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NAVY  LEAGUE
A New Wave Of Adventure!

Vancouver Island Division



Navy League of Canada

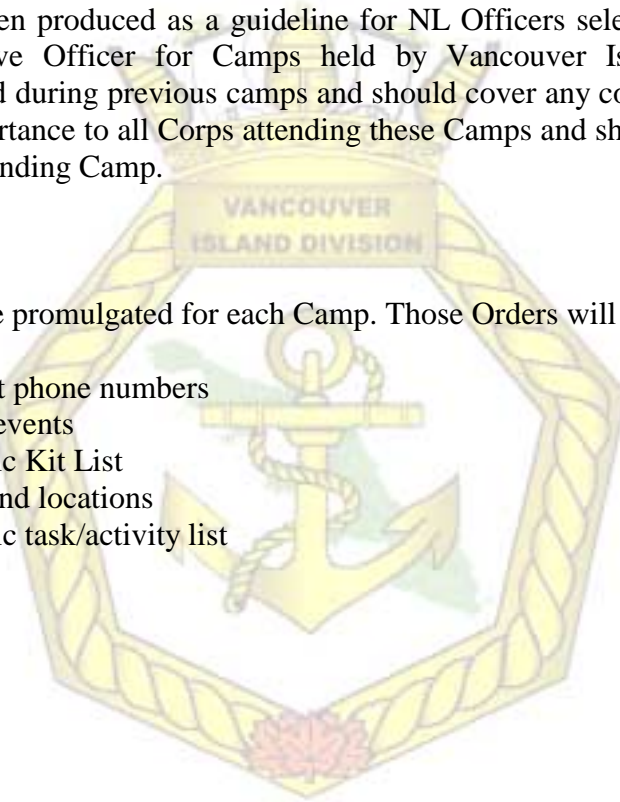
Vancouver Island Division

FORWARD

This booklet has been produced as a guideline for NL Officers selected to act as Commanding Officer or Executive Officer for Camps held by Vancouver Island Division. It contains information gathered during previous camps and should cover any contingencies. It also contains information of importance to all Corps attending these Camps and should therefore be read by all Officers prior to attending Camp.

Camp Orders will be promulgated for each Camp. Those Orders will include:

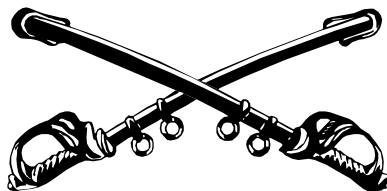
- Local contact phone numbers
- Schedule of events
- Camp specific Kit List
- Meal times and locations
- Camp specific task/activity list



NAVY LEAGUE OF CANADA VANCOUVER ISLAND DIVISION

CAMP STAFF

Commanding Officer	Cdr (NL) Pete Betcher
Executive Officer	LCdr (NL) Dom Ledet
Administration Officer	Lt (NL) Bob Lacquement
Senior Medical Officer	T.B.A.
Medical Officer (males)	T.B.A.
Medical Officer (females)	T.B.A.
Supply Officer	T.B.A.
Security Officer	T.B.A.
Transportation Officer	T.B.A.
Accommodations Officer	T.B.A.



CAMP STANDING ORDERS

1. Order of Dress

ALL OFFICERS AND CI'S WILL BE REQUIRED TO WEAR SALT AND PEPPERS WHILE ATTENDING CAMP.

2. Shore Leave

There will be **NO SHORE LEAVE**. If you have the need to go out at night, get it before coming to Camp. Anyone requesting shore leave must have a very good reason and must request leave through the camp XO and inform the camp CO.

3. Smoking

There will be **NO SMOKING** on the base unless in specified areas as supplied by the Base Staff. No Smoking in Cadet Quarters, Sleeping Areas, On the Floats, in any Boat or Eating Areas.

4. Out of Bounds

- a. All areas not allocated to the Navy League;
- b. Female quarters are out of bounds to ALL males;
- c. Male quarters are out of bounds to ALL females;
- d. Male & Female quarters are NOT out of bounds to medical personnel on official business.

5. Life Jackets

Cadets and Sea Cadets will wear life jackets prior to proceeding onto the floats. All personnel will wear jackets while in any boat or vessel.

6. Sea Cadets

Sea Cadets are to assist Navy League Officers in the performance of their duties, but are **NOT** to be left in direct charge of groups or individual Navy League Cadets, with the exception of on water activities.

7. Alcohol

The consumption of alcoholic beverages at this or any function where Cadets are present is strictly prohibited.

Note: Abuse of this regulation will not be tolerated.

8. Drugs

The only drugs that are permitted are those that have been approved by a physician. **They will be handled and administered by the designated medical officer only.** Corps Medical Officers shall ensure that the Cadets from their Corps are made available to receive medications as required.

9. Sick Bay

A sick bay will be set up and manned by the Senior Medical Officer. Transportation will be readily available to the local hospital if deemed necessary.

10. Meals

All meal locations will be designated by Camp Staff.

11. Meal Clean Up

ALL OFFICERS WILL assist in the cleanup of food serving and eating areas. CADETS WILL ACT IN A RESPONSIBLE MANNER, ensuring dishes are returned to the scullery and that their eating area is left spotless.

12. Duty Watches

ALL OFFICERS will be required to stand duty watches. A duty watch list will be promulgated at the Officers meeting Friday night, **NO EXCEPTIONS**.

13. Roll Calls

A roll call will be made at each of the following times:

- a. At Corps arrival at Camp;
- b. At all times when the Corps are mustered;
- c. Prior to all meals;
- d. Prior to pipe down;
- e. Prior to departure from Camp;
- f. After any emergency; and
- g. At any time as directed by Camp Staff.

Notes:

1. Roll calls emphasize to Cadets the importance of being at the required place at the right time. **A simple head count is not sufficient.**
2. All roll calls are to be reported to the camp XO or his delegate. The Reporting Officer shall be prepared to back up his verbal report on paper. Any muster that is not correct is to be reported to the Camp XO and CO immediately.
3. It is imperative that the Reporting Officer knows where all the Cadets are prior to making his/her report.
4. Cadets are encouraged to use the “BUDDY” system.

14. Cleaning Quarters

Corps will be assigned sleeping areas when they arrive at they arrive at the camp. These areas are to be kept clean at all times. Rounds will be conducted by the camp staff. No Corps will be allowed to leave camp until the Camp XO or delegated Officer has inspected their area.

15. Stowage of Personal Gear

All clothing is to be kept in each Corps designated area. As there are no personal lockers, valuables should be left at home. The Camp, Staff and Officers will **not** be responsible for lost or stolen items.

16. Safety – Safety – Safety

If anyone sees a dangerous situation developing, stop the action immediately and rectify the problem. Do not wait until it is too late and someone is already hurt before taking action. Cadet safety is paramount.

“SAFETY IS EVERYONE’S RESPONSIBILITY”

17. Countermanding Orders

No Officer will Countermand a previous order given to a Cadet(s) by another Officer unless the Cadet’s safety or welfare is in jeopardy or the Cadet first consults with the Officer who gave the original order.

18. Marks of Respect

All proper marks of respect are to be paid during the period of ALL Camps. All Cadets and Officers as required will pay proper marks of respect to Senior Officers. Officers shall address each other by rank and name while in the presence of Cadets. At no time, under any circumstances, will a Junior Officer address a Senior Officer in a rude manner. Any discussion, which may result in a disagreement, is to be held out of earshot of the Cadets.

19. Accommodations

To be detailed only by the Accommodations Officer. Each Corps will be responsible for their assigned area.

20. Forbidden Items

Any items, that are found to be forbidden, will be confiscated and held by the Camp XO until the Corps departure. Eg. Knives, lighters, etc.

21. Trophies

There will be trophies given out at some Camps.

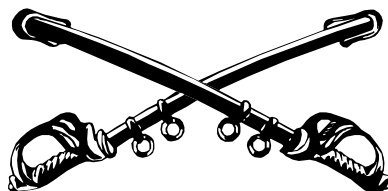
22. Loading of Buses/Vehicles

The Driver of each bus/vehicle will supervise the loading of their vehicle, ensuring that it is loaded in accordance with Department of Highway regulations. No vehicle is to be overloaded and all passengers shall be properly seated before the vehicle is moved.

23. Standing Orders

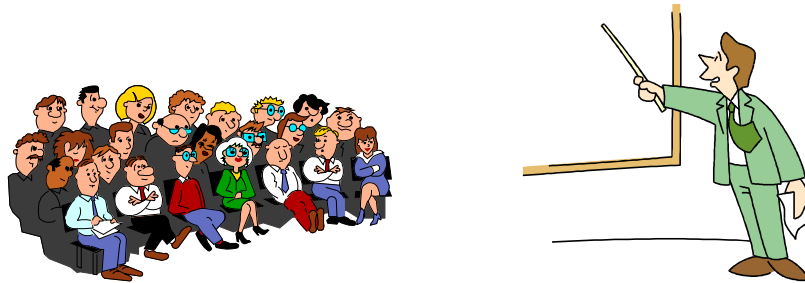
“ALL” Officers will familiarize themselves with the Camp Standing Orders as well as the individual Camp Orders prior to arriving at the Camp. They should be read to your Cadets and attending Sea Cadets prior to arrival.

24.	Chain of Command:	Annex A
25.	OOD / Duty Officer Responsibilities:	Annex B
26.	Medical Procedures:	Annex C
27.	Fire Orders:	Annex D
28.	Accident / Incident Reports:	Annex E
29.	Punishment Authorities:	Annex F
30.	Kit List:	Annex G
31.	Nominal Roll:	Annex H
32.	Meal Rules:	Annex I
33.	General Insurance Summary	Annex J



SCHEDULE

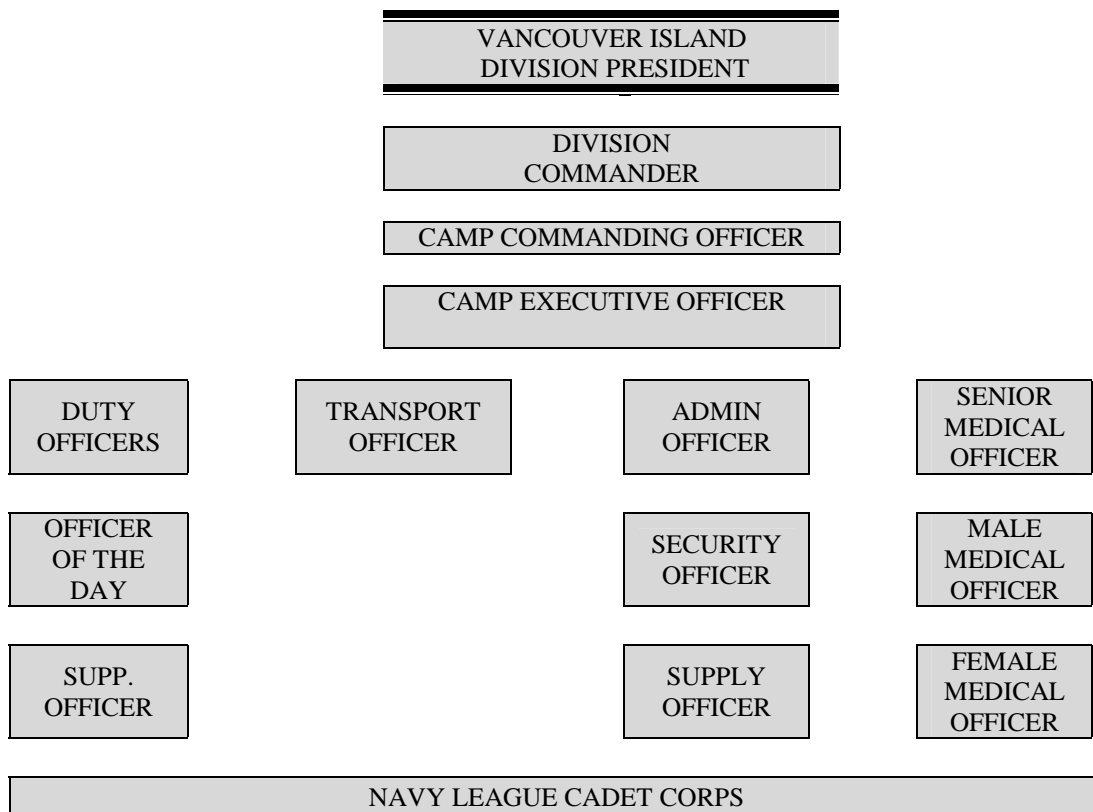
TO BE PROMULAGED FOR EACH CAMP



ANNEX A

CHAIN OF COMMAND

The Camp Chain of Command is in accordance with the organizational chart below. The internal Corps chain of command remains the same as it is at your Corps level. Keep punishment authorities in mind if the need arises. The proper chain of command is essential to ensure the integrity of the Divisional System.



**OFFICER OF THE DAY
DUTY OFFICER RESPONSIBILITIES**

1. Ensure that “ALL” personnel adhere to Camp Standing Orders at all times.
2. Ensure proper control is kept over all Cadets during their tour of duty. Hours will be promulgated.
3. All Navy League Officer, Civilian Instructors and Sea Cadets will stand duty watches as detailed by the XO, with the following exceptions:
 - a. Division Commander
 - b. Division Area Officers
 - c. Commanding Officer
 - d. Executive Officer
4. Specific Instructions:
 - a. Be available at all times during your tour of duty;
 - b. Obey any special instructions issued by the CO, XO or Officer of the Day;
 - c. Officer of the day is to ensure Duty Officers and Sea Cadets conduct their duties in a proper manner;
 - d. Officer of the Day is to be available in a pre-designated area during silent hours;
 - e. Officer of the Day is to supervise assigned personnel during meal hours; and
 - f. The Officer of the Day shall investigate all complaints and incidents and make reports as required.

MEDICAL PROCEDURES

1. All medical staff should bring their qualifications to Camp and show them to the Senior Medical Officer (SMO) or designate. (ie: First Aid Certificate, etc)
2. Each Corps is to ensure that the medical consent forms are completely filled out and submitted for viewing upon arrival. This is the most important form to be submitted. If incorrect, immediate medical care could be seriously hampered, possibly endangering a Cadet's life. No section should be left blank. All allergies must be identified.
3. Each Corps shall appoint a medical coordinator for the duration of the Camp. The coordinator shall ensure that all medications are delivered to the SMO or designate upon arrival at camp. During the camp, individual Corps coordinators shall ensure that all Cadets from their Corps are brought to the First Aid station to receive medications as required. All medications will be administered under the supervision of the Senior Medical Officer.
4. If a Cadet requires hospitalization or needs to be assessed by a physician, the SMO or designate will decide on the form of transportation to the hospital or clinic. **The camp CO will be notified immediately as to the decision.**
5. If a Cadet is to be sent home due to illness or injury, **the camp CO shall be informed of the situation prior to any action being taken.**
6. If a Cadet is suffering from a communicable disease he/she shall bring a note from the parents stating that it is not contagious, and that it is okay for the Cadet to participate within a group. (id: chicken pox, measles, etc....)
7. Each Officer should use common sense when a Cadet comes to him/her complaining of being sick (ie: some Cadets feel ill when they have eaten too much, or are required to do something they do not want to do). Some Cadets have never been away from home for any period of time and may be a little home sick. When in doubt, contact the SMO or designate.
8. Each Corps should ensure that their Cadets eat properly. This greatly reduces the number of Cadets feeling ill. Encourage them to eat nutritious foods rather than junk food. Try to prevent Cadets from over indulging in the junk food available at the evening dance.

FIRE ORDERS

1. All possible exits in all buildings occupied by the Navy League during the weekend will be unlocked and kept clear of all luggage and equipment during the entire time. (Duty Officers are to ensure this order is adhered to).
2. The Duty Officer / Officer of the Day are to check for any infractions to the rules during rounds.
3. If a fire or emergency occurs, the person discovering the fire will shout **FIRE FIRE FIRE** and pull the nearest fire alarm. The building is to be cleared by the nearest exit, to the parking area opposite the road. The Duty Officer is to ensure the building is cleared and all doors and windows are closed, if possible.
4. A Roll Call of each Corps is to be taken **IMMEDIATELY AFTER CLEARING THE BUILDING** and is to be reported to the camp XO as soon as possible.
5. The sentry on duty is to ensure the fire alarm has been activated upon hearing the alarm **FIRE FIRE FIRE**. If the fire alarm does not work, they are to run through the building shouting **FIRE FIRE FIRE**, knocking on all doors as they run through and then proceed to the adjacent buildings shouting the alarm **FIRE FIRE FIRE**.
 - a. Duty Officers are to attempt first line fire fighting without placing themselves in personal danger. (Only after the building has been evacuated).
6. Safety of personnel shall be the **PRIMARY CONCERN**, and safety of materials secondary.
7. Emergency First Aid as required will be handled in Sick Bay whenever possible.



ACCIDENT / INCIDENT REPORTS

1. Accident Reports
 - a. an initial report in writing is to be made to the first Officer at the scene of the accident and is to be forwarded to the SMO as soon as possible with the patient if possible; and then report to the camp XO.
 - b. the SMO or designate is responsible for ensuring the final accident report is completed in triplicate.
2. Incident Reports
 - a. reports on theft, improper behaviour, fighting, etc are to be submitted to the Officer of the Day in writing by the Officer discovering or being informed of the incident; and
 - b. the Officer of the Day upon receiving the report shall:
 - i) if a theft is reported, inform the Security Officer and XO **immediately**; or
 - ii) if the incident is other than theft, they are to investigate and report the findings to the XO in writing.
3. ALL REPORTS should contain the following information:
 - date
 - time (of accident / incident and time attended)
 - location
 - description:
 - who
 - what
 - why
 - how
 - name / rank / Corps of individual(s) involved; and
 - witnesses statements; and
 - reporting Officers name.

PUNISHMENT AUTHORITIES

1. Physical Punishment

No physical punishment may be given to any Cadet by anyone. If the Officer of the Day feels physical punishment is warranted, he/she will bring it to the attention of the XO on defaulters.

2. Sea Cadets

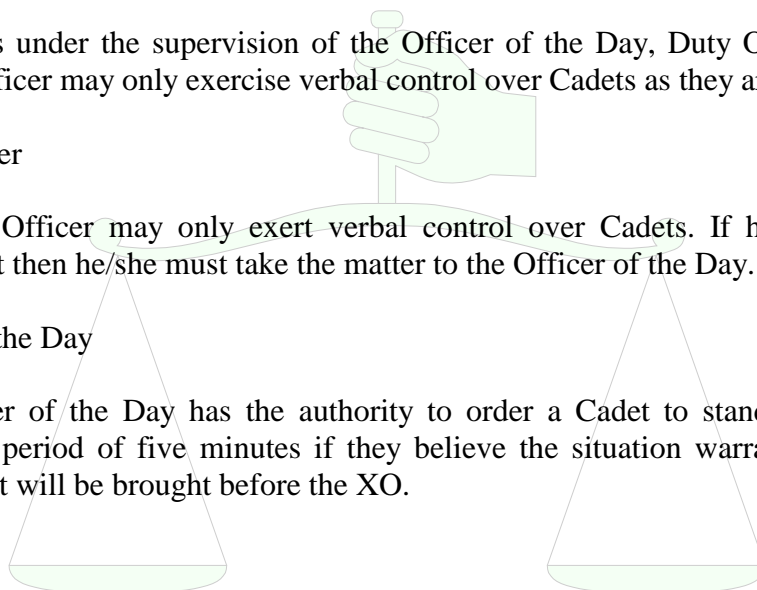
Sea Cadets under the supervision of the Officer of the Day, Duty Officer or any Navy League Officer may only exercise verbal control over Cadets as they are so directed.

3. Duty Officer

The Duty Officer may only exert verbal control over Cadets. If he feels that this is insufficient then he/she must take the matter to the Officer of the Day.

4. Officer of the Day

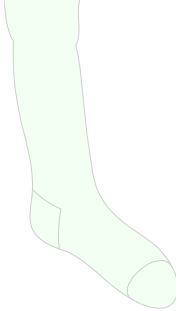
The Officer of the Day has the authority to order a Cadet to stand at attention for a maximum period of five minutes if they believe the situation warrants it. Any further punishment will be brought before the XO.



KIT LIST

To be promulgated for each camp

(This is a standard list for all camps)

- Sleeping bag
 - Pillow
 - Flashlight
 - Extra clothes
 - Extra socks
 - Rain gear
 - Toothbrush
 - Shampoo
 - A change of clothes for activities (sports gear)
 -
- 
- Blanket
 - Foam / air mattress
 - Towels
 - Extra shoes
 - A warm jacket
 - Toothpaste
 - Soap
 - Face cloth

ITEMS NOT ALLOWED

KNIVES, LIGHTERS, ANY SHARP OBJECTS, WALKMANS OR ELECTRIC DEVICES,
ETC

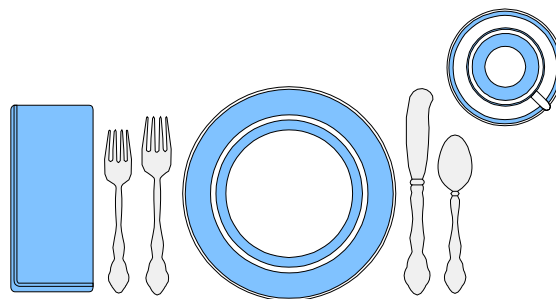
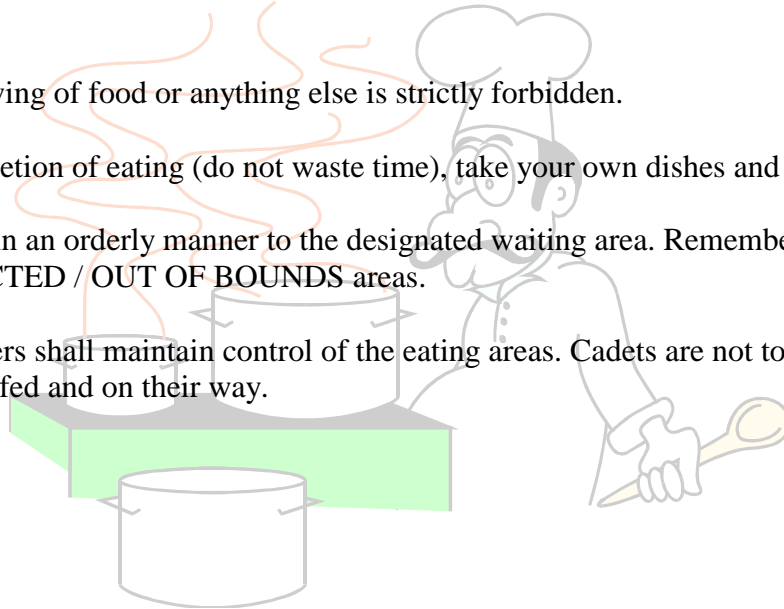


NOMINAL ROLLS

1. Nominal rolls are to be turned into the camp Administration Officer immediately upon arrival at camp.
2. Separate nominal rolls are to be submitted for the following:
 - a. Navy League Cadets (showing name, rank, sex)
 - b. Navy League Officers (showing name, rank, position, sex)
 - c. Sea Cadets (showing name, rank,sex)
3. Two copies of the nominal roll are to be submitted.
4. Medical / consent forms are to be available for viewing by the AdminO upon arrival at camp. There shall be a medical / consent form for **every** member of the Corps with **NO** exceptions. These forms shall be separated into Officer/Cadet before arrival at camp.
5. Officers duty watch list for meals and silent hour duty watches will be organized upon arrival.
6. Name of Corps Medical Coordinator with listings of any qualifications.

MEAL RULES

1. Meal line-ups will be supervised by the Officer of the Day and assigned Officers.
2. Noise in the line-ups and meal areas will be kept to a minimum. There is no requirement to shout.
3. Draw your meal in an orderly manner and ensure you get all that is offered.
4. Take your seats as directed with no arguing, and eat your meal. Do not forget your manners.
5. The throwing of food or anything else is strictly forbidden.
6. On completion of eating (do not waste time), take your own dishes and dispose of them.
7. Carry on in an orderly manner to the designated waiting area. Remember, keep out of RESTRICTED / OUT OF BOUNDS areas.
8. All Officers shall maintain control of the eating areas. Cadets are not to linger around. Get them fed and on their way.



THE NAVY LEAGUE OF CANADA
General Insurance Summary
Binks Insurance Brokers Ltd.
Ottawa, Ont.

October, 2000.

The Navy League administers a number of insurance policies for the benefit of Cadets, Branches, Sponsoring Committees, Provincial Committees and National Office.

The schedule of policies is as follows:

- 1) Accident Insurance
- 2) Commercial General Liability Insurance and Umbrella Liability Insurance
- 3) Directors' & Officers' Liability Insurance; (Association Liability)
- 4) Master Vessel Insurance
- 5) Oversize Vessel Insurance
- 6) Property Insurance



1) ACCIDENT INSURANCE

Definition of Insured Classes

Class 1:

All Cadets and Visiting Cadets of the Policyholder, ages 9 years, 8 months to 20.
Principal Sum \$10,000.00

Class 2:

All full time Employees, Officers, Instructors, Members of National Committees, Directors and Officers, Volunteers and Escorts, and Members of Advisory Board of the Policyholder under age 70. The Principal Sum \$50,000.00

Class 3:

All full time Employees, Officers, Instructors, Members of National Committees, Directors and Officers, Volunteers, Escorts and Members of the Advisory Board age 70 and under age 80.
The Principal Sum \$5,000.00

Class 4:
Specifically Named Individuals The Principal Sum \$50,000.00

Schedule of Benefits

Loss of Life, Limb, Speech, Hearing or Sight
Loss of Lift The Principal Sum
Loss of Both Hands The Principal Sum
Loss of Both Feet The Principal Sum
Loss of Entire Sight of Both Eyes The Principal Sum
Loss of One Hand and One Foot The Principal Sum
Loss of One Hand and Entire Sight of One Eye The Principal Sum
Loss of One Foot and Entire Sight of One Eye The Principal Sum
Loss of Speech and Hearing The Principal Sum
Loss of One Arm Only Three Quarters of The Principal Sum
Loss of One Leg Only Three Quarters of The Principal Sum
Loss of One Hand Only Two Thirds of The Principal Sum
Loss of One Foot Only Two Thirds of The Principal Sum
Loss of Entire Sight of One Eye Two Thirds of The Principal Sum
Loss of Speech or Hearing Two Thirds of The Principal Sum
Loss of Four Fingers of either hand Two Thirds of The Principal Sum
Loss of All Toes of one foot One Eighth of The Principal Sum
Loss of Thumb or Index finger One Third of The Principal Sum
Loss of hearing in One ear One Sixth of The Principal Sum

Paralysis Benefits

Quadriplegia 200% of The Principal Sum
(Complete Paralysis of upper and lower limbs)

Paraplegia 200% of The Principal Sum
(Complete Paralysis of lower limbs)

Hemiplegia 200% of The Principal Sum
(Complete Paralysis of upper and lower limbs of one side of body)

Note:

Any indemnity payable for loss of use should be paid only if such loss is permanent, total and irrecoverable and shall have been continuous for a period of twelve months from the date of the accident. Indemnity provided under this part will not be paid under circumstances for more than one of the losses, the greatest sustained by any one injured person as the result of any one accident.

Additional Benefits

1. Repatriation \$10,000.00
2. Rehabilitation \$10,000.00
3. Weekly Accident Indemnity (Class 1 only) -
beginning on the eighth day after the accident. \$35.00 per week for 26 weeks
4. Accident Reimbursement Benefit \$10,000.00
5. Accidental Dental Expense Benefit \$2,000.00
6. Family Transportation Benefit \$10,000.00
7. Home Alternation & Vehicle Modification Benefit \$10,000.00
8. Seat Belt Benefit - Additional 10% of principal sum
9. Tutorial Benefit - (Class I only)
\$20.00 per hour to a maximum of \$500.00
10. Annual Aggregate \$2,000,000.00

Explanation of Additional Benefits

1. Repatriation - If the injury sustained leads to death within 365 days of the accident, the insurer will pay up to \$10,000.00 to have the body of the Deceased prepared (for burial or cremation) and shipped to the Deceased's city of residence.
2. Rehabilitation - Payment for a reasonable and necessary expense by the insurer to the claimant for special training to qualify to engage in a special occupation as a result of injury.
3. Accident Reimbursement Benefit - Expenses incurred within 30 days from the date of the accident including but not limited to:
 - * hospital services
 - * licensed ambulance service
 - * some treatments by chiropractors or osteopaths
 - * rental of crutches and wheelchair
 - * prescription drugs
 - * physiotherapy
4. Accidental Dental Expense Benefit - Payment up to \$2,000.00 for an injury to sound or whole teeth resulting from an accident.
5. Family Transportation - The Insurer will pay up to \$10,000.00 to transport one adult family member to the bedside of an Insured person who is incapacitated and more than 200 Km from home and hospitalized.
6. Home Alteration and Vehicle Modification Benefit - In situations where the extent of an Insured Person's injuries require alteration to the principal residence and/or one motor vehicle, the Insurer will pay up to \$10,000.00 per accident.

7. Seat Belt Benefit - If injury results from a vehicular accident, the sum payable under the designation Principal Sum will be increased by 1 0% if the Insured Person was wearing a properly fastened seat belt while driving or riding.

In the case of the driver being injured, he must be in possession of a current and valid driver's license and not under the influence of alcohol or illegal drugs

Exclusions.

This policy does not cover loss caused or resulting from:

- (a) intentionally self-inflicted injuries, suicide or any attempt thereto while sane or insane,
- (b) Declared or undeclared war or any act thereof;
- (c) Accident occurring while insured is serving on full time active duty in the Navy of any country or international authority;
- (d) Travel or flight in any vehicle or device for (1) navigation beyond the earth's atmosphere, or (2) aerial navigation, except to the extent such travel or flight is provided for in the preceding paragraphs.

Notes re Travel Coverage.

- (a) Coverage for all Classes begins at the actual start of an anticipated journey to a League sponsored and/or supervised activity whether it be from the Insured's place of employment, Insured's home or other location. Coverage terminates upon return to the Insured's home or place of employment whichever shall first occur.

Note

For Class 1 the requirements are as previously stated. The Cadet must go directly from home or school to the Cadet activity and directly from the Cadet activity back home. Any stops in between the point of departure and the Cadet activity will terminate the coverage.

- (b) With respect to air travel, coverage will apply only while riding as a passenger, and not as a pilot or crewmember on any military transport aircraft or on any civil aircraft.

PROCEDURES

Submission of Claims.

Accident or sickness must be reported to League Headquarters within thirty (30) days from the date of the occurrence. It is important to file the claim within this prescribed time, even if it is not complete. Medical or hospital accounts, etc. may be forwarded later. Claims should be submitted as soon as possible in triplicate on the Insurance Policy Accident Claim Form, CATO 12-23 Annex A. Forms are available at all Provincial Committee offices, or direct from League Headquarters.

Copies of all accounts for which the claim is being made should be attached to the Claim Form. If all accounts are not available at the time of making the claim, an estimated amount of the total additional accounts payable should be shown.

Service Benefits for CIC Officers, Civilian Instructors and Royal Canadian Sea Cadets

It should be clearly understood that the medical coverage provided under the Navy League Policy is intended to supplement, but not replace, the medical benefits provided by the Canadian Forces. Official Service regulations state that CIC Officers, Civilian Instructors and Sea Cadets are entitled to the medical benefits prescribed for members of the Reserve Force in the Queen's Regulations and Orders for the Canadian Forces. Squadron Commanders are asked to note that any case of accident or sickness should be considered in the light of entitlement under Service regulations before submitting a claim under the Navy League insurance Policy.

2) COMMERCIAL GENERAL LIABILITY INSURANCE & UMBRELLA LIABILITY

Insured.

These coverages provide legal liability protection for:

- (a) The Navy Cadet League of Canada, Provincial Committees;
- (b) Branches and/or their Sponsoring committees and/or cadets and/or other personnel;
- (c) All Members, Executive Officers or Managing Employees of the Navy Cadet League.

Insuring Clause.

To pay on behalf of the Insured all sums which they may become obligated to pay by reason of liability for:

- (a) damages, including damages for care and loss of services, because of bodily injury and/or personal injury and/or property damage caused to third parties. The insurance company will also pay;
- (b) damages because of injury to or destruction of the property of others, including the loss of use thereof

The Insurance Company will also pay:

- (a) all legal and other costs incurred with their consent in the defense of any claim against the Insured;
- (b) expenses incurred for such immediate first aid as may be imperative at the time of the injury.

LIMITS & COVERAGES

Primary Liability \$2,000,000.00
Umbrella Liability \$8,000,000.00

Coverage Extensions:

- * Bodily Injury
- * Property Damage
- * Premises, Property and Operations
- * Products and Completed Operations
- * Independent Contractors Liability
- * Participants Bodily Injury
- * Non-Owned Automobile (Legal Liability only)
- * Tenant's All-Risk Legal Liability (limit \$500,000.00 per location)
- * Fire-Fighting Expense (limit \$500,000.00 per occurrence)
- * Contractual Liability
- * Property Damage (on an occurrence basis)
- * Personal Injury Endorsement (libel, slander, etc.)
- * Volunteers and Employees as Additional Named Insured
- * Sexual Abuse Sub-Limit \$2,000,000 (plus \$2,000,000 Defence Costs)
- * Legal Liability for Damage to Non-Owned Vehicles (\$25,000)

Additional Endorsement:

Liability is extended to cover Owned Watercraft that is:

- a) less than 12.5 metres long and has a horsepower of less than 25 hp
- b) not being used to carry persons or property for a charge.

Exclusions.

Liability for property damage does not apply to property owned by an Insured; and will normally not apply to property in the care, custody and control of an Insured. However, because of the Tenant's Fire, Legal Liability (TLL) coverage (listed below), the League Policy does extend to cover property damage to the premises rented or used by the Navy League Branches. The limit of liability for TLL is different (and less than) the limit for the General Liability Policy.

Major Exclusions:

Asbestos
Fireworks
Employment Practices (Harassment & Wrongful Termination)
Absolute Pollution
Aircraft and Airport Liability
All Staff and Volunteers of D.N.D.
Automobiles
Watercraft

3) DIRECTORS and OFFICERS LIABILITY INSURANCE

Insured.

Navy League of Canada present, past and future officers, directors, employees, and any person acting under direction of an officer or director and 12 Provincial Committees.

Coverage.

Liability protection for any negligent act, error, omission, misstatement, or misleading statement Committed or allegedly committed in the operation, administration or management of the Navy Cadet League.

Limit \$1,000,000.00 per claim
\$2,000,000.00 each Policy Period.

Deductible \$ NIL per claim.

Note. This is a "Claims Made" Policy form. Discovery of the claim or knowledge of an event that may lead to a claim must be reported during the policy term or agreed upon discovery period. If the policy is cancelled or not renewed, an extended discovery period of 12 months can be negotiated to present a claim for an event that happened prior to cancellation or non-renewal.

Major Exclusions.

Prior Acts

Bodily Injury, Mental Anguish, Death, False Arrest

Pollution

Breach of Contract (except coverage applies to defence costs for Employment Contract)

Professional Services

Fraudulent or Dishonest Acts

Illegal Profit

Other Insurance

Entity versus Insureds

4) MASTER VESSEL INSURANCE

Insured.

The Navy League of Canada and/or any Provincial Association and/or any branch as approved by the Navy League of Canada.

Property Insured.

Vessels of the Insured and the property of others of a similar nature in the custody or control of the

Insured and for which this Insured is legally liable.

Coverage is subject to application and acceptance by the insurer.

Liability Insurance.

Protection and Indemnity \$5,000,000.00 each occurrence

Liability coverage will extend to Boat trailers only when the trailer is not attached to a vehicle.

Hull Insurance.

All Risks of direct physical loss or damage from external cause.

* Both Liability and Hull coverage must be purchased.

Restrictions: a) Coverage applies for boats/vessels up to a maximum of 10 meters in length and/or a maximum power of 50hp.

b) Coverage applies on coastal waterways up to one nautical mile from shore.

Guidelines.

(i) Coverage is subject to review of completed application and binding is subject to full underwriting review.

(ii) maximum age of vessel is 45 years old.

(iii) maximum speed is 50 mph.

5) OVERSIZE VESSEL PROGRAM

For those vessels which do not meet the criteria for the Master Vessel Program, coverage is available through a facility established for larger vessels.

In this case, coverage is subject to application and acceptance by the insurer. The following additional requirements apply;

A marine survey is required.

For vessels up to 20 feet in length, the marine survey can be completed by a qualified marine mechanic.

For vessels over 20 feet, a marine survey must be completed by a professional marine surveyor.

6) PROPERTY INSURANCE FLOATER

Insured.

The Navy League of Canada and all branches for which National Office has received instructions to insure.

Property Insured.

This policy insures buildings, office contents, tenants' improvements, stock, equipment and other contents of specified Navy League branches on a blanket property of every description basis.

Property of Every Description \$ 1,115,900

Buildings and Contents \$ 365,000

National Office \$ 200,000

Miscellaneous Floater \$ 5,000

Deductibles.

All losses except the following \$500

Earthquake 5% (\$100,000 Minimum)

10% British Columbia (\$100,000 minimum)

except Richmond/Delta, B.C. 10% (\$250,000 minimum)

Flood \$10,000

Sewer Back-Up \$2,500.00

Extensions.

Valuable Papers \$10,000

Accounts Receivable \$10,000

Extra Expense \$25,000

Professional Fees \$10,000

Off-Premises/Unnamed Locations/Transit \$25,000

Exhibition Floater \$10,000

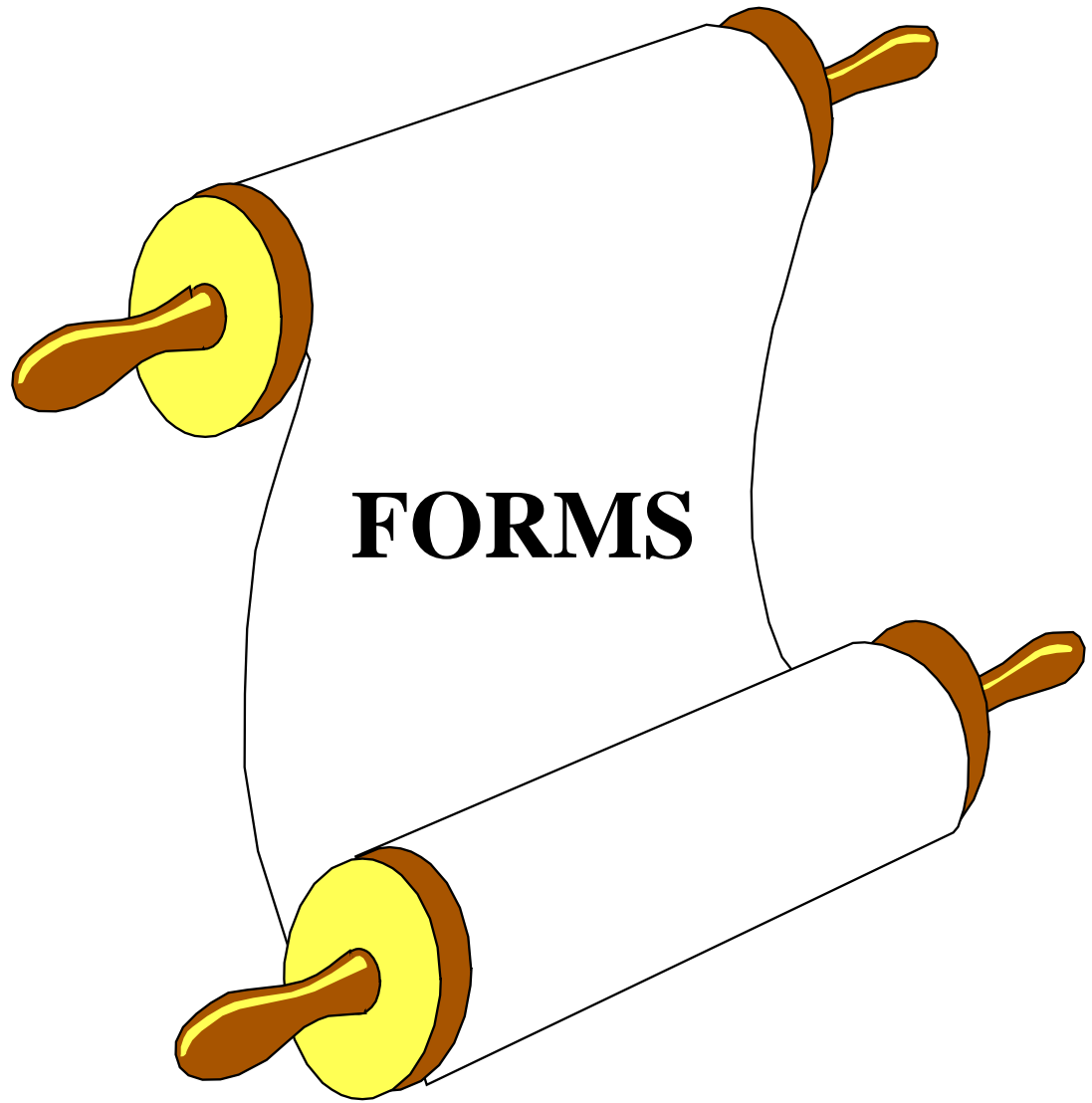
Parcel Post \$ 5,000

Personal Property of \$ 5,000/\$25,000 any one loss

Officers & Employees

Blanket Glass incl.

Replacement Cost incl



FORMS

INTRODUCTION

The following pages are sample forms that are to be completed prior to arriving at Camp.

VID (3) Parents Consent Form

- These forms are to be complete
- If the Cadet has no allergies then it should say so
- Ensure that medical and dependant numbers are filled in and correct
- These forms must include originals (medical purposes)
- These forms are to be in alphabetical order

VID (4) Officers Information Form

- These forms are to be complete
- If the Officer has no allergies then it should say so
- Ensure that medical and dependant numbers are filled in and correct
- These forms must include originals (medical purposes)
- These forms are to be in alphabetical order

Cadets Camp Nominal Roll

- Name, Rank and Sex of all Cadets attending must be entered on this form
- A separate form for Navy League Cadets must be completed
- A separate form for Sea Cadets must be completed

Officers / Instructors Nominal Roll

- Name, Rank, Position, First Aid Qualifications and Sex of all Officers / Instructors attending must be entered on this form

Officers Duty Watch Forms

- Duty Watch at night, all Officers and CI's will be expected to do a watch. **Please volunteer you time, before you are volun-told**



**OFFICERS DUTY WATCH LIST
FOR CAMP**

Meals and Kye

Name of Corps		Corps #	
Meal / Kye		Name	Rank / CI
Friday Kye		_____	_____
Saturday Breakfast	0730-0830	_____	_____
Saturday Kye AM	1030	_____	_____
Saturday Lunch	1200-1300	_____	_____
Saturday Kye PM	1430	_____	_____
Saturday Supper	1700-1800	_____	_____
Saturday Kye (Dance)	2100	_____	_____
Sunday Breakfast	0730-0830	_____	_____
Sunday Kye AM	1030	_____	_____
Sunday Lunch	1200-1300	_____	_____

The above form is to be completed prior to arrival at the Camp and is to be turned in to the Administration Officer.

The above Officers / CI's that have been chosen for the above duties are to ensure that they are in the right place at the right time.

**OFFICERS DUTY WATCH LIST
FOR CAMP**



**Lat evening and early morning hours
(Males)**

Hours	Names	
2300-0100	_____	_____
0100-0300	_____	_____
0300-0500	_____	_____
0500-0700	_____	_____

**Saturday Night
Hours**

Hours	Names	
2300-0100	_____	_____
0100-0300	_____	_____
0300-0500	_____	_____
0500-0700	_____	_____

**OFFICERS DUTY WATCH LIST
FOR CAMP**



**Late evening and early morning hours
(Females)**

Hours	Names	
2300-0100	_____	_____
0100-0300	_____	_____
0300-0500	_____	_____
0500-0700	_____	_____

**Saturday Night
Hours**

Hours	Names	
2300-0100	_____	_____
0100-0300	_____	_____
0300-0500	_____	_____
0500-0700	_____	_____



**The Navy League of Canada
Vancouver Island Division
PARENTS CONSENT FORM TO ATTEND
NAVY LEAGUE ACTIVITY**

Name of Activity _____

Location _____ Date(s) of Activity _____

Price _____ NAME OF CORPS _____ Corps # _____

NAME OF CADET _____ Rank _____
Surname Given Names

Date of Birth / / Sex MALE/FEMALE
Day Month Year

PARENTAL CONSENT Experience has shown that, in connection with Navy League events, there are times when illness or accident may occur and immediate surgical or medical attention is necessary. This is my permission for the Officer in Charge, or his deputy, to make arrangements for surgery or medical attention for my child/ward in the event of an emergency without the necessity of my prior approval. I understand that I will be notified by the Navy League Officer in Charge, by the quickest means possible, if this authority is exercised.

<u>BASIC MEDICAL INFORMATION:</u>	<u>BC CARE CARD #</u>
Is your Child / Ward allergic to any medications?	No Yes If you have answered YES to any of
Is your Child / Ward allergic to any foods?	No Yes of these questions, details MUST be
Is your Child / Ward taking any Medication now?	No Yes provided on the rear of this form

The Medical Information located on the rear of this consent form MUST BE COMPLETED.

PERMISSION TO PARTICIPATE The undersigned hereby gives permission for my Child/Ward to travel to and participate in the Cadet Activity described at the top of this form.

Signed _____ Date _____

Parent / Guardian Contact Information

Name _____ Relationship _____
Surname Given Names

Home Address _____

Home Phone# _____ Cell Phone # _____ Other Phone # _____

Note: If the Parent / Guardian will not be available, Please provide information for an alternate contact person above

**Emergency Second Contact Information
(This should be different from the person listed above)**

Name _____ Relationship _____
Surname Given Names

Home Address _____

Home Phone# _____ Cell Phone # _____ Other # _____



NOMINAL ROLL

CORPS NAME _____ CORP # _____

ACTIVITY _____

DATE _____

NAVY LEAGUE CADETS

	NAME	RANK	SEX
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			



NOMINAL ROLL

CORPS NAME _____ CORP # _____

ACTIVITY _____

DATE _____

SEA CADETS

	NAME	RANK	SEX
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			



NOMINAL ROLL

CORPS NAME _____ CORP # _____

ACTIVITY _____

DATE _____

OFFICERS / INSTRUCTORS

	NAME	RANK	POSITION IN CORPS	1 ST AID QUALIFIED	SEX
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					



The Navy League of Canada

305 Rideau St
Ottawa, ON K1N 9E5
1-800-375-NAVY

BOAT ACCIDENT OR DAMAGE REPORT

Boat accidents can only be prevented if those using them are familiar with the problems and dangers, and can avoid the circumstances causing them.

Please report any accidents or equipment failures involving Navy League boats, if there are injuries to crew, to other, or damage of over \$50.00 value (even if it was self-repaired).

DATE OF REPORT..... DIVISION.....

BRANCH..... CORPS

NO. OF CREW.....

LOCATION OF ACCIDENT

.....
.....

ANYONE INJURED? YES___ NO___ Give brief details (Report of injury to be forwarded on form WC(112)-REPORT OF ACCIDENT)

.....
.....
.....

TYPE OF BOAT, AGE, CLASS NAME IF ANY:

.....
.....
.....

DAMAGE TO BOAT OR EQUIPMENT FAILURE – DETAILS
COST OF REPAIRS, IF KNOWN

.....
.....
.....

CIRCUMSTANCES OF ACCIDENT

.....
.....
.....

Reporting Officer : _____

Contact Address _____

Phone Number _____

Please forward to National Office