



**RCSCC WHITBY**

**Cadet and Parent's**  
**Handbook**

**2015-2016**



Memorandum

1085-10-01 (General Information – CO)

09 September 2015

**2009/2010 CADET AND PARENT HANDBOOK**

Reference: N/A

1. The purpose of this handbook is to convey important information regarding procedures, expectations and general Cadet knowledge primarily to provide a reminder to the Cadets, but also to enlighten the parents, as parents are also an important part of the Cadet movement.
2. Cadets who have questions about any of the information contained in this handbook must ask them through their Chain-of-Command, parents who have any questions may ask any officer for clarification. The Branch (our sponsors) is also a great resource for parents and could also answer questions.
3. This handbook will be continuously under review and any changes that need to be made will be posted and available upon request.
4. Thank you very much.

Yours Aye!



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## **Introduction:**

This handbook will serve as a reference for both Cadets and Parents. The information you will find within this manual ranges from program outline to attendance expectations, etc. It is of utmost importance that you know what the commitment you are making entails.

## **Attendance Expectations:**

There is an attendance requirement in the Cadet program that must be met in order to be eligible for promotion. The requirement for the new program is 60%, which is physical attendance (the Cadet must be present in order for the requirement to be satisfied since there is no testing allowed to confirm learning), and the old program has a lesser requirement, but still allows for testing.

Therefore, it is essential that Cadets are present for Part 1 training which is the mandatory training (Wednesday nights) and activities. There are two mandatory parades that must be attended by all Cadets and they are the annual Remembrance Day parade in November and the Battle of the Atlantic parade in May. If there is a valid reason (of a serious nature) for the Cadet not to attend these two parades and alternate activity must be completed. The Annual Ceremonial Review (commonly known as Annual) is the completion of mandatory training for the training year and therefore must also be attended.

Cadets are encouraged to get involved in Part 2 training which is the band and competition teams. It is important that Cadets find a good balance between their Cadet activities and school/work commitments. However, it is essential that Cadets honour the commitments they have made to the teams they have decided to be a part of as they will be letting their fellow Cadets down by not pulling their weight. Attendance at Part 2 training events does not count towards actual promotion, but it does count towards consideration for awards and camp prioritization, especially if it comes down to having to choose between a Cadet who participated fully in all that the program has to offer and one who does not.

Fundraising is very important to the running of the Cadet corps, and the Legion supports us very well so it is expected that Cadets will participate in a certain number of tag day sessions and poppy sales days for both the Whitby and the Brooklin Legion. This is typically 2 tag sessions and at least 2 poppy sessions for either Legion, but could be more if required (possibly 1 extra session). Occasionally throughout the training year the Legion has a requirement for a few Cadets to assist with events. These extra events are not mandatory but are strongly encouraged and will count towards school community service hours. The band is a good source for fundraising during the Christmas Parade season, and therefore Cadets who have committed to being members of

the band must honour that commitment and attend these parades. However, we will also count these towards school community service hours.

### **Leave:**

We understand that on occasion a Cadet may need to miss a mandatory or extra curricular activity. Cadets wishing to request leave must do so 1 week in advance through their DPO if it is known that they will be away. If the situation arises suddenly and there is not enough time to inform their DPO in advance they need to call into the ship (905-430-2018) and leave a verbal request and send an email to 226Sea@cadets.gc.ca. As stated previously this will still count against them as far as physical attendance requirements, but it still counts as far as Cock-of-the-Walk and ability to participate in special activities, etc. If a Cadet is Absent with out Leave (AWOL) it counts against them.

Cadets who may require an extended leave, which is any leave over 2 weeks, they must apply in writing to the CO through a request form submitted through their Chain-of-Command. However, if the Cadet is part of the new program they may not be eligible for promotion until the classes they missed come around again, or until they have met the attendance requirements.

### **Uniform Expectations:**

Uniform expectations for appearance and care/maintenance are published in the Cadet Administrative and Training Orders (C.A.T.O.) 35-01 – Sea Cadet Dress Regulations. These regulations govern everything to do with appearance from hair and jewellery rules to how to lace your boots. It is the responsibility of every Cadet to be aware of these rules and to live by them. **Remember, you chose to be a Cadet, and these rules are part of your commitment.** The current dress regulations are being updated, but until they are published you must conform to the current ones as they are stated, with the exception of religious symbols on a necklace, which must be small and not seen while in uniform, which may be difficult to conceal in a gun shirt. This also includes not covering piercings that you are not supposed to have (such as a single earring in a male Cadets ear and nose rings) with bandages (see the above reminder).

Copies of the dress regulations will be made readily available to Cadets and parents at the boathouse and school and are also available online at [www.rcscwhitby.com](http://www.rcscwhitby.com).

Each CADET is responsible for the care and maintenance of their own uniform, including sewing, boot polishing and washing/pressing. Excuses like “my mom hasn’t sewn on my badges yet” or “my dad still has my boots” are NOT acceptable and will be replied to with “your mom (or dad, etc.) is not responsible for your uniform, you are”. Cadets will be instructed in how to maintain the

uniform properly. By all means parents should feel free to assist the Cadet if they wish, but Cadets must not rely on their parents to do the work for them.

### **Camp Application Process:**

The camp application process for any Cadet applying for a course will be as follows. Courses include international exchanges, deployments, cruises, etc.:

Step 1: around the middle to end of November the applications should be ready to be printed. Rough copies will be printed and distributed to Cadets. Cadets and parents must check the information for accuracy. Parents **MUST** provide an alternate contact (with a different address and phone number than yours) and doctors information (name, address and phone number – if you don't have a regular family doctor you must give the information of the clinic you use). **If this information is not on the application DND will not accept it.** It is essential to also check the accuracy of the health card number. If there is no information to be included in the medical section, you must enter N/A or none, etc. DND will also not accept the application if this info is missing. Also please ensure that you have signed in all the right spots. Any Cadet wishing to apply to a band course must also complete a DND757 form.

Step 2: Applications will be submitted to the Training Officer to check accuracy and for any information corrections. If information needs to be updated a new CF51 (good copy) will get printed for signing, if everything looks to be there the Training Officer will submit the applications to the Commanding Officer for signing.

Step 3: The officers will prioritize the applications and submit them to the detachment for further processing.

### **Part 2 Training:**

Part 2 or “extra-curricular” training is any training that DND deems to be of value and supports or at least endorses that is not considered mandatory. Such examples would be the Cadet Music Program, and competition teams, etc. Part 2 training is highly encouraged in order to get the most out of the Cadet program.

Part 2 training that takes place at WHITBY is typically:

- Band
- Drill Teams (with and without arms)
- Sail Team
- Gyn/Sheers Teams
- Flag Hoist Team
- Heaving Line Toss Team
- Range Team

- Biathlon Team

As stated previously in the Attendance Requirements section of the handbook, Cadets must ensure that they are not getting themselves into more than they can handle, but must honour the commitments that they make to the teams they join.

**Defaulters:**

RCSCC WHITBY utilized the “defaulters” system as a means of corrective training. Corrective training may be needed to remedy improper behaviour in class or in Division, sub-standard uniform (either in part or in whole), or failure to comply with an order or properly follow instructions. Defaulters are to be administered by the Regulating Petty Officer unless the situation is severe enough to warrant the Coxswain administering defaulters. If a Cadet is habitually on defaulters they will be referred to the Executive Officer, and if need be, the Commanding Officer, which will in either case likely end in suspension or in severe cases expulsion from Cadet Activities.

**Electronic Communications:**

Effective immediately, the only acceptable form of electronic communication between Cadets and officers/CI's will be e-mail to the officers/CI's cadets.gc.ca or rcscCWITBY.com address. Do **NOT** contact an officer/CI at their personal address. A list of e-mail addresses you are to use will be posted. **You are also reminded that proper use of the Chain of Command must be adhered to at all times.** E-mail is also **NOT** the acceptable means of requesting leave.

Facebook and other such web services (such as MySpace and MSN Messenger) are deemed to be **NOT** acceptable methods of communication between Cadets and officers/CI's and is therefore discouraged.

Cadets **Should NOT** invite officers/CI's to be in their friends list. Any such requests should be ignored by said officer/CI.

**Electronic Devices:**

Effective immediately, the following policy will be in place for the use of cell phones, cameras and other electronic devices for all WHITBY cadets.

Notwithstanding the allowances for their use in limited situations, cadets are discouraged from bringing cell phones, cameras or other electronic devices such as MP3 players to any cadet activities, whether LHQ training nights, practices, weekend exercises or whatnot. Cadets are responsible for these devices should they be lost, damaged or stolen.

Cadets who are in possession of cell phones or other electronic devices shall turn them off upon arrival at the barracks or the meeting point for a given activity (eg. the start point for a local parade or the Legion for poppy days, etc.) and shall not turn them on again until they are leaving the barracks (or end point of the activity if not the barracks).

On long bus trips, the OIC/escort officer *may* choose to allow cadets to use cell phones and other devices during the trip there or back. These devices shall be turned off and cease to be used once the bus arrives at the destination and may not be used again until the bus is underway to return home (again, at the discretion of the OIC).

During longer activities (such as competitions or weekend exercises), the OIC *may* choose to permit cadets who have electronic devices to use them during longer break periods such as Stand Easy or Meal times. Permission granted during one activity does not imply that it will be granted for other activities.

If exceptional circumstances exist where parents wish for a cadet to be able to use their cell phone during prohibited times, *the parent* shall make prior arrangements with the CO or OIC of the event. Each circumstance will be discussed individually and a determination made on a case by case basis. Cadets shall not be the initiator of these discussions and shall not assume that they may use their devices unless the CO or OIC has expressly told them that they may.

Cadets found using electronic devices in contravention of this policy will have the devices confiscated for the duration of the activity and may be subject to further disciplinary action.

### **Orders:**

There are several types of orders that come through a Cadet unit with relevant information and instructions, etc. from different sources (the Detachment, Head Quarters in Borden and National Defence Head Quarters). The most important set of orders for the operation of RCSCC WHITBY are the routine orders. "R.O.'s" are published on a regular basis and are posted around the ship for easy access. It is the responsibility of every Cadet to be aware of the information contained in the R.O.'s and to make sure they are where they are supposed to be when they are supposed to be there, etc.

The second most important set of orders are the Cadet Administrative and Training Orders or "C.A.T.O.'s". These orders are a national publication and are always under review. C.A.T.O.'s are accessible online at <https://portal-portal.cadets.gc.ca>. The C.A.T.O.'s contain everything from dress regulations to exchanges. Anything that comes up on a regional level that is not covered in or

needs to augment what is in C.A.T.O.'s are published in either a Central Region Cadet Order (CRCO) or a Central Region Cadet Supplementary Order (CRCSO) or in a Detachment Routine Order (DRO).

The third most important set of orders for Cadet Units are the Queen's Orders and Regulations for Cadets (QRCadets). These orders are also accessible online and contain the authority to run Cadet Activities, etc.

### **Important Policies:**

All policies in effect at RCSCC WHITBY are contained in the Ship's Standing Orders (SSO's) or are published and posted in the form of either a Commanding Officers or an Executive Officer's Temporary Memorandum until it is able to be included in a revision of the SSO's. Two important policies have been highlighted already in this handbook, but here are a few more that should be familiar to each Cadet:

- Awards eligibility
- Conduct and Discipline
- Fire Orders, etc.

Another important policy is that of the granting of community service hours for school. It is the responsibility of the Cadet to keep track of their hours and to have the appropriate form filled out properly when they submit it for verification and signature. The following is a list of the acceptable activities that will count towards fulfilling the requirements:

- Poppy sales
- Remembrance Day Parade
- Battle of the Atlantic Parade
- Community parades and events

The following activities will NOT count towards fulfilling the requirements:

- Weekly training nights and practices
- Training weekends
- Competitions
- Summer training
- Annual or Annual practice

### **Duty Watch Expectations:**

At the conclusion of each training night the duty watch will perform its duties. Cadets who are assigned to the duty watch will NOT be dismissed until those duties have been completed. If a Cadet leaves before they are dismissed from duty watch will receive disciplinary action, which will most likely take the form of being assigned additional duty watches. There are NO excuses from duty watch.

The duties to be performed by the duty watch (under the supervision of the POOD and the OOD) are to:

- ensure that the heads are tidy
- ensure the deck is clear of all equipment
- ensure the classrooms are tidy
- ensure all equipment is stored properly
- ensure the brow is tidy
- any other duties that may arise

### **Navy League Branch:**

The Canadian Cadets Organization is supported by the Department of National Defence and the respective league. In our case we are supported and sponsored by The Navy League of Canada, in particular the Whitby/Pickering branch. The branch is made up of civilian volunteers from the community (mostly parents) that have nothing to do with DND. Their mandate under the memorandum of agreement is to provide for our Cadets anything not supported by DND. For example, DND supplies all the Sea Cadet Uniforms and training manuals, but does not cover rent for our facility. The branch works very hard to fundraise in order to provide the support we need to operate.

The branch is made up of two parts, the executive and the members at large. Parents are highly encouraged to get involved with the branch and to support efforts such as the weekly bingo and occasionally having to drive Cadets, etc. Without the branch there would be no program for your child to be a part of!

### **Teams:**

Each and every year WHITBY participates in annual competitions. These competitions are extra-curricular, however, as stated previously, participation is strongly recommended. The teams are as follows:

- Drill With Arms

- Drill Without Arms
- Band
- Gyn
- Sheer Legs
- Range (air rifle)
- Sailing
- Flag Hoist
- Heaving Line Toss
- Biathlon

Participation in these competitions count towards flotilla cock-of-the-walk points, and winning these competitions gives more points and a greater chance of winning!

### **Resources:**

There are a number of resources available to cadets, both printed and online. Here is a list of some of the online resources that should be utilized regularly:

[www.rcsccWHITBY.com](http://www.rcsccWHITBY.com)  
[www.cadets.gc.ca](http://www.cadets.gc.ca)  
[www.tollesburysc.co.uk/Knots/Knots\\_gallery.htm](http://www.tollesburysc.co.uk/Knots/Knots_gallery.htm)  
[www.howstuffworks.com/pulley.htm](http://www.howstuffworks.com/pulley.htm)  
[www.cadet-world.com](http://www.cadet-world.com)  
[www.navy.forces.gc.ca/cms\\_home/home\\_e.asp](http://www.navy.forces.gc.ca/cms_home/home_e.asp)  
[www.readyayeready.com](http://www.readyayeready.com)

### **Weekly Training Timing:**

<b>1800h</b>	<b>Officer and Petty Officer of the Day arrive</b>
<b>1815h</b>	<b>ALL Staff and Cadets arrive</b>
<b>1820h</b>	<b>Cadets fall into division for roll call and inspection</b>
<b>1825h</b>	<b>Assemble for Divisions</b>
<b>1830h</b>	<b>Divisions - DO's assemble</b>
<b>1845h</b>	<b>Officers' Call</b>
<b>1850h</b>	<b>Colours</b>
<b>1900h</b>	<b>First Period</b>

1930h	End First Period
1935h	Second Period
2005h	End Second Period Begin Stand Easy - Defaulters to Muster
2020h	Out Pipes (End Stand Easy) - Third Period
2050h	End Third Period
2100h	Assemble for Evening Quarters
2105h	Evening Quarters – DO's assemble
2110h	Officers' Call
2115h	Sunset
2120h	Announcements
2130h	Liberty Boat (Junior Hands) and Duty Watch
2145h	Liberty Boat for Senior Hands and Duty Watch

ALL cadets must be on board **no later than 1815h (6:15pm)** in order to unpack and prepare to muster for Divisions at 1825h. On normal training nights, liberty boat will be 2130h, but on certain occasions may be slightly later.