



RCSCC PATRIOT


PARENT HANDBOOK



Welcome to RCSCC Patriot!

This manual includes information for parents and cadets about RCSCC Patriot in general.

Specific information about monthly, weekly, and daily activities are communicated by email and through Routine Orders (ROs) and Daily Orders. Routine Orders are posted monthly on our website (www.221patriot.com). All cadets are expected to check their email and read the ROs. Daily Orders are posted onsite at the beginning of each training night.

 *Starting September 19th. Training locations may change. Locations for all activities will be included in Routine Orders and weekly emails.*

2023-2024 Training Year

www.221patriot.com



Regular Training/Parade Night

Tuesday Evenings

Drop Off at 1830 hrs (6:30 pm)

Pick-up at 2130 hrs (9:30 pm)

Huron Heights SS

40 Huron Heights Dr, Newmarket
(use cafeteria entrance via Irwin Cres. off of Patterson St.)



Navy League of Canada Newmarket Branch

The Navy League of Canada is a non-profit volunteer organization that supports Sea and Navy League Cadets across Canada. The Newmarket Branch is our parent volunteer group and supports RCSCC Patriot. The executive members are listed below. You are encouraged to reach out to the Branch if you have questions or if you would like to become a member.

Cadets and their parents are required to participate in fundraising activities to help support additional programming, facilities, and services not provided by the Government of Canada. This is coordinated through the Branch.

Branch Executive

President - Jennifer Dale

Vice President - Shannon Nelson

Secretary - Annie Chiang

Treasurer - Nikki Mathur

Sea Cadet Chair - Parul Manojk

Navy League Chair - Hien Lam

Fundraising Chairs - Kelly Reed, Charles Reed

Volunteer Coordinators - Hien Lam, Annie Chiang

Parent Volunteer - *vacant*

Fundraising

Fundraising is mandatory for all cadets.

The cadet organization is nonprofit, and while essential elements are supported by DND, it remains important for the corps to raise funds to provide a program full of fun and engaging activities.

We plan to tag twice this year and ask cadets to participate in at least 3 tagging shifts each time (2 on the weekend). We continue to seek fundraising opportunities, and from time to time may ask for a small fee to help with the cost of exercises or activities.

A message from the Commanding Officer Sub-Lieutenant Rhonda Marshall



We are very excited to see everyone return to training this year after a well-deserved summer break. We have been working hard to establish a wide range of activities for cadets focusing on teams, leadership and community service. We are also planning some tri-service activities to give the cadets the opportunity to make connections through all aspects of the cadet program.

We continue to rely on our website and email for communication with our cadets and families. Cadets will continue to use their provided email accounts; new members will be set up with an account after registration. These accounts will be used for the duration of the cadet's career in the program. Parents will be added to a mailing list for weekly communications.

We encourage cadets to keep themselves informed by reading the weekly emails and the Routine Orders posted on the website. This is an important part of developing confidence and independence.

Cadets will develop valuable skills at RCSCC Patriot that will last a lifetime: good citizenship, teamwork, leadership, friendships, and physical fitness. As they progress in the program, they will be given more responsibility appropriate for their rank. Regular attendance is essential for success.

IMPORTANT INFORMATION



General Inquiry
Administration
Supply/Equipment

221patriot@gmail.com
admin@221patriot.com
supply@221patriot.com



Mark your calendars!
More details will be
provided as planning
progresses

November 5, 2023
November 11, 2023
June 2, 2024
June 9, 2024

Remembrance Day Parade
Remembrance Day Ceremony
Annual Ceremonial Review (ACR)
Decoration Day

STAFF

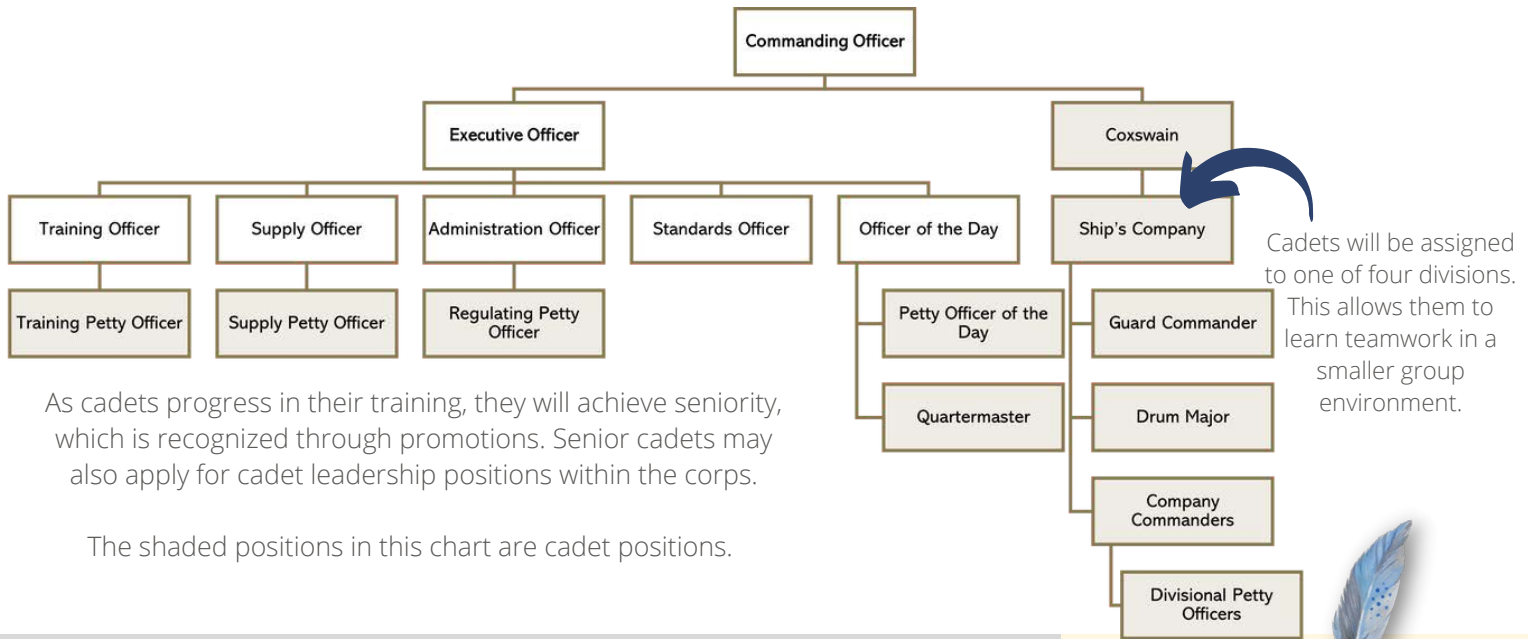
Commanding Officer (CO)	SLt Rhonda Marshall
Executive Officer (XO)	Lt(N) Tammy Raper
Training Officer	SLt Josh Wilkinson
Administration Officer	CI Patti Solbeck
Supply Officer	CI Brandon Bell
Standards Officer	Lt(N) Jill Bottomley

INSTRUCTORS & COACHES

Band	Lt(N) Tammy Raper
Marksmanship	SLt Josh Wilkinson SLt Rhonda Marshall
Biathlon	CI Faye Baisley CV Liam Raper
UPAR	NCdt Karenlee Pelletier
Drill	Lt(N) Tammy Raper CI Patti Solbeck
Instructors	CV Brenden Gamna

- The **Commanding Officer** is the officer in charge of the corps. It is the CO's responsibility to oversee all aspects of the corps and deal with all outside agencies.
- The **Executive Officer** is the second in command of the corps. The XO deals with all cadet matters within the corps.
- The **Training Officer** (Trg O) is responsible for the planning and carrying out the training of all cadets that is conducted on parade nights and includes team training.
- The **Supply Officer** (Sup O) is responsible for ensuring the corps is stocked with sufficient uniforms and equipment to outfit the corps and cadets. They are responsible for issuing and receiving of all uniforms and equipment.
- The **Administration Officer** (Admin O) is responsible for maintaining all records kept within the corps and handling all general paperwork. This does not include paperwork specific to another department.

The above descriptions have been kept brief. They are provided as a guideline to each officer's responsibilities. Each officer has many duties and responsibilities too numerous to list here.



All cadet positions are appointments:

- The **Coxswain** (Coxn) is the senior cadet in the corps. The Coxn assists the corps officers in all aspects of the cadet program.
- The **Parade Gunner** (PG) is the cadet who is responsible for the drill and ceremonial instruction in the corps. They are also prepared to take over for the Coxn in the Coxn's absence.
- The **Regulating Petty Officer** or RPO assists the Admin O with corps administration, assists the Coxn and is prepared to take over in the absence of the Coxn.
- **Departmental Petty Officers** are responsible to the officer in charge of the department, e.g., Trg O, Sup O. They assist these officers in all areas of the department.
- **Company Commanders** are responsible for their respective companies, which are comprised of two or more divisions.
- **Divisional Petty Officers** (DPO) lead their respective divisions and are responsible for 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 brief. They are given as a guideline to the cadets' responsibilities. Each cadet has many duties and responsibilities too numerous to list here.

**Sponsors**

Navy League of Canada
Department of National Defence (DND)
Royal Canadian Legion Branch 426
(Newmarket)
Newmarket Veterans Association
Optimist Club, Newmarket

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 contact one of the Branch members.

TEAMS

Participation on teams is optional; however, 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.



RCSCC Patriot offers a number of different teams, although not all are active each year.

BIATHLON

DRILL

DRILL WITH ARMS

MARKSMANSHIP

BAND

ORIENTEERING

SPORTS

SEAMANSHIP

UPAR



ATTENDANCE

All regular parade nights and some additional training sessions 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 weekends. We also have specialty training such as shooting, sailing, competition practices, etc., that must be carried out on weekends.

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



Cadets who are unable to attend mandatory training events should submit a **Leave Request** using the form on the website.

All cadets are part of the RCSCC Patriot team. Consistent attendance at training activities by all cadets allows the corps to work toward its goals. Submitting a leave request allows us to plan accordingly.

TRAINING

From the time cadets enrol until they retire, they will take part in a cumulative training program that focuses on good citizenship, teamwork, leadership, physical fitness, seamanship skills, and naval traditions. 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, they are finished formal training and employed as a staff cadet within the corps.

Awards are presented for:

- participation and attendance at all training and community events
- the Best Cadet and Most Improved Cadet in Phases 1-4



ACR

Annual Ceremonial Review

Sunday, June 2, 2024

(practice on Saturday, June 1, 2024)

The ACR is held at the end of each training year. This is a formal parade and inspection that allows cadets to show their families and community what they have accomplished during training. It is also a time when special annual awards are presented to deserving cadets.

Cadets are expected to be available from 9 am to 4:30 pm on both Saturday, June 1st, and Sunday, June 2nd, for practice, setup, and the ACR ceremony.

AWARDS

Below are some of the awards that may be handed out at our ACR. Awards are only presented if there is a deserving recipient.



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



The Bill Leedham Award for **Most Improved Cadet** 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.



The Lt(N) J Williams Award for **Best Dressed Junior Cadet** is for the cadet (MC and below) who consistently upholds a high standard of dress.



Awarded to the cadet who consistently demonstrates the skills required to navigate using nautical charts. The recipient of this award displays enthusiasm towards navigation and can assist other cadets with their navigational skills



This is given to the marksman with the highest aptitude in all elements of the marksmanship program. Considerations are sportsmanship, attendance at training activities, and overall improvement.



This is for the cadet who has shown courtesy not just to Cadets and Officers, but presents a high level of deportment when 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."



Awarded to the most physically active/fit junior and senior cadets. Other considerations are sportsmanship, attendance at training activities, and overall improvement.



Presented to the cadet in the band who demonstrates proficiency in drill, dress, deportment, and musicianship. Accompanied by a positive attitude and willingness to learn, this cadet contributes to the band's sound, appearance, and morale.



Some people stand out when faced with adversity. They rise to the challenge and help others. The Peer Development award is for those who go the extra mile, assist their peers, help with teambuilding, and maintain morale. These exceptional cadets help us all to perform better and improve our overall experience.



The Bob Gapp Award for **Dedication** 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 for team activities, and "esprit de corps." This cadet also works towards improvement in their free/extra time.



This trophy is given to the cadet who has shown the highest drill, deportment and dress throughout the training year. It is also available to a cadet who has shown definitive improvement from beginning to end.



This prize is awarded to the cadet who has made the highest contribution to the corps throughout the training year. It is generally given to a senior cadet who goes above and beyond, while helping to mentor their subordinates to be better leaders themselves.

MEDALS



SEA CADET MEDALS IN ORDER OF PRECEDENCE
(as worn on tunic)

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. It is in recognition of an outstanding deed of valour, involving risk to their 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 program; 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 who is deemed to be the outstanding course cadet by a selection board. These cadets are chosen by a selection board.

Order of St. George Medal - Awarded annually to the top staff cadet at summer training centres who has demonstrated distinguished and exemplary achievement in the program, and who sets the example to others in skill, attitude, service and behaviour.

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. A service bar is awarded for each additional year.

SUMMER TRAINING & OPPORTUNITIES

Summer Camps

A number of summer training camps are offered each year. The Training Officer will have a chart of the available camps and the usual progression from summer to summer.

All cadets attending summer training courses or staff positions must

- be certified as medically fit,
- have parental or guardian consent,
- be recommended by the Commanding Officer, and
- meet any other condition particular to the course/position for which application is made.

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 may be found on our website or the camp's website.

Training Opportunities

There may be opportunities for cadets to apply for international exchanges or billets on HMCS and Coast Guard Ships. When these opportunities become available, they will be sent to eligible cadets so they may apply, as the eligibility requirements may differ.



Permission **CLICK**

Permission Click is a secure platform we will use for permission forms and online payments. Families and cadets can:

- *sign up for activities*
- *order Patriot merchandise*
- *pay online*

Payments may also be made by cash or cheque. Additional information will be provided for each activity.

CADET RANKS

NEW

Ordinary Cadet (OC)

All cadets are assigned the rank of Ordinary Cadet when they first join. The cadet wears the uniform without the corps' crest or cap tally. After completing approximately six weeks of training, the cadet is sworn in and presented with a corps' crest and cap tally.



PROMOTION ELIGIBILITY



To be considered for promotion ALL cadets are expected to maintain a high standard of dress and deportment, including drill appropriate for their level. The CO approves all promotions.



Able Cadet (AC)

- minimum of 6 months as an OC
- minimum 60% attendance at all mandatory training (parade nights/mandatory weekend training)



Leading Cadet (LC)

- minimum of 6 months as an AC
- minimum 60% attendance at all mandatory training (parade nights/mandatory weekend training)



Master Cadet (MC)

- minimum of 6 months as an LC
- minimum 60% attendance at all mandatory training (parade nights/mandatory weekend training)
- willingness to accept basic leadership roles, such as squad leaders



Petty Officer, 2nd Class (PO2)

- minimum of 6 months as an MC
- minimum 60% attendance at all mandatory training (parade nights/mandatory weekend training)
- successfully complete, without difficulty, training in Leadership, Drill, and Instructional Techniques
- demonstrate leadership skills including performing duties of DPO at entry level and organizing small squads for specific tasks



Petty Officer, 1st Class (PO1)

- minimum of 6 months as an PO2
- minimum 60% attendance at all mandatory training (parade nights/mandatory weekend training)
- successfully complete, without difficulty, training in Leadership, Drill, and Instructional Techniques
- demonstrate leadership skills including proficiency in all duties of DPO, ability to organize squads/divisions for taskings, and ability to train personnel for duty positions



Chief Petty Officer, 2nd Class (CPO2)

- minimum of 6 months as an PO1
- demonstrate very good knowledge of, and ability to perform all corps drill, including the ability to take command over the parade/corps for any exercise
- demonstrate leadership skills including good instructional abilities, good organizational abilities, ability to organize cadets for exercises or taskings, ability to plan and execute training exercises, and ability to take control of cadets unsupervised
- pass the CPO2 Merit Review Board



Chief Petty Officer, 1st Class (CPO1)

- minimum of 6 months as an CPO2
- pass the CPO1 Merit Review Board
- available position



UNIFORMS

Guidelines for cadet appearance & approved uniforms
are available in the CJCR Dress Instructions

CJCR Dress Instructions

Uniforms are provided at no cost. Care and upkeep of the uniform is the responsibility of the cadet.
There may be a cost for the replacement of lost or damaged items.

DRESS OF THE DAY The uniform to be worn to each activity will be posted in the monthly routine orders posted on the website.
Cadets are expected to wear their uniform according to the CJCR Dress Instructions.

C1

Ceremonial Dress

This is the formal dress uniform and is worn for Ceremonial Divisions, & special events as directed.

Cap, tunic, medals, pins,
white shirt, tie, lanyard, trousers,
belt, parade boots, socks



C3

Service Dress

This is a less formal version of the dress uniform and is worn as directed.

Cap, tunic, ribbons, pins,
white shirt, tie, lanyard, trousers,
belt, parade boots, socks



C5

Training Dress or "Work Dress"

This uniform is worn most often for routine training.

Ball cap, blue shirt, black t-shirt,
rank slip-ons, trousers, belt,
multi-purpose boots, socks



C3A

Service Dress

This is a less formal version of the dress uniform and is worn as directed.

Cap, tunic, ribbons, pins,
white shirt, lanyard,
trousers, belt, parade boots, socks



C2

Mess Dress

This is a variation of the formal dress uniform that is worn for traditional mess dinners.

Tunic, ribbons, pins, white
shirt, black bow tie, trousers,
belt, parade boots, socks



C3B

Service Dress

This is a less formal version of the dress uniform and is worn as directed.

Cap, ribbons,
white shirt, trousers, belt,
parade boots, socks

