



Royal Canadian Sea Cadet Corps  
Patriot

**Parents Manual**

## General Information

### Tuesday Evenings

Drop Off: 1830 (6:30 pm) – Pick Up: 2130 (9:30 pm)

Optimist Hall – 55 Forhan Drive, Newmarket

Phone: 905-895-3038

### Parental Expectations

The Navy League is our parent volunteer group. The Executive Members are listed below and you are encouraged to email any one of them if you have questions. You should expect a phone call asking you to assist with some of the cadet activities. These might include helping out with driving cadets to exercises on weekends, baking for fund raising events, assisting with the Christmas Dinner preparation (i.e.; kitchen help, table/chairs set up, clean-up), Annual Review and any other needs that arise. There may also be parent social events that we encourage you to attend. These events help us to raise funds for our cadets. There will also be parent meetings and we stress the importance of attending.

### Navy League – Newmarket Branch

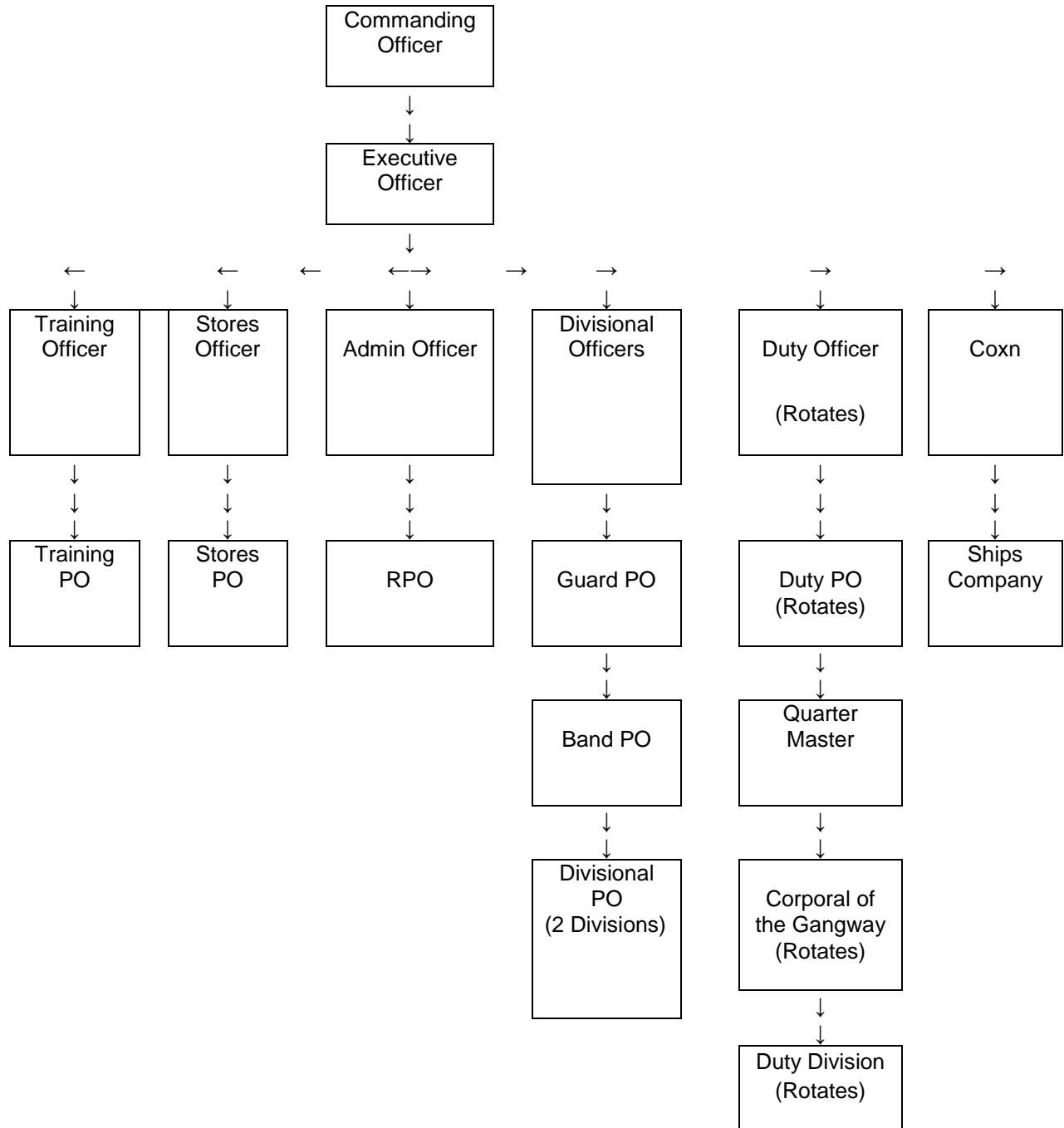
POSITION	NAME	Email
President	Jennifer Dale	jenndale@live.com
Vice President	Alison Lau	krab.lau@gmail.com
Secretary		
Treasurer	Lina Valentini	lolalola@bell.net
Sea Cadet Chair	Karenlee Pelletier	Karenlee.Pelletier@gmail.com
Navy League Chair	Arun Chulliyil	achulliyil@live.com

## Staff:

POSITION	NAME	PHONE NO.
Commanding Officer	Lt(N) Jill Bottomley	<a href="mailto:ltbottomley@hotmail.com">ltbottomley@hotmail.com</a> 416-451-1227
Executive Officer	Lt(N) Todd Raper	<a href="mailto:t.j.raper@gmail.com">t.j.raper@gmail.com</a> 289-338-5935
Training Officer	SLt Tammy Raper CI Jenny Marsden	<a href="mailto:tammy.raper@mnp.ca">tammy.raper@mnp.ca</a> 289-231-5200 <a href="mailto:jmarsden279@gmail.com">jmarsden279@gmail.com</a> 705-721-3548
Administration Officer	SLt Tammy Raper CV Rhonda Marshall	<a href="mailto:tammy.raper@mnp.ca">tammy.raper@mnp.ca</a> 289-231-5200 <a href="mailto:Rhondam3@hotmail.ca">Rhondam3@hotmail.ca</a> 905-960-5055
Supply Officer	CV Brandon Bell CV Emily Valentini	<a href="mailto:bbell181@gmail.com">bbell181@gmail.com</a> 905-806-9522 e.val13@outlook.com
Biathlon Coach	SLt Raper	<a href="mailto:tammy.raper@mnp.ca">tammy.raper@mnp.ca</a> 289-231-5200
Drill Team Coach	CI Jenny Marsden	<a href="mailto:jmarsden279@gmail.com">jmarsden279@gmail.com</a> 705-721-3548
Marksmanship Team Coach	CV Brandon Bell SLt Raper	<a href="mailto:bbell181@gmail.com">bbell181@gmail.com</a> 905-806-9522 <a href="mailto:tammy.raper@mnp.ca">tammy.raper@mnp.ca</a> 289-231-5200
Band Officer	CV Peter McKeracher	<a href="mailto:mckeracherp@hotmail.com">mckeracherp@hotmail.com</a> 905-473-3722
Seamanship (Flotilla) Coach	Lt(N) Ret'd Mitch Kielbowski	<a href="mailto:mitchk@csolve.net">mitchk@csolve.net</a>
Instructor:	OS Matthew Goodison	<a href="mailto:mattjgoody@gmail.com">mattjgoody@gmail.com</a>

Each cadet will be assigned to one of four divisions. This allows them to learn teamwork in a smaller group environment.

## 221 Patriot Chain of Command



## Teams:

- Biathlon
- Drill
- Drill with Arms
- Marksmanship
- Orienteering
- Sports
- Gyn
- Sheer Legs
- Flag Hoist
- Sea Quiz
- Heaving Line
- Semaphore

Participation on teams is optional. Cadets are encouraged to participate in as many teams as they would like. Once a cadet joins a team we expect a commitment from them and practices are then mandatory.

## Sponsors:

- Department of National Defense
- Navy League of Canada
- Optimist Club of Newmarket
- Royal Canadian Legion Branch 426 (Newmarket)
- Royal Canadian Legion Branch 521 (Bradford)
- Newmarket Veterans Association

If you or someone you know belong to a company which would be willing to sponsor the cadets, or donate items as prizes for fund raising events, PLEASE call one of the Navy League members.

## **Attendance**

All regular parade nights and some additional training are mandatory for cadets to attend. Due to the amount of training required to be taught throughout the year some of it is taught on the weekends. We also have specialty training such as shooting, sailing, competition practices, etc. which must be carried out on the weekends.

A cadet's attendance is extremely important as it is one of the factors used to determine a cadet's eligibility for camps, exercises, promotions, employment in the corps, and special projects. Prolonged unexplained absences will result in the termination of the cadets' membership in the corps.

## **Fundraising**

As the cadet organization is non-profit, and with the continued government cutbacks it is increasingly important for the corps to carry out fundraising projects. We presently "tag" twice a year and ask that cadets participate in a minimum of 3 shifts each time (2 of which must be on the weekend). We continue to seek out fundraising opportunities, and from time to time ask for a small fee to help with the cost of exercises or activities.

Fundraising is mandatory for all cadets.

# Annual Review / Awards

At the end of each training year the corps carries out an Annual Review. This is a time for the cadets to show the families and community what they have been doing during the preceding year. It is also a time when special annual awards are presented to deserving cadets. Awards are only presented if there is a deserving recipient.

RCSCC Patriot presents awards in each of the four phases and some specialty awards. Cadets should always strive to be their best. Phase awards are presented on a parade night before the Annual Ceremonial Review.

Below is a list of Phase Awards.

**Phase 1 Most Improved Cadet**

**Phase 1 Outstanding Cadet**

**Phase 2 Most Improved Cadet**

**Phase 2 Outstanding Cadet**

**Phase 3 Most Improved Cadet**

**Phase 3 Outstanding Cadet**

**Phase 4 Most Improved Cadet**

**Phase 4 Outstanding Cadet**

Below is a list of some of the awards that may be handed out at our Annual Ceremonial Review.

**Junior Leaders Award** – This award is for the cadet (Master Seaman and below) who treats fellow cadets, senior staff, and officers with respect, equality, and is helpful, enthusiastic and a good shipmate to all.

**Bill Leadham Award for Most Improved Cadet** - This award is for the cadet who has demonstrated a vast improvement in all aspects of cadets including but not limited to: Drill, Dress and Deportment, Leadership, Attendance, and esprit de corps.

**Lt(N) J Williams Award for Best Dressed Cadet** - This award is for the cadet (MS and below) who consistently upholds a high standard of dress.

**Patriot Participation Award** - This award is for the cadet(s) who has excelled in attending or participating in fundraising activities, citizenship activities, parade nights and team activities. Not only for attendance to these activities, but for actively participating, promoting, and putting forth effort into them.

**Marksmanship Award** – This is given to the marksman with the highest aptitude in all elements of the marksmanship program. Other considerations are sportsmanship, attendance to training activities, and overall improvement.

**Newmarket Veterans Courtesy Award** - This is for the cadet who has shown courtesy not just to Cadets and Officers, but their deportment in the public eye. This includes cadets who have volunteered many hours in reflection to the sea cadet aim “Developing in youth the attributes of good citizenship.”

**The Optimist Club Fitness Award** – Awarded to the most physically active/fit junior and senior cadets. Other considerations are sportsmanship, attendance at training activities, and overall improvement.

**Bob Gapp Award for Dedication** - This award is for the cadet who has excelled in attending corps training nights, weekend training exercises, and citizenship activities. This cadet has also shown enthusiasm and support of team activities, and “esprit de corps.” This cadet not only displays great effort in their activities at the corps, but also works towards improvement in their free/extra time.

**Gunnery Officer’s Trophy** – This award is given to the cadet who has shown the highest drill, deportment and dress throughout the entire training year. It is also available to a cadet who has shown a definitive improvement from beginning to end.

**Captain’s Prize** - This prize is awarded to the cadet that has made the highest contribution to the corps during the entire training year. It is generally given to a senior cadet that goes above and beyond, while helping to mentor their subordinates to be better leaders themselves.



# Medals

There are a number of medals which a cadet may be awarded.

**Cadet Award for Bravery** - The Cadet Award for Bravery is a Canadian Forces decoration and is the highest award which may be bestowed on a Canadian Cadet in recognition of an outstanding deed of valour, involving risk to his or her life, in attempting to save the life or property of another person.

**Lord Strathcona Medal** – The Lord Strathcona Trust Fund Medal is the highest non-bravery award which can be bestowed on a cadet in recognition of exemplary performance in physical and military training. Cadets must have a high level of physical fitness; minimum rank of Petty Officer Second Class; have met all the requirements of the corps mandatory training program, and attended at least 75% of scheduled training parades; have met all the requirements of the corps optional training program and participated in at least 50% of scheduled activities; have completed a minimum of three years as a cadet; be regarded by peers and supervisors as exemplifying the model cadet.

**Royal Canadian Legion Medal of Excellence** – This medal recognizes individual endeavours of the citizenship nature which meet or enhance the aims and objectives of the cadet organization. Cadets must meet all requirements of the corps mandatory training program; meet all requirements of the corps optional training requirements; participate in a minimum of three community service events, in addition to those supported by the cadet unit through its LHQ program; and be regarded by peers and superiors as exemplifying the model cadet.

**Navy League of Canada Award of Excellence** – Awarded annually to the most proficient Sea Cadet within each Division (Ontario). To be eligible for this award the cadet must have: attended a minimum of 80% of all activities in the current training year; achieved the rank of Petty Officer Second Class; consistently set an outstanding personal example of dress and deportment; demonstrated a thorough grasp of cadet training, as indicated by promotions, examinations, and previous awards; and demonstrate good citizenship through community service activities.

**Army, Navy and Air Force Veterans in Canada Cadet Medal of Merit** – The ANAVETS Cadet Medal of Merit is presented annually to a cadet in each senior course at all summer training centres that is deemed to be the outstanding course cadet by a selection board.

**Sea Cadet Service Medal** – Awarded by the Navy League of Canada in recognition of continuous cadet service of at least four years by deserving Sea Cadets.

## Summer Training Centres

All cadets attending summer training courses or staff must be certified as medically fit.

Candidates must also have parental or guardian consent, be recommended by his/her Corps Commanding Officer, HAVE ATTENDED 75 PERCENT OF THE REGULAR PARADE NIGHTS, and meet any other condition particular to the course for which application is made.

There are occasions when exceptions to the course prerequisites are made, however with the continued cutbacks, less spots are becoming available, therefore the better qualified the cadet, the better chance he/she has of being accepted to camp.

A graduation parade is held at the completion of all camps. Parents and guests are welcome to attend these ceremonies. The dates of these ceremonies are listed in the camp information booklet which is handed out when a cadet has been accepted to camp.

The Training Officer has a chart of the available camps and the usual progression from summer to summer.

## International Exchanges and Cruises

Each year a limited number of outstanding cadets are selected to represent Canada in exchange programs around the world. There are also a limited number of billets on HMCS and Coast Guard Ships.

Applicants must be 16 years of age and not have reached the age of 19 yrs. Deadlines for each deployment are published each year. In many cases the cadet must hold the rank of PO1 as a minimum.

There is also an annual seamanship deployment opportunity that runs each March at HMCS Quadra where a select group of cadets sail on Orcas, Cutters, or Tall Ships.

## Corps Officers

**COMMANDING OFFICER – (CO)** This is the officer in charge of the corps. It is the CO's responsibility to oversee all aspects of the cadet corps and deal with all outside agencies.

**EXECUTIVE OFFICER – (XO)** This is the officer who is second in command of the corps. The XO deals with all cadet matters within the corps.

**TRAINING OFFICER – (TRGO)** This is the officer responsible for the planning and carrying out of training of all cadets. It includes training conducted on parade nights and mandatory and optional weekend training.

**SUPPLY OFFICER – (SUPO)** This is the officer responsible for ensuring the corps is stocked with sufficient uniforms and equipment to outfit the corps and cadets. He/She is responsible for the issuing and receiving of all uniforms and equipment.

**ADMINISTRATION OFFICER – (ADMO)** This is the officer responsible for maintaining all records kept within the corps and handling all general paperwork. This does not include paperwork specific to another department.

**DIVISIONAL OFFICERS – (DIVO)** These officers are responsible for the care and organization of the cadets in their divisions. These are the officers that a cadet would go to first if they have a problem that needs to be heard by an officer. The Divisional Petty Officers (DPO) report directly to the DivO for all matters affecting cadets in the division.

The above descriptions have been kept very brief. They are given to be used as a guideline to the officer's responsibilities. Each officer has many duties and responsibilities too numerous to list here.

## Senior Cadet Positions

**COXSWAIN – (COXN)** The Coxn is the senior cadet in the corps. This is an appointment and not a promotion. The Coxn assists the corps officers in all aspects of the cadet program.

**REGULATING PETTY OFFICER – (RPO)** This position is also an appointment and not a promotion. The RPO assists the Coxn. They are responsible for the attendance of all cadets. In the absence of a Gunner, the RPO would take over the parade when the Coxn is absent.

**DRILL INSTRUCTOR / GUNNER – (DI / GI)** This is the cadet who is responsible for the drill and ceremonial instruction in the corps. They are responsible to the Coxn for the dress and deportment of all cadets. They are also prepared to take over for the Coxn in the Coxn's absence.

**DEPARTMENTAL CHIEF PETTY OFFICER (CHOD) / PETTY OFFICER (PO)** – These cadets are responsible to the officer in charge of the department. They assist these officers in all areas of the department.

**DIVISIONAL PETTY OFFICER – (DPO)** These cadets' duties include taking charge of their respective divisions, ensuring the cadets in their divisions are informed of cadet regulations and upcoming activities. They are also responsible for the attendance of their cadets.

The above descriptions have been kept very brief. They are given to be used as a guideline to the cadets' responsibilities. Each cadet has many duties and responsibilities too numerous to list here.

## Cadet Ranks

**Ordinary Seaman** – (OS) Members join the corps as Ordinary Seaman. The cadet wears the uniform without the ships crest or cap tally. After approx. 6 weeks of training the cadet is sworn in and presented with a corps crest and ships cap tally.

**Able Seaman** – (AB) A cadet usually earns the rank of Able Seaman after approx. six months of training. They continue their training working towards the rank of Leading Seaman at the end of their first year. During the first year a cadet learns a lot about naval life and teamwork. The AB rank is one chevron.

**Leading Seaman** – (LS) A cadet usually reaches this rank by the end of their first year of training. Leadership is introduced during the second year of training. The cadets continue to learn about citizenship, discipline and life as a sailor. The LS rank is two chevrons.

**Master Seaman** – (MS) Leadership training is stressed at this rank. The cadets are used as first level supervisors. The MS rank is one anchor above two chevrons.

**Petty Officer Second Class** – (PO2) Instructional Techniques are introduced at this level with the expectation that the cadet will be an instructor the next year. Advanced leadership and supervisory skills are stressed. The PO2 rank is crossed anchors above three chevrons.

**Petty Officer First Class** - (PO1) At this rank the cadet is employed as a staff cadet in the corps. PO1's and above are expected to instruct classes and fill another leadership position within the corps. This requires planning and preparation to be done at home as well as at cadets. Time management is a critical skill to possess for a staff cadet to be successful. The PO1 rank is a crown.

**Chief Petty Officer Second Class** – (CPO2) A CPO2 has more experience than a PO1 and is thus expected to carry out his/her duties with less supervision and have improved his/her instructional abilities and supervisory skills. The CPO2 rank is a crown surrounded by a wreath.

**Chief Petty Officer First Class** – (CPO1) As per CPO2. There is only one CPO1 permitted in the corps. This rank is usually reserved for the Coxn; however it is not an automatic promotion upon being appointed Coxn. The CPO1 rank is the Canadian Coat of Arms.

# Cadet Progression and Promotional Requirements

With the exception of the first year the usual progression of cadets is one rank per training year (Sep – Jun). There may be exceptions. If a cadet joins when he/she is older (14 – 15 yrs) he/she has the option of home study to accelerate his/her progress. The cadet must successfully complete all objectives of each year (phase) before being considered for promotion. Accelerated promotions (or those that did not complete a year and have caught up) are held throughout the year. The majority of the promotions are held together at the end of the training year.

Discipline and teamwork are stressed during the first two years of training. Leadership and Instructional Techniques are added during the third and fourth years. The cadet spends most of the first four years taking classes. Once a cadet reaches the rank of PO1 he/she is finished the formal training and is employed as a staff cadet within the corps.

## Ordinary Seaman (OS)

A cadet joins the corps as an OS. After approx. 6 weeks the cadet is sworn in and presented with a corps crest and ships cap tally.

## Ordinary Seaman – Able Seaman (OS – AB)

- Minimum of 60% attendance in all mandatory training (parade nights and mandatory weekend training)
- Drill – possess a good working knowledge of, and ability to perform basic drill movements.
- Dress and deportment – consistently maintain a high standard of dress and deportment
- Commanding Officers recommendation

## Able Seaman – Leading Seaman (AB – LS)

- Minimum of 60% attendance in all mandatory training (parade nights and mandatory weekend training)
- Drill – possess a good working knowledge of, and ability to perform all the drill in the first year drill course.
- Dress and deportment – consistently maintain a high standard of dress and deportment
- Commanding Officers recommendation.

### **Leading Seaman – Master Seaman (LS – MS)**

- Minimum of 60% attendance in all mandatory training (parade nights and mandatory weekend training)
- Leadership – willingness to accept basic leadership roles such as squad leaders
- Drill – possess a good working knowledge of, and ability to perform second year course drill and all drill of subordinate years.
- Dress and deportment – consistently maintain a high standard of dress and deportment
- Commanding Officers recommendation.

### **Master Seaman – Petty Officer Second Class (MS – PO2)**

- Minimum of 60% attendance in all mandatory training (parade nights and mandatory weekend training)
- Must obtain a “Completed without difficulty” in Leadership, Drill, and Instructional Techniques.
- Leadership – ability to perform duties of a divisional second in command, including
  - ability to perform divisional petty officer (DPO) duties at an entry level.
  - ability to organize small squads for specific tasks.
- Drill – good working knowledge of, and ability to perform course drill and all drill of subordinate years.
- Dress and deportment – consistently maintain a high standard of dress and deportment.
- Commanding Officers recommendation.

### **Petty Officer Second Class – Petty Officer First Class (PO2 – PO1)**

- Minimum of 60% attendance in all mandatory training (parade nights and mandatory weekend training)
- Must obtain a “Completed without difficulty” in Leadership, Drill, and Instructional Techniques.
- Leadership – proficient in all duties of a DPO
  - ability to organize squads / divisions for taskings
  - ability to train personnel for duty positions.
- Drill – possess a good working knowledge of all corps drill.
- Dress and deportment – consistently maintain a high standard of dress and deportment.
- Commanding Officers recommendation.

### **Petty Officer First Class – Chief Petty Officer Second Class (PO1 – CPO2)**

- Minimum of six months service as a PO1
- Leadership – have good instructional abilities
  - have good organizational abilities
  - ability to organize cadets for exercises or taskings
  - ability to plan and execute training exercises
  - ability to take over a parade
  - ability to take control of cadets unsupervised
- Drill – possess a very good working knowledge of, and ability to perform all corps drill
  - ability to take over the parade / corps for any exercise
- Dress and deportment – consistently maintain a high standard of dress and deportment.
- Pass the CPO2 Merit Review Board
- Commanding Officers recommendation

### **Chief Petty Officer Second Class – Chief Petty Officer First Class (CPO2 – CPO1)**

- Minimum of six months service as a CPO2
- Pass the CPO1 Merit Review Board
- Position Available
- Commanding Officers recommendation



## Notes from the Commanding Officer

Running our Sea Cadet Corps and ensuring that the cadets receive the training and experience that they deserve is a team effort. On the front line we have the officers and cadets. Behind the scenes are the Navy League Branch and the parents.

The corps officers and staff devote a great deal of time to the corps, we spend a lot of our “off” hours planning cadet activities, which takes away from time with our families. The success of the unit demands this. We have a responsibility to the cadets and we take this responsibility very seriously.

We also expect the cadets to fulfill their responsibility to the corps. Joining cadets is voluntary. A cadet is also free to leave at any time. Having said this, all Patriot cadets are expected to attend parades, activities, exercises and practices. They are to be on time and to stay until the event has concluded.

As with all households, unexpected events occur, we understand this. If time off is required we ask for as much notice as possible. A written request form (from the cadet) is preferred, but if there is not time a phone call is acceptable, again from the cadet.

Any cadet not advising us that they cannot attend a function BEFORE the function commences will be considered absent without leave. If a cadet is injured or ill and cannot make the call for themselves, a call from a parent is acceptable. (We are trying to teach the cadet to be responsible for themselves).

We ask you, as parents, to do a couple of things for us as well.

- Encourage your son/daughter to participate fully in all corps activities.
- Ensure your son/daughter is on time for activities and is picked up promptly on completion of training.
- Encourage your son/daughter to keep his/her uniform neat and tidy at all times, and have it prepared each time it is worn.

**A SPECIAL REQUEST** - If your son/daughter is “grounded” and the time of the grounding includes a cadet activity I would ask you to consider an alternate form of punishment or contact the corps staff to discuss it with us. A cadet’s missed attendance hurts the entire corps. If the cadet misses classes or practices it results in he/she falling behind. This could mean he/she fails a subject, or a team misses out on a full and vital practice. If your son/daughter is an instructor and they miss a parade then the entire class is at risk of falling behind or missing critical training. The officers of this corps are here to help your son/daughter successfully complete his/her cadet training, to do this we need to be working together.

Thank you and I look forward to working with you to give our cadets the best cadet experience possible.

Lieutenant (Navy) Jill Bottomley  
Commanding Officer  
RC(Sea)CC Patriot