



284
Royal Canadian Sea Cadet Corps
MARCONI

NEW RECRUIT HANDBOOK / INFORMATION MANUAL
2018-2019

CORPS INFORMATION

1. LOCATION & CONTACT INFORMATION

Located at the Mary Queen of the World School in Mount Pearl, 284 RCSCC Marconi serves the city of Mount Pearl, west end of the City of St. John's and the surrounding areas.

The Corps accepts applications for enrollment throughout the year.

2. WEEKLY PARADES

284 RCSCC Marconi conducts Local Headquarters (LHQ) training on Monday evenings from 1830hrs to 2130hrs, September to late May. Other practices will be schedule throughout the year; however, they will be posted on our Monthly calendars.

3. MEMBERSHIP REQUIREMENTS

To be eligible for membership in the Canadian Cadet Movement a recruit must:

- a) have reached his/her 12th, but not 19th birthday
- b) not belong to another Cadet unit
- c) produce evidence of physical fitness
- d) be a Canadian Citizen or landed immigrant, or be an international student under the guardianship of a citizen or landed immigrant

Cadets with physical or medical limitations may join the Canadian Cadet Movement, but may be excluded from certain activities, including summer training. The safety and well being of the Cadet are the major consideration and determining factor.

Parents should be aware that if a Cadet is not capable of attending weekend training exercises and/or summer training, the Cadet may not be eligible for promotion, summer camps or scholarship courses. This does not mean that a Cadet cannot have a rewarding career, in spite of limitations. Please consult the promotion policy for more detailed information.

New Cadets must provide the Corps with a photocopy of their Birth Certificate and MCP card with valid expiry date. (There is a photocopier available in the Ship's Office for this purpose.) An enrolment form and Basic Health Questionnaire must be completed and signed by a parent or legal guardian. If any of the questions in the Basic Health Questionnaire are check 'YES', a Detailed Health Questionnaire will also have to be completed.

There is no enrolment fee to join the Canadian Cadet Movement. There are no additional charges for the Cadet uniform, training, sailing, summer courses and most other Cadet activities.

4. THE AIMS OF THE CANADIAN CADET MOVEMENT

The aim of the Canadian Cadet Movement is:

- a) To develop in youth the attributes of good citizenship and leadership
- b) To promote physical fitness
- c) To stimulate the interest of youth in the Canadian Armed Forces

Cadets are **NOT** members of the Canadian Armed Forces, nor are they under any expectation of a future military career or obligation to join the Canadian Armed Forces at any time. The adult training staff is comprised of officers of reserve Canadian Armed Forces officers in the Cadet Organizations Administration and Training Service.

6. PARENT/GUARDIAN RESPONSIBILITY FOR UNIFORMS

All articles of uniform are loaned to the Cadet by the Canadian Armed Forces at no cost to his/her parent/guardian. We keep a small stock of spare uniform parts on hand, however if we have to order a complete uniform it may take 4-6 weeks before it will be available. Uniforms are issued in order of seniority by enrolment date, once it is determined that the recruit is committed to membership in the unit through regular attendance. The approximate cost of a complete Cadet uniform is \$600.00.

Cadets and their parents/guardians are responsible for all items on loan, throughout the Cadet's career. Please ensure that items are not lost. Outgrown or lost clothing will be replaced through Supply. However, repeated loss due to carelessness may result in the parent being charged for replacement. The complete uniform is to be returned to the Corps as soon as possible after the Cadet leaves the unit.

New uniform parts may be requested through the 'Supply Request Form' available on our website. This is the quickest and easiest way to submit a request. Cadets may also visit Supply when it is open during training nights and scheduled Supply nights.

7. HAIR REGULATIONS

In accordance with the Cadet Administration and Training Orders, Section 35-01 Annex B, Cadets are required to comply with the following hair regulations:

Hair style - Male Cadets:

Hair on the head shall be:

- a) neatly groomed;
- b) taper-trimmed at the back, sides, and above the ears, to blend with the hair style (a straight cut at the nape of the neck is permissible when this tapered appearance is maintained);
- c) no more than 15 cm in length, and sufficiently short so that when the hair is groomed and head-dress is removed, no hair shall touch the ears, or fall below the top of the eyebrows;
- d) not greater than 4 cm in bulk at the top of the head, with the bulk decreasing gradually from the top and blending with the taper-trimmed sides and back. Bulk is defined as the distance that the mass of hair protrudes from the scalp, when groomed (as opposed to the length of hair);

- e) styled so that it does not present a bizarre or exaggerated appearance, or interfere with the proper wearing of any Cadet head-dress; and
- f) kept free from the neck to a distance of 2.5 cm above the shirt collar

Hair style - Female Cadets:

Hair shall be kept neatly groomed and shall not extend below the lower edge of the jacket collar. Varying hairstyles, straight or curled, are permitted within these limits, but exaggerated or bizarre styles or colours, including those with excessive fullness or extreme heights are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of the Cadet headdress. Hair ornaments shall not be worn. Every effort shall be made to ensure that bobby pins, hairpins, and similar items used to secure the hair are as unobtrusive as possible and closely match the hair colour.

Note: New recruits will be instructed on other ***Dress Regulations*** and will be expected to comply with these standards at all times while in uniform. These dress regulations can be found under CATO's Volume III – Royal Canadian Sea Cadets on the homepage of www.284Marconi.com.

8. PARTNERSHIPS

The Royal Canadian Sea Cadets is sponsored by the Canadian Armed Forces in partnership with the civilian Navy League of Canada. Each has its own well-defined responsibilities within the partnership:

- a) The Canadian Armed Forces funded by the Department of National Defense is responsible for:
 - Enrolling and training Corps Canadian Forces Staff and Civilian Instructors
 - The Cadet Training Program, including summer training
 - Uniforms and material to support the Cadet training program
- b) The Navy League of Canada is responsible for:
 - Making recommendations for the establishment of Cadet Corps
 - Recommending persons for enrollment in the Canadian Armed Forces as Cadet Instructor Cadre members;
 - Screening civilian volunteers;
 - Securing a suitable training location and stores;
 - Providing training aids and equipment including sailboats, canoes for the Sea Cadet sailing program at the LHQ, band instruments and other equipment not provided by the Canadian Armed Forces.
 - Coordinating public relations programs which is a joint responsibility
 - Fund-raising (local sponsor) to support local activities

9. PARENT SPONSORING COMMITTEE

The Navy League of Canada and the Canadian Armed Forces has parallel structures for the support of the Canadian Cadet movement. This starts at the National level, represented by the National Cadet and Junior Canadian Ranger Support Group (NCJCR SpGp) at National Defence Headquarters on the military side, and the National Executive of the Navy League of Canada on the civilian side.

The second level is represented on the military side by the specific military region. Newfoundland and Labrador are a part of the Regional Cadet Support Unit (Atlantic)

based at 14 Wing Shearwater in Nova Scotia and more specifically the Newfoundland and Labrador Area Office located at HMCS CABOT Naval Reserve Complex in St. John's, NL. On the civilian side, the second level is represented by the Newfoundland and Labrador Division of the Navy League of Canada.

At the local level, the Canadian Armed Forces is represented by the Corps officers, under the leadership of the unit Commanding Officer. Like all reserve members of the Canadian Armed Forces Officers come from a wide variety of backgrounds. Some may have former regular or reserve service in the Canadian Armed Forces, others are former Cadets and yet others are members of the community at large and may be parents of Cadets. All Cadet Instructor Cadre officers are members of the Cadet Organizations Administration and Training Service (COATS) which is the largest officers branch of the Canadian Armed Forces. Some Corps officers are paid for a limited number of days each year, but also contribute many volunteer hours to the Corps outside of their regular professions. At the local level the Navy League is represented by our Sponsoring Body, the Knights of Columbus #6638 Fr. J.B. Kent Council. Our Sea Cadet Corps Chair is Lt(N) K. Martin and our Sea Cadet Sponsor Chair is Mr. Con Milmore.

The Knights of Columbus is an excellent Sponsoring Body and offer us their full support.

10. SMOKING/ALCOHOL/DRUGS

In accordance with Provincial Regulations regarding the sale of tobacco smoking is prohibited for Cadets during all Cadet activities, in and out of uniform, at any location and at anytime.

Officers, Civilian Instructors, and Volunteers are prohibited from smoking in front of Cadets at any time.

Cadets are prohibited from smoking during Cadet activities.

The use or possession of illegal drugs or alcohol by Cadets or staff, during Cadet activities, is prohibited.

Disciplinary action will be taken against those who contravene the above regulations, up to and including immediate release from Cadets (in the case of illegal drugs).

More information is available in CATO Volume 1, Section 13-22 Smoking Policy and Section 13-23 Drug and Alcohol Policy.

11. ATTENDANCE

ATTENDANCE AT WEEKLY PARADES IS MANDATORY!

If a Cadet is unable to attend a parade night, he/she must notify the Corps as soon as possible. We ask that the Cadet complete a Leave Request Form on our website. The request will be sent directly to the Administration Officer. For other activities, please phone the Divisional Petty Officer.

Attendance at weekly parades and certain functions (citizenship and fundraising activities, weekend exercises, Remembrance Day Parade, etc.) is a requirement to

progress from one training phase to the next. It is also a criterion for appointment and selection for summer training. Three consecutive **unexcused** absences may result in release from the Corps. Exceptional circumstances may be discussed with the Commanding Officer. Special leave of absence may be granted only by the Executive Officer. This requires a 'Leave of Absence Form' to be completed and is available from the Ship's Office.

12. TRAINING

The Sea Cadet Training Program provides a wide range of course instruction and supporting activities to meet the interests of Cadets. All Cadets are provided with the necessary reference material.

New Cadets begin their training with Drill and General Cadet Knowledge, giving them an introduction to the origin and development of the Cadet movement; an understanding of the military/Cadet rank structure; and an appreciation for the wear and care of the uniform. Cadets then move on to subjects such as Citizenship, Physical Fitness, Seamanship, Sailing, Leadership, Instructional Techniques, and Range/Shooting.

All Cadets are required to participate in community service activities, fundraising, field exercises, sports, and citizenship activities throughout the year.

In addition to mandatory training activities, Cadets are encouraged to participate in optional programs of interest to them. These activities often take place outside of regular training time. These include:

- Band
- First Aid
- Sailing
- Color Party
- Drill Team
- Canoeing
- Marksmanship
- Biathlon

13. SUMMER TRAINING

Cadets joining prior to December 31 of a training year are eligible for summer training. Each course has its own prerequisites for selection. The course requirements will be posted early in December of each year. Parents and Cadets are encouraged to check Corps notice boards and website for information on various summer courses that might be of interest. Physical and medical limitations may preclude some Cadets from attending certain courses. There is no charge to parents for Cadets attending summer training. Transportation, rations, quarters, and training are all provided by the Canadian Forces. Senior Cadets who are 16 years and older may apply for paid staff positions at the summer training centers.

Space at summer training is limited and only a certain number are allocated annually to each Corps. Due to the limited number of spaces available, parents and Cadets should be aware that they may not be able to attend summer training every year, or they may not be selected for their first choice. Cadets who are selected are notified as soon as possible and Cadets who are not selected will be placed on a waiting list, with a strong possibility that they may be selected anytime up to the course start date.

14. PROMOTIONS/APPOINTMENTS

Promotions/appointments through the ranks are based on qualifications established by national Sea Cadet policy, combined with local Corps standards. Criteria for promotion/appointment includes time served in rank, training level achieved, completion of courses, participation, merit, and comparison with other candidates.

15. POSITIVE SOCIAL RELATIONS FOR YOUTH

The Positive Social Relations for Youth Training prepares cadets to interact comfortably within the community, interact positively with others, exercise sound judgment, accept personal responsibility for actions and choices, deal with interpersonal conflict, and seek assistance from available resources when needed.

To support this, two modules of formal training have been designed and developed using a modularized structure to maximize the cadet's training experience and learning. The first module, Building Positive Social Relations, is for all new cadets joining a corps/squadron and the second module, Influencing Positive Social Relations, is for all cadets entering their fourth year in the Cadet Program. In addition, an informal learning reinforcement strategy, Maintaining Positive Social Relations, was specifically designed to reinforce learning of the formal training component, without the redundancies and negative consequences of additional formal training.

The Building Positive Social Relations module will enable cadets to describe what is expected from a cadet, what can happen when behavior exceed or do not meet expectations, and how to apply a conflict management style to de-escalate a conflict. In addition, cadets will know where they can go for help.

The Influencing Positive Social Relations module will enable senior cadets to understand their responsibility as a leader to influence positive social relations, to practice risk reduction, and to help manage conflict. The Maintaining Positive Social Relations module is a flexible and adaptive strategy that includes activities and resources that are instrumental in providing cadets with reminders of and a connection to the learning that resulted from the formal training component.

This training is intended to be delivered by a team of instructors in order to capitalize on the leadership and instructional abilities, as well as the subject matter expertise of all corps/squadron personnel. The training will be delivered through interactive lectures, in-class activities and facilitated discussions in order to create a positive atmosphere, to provoke thought and to stimulate interest among cadets. The instructional material includes an interactive DVD, video-scenarios and print-based instructional material.

284 RCSCC Marconi
Mount Pearl, NL