



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

BRANCH PRESIDENT CHEAT SHEET (Revised August 2015)

Good day everyone:

Working on the executive over the last nine years I have come to realize that we keep going over the same issues time and again. New people come into our organization and agree to become Branch Presidents or Executives. More often than not they get very little training and no proper turn over as the previous Branch Executive heads for the door. To that end I am providing this simple guide (which has been updated for us by Richard Summers) to show you where to find answers to many of the questions that will come up as you tackle your new role in the Navy League.

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 24 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 ALL 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. Vancouver Island Division has its own web page www.vidcadets.ca which also has links to most of the publications found on the national website. It is an excellent place to get key information, publications and forms for running a Branch or Corps.
4. [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.

5. [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.
6. **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:
 - a. **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. 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.
 - b. **Resource Management.** As Branch President you are responsible for stewardship of all resources owned or used by the Branch. 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. Day-to-day management of finances will be 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
 - c. **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 your Branch activities.
 - Accidental Death & Dismemberment Insurance automatically covers your cadets and adult volunteers (Sea Cadet Officers are covered by DND); 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 already is paying for Liability, Death & Dismemberment, and Directors & Officers coverage through Branch Assessments. Premiums for Property and Master Vessel Insurance to cover your buildings and boats are very reasonable and probably

cheaper than your Branch can get elsewhere. The Navy League policies should meet most Branch insurance needs.

7. [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

NAVY LEAGUE CADET PROGRAM – INFORMATION & RESOURCES

8. [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).
9. [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.
10. General information on Navy League Cadets is at www.navyleague.ca/en/youth/navy-league-cadets.
11. Each Branch should have a **Navy League Cadet Chairperson** 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 (at time of writing this was not linked to the Navy League Cadet page) and helps ensure that eligible cadets receive awards.
12. **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 Vice President Navy League. 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 are VID's most experienced officers so they 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.
13. **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.

14. **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

15. **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.
16. **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.
17. General information on Sea Cadets is at www.navyleague.ca/en/youth/sea-cadets.
18. Each branch should have a **Sea Cadet Chairperson** 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.
 - At each Sea Cadet Annual Ceremonial Review fills out a Vancouver Island Division ACR Marking Sheet which is available on the Forms page of the VID website www.vidcadets.ca.
 - Is familiar with the Duke of Edinburgh Award program (www.dukeofed.org/bc), which is sponsored by Vancouver Island Division for Sea Cadets, and who is either the facilitator for the program or ensures that the facilitator has all the information she or he needs.
19. **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

20. 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.

21. **Regional Cadet Support Unit (Pacific)**, or RCSU(P), located in Victoria at Canadian Forces Base Esquimalt, manages all sea, army and air cadet units in BC. Commander Andy Muir, the CO, is your Sea Cadet Corps CO's boss. RCSU(P) is where your Sea Cadet officers go for support.
22. As Branch President, your primary RCSU(P) contact is Major Brent Deck, Operations and Training Officer, who can be reached at Brent.Deck@forces.gc.ca or 250-363-0814. Captain Cheryl Major, Public Affairs Officer, who can be reached at Cheryl.Major@forces.gc.ca or 250-363-7302, should be contacted with anything newsworthy related to your Sea Cadet corps.
23. 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. The Pacific folder on the Repository page contains forms, organization charts and other material specific to RCSU(P) to BC . There is a search function if you are looking for something specific.

CAF FINANCIAL SUPPORT – LOCAL SUPPORT ALLOCATION

24. In accordance with the MOU between DND and the Navy League (see para. 15 above), 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.)
25. 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.

26. Non-Eligible Expenditures:

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

27. 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).

28. 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/Pacific/CF Forms folder. The CF 52 must be accompanied by receipts for all expenditures and must be endorsed by the Branch.

29. 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.

Final Comments

I hope this cheat sheet is a useful guide as you undertake your duties as Branch President. If you cannot find answers to your questions or just need help, feel free to contact your Division Executive as we are here to help.

Pete Betcher

President

Vancouver Island Division

Navy League of Canada