatly trimmed.

### **6.3 Dress Regulations General**

6.3.1 Dress regulations shall remain in effect for all Division training and functions, including mess dinners. Changes to dress will be issued in writing by the Commander or designate.

6.3.2 The end of the fall training weekend usually signifies the start of winter dress, although this is subject to change depending on weather conditions. Friday evening's meet and greet event, all attendees shall wear business casual. Running shoes, beach sandals, jeans, shorts, or T-shirts are not permitted unless directed by the Alberta Division Executive.

6.3.3 Anyone not properly attired will be asked to leave the mess until properly dressed.

6.3.4 Classes – Rig of the Day will be set by the Commander and/or Div TrgO

### **6.4 Mess Dress**

6.4.1 Officers are no longer permitted to wear Mess Kit.

6.4.2 Warranted female officers will wear their No. 1 uniform with a matching skirt (not above the middle of the knee when standing) or uniform trousers, a white shirt or tuxedo-cut shirt with crossover tie, beige nylons, and black pumps (no stiletto heels). Recommended dress for female civilian instructors is a black skirt or trousers, white shirt with crossover tie, beige pantyhose, and black pumps. Formal attire is also acceptable if the individual is not a warranted officer.

6.4.2 Warranted male officers will wear their No. 1 uniform with a bow tie.

6.4.3 Male civilian instructors will wear black pants with white shirt and tie, or a business suit.

6.4.4 No name tags are to be worn in the mess.

6.4.5 Miniature Medals may be worn after sun set (Applies only to Canadian Honors).

6.4.6 Officers and civilian instructors not dressed to these standards will be asked to leave the mess at the discretion of the Mess President.

6.4.7 Guests of the mess are to wear formal attire – no bare shoulders, hemline to be no higher than the middle of the knee when standing. Guests should be discreetly dressed without being overly revealing.

## **7. Ceremonial Divisions**

7.1 Officers and cadets will wear No. 1 uniform with medals. Female officers on parade or carrying a sword will be in trousers. Civilian instructors will refer to the Division Commander's Standing Orders for ceremonial dress regulations.

7.2 Dress of the day for training weekends may change in accordance with weather conditions and at the Commander's discretion. Officers and civilian instructors are advised to bring their complete issue uniform unless otherwise notified.

7.3 Changes to dress regulations for any other function will be issued in writing one month prior to an event where possible.

7.4 No person shall wear any order of dress not approved by Alberta Division Commander.

## **8. Civilian Instructors/ Guest Instructor Dress**

8.1 Dress uniform: black shoes with black socks or boots with black or grey socks, black trousers, white long-sleeve officer shirt with civilian instructor epaulets, black officer tie, name tag, and medals (as approved).

8.2 NWDs: civilian instructors may be issued NWDs (complete with unit cap) at the discretion of the Commanding Officer/Branch.

8.3 Guest instructors are encouraged to wear appropriate attire. Guests from other elements may wish to wear their uniform, including Fire, Police, or EMS. Staff cadets will wear their respective work dress or No. 1 uniform if approved by their commanding officer. This rule also applies to regular and reserve members of the Armed Forces. Non-uniformed guest instructors should wear business attire.

## **9. Wearing of Uniforms in Public**

9.1 Only warranted members of The Navy League of Canada, including civilian instructors permitted to wear the Navy League uniform, may do so, and then only for official Navy League business.

9.2 All officers and civilian instructors should wear No. 1 uniform when in public view, where practical. During the summer, summer work dress will be acceptable. NWD's may be worn if activities could cause damage to No. 1 uniform or cause them to become dirty.

## **10. Letter of Intent for Activities – F(330)E**

10.1 A Letter of Intent is required whenever a Corps and/or officer leaves its geographical area on Navy League business. A geographical area is defined as within the city, town, or village limits. Corps staying overnight away from their ship, but within their geographical area, must also submit a Letter of Intent form. The following is the minimum lead time required when submitting Letters of Intent:

- a) Within 50 km of the corps geographical area – 2 weeks minimum
- b) Outside of 50 km radius, but within the province of Alberta – 4 weeks minimum (Division approval required)
- c) Within Canada but outside the province of Alberta – 6 months minimum (both Division and National approval required).
- d) Travel outside of Canada requires a one year minimum. All out of country trips require both Division and National approval.

10.2 Letters of Intent, along with any other required paperwork, are to be presented to the branch for approval and recorded in branch minutes. If travel is within the 50 km radius, branch approval is all that is required, but COs must submit a copy to their DAO. If travelling outside the 50 km radius, approval must be obtained from both the Branch President and Alberta Division. If the request falls into a category where funding approval is required or out-of-province travel is planned, it must also be forwarded to the Alberta Division Navy League Chair.

10.3 Activities not included in the budget, but approved by the branch, with a cost of \$5,000 to \$10,000, require Division approval; activities costing \$10,000 or more require both Division and National approval. Three months' notice is required for any request which requires National approval (see exceptions in section 5.01).

10.4 At least one qualified standard first aider is required as the medical officer on all camp trips, and they are to be identified on the letter of intent form.

- a) Corps are strongly recommended to enlist appropriate first responders (EMR, PCP, ACP CCP)<sup>1</sup>. Registered Nurses with an OHS designation could also be considered.
- b) Letters of intent ensure that all Navy League personnel (cadets, officers & volunteers) are covered under The Navy League of Canada Insurance Policy while in transit to and from any approved event and for the duration of the event. If a Letter of Intent is not submitted

punctually and correctly, there will be no insurance coverage for those participating in the event thereby placing the organization in a position of liability.

- c) Commanding officers are required to provide a safety review of all details of the activity.
- d) DAO's must review the details of the pending activity; it is recommended the DAO be included in the development of the camp.

10.5 F(102) Driver's Logs will be completed and a copy retained by Corps/ Branch for any activity where volunteer driver's are utilized. Once the Driver's License on the F(102) Driver's Log is verified; a copy along with an emergency phone number is provided to the Driver. The driver must be made aware that they are to supervise the cadets under their charge during transport and they must check in with the adult in charge to report the cadets upon arrival.

## **11. Cadet Activity Site Assessment**

11.1 When corps are using a facility, camp, or venue that is new to them, the corps must complete an AB (714) site assessment form at least 4 weeks prior to scheduling that activity. The completed document must be retained with the corps and a copy forwarded with the letter of intent to the DAO and Commander for approval.

11.2 This should provide adequate time for planning additional means to mitigate risk, as well as develop the fire orders, lock down procedures, and other emergency preparations for this site.

11.3 Upon arrival at the facility on the day of the event, another quick assessment is to be done prior to commencing any activity to ensure nothing has changed. All hazards must be identified and control measures put in place. If the risk cannot be reduced to low or eliminated, the activity must be modified to mitigate risk or cancelled.

11.4 All completed assessments are to be retained and available for DAO review at any time.

## **12. Fire Orders/Lockdown Procedures/Ship's Standing Orders**

12.1 Corps commanding officers shall be responsible for the development of fire orders, lock down orders and Standing orders for their respective ships. Corps parading at a CAF facility must follow the fire/ lockdown orders specifically produced for the facility.

12.2 Fire orders and lockdown procedures, along with a map of the facility, must be posted in view of all members of the ship's company.

12.3 Lockdown procedures must identify safe locations and procedures to secure cadets and officers should an incident occur that requires personnel to be protected.

12.4 Minimally, one fire drill or one lockdown drill must be carried out at least once between

each marked inspection during the training year. The ship's log must show the results of each drill. A lockdown drill is not considered a fire drill. It is recommended that corps alternate between fire drills and lockdown drills.

12.5 Ship's Standing Orders will be issued by the Commanding Officer at the beginning of the training year and updated as appropriate. Ship's Standing Orders will be approved by the Branch President before being issued.

12.6 Ship's Standing Orders should provide corps specific protocol such as, but not limited to, site access, parade and supplementary training hours, order of dress, expectations, duties and responsibilities, etc.

12.7 Ship's Standing Orders, directives and routine orders must be posted for staff, cadets, and/or guests to review. A copy of the ship's standing orders must be provided to your DAO and the Division Commander.

12.8 A building evacuation plan is to be included with the fire orders and lockdown procedures and referenced in the standing orders.

12.9 When attending camps and activities away from the ship, fire orders, lockdown procedures, and evacuation plans must be in place, for these activities. Venue operators may already have these plans in place and can be shared with your corps. If they do not, the officers assigned to conduct the site assessment are to be tasked with developing these orders prior to attending the camp/activity.

12.10 Commanding officers are responsible for sharing all information from each of these documents with staff, cadets, and parent volunteers.

### **13. Incident Reports**

13.1 All incidents, on or off ship, must be recorded on a NL (339) Incident Report form. Some examples are:

- a) A cadet goes missing at a camp, even if for a short period of time.
- b) A physical altercation between cadets
- c) Lockdown or Fire (not drills)
- d) An officer requires discipline due to misconduct.
- e) Damage to property (deliberate and accidental)
- f) Abuse or Harassment
- g) Notification of Covid19 or Covid19 like illnesses (Including a positive Covid19 test)

13.2 Incidents may bring unwanted media attention, depending on when and where they occur. Notify the Division Commander as soon as possible before answering any media enquiries. All media enquiries will be directed immediately to the Alberta Division President or designate.

13.3 A National Insurance Claim form is also required; both forms are to be submitted immediately to the DAO. This form is to be used for both injury and for incidents that may result in liability against the Corps, Branch, Division or National.

13.4 If the incident requires emergency response (i.e. lockdown, gas leak, fire, medical emergency, law enforcement intervention), the first priority is to administer all required first aid while immediately contacting first responders. After the incident is under control, and emergency response is in route, the CO and/or XO, must notify their DAO immediately. The DAO will then immediately communicate to the Division Commander and Division President.

13.5 Any injury to an attendee or damage to property must be documented.

13.6 Parents/guardians will be provided with a copy of the National Insurance Form.

13.7 Completed forms must be submitted by the Division President and to National within 30 days of the incident, accompanied by all receipts.

13.8 The appropriate path for the completed claim is: Commanding Officer to Branch President and DAO – Branch President to Division President/Commander with a cc to the Advisor – Division President to the Deputy Executive Director for the Navy League of Canada, with a cc to the National Navy League VP.

13.9 The insurance provider will assess the claim for eligibility; this is not to be done by CO's or branch presidents. No Officer/Civilian Instructor/Volunteer/Branch member will counsel a Cadet/Officer/C.I./Volunteer not to submit a claim form.

## **14. Corps Monthly Reports**

14.1 The CO is required to submit an AB (703) Corps Monthly Report to the DAO every month of the training year (September to August inclusive).

14.2 Corps must submit the monthly report no later than the 10<sup>th</sup> day of the following month (e.g. September report to be submitted no later than October 10).

14.3 The summer report must include all activities from the day after annual inspection to the beginning of the next training year. This report must be submitted no later than September 10 of the new training year.

14.4 Reports shall include corps' strength, officer strength, and all activities for the month.

14.5 Reports may be prepared by the XO or the Admin O and must be reviewed and signed by the Commanding Officer.

## **15. Corps' Policies**

### **15.1 Parent Handbook**

15.1.1 All Corps shall collaborate with their local Branch to develop a parent handbook to provide information to parents on aspects of the cadet program. A basic template has been created by National, which each Corps is required to use to develop their own.

15.1.2 The handbook should include, but is not limited to, the following:

- a) Commanding officer's expectations.
- b) Chain of command, including officer contact information for use of cadets/parents.
- c) Ship's routine
- d) Corps policies
- e) Details on opportunities available to the cadets: (Band, Colour Party, NCO positions, Camps, Awards, etc.)

### **15.2 Routine Orders**

15.2.1 Corps will issue monthly Routine Orders that communicate parade and special practice dates, order of dress, activities, duty assignments (OOD, POOD, Duty Division as a minimum)

15.2.2 Routine Orders will be given the widest distribution (Handouts, Website, Bulletin Boards etc.) by the last parade night of the month for the following month.

## **16. National and Provincial Awards**

16.1 There are many awards available through Alberta Division and the Navy League of Canada, to recognize the achievements of officers, cadets, volunteers, supporters and branch members. Every effort should be made to submit for applicable awards. Consult the Navy League of Canada's website, under publications: [2024 November - Final Awards Program.pdf](#)

## **17. Awards Selection**

17.1 Corps shall follow an awards policy, as outlined here, for the selection of cadets for various corps awards. Any corps specific requirements supplementing this policy must be documented at the corps level and disclosed in the Parent Handbook.

17.2 Corps shall provide a summary of all awards available and the criteria for each award.

17.3 The awards selection process requires the awards committee, comprised of all corps officers; it is recommended to have one third party observer/participant invited by the CO, such

as a legion rep, branch rep, sea cadet CO, division rep or other.

17.4 The committee will meet in a closed location and be reminded of the confidentiality of the process. The committee will review each of the award criteria and each member will have the opportunity to nominate one cadet.

17.5 A parent/relative/legal guardian of a cadet cannot nominate their own child.  
a) If a member of the committee is the parent/relative/legal guardian of a nominated cadet, they shall exclude themselves from the discussion and selection of that specific award.

17.6 Each committee member nominating a cadet will have to provide supporting evidence/justification for that cadet receiving the award. This process should include a review of cadet files and other corps specific documentation.

17.7 In the event of a tie, a second round of discussions and voting may be used to select the recipient. If this is not possible, the Commanding Officer (or their designate) will select the candidate for that award.

17.8 COs are to ensure this process is documented, along with supporting documentation on why each recipient was selected to receive the award. This information is not required to be disclosed to anyone other than division staff.

17.9 For corps that have an officer award selected by cadets, the process and ballots should be overseen by a branch member with no affiliation to any cadet or officer. Criteria should be provided to the cadets and presider before voting begins and should be part of the Parent Handbook.

17.10 No person other than the branch member placing the awards order should be made aware of the cadets' choice.

## **18. Selection of Senior Cadet Positions**

18.1 Corps shall follow the policy outlined here for the selection of cadet positions (Coxswain and RPO). Corps specific requirements supplementing this policy must be documented at the corps level and disclosed in the Parent Handbook.

18.2 Corps shall provide a description of the position(s), including duties and responsibilities, as well as the application process for the parents and cadets, in the parent handbook.

18.3 The application process should be open to all senior cadets and should provide an opportunity for cadets to demonstrate their interest in the position. (Letter, video, attendance at training event, etc.). This information is only to be disclosed to the selection committee.

18.4 The selection committee shall include the CO or XO branch representative, and division representative. Corps may choose to include an outside party, such as a legion representative. (the exception if the CO or XO has a son/daughter nominated).

18.5 Committee members will meet and conduct chief's boards, where each applicant will be asked the same questions and the committee will evaluate responses. Applicants shall be in full uniform, officers in summer dress, and branch/division executive in business casual.

18.6 Following the interview sessions, the committee members will review all supporting documentation, such as letters, training records, cadet files, etc., before making the final selection for these positions. The CO cannot override the decision of the committee unless there are extreme circumstances. In such a situation, the CO must consult with their DAO and request permission from the Commander. The Division and Branch presidents are to be advised before a change is announced.

18.7 A qualified pool of cadets can be created at the start of the year and used to provide alternates should a cadet age out or leave the program during the training year. The ranking of the cadets in this pool shall not be disclosed.

18.8 Commanding Officers shall not attempt to override the recommendations of the board.

## **19. Inspections**

19.1 As per section 7 of the P (8), three formal inspections will be carried out during the training year.

19.2 Reviewing officers for each of these inspections is as follows:

- a) Branch Inspection – Branch President
- b) Division Inspection – Division President or delegate (usually Branch Advisor)
- c) Annual Inspection – Corps choice
- d) Regular Parade – not applicable

19.3 Ceremonial Divisions – Legion member, Sea Cadet Corps Commanding Officer, Sponsors, City Officials, etc.

19.4 Inspecting officer will be the DAO or designate.

19.5 All inspection dates must be submitted to the Division Administration Officer no later than August 31 of that training year. There are to be **no duplicates for annual inspections.** Dates will be on a first submitted basis. The division Admin O will notify any corps required to select a new date.

19.6 To accommodate Fleet Days, no inspection shall be held on the Fleet Days weekend,

which is normally the first weekend of June, but can vary based on camp availability. Check with the division Admin O to confirm the date for fleet days before scheduling annual inspection.

19.7 No inspection is to be held on the weekend of officer rank qualification, which is usually held in March.

19.8 Refer to the Administrative Orders and Inspection Guide for further inspection information.

## **20. Succession Planning**

20.1 The Commanding Officer of a Corps should start preparing his/her replacement at least one year prior to the change of command, passing on as much information as possible about corps operations.

20.2 A CO usually progresses through the ranks within a Corps and already has a general knowledge of each officer's capabilities. Within the first year as CO, he/she should have one or two candidates in mind to consider replacing him/her in the event that circumstances change.

20.3 Succession planning should entail a detailed written plan, identify key areas, and provide details of how each of those areas should operate.

20.4 The CO should develop strategies for training and development and include these strategies into the written succession plan.

20.5 As mentor to the CO, the DAO will also monitor and assess that the strategies are being put in place and officers are being trained and developed.

20.6 Training for prospective COs must include a CO/XO course, administered by Alberta Division.

20.7 The CO must ensure that his/her replacement has all the required skillsets to be in this position.

20.8 A CO should be able to present a detailed succession plan to his/her DAO upon request.

## **21. Change of Command**

21.1 A Corps' Change of Command is to take place after the annual inspection and prior to June 30 of the training year.

21.2 It is recommended that Corps hold annual inspection and change of command on separate days/times. If that is not possible, Corps should adjust the ACR schedule and timings to include the

COC. A combined ACR/ COC should not exceed 2.5hrs.

21.3 After the change of command, the outgoing CO must take a minimum of one year leave of absence from the corps. This can be a formal leave of absence, or a transfer to another Corps, provided that Corps has a need for additional staff and the Branch is in support. If parading with another corps, a request must be submitted to the DAOs of both corps and approved in writing by the Commander. A copy of all documentation must be filed with the division Admin O.

21.4 There may be extenuating circumstances to waive this requirement (para 21.3). In such cases, a request must be made in writing to the DAO, outlining the reason for the request, and approved by the Commander in consultation with the Division NL Chairperson.

## **22. Officer Rank Qualification and Extra Training**

22.1 Alberta Division Training Officer shall conduct a minimum of two officer training weekends during each training year, to facilitate officer development and rank qualifications.

22.2 Where feasible, the Division executive may put forward request/recommendations for training, provided it is not in conflict with required training.

22.3 Officers will attend all training weekends.

22.4 The Division Commander reserves the right to deny attendance to officers who are currently under review for non-performance or inappropriate behaviour.

22.5 In order to allow time for information and numbers to be provided to the venue operators, registration for training weekends must be submitted within the time frames sent out by the Division Training Officer.

22.6 To qualify for the next rank, all officers and civilian instructors must complete the National training package and written exam. They also must attend AB Division training weekend to gain the hands-on experience and knowledge required for each rank. A drill evaluation will also be conducted during training weekends.

22.7 The following orders shall be in effect for all training and meetings attended by Alberta Division corps officers and division staff officers.

### **22.7.1 Navy League Ship**

All facilities used during training sessions, qualification courses or Alberta Division AGM shall be referred to as the Navy League Ship.

- I. With the exception of the Division AGM, functions aboard the Navy League Ship fall under the command of the Division Commander or Designate.

- I. No person attending sessions shall leave the ship without the permission of the Division Commander.

#### 22.7.2 Smoking

- I. Smoking shall be restricted to areas designated by the officer in charge of the function, and to restrictions in place at the facility.
- II. Smoking includes but is not limited to cigarettes, cigars, pipes, and electronic smoking devices.
- III. Officers shall refrain from smoking in the presence of cadets at all times.
- IV. Smokers shall police the cleanliness of smoking areas at the end of each working day.

#### 22.7.3 Cannabis

- I. Use of cannabis will not be permitted at any Navy League Facility or venue regardless of those venues policy.
- II. Cannabis in other forms may be allowed if for medical reasons on the advice of a Physician.
- III. Under no circumstances may an Officer/C.I. share any cannabis product with any other member

#### 22.7.4 Electronic Devices

- I. During officer training weekends, all cell phone ringers will be turned off, and cell phones are not to be used in any form during classes, unless prior permission is given by the Division Commander or Division Training Officer.
- II. Laptops or other electronic devices may be used during class time to take notes or for referencing NL policy, and if they are deemed appropriate by the instructor.

#### 22.7.5 Protocol

- I. At all times, officers shall conduct themselves in a respectful manner.
- II. Proper marks of respect shall be adhered to during all functions.
- III. The Division Commander or Division Training Officer may designate "Stand Down" areas in respect to saluting.
- IV. Regardless of above, marks of respect will continue to be used.
- V. When in gangways or not in uniform; Acknowledgment of
- VI. senior Officers by saying "Sir" or "Ma'am and by checking the arms by the side.
- VII. The Division Commander and/or Division Training Officer shall address breaches of protocol and respect.

#### 22.7.6 Barracks

- I. During training sessions, all sleeping areas will be referred to as barracks. Male and female officers are not permitted to share sleeping quarters

- unless they are married or common law (As per the Gov of Ab definition)
- II. No alcoholic beverages will be permitted in the barracks area at any time.
- III. Quiet time will be from 2300 to 0600 hours. All personnel will make every attempt to remain quiet during this time, both inside and outside the barracks.
- IV. Rooms will be assigned, and changes are not permitted without permission.

#### 22.7.7 Quarterdeck

- I. A Quarterdeck shall be established in a suitable area of the ship.
- II. All personnel shall pay respects to the quarterdeck at all times.

## 23. Protocol / Chain of Command

23.1 Officers and civilian instructors shall show marks of respect to all members of Division Executive, Branch President, and National Board Members. Navy League corps officers must remember that the Branch President is the immediate superior of their respective corps. The Division President is the highest position in the Division and is the immediate superior of the Commander.

23.2 Contact with Division staff officers shall follow proper chain of command and shall be initiated through the commanding officer.

23.3 Directives and global emails will be issued by the Commander to all commanding officers through the DAOs. All communications intended for the widest possible distribution shall be sent to all Corps staff as soon as possible.

23.4 The Branch President must initiate all contact with Division Executive. Concerns regarding the Navy League will be forwarded to the Branch Advisor, who will share with the Navy League Chairperson and Division President.

23.5 Contact with the National Board/Office will be completed through the Division President.

23.6 Issues arising at the corps level shall be dealt with starting at the lowest possible level – within the corps. If that is not successful the prescribed process is first through Branch, then through Division, and finally to National, if all other attempts at resolution fail.

23.7 Navy League Officers shall refer to the P (8), Section 4.12 for guidance when working with sea cadet corps.

- i. It is expected that all CIC officers, Sea Cadets, and cadets will recognize each other and their respective roles in the cadet program. By showing common courtesy at all times and the appropriate military courtesies when

appropriate.

## **24. Rank on Enrollment**

24.1 No person shall parade with a cadet corps until all approved paperwork has been submitted to the Division Screening Coordinator and the volunteer screen card has been issued from National.

24.2 Corps choosing to circumvent the above shall be reprimanded by the Commander in conjunction with the Division NL Chair and Division President.

24.3 Every Officer and volunteer will read and sign off that they have read and understood the following publications:

- i. The Navy League Cadet Offices Terms of Reference P(210)
- ii. The Officer & Adult Volunteer Code of Conduct P(8) (Annex A)
- iii. Harassment Prevention, Workplace Violence and Child Abuse Prevention Policies: Guide to Policies and Procedures P(22)
- iv. The AB Division Commander's Standing Orders
- v. The Corps' Commanding Officer's Standing Orders

24.4 As directed by Alberta Division, Rank Qualification for:  
CI to MID(NL) shall be no less than six (6) months.  
MID(NL) to A/SLT(NL) shall be no less than one (1) year.  
A/SLT(NL) to SLT(NL) shall be two (2) years.  
SLT(NL) to LT(NL) shall be two (2) years.

24.5 All persons requesting enrollment at a rank higher than Midshipman shall submit the request in writing through their Commanding Officer, with supporting documentation, to the Division Commander and Alberta Division President.

24.6 Each case will be assessed by the Division Commander, the Alberta Division Navy League Chairperson, and the Division President. Decisions will be made based on the information submitted, ensuring that the applicant meets the qualification standards of Alberta Division and is in accordance with the current P (8).

24.7 This procedure must be completed with the Division Commander's recommendation before the promotion paperwork is submitted to the Alberta Division Administration Officer.

24.8 The Division Admin O is responsible for ensuring the form is complete in all respect and ready to be sent to the Commander then to the Division President and then to National.

24.9 All persons who are enrolled at a rank higher than Midshipman are subject to a 6-month probationary period and will complete all National Rank training packages up to and including the rank they are enrolled as.

## **25. Officer Promotions**

25.1 Promotions are not a 'given' nor a 'right'. They are earned through knowledge, time served, performance and ability.

25.2 For an officer to receive a promotion, the following criteria must be met:

- a) Must have successfully completed both the written and drill assessments at the appropriate rank qualification level.
- b) Must have attended the current Harassment and Abuse Prevention Training offered by Alberta Division within the last two years.
- c) Must have met the P (8) time requirements for promotion consideration.
- d) Must have been assessed by the commanding officer must have paperwork filled out, in full, signed and submitted to the Alberta Division Admin O through the Corps CO.
- e) Any exceptions to these rules must be requested in written letter format from the Commanding Officer and submitted to the Division Commander for consideration by the Commander, NL Chairperson and Division President.

## **26. Fleet Days**

26.1 Fleet Days will be held on or near the first weekend in June. Alberta Division books the venue five years in advance.

26.2 Division staff will advise corps of the date prior to the start of each training year.

26.3 No inspections are to be scheduled for the Fleet Days weekend.

26.4 Corps will not plan weekend events after April 31<sup>st</sup> to ensure cadets are able to afford and attend Fleet Days weekend.

26.4 Host corps will create the theme and T-shirts for the weekend. AB Division Command Staff will look after the registration paperwork. This will take pressure off host corps.

26.5 The Host Corps and Alberta Division will work collaboratively to develop an emergency plan to ensure the safety and well-being of all participants.

26.6 Host corps must work with Alberta Division to ensure all activities/events planned for the weekend meet the standards of Alberta Division and the Navy League of Canada.

## **27. Use of Staff Cadets**

27.1 Staff cadets who have signed the proper documentation shall be utilized during

regular parade night training at the NLCC parade location.

27.2 Staff cadets may participate in extracurricular activities outside regular CTS training, including but not limited to swimming, sports nights, and community events.

27.3 Staff cadets may attend day trips or day training at corps home locations.

27.4 Staff cadets are not permitted to participate in overnight activities such as weekend camps, ATW, or Fleet Days.

27.5 Staff cadets must be supervised at all times. They may not be used for the supervision of cadets and will not be left alone with any Navy League cadets.

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CDR(NL) Michelle Turner  
Navy League of Canada - Alberta Division

## Addendum

## Signatory Sheet for Standing Orders

To: All Commanding Officers  
NLOC - Alberta Division

**RE: Division Commander's Standing Orders**

All corps officers and Division staff are required to read and sign the Standing Orders and return them to the Commander within 45 days of the initial release and of any subsequent amendments.

Return a copy of this page to the corps DAO at Division Inspection. Keep a record at the corps, as you may be asked to produce it during one of your inspections. Remember to update it as new officers join.

Corps Name: \_\_\_\_\_

[illegible]