



# **NLCC ENTERPRISE PARENT HANDBOOK**

## Welcome to NLCC Enterprise

The Navy League of Canada is a charitable organization responsible for insuring, governing and fundraising for Navy League Cadet Corps. All Officers and staff are unpaid volunteers.

Navy League Cadets must be between the ages of 9 years and 12 years old. Any youth may join once the age of 9 years has been attained. If a cadet turns 12 after the start of the training year, they can continue until the end of that year.

We have set up a structure for instruction that has proven to work successfully. Every rank will have the same instructor for the entire semester. This enables the instructor to cover material that perhaps is hard to grasp or hard to teach. With this type of structure, we have to stress that cadets need to review their manuals at home so that they can bring any questions to class, rather than find out at exam time that they don't understand the material. Our attitude is that everybody can succeed, however we cannot make that happen on our own.

Please take a few minutes to relax and read through this handbook. It has been prepared with parents' input for parents so that they do not feel like they are speaking a different language than their cadet.

Again Welcome!

LT (NL) Julie Giuntoli  
Commanding Officer

Tel: 416-689-7504  
Email: [co.nlccenterprise@gmail.com](mailto:co.nlccenterprise@gmail.com)

## **IMPORTANT INFORMATION**

**HOURS:** Our hours are 1815. (6:15 p.m.) To approx. 2100 (9:00 p.m.). We may also ask for the cadets to join us at Saturday or Sunday extra practices. Please keep in mind that setup and clean-up is mandatory each parade night.

**CHANGE OF PERSONAL INFORMATION:** Please ensure that you keep the ship's office informed of any change in address, phone number, or medical concerns.

**MANDATORY CALL IF ABSENT:** Please call us if your cadet is not going to attend a parade night or event. Cadets can either call or text the Commanding Officer at 416-689-7504

**ATTENDANCE:** We require 100% attendance to regular parades. If this is not attained, we assume the cadet does not have an interest and will not be allowed to attend camps. After three consecutive unexplained absences the cadet may be requested to hand in his/her uniform.

**MANDATORY ATTENDANCE:** We are asked to provide cadets to attend ceremonial parades. If asked to participate, we expect attendance to these parades out of respect to the Branch, the Corps, and The Navy League. Mandatory parades include but not limited to: **Branch, Division, and Annual Inspections, Competition, and Tag Days and Poppy sale for the legion.**

**STAND DOWN:** Occasionally we will be unable to use our facility and this is what is referred to as a stand-down. There is no cadet training during a stand-down. Please refer to the calendar at [nlccenterprise.ca](http://nlccenterprise.ca)

**REGULAR PARADE:** Often messages, memos, etc. refer to regular parade which is interpreted to mean we are meeting at the school at our normal time 1815 and cadets are to wear their full uniform.

**TOURS:** If you are advised of a "tour" (field trip), the cadets are expected to attend in full uniform unless otherwise ordered by the CO.

**REQUEST FORMS:** If your cadet requires a new uniform part they are to fill out a request form, they can get this form from their divisional officer. As well if they know in advance of an upcoming absence they can fill out a request form for “leave”.

**CAMPS/BUS TOURS:** A few times a year we schedule weekend camps and trips. For insurance reasons we require you fill out a permission slip for each trip. These forms are to be handed in as requested, normally a few weeks ahead of time. We cannot take cadets without these forms. A cadet’s attendance must be marked on a nominal roll at the bus on their arrival.

Upon return, the cadets are formed up and released one at a time, they are to bring their parents to the duty officer to be marked off the roll. This is done for the protection of your cadet and it is imperative that this routine be followed.

**DISCIPLINE:** Discipline within the Corps provides many benefits. The rights of all are protected and disputes are settled peacefully and fairly. Learning conditions on deck and in the classroom are enhanced. Honesty, cooperation and teamwork create a safe atmosphere where esprit-de-corps may develop. This requires some measure of self-sacrifice but NLCC Enterprise demands that cadets and staff work together to achieve this ideal. These rules are outlined in the NL(8) Annex ‘B’ Guide.

# **RULES OF THE DECK**

**We request that you stay off the deck.**

The only people allowed to cross the deck are Navy League Officers and the Coxswain unless classes are in progress.

At no time are parents/guardians or guests allowed on the deck without the CO's permission or invitation.

The area at the rear of the parade square is called the afterdeck. No one except the staff and cadets are allowed in this area without the XO's or CO's permission or invitation.

If you are waiting for your cadet we ask that you not stand in front of the doorway.

We welcome all questions, comments, and concerns. Due to the instructors tight schedule we ask that you bring your discussions to the Branch Liason Officer.

Cadets are frequently "formed up" in either one mass "division" or in other smaller divisions.

While formed up the cadets are not allowed to talk and must pay attention to instructions being given. Please, do not talk to them or try and get their attention.

If you need to send a message to your cadet please do it through one of the Officers.

Colors & Sunset – The beginning of our parade night, we have "Colors" (raising of the flags), and at the end of the evening we have "Sunset" (lowering of the flags). If you are present at these times, we ask that you please stand, face the flag, and remain quiet until colors or sunset has ended.

# NAVAL TERMINOLOGY

The following is a list of new words your cadet will be coming home with:

Port-	Left
Starboard -	Right
Bulkhead -	Wall
Deck -	Floor
Heads -	Toilets
Ensign -	Flag
Dias -	Platform for the CO to stand on
Mess -	Eating area
Aye-Aye -	Yes
Kit -	Uniform
Colours -	Start of the day (raise the flag)
Stand Easy -	Break
Sunset -	End of the day (lower the flag)

# MILITARY TIMES

You may notice that our memos and messages are given in 24-hour time. To assist you here is the conversion:

0001 - 12 o'clock midnight	1200 - 12 o'clock (noon)
0100 - 1 o'clock (a.m.)	1300 - 1 o'clock (p.m.)
0200 - 2 o'clock (a.m.)	1400 - 2 o'clock (p.m.)
0300 - 3 o'clock (a.m.)	1500 - 3 o'clock (p.m.)
0400 - 4 o'clock (a.m.)	1600 - 4 o'clock (p.m.)
0500 - 5 o'clock (a.m.)	1700 - 5 o'clock (p.m.)
0600 - 6 o'clock (a.m.)	1800 - 6 o'clock (p.m.)
0700 - 7 o'clock (a.m.)	1900 - 7 o'clock (p.m.)
0800 - 8 o'clock (a.m.)	2000 - 8 o'clock (p.m.)
0900 - 9 o'clock (a.m.)	2100 - 9 o'clock (p.m.)
1000 - 10 o'clock (a.m.)	2200 - 10 o'clock (p.m.)
1100 - 11 o'clock (a.m.)	2300 - 11 o'clock (p.m.)

## **Important Links:**

### **Our Website:**

[www.nlccenterprise.ca](http://www.nlccenterprise.ca)

### **Navy League of Canada:**

<https://navyleague.ca/>

### **Bylaws:**

<https://navyleague.ca/wp-content/uploads/2016/08/2014-National-By-Laws.pdf>

### **Harassment Prevention:**

[https://navyleague.ca/wp-content/uploads/2016/08/NL-Guide-to-Harassment-Violence-and-Abuse-Policies\\_Nov-2015-Draft-25NovV5.pdf](https://navyleague.ca/wp-content/uploads/2016/08/NL-Guide-to-Harassment-Violence-and-Abuse-Policies_Nov-2015-Draft-25NovV5.pdf)

### **Navy League Canada – Parent Information Handbook:**

[https://navyleague.ca/wp-content/uploads/2018/09/Parent-Information-Book\\_NLC\\_ENG\\_2018.pdf](https://navyleague.ca/wp-content/uploads/2018/09/Parent-Information-Book_NLC_ENG_2018.pdf)

### **Uniform Maintenance:**

Navy League Uniform Badges – pages 16 and 17 of the document  
<https://navyleague.ca/wp-content/uploads/2017/07/NL-226-Dress-Regulations-January-2019.pdf>