

2022

NL Acting Sub-Lieutenant Training Package

NL 540



Navy League Officer Training and Development Program

Acting Sub-Lieutenant Training

Training Prerequisites

You must have successfully completed Training Packages OTS 510, 520 and 530

Introduction

To the Candidate:

Joining the Navy League of Canada as a Midshipman was the first step into the world of the warranted Officer Corps. Now it is time to become an Acting Sub-Lieutenant (NL) and assume more responsibilities.

You are moving up in the Navy League of Canada and that feeling of working with youth has now gotten into your blood. The bond between yourself and the program only gets stronger from this point onward.

This package contains the National mandatory portion of the training requirements to be recommended for promotion to the next rank. All requirements as stated for promotion in NL 8 must be fulfilled. Divisional Staff validation of this package is required

As part of this phase of your training, your Commanding Officer may include other documentation for you to read, which may amplify the subjects within this package, or subject matter unique to your unit.

To the Commanding Officer:

This package is designed to assist you, the Commanding Officer, in training a Midshipman to become an Acting Sub-Lieutenant (NL) on your staff. You will need to assign instructor(s) to teach the material. Information in this booklet is written in non-specific terms to allow Divisions and Corps to accommodate ongoing practices with those provided here.

Corps are not authorized to add or modify this package.

It is incumbent upon yourself to become familiar with the material provided in this booklet, as ultimately, you are responsible for your officer's learning this material. You are also required to guide the candidate through the material if requested, and you must verify the completion of certain tasks once they have met your standard. The more care that you place in the development of your officer; the more satisfied you will be with their performance.

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Section 1 – Corps Officer Duties and Responsibilities (OTS 541)

1. Duties and Responsibilities of Additional Corp Officers

There are several further positions within the corps that an Officer will fulfill. NL Cadet Regulations Section 3 para 3.2 gives a list of the different positions.

NL Cadet Officer Terms of Reference provides additional information for the main Officers within the Corps.

2. Duties and Responsibilities of Officer of the Day (OOD)

The duties and responsibilities of the Officer of the Day vary depending on which Division / Corps you are with. Commanding Officer Standing Orders will set out those duties very specifically.

The basic duties are:

- Ensure that those doors that are required to be open during the time you are the OOD both inside and outside the facility.
- Ensure that the brow is properly manned. This could / should be coordinated with the Administration Officer to ensure that you are selecting the same cadet that is in routine orders and has not phoned in to be absent.
- Conduct rounds of the facility during the time you are OOD.
- At the end of the day/night, you ensure that all doors both inside and outside the facility have been closed and locked.
- Any other duties that the Commanding Officer assigns.

The basic responsibilities are:

- Ensure the safety of the cadets and staff.
- Ensure the safety and security of the facility.

3. Assume the duties of the Officer of the Day (OOD)

Under supervision you will assume the duties of the Officer of the Day as defined by the Commanding Officers' Standing Orders.

There are no test questions concerning the assumption of OOD.

4. Public Speaking within the corps as an Officer of the Day

Speaking in front of a group of people regardless of age can be quite challenging to some people. There is no simple way to put you at ease with this task. The one thing to remember however is to make sure that you know what you are going to say before you say it. Rehearse it in your mind before speaking.

Public speaking as an Officer of the Day is usually easier than speaking to people who are not members of your corps. By this time, you should be fairly comfortable having social discussions with the other members of your corps.

As an Officer of the Day, make sure that you know what instructions and commands you are going to use and ensure that you understand what the result of the command is to be. Giving a wrong command confuses both you and the members of the Corps.

As the Officer of the Day, you will be more in the eyes of all the other Officers. Take your time to have the correct information that you are to pass on before doing so. Very seldom will you be called upon to have to make a formal speech in front of a crowd of people you do not know.

To assist you with the topic, refer to the Public Speaking segment supplied by the Alberta Division. It is located on the National Web Site and also in Google classroom.

There are no test questions for this position. In person confirmation will be required

Section 2 – Leadership (OTS 542)

1. Principles of Leadership (CTS 08.5.3 through 08.5.5)

You are required to review the CTS's

2. Definitions and Concepts of Morale and Esprit-de-corps

MORALE - mental state; especially as regards courage, confidence and discipline.

ESPRIT-DE-CORPS - The sense of being identified as a distinct group displaying pride, uniqueness and tradition

EFFECTS OF GOOD MORALE

- Consciousness of well-being:
 - Feels good about coming to cadets
 - Let's others know about what they like (ie. encourages others to attend)
- Cooperation:
 - Works well with the Officers
 - Works well with the other cadets
 - High unit standards
 - High productivity

EFFECTS OF BAD MORALE

- Depression:
 - Poor attendance
 - Poor uniform turnout
- Reluctance to achieve
 - Becomes a passenger
 - What is done is not up to standards
 - Low productivity
 - Lack of cooperation
 - Loss of marks of respect
 - Discipline problems
 - No teamwork

CONCEPTS OF MORALE

- Living conditions
 - Nice surroundings vs. dirty surroundings
 - Light condition vs. dark
 - Organized conditions
- Climate in which work is to be done
 - Cold, rain and snow
 - Hot, warm and sunny
 - Clothing in relation to above

- Type of work to be done
 - Outside vs. inside
 - Dirty vs. clean work
 - Balancing work and play
- Styles that are used by the leader
 - Boss, educator and persuader
 - Rewards for jobs well done

CONCEPTS OF ESPRIT-DE CORPS

When the morale of a corps is high, the esprit-de-corps will fall into place. If the morale is low, there will be no framework for esprit-de-corps.

ESPRIT-DE-CORPS will give you:

- Tight group
- Work well together
- High group achievements
- High group initiative
- Trust among cadets and cadets to Officer
- More members

Overall performance can be improved if an officer is AWARE OF THE MORALE AND ESPRIT-DE-CORPS levels with his/her division or corps and have the knowledge to improve that level if needed.

This is a short module but important at your corps level. It is required that you come prepared with input to the lecture. It is very important and helpful to others.

3. Styles of a Leader

There are many styles of leadership however we will not focus on all of them. Here are a few we will focus on:

1. The Boss
2. The Persuader
3. The Educator

FACTORS AFFECTING LEADERSHIP STYLES

THE LEADER

Each leader chooses his or her own style that they are comfortable using most of the time, but must be proficient in all three.

Factors:

- Demands of the situation
- Characteristics of the followers
- Needs of the followers -- Your own leadership principles

The situation:

- Type of organizational system
- Culture of the group - be adaptable

- Climate in which the task has to be completed
- Type of task to be completed
- Personalities of the group

THE FOLLOWER

Passengers:

- Going along for the ride with no intention of contributing, difficult to reach; out of a group of ten, there will be one or two who are passengers.

Potential Leaders:

- In a group of ten cadets there will be one or two that are recognizable as having leadership potential, this potential should not be overlooked.

True Followers:

- This is a very large and important group; they are prepared to contribute their full effort towards the achievement of the group goal and can become potential leaders with a little focus.

Note: Take care that you don't spend all of your time on one or two passengers at the expense of six or eight of the true followers.

THE BOSS

Apply sanctions and restrictions, rewards and punishment

When to use:

- Little time to get the task completed
- Large numbers in the group - better control
- Cultivate mental alertness and immediate obedience

THE PERSUADER

Encourage to reach a goal/finish a task

When to use:

- Have time to encourage
- Used to help meet goal and achieve success
- Used to help build positive relationships

THE EDUCATOR

Teaches or instructs to meet a goal

When to Use:

- When the task is unclear to the followers
- When teaching a skill
- When demonstrating

There is no recipe for making a leader and no two leaders ever achieve the results in the same way. Any reasonable, intelligent person, no matter how inexperienced can study, practice, cultivate and apply the techniques of leadership.

Each leader must arrive at his or her own solution for each problem based upon the analysis of these three basic elements in the leadership environment: the leader, the follower and the situation.

Section 3 – Instructional Technique (OTS 543)

1. Develop and present a detailed Lesson Plan to your instructor.

Developing a detailed lesson plan is not as hard as it sounds. Using the lesson plan outline you learned in the Midshipman (NL) package will assist you greatly.

The lesson plan should not be a topic related to the Navy League. Using one of the prebuilt lesson plans as a guide, you should be able to build one that is understandable and usable by someone else.

You must fill in all the blocks. You may make the statement - “No testing is required for promotion however you must pass the test to continue to the next level” or something similar.

The candidate is required to seek assistance of a senior officer to provide what guidance is required however you, the candidate must ensure this task is completed by yourself. On completion of the task, give the lesson plan to another person to teach the subject selected. Ensure that the person presenting has time to study the lesson plan.

Each lesson developed at the National Level has information that is required for testing. This information may be re-arranged to suit individual instructors. The lesson plans are designed to allow anyone to just pick up the document and start instructing however this is not the best practice. Whomever is selected to instruct the lesson should have had time to review the topic and ensure that they understand the material prior to entering the classroom.

a. Duration

The duration of the class has been decided through years of instruction. Each class should not exceed 45 minutes as this has been found to be the maximum time that anyone can concentrate and retain information.

b. Method

The teaching method selected should reflect the type of lesson being taught. These are defined in the NL 420

c. Materials

The materials listed are the minimum required to instruct.

d. Introduction

Explains what, why and the expectations of the lesson.

e. Teaching points

This is the actual part that the instructor uses.

f. Conclusion

This sets out what the cadets should have learned from the lesson.

g. Testing

This informs the instructor what testing will take place. Some lessons do not require testing for promotion.

A sample Lesson Plan is shown explaining each block that is required.

LESSON PLAN		
Lesson Title Block Denotes the subject And specific lesson	CTS 01 Corps Organization and Ship's Routine 1.1 – Navy League Cadet and Officer Rank Structure	Time Block Time required to teach
	WHAT TEACHING METHOD IS SUITABLE FOR THIS PERIOD	
Teaching Method Block The suggested method of instruction		
WHAT MATERIAL DO I NEED		
Materials Block Denotes the items required to teach the topic		
INTRODUCTION		
Performance Block Lists the what, why and expectations of the lesson	What?	Cadets will learn about the purpose of the cadet and officer rank structures, and how to use them during training activities.
	Why?	This material is important as it allows cadets and officers to interact with one another in a naval environment.
	Expectations	The cadet will be able to visually identify the rank of all members of the corps. Cadets are expected to use proper salutations when dealing with all members of their corps.
TEACHING POINTS		
Teaching Points Block Lists the main points to be taught in the lesson. Lesson plans will include more detailed information on each point.		
CONCLUSION		
Conclusion Block Extra information included for the instructor. Tips, tricks, hints and notes are included here. No new information may be added at this point		
TESTING		
Testing Block Lists the tasks that must be performed before a cadet can request promotion.		

2. Developing and using Training Aids

Training aids are those tools that assist you with getting the topic you are teaching to the people you are teaching/instructing. There are many types of training aides that vary from the drill deck to an elaborate rope work display and more.

When thinking about the type of training aid you wish to use, you must consider the topic. Is it a hands-on subject or purely a visual subject?

You have to make sure of several things developing the training aid:

- Does this really assist with the topic or am I making a time filler?
- Is it easy to use by all?
- Can I duplicate it? (if it is an aid that is destroyed during instruction or given to the student to take home)
- Does it have to be fabricated or can it be purchased?
- Is it cost-effective?
- Does it make sense?

When using the training aid, you have to ensure that it is safe for all to use. This may be as simple as what type of line you are using or as complicated as the requirement for additional instructor assistants with safety equipment.

You must be able to have all the students see what is being done to the aid at the same time. Sometimes this requires using a camera and a television.

Section 4 – Branch, Division and National Structure (OTS 544)

References:

- a. Navy League Cadet Regulations
- b. Navy League By-Laws
- c. Navy League Administrative Orders

1. National Structure

The Navy League of Canada is made up of many different parts that are all very much interconnecting and yet separate.

“National” means the National Board of Directors and its components or members.

“National Board of Directors” refers to the governing body of the Navy League. It is composed of members elected to sit on the Board for a period of one year. In addition, those Division Presidents who are elected to represent their respective Divisions.

“National Office” means the head office of the Navy League of Canada.

2. Division Structure

"Division" refers to a territorial boy of the Navy League responsible for Branches and Corps within boundaries set by the National Board of Directors.

"Division Council" is the governing body of a Division as described in Paragraph 1 of Appendix A to the National By-laws.

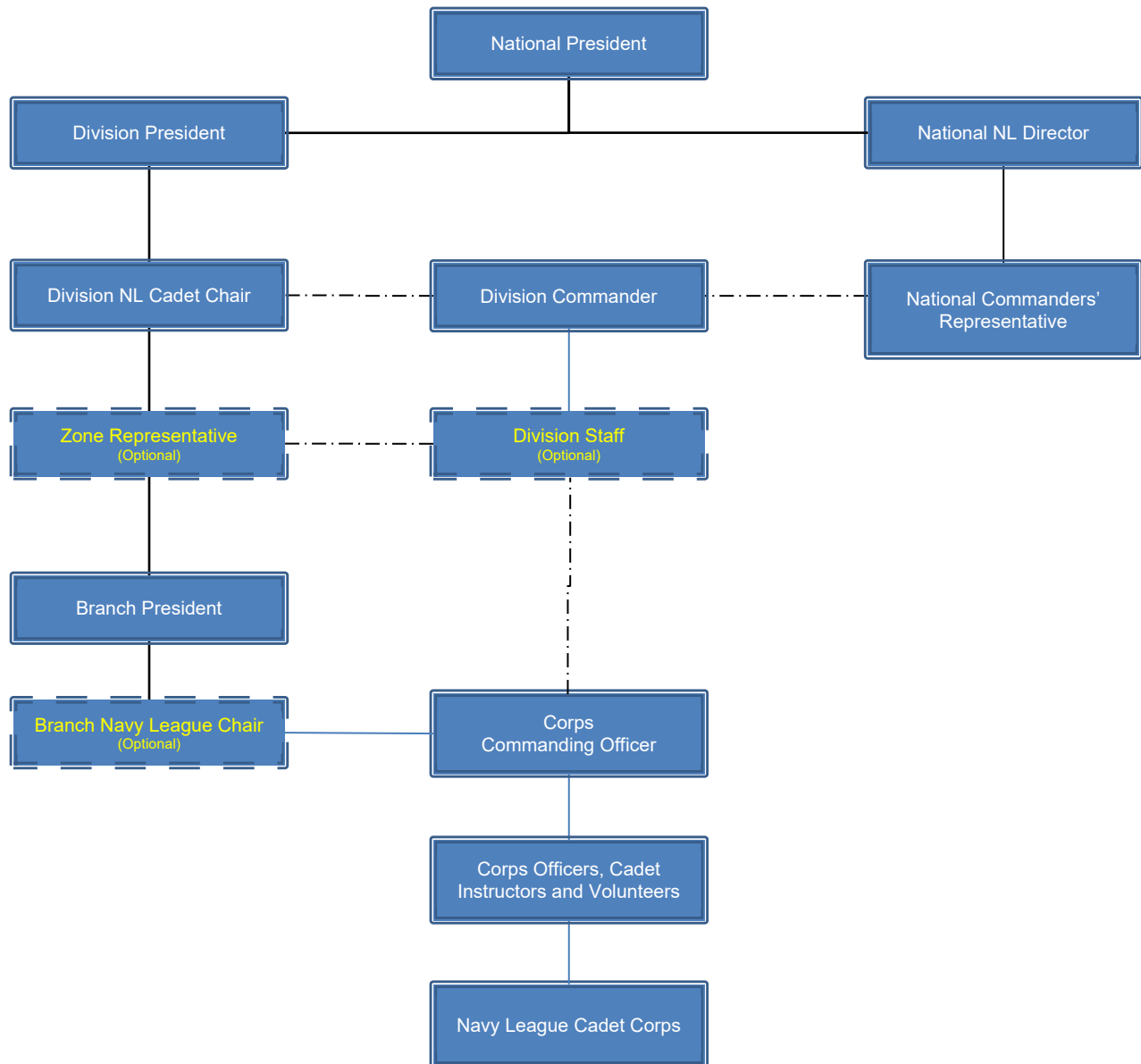
"Division Council member" means a Person who has been elected, appointed or designated to serve on a Division Council.

3. Branch Structure

"*Branch*" means the Members in a territorial sub-division of a Division operating within that Division, and duly authorized by that Division and the National Board of Directors.

"*Branch Council*" means the governing body of a Branch as per National By-law 6.4.

This chart was originally presented to you in the NL 520 Cadet Instructor Package.



Section 5 – Forms and Manuals (OTS 545)

For a clear copy of the following forms, download a copy from the Navy League Web Site

1. Navy League of Canada's Drivers Log

This form is used by volunteer drivers of cadets for events who are sometimes not parents/guardians of cadets. Red denotes filled in by Corps, Purple is first driver and Blue is second driver (if required).



The Navy League of Canada Drivers Log Page



Branch Name Navy League Branch	
Date 4 May 2022	Event Bottle Drive

INSTRUCTIONS

- Provide cadets and drivers with an emergency contact phone number. Drivers must be given a copy of this form.
- Drivers should supervise the cadets under their charge during transportation.
- The driver must make contact with the adult in charge of the location upon arrival to report the cadets have arrived.
- For fund-raising functions, Cadets should be instructed clearly on why they are fund-raising and can even be given introductory lines the cadets can use when communicating with the public.
- Have parent/volunteer/guardian show Driver's license. Ensure they have full directions to destination.

DRIVER INFORMATION

Driver's Name John Driver		Driver's Phone Number 250-555-1212	
Destination Various - as per sign up sheet			
Driver's License 151710941956	Make and Model of Vehicle Toyota Selica	License Plate xyz 123	Proof of Insurance Yes
I hereby certify that I am a licensed and insured driver entrusted with the care and control of the CADETS assigned to me. I understand the Navy League's policy states that cadets must at all times travel and work in pairs or groups.		Driver's Signature: <i>John Driver</i>	

Driver's Name Julian Driver		Driver's Phone Number 250-555-1213	
Destination Various - as per sign up sheet			
Driver's License 19875198733	Make and Model of Vehicle Toyota Selica	License Plate xyz 123	Proof of Insurance Yes
I hereby certify that I am a licensed and insured driver entrusted with the care and control of the CADETS assigned to me. I understand the Navy League's policy states that cadets must at all times travel and work in pairs or groups.		Driver's Signature: <i>Julian Driver</i>	

Cadet Name	Contact Number
AB Jones, JM	250-445-2105
LC Jones, CS	250-445-2105
CPO2 Driver, BW	250-555-1212

2. Navy League Award Application Form

The form is used to nominate a person (NL Cadet, Sea Cadet, Branch Member). Officers can nominate any of the three. The light yellow is filled in by the Corps/Branch, the orange is for Navy League, blue is for Sea Cadets and red is for Officers. Ensure that you have documentation that supports the nomination.



Navy League Award Application Form

Nominee Information			
Surname Anderson	First Name Julie Marie	Title/Rank CPO 1 A/SLT(NL)	
Address 123 Truckers Way	City Toronto	Prov ON	Code V9V 9V9
Phone 705-223-5187	E-Mail anderson_clan@home.ca		
Unit / Branch NLCC Kingsmill / Ottawa Branch	Division Ontario	Years of Service 4	
Is nominated for: (Check all that apply)			
Cadet Awards <input checked="" type="checkbox"/> Sea Cadet <input checked="" type="checkbox"/> Navy League Cadet <input type="checkbox"/> Cadet Award of Commendation <input type="checkbox"/> Cadet Medal of Excellence <input type="checkbox"/> Cadet Service Medal From: _____ To: _____ <input type="checkbox"/> Cadet Perfect Attendance – Career <input checked="" type="checkbox"/> Cadet Perfect Attendance – Year <input type="checkbox"/> Cadet Music Award (complete Annex A)		Officer / Member Awards <input type="checkbox"/> National President's Award <input type="checkbox"/> Life Membership <input type="checkbox"/> Distinguished Service Award <input checked="" type="checkbox"/> Meritorious Service Award <input type="checkbox"/> Certificate of Service <input type="checkbox"/> Long Service Medal <input type="checkbox"/> Honour Certificate <input type="checkbox"/> Award for Service <input type="checkbox"/> Testimonial	
Community Awards <input type="checkbox"/> Honourary Membership <input type="checkbox"/> Robert I. Hendy Award <input type="checkbox"/> J.J. Kinley Award <input checked="" type="checkbox"/> Award of Appreciation <input type="checkbox"/> Community Service Award <input type="checkbox"/> Growth Award ___ Gold ___ Silver ___ Bronze		Other (Please Specify) <input type="checkbox"/> _____	
Nominated by:			
Name Lt(NL) B Jamison	Signature Barry Jamison	Date 3 Feb 2022	
Please refer to Awards and Recognition Program or www.navyleague.ca for submission guidelines.			
Branch Approval – For Branch Use Only			
Surname Smith	First Name Mary	Position President	
Signature Mary A Smith	Date 4 Feb 2022	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Division Approval – For Division Use Only, as required			
Surname	First Name	Position	
Signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
National Approval – For National Office Use Only, as required			
Surname	First Name	Position	
Signature	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

3. Navy League Officer Personnel Transaction Form

This form is required for all Officer transactions. Only one transaction per form.

The red text indicates what must be completed by the Officer. The blue text is the E-mail which is optional. Green is the CO and Orange is the Division Commander and President.

NAVY LEAGUE OFFICER PERSONNEL TRANSACTION					
Personal Information					
Rank Mid (NL)	Last Name Jones	First Maria	Middle Anne		
Address 647 Jewel St		City Saanich	Province BC	Postal Code V0W 2M2	
Home Phone		Work Phone	Cellular (250) 555-1212		
I wish to apply for : (Check One)			E-mail mjones28@gmail.com		
<input type="checkbox"/> Enrollment <input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Promotion <input type="checkbox"/> Leave of absence: dates: _____ <input type="checkbox"/> Release : date _____			Do not complete this section if you are applying for your first appointment. Warrant Number 2019127 Name (if your name has changed) _____ Volunteer Screening Number 145534881 Expiry Date 27 Sep 2021		
Corps Number 100	Corps Name National		Division Vancouver Island		
Requested Rank Acting Sub-Lieutenant (NL)		Position N/A	Requested Effective Date: today		
I hereby agree to:					
(1) Serve loyally and to the best of my ability; (2) Abide by the Regulations and Policies of The Navy League of Canada; (3) Obey all Orders and Direction issued in respect of Navy League Cadets on behalf of The Navy League of Canada, and my superior Navy League Officers; (4) Diligently, strive to become proficient and knowledgeable in the subjects taught to Navy League Cadets, and the Regulations, Orders, Policies and Practices of The Navy League of Canada; and, (5) Safeguard and Protect the Cadets in my charge, and the good name of The Navy League of Canada.					
<i>Maria Anne Jones</i> (SIGNATURE)			today (DATE)		
We the undersigned recommend the above appointment and concur with the proposed effective date.					
Commanding Officer (print) Lt(NL) Eric Miller		Signature <i>Eric Miller</i>		Date today	
Branch President (print) Sherry Janson		Signature <i>Sherry Marie Janson</i>		Date today	
Divisions are required to verify that the applicant has completed the training required to fill this position.					
Division Commander (Print) Cdr(NL) Steven King		Signature <i>Steven King</i>		Date today	
Division President or Delegate (Print) Steven Weaver		Signature <i>Steven Weaver</i>		Date today	

SEND ORIGINAL COPY TO NATIONAL OFFICE
COMPLETE INSTRUCTIONS ON REVERSE

For National Office Use Only		
<input type="checkbox"/> Approved	Signature	Date
<input type="checkbox"/> Not Approved		
Warrant No.	Volunteer Screening No.	Other Info:

4. Navy League Officer / Volunteer Transfer Form

This form is required for all transfers between Divisions. The losing CO/Branch President and Division President must ensure this Officer is in good standing.

The yellow is for the transferring Officer, blue is the losing CO, red is the losing Branch President, and purple is the losing Division President. Green is the new Division Members.

The procedures as stated on page two of this form **MUST** be followed.



NAVY LEAGUE OFFICER / VOLUNTEER TRANSFER FORM



Personal Information				
Last Name	First	Middle		
Smith	James	Andrew		
Address	City	Province	Code Postal	
123 Belmont Rd	Victoria	BC	V9B 1H1	
Home Phone	Work Phone	Cellular		
250-555-1215		250-555-1217		
Rank	Warrant Number	Screening Number	Expiry Date	
SLt(NL)	3251654984	654968451313	11/Apr/2024	
Current Corps Number	Current Corps Name	Current Division		
127	NLCC Admiral RH Falls	Vancouver Island Division		

Transfer Information	
Please see instructions on page 2	
I wish to transfer :	
From : NLCC Admiral RH Falls	To : NLCC Moose Jaw
Uniforms supplied by New Branch : Yes <input type="checkbox"/> No <input type="checkbox"/>	Uniforms transferred to New Branch : Yes <input type="checkbox"/> No <input type="checkbox"/>
New Branch to reimburse cost of uniform : Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer to reimburse cost of uniform : Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration (To be completed upon transfer between corps and/or divisions)

I hereby declare:

1. I am in good standing within the Navy League of Canada;
2. I will complete an NL(302) and supply a new Police Check;
3. I will abide by the Regulations and Policies of the Navy League of Canada;
4. I will obey all Orders and Directions issued in respect of Navy League Cadets on behalf of The Navy League of Canada, and my superior Navy League Officers.

James Smith
(SIGNATURE)
27/May/2022
(DATE)

We recommend the above transaction with an effective date as indicated below.			
Current Commanding Officer (Name)	Lt(NL) Shandowing	Signature	Lt(NL) E Shandowing
Current Branch President (Name)	Mary Fincher	Signature	Mary Fincher
Current Division President (Name)	Peter Beacher	Signature	Peter Beacher
New Commanding Officer (Name)	Lt(NL) Breman	Signature	Lt(NL) E Breman
New Branch President (Name)	Elizabeth Wilby	Signature	Elizabeth Wilby
New Division President (Name)	Donald Yates	Signature	Donald Yates
			Effective Date
			8/Jun/2022

Distribution: Current Corps – Current Branch – Current Division
 New Corps – New Branch – New Division
 National Office

5. Navy League Administrative Orders

The purpose of this publication is to provide guidance to the National Board Of Directors, Divisions, Branches, Officers, and members of the Navy League as to the conduct of business within the organization. Its aim is to improve administrative efficiency and ease of operation. Nothing in these orders is to be construed as superseding or over-riding the By-Laws of The Navy League of Canada or any orders and instructions issued by DND.

6. Navy League Cadet Corps Relationship Guide

This document describes only the working relationship between the Branch President and the Navy League Cadet Corps (NLCC) Commanding Officer. Both individuals have many responsibilities within their own sphere of experience and area of concern that are articulated in the Navy League of Canada Regulations and Bylaws

7. Navy League Cadet Officers Terms of Reference

This order, Terms of Reference, is issued to provide members with the policy and instructions for Officer Terms of Reference.

To ensure uniformity all officers should read and follow these orders

8. Navy League Cadet Range Safety Officer Instructions

This publication is intended to standardize the training for the Navy League Cadets within The Navy League of Canada and assist newly formed corps with the optional training of marksmanship.

The object of the Air Pellet Rifle shooting program is to provide an optional subject to the Navy League Cadet Training Program Standards and help develop self-control, self-discipline and self-confidence in young people.

9. NL Cadet Training Standards

This publication is intended to standardize the training for the Navy League Cadets. The lesson plans are online and accessible through the Resources Page.

10. Navy League Officer Training Standards

This publication is intended to standardize the training for the Officers and Cadet Instructors of the Navy League of Canada.