ROYAL CANADIAN SEA CADETS

PHASE TWO

INSTRUCTIONAL GUIDE

SECTION 3

EO M207.03 – RECOGNIZE THE ROLE AND RESPONSIBILITIES OF THE LOCAL SPONSOR

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-602/PG-001, Chapter 4. Specific uses for said resources are identified throughout the Instructional Guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Contact members of the local sponsor and invite them to participate in this EO.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for this lesson to orient the cadets to the role and responsibilities of the local sponsor and to present basic material about the corps' local sponsor.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall be expected to recognize the role and responsibilities of the local sponsor.

IMPORTANCE

It is important for cadets to recognize the role and responsibilities of the local sponsor as the Navy League of Canada (NLC) is partnered with the Department of National Defence (DND) in sponsoring the sea Cadet Program. The cadets should be aware of the part the NLC plays in this partnership.

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Teaching point 1 **Define Sponsor and Sponsoring Committee/Branch**

Time: 5 min Method: Interactive Lecture

SPONSOR

In respect of a cadet corps, a sponsor is the organization or persons accepted by or on behalf of the Chief of Defence Staff (CDS) to undertake jointly with the Canadian Forces (CF) and the supervisory sponsor, responsibility for the organization and administration of that cadet corps.

LOCAL BRANCH OF THE NLC

A branch is a working support committee, member of, and supervised by the NLC, established at a cadet corps and which is comprised of persons who are approved, registered, and screened in accordance with NLC policy to complete the functions required to support the corps.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. What is a sponsor?

Q2. What is a NLC branch?

Q3. Members of the NLC branch must follow what guidelines/policies to become members?

ANTICIPATED ANSWERS

A1. In respect of a cadet corps, a sponsor is the organization or persons accepted by or on behalf of the CDS to undertake jointly with the CF and the supervisory sponsor, responsibility for the organization and administration of that cadet corps.

A2. A NLC branch is a working support committee, member of and supervised by the NLC, established at a cadet corps to discharge the functions required to support the corps.

A3. Members of the NLC branch must be approved, registered, and screened in accordance with NLC policy.

Teaching point 2 **Describe the Local Sponsoring Body**

Time: 10 min Method: Interactive Lecture

LOCAL BRANCH OF THE NLC

At the provincial and national level, the NLC works cooperatively with DND to provide the necessary structure, guidance, and resources to support each Sea Cadet corps. The NLC acts as the primary sponsor for all Sea Cadet corps in Canada through local branches that are designated to each corps. Every corps must have a local branch in order to operate in accordance with the National Defence Act.

The local branch is comprised of civilian volunteers who have various duties and responsibilities to perform for the corps. The local branch may be made up of parents or a group of individuals from within the same organization, such as a Branch of the Royal Canadian Legion (RCL) or a local Lions Club.

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At this point, the corps' local NLC branch should be discussed with the cadets. The cadets should be told who fills the positions of the executive (this would include the President, Vice-President, Treasurer, and Secretary). It is recommended these individuals be invited to the corps for this EO.

The following is a list of the executive committee positions and the basic responsibilities corresponding to these positions:

Branch President. The branch president is the senior NLC official in the branch and is responsible for all activities/functions of the branch. All members of the branch must keep the president informed of their activities and the president in turn must keep the division informed of activities within the branch.

Vice-president. The vice-president assists the president and acts on their behalf in the president's absence.

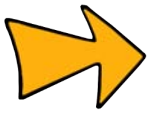
Secretary. The secretary is responsible for maintaining all of the branch's records and correspondence. During branch and general meetings, the secretary is responsible for recording the minutes.

Treasurer. The treasurer is responsible for maintaining all financial records and transactions. All expenditures should be recorded for purposes of budgeting and financial reporting.

Sea Cadet Chair. The Sea Cadet chair is a position held, in most cases, where a committee sponsors more than one Sea Cadet corps and/or Navy league cadet corps. In this case, the Sea Cadet chair is the primary link between the branch and the corps.

SECONDARY SPONSORS

Some corps have a secondary sponsor that may assist in duties such as fundraising for the corps. Secondary sponsors usually consist of organizations such as, but not limited to: a parents' committee, a RCL, a Lions Club, or a Rotary Club. These organizations may donate funds annually to the corps through the NLC branch.



A parents committee is usually made up of parents of current or former cadets from the corps. These parents join to raise extra funds for the corps' activities.

The RCL is the largest veterans-based community service organization in the country and contributes millions of dollars and voluntary hours to help Canadians, particularly veterans, seniors, and youth.

Lions Clubs are internationally based and are the world's largest service club organization.

A rotary club's main objective is to encourage and foster the ideal of service as a basis of worthy enterprise.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS

Q1. Who does the NLC work cooperatively with to support all Sea Cadet corps?

Q2. Who is the primary sponsor for each corps?

Q3. What is the primary role of the branch president?

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ANTICIPATED ANSWERS

A1. DND.

A2. The local branch of the NLC.

A3. The branch president is the senior NLC official in the branch and is responsible for all activities/functions of the branch.

Teaching point 3 **Explain the Role and Responsibilities of the Sponsoring Committee/Branch**

Time: 10 min Method: Interactive Lecture



Discuss the role and responsibilities using corps-specific examples.

ROLE OF THE NLC BRANCH

It is the role of the branch to ensure responsibilities are met in accordance with the Memorandum of Understanding, for the proper and efficient delivery of the Cadet Program within Canada.

RESPONSIBILITIES OF THE NLC BRANCH

Fundraising

It is the responsibility of the branch to organize fundraising activities in consultation with the corps commanding officer (CO). Annual reports are to be produced by the branch when required by law.

Recruiting Cadets

It is the responsibility of the branch to organize local community campaigns to attract cadets to become members of the corps.

Attracting Officers to the Corps

It is the responsibility of the branch to conduct local campaigns to attract potential candidates within the community to become members of the Cadet Instructors Cadre (CIC) and civilian instructors (CIs). This is based on the needs confirmed by the CO of the corps.

Screening Volunteers

It is the responsibility of the branch to identify and conduct the screening process of potential volunteers. The branch is responsible for completing the process and providing these results to the division.

Providing Adequate Office and Training Facilities

The branch is responsible for providing adequate office and training facilities, where they are not provided by DND. This is to include insurance requirements as necessary.

Participating in Senior Cadet Rank Appointments

The branch is responsible for providing a member to participate in the selection process for senior cadets to the ranks of Petty Officer First Class (PO1), Chief Petty Officer Second Class (CPO2), and Chief Petty Officer First Class (CPO1).

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Participating in Selections for CSTC/Exchanges

The branch is responsible for cooperating with the corps CO to promote summer courses and exchanges and to participate in the selection process accordingly, in accordance with the branch and DND agreements and responsibilities.

Participating in Selections for Honours and Awards

The branch is responsible for participating in the joint selection process for honours and awards from the league and in initiating the selection process for league-specific awards.

CONFIRMATION OF TEACHING POINT 3

QUESTIONS

Q1. What role does the branch play in fundraising?

Q2. Who is responsible for recruiting CIC officers, CIs, and cadets to the corps?

Q3. Who is responsible for providing office and training facilities?

ANTICIPATED ANSWERS

A1. It is the responsibility of the branch to organize fundraising activities in consultation with the corps CO.

A2. The NLC branch.

A3. The NLC branch.

END OF LESSON CONFIRMATION

QUESTIONS

Q1. What is a sponsor?

Q2. What positions constitute the executive of the branch?

Q3. Who is responsible for screening volunteers?

ANTICIPATED ANSWERS

A1. In respect of a cadet corps, a sponsor is the organization or persons accepted by or on behalf of the CDS to undertake jointly with the CF and the supervisory sponsor, responsibility for the organization and administration of that cadet corps.

A2. Branch president, vice-president, secretary, treasurer, and sometimes the Sea Cadet chair.

A3. The NLC branch.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

N/A.

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CLOSING STATEMENT

The NLC works collaboratively with the DND to ensure that Sea Cadet corps' have what they require to run the program efficiently. It is important to understand the role of the NLC branches because these volunteers work hard to support each local cadet unit. Sea cadet corps' could not function without the efforts of the local branch.

INSTRUCTOR NOTES/REMARKS

This EO can be delivered by a member of the local NLC branch. The guest speaker shall be briefed on the TPs prior to the lesson.

REFERENCES

A0-040 2005-113124 D Cdts. (2005). *Memorandum of Understanding Between the DND and the Leagues.* Ottawa, ON: Department of National Defence.

C1-068 NL (105) E. Stewart, R.G., CD. (2002). *Guide for Local Branches* (Part One). Ottawa, ON: Navy League of Canada.

C1-069 NL (106) E. Stewart, R.G., CD. (2002). *Guide for Local Branches* (Part Two). Ottawa, ON: Navy League of Canada.

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