



Distribution List: NL Branch Presidents / Division Executive / Division Staff

NAVY LEAGUE OF CANADA – INFORMATION & REFERENCES

1. The National Offices of the Navy League of Canada (NLOC), the Army Cadet League and the Air Cadet League (known collectively as “the Leagues”) are co-located at 66 Lisgar Street in Ottawa. Should you find yourself in Ottawa for any reason, feel free to drop by and introduce yourself.
2. The NLOC national website at www.navyleague.ca has the pertinent information that you will require as a Division or Branch executive. Recommend this site to new parents and Branch members so they can learn about the Navy League and see how it differs from other volunteer organizations. There is a Navy League publications page at www.navyleague.ca/en/members/administration/publications (use this page if the links in this Cheat Sheet won’t work for you).
3. Add Division website address and brief description of what info and links can be found to assist the Branches.

What are NLs?

There are many Navy League Publications called NLs that can be found on the National website at www.navyleague.ca. These are numbered and provide the information and guidelines to effectively and safely run a Branch/Division/Branch/Corps. Presidents should be aware of these and should direct their executive and Branches to become familiar with them. A strong knowledge base will ensure that we all do our best to meet the aims of the Navy League of Canada.

[NL\(18\)E, Bylaws of The Navy League of Canada](#) – These bylaws govern how Navy League business is to be conducted at the Branch, Division and National levels. Branch executives should pay particular attention to: Article 9 – Protection Of Directors, Officers And Others; Article 14 – Divisions And Branches; and Appendix B – Branches and Branches By-Laws.

[NL\(35\)E, Branch Organization Guide](#) – This by far is the most important publication for a Branch President and you should download a copy and have it with you when you have Branch meetings! Branch Executives should pay particular attention to:

CHAPTER 4 – BRANCH ORGANIZATION

CHAPTER 6 – PROTOCOL

[NL\(21\)E, Navy League Administrative Orders](#) – The purpose of this publication is to provide guidance on conduct of business within the Navy League. Bylaws are the rules; Administrative Orders provide information on how to apply the rules. Branch Executives should study the parts of NL(21) applicable to their responsibilities.

Risk Management. You as the Branch President are responsible for all areas of risk management discussed at www.navyleague.ca/en/members/administration/risk-management. More detailed information on key areas is available as follows:

Volunteer Screening is described in [NL\(21\)E](#), Section II, Article 2.04 and Annex G. You as the Branch President are responsible to ensure that anyone working with cadets is screened and has a proper identification card. This includes the Branch and members who may be present on a regular bases assisting with chores such as canteen, involved in fundraisers and cooking at camps. Adults that are constantly in the vicinity of cadets may be consider “safe” and thus should be screened. You may appoint a member of your executive as your Branch Screening Coordinator. She or he will need to familiarize themselves with **NL(100)E, Screening Coordinator's Handbook**. This document is listed on the Publications page but access is restricted. Branch Screening Coordinators may request access by e-mailing the National Volunteer Screening Coordinator, volunteer@navyleague.ca . Division will have a Screening Co-ordinator/Director who will be familiar with the process and can provide training and act as a resource for the Branches. Remember all screening packages must be complete prior to sending to your Division Screening co-ordinator. References must be checked and if any concerns contact your Division. If the Branch does not wish to approve a screening package it must still be submitted to Division/National.

Finances. Day-to-day management of finances will be the handled by your **Branch Treasurer** under your supervision. Training packages and an excellent accounting program for your Treasurer can be found at www.navyleague.ca/en/members/training/treasurers-corner Neither NL or SC cadet officers are to handle funds. All donations and funds raised are managed by the Branch. The Branch works with the Corps Commanding Officer to provide funds to run a diverse and engaging program for the cadets.

Resource Management. As Branch President you are responsible for stewardship of all resources owned or used by the Branch. This also includes an inventory of materials used or purchased for the NLC and RCSC Corps. NL(21)E, Section III provides guidance and limitations on how Branches should manage Material, Property, Equipment and Stores. Section IV provides information on Finances, although not all of it is applicable at the Branch level.

Insurance, which is part of your stewardship responsibility, is described in [NL\(21\)E](#), Section V. The National Office maintains several policies:

- Commercial General Liability Insurance & Umbrella Liability automatically covers approved Branch activities.
- Accidental Death & Dismemberment Insurance automatically covers your cadets and adult volunteers (Sea Cadet Officers are covered by DND) when participating in approved functions; adult volunteers must be members of the Navy League.
- Directors' and Officers Insurance automatically covers your Branch Executives.
- Branch owned buildings and property can be covered under the Property Insurance policy for an additional premium.
- Branch-owned boats can be covered under Master Vessel Insurance policy for an additional premium.

Your Branch pays for Liability, Death & Dismemberment, as well as Directors & Officers coverage through Branch Assessments. Premiums for Property and Master Vessel Insurance to cover your buildings and boats are very reasonable and probably less expensive than your Branch can get elsewhere. The Navy League policies should meet most Branch insurance needs.

Awards. Each Branch should have an Awards Chair. NLC has a comprehensive Awards and Recognition Program that can be found in the NL (21), Section 2, Article 2.06 and on the National website at www.navyleague.ca/en/youth/sea-cadets/scholarships-and-awards. The Program allows the Branches and Corps to recognize outstanding cadets, officers and volunteers. It also provides an opportunity for Branches to recognize community supporters.

Recruitment. It is the Branch's responsibility to recruit both officers and cadets. A Branch must work in collaboration with the Corps.

Disclosure of Interest.

Conflict of Interest.

Harassment Prevention, Workplace Violence Prevention and Child Abuse Prevention Policies.

Branches may have a Navy League Cadet Corps, a Sea Cadet Corps or **both**.

NAVY LEAGUE CADET PROGRAM – INFORMATION & RESOURCES

4. [NL\(8\)E, Navy League Cadet Regulations](#) – The Navy League Cadet program is run entirely by the NLOC; there is no DND involvement. Navy League Cadet Corps officers and civilian instructors and the Branch Navy League Chair must be entirely familiar with the content of NL(8).
5. [N\(64\)E, Relationship Guide](#) – A guide to the division of responsibilities between the Branch President and the Commanding Officer of the Navy League Cadet Corps.
6. General information on Navy League Cadets is at www.navyleague.ca/en/youth/navy-league-cadets.
7. Each Branch should have a **Navy League Cadet Chairperson/Liaison** who:
 - Works directly with the Navy League Cadet Corps Commanding Officer and reports to the Branch on any requests, requirements and concerns on behalf of the Commanding Officer.
 - Is familiar with the awards and scholarships available to Navy League Cadets and Officers as described in NL(21), Section 2, Article 2.06 and on the national website at www.navyleague.ca/en/youth/sea-cadets/scholarships-and-awards and helps ensure that eligible cadets receive awards.

Division Staff are Navy League officers appointed by the Division President in the rank of Commander (NL) or Lieutenant Commander (NL). These officers are responsive to the Division President and the Navy League Chair. Division staff may establish and conduct officer training programs, inspect Corps, organize multi-corps activities (such as sports competitions) and perform other duties as required by the Division executive. These officers are experienced officers and are an excellent resource for Branches and Corps. Please note that Navy League officers at the corps level answer to the NL Commanding Officer who is responsible to the Branch President.

Uniforms for Navy League Officers and Cadets are available from Logistik Unicorps Inc. (www.logistikunicorp.com). Your corps should have an account with Logistik so uniform items can be purchased on-line. Note that Navy League uniforms are a Branch responsibility for which funds must be budgeted and managed each year.

Accoutrements such as plaques, Navy League shirts, cap tallies, etc., may be ordered from Joe Drouin Enterprises Ltd. (www.joedrouin.com). A wide range of items is available on their Navy League page.

SEA CADET PROGRAM – INFORMATION & RESOURCES

[NL\(25\)E, Partnership Guide for Branches](#) – The Department of National Defence (DND) and the Leagues have signed a [Memorandum of Understanding](#) (MOU) on joint management of the Sea, Army and Air Cadet programs. NL(25) provides guidance to Branch Executives on how to apply the MOU when working with officers of the Sea Cadet Corps.

[NL\(65\)E, Relationship Guide](#) – A guide to the division of responsibilities between the Branch President and the Commanding Officer of the Royal Canadian Sea Cadet Corps.

General information on Sea Cadets is at www.navyleague.ca/en/youth/sea-cadets.

Each branch should have a **Sea Cadet Chairperson/Liaison** who:

- Works directly with the Sea Cadet Corps Commanding Officer and reports to the Branch on any requests, requirements and concerns on behalf of the Commanding Officer.
- Is familiar with the awards and scholarships available to Sea Cadets as described at www.navyleague.ca/en/youth/sea-cadets/scholarships-and-awards, helps ensure that eligible cadets receive awards, encourages cadets to apply for scholarships, and assists cadets with the scholarship application process.
- Is familiar with the Duke of Edinburgh Award program (www.dukeofed.org) who is either the facilitator for the program or ensures that the facilitator has all the information she or he needs.

Accoutrements such as plaques, golf shirts, cap tallies, etc., may be ordered from Joe Drouin Enterprises Ltd. (www.joedrouin.com). A wide range of Sea Cadet items is available for purchase on their Navy League page. There also is a Cadet Instructor Cadre (CIC) page with items for Sea Cadet Officers.

DND/CAF – INFORMATION & RESOURCES

Who's Who? – More acronyms than you will ever need.

- The Department of National Defence (DND) and the Canadian Armed Forces (CAF) are separate organizations reporting to the Minister of National Defence. People in uniform are members of the CAF, civilians are part of DND. For all practical purposes DND and the CAF function as one organization.
- The officers and non-commissioned members (NCM) of the CAF belong to either the Regular Force (RegF) or the Reserve Force (ResF). Members of the ResF are part-time although many serve on full-time contracts.
- Sea Cadet Officers belong to the Cadet Instructor Cadre (CIC), which is part of the ResF. All members of the CIC are officers.
- The Cadet Organizations Administrative and Training Service (COATS) consists of CIC officers and officers and NCMs of the ResF whose primary duty is the training, administration and supervision of cadets.

Regional Cadet Support Unit each Division is associated with a Regional Cadet Support Unit and they assist your Sea Cadet officers go for support.

Each Division should provide a list of names and contact info

The **Canadian Cadet Organizations** page at portal-portal.cadets.gc.ca contains lots of useful information from DND. You will have to create a log-in to access. Go to this site to look up

regulations, find DND forms or get information on changes to the cadet organization. There is a search function if you are looking for something specific.

CAF FINANCIAL SUPPORT – LOCAL SUPPORT ALLOCATION

8. In accordance with the MOU between DND and the Navy League, the Branch is responsible for funding optional training and for providing administrative support not provided by the CAF. The CAF has accepted to provide financial relief, known as the Local Support Allocation (LSA), to offset eligible expenditures made by Branch in support of the cadet corps. (Search for “CATO 17-34” on the Canadian Cadet Organizations to read the full description of the LSA.)

9. Eligible Expenditures:

- Category 1 – Optional Training Activities: Eligible expenditures in support of approved optional training activities for cadets including but not limited to:
 - musical instruments, music accessories and maintenance,
 - training aids and equipment,
 - maintenance of training aids and equipment,
 - transportation,
 - rations,
 - temporary accommodation,
 - temporary facilities,
 - entrance fees, and
 - any reasonable expenditures in support of approved optional training activities for Sea Cadets.
- Category 2 - Optional Physical Activities: Eligible expenditures in support of encouraging and enabling more optional physical activities for Sea Cadets including but not limited to:
 - purchase, rental or maintenance of fitness and sports equipment or training aids,
 - rental of fitness and sports facilities,
 - registration or entrance fees for optional physical activities (e.g. ski day, biathlon),
 - fitness-related instructional services (e.g. fitness-related training, courses, qualifications, certifications), and
 - any reasonable expenditures in support of optional physical activities.
- Category 3 – Administrative Support: Eligible expenditures in support of the administration of the Sea Cadet corps, not provided by the CAF, but limited to the following:
 - facilities for the Sea Cadet corps,

- electricity,
- telephone,
- pens, paper and supplies, and
- any reasonable expenditures in support of the administration of the Sea Cadet corps not provided by the CAF.

10. Non-Eligible Expenditures:

- contributions to your Division or National, or any other fees based on the number of cadets in a corps, or
- expenditures incurred for gifts and testimonials.

11. Maximum relief will be calculated based on the official number of cadets in the cadet corps published in the latest annual Youth Programs Statistics Report (YPSR), as follows:

- \$600.00 per Sea Cadet corps plus \$15.00 per cadet for eligible expenditures in both category 1 and 3; plus
- an additional \$30.00 per cadet exclusively for eligible expenditures in category 2 (Physical Activities).

12. The CO of the Sea Cadet Corps is responsible for raising form CF 52, General Allowance Claim for the LSA; a pre-filled form is available on the Canadian Cadet Organizations portal in the Repository. The CF 52 must be accompanied by receipts for all expenditures and must be endorsed by the Branch.

13. Branch Presidents and Sea Cadet Chairs should encourage and facilitate maximum use of the LSA to enrich the cadet program. The \$30 per cadet for Category 2 is a recent initiative by the Vice Chief of the Defence Staff that recognizes the need to promote physical activity within the cadet program.

MISCELLANEOUS

1. The best and most precious resource that you, as a Branch President, will ever have, are your **volunteers**. Use them, don't abuse them. Always show them appreciation; express gratitude, for all contributions big and small. Keep them informed and engaged. They will assist you to plan, prepare and execute the tasks at hand to provide the youth with all that they need to be part of the best cadet program out there. Support and encourage them and reap the rewards of a successful branch and program. The responsibilities and duties of you and your executive become less burdensome when you have willing and able volunteers eager to lend a hand. Hopefully, some will stay on hand to let themselves be nominated for Branch Executive, or even Division, positions within the Navy League of Canada.
2. Any adults that are required to be with the cadets, except for certain invited instructors and guests, must go through the volunteer screening process before they engage in any activities with the youth. It is also highly recommended and may be required Division policy that the Executive of the Branch be screened as well. The members of the Branch Executive have legal and corporate responsibilities and due diligence ensures that all parties are protected from any potential conflicts as best as possible.
3. Keep your members informed of all Navy League matters as it pertains to them. Keep the Division informed of all your branch activities and finances, especially major projects and fund-raising. The Division is there to help and to ensure that you are kept up to date with all of the bylaws, regulations, procedures and standards. The Division is there to answer your questions and to assist when needed. If in doubt – ask!
4. **Stay current with Revenue Canada reporting requirements and submissions!**
5. Once your term as Branch President has been fulfilled, consider accepting a nomination to participate and hold a Portfolio or Executive position within the Division. Your Navy League experience and wisdom is valued and appreciated!