ROYAL CANADIAN SEA CADETS

PHASE THREE

INSTRUCTIONAL GUIDE

SECTION 3

EO M307.03 – RECOGNIZE THE PARTNERSHIP BETWEEN THE NAVY LEAGUE OF CANADA (NLC) AND THE DEPARTMENT OF NATIONAL DEFENCE (DND) IN SUPPORT OF THE CANADIAN CADET MOVEMENT (CCM)

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-603/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.

Photocopy and cut out the responsibilities cards located at Annex B.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for TPs 1 and 2 to introduce the cadets to the three levels of the NLC and the responsibilities of the NLC and DND in support of the CCM, as it allows the instructor to deliver new information while encouraging the cadets to become actively involves by asking and responding to questions.

An in-class activity was chosen for TP 3 as it is an interactive way to involve the cadets in describing the partnership between the NLC and DND in support of the CCM.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall have recognized the partnership between the NLC and DND in support of the CCM.

IMPORTANCE

It is important for cadets to recognize the partnership between the NLC and DND in support of the CCM because these two organizations work together to ensure the success of the CCM which impacts the cadets directly.

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Teaching point 1 **Describe the Three Levels of the NLC**

Time: 5 min Method: Interactive Lecture

THE NATIONAL LEVEL OF THE NLC

There are a number of components of the NLC at the national level. These include:

- **National Board of Directors.** The governing body of the NLC.
- **National Executive Committee.** Oversees operations between meetings of the Board of Directors.
- **National Advisory Council.** Comprised of three past national presidents, it acts as an advisory group for the president, the nominating committee for the election of officers and members of the board and undertakes projects as requested by the president.
- **National Office.** Located in Ottawa, Ont. and headed by the Executive Director. Its responsibility is to manage the day-to-day affairs of the NLC.

THE DIVISIONS OF THE NLC

With a few exceptions, there is a NLC division for each province. The divisions provide guidance and support to the branches.

THE BRANCHES OF THE NLC

The branches of the NLC are groups of people in local areas who conduct NLC affairs. A Branch Council comprised of a President, one or more Vice-Presidents, a Secretary, a Treasurer and Chairs of committees oversees the various branch activities. Branch Committees may include Sea Cadet, Navy League Cadet, Fundraising or Public Relations. The Sea Cadet Chair is the liaison between the branch and the corps.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. What are two components of the NLC at the national level?

Q2. What is the purpose of the divisions of the NLC?

Q3. What is the purpose of the Sea Cadet Chair?

ANTICIPATED ANSWERS

A1. Components of the NLC at the national level are:

- National Board of Directors,
- National Executive Committee,
- National Advisory Council, and
- National Office.

A2. The divisions provide guidance and support to the branches.

A3. The Sea Cadet Chair is the liaison between the branch and the corps.

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Teaching point 2 **Describe the Responsibilities of the NLC and DND**

Time: 10 min Method: Interactive Lecture

RESPONSIBILITIES OF THE NLC

Recruiting Cadets. The Branch Council must organize and implement a plan for recruiting cadets.

Recruiting Cadet Instructor Cadre (CIC) Officers. The NLC is responsible for recommending suitable people to be enrolled into the Canadian Forces (CF) as cadet instructors.

Fundraising. The Branch Council must organize fundraising activities that support the corps.

Providing Awards and Medals. The NLC provides awards to cadets and officers, such as:

- **Navy League Award of Commendation.** Awarded by the National Board of Directors to a navy league/sea cadet who performs an outstanding act or deed in attempting to save the life or property of another.
- **National Sea Cadet of the Year.** Awarded annually by the National Board of Directors to the most proficient sea cadet in Canada.
- **Division Sea Cadet of the Year.** Awarded annually by each division to the most proficient sea cadet in that division.
- **Navy League Medal of Excellence.** Awarded annually by each division to the most proficient navy league/sea cadets in each division (usually one per corps).
- **Sea Cadet Service Medal.** Awarded by each division to sea cadets with continuous cadet service of at least four years.
- **Perfect Attendance (Program).** Awarded by branches to sea cadets with perfect attendance at all training parades during their time as a cadet.
- **Perfect Attendance (Year).** Awarded by branches to sea cadets with perfect attendance at all training parades during the training year.

Providing Corps Training Facilities. The NLC Branch provides office and training facilities for the corps, when not provided by DND.

Organizing/Conducting Recreational Programs. The NLC is responsible for organizing and conducting the Royal Canadian Sea Cadet National Regatta.

Providing Funds for Optional Training Activities. The NLC Branch provides funds for optional training activities.

Providing Equipment to Cadet Corps. The NLC Branch is responsible for providing equipment for optional training activities.

RESPONSIBILITIES OF DND

Training CIC Officers. DND is responsible for analyzing, designing and developing course curriculum, approving training according to regional requirements and consulting with the NLC with respect to CIC officer course content.

Providing Qualification Standards and Plans (QSPs) and Instructional Guides (IGs) for Cadet Training. DND develops and provides QSPs and IGs that direct cadet training.

Providing Funds for Mandatory Training and Support Activities. Mandatory training and support activities are funded by DND.

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Developing Policy Regarding CIC Officers, Civilian Instructors (CIs) and Cadets. DND is responsible for developing, implementing and enforcing policy regarding CIC officer, CIs and cadets.

Issuing Equipment to Cadet Corps IAW Scales of Issue. All equipment required for mandatory training, mandatory support activities and directed optional training is provided by DND.

Providing Pay for CIC Officers and CIs. DND is responsible for developing, implementing and enforcing pay policy as well as providing pay for CIC officers and CIs.

Selecting Cadets for Cadet Summer Training Centres (CSTCs). DND is responsible for ensuring that cadets meet prerequisites and selecting cadets for summer training courses.

Providing Facilities and Staff for CSTCs. DND is responsible for ensuring adequate facilities and selecting staff for CSTCs.

RESPONSIBILITIES OF BOTH THE NLC AND DND

Forming or Disbanding Cadet Corps. The NLC and DND work collaboratively to form new cadet corps and disband non-effective cadet corps.

Developing Community and Media Relationships. Media relationships are maintained at all levels of the NLC and DND. DND has regionally and nationally appointed public affairs officers that maintain media relationships at their level. It is the responsibility of the local NLC branch and corps' Commanding Officers to ensure good relations with the local community and media.

Supervising and Administering Cadet Corps. The local NLC branch and corps' staff work collaboratively to ensure that there is adequate supervision and administration within the cadet corps.

Providing Reviewing Parties for Annual Ceremonial Reviews (ACRs). The NLC and DND work collaboratively to provide reviewing parties for corps' ACRs.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS

Q1. What are the responsibilities of the NLC?

Q2. What are the responsibilities of DND?

Q3. What is one responsibility of both the NLC and DND?

ANTICIPATED ANSWERS

A1. The NLC is responsible for:

- recruiting cadets;
- recruiting CIC officers;
- fundraising;
- providing awards and medals;
- providing corps training facilities;
- organizing/conducting recreational programs;
- providing funds for directed optional/optional training activities; and
- providing equipment to cadet corps.

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A2. DND is responsible for:

- training CIC officers;
- providing QSPs and IGs for cadet training;
- providing funds for mandatory training and support activities;
- developing policy regarding CIC officers, CIs and cadets;
- issuing equipment to cadet corps IAW with scales of issue;
- providing pay for CIC officers and CIs;
- selecting cadets for CSTCs; and
- providing facilities and staff for CSTCs.

A3. Both the NLC and DND are responsible for:

- forming or disbanding cadet corps;
- developing community and media relationships;
- supervising and administering cadet corps; and
- providing reviewing parties for Annual Ceremonial Reviews (ACRs).

Teaching point 3 **Conduct an Activity Where the Cadets Will Describe the Partnership Between the NLC and DND in Support of the CCM**

Time: 10 min Method: In-Class Activity

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets describe the partnership between the NLC and DND in support of the CCM.

RESOURCES

- Flip chart paper,
- Responsibilities cards, and
- Tape.

ACTIVITY LAYOUT

1. Label three flip chart pages, each with one of the following titles:
   a. NLC Responsibilities,
   b. DND Responsibilities, and
   c. Shared Responsibilities.
2. Put the flip chart pages up on the wall.

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3. Place the responsibilities cards face down on a table at the front of the room.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into two teams.

2. Have a cadet from each team move to the front of the room and take a card from the top of the stack.

3. Provide the groups one minute to discuss where their responsibility belongs (NLC Responsibilities, DND Responsibilities or Shared).

4. Have the cadet place their card under the appropriate category.

5. Keep score for each team. Each correctly placed card is awarded one point.

6. Tally the final score when all the cards are placed on the flip chart pages.

SAFETY

N/A.

CONFIRMATION OF TEACHING POINT 3

The cadets' participation in the activity will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the activity in TP 3 will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

N/A.

CLOSING STATEMENT

Recognizing the partnership between the NLC and DND in support of the CCM is important because these two organizations work together to ensure the success of the CCM.

INSTRUCTOR NOTES/REMARKS

It is recommended that this EO be scheduled early in the training year.

REFERENCES

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

C1-069 Navy League of Canada. (2002). *Guide for Local Branches: Part Two*. Ottawa, ON: Navy League of Canada.

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