

The Navy League of Canada



ADMINISTRATIVE ORDERS

NL (21) E

Revised 13 February 02

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NAVY LEAGUE ADMINISTRATIVE ORDERS

SECTION I

ORGANIZATION AND ADMINISTRATION

1.01 SYSTEM OF ORDERS AND INSTRUCTIONS

The Navy League of Canada was established by Letters Patent dated 28th March 1918.

Stemming from the handbook and in amplification of it, there is a series of publications:

- (a) Functions and Duties, Committees and Officers, NL (35)
- (b) Navy League Administrative Orders (NLAO's), NL (21)
- (c) Navy League Cadet Regulations, NL (8)
- (d) Navy League Cadet Training Syllabus, NL (7) and
- (e) Public Affairs Manual. NL (34)

The organization, training, and administration of Royal Canadian Sea Cadet Corps is a joint responsibility shared between The Navy League of Canada and the Department of National Defence (DND), through the Directorate of Cadets (DCdts)

The following publications issued by the Department of National Defence contain instructions related to DND responsibilities with respect to the Royal Canadian Sea Cadet Program:

- (a) Queen's Regulations and Orders, (QR&O)
- (b) Canadian Forces Administrative Orders, and (CFAO)
- (c) Queen's Regulations and Orders for the Canadian Cadet Organizations.
A-CR-CCP-950/PT-001

1.02 PURPOSE OF NLAO'S

The purpose of this publication is to provide guidance to officers and members of The Navy League of Canada as to the conduct of business within the organization. Its aim is to improve administrative efficiency and ease of operation.

Nothing in these orders is to be construed as superseding or over-riding the Navy League Handbook or the orders and instructions listed above as issued by DND.

Where DND or other orders have a direct bearing on the responsibilities and operations of a Branch or Division reference will be made to the order.

Since many of the DND orders affecting Sea Cadets are subject to frequent amendment it is not intended to reprint those orders here but suggest Branches concerned apply through Area Cadet Officers for further information when required.

1.03 ORGANIZATION AND PROCEDURES

The procedures set forth here are designed for the Navy League organization normally operating at three levels of organization and management, i.e. Branch, Division and National Council (including National Office).

It is imperative that RCSC and NLC Corps keep the sponsoring Branch fully informed of all activities and problems to ensure efficient operation.

Communication between the different levels of the organization must be passed through the normal chain-of-command, i.e. Corps/Branch/Division/National either upward or downward for action or information. If, in the case of emergency, it is necessary to by-pass one level, that element must be provided with an information copy so that it is "kept in the picture".

Authorities shown, as action addressees are responsible for providing the answer or acknowledgement if required; they are also responsible for informing other local authorities that should be involved.

In official communications, a person signing a letter or facsimile message or referred to in the communication; should be designated by name, position and level of Navy League Organization, e.g. Mr. E. Jones, President, Dauphin Branch, The Navy League of Canada.

All levels of organization are required to maintain a filing system that will permit any letter or message received to be traced and should record the action taken.

1.04 USE OF TELEPHONE AND COURIER SERVICES

The originator shall pay charges for telephone calls or courier services to the National or Division Offices.

1.05 USE OF SERVICE AIR TRAVEL

Only under specified circumstances are members of the Navy League organization authorized to travel by Canadian Forces regular scheduled flights.

Arrangements are to be made with DND thru (D Cds) by the National Office.
CFAO 20-20 Annex A outlines regulations to be observed.

1.06 INTERNATIONAL VISITS AND CONTACTS

It is required that Branches and Corps arranging international visits or contacts, obtain the approval of Division and that the Division advises the National Office of such arrangements for insurance purposes.

There are occasions when Departments of the Government wish to be aware of such visits; for the purpose of assisting these recognized groups while visiting.

1.07 CHANGES IN NAVY LEAGUE OFFICIALS

Branches and Divisions are to ensure that National Office is kept informed of changes in names and addresses of:

- (a) Presidents,
- (b) Secretaries, (Division only)
- (c) Treasurers, (Division only)
- (d) Chairperson of Maritime Affairs, NLC, and RCSC (Division only), and
- (e) Commanding Officers of RCSC and NLC Corps.

1.08 ESTABLISHMENT OF A BRANCH

A Division may request National Council to approve the formation of a Branch:

- (a) Where Navy League coverage is required in an area not already serviced by a Branch of the League,
- (b) Where the proposed Branch undertakes to be responsible for all physical and financial responsibilities relating to the Branch, to bear its share of assessments in the operation of National and Division levels of the League,
- (c) Where the proposed Branch agrees to abide by the By-Laws of The Navy League of Canada and such other regulations as may be promulgated by National Council and/or the Division,
- (d) Where the Division has been provided with a list of not less than ten paid-up members of The Navy League of Canada, and
- (e) Where the proposed Branch has exhibited financial responsibility to the Division.

When approved by the Division and National Council, a Branch will be issued with a Warrant, completed by National Council and the Division, granting it authority to conduct the League's affairs within the agreed territorial boundaries directly responsible to the Division.

A Branch must then apply for a GST number and a Charities number.

The Branch must get the forms from Revenue Canada and once completed they will return them to the National Office of The Navy League of Canada. The National Office will then attach a confirmation letter and forward it to Revenue Canada for completion.

Revenue Canada will then process the request (may take up to 6 weeks) and forward all documents to the Branch and will send a copy to National Office.

Where the make-up of a Branch is to be changed, other than by the normal annual election of officers, the new group of individuals, Service Club or Legion Branch must complete form NL (36), Application To Form A Branch, and submit it through the Division to National Council for approval.

1.09 DISBANDMENT OF A BRANCH

Upon recommendation of the Division, National Council may approve the disbandment of a Branch.

Should it be necessary to disband a Branch, the following actions are required:

- (a) National Office is to be advised in writing,
- (b) All funds and investments shall be turned over to the Division,
- (c) The Branch Warrant shall be returned to the National Office through the Division for cancellation,
- (d) All Navy League property shall be placed in the hands of the Division for disposal, and
- (e) All records pertaining to the Branch shall be turned over to the Division.

1.10 ESTABLISHMENT OF A CORPS

Application by a Branch to establish a Corps is made to the Division for recommendation to the National Office for approval. (See table below.)

When considering formation of a new Corps, careful consideration must be given to:

- (a) Sound financial support for the venture,
- (b) Sufficient candidates of good calibre from which to select officers,
- (c) An interested group of potential cadets to form the Corps from which a minimum Corps strength as shown in table below can be selected, and
- (d) A community interest in the activity.

A Corps with a minimum strength should have at least 3 Officers on establishment, to ensure the organization starts off successfully.

<u>Minimum Strength</u>	<u>RCSC</u>	<u>NLC</u>
Officers	1*	3
Cadets	30	15
* Three officers are desirable		

Application Form	CF 1158	NL (1) E&F
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Recommendations to form a Corps must include written notations as to:

- (a) Branch Approval
Signed by: Branch President Branch President and ACO (Sea)
- (b) Division Approval
Signed by: Division President Division President and RCO/SSO

(c) National Approval
Signed by: National Office National NL Cadet Chairman and D Cdts

Associated Documentation:

Application Form (Officers) CF 574 NL (2) E&F

Nominal Roll (Cadets) CF 723 NL (6) E&F

On establishment of a Corps, the National Office authorizing it to form and operate the Corps as a unit within The Navy League of Canada organization issues the Branch with a Warrant.

When a new Corps is formed it will be assigned a seniority reference number by the National Office.

National Office will grant approval of the Corps name.

1.11 DISBANDMENT OF A CORPS

Should it be necessary to disband a Corps, the following action is required:

RCSC - NLC

Recommended by: Branch President Branch President and ACO(Sea)

Division Approval by: Division President Division President and RCO/SSO

National Approval by: National Office National NL Cadet Chairman and D Cdts

- (a) National Office is to be advised in writing **BEFORE** the disbandment,
- (b) In case of RCSC Corps, the Region Cadet authorities are to be notified as early as possible. All stores belonging to DND are to be recovered and held available for DND authorities to take possession,
- (c) The Corps Warrant is to be returned to the National Office through Branch or Division for cancellation,
- (d) All League property is to be returned by the Corps to the Division through the Branch,
- (e) All records pertaining to the Corps are to be turned over to the sponsoring Branch or, if it has ceased to function, to the Division, and
- (f) National Office is to be provided with a list of all Officers connected with the Corps in order that their warrants may be cancelled.

1.12 FLAG PROTOCOL

- (a) General –
The Navy League of Canada or its component organizations authorize the following flags for official use:

The National Flag of Canada – as approved 17th December 1964

The Royal Canadian Sea Cadet Flag – as approved 1st November 1976
The Navy League of Canada Flag – as approved 19th March 1970
The Navy League Cadet Flag – as approved 5th May 2000

Instructions governing the correct usage of the National Flag of Canada are given in DND publication CFAO 62-2. The instructions below re-promulgate pertinent parts of those orders but do not supersede them.

For purposes of this order the terms used are defined as follows:

Flown	-hoisted on a halyard on a mast or at the gaff or yardarm, outside or inside.
Displayed	-exhibited on a staff on a stand, in a case, or hung flat on a wall.
Carried	-fitted to an approved staff and borne by a person in a parade.
Consecrated Colours	-colours which have been consecrated and presented to a military unit in the name of the Queen of Canada. The parading of consecrated colours and the marks of respect attendant those colours are governed by orders issued by the Canadian Forces. Consecrated colours in themselves symbolize loyalty to sovereign and country and are not paraded in company with the National Flag.
Formation	-a group of units operating together under a single command.

(b) Flags - Military and Parade Usage

The National Flag of Canada symbolizes unity of purpose in the support of our country. Custom dictates that a single National Flag flown, displayed or carried by each unit depicts this symbolism; groups of National Flags to not enhance it.

Similarly the RCSC flag is a Corps flag and one flag only is flown, displayed or carried to portray the Corps and its activities.

The Navy League of Canada Flag serves a dual purpose: it is the flag which represents The Navy League of Canada and it is also used as the Corps flag for the Navy League Cadet Corps. As for the National and RCSC flags, only one NL of C flag is flown, displayed or carried by a unit.

The following combinations of flags are authorized at functions:

- (i) At an RCSCC function, parade, etc - the National Flag, the RCSC Flag and the NL of C Flag.
- (ii) At an NLC function, parade, etc - the National Flag the NL of C Flag and the NLC Flag.

- (c) The National Flag shall:
 - (i) Be flown or displayed superior in position to other flags, banners and pennants,
 - (ii) Not be allowed to touch the ground, floor or deck,
 - (iii) Be flown at the main flag pole at all defence establishments inside and outside Canada, and be worn at the ensign staff by HMC Ships in commission.

The National Flag may be flown or displayed by individuals or organizations but at all times must be treated with dignity and respect.

Special Regulations:

- (a) The National Flag shall not be used as a cover for a box, table, desk, podium or other object, nor shall it be draped except on a casket.
- (b) When hung vertically on a wall the upper point of the maple leaf shall be to the left as seen from in front of the flag.
- (c) In a group of three flags the National Flag will occupy the centre position; in other groupings it will be on the left of the flag display as viewed from the front of the row of flags.
- (d) The National Flag should not be used for commercial advertising.
- (e) RCSC and Navy League of Canada Flags
 - (i) The RCSC Flag may only be flown, displayed or carried by units or organizations of The Navy League of Canada so authorized by the National Council.
 - (ii) The Navy League of Canada Flag may only be flown, displayed or carried by units or organizations of The Navy League of Canada so authorized by the National Council.
 - (iii) The National Flag of Canada takes precedence over both the RCSC Flag and The Navy League of Canada Flag as does the Canadian Forces Ensign where in use.
 - (iv) The RCSC Flag and The Navy League of Canada Flag shall not be flown outside of Canada nor may they be used as ship or boat ensigns.
 - (v) Outside Canada the RCSC Flag or Navy League of Canada Flag may only be carried or displayed in conjunction with the National Flag of Canada.

(f) Parades and Ceremonial Occasions

The RCSC Flag and/or The Navy League of Canada Flag may be carried with the National Flag in parades in which formed detachments of the Corps parade in uniform. In these circumstances the flags are not attended by an armed escort, but may be paraded with guards of honour provided that consecrated colours are not also being carried. Compliments shall not be paid the RCSC Flag or The Navy League of Canada Flag.

Marks of respect (personal salute) and compliments (musical salute and/or salute by units

under arms) are paid only to the National Flag on being hoisted or lowered. Such salutes are not accorded the RCSC or Navy League of Canada Flag under normal circumstances.

Should there be an occasion where the RCSC Flag or Navy League of Canada Flag is used on its own and it is desired to pay recognition to it, such salute or other recognition pertains to the RCSC or Navy League of Canada personnel present only.

The National Office may only authorize the use of the RCSC Flag or Navy League of Canada Flag on parades for ceremonial occasions other than those described above.

Where the RCSC Flag and/or The Navy League of Canada Flag is flown from a mast in conjunction with the National Flag:

- (i) The National Flag occupies the superior position at the gaff or masthead of the tallest mast; and
- (ii) The RCSC Flag and/or Navy League of Canada Flag may be flown from subordinate positions, the yardarms or lower masts for the duration of the parade ceremony, or other activity only.
- (iii) Other Regulations and Instructions

The RCSC Flag or Navy League of Canada Flag may be used to cover an altar for divine service but no objects other than the Bible may be placed upon it.

The RCSC Flag and/or The Navy League of Canada Flag may be used in appropriate displays authorized by the Navy League Branch in windows of public buildings, stores, or in theatre lobbies, churches, etc.

The RCSC and Navy League of Canada Flags, as per the National Flag, are to be treated with respect at all times.

- (i) When not in use they are to be neatly folded and kept clean.
- (ii) When hoisting, lowering, carrying or displaying a flag, care is to be taken it does not touch or drag on the deck or ground.
- (iv) When displayed or draped, no object should be allowed to rest on the flag. The only exception to this rule is when draped on an altar.
- (v) No flag should be hoisted, displayed or carried in a dirty, torn or frayed condition. Dirty flags may be washed; torn or frayed flags if not repairable; should be destroyed by burning in private.

National and Corps Flags should never be disposed of in the garbage or used as rags.

Should there be an occasion to fly the RCSC or Navy League of Canada Flags at half-mast they are to conform with the instructions applicable to the National Flag.

1.13 PUBLICITY

This subject is covered in detail in NL (34), Public Affairs Manual.

While the National Office will undertake to develop and distribute the publicity releases for those events of nation-wide interest, it is most important that Divisions and Branches appreciate the importance and value of good relations with the local news media and the advantage of news coverage of local events.

Reports received by National Office indicate that local news media are keen to obtain material on Navy League activities.

There is also value in releasing news items of general interest to a wider public than the town in which the event occurs.

Items considered of wider interest, together with photographs if available, should be sent to National Office as quickly as possible for use in national releases.

1.14 PUBLICATIONS - SCALE OF ISSUE

Publications developed by and for the use of The Navy League of Canada or its component organizations will normally be kept in a loose leaf binding to permit amendments to be made by page replacement.

Publications have been issued on the following scale; new organizations will be supplied with a free issue upon the approval of that organization:

Titles of Publications:

- NL (7) Navy League Cadet Training Syllabus
- NL (8) Navy League Cadet Regulations
- NL (10) Navy League Forms
- NL (18) Navy League By-laws
- NL (21) Navy League Administrative Orders
- NL (34) Public Relations Manual
- NL (35) Functions & Duties, Committees and Officers
- NL (64) Officer Training Standards
- NL (74) Royal Canadian Sea Cadet Regulations
- NL (75) National Sea Cadet Sailing Regatta Organizational Instructions
- NL (76) Watercraft Safety Orders for Cadets

The authority to which the book is issued is responsible for keeping the book amended and for transferring publications to his successor on completion of term of office.

Additional copies of publications or of separate chapters of publications may be obtained from the National Office on a repayment basis.

1.15 LIST OF FORMS

Official forms are found in NL (10) E&F.

1.16 REFERENCES - DND PUBLICATIONS

- | | | |
|-----|--------------------------------------|------------|
| (a) | Reserve Force - Organization, | CFAO 2-8 |
| (b) | Accommodation Policy for Cadet Corps | CFAO 29-4 |
| (c) | Ensigns, Flags and Jack | CFAO 62-2 |
| (d) | Service Airlift - Personnel | CFAO 20-20 |

1.17 ANNUAL REPORTS

- | | | |
|-----|----------|---|
| (a) | NLC | - Inspection Reports - see NL (8) Article 7.4.01 to .05. |
| (b) | RCSCC | - Annual Inspection Reports to be forwarded to National Office by 1 September. |
| (c) | Branch- | NL (62) Financial Report through Division to National Office within three months of the end of the fiscal year. |
| (d) | Division | - Financial Statement to National Office within three months of the end of the fiscal year.
- NL (63) Property Report to National Office prior to 31 December. |

1.18 DESIGNATION OF RANK

All components of The Navy League of Canada will use naval rank titles in referring to Corps Officers and in Navy League correspondence.

1.19 UNIFORMS

Royal Canadian Sea Cadet Corps:

Officers and Cadets – as laid down in Queen's Regulations and Orders for the Canadian Cadet Organizations. A-CR-CCP-950/PT-001, Articles 5.20 to 5.28 inclusive.

Wear of Former Patterns of Uniforms:

Sea Cadets may wear former Sea Cadet uniforms of the pattern worn by the Royal Canadian Navy:

- a. At no cost to the Crown, and for
 - (1) Battle of the Atlantic commemorative ceremonies;
 - (2) Remembrance Day ceremonies; and
 - (3) Other special ceremonial occasions with the express permission of DND thru DCdts.

The traditional White Sea Cadet uniform is considered to be a summer alternative to the traditional Blue Sea Cadet uniform, and as such is governed by the provisions of paragraphs 1 and 2.

The traditional Blue Sea Cadet uniform shall be worn as specified in the instructions for its use contained in A-CR-CCP-003/PT-002 (Instructors Manual - Mandatory Subjects for Royal Canadian Sea Cadets Corps Program, Volume 1) Chapter 2, Training Period 4, paragraphs 8 and 9.

Navy League Cadet Corps:

- Officers - as laid down in NLC Regulations, NL (8), Chapters 4 and 10.
- Cadets - as laid down in NLC Regulations, NL (8), Chapter 10.

1.20 IDENTITY CARDS - NAVY LEAGUE OF CANADA PERSONNEL - POLICY

Where members of Corps or other Navy League personnel need to visit DND establishments or other secure areas on a frequent basis, local arrangements should be made with those units for identity documents as may be required, but restricted in use and authority to that area only.

The Navy League of Canada issues a personal identity card for Officers in Navy League Cadet Corps. The purpose of this card is for identification within the Navy League organization and does not establish any status beyond that unless so accepted by local DND authorities.

1.21 LIBRARY - NATIONAL OFFICE

A small library is located at the National Office and members for information and reference purposes may use publications. Books may not be removed from the library.

1.22 DIVISION ANNUAL MEETING WORKSHOPS

Experience in larger Divisions has shown the value of having "workshops" or discussion periods, to which Branches are invited to send delegates for the purpose of reviewing and making recommendations on agenda items in various subject areas.

Typical workshops are:

- (a) Branch Organization and Administration
- (b) Sea Cadets
- (c) Navy League Cadets
- (d) Women's Auxiliaries

These workshops are normally held prior to the main meeting.

Each workshop is presided over by a Chairman who has the responsibility of reporting to the annual meeting the recommendations arising from their discussions.

This workshop procedure has the advantage of enabling informed discussion on agenda items in the various areas and establishing the degree of support for recommended changes. Delegates from Branches and Corps with long experience in the Navy League are often in a position to offer good advice on specific problems to others less experienced.

SECTION II

PERSONNEL

2.01 ENROLMENT AND TERMS OF SERVICE - OFFICERS AND CIVILIAN INSTRUCTORS

The qualifications required and the method of making application for appointment as an Officer or Civilian Instructor in the NLCC and are laid down in the Navy League Cadet regulations, NL (8).

Officers and Civilian Instructors of the RCSCC are included in the Reserve Force - Cadet Instructors List. The qualifications for enrolment and terms of service are laid down in CFAO 204-3 and QR & O (Cadets) Article 6.01 and 3.10.

2.02 CIVILIAN INSTRUCTORS IN THE ROYAL CANADIAN SEA CADET CORPS

Reference: Cadet Administration and Training Order 13.01

Appendix 1 to Annex D to CFAO 49-6 states that a Civilian Instructor is to be of good character as a condition of employment at a local cadet Corps, an applicant for the CIC is also required to meet this condition. Evidence of good character in the case of the CIC is the endorsement by the local sponsor of the Corps or Squadron that the applicant meets acceptable community standards. This endorsement is necessary for the civilian instructor as well.

Prior to considering the nomination of a civilian instructor for employment at a cadet Corps or Squadron, the CO is to ensure that the local sponsor of the Corps or Squadron has recommended the individual concerned.

Approval of the employment of a civilian instructor in support of cadet camps or regional activities rests with the Regional Cadet Officer.

2.03 ENROLMENT - NAVY LEAGUE CADETS

The enrolment qualifications and method of applying for membership in the NLCC are stated in the Navy League Cadet Regulations, NL (8).

2.04 APPEARANCE IN UNIFORM

Members of the RCSC and NLC have been granted the privilege of wearing a uniform on the understanding that:

- (a) The uniform will always be correctly worn, and
- (b) It will be worn only on those occasions authorized by the Commanding Officer, and
- (c) That the wearer of the uniform will conduct himself or herself in a manner, which will not bring discredit on the uniform.

Parents of Cadets and should be asked to take an interest in this aspect of training and discipline and to ensure that the Cadet, before leaving home in uniform has checked:

- (a) That the cap is clean and worn correctly;
- (b) The uniform is neat, clean, no spots or stains, and well brushed;
- (c) The lanyard and collar are clean; and
- (d) That shoes are well polished.

The person wearing the uniform should also meet certain standards:

- (a) Clean hair, neatly brushed or combed;
- (b) Good posture, stand erect and move smartly - do not slouch.

The following is the recommended hair style standard of the Navy League with Commanding Officers to exercise judgement:

- Hair is to be neat and well groomed. In length it must not be worn below a line one inch above the eyebrow and one inch above the collar.
- Sideburns, if worn, must be trimmed in a straight vertical line, clear of the ear; and not allowed to become bushy and not extend below the lower edge of the earlobe. Beards may only be worn as a full set (moustache and beard) and then only with the permission of the Commanding Officer.

2.05 DRUG POLICY

The Navy League of Canada and the Canadian Forces have both adopted a zero tolerance approach to any unauthorized use of drugs:

- (a) The unauthorized use of any drug or prohibited substance is prohibited.
- (b) The possession, trafficking, importing or exporting of a narcotic or a substance represented as a narcotic are offences under the Narcotic Control Act (NCA); the same actions with respect to restricted and controlled drugs are offences under the Food and Drugs Act (F&DA).
- (c) The possession, delivery or control of drug related paraphernalia with the intent that it be used in connection with an offence under the NCA or F&DA is prohibited.

Persons found guilty of drug related offences will be released immediately.

Canadian Forces Cadet Drug Policy is found in CATO 15-03.

2.06 ALCOHOL POLICY

The following policy applies to all levels of Cadet activity:

- (a) Regardless of age or provincial legislation, Cadets are prohibited from purchasing, consuming or having alcohol in their possession while engaging in cadet activities,
- (b) Cadet Officers and Instructors shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be, or are, in direct supervision or training of Cadets,
- (c) Organizers of social events for adults, to which Cadets are invited, shall ensure that Cadets have access to non-alcoholic drinks and that the policy of no drinking by Cadets is understood by the hosts and Cadets,
- (d) Adults attending social events specifically organized for Cadets should be requested to refrain from consuming alcoholic beverages when in direct contact with Cadets; Cadet Officers and Instructors shall refrain,
- (e) Cadets who violate alcohol policies shall be suspended from training, counselled and considered for release, and
- (f) Cadet Officers and Instructors who violate alcohol policies shall be suspended from the supervision/training of Cadets.

Canadian Forces Cadet Alcohol Policy is found in CATO 15-03.

SECTION III

MATERIAL, PROPERTY, EQUIPMENT AND STORES

3.01 REAL ESTATE

All real property belonging to or acquired by, The Navy League of Canada or any Division or Branch thereof, shall be vested in and title thereto, shall be registered in the name of The Navy League of Canada.

Unless incorporated, Divisions and Branches are not authorized to sign leases, purchase or sell property, etc., in their own name. All such transactions must be made in the name of National Council and processed through National Council.

3.02 NAVY LEAGUE PROPERTY

Commanding Officers of Royal Canadian Sea Cadet and Navy League Cadet Corps are responsible for the care and custody of Navy League materiel issued to their Corps.

Branches are responsible for ensuring that Corps Officers keep an accurate account of all Navy League property and that frequent physical musters of all materiel are made by the Branch Sea Cadet and Navy League Cadet Chairmen. Deficiencies are to be reported to the Branch President.

3.03 DND PROPERTY

Commanding Officers of Sea Cadet Corps are responsible for the care and custody of DND materiel issued to that Corps.

The Navy League is not required to carry insurance on DND materiel.

Branches are responsible for ensuring that Corps Officers keep an accurate account of all DND property and that periodic spot checks of all materiel on loan from DND are made by the Branch Sea Cadet Chairman.

A full physical muster of all DND materiel on loan to the Corps must be made on the following occasions with the Branch Sea Cadet Chairman, the Corps Commanding Officer and Supply Officer present:

- a) Annually, at the time of Annual Inspection of the Corps; and
- b) Upon change of Commanding Officer of the Corps; and
- c) Upon change of Supply Officer of the Corps.

Deficiencies are to be reported promptly to the Area Cadet Officer (Sea).

3.04 FLAGS

Flags, whether received through initial issue or purchased, become the property of the Corps. Should the Corps be disbanded, the flags are to be returned to the Division.

The National Office holds the approved patterns of Navy League of Canada and RCSC flags.

The National Office on behalf of the National Council will make an initial issue of flags at the time of formation of a Corps as follows:

RCSCC

- 3' x 6' Navy League flag sleeved for staff mounting
- 3' x 6' RCSC flag sleeved for staff mounting
- 11/2 X 3' RCSC flag for halyard use

NLC Corps

- 3' x 6' Navy League flag sleeved for staff mounting
- 11/2 x 3' Navy League flag for halyard use

The following additional or replacement flags are available from the National Office on a repayment basis:

RCSCC

- 3' x 6' RCSC flag for halyard use
- 11/2 x 3' RCSC flag for halyard use
- 3' x 6' RCSC flag sleeved for staff mounting

NLC Corps

- 3' x 6' Navy League flag for halyard use
- 11/2 x 3' Navy League flag for halyard use
- 3' x 6' Navy League flag sleeved for staff mounting

Complete ceremonial kits, consisting of the following items are available from the manufacturer:

- National Flag of Canada
- Staves and Fittings
- Cords and Tassels
- Carrying Harness
- Carrying Cases

Dominion Regalia Limited
1550 O'Connor Drive
Toronto, Ontario, M4B 2V3

3.05 NAVY LEAGUE CADET UNIFORM SUPPLY

Uniforms are to be ordered using:

- a) Form NL (110) - Cadet Uniform Order Form, and
- b) Form NL (140) - Order Form (for badges)
- c) Form NL (150) – Officer Uniforms

All order forms are to be submitted to the National Office with full payment, the National Office accepts cheques, money orders or Visa. Cheques and money orders should be made payable to THE NAVY LEAGUE OF CANADA. Do not send cash through the mail.

Current prices are listed on the latest issue of these forms which are available from your Division President/Secretary or the National Office and are available on the national website.

National Office will transmit orders and payments to supplier.

Orders will be shipped from supplier on a C.O.D. basis for shipping costs. Be sure to provide a street address on the order form - no P.O. Box numbers. Shipping must be to street address ONLY.

3.06 NATIONAL UNIFORM GRANT - NLC

National Council will pay half of the basic NLC uniform cost when the formation of a Corps is approved, limited to a maximum of twenty-five (25) complete uniforms.

Applications for National Uniform Grants must be substantiated by submitting a Nominal Roll, form NL (6), covering the full Corps.

Branch remittance covering Branch share (half of total cost), payable to The Navy League of Canada, must be received with the order.

Where a National Uniform Grant is approved it shall be on the following basis:

Basic NLC Uniform:

- 1 Cap, White
- 1 Cap Ribbon
- 1 Shirt, Blue
- 1 pr Shoulder Flashes
- 1 Lanyard, White
- 1 Waist belt, White
- 1 pr Trousers, Blue

Only stock sizes as listed on purchase order form NL (110) may be ordered when National Uniform Grants are requested.

Do not combine replacement uniform parts or other uniform badges, insignia, etc., with Uniform Grant requests.

3.07 NAVY LEAGUE UNIFORM BADGES, CRESTS & TRAINING AIDS

Uniform badges, crests and training aids may be purchased through the National Office of The Navy League of Canada.

Payment in full must accompany the order. VISA, Cheque or money order should be made payable to THE NAVY LEAGUE OF CANADA. Do not send cash through the mail.

Orders are to be placed using the current issue of NL (140) Order Form. Current prices are listed on the latest issue of this form, which is available from your Division President/Secretary or the National Office.

3.08 OFFICERS' UNIFORMS NLC

Uniforms for Navy League Cadet Officers may be purchased from National Office using form NL (150). Guidelines for Officers uniforms may be found in NL (8).

3.09 CIL OFFICERS AND RCSC UNIFORMS

Uniforms for Cadet Instructors List Officers and for Royal Canadian Sea Cadets are supplied through DND sources.

SECTION IV

FINANCE

4.01 EXPENDITURES AND BUDGETS

a) National

Chairmen of National Committees will prepare and forward to the National Office estimates of anticipated financial expenditures for their Committee for the calendar year commencing 1st January.

Estimates should be broken down into the following categories:

- i) Capital Account
- ii) Operating Expense
 - Travel
 - Labour
 - Material and Facilities

Sufficient detail should be provided to justify the requirement and to allow priorities to be established.

Such estimates are to be received, in duplicate, at the National Office by January 15th.

b) Division

Each Division shall, within three months after the end of its fiscal year, send to the National Office an audited statement of all monies received and disbursed during the preceding year, together with a budget containing estimates of receipts and expenditures for the ensuing twelve months.

c) Branch

Each Branch shall, within two months after the end of its fiscal year, send to its Division Office an audited statement of all its receipts and expenditures during the preceding year, together with a budget containing estimates of receipts and disbursements for the ensuing year for Division approval in whole or in part. Division is to provide a copy of each Branch audited statement as well as a completed NL (62) (in triplicate) to the National Office.

4.02 REGISTRATION AS A CHARITABLE ORGANIZATION

Divisions or Branches wishing to issue receipts allowable for Income Tax purposes for a donation to the League, Division or Branch must make application to Revenue Canada/Taxation for a Federal Government Registration Number.

Financial records, which can be verified by Revenue Canada, must be kept in all charitable organizations. Service clubs, fraternal lodges and similar groups are not, in law, charitable organizations. However, if these organizations have specific charitable projects and the funds for these projects are kept separately from other club funds, they 'might' qualify and be registered as charitable trusts.

Completed Application for Registration (Form T2050) should be submitted to National Office for those requiring registration numbers. National will prepare a letter of recommendation and forward, along with Form T2050, to Revenue Canada.

For those so registered, a Return of Information (Form T3010), accompanied by a copy of financial statements for the period, must be filed with the Registrar-Examiner within three months after the end of each fiscal year. If a Return is not filed the registration number will be cancelled. To be reinstated the full application process must be re-initiated from the beginning and a different Registration Number will be issued.

a) **Receipts** - Excerpt from Income Tax Regulations; Appendix F to Information Circular No 80-10R dated December 17, 1985.

Every official receipt issued by a registered organization shall contain a statement that it is an official receipt for income tax purposes, and shall show clearly, in such a manner that it cannot readily be altered:

- (a) The name and address in Canada of the organization as recorded with the Minister;
- (b) The registration number assigned by the Minister to the organization;
- (c) The serial number of the receipt;
- (d) The place or locality where the receipt was issued;
- (e) Where the donation is a cash donation, the day on which, or the year during which, the donation was received;
- (f) Where the donation is a gift of property other than cash
 - (i) The day on which the donation was received,
 - (ii) A brief description of the property, and
 - (iii) The name and address of the appraiser of the property if an appraisal is done,
- (g) The day on which the receipt was issued where the day differs from the day referred to in paragraph (e),
- (h) The name and address of the donor including, in the case of an individual, his first name and initial;
- (i) The amount that is
 - (i) The amount of a cash donation, or
 - (ii) Where the donation is a gift of property other than cash, the amount
 - (iii) The fair market value of the property at the time the gift was
 - (iv) made; and the signature, as provided in subsection (2) or (3), of a responsible individual who has been authorized by the organization to acknowledge donations."

b) **Memberships** - Excerpt from Income Tax Regulations; Information Circular No 80-10R dated December 17, 1985.

“Certain types of payments made to charities do not normally qualify as donations and are not deductible for income tax purposes. These payments include:

- Payments for membership that convey an advantage of material character to the member (the right to vote at meetings and to receive financial statements and reports on the activities of the charity is not considered to be a material advantage);"
- **Ancillary and Incidental Political Activities** - Revenue Canada Taxation Information Circular No 87-1 dated February 25, 1987, reviews those provisions of then Income Tax Act, which permits registered charities to pursue ancillary and incidental political activities of a non-partisan nature. “

All Divisions and Branches are responsible for the preservation of their own charitable status.

4.03 GST AND CHARITY REGISTRATION

All Divisions and Branches are assigned a unique GST and Charities Account Numbers by Revenue Canada. National Office maintains a master list of all GST and Charities Account Numbers. Each Branch and Division must apply own their own.

- (1) Get a form from Revenue Canada
- (2) Complete application
- (3) Send completed application to National Office of The Navy League of Canada
- (4) NLC to attach confirmation letter
- (5) NLC to send to Revenue Canada
- (6) Revenue Canada will then provide the Branch or Division with the number and carbon copy National Office.

This process could take up to 6 weeks.

4.04 BAND GRANT & CONTINGENCY GRANT

The Department of National Defence provides a Band Grant and a Contingency Grant to each Corps for the support of Royal Canadian Sea Cadets.

Band Grant

This grant is paid per instrument played in an authorized Sea Cadet Band at the Annual Inspection. It is paid directly to the Branch and is to be used to defray the cost of music, minor repairs to and maintenance of instruments, and other miscellaneous expenses associated with the music program.

Contingency Grant

This grant is paid per Cadet based on the average number of cadets on parade or excused through sickness, etc., throughout the training year. The grant is paid to Branch c/o the Corps Commanding Officer for the purpose of promoting the efficiency of Sea Cadet Corps in their area. The monies may be used to pay Sea Cadet insurance, finance Flotillas and other Sea Cadet activities.

It is the responsibility Branches to maintain accurate financial records, which show that:

- (i.) The funds were spent entirely on Royal Canadian Sea Cadets, and
- (ii.) The funds were spent according to the purposes intended.

The National Council of The Navy League or DND does not require formal reporting regarding the disposition of the funds, however records must be available for examination and audit when required.

SECTION V

BOATS & WATER SAFETY

5.01 BOAT/CANOE STICKERS - NL (77) E&F

A sticker, NL (77) containing the information shown below should be affixed in an appropriate inboard location, to all boats and canoes held by the Branch. These stickers are available at the National Office.

The Navy League/la ligue navale

On-Water Safety
sur-securite sur l'eau

Canoes & Sailboats
canots & voiliers

You Must Obey These Rules:
vous devez obéir à ces règlements:

1. A Life Jackets or floatation devices are to be worn
Gilets de sauvetage ou vêtements de flottaison doivent être portés
2. A qualified Cox'n or leader aboard or within reach
Maître d'équipage ou équipier qualifiés à bord ou à proximité
3. A qualified Officer or Instructor supervising
Officier ou instructeur qualifiés en surveillance
4. Safety takes priority over training
La sécurité a priorité sur l'entraînement
5. Not on water after sunset
Pas à flot après le coucher de soleil
6. Don't exceed capacity
Ne pas dépasser la charge limite de l'embarcation
7. Watch weather - come in if it deteriorates
Observer les conditions atmosphériques - si elles se détériorent, retour immédiat au quai d'ammarrage

5.02 WATERCRAFT SAFETY ORDERS

The Navy League of Canada manual, "Watercraft Safety Orders for Cadets" NL (76), contains orders and information related to water safety for all cadet boating and canoeing activities.

To avoid conflict between the League orders NL (76) and those of the Department of National Defence "WATERCRAFT SAFETY ORDERS FOR CADETS" [A-CR-CCP-030/PT-001], the manuals are similar in form and content. Each is published and issued separately.

Watercraft Safety Orders apply regardless of the ownership of the watercraft involved or of the people in charge.

In addition, all persons operating watercraft must be familiar with the regulations of the Canadian Coast Guard. CCG Water Safety manuals are available at the National Office free of charge.

SECTION VI

AWARDS and SCHOLARSHIPS

6.01 SPECIAL AWARDS OF NATIONAL COUNCIL

The following special awards may be requested from National Council for presentation to persons who have rendered outstanding assistance to the Navy League.

A. MEMBERS OF THE LEAGUE

National President's Award NL (83)

Distinguished Service Award NL (82)

Meritorious Service Award NL (81)

Division President's Award NL (45)

Awarded to retiring Division President by National Council

Honorary Membership NL (43)

For individuals with over 25 years service

Honour Certificate NL (46)

For individuals with 8-16 years service

Award for Service NL (44)

For individuals with over 16 years service

Testimonial NL (47)

For individuals with 3-8 years service

Honorary Membership NL (43)

For individuals with over 25 years service

The above awards, with the exception of the Division President's Award, must be recommended through Division to National Council using form NL (42), Application for Special Award.

Branches are to ensure that all necessary paperwork is completed and forwarded to their respective divisions. Please note that divisions have separate deadlines for award submissions in order to comply with National Office deadlines. All Certificates and forms are available in both English and French. Applications should state which language is preferred.

1. National President's Award (NPA) NL (83)

(a) Awarded by National Council on the recommendation of Divisions.

(b) Awarded in recognition of outstanding leadership or service to the League.

- (c) May be, but not necessarily awarded to 1 (one) only League member.
- (d) Recipient must have demonstrated a clear understanding of, and dedication to, the aims and objectives of the League.
- (e) Recipient must have performed highly significant service to his/her Branch or Division.
- (f) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***
- (g) May be awarded once only to any individual member.
- (h) Nominee must be a full member of a Division or Branch of The Navy League of Canada.
- (i) Nominations must be made on Form NL 42 and well substantiated by supporting documentation and background information.
- (j) Nominations must be in

NATIONAL OFFICE BY 31 JANUARY

2. Distinguished Service Award (DSA) NL (82)

- (a) Awarded by National Council, on the recommendation of Division, in recognition notably distinguished service to the Navy League to a member who:
 - (b) Is a full member of a Branch or Division of the Navy League.
 - (c) Has been a member of the League for not less than five years.
 - (d) Has demonstrated a clear understanding of, and dedication to, the Aims and Objectives of The Navy League of Canada.
- e) Awarded according to separate annual quotas based on the number of Branches within the quota area. *
- (f) Awarded only once to any individual.
- (g) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***
- (h) Nominations are to be made on form NL42 and submitted to Division. They are to be accompanied by supporting documentation and background information.
- (i) Nominations must be received in

NATIONAL OFFICE BY 31 JANUARY

3. Meritorious Service Award (MSA) NL (81)

(a) Awarded by National Council, on the recommendation of Division, in recognition of especially meritorious service to The Navy League to a member for a period of three or more years.

(b) Is a full member of a Branch or Division of the Navy League.

(c) Has been a member of the League for not less than three years.

(d) And have demonstrated a clear understanding of, and dedication to, the Aims and Objectives of The Navy League of Canada.

(e) Awarded according to separate annual quotas based on the number of Branches within the quota area.

(f) May be awarded more than once to the same individual providing there has been at least a three year interval.

(g) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***

(h) Nominations are to be made on form NL42 and submitted to Division. They are to be accompanied by supporting documentation and background information.

(i) Nominations must be received in

NATIONAL OFFICE BY 31 JANUARY

* MSA AND DSA QUOTAS WILL BE PROMULGATED ANNUALLY IN THE FALL NEWSLETTER AND SENT TO ALL DIVISION PRESIDENTS AND SECRETARIES.

4. Navy League of Canada Long Service Medal

(a) Awarded by Divisions on the recommendation of Branches in recognition of ten or more years of dedicated service to The Navy League of Canada and/ or to the RCSC or NLC Cadet Movement. Service may be cumulative and not necessarily uninterrupted.

(b) NOTE: Cadet time cannot be counted.

(c) For service of twenty years or more a "fouled anchor" pin will be awarded and worn as required by current Dress Regulations.

(d) Additional "fouled anchor" pins will be awarded each multiple of ten-year service.

(e) Orders for medals are to be sent directly to the supplier:

WALLY WEST
PLAQUES, SHIELDS AND BADGES
PO BAG 2039
ST. ALBERT, ALBERTA
T8N 2G3

B. AWARDS TO CIC AND NLC OFFICERS

National President's Award NL (83)

Distinguished Service Award NL (82)

Meritorious Service Award NL (81)

1. National Presidents Award (NPA) NL (83)

- (a) Awarded by National Council on the recommendation of Divisions.
- (b) Awarded in recognition of outstanding leadership as an Officer in either RCSC or NLC Cadets.
- (c) May be, but not necessarily, awarded annually to 1 (one) only RCSC and 1(one) only NLC Officer.
- (d) Individual must have demonstrated a clear understanding of, and dedication to, the aims and objectives of The Navy League of Canada.
- (e) Must be serving as a Commanding Officer or have been a Commanding Officer within the last 12 months, and who is currently serving as an Officer, and who has not had a service break since serving as Commanding Officer.
- (f) May be awarded only once to any one individual.
- (g) *Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.*
- (h) Nominations must be made on form NL 942) and be well substantiated by supporting documentation and background information.
- (i) Nominations must be in

NATIONAL OFFICE BY 31 JANUARY

2. Distinguished Service Award (DSA) NL (82)

- (a) Awarded by National Council, on the recommendation of Divisions, in recognition of notably distinguished service to the Navy League and the Cadet movement to an Officer who:
- (b) Is presently serving as Commanding Officer.
- (c) Has been a Commanding Officer within 12 months of the date of application.
- (d) Has been a Commanding Officer and is still serving as a Division Staff Officer.
- (e) Must have demonstrated a clear understanding of, and dedication to, the Aims and Objectives of The navy League of Canada.

(f) Awarded according to separate annual quotas* for RCSC and NLC Officers respectively based on the number of Corps within the quota area.

(g) Awarded only once to any individual.

(h) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***

(i) Nominations must be made on form NL (42) and be accompanied by supporting documentation and background information.

(j) Nominations must be in

NATIONAL OFFICE BY 31 JANUARY

3. Meritorious Service Award (MSA) NL (81)

(a) Awarded by National Council, on the recommendation of Divisions, in recognition of meritorious service to the Navy League for a period of three or more years.

(b) Awarded according to annual quotas * for RCSC and NLC Officers respectively based on cadet population within the quota area.

(c) May be awarded more than once to the same individual providing there has been at least a three year interval.

(d) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***

(e) Nominations must be made on form NL (42) and be accompanied by supporting documentation and background information.

(f) Nominations must be in

NATIONAL OFFICE BY 31 JANUARY

* MSA AND DSA QUOTAS WILL BE PROMULGATED ANNUALLY IN THE FALL NEWSLETTER AND SENT TO ALL DIVISION PRESIDENTS AND SECRETARIES.

4. Certificate of Service NL (80)

(a) Awarded by the DIVISION for service to the Navy League and the Cadet movement.

(b) Commanding Officers and Branch President recommend Corps Officers to their Division.

(c) Their respective Divisions recommend area and / or Division staff Officers.

(d) Applications are made to DIVISION on form NL (89). Certificates are available with 5-10-15-20-30-35-40 or 45 year seals.

5. Navy League of Canada Long Service Medal

(a) Awarded by Divisions on the recommendation of Branches in recognition of ten or more years of dedicated service to The Navy League of Canada and/ or to the RCSC or NLC Cadet Movement. Service may be cumulative and not necessarily uninterrupted.

(b) NOTE: Cadet time cannot be counted.

(c) For service of twenty years or more a "fouled anchor" pin will be awarded and worn in accordance with the appropriate current Dress Regulations.

(d) Additional "fouled anchor" pins will be awarded each multiple of ten-year service.

(e) Orders for medals are to be sent directly to the supplier:

BARRY KANE
PLAQUES, SHIELDS AND BADGES
PO BAG 2039
ST. ALBERT, ALBERTA
T8N 2G3

D. NON-MEMBERS OF THE NAVY LEAGUE

1. Distinguished Achievement Award (DAA)

(a) Known as the "**Robert I. Hendy Award**"

(b) Awarded by National Council to individuals, who have accomplished feats or achievements of national or international significance in the area of maritime affairs or youth development.

(c) Each award will be unique and include a brief citation describing the achievement.

(d) All nominations must be received in

NATIONAL OFFICE BY 31 JANUARY

(e) Presentation of approved award will be made at the following Annual General Meeting.

(f) Only one award will be approved per annum.

(g) Should there be no suitable applicant, the award may not be presented.

2. J.J. Kinley Award

(a) Awarded by National Council to members/employees of the Canadian Coast Guard/Department of Fisheries and Oceans or Canadian Forces who have made remarkable contributions in support of naval and maritime interests, which are in keeping with the highest principles of The Navy League of Canada.

(b) All nominations must be in

NATIONAL OFFICE BY 31 JANUARY

(c) Only one award will be approved per annum. Should there be no suitable applicant, the award may not be presented.

(d) Detailed information regarding nominations and the presentation of the award is available through, National Office.

3. Award of Appreciation (AA) NL (48)

(a) Awarded to non-members of The Navy League of Canada who have rendered significant and/or continuing assistance to the Corps, Branches, Divisions, or on a national basis, either directly, financially or through support of the League's objectives.

(b) Intended to recognize higher level of support than CSA.

(c) May be awarded to individuals, firms, clubs, local governments, media, etc.

(c) Applications to be made to National Office on form NL (42).

4. Community Service Award (CSA) NL (86)

AWARDED BY DIVISIONS

(a) Awarded by Divisions on the recommendation of their Branches and other Division members.

(b) Awarded to those who have rendered support and/or assistance to the Corps, Branches, or Division either directly or through support of the League's objectives.

(c) May be awarded to persons, firms, clubs, local governments, media, etc.

THIS AWARD IS NOT ISSUED THROUGH NATIONAL OFFICE. EACH DIVISION IS RESPONSIBLE FOR ISSUING THIS CERTIFICATE.

E.INDIVIDUAL RCSC AND/OR NLC AWARDS

1. National Sea Cadet of the Year

(a) Awarded annually by National Council to the most proficient Royal Canadian Sea Cadet.

(b) Only those who have been selected as Division Cadet of the Year will be considered for this award.

(c) Selection will be made by the Chairman among applications received for the Sea Cadet Award of Excellence (on form NL (50).

(c) Award will be in the form of a plaque for permanent retention by the Cadet.

(d) The cadet of the year will also automatically receive the Award of Excellence.

(e) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***

(d) The award will be in addition to normal annual quotas.

(f) Nominations on form NL (50), supported by full substantiation must be in
NATIONAL OFFICE BY 31 JANUARY

2. National Navy League Cadet of the Year

(a) Awarded annually by National Council the most proficient Navy League Cadet.

(b) Only those who have been selected as Division Cadet of the Year will be considered for this award.

(c) Selection will be made by the Chairman among applications received for Navy League Cadet Award of Excellence. (on form NL (50).

(d) The award will be addition to normal annual quotas.

e) The award will be in the form of a plaque for permanent retention by the Cadet.

(f) ***Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.***

(g) Applications must be in
NATIONAL OFFICE BY 31 JANUARY

3. Navy League Award of Excellence NL (85)

AWARD MAY BE GRANTED ACCORDING TO THE RESPECTIVE AREA QUOTAS TO SEA AND NAVY LEAGUE CADETS WHO:

(a) Achieved the rank of Petty Officer second class or higher.

(b) Have consistently set an outstanding personal example of dress and deportment.

(c) Have demonstrated a thorough grasp of the facts and skills of cadet training, as indicated by promotion and other examinations.

(d) Have been recommended for the award by the Corps Commanding Officer, Branch, applicable Area Officer, and Division.

(e) Awarded only once to any individual.

(f) Award is in the form of a certificate and a medal (to be worn on the right breast of the uniform)

(g) Divisions only are to submit recommendations. Branches are to submit their recommendations through their Division.

(g) Recommendations must be made using form NL (50) and must be in
NATIONAL OFFICE BY 31 JANUARY

REMINDER:

When nominating cadets for the Award of Excellence, keep in mind only one nominee will be selected as National Sea Cadet and Navy League Cadet of the Year. All other nominees for National Sea Cadet and Navy League of the Year will AUTOMATICALLY receive the Award of Excellence.

EXAMPLE:

If your Division quota for the Award of Excellence is two (2), and you also nominate your Division Cadet of the Year for National Sea Cadet of the year and that cadet is not selected, that nomination automatically becomes the first recipient of the Award of Excellence from your Division. The two nominations for Award of Excellence MUST therefore must be numbered in priority to indicate which of the two applicants should be dropped in order to meet quota standards.

Navy League Cadets who have received the Award of Excellence may continue to wear the ribbon on their uniform when they become Sea Cadets. A replacement medal is available on repayment form National Office.

4. Navy League Award of Commendation NL (84)

(a) Awarded by National Council to A RCSC and/or NLC who performs an outstanding act or deed in attempting to save the life or property of another.

(b) Application is by letter, providing full details, through the Branch and Division to National Council.

(c) Award is in the form of a ribbon (worn on the right breast of the uniform) and a certificate.

This award is separate and distinct from the Department of National Defence Certificate of Commendation, which may be awarded to a Royal Canadian Sea Cadet (QR Cadets 5.32 refers) but is awarded automatically to a recipient of DND Certificate of Commendation.

Navy League Cadets who have received the Award of Commendation may continue to wear the ribbon on their uniform when they become Sea Cadets. Replacement ribbons are available on repayment to the National Office.

5. Division Cadet of the Year

- (a) Awarded annually to the most proficient Sea Cadet and Navy League Cadet in each Division
- (b) Selection by Division on the basis of proficiency and service.
- (c) Award will be as determined by Divisions.
- (d) Applications should be in **DIVISIONAL OFFICE BY 1 JANUARY**

6. Perfect Attendance Certificate

- (a) Available upon request through National Office for Royal Canadian Sea Cadets or Navy league Cadets for perfect attendance at all training parades during the current training ear.
- (b) May be awarded more than once to any one Cadet.
- (c) Request must be in writing, signed by Division President or Secretary verifying perfect attendance by the Cadet, listing Cadet's name and Corps' name
- (d) The Division President will sign certificate

6.02 SCHOLARSHIPS

A. THE NAVY LEAGUE OF CANADA SCHOLARSHIPS General Rules for Regular Scholarships

- (a). The Navy League of Canada awards scholarships annually to serving Royal Canadian Sea Cadets entering the first year of University or Community College course leading to a degree or diploma.
- (b) These scholarships will not be granted where candidates enrol in the Canadian Forces on any basis whereby the Government provides free tuition or grants.
- (c) The amount of the scholarship is \$1000.00 per cadet. The value of the scholarship will be made payable to the institution being attended.

B. THE NAVY LEAGUE OF CANADA MARITIME AFFAIRS SCHOLARSHIP

- (a) The Navy League of Canada is also awarding a Maritime Affairs scholarship of \$2000.00 to a Sea Cadet entering the first year of University or Community College with a major in Marine Engineering, Navigation, and Marine Biology etc.

(b) This scholarship will be given annually. Should there be no qualified applicants for the fiscal year the scholarship money will be returned to The Navy League of Canada general scholarship fund National Council will then award 10 scholarships for the fiscal year.

REQUIREMENTS FOR SCHOLARSHIP APPLICATIONS

(a) Personal letter of application from the candidate including information on the name and location of the University or College to be attended and the course of study to be taken. (Scholarship form NL (31). Accompanied by a letter from the applicant giving details of their school and cadet careers.

(b). Original certificate, or a certified copy thereof, as issued by the responsible educational authorities, which records mid-term examination results, by subjects, upon which admission to the University or College is based.

When final marks for the school year are not available until August, mid-year marks must be submitted at an earlier date for preliminary consideration. (August 15th is the deadline for final marks).

(c) Letter from Commanding Officer of Corps attended by candidates, including proof that the candidate was a Royal Canadian Sea Cadet in good standing for at least 24 months prior to the application. The name and location of the Corps, and a brief summary of the applicant's cadet achievements and performance.

(d) Recommendation from the applicant's Home Room teacher or Guidance Counsellor.

(e) Recommendation of the Branch President responsible for Corps.

(f). Recommendation of the Division President responsible for Corps.

(g) An essay of 1,800 words – (Maritime Affairs Scholarship only.)

Applications are to be submitted through the Navy League Branch, of the Corps to which the candidate is a member, forwarded to the Division, and then to the National Office of the Navy League of Canada.

305 Rideau Street
Ottawa ON K1N 9E5
1-800-375-NAVY (6289)

Applications and all supporting documents (including mid-term marks) must be received at the National Office on or **before JUNE 30TH**. Final marks must be received at the National Office on or before **AUGUST 15TH**. Adjudication will be completed and all candidates will be advised during the first week of September.

It is not necessary for applicants to obtain references from persons or organisations other than those shown above. However it is important that the references required (with the exception of (f) above

be as detailed as possible to assist the Scholarship Committee to make a fair assessment of the applicant.

SECTION VII

INSURANCE

7.01 MANDATORY POLICIES

A. COMPREHENSIVE GENERAL LIABILITY

This policy covers the comprehensive general liability of The Navy League of Canada to a limit of \$5,000,000.00 per occurrence inclusive of bodily injury and property damage. (Example protection against Law Suits).

B. GROUP ACCIDENT

This policy covers accidental death, dismemberment or injury as a result of an accident:

- a) While on the premises operated by the Navy League or its subsidiaries
- b) While taking part in any activity organized by the Navy League or its subsidiaries and while under the supervision of the Canadian Forces or Navy League Officers.
- c) While attending a Navy League camp or while on exchange, from the time of reporting for duty until dismissal
- d) While going either to or from the Insured Person's residence to the premises owned or activities organized by the Navy League
- e) While under the direction of the Commanding Officer or other Officer of vessels operated by others as authorized by the Navy League or Canadian Forces.

Sickness of individuals as a result of personal health or medical problems **IS NOT COVERED.**

It is strongly recommended that groups travelling out of Canada arrange for additional coverage (i.e. Blue Cross) for all members of the party.

7.02 OPTIONAL POLICIES

A. LOSS OF WAGE

Available upon written request, to Division and Branch members, Royal Canadian Sea Cadet Corps Officers, and Navy League Cadet Officers, Civilian Instructors/Volunteers, Directors and employees while acting within the scope of their duties.

This policy provides loss of wage coverage resulting from injury (bodily injury caused by an accident) for up to 80% of the insured person's pre-disability earnings.

B. FULL ALL RISK (Property Contents)

This policy is available, upon written request, to Navy League Divisions and Branches to insure Navy League owned equipment and supplies.

Full All Risk to those Branches/Divisions who have coverage against all risks of direct physical loss or damage. There are many **EXCLUSIONS** in this policy. Full details available from National Office.

It is strongly recommended that all Branches/Corps covered under this policy maintain an up-to-date listing of all contents covered and the value of same (e.g. band instruments) as this information would be required to substantiate any claim. Taking photos of items is also recommended to substantiate claims.

C. MASTER VESSEL INSURANCE

This policy is available to Branches upon written request.

Coverage - physical damage as declared by the Navy League Branch subject to actual cash value - NOT replacement value

- Coverage will be all risk subject to a \$500.00 deductible every loss

Liability - liability is set at \$5,000,000.00

For specific details on coverage, guidelines and rates, contact your Division or the National Office

7.03 GENERAL

A. DEDUCTIBLE

All are advised that the deductible on the Full All Risk and General Comprehensive Liability coverage is payable by the Branch as the policyholder. At the time of publication of this document the deductible is \$250.00 (subject to change at any time).

The deductible on the Master Vessel Insurance is \$500.00 and is payable by the Branch.

B. AGE LIMIT

All are advised that insurance coverage does not extend to anyone who has reached his/her 70th birthday unless the Division on an individual basis has arranged special coverage with the National Office.

C. REPORTING

- i) Notice of accident using form CF98 and WC112 (Sea Cadets and CIL Officers) and WC112 only (for Navy League Cadets/Officers) must be received within 30 days of the date of

- the accident and contain complete details of the mishap.
- (ii) Notice of a claim for Liability or Full All Risk must be submitted in writing within 30 days of the mishap.

Details of complete coverage of any policy are available by contacting the National Office.

You will find on the pages to follow a Navy League of Canada Insurance Registrar.