

2 VandenBos Whitby
Royal Canadian Air Cadet Squadron

Squadron Standing Orders



To Learn - To Serve – To Advance

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INTRODUCTION

References:

- a. Cadet Administrative and Training Orders – CATOs
 - b. Central Region Cadet Orders – CRCOs
 - c. Canadian Forces Manual of Drill and Ceremonial – CFP 201
 - d. Air Cadet Dress Instructions – CATO 55-04, Annex A
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1. Squadron Standing Orders are issued under the authority of the Commanding Officer. These Standing Orders outline the established policies and procedures as carried out by the Squadron and are to be adhered to by all cadets, Civilian Volunteers, Civilian Instructors and CIC Officers.
 2. Members of the Squadron Sponsoring Committee are highly encouraged to familiarize themselves with this document.
 3. The Standing Orders are to be reviewed by all members of the Squadron prior to 30 September of each Training Year.
 4. All cadets, civilian staff and CIC Officers will sign the Standing Orders annually, indicating they have read and will comply with all articles contained within these subject orders.
 5. All cadets, civilian staff and CIC Officers who perceive a need to amend the Squadron Standing Orders may make application to the Commanding Officer, in writing to amend the order(s) in question. At the discretion of the Commanding Officer, the Standing Orders will be amended and re-published accordingly.
 6. The Standing Orders shall be review annually and on change of command by the incoming Commanding Officer. Amendments based on these reviews will be issued at the discretion of the Commanding Officer.

//L.H. (Lindsay) Cadenhead//

L.H. (Lindsay) Cadenhead
Captain
Officer Commanding
2 Whitby VandenBos RC(Air)CS

PART 1 TERMS OF REFERENCE – OFFICERS

1.1 Commanding Officer (CO)

The Commanding Officer shall carry out all duties as outlined in CATO 11-36. He/She is responsible to the Region Cadet Officer (RCO), through the Detachment Commander (Det Comd), for all cadet matters, training and administration of: Cadet Instructors Cadre (CIC) Officers, civilian instructors and cadets serving with the Squadron.

1.2 Deputy Commanding Officer (DCO)

The Deputy Commanding Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

He/She shall:

- a. Assist the Commanding Officer with carrying out his/her duties;
- b. Carrying out all duties of the Commanding Officer in his/her absence;
- c. Carrying out the duties of the Standards Officer in his/her absence;
- d. Carry out all other duties assigned by the Commanding Officer; and
- e. Work with the Orderly Officer to ensure that Regular Training is conducted in accordance with the applicable Weekly Routine Order

1.3 Training Officer (Trg O)

The Training Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

He/She shall:

- a. Develop a training program in accordance with established cadet training directives as found in the CATOs;
- b. Prepare and maintain the annual training charts, DND 1964s (or FORTRESS equivalent), Individual Training Records, training files and other associated records;
- c. Plan the yearly training schedule and assign qualified instructors to individual classes;
- d. Assist and supervise instructors and senior cadets in preparation and presentation of their classes;
- e. Arrange to obtain guest speakers and other voluntary instructors to supplement squadron staff;
- f. Coordinate and advise the Commanding Officer on the Squadron's special training projects, exercises and citizenship tours;

- g. Select and submit requests for training aids, office supplies and materials to carry out the objectives of the training program;
- h. Ensure the Squadron is in possession of all required training material and reference manuals;
- i. Organize squadron drill, ceremonial parades and inspections;
- j. Ensure the training program is completed;
- k. Coordinate input from Level Officers for recommendations and comments to be included on summer training applications;
- l. Recommend individual cadets for promotion and summer training positions; and
- m. Carry out all other duties as assigned by the Commanding Officer.

1.4 Standards Officer (Stds O)

The Standards Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

He/She shall:

- a. Monitor the dress and deportment of all members of the squadron to ensure compliance published policies and procedures;
- b. Ensure the conduct of drill by Squadron cadets and staff is in accordance with CFP 201;
- c. Monitor that the conduct of staff and cadets in supervisory roles conduct themselves in an appropriate manner;
- d. Ensure that any Remediation Procedures carried out to correct inappropriate behaviour and deviations from dress, deportment and training standards are done correctly and properly documented outlined in these Orders; and
- e. Carry out all other duties as assigned by the Commanding Officer.

1.5 Administration Officer (Adm O)

The Administration Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

He/She shall carry out all duties as contained in CATO 11-36 (when published) and shall:

- a. Update and maintain current, electronic and paper copy personnel files for all cadet, civilian staff, and CIC Officers;
- b. Update FORTRESS with attendance and activity records weekly;
- c. Create and maintain copies of all RSS submissions to Detachment;
- d. Register and file all incoming and outgoing mail;

- e. Maintain a staff attendance log for regular parade nights and any other squadron activities requiring paid staff supervision;
- f. Confirm that all paid staff members complete the monthly pay sheets on a weekly basis;
- g. At the end of the each month, submit all the necessary documents regarding pay to the Commanding Officer for his/her signature;
- h. Complete all applications, memoranda and letters as assigned by the Commanding Officer;
- i. Maintain the Squadron Key Register, distribute keys as directed by the Commanding Officer and ensure departing staff assigned keys return them; and
- j. Carry out all other duties as assigned by the Commanding Officer.

1.6 Supply Officer (Sup O)

The Supply Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

He/She will carry out all duties as contained in CATO 11-36, (when published) and shall:

- a. Ensure that all cadets who have completed their enrollment and have demonstrated an interest in remaining with the Squadron are issued uniforms;
- b. Update FORTRESS with each cadet's uniform data;
- c. Prepare all the necessary documents to acquire equipment and uniforms for the Commanding Officer's signature;
- d. Monitor Squadron supply stock of uniforms and accoutrements to ensure adequate supply to deal with regular uniform upkeep and replacement to prevent unexpected shortages;
- e. Maintain an updated record of all public property on the Squadron Distribution Account and all uniform parts belonging to the Squadron (issued and non-issued);
- f. Maintain custody of material obtained on a temporary basis, for the use of the Squadron during events, parades, camps, etc.;
- g. Inform the Commanding Officer immediately of any lost, stolen or damaged public property or uniforms; and
- h. Carry out all other assigned duties assigned to him/her by the Commanding Officer.

1.7 Orderly Officer

The Orderly Officer is responsible for the safe conduct and supervision of the cadets during regular parade nights. Orderly Officer duties will be assigned on a weekly rotational basis and will include all uniformed officers and civilian staff holding slate (paid) positions. The Commanding Officer will be excluded from this rotation and the Deputy Commanding Officer will only be assigned this role due if no other staff is available.

The Orderly Officer shall:

- a. Ensure that Weekly Standing Orders are printed and published;
- b. Ensure that Parade Night timings are adhered to by:
 - i. Opening and Closing Parades are conducted on time;
 - ii. Five (5) minute warning to Instructors; and
 - iii. Canteen is set up and ready for break
- c. Ensure all officers and cadets are on parade unless unable due to work commitment or illness;
- d. Ensure the nightly attendance is collected and handed to the Adm O;
- e. Collect call logs from flight staff;
- f. Ensure that any absent cadets who had not advised their Team Commander are called to determine why and if they are AWOL;
- g. Review the nightly attendance to determine if any cadets are AWOL more than twice or at risk of being SOS due to extended absence;
- h. Report to the DCO any AWOL Cadets or Flight Staff not submitting a call log;
- i. Ensure that guests and visitors are properly directed and that they sign in and out if required;
- j. Ensure all Squadron regulations and policies are adhered to;
- k. Ensure all training areas are properly cleaned up and secured at the end of the night (all areas to be left in as good or better condition than they were found);
- l. Ensure that all cadets leave the premises at the end of the night;
- m. Bring to the attention of the CO/DCO any incidents requiring their attention; and
- n. Carry out any other duties assigned by the CO/DCO.

1.8 Training Level Officer

The Training Level Officers shall be responsible to the Training Officer for carrying out all assigned duties. There will be one staff member appointed each training year by the Training Officer to be a Level Officer.

He/She shall carry out the following duties:

- a. Assist and supervise senior cadets in the preparation and presentation of their classes;
- b. Assist the Training Officer with the Squadron's special training projects, exercises and citizenship tours;
- c. Submit to the Training Officer any requests for training aids, office supplies and materials to carry out the training program;
- d. Recommend individuals to the Training Officer for promotion and summer training positions;
- e. When required prepare comments that accurately reflect individual cadet attendance, attitude and aptitude for the CO to provide recommendations for promotion, summer training and assigning selection priority;
- f. Ensure that if the Level Officer is absent a replacement officer is arranged; and
- g. Carry out all other duties assigned by the Training Officer

In addition, the following weekly duties must be carried out by all Level Officers:

- a. Briefly examine lesson plans of instructors for upcoming lessons (all lesson plans to be reviewed a minimum of two (2) weeks prior to the scheduled class);
- b. Ensure that all instructors have schedules and lesson plans a minimum three (3) weeks prior to scheduled class;
- c. Ensure there is adequate monitoring and evaluation of their level's instructors and quality of instruction;
- d. Report deficiencies of instruction and preparation to the Standards Officer for remediation;
- e. Ensure the proper grading of cadet mutuals and tests; and
- f. Record marks for cadets in their training level and provide to the Training Officer for recording.

1.9 Band Officer (Band O)

The Band Officer will be responsible to the Commanding Officer for carrying out all assigned duties.

He/She shall:

- a. Develop and maintain the band training program in accordance with established cadet band training directives;
- b. Ensure all band training parades and activities are properly supervised;
- c. Maintain records showing attendance and provide that information to the AdminO and Snowbird Points Coordinator for recording;
- d. Maintain records showing the training progress of each band cadet;
- e. Assist and supervise the Drum Major and Senior Band Cadets as required in the preparation and presentation of their lessons;
- f. Advise the Commanding Officer on exercises and citizenship tours as well as coordinating special band training projects;
- g. Ensure the squadron is in possession of all required band material and reference manuals;
- h. Ensure the ongoing individual training and development of all band instructional staff;
- i. Ensure an adequate system of monitoring or tests to verify the efficiency of training and the individual cadet's progress and document that progress;
- j. Organize any band competitions, concerts and ceremonial parades;
- k. Annually, not later than 30 April, submit to the Commanding Officer a proposed budget for band equipment maintenance, upkeep and instrument replacement if required;
- l. Ensure the band is prepared to participate in the regional band competition and do a demonstration at the Squadron Annual Review; and
- m. Carry out all other duties assigned by the Commanding Officer

1.10 Music Directors

Music Directors will be employed to provide specialist knowledge and experience to the Band Officer. Music Directors, as members of the Band Staff, will function under the following terms:

- a. Music Directors will be responsible to the Band Officer;
- b. The Band Officer will delegate responsibility and authority to Music Directors as required for the purpose of music training;
- c. The Band Officer is responsible to ensure the Music Directors have the necessary resources to obtain music, maintain instruments and any other needs to conduct music training;

- d. Music Directors will recommend to the Band Officer instrument assignments for new members of the band and provide input on requests to change instruments;
- e. Band members are expected to be committed to the band. If a cadet has an attendance or discipline issue, that matter is to be referred to the Drum Major or Band Officer for follow up;
- f. Music Directors are responsible for taking attendance where they are the primary band supervisor and submit that record to the Band Officer;
- g. In the case of a disagreement between the Band Officer and Music Director, effort should be made at that level to resolve the dispute. If unable the Commanding Officer shall be consulted for a final decision; and
- h. Music Directors are encourage to participate in monthly staff meetings

1.11 Drill Team Officer

The Drill Team Officer shall be responsible to the Commanding Officer for carrying out assigned duties.

He/She shall:

- a. Develop and maintain the drill team training program in accordance with established cadet training directives;
- b. Ensure all drill team training parades and activities are properly supervised;
- c. Maintain records showing cadet attendance and provide that information to the AdminO and Snowbird Points Coordinator for recording;
- d. Assist and supervise the Drill Team Commander and Senior Drill Team Cadets as required in the preparation and presentation of their lessons; and
- e. Ensure that the drill team is prepared to participate in the regional drill competition and provide a demonstration at the Squadron Annual Review; and
- f. Carry out all other duties assigned by the Commanding Officer

1.12 Rifle Team Officer

The Rifle Team Officer shall be responsible to the Commanding Officer for carrying out assigned duties.

He/She shall:

- a. Act as the Squadron Range Safety Officer and maintain that qualification;
- b. Develop and maintain the rifle team training program in accordance with established cadet training, safety and security directives;
- c. Ensure all rifle team training parades and activities are properly supervised;
- d. Ensure access to squadron weapons and ammunition is limited to staff and cadets participating in the shooting program only;

- e. Maintain the squadron weapons in good repair and advise the Supply Officer of any weapon requiring servicing;
- f. Maintain records showing cadet attendance and provide the information to the AdminO and Snowbird Points Coordinator;
- g. Assist and supervise the Rifle Team Commander as required in the preparation and presentation of their lessons and selection of the squadron competitive rifle team; and
- h. Ensure that the rifle team is prepared to participate in the regional marksmanship competition drill competition; and
- i. Carry out all other duties assigned by the Commanding Officer.

1.13 Sports Officer

The Sports Officer shall be responsible to the Commanding Officer for carrying out assigned duties.

He/ She shall:

- a. In consultation with Senior Cadets, develop and maintain a sports program that is conducted in accordance with established cadet training directives;
- b. Ensure that sports nights and any competitions the squadron participates in are properly supervised;
- c. Maintain an inventory of squadron owned sports equipment and monitor its repair. If equipment needs to be replaced advise the Commanding Officer and provide an estimate of replacement costs;
- d. Maintain records showing cadet attendance and provide that information to the AdminO and Snowbird Points Coordinator; and
- e. Carry out all other duties assigned by the Commanding Officer.

1.14 Chief Flight Instructor

The Chief Flight Instructor shall be responsible to the Commanding Officer through the Training Officer in the effective development and execution of the Flying Scholarship Program as defined by CATO 54-20, 54-27 and CRCOs pertaining to the Flying Scholarship Program.

The Chief Flight Instructor shall:

- a. Develop a Flying Scholarship ground school program;
- b. Execute the ground school program from October 01 to December 20 each year in preparation for the January Qualifying Examination;
- c. Provide training aids as necessary to ensure that an understanding of the program material is achieved by the cadets;
- d. Tutor and assist those cadets requiring additional/remedial training;

- e. Develop and administer tests/exams prior to completion of the course to determine suitable applicants to challenge the Qualifying Examination;
- f. Maintain a class attendance record to be submitted to the Training Officer at the completion of the course;
- g. Maintain a student record of marks achieved during the course for review by the Commanding Officer and Training Officer;
- h. Organize and ensure adequate supervision for Flying Scholarship candidates to travel to and challenge the qualifying examination;
- i. Assist graduates of Power Pilot and Glider Pilot Scholarship in organizing cadet participation at the fall and spring gliding dates;
- j. Ensure adequate supervision is arranged and provided at the gliding centre during Squadron gliding days;
- k. Record all cadets who flew and provide that information to the AdminO for update to the cadet file in FORTRESS;
- l. Develop and organize power familiarization flying days in accordance with applicable Regional Detachment and Central Region Gliding School policies and procedures to supplement gliding familiarization;
- m. Maintain records showing cadet attendance and provide that information to the AdminO and Snowbird Points Coordinator;
- n. Ensure adequate supervision during power familiarization days and record cadets who participate; and
- o. As required, assist the Training Officer with the weekly aviation related training; and
- p. Carry out all other duties assigned by the Training Officer.

1.15 Public Speaking / Debate Team Supervisor

The Public Speaking / Debate Team Supervisor shall be responsible to the Commanding Officer for promoting participation in the annual Public Speaking and Debate Team Competition.

He/she shall:

- a. Ensure that participation in the public speaking contest is effectively promoted within the ranks of the squadron;
- b. The Squadron competition occurs in mid February on a regular Thursday parade night. Participating cadets should be assisted in preparation and practice of their speeches from the fall through the end of January;
- c. Liaise with the local Toastmasters Club early to firm up the date, arrange for judges and coordinate potential workshops for participating cadets;
- d. Provide any requirements beyond tables and chairs to the Commanding Officer for submission to the Squadron Sponsoring Committee;
- e. Act as the Emcee for the Squadron Competition;

- f. Concurrently with preparation for the Public Speaking Contest, assist the Senior Cadet in charge of the Debate Team in identifying potential members for the competition in May;
- g. Debate practice and subject matter expert assistance shall be organized and scheduled;
- h. Ensure adequate supervision and transportation for cadet participants in the Zone Public Speaking Competition and the Regional Debate Competition;
- i. Assist the Summer Camp Coordinator in organizing Mock Interviews for National Training applicants in late January of each training year; and
- j. Maintain records showing cadet attendance and provide that information to the AdminO and Snowbird Points Coordinator.

1.16 Summer Training Coordinator

The Summer Training Coordinator is responsible to the Commanding Officer for the distribution and completion of Summer Training Applications for both National and Regional Cadet Summer Training opportunities.

He/She shall:

- a. Distribute Summer Training information packages and applications to all cadets not later than October 31 of each training year;
- b. Update FORTRESS with current application data;
- c. Organize and facilitate the return of completed applications for Regional Summer training not later than November 30 of each training year;
- d. With the support of other Squadron staff, review applications for completeness, accuracy and that the cadet has applied for course(s) for which they can meet all the necessary prerequisites;
- e. With input from Squadron Staff create the priority list, as provided by detachment, for Summer Training placements;
- f. Submit regional camp applications to detachment not later than mid January of each training year;
- g. Advise the Supply Officer of number of potential Summer Training participants for the purpose of obtaining camp uniforms;
- h. For national training, provide applicants with the information booklet outlining national course requirements supplied by the Ontario Provincial Committee;
- i. In consultation with Level Officers, the Training Officer and other Squadron Staff as required, make recommendations to the Commanding Officer regarding specific individual applications for national training (i.e. merit assessment)
- j. Compile completed applications not later than January 01 of the training year for review and CO signature;
- k. Submit National Training Applications not later than the deadline specified by the Ontario Provincial Committee;
- l. With the assistance of the Public Speaking / Debate Team Supervisor, organize mock interviews for National Training applicants;

- m. For Cadet Staff applications act as the submission point for receipt of staff applications;
- n. Review for Cadet Staff applications for completeness, attach recommendations and submit to CO for recommendation entry and signature;
- o. Forward Cadet Staff applications as received to the Regional Cadet Support Unit
- p. When Summer Training load lists are generated, review for accuracy and confirm Squadron Priority List is maintained;
- q. Advise cadets accepted to Summer training as soon as position is confirmed;
- r. Conduct a Parent / Cadet Briefing in June to provide information and answer any questions parents / cadets may have;
- s. When transportation orders are received advise affected parents of departure / pick up times and locations;
- t. With the participation of Squadron Staff organize squadron representation at all departure locations where several squadron cadets are departing at the same time; and
- u. Prior to the commencement of the new training year, review FORTRESS to determine if camp participation has been recorded in the cadet file, if not update accordingly.

1.17 Public Relations / Photographer

The Public Relations / Photographer is responsible to the Commanding Officer for raising the squadron's media visibility for the purpose of recruiting and local community awareness.

He/She shall:

- a. Contact local media for the purpose of publicizing recruiting drives in August and December for intakes in September and January;
- b. Contacting local media when the squadron is participating / serving in community events;
- c. Record Squadron events with still and video images for publishing on the Squadron Web Site and historical records;
- d. In the case of an event where the Squadron, the staff or a cadet comes under media scrutiny, assist the Commanding Officer in responding to media inquiries; and
- e. Carry out any other duties as directed by the Commanding Officer as they relate to media awareness or public relations

1.18 Events Coordinator

The Events Coordinator is responsible to the Commanding Officer in ensuring that each event the Squadron participates in, outside of normal Parade nights and prescribed training, is assigned to an Activity Coordinator and a Senior Cadet in charge of the Activity.

He/She shall:

- a. Ensure that every Squadron Activity has identified an Activity Coordinator and a Senior Cadet to run the activity;
- b. Ensure that each activity has a contact on the Squadron Sponsoring Committee to request resources, including financial, not provided by DND;
- c. Ensure that each Activity Coordinator knows they are in charge of a specific event not less than eight (8) weeks in advance to ensure adequate lead time for logistic and support requirements;
- d. Ensure that the necessary DND documentation requirements are submitted on time and in place i.e. RSS / ASR and the AdminO has a copy on file;
- e. Ensure that each Activity Coordinator has an assessment sheet to evaluate the Senior Cadet running the activity for feedback to the Commanding Officer and the cadet in charge;
- f. In the event of a short notice activity request, assist the Commanding Officer and Sponsoring Committee Chair in determining if the request can be accommodated and assigning personnel in charge;
- g. After each activity, collect the after action report from the Activity Coordinator; and
- h. Carry out any other duties as directed by the Commanding Officer.

1.19 Snowbird Points and Awards Coordinator

The Snowbird Points and Awards Coordinator is responsible to the Commanding Officer for recording Snowbird Points, coordinating the identification of Squadron Award Recipients and documenting the Cadet Assessment sheets for activity management.

He/She shall:

- a. As directed by the Commanding Officer, record Snowbird Points based on weekly attendance and activity participation;
- b. Maintain an up to date list of cadet's Snowbird Points and provide a summary sheet to be displayed each Thursday;

- c. Manage the distribution of prizes resulting from Tag Day and Lottery Ticket Sales;
- d. Collect Cadet Activity Assessment sheets from Activity Coordinators to document cadet performance in terms of leadership and organization;
- e. Coordinate with the AdminO to ensure all activity records are updated in FORTRESS;
- f. Provide promotion boards with information on individual cadet performance to assist in the assessment of cadets for merit based promotions i.e. FSgt, WO2 and WO1
- g. In February of each training year confirm with the Commanding Officer the number of awards to be given and when they will be presented;
- h. In April advise individuals responsible for each award to have a nomination not later than May 01;
- i. Prepare the list of proposed nominations not later than May 07 to be submitted to the Commanding Officer and Squadron staff to review and confirm the recipients; and
- j. Confirm correct recipient name spelling and rank for delivery to Sponsoring Committee staff for plaque engraving.

1.20 Activity Coordinator

Every Activity that the Squadron participates in regardless of DND support will have assigned an Activity Coordinator who is accountable to the Commanding Officer for the safe and successful execution of each activity. The Coordinator may be a CIC Officer, a Civilian Instructor or a Civilian Volunteer.

For each event, in accordance with DND Policy and Procedures, there will be a paid CIC Officer or Civilian Instructor providing cadet supervision. The individual is there for the purpose of administrative requirements and is responsible to assist and support the Activity Coordinator during the course of the event.

The Activity Coordinator shall:

- a. Ensure that all the necessary resources, financial or otherwise, are in place not less than eight (8) weeks prior to the activity date;
- b. Ensure that the Senior Cadet in charge is aware of their expectations and role during the course of the activity. It is expected that Cadet Staff will “manage” the activity and the role of the coordinator is to act as a mentor and resource person to ensure all the requirements to execute the task are in place;
- c. Ensure that the necessary DND documentation is prepared and submitted to the Admin O for onward transmittal to detachment.
- d. Ensure that Detachment Approval for the Activity has been obtained and is on hand during the course of the event;

- e. Ensure that adequate supervision is in place in accordance with CATO 13-12, paying special attention to male/female ratios;
- f. Ensure that attendance is recorded for all participants and any cadets or staff who committed to attend but are absent are accounted for and recorded as absent for follow up after the event;
- g. Submit the attendance record to the Snowbird Points coordinator for input not later than seven (7) days after the event;
- h. Complete the Cadet Assessment form for submission to Commanding Officer or Deputy Commanding Officer for review;
- i. After the activity is completed prepare an After Action Report for submission to the Commanding Officer highlighting what went well, challenges and what could have been done differently; and
- j. Provide the Cadet in charge feedback on their performance focusing on what they did well and not more than three (3) areas with suggestions for improvement.

PART 2 – TERMS OF REFERENCE – CADETS

2.1 Squadron Warrant Officer (SWO)

The Squadron Warrant Officer shall be responsible to the Commanding Officer for carrying out all assigned duties. The Deputy Commanding Officer will be his/her principal contact through the chain of command.

He/She shall carry out the following duties:

- a. Assist in the implementation of the Squadron Training Program;
- b. Enforce all rules and policies outlined in these Standing Orders;
- c. Ensure all cadets of the Squadron maintain a high standard of dress and deportment;
- d. Bring forth concerns and suggestions of fellow cadets to appropriate staff members;
- e. Keep all cadets of the Squadron informed of all events through appropriate Flight Commanders;
- f. Maintain a high standard of drill at all times; and
- g. Carry out all other duties assigned to him/her by the Commanding Officer or the Deputy Commanding Officer.

2.2 Deputy Squadron Warrant Officer (DepSWO)

The Deputy Squadron Warrant Officer shall be responsible to the Squadron Warrant Officer for carrying out all assigned duties.

He/She shall carry out the following duties:

- a. Assist the Squadron Warrant Officer with carrying out his/her duties;
- b. Carry out all duties of the Squadron Warrant Officer in his/her absence;
- c. Make recommendations for promotions and awards and submit substantiation to the Squadron Warrant Officer; and
- d. Carry out all other assigned duties assigned by the Squadron Warrant Officer.

2.3 Training Warrant Officer (TrgO)

The Training Warrant Officer shall be responsible to the Squadron Warrant Officer for carrying out all assigned duties.

He/She shall carry out the following duties:

- a. Actively work with the Training Officer and Training Level Officers to ensure effective operation of the Training Program;
- b. Be in possession of a copy of the Squadron Training Schedule at all times and ensure that is adhered to by all instructors;
- c. Ensure that the important information related to training is posted to the squadron bulletin board weekly;
- d. Be a liaison between the Training Officer/Training Level Officers and all cadet instructors;
- e. Conduct formal and informal evaluations of instructors' instructional ability as requested by the Training Officer;
- f. Mentor cadet instructors by assisting them to develop their abilities;
- g. Inform the Training Officer of any problems or concerns with the conduct of the training program;
- h. Make recommendations for promotions and awards and submit substantiation to the Squadron Warrant Officer; and
- i. Carry out all other duties as assigned by the Squadron Warrant Officer.

2.4 Administration/Supply Warrant Officer (Adm/Sup WO)

The Administration/Supply Warrant Officer shall be responsible to Squadron Warrant Officer for carrying out all assigned duties.

He/She shall carry out the following duties:

- a. Actively work with the both the Administration and Supply Officers to ensure effective operation of both cells;
- b. Take attendance during the weekly training nights and all training activities;
- c. Telephone cadets who are absent from regular training or other activities to seek an explanation;
- d. Ensure that all attendance records reach the Administration Officer;
- e. Keep an up to date record of squadron attendance;
- f. Inform the Administration Officer of unacceptable attendance patterns as they pertain to individual cadets;
- g. Refer cadets in need of uniform parts to the Supply Officer;
- h. Create lists of cadets and their supply needs as necessary and forward these to the Supply Officer;
- i. Make recommendations for promotions and awards and submit substantiation to the Squadron Warrant Officer; and
- j. Carry out all other duties assigned by the Squadron Warrant Officer.

2.5 Flight Commander (Flt Comd)

The Flight Commander shall be responsible to the Squadron Warrant Officer, through the Deputy Squadron Warrant Officer, for carrying out all assigned duties.

He/She shall:

- a. Ensure cadets within their flight are informed of all activities and any changes to previously announced activities;
- b. Ensure that Team Commanders are completing their weekly call logs and submitting them to the Orderly Officer on a weekly basis;
- c. Ensure cadets with their flight are in proper dress and are well turned out for training nights;
- d. Notify superiors of absent cadets and the associated explanations;
- e. Inspect their flight on a weekly basis to ensure a high level of dress and deportment is being met;
- f. Supervise all cadets in their flight;
- g. Handle minor disciplinary problems in their flight;
- h. Make recommendations to the Training Warrant Officer for cadet awards; and
- i. Carry out all other duties as assigned by the Deputy Squadron Warrant Officer.

2.6 Team Commander (T Comd)

The Team Commander shall be responsible to the Flight Commander for carrying out all assigned duties.

He/She shall:

- a. Ensure cadets within their team are informed of all activities and any changes to previously announced activities;
- b. Maintain and submit a weekly call log to the Orderly Officer;
- c. Ensure cadets with their team are in proper dress and are well turned out for training nights;
- d. Be able to provide information on why cadets from their team are absent;
- e. Be a direct liaison for the cadets to the Flight Commander;
- f. When appointed, carry out all the duties of the Flight Commander in their absence; and
- g. Carry out all other duties as assigned by the Flight Commander.

2.7 Orderly NCOs

2.7.1 Orderly Sergeant

The Orderly Sergeant is responsible to the Orderly Officer for carrying out all assigned duties. Orderly Sergeant assignments will be on a rotational basis and all Sergeants are required to perform this task when scheduled. Flight Corporals who demonstrate potential may be assigned this position as a developmental opportunity.

He/She shall:

- a. Supervise the Orderly Corporal in the completion of his/her tasks;
- b. Assist the Orderly Officer with Opening and Closing Parades;
- c. Ensure that nightly training is conducted as per the published schedule;
- d. Collect attendance records and weekly call logs and submit them to the Orderly Officer;
- e. Ensure that guests/visitors are greeted and directed properly and in accordance with their rank and position;
- f. Ensure all cadets are in their assigned classes and that squadron regulations and policies are adhered to;
- g. Assist the Orderly Officer with the clean-up and clearance procedure; and
- h. Carry out all other assigned duties by the Orderly Officer.

2.7.2 Orderly Flight Corporal

The Orderly Flight Corporal is responsible to the Orderly Officer, through the Orderly Sergeant, for carrying out assigned duties. Orderly Flight Corporal Assignments will be on a rotational basis and all Flight Corporals are required to perform this task as part of their training. Corporals who demonstrate potential may be assigned this position as a developmental opportunity.

He/She shall:

- a. Assist the Orderly Sergeant with administering the nightly routine;
- b. Collect all attendance records and ensure that they are delivered to the Orderly Sergeant;
- c. Assist in ensuring guests and visitors are greeted and directed properly with their rank and position;
- d. Assist in ensuring that Squadron Regulations and policies are adhered to;
- e. Help ensure all cadets are participating in regular training;
- f. Assist the Orderly Sergeant with clean-up and clearance; and
- g. Carry out any other duties assigned by the Orderly Officer or Orderly Sergeant.

2.7.3 Supervision of Orderly Staff

- a. The Orderly NCOs are at the disposal of the officers **only**; and
- b. Immediate supervision of the Orderly NCOs is by the Squadron Warrant Officer.

2.8 Cadet Duties and Responsibilities

Notwithstanding the duties outlined above, all cadets have the following duties and responsibilities:

2.8.1 Air Cadet (AC)

An Air Cadet shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct;
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through their Team Commander or Flight Commander, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights; and
- g. Perform all other assigned duties as required

2.8.2 Leading Air Cadet (LAC)

A Leading Air Cadet shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through their Team Commander or Flight Commander, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights;
- g. Carry out basic supervisory duties as assigned;

- h. Ensure the well being of all Air Cadet (AC) rank cadets and assist them as required;
- i. Perform all other assigned duties.

2.8.3 Corporal (Cpl)

A Corporal shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct;
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through their Team Commander or Flight Commander, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights;
- g. Carry out basic supervisory duties as assigned;
- h. Ensure the well being of all subordinate cadets and assist them as required;
- i. Carry out first level remediation; and
- j. Perform all other assigned duties.

2.8.4 Flight Corporal (FCpl)

A Flight Corporal shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through their Team Commander or Flight Commander, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights;
- g. Carry out supervisory duties as assigned;
- h. Ensure the well being of all subordinate cadets and assist them as required;
- i. Carry out first level remediation; and
- j. Perform all other assigned duties.

2.8.5 Sergeant (Sgt)

A Sergeant shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through their Flight Commander or Deputy Squadron Warrant Officer, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Instruct as required;
- g. Actively participate in unit activities and function outside of regular training nights;
- h. Carry out supervisory duties as assigned;
- i. Ensure the well being of all subordinate cadets and assist them as required;
- j. Carry out first level remediation; and
- k. Perform all other assigned duties.

2.8.6 Flight Sergeant (FSgt)

A Flight Sergeant shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct;
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through the Deputy Squadron Warrant Officer, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights;
- g. Train replacements and assist them as required;
- h. Carry out supervisory duties as assigned;
- i. Ensure the well being of all subordinate cadets and assist them as required;
- j. Carry out first and second level remediation;
- k. Be a direct liaison for subordinate cadets to the Warrant Officer Second Class;
- l. Instruct as required;

- m. Assist as required in the planning and execution of squadron activities and exercises; and
- n. Perform all other assigned duties.

2.8.7 Warrant Officer Second Class (WO2)

A Warrant Officer Second Class shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Adhere to the Squadron's Code of Conduct;
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the squadron, through the Squadron Warrant Officer, if they are going to be absent from a cadet activity (see Section 4.9);
- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights;
- g. Train replacements and assist them as required;
- h. Assist with NCO inspections on training nights prior to flight inspections;
- i. Carry out supervisory duties as assigned;
- j. Ensure the well being of all subordinate cadets and assist them as required;
- k. Carry out first and second level remediation;
- l. Be a direct liaison for Flight Sergeants to the Warrant Officer First Class;
- m. Instruct as required;
- n. Notify superiors of absent cadets and the associated explanations;
- o. Assist as required in the planning and execution of squadron activities and exercises; and
- p. Perform all other assigned duties.

2.8.8 Warrant Officer First Class (WO1)

The Warrant Officer First Class shall:

- a. Be responsible for reading and understanding the Squadron Standing Orders;
- b. Ensure that the Squadron Code of Conduct is adhered by yourself and the rest of the Squadron by personal example and exceptional leadership skills;
- c. Obtain information on upcoming squadron activities, if not phoned;
- d. Inform the Commanding Officer/Deputy Commanding Officer if they are going to be absent from a cadet activity (see Section 4.9);

- e. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- f. Actively participate in unit activities and function outside of regular training nights;
- g. Train replacements and assist them as required;
- h. Conducts NCO inspections on training nights prior to flight inspections;
- i. Carry out supervisory duties as assigned;
- j. Ensure the well being of all subordinate cadets and assist them as required;
- k. Carry out first, second and third level remediation;
- l. Make recommendations for promotions and awards and submit substantiation to the Commanding Officer and Deputy Commanding Officer;
- m. Instruct as required;
- n. Notify superiors of absent cadets and the associated explanations;
- o. Take a leading role in the planning and execution of squadron activities and exercises;
- p. Be in direct contact with the Commanding Officer and Deputy Commanding Officer;
- q. Inform the Commanding Officer or Deputy Commanding Officer of **any** unusual occurrence or circumstance;
- r. Establish the Orderly NCN Roster for Flight Corporals and Sergeants to assume Orderly duties;
- s. Coordinate the operation of the Squadron with the Squadron Staff and subordinates; and
- t. Perform all other assigned duties.

Part 3 – DRESS AND DEPARTMENT

3.1 Dress - Uniformed Activities

All members of the Squadron will adhere to the following dress regulations:

- a. All cadets shall conform to the Air Cadet Dress Instructions, CATO 55-04, while in uniform;
- b. All CIC Officers shall conform to the Canadian Forces Dress Instructions;
- c. Under no circumstances shall civilian articles of clothing with any part of an Air Cadet or Canadian Forces uniform;
- d. All items of uniform should be marked with the name of the member to whom they are issued; and
- e. All Civilian staff shall wear appropriate, business casual attire (ideally a Squadron Golf shirt) during squadron training nights and uniformed training activities.

The following orders of dress will be used during squadron training:

Activity	Cadets	Officers	Civilian Staff
Regular Training Night <i>Winter</i> <i>October 15 to April 15</i>	C-2	3C	Business Casual
Regular Training Night <i>Summer</i> <i>April 15 to October 15</i>	C-2B	3B	Business Casual
CO's Parade	C-1	1D	Semi-Formal

See Annex A for complete descriptions of the above mentioned Cadet Orders of Dress.

Each cadet is to ensure that they are in possession of all required uniform articles and that each article fits correctly. If necessary, cadets are to contact the Supply Officer, *through the chain of command*, and arrange for items to be replaced. All uniforms remain the property of the Squadron and are to be returned when the cadet leaves the unit.

3.2 Dress - Civilian Attire

Numerous Squadron activities are conducted in civilian attire. It is expected that all members, cadets and staff, dress appropriately for the activity taking into consideration the following:

- a. Time of year, season and weather (cool vs warm, rain vs sun);
- b. Type of Activity (picking up garbage vs band practice);
- c. Length of time in the elements; and
- d. Extra items in case of wet or lost clothing

It is also expected that the style of civilian attire reflect the spirit of the cadet program. Ideally, everyone should participate with Squadron branded t-shirt or golf shirt. This allows us to stand out and promote our presence in the community.

Regardless, clothing for both males and females should reflect modest styles. The best bench mark is that if you cannot wear it at school it is not appropriate for cadets.

The following standards are defined for Squadron cadets and staff wearing civilian clothing for cadet activities:

- a. No tank tops, shoulders and mid-drift must be covered;
- b. Shorts / skirts must be no shorter than your fingertips with arm extended at your side;
- c. No foul language, racial slurs or inappropriate depictions on clothing;
- d. Hats are not permitted for indoor activities. When worn for sun protection the clothing standards in terms of branding shall be respected; and
- e. The Activity Coordinator in charge of a particular activity has the final say with respect to the appropriateness of clothing worn for a cadet activity. Any cadet or staff member not adhering to these standards will be asked to leave and the Commanding Officer or Deputy Commanding Officer advised for further action.

3.3 Deportment

All members of the Squadron (staff and cadets) shall conduct themselves in a professional and responsible manner at all times.

- a. Cadets and CIC Officers, while in uniform, shall not chew gum, slouch, saunter, place hands in pockets, smoke, walk arm in arm or display similar deportment that would detract from a military bearing in the eyes of the public;
- b. All cadets, officers and Civilian Instructors are expected to show proper courtesy to others;
- c. All officers and Warrant Officers will be addressed by both their rank and surname (e.g. Warrant Officer Jones) or as “Sir/Ma’am”;
- d. All other NCOs will be addressed by their rank and surname; and
- e. Cadets and LACs will be addressed by their surname preceded by the word “Cadet” or the acronym “LAC”.

3.4. Paying of Compliments

The terms “salute” and “saluting”, as referred to in the drill manual and any other training manual, mean saluting with the hand. Cadets in uniform, while wearing headdress, will salute all Commissioned Officers of the Canadian Forces, wherever and whenever they are recognized, *whether the officer(s) is/are in uniform or not*.

As per the Canadian Forces Manual of Drill and Ceremonial (CFP 201):

- a. When in uniform and not wearing headdress, compliments shall be paid by standing at attention. If on the march, arms shall be swung and the head turned to the left or right as required; and
- b. When dress in civilian attire, all members shall stand at attention and male members (less Sikhs) shall remove headdress, on any occasion when a salute would be correct in uniform and extreme weather conditions allow. On the march, the headdress is raised or removed, if applicable, and the head turned right or left. When headdress is not worn, it is correct to turn the head as required and offer a polite greeting.

PART 4 – SQUADRON POLICY

4.1 Health Card Policy

All cadets participating in Squadron activities shall be in possession of their provincially issued Health Card. This is your “ticket” to participate in squadron activities including regular training nights. This is a requirement of the Department of National Defence.

At the start of each activity, cadets will confirm they have their health card in their possession when they check in with the NCO in charge of the event. Cadets without the card may be unable to participate in the activity.

Parents who have concerns about loss or theft of health cards may choose to provide their child with a copy of the card instead of the original. However, some activities (gliding, overnight activities, etc.) will require that the cadet have the actual card in their possession.

4.2 Fund Raising

The Squadron does not assess any fees to participate in the Air Cadet Program annually. This does not mean the program is free of financial expenses. DND provides a large amount of financial support but not enough to deliver the wide range of activities we currently offer.

Beyond what is provided by DND, the squadron operates on a budget nearing \$65,000 a year. Some of these costs are funded through community based donations (e.g. Royal Canadian Legion, Rotary Club) and user charges for specific activities (e.g. Ski Day). However, the majority of our expenses are covered by generating revenue through two main sources. They are Tag Days and the Ontario Provincial Committee Lottery Ticket sales.

ALL CADETS are expected to participate on Tag Days and selling the minimum number of Lottery Books allotted to them. The specific requirements are described in the following sections.

Some parents may feel that their cadet child asking for donations or selling lottery tickets may be culturally or morally unacceptable due to personal values or beliefs. We recognize and accept these differences. In these circumstances, we ask that parents arrange a meeting with the Commanding Officer to determine how their son/daughter may participate in the Air Cadet Program while meeting the same financial obligations as the rest of the Squadron cadets.

4.2.1 Tag Day Participation

Twice a year, the squadron conducts Tag Days as a major source of fundraising to support Squadron Operations beyond what is funded by DND. *ALL CADETS* are expected to participate in Tag Days as their contribution to the program supporting the activities they benefit from.

The following outlines the expectations for Tag Day Participation.

4.2.1.1 Cadets up to the rank of Corporal:

Not less than one (1) shift during a Tag Day Weekend

4.2.1.2 Cadets at the rank of Sergeant and above:

Not less than two (2) shifts during a Tag Day Weekend

The dates for Tagging are published long in advance so cadets should be able to ensure other activities (part time jobs, hockey, etc.) are not in conflict with their minimum tagging commitment.

Cadets unable to participate in a Tag Day will provide a written explanation and may be interviewed by the Standards Officer.

4.2.2 OPC Lottery Tickets

ALL CADETS are expected to sell not less than one (1) book of OPC Lottery Tickets. Cadets who sell more, will be credited with five (5) Snowbird Points for each book sold after the first one.

All Lottery books must be returned to the Sponsoring Committee Lottery Coordinator not later than February 1 of each training year. Cadets who do not sell at least one (1) book or lose assigned lottery tickets will be asked to provide an explanation in writing to the Standards Officer.

4.2.3 Fund Raising for Specific Squadron Activities/Events

Though rare, there may be a need on occasion for the Squadron to fund raise for a specific event or activity (e.g. an international trip).

Where specific activity/event fundraising is required it will not be deemed mandatory. However, cadets who do not participate in fund raising will not be considered eligible for the event or activity the fund raising was intended for.

4.3 Smoking

- a. Under no circumstances shall cadets smoke or be in possession of tobacco products;
- b. **NO** staff, including civilian instructors and CIC Officers, shall smoke in the presence of the squadron or any other squadron's cadets.

4.4 Alcohol

- a. No cadet shall consume or be in possession of alcoholic beverages or be intoxicated during squadron activities; and
- b. No squadron staff member, including civilian instructors and CIC officers, shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a squadron staff member

4.5 Drugs

- a. No member of the Squadron, including cadets, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug or narcotic of any kind;
- b. The Commanding Officer shall immediately notify appropriate local authorities of any breach of this policy.

4.6 Harassment

- a. Under no circumstances shall members of the Squadron, cadets and staff, exhibit conduct that offends, demeans, belittles or humiliates another person; and
- b. All infractions of DAOD 5012-0 Harassment Prevention and Resolution – (formerly CFAO 19-39 – Canadian Forces Policy on Personal Harassment) will be reported to the Commanding Officer or the immediate supervisor (i.e. officer) of the harassed.

4.7 Abuse

- a. Under no circumstances shall members of the Squadron, cadets and staff, abuse (or be abused by) another member, whether it be emotionally, physically, verbally or sexually; and
- b. All infractions of CATO 13-24 – Harassment Prevention and Resolution – will be reported to the Commanding Officer for action by the Squadron Unit Human Rights Advisor (UHRA).

4.8 Fraternization

- a. Under no circumstances shall members of the Squadron display or engage in any act of a sexual nature; and
- b. Cadets shall not openly display acts of affection while participating in a squadron activity.

4.9 Attendance

- a. All squadron cadets must maintain a minimum 75% attendance rate throughout the cadet training year. Senior NCOs are expected to maintain a minimum of 85% attendance;
- b. Subsequent to paragraph (a) above, any cadet who is absent for three (3) consecutive training nights shall be SOS (i.e. Struck Off Strength) and recovery action for uniform articles initiated;
- c. It is the responsibility of the individual cadet to inform the Squadron, through the chain of command (see subsections 2.8.1 to 2.8.8), of their absence and the reason for missing a training night or mandatory squadron activity. A voice message may be left on the Squadron phone (905-243-8001) *only if attempts to contact the appropriate senior cadet have been unsuccessful*;
- d. Attendance will be used in the calculation of Snowbird Points to assist in deciding participation on certain tours and trips as well as Level advancement;
- e. A Leave of Absence may only be approved by the Commanding Officer and will be initially be for a period not exceeding six (6) weeks in length. At the end of that time the cadet's situation will be reviewed and consideration given to an extension if requested or necessary.

4.10 Electronic Devices

All cadets are discouraged from bringing electronic devices to any cadet activity. These include, but are not limited to, cellular phones, digital cameras, MP3 players and personal video game systems. If cadets choose to bring these items to cadet activities they do so at their own risk.

2 Whitby VandenBos Squadron cannot and will not be held responsible for any lost or stolen electronic devices.

The following expectations will be adhered to by all cadets with regard to electronic devices:

- a. ***Upon arriving at a cadet activity, all electronic devices will be turned off and put away (e.g. in a backpack, briefcase or handbag); and***
- b. The use of electronic devices will be limited to those times outside of regular training hours for the cadet activity in question (e.g. during a long bus ride or during free time/evening hours).

The above expectations will ensure that effective training can take place on the part of all members without undue distraction. Electronic devices deemed to be a distraction will be confiscated and returned only after there has been a discussion with the cadet regarding this section of the Standing Orders.

4.11 Promotions

In order to maintain squadron efficiency, a chain of command extending from the Squadron Warrant Officer to the new recruit has been established in the form of an NCO rank structure.

An NCO is a cadet who by his/her past performance and successful completion of their level training has shown the ability to learn, communicate and to lead. It is expected that as cadets progress through the rank structure they demonstrate a desire to do more than is expected of them. It is with this willingness to go above the norm that rewards in terms positions of responsibility in the Squadron, specialized summer training and squadron trips will be realized.

The objective of the cadet program is not, and never should be, merely the thought of attaining rank. Cadets are encouraged to develop a desire for participation and habits for self improvement regardless of their position in the chain of command.

4.11.1 National Standards

4.11.1.1 Leading Air Cadet (LAC)

1. Participate in the first year of the proficiency level training program for a minimum period of five (5) months;
2. Be recommended by the appropriate flight commander.

4.11.1.2 Corporal (Cpl)

1. Hold the rank of LAC;
2. Have an attendance record of at least 75% for the previous training year;
3. Successfully complete year one of the proficiency level training program; and
4. Be recommended by the appropriate flight commander

4.11.1.3 Flight Corporal (FCpl)

1. Completed at least six (6) months of service as a Cpl;
2. Have an attendance record of at least 75% for the previous training year;
3. Successfully complete the second year of the proficiency level training program; and
4. Be recommended by the appropriate flight commander.

4.11.1.4 Sergeant (Sgt)

1. Completed at least six (6) months of service as a FCpl;
2. Have an attendance record of at least 85% for the previous training year;
3. Successfully complete the third year of the proficiency level training program; and
4. Be recommended by the appropriate flight commander.

4.11.1.5 Flight Sergeant (FSgt)

1. Completed at least six (6) months service as a Sgt;
2. Have an attendance record of at least 85% while a Sgt;
3. Successfully complete the fourth year of the proficiency training program;
4. Achieved enhanced proficiency in most subject areas including leadership and instructional techniques;
5. Be recommended by a Squadron Warrant Officer; and
6. Be identified as a successful candidate through a merit review board process.

4.11.1.6 Warrant Officer Second Class (WO2)

1. Completed at least six months service at the substantive rank of FSgt;
2. Have an attendance record of at least 85% while a FSgt; and
3. Be identified as a successful candidate through a merit review board process.

4.11.1.7 Warrant Officer First Class (WO1)

1. Have an attendance record of at least 85% while a WO2; and
2. Be identified as a successful candidate through a merit review board process.

4.11.2 Acting Ranks

Acting Ranks may be used to promote cadets in situations where a shortage of qualified cadets affects the ability of the squadron to function efficiently and to recognize cadets with exceptional abilities when appropriate. Acting Ranks are only temporary and cadets have until the beginning of the next training year to obtain the necessary qualification to be made substantive in their rank or they will automatically relinquish that rank.

Note: Time in an acting rank does not count towards substantive experience requirements for merit based promotions (i.e. FSgt and above)

4.12 Squadron Awards

In order to recognize the achievements of squadron cadets, a number of awards are presented annually to deserving cadets. They are as follows:

Top Air Cadet	Awarded to the cadet who demonstrates exceptional commitment and dedication to the Squadron
Most Improved Cadet	Awarded to the cadet who has demonstrated the best improvement in dress, deportment and presence during the training year
Top Junior and Senior NCOs	Awarded to the Junior and Senior NCOs who have demonstrated the strongest commitment and consistently performed at the highest level during the training year
Comradeship	Voted on by all the Squadron Cadets, awarded to the cadet who best exemplifies Squadron esprit de corps
Top Fund Raising	Awarded to the Top Cadet generating the most money combining Tag Day performance and OPC Ticket Sales
Top Recruit Course Graduate	Awarded to the recruits from the fall and winter courses who performed at the highest level
Top Junior Leadership Course Graduate	Awarded to the top performer on the Squadron Junior Leadership Course
Top Bandsman	Awarded to the band member who demonstrates a high level of musicianship and commitment to the band
Most Improved Bandsman	Awarded to the band member who has improved the most over the last training year
Darcy Bell Memorial Award	Awarded to the cadet who has most benefited from participating in the Air Cadet Program
BGen Bob Robert Shield	Awarded to those cadets who successfully obtained their Glider or Power Wings
Royal Canadian Legion Medal of Excellence	Awarded to the cadet nominated by the staff to the Royal Canadian Legion
Lord Strathcona Medal	Awarded to the cadet who demonstrates a high level of commitment to the Air Cadet Program while maintaining a high level of personal fitness

4.13 Methods and Procedures for Remediation

Remediation is a process for correcting or modifying behavior or actions that are inappropriate during cadet activities. Its goal is to *encourage* cadets and develop their skills and abilities, with disciplinary action being required in only those cases that cannot be corrected.

4.13.1 First Stage Remediation

Can be administered by all NCOs and officers. It is administered in the following way:

- a. Identify that a cadet is not performing an action or activity correctly;
- b. Stop the cadet from proceeding with the action or activity;
- c. Ask the cadet if he/she is aware that they were doing something incorrectly;
- d. Instruct the cadet in the proper way of performing the activity or to change his/her actions accordingly; and
- e. Follow up with the individual cadet and praise them for their improved performance.

4.13.2 Second Stage Remediation

Can be administered by FSgts, WOs and officers. It is administered to a cadet who has already been through First Stage remediation and who may have little regard for the safety of others. It is administered in the following way:

- a. Identify that a cadet is not performing an action or activity correctly;
- b. Stop the cadet from proceeding with the action or activity;
- c. Ask the cadet if he/she is aware that they were doing something incorrectly;
- d. Speak to the cadet to determine if the problem related to some other issue within the squadron;
- e. Instruct the cadet in the proper way to perform the activity or change his/her actions accordingly and explain why it will benefit them to do so;
- f. Write a report on the incident and explain the action taken (submit the report to the Squadron Warrant Officer who will submit it to the Standards Officer); and
- g. Follow up with the individual cadet and praise them for their improved performance

4.13.3 Third Stage Remediation

Can be administered by the SWO and officers. It is to be administered to a cadet who has already been through First and Second Stage Remediation and may display blatant disregard for the safety of others. This level usually constitutes a cadet's final opportunity to change their behavior before being taken to the Commanding Officer. It is administered in the following way:

- a. Identify that a cadet is not performing an action or activity correctly;
- b. Stop the cadet from proceeding with the action or activity;
- c. Ask the cadet if he/she is aware that they were doing something incorrectly;
- d. Speak to the cadet to determine if the problem related to some other issue within the squadron;
- e. Inform the cadet of where they stand within the squadron and that appropriate disciplinary action may need to be taken;
- f. Instruct the cadet in the proper way to perform the activity or change his/her actions accordingly and explain why it will benefit them to do so;
- g. Write a report on the incident and explain the action taken (submit the report to the Standards Officer); and
- h. Follow up with the individual cadet and praise them for their improved performance.

Any events requiring documented remediation shall be treated with the strictest confidence. All reports and documented conversations/hearings shall be sealed in a double envelope to be viewed only by the Commanding Officer, Deputy Commanding Officer, Standards Officer and appropriate Detachment Staff if necessary.

4.14 Redress of Grievance

Should a cadet have a grievance, he/she must report to his/her Flight Commander to inform them of the issue and to see if it can be dealt with at that level. If he/she is dissatisfied with the result, he/she must then report to the Warrant Officer who will try and resolve the problem. If a satisfactory result is not arrived at, the cadet may request a meeting with the Commanding Officer.

If the cadet feels the issue cannot be handled by an NCO he/she can bring the matter to the attention of ANY officer or civilian staff member.

Cadets may have disciplinary action redressed, if they feel they have been wrongly disciplined. This will consist of the cadet putting their request for a review in writing by the Commanding Officer. All requested must be substantiated and thoroughly detailed.

Once reviewed by the Commanding Officer, an interview will determine if appropriate action was taken and if an alternative solution to the matter is possible. The decision of the Commanding Officer is final.

4.15 Fire Orders

All members of the Squadron shall be familiar with the Fire Orders and Fire Exit routes/plan specific to the building or site in which they are undergoing training. Although the general tone and content of these orders will not vary from one building/site to another, the specific fire routes exits and rally points will differ.

4.15.1 Evacuation – Capt. Michael VandenBos P.S.

In case of fire or other emergency, exit shall be conducted in an orderly fashion as published on classroom and gymnasium walls. Level Officers and Cadet Instructors are responsible for ensuring that all cadets they are supervising are evacuated by the safest means.

Once clear of the building, all cadets and staff should rally in the north parking lot east of Country Lane. Orderly staff will take attendance and confirm all members of the squadron are accounted for.

4.15.2 Evacuation - Enterprise Hangar

In case of fire or other emergency, exit shall be conducted in an orderly fashion through the nearest available exit. Level Officers and Cadet Instructors are responsible for ensuring that all cadets they are supervising are evacuated by the safest means.

Once clear of the building, all cadets and staff should rally on Keith Ross Court in front of the military motor pool. Orderly staff will take attendance and confirm all members of the squadron are accounted for.

PART 5 – SQUADRON ORGANIZATION**5.1 Squadron Organization**

Commanding Officer	Capt. L. Cadenhead
Deputy Commanding Officer	Capt. R. Hutchuk
Training Officer	Vacant
Standards Officer	Capt. J. Goodall
Administration Officer	C.I. D. Biffin
Supply Officer	C.I. N. Erdelyi / C.I. A. Bruneau
Unit Human Rights Advisor	Capt. R. Hutchuk / Capt. I Howie
Level One Training Officer	C.I. M. Cadenhead
Level Two Training Officer	C.I. A. Abu-Halagah
Level Three Training Officer	C.I. B. Rankin
Level Four / Five Training Officer	C.I. R. Taylor
Band Officer	Vacant
Music Director	Vacant
Drill Team Officer	Capt. R. Hutchuk
Rifle Team Officer	Capt. J. Goodall
Sports Officer	Capt. R. Hutchuk / C.I. N.Erdelyi
Chief Flight Instructor	C.I. N.Erdelyi
Debate / Public Speaking	C.I. S. Fisher
Summer Training Coordinator	C.I. D. Biffin / C.I. S.Gibson/ C.I. K. Stronge / C.I. B. Peake / C.I. R. Peake
Public Relations / Photographer	C.I. S. Gibson
Events Coordinator	C.I. B. Peake
Snowbird Points and Awards Coordinator	C.I. T. Martin
Website Administrators	C.I. D. Biffin / C.I A. Abu Halagah

5.2 Phoning and Communication

The primary means of communication with cadets outside of regular training nights is the phone system. In order for this system to function effectively, it must adhere to the chain of command and to the following policies and procedures:

- a. All messages will originate with the Commanding Officer or his/her designate. They will be relayed to the Squadron Warrant Officer who will then relay it to both the Deputy Squadron Warrant Officer and the other Warrant Officers. They in turn will advise the Flight Commanders, who will inform the Team Commanders, who will inform their Flight Corporals, Corporals and cadets. No single cadet should phone more than a handful of other cadets and *every* member of the squadron must be called;
- b. When on the phone, good manners and professionalism will be used. There are to be no arguments or improper comments made at any time;
- c. When a cadet is being call, the caller will identify themselves as follows: *“Hello this is <Rank, Surname> calling from 2 VandenBos Squadron. Is <Rank, Surname> there please?”* Always be polite;
- d. When receiving information pertaining to cadet activities, it will be written down and repeated back to the caller;
- e. When giving information over the phone, the caller will ensure that the message is written down and repeated completely and correctly;
- f. **The “Write-Repeat” system is to be used at *all* squadron levels;**
- g. When a cadet cannot be reached by phone on the first attempt, further attempts *will* be made. Being unable to reach anyone will not be tolerated as an excuse.
- h. If a cadet knows they will be unreachable for phoning, it is their responsibility to contact their Corporal, Flight Corporal or Sergeant as appropriate; and
- i. No phone calls are to be made past 2130 hours, unless it is an emergency.

PART 6 – SQUADRON TRAINING

6.1 Local Squadron Training

6.1.1 Regular Parade Nights

The Squadron parades at Captain Michael VandenBos Public School (3121 Country Lane, Whitby) on Thursday evenings between 1830 and 2130 hours.

The alternate parade location is Enterprise Airlines Hangar (1190 Keith Ross Court, Oshawa).

The participants and staff of the Band, Drill Team, Rifle Team, Sports and Flying Scholarship Program will determine location and schedule timings of these activities at the beginning of each training year.

6.1.2 Parade Timings

1835	NCO Fall-In / Roll Call / Inspection
1845-1855	Cadet Fall-In / Roll Call / Inspection
1855-1900	Opening Parade
1905-1935	Period One
1940-2010	Period Two
2010-2025	Break
2025-2055	Period Three
2100-2115	Fall-In / Closing Parade / Announcements
2130	Dismissal

6.1.3 School Facilities

The school will be treated with care and respect; no willful damage will be tolerated. The building is out of bounds to anyone (including cadets) not participating (or authorized to participate) in squadron training. Access to the building is permitted through the side (north) doors only. It is requested that cadets have themselves dropped off and picked up in the driveway on the north side of the school in front of the doors.

The Multi-Purpose room is used as an Orderly Office and is out of bounds to cadets who are not on official business. All cadets entering the Multi Purpose Room will come to attention at the door and salute. They will then wait for permission to enter. Upon leaving, they will once again come to attention and salute. There will be no saluting in the Multi-Purpose Room.

6.1.4 Parade Square

The gym at Captain Michael VandenBos P.S. serves as the Squadron Parade Square between 1830 and 2130 hours on Thursday evenings. Cadets will march on the Parade Square at all times, unless receiving training.

6.1.5 Classrooms

When an officer, C.I. or superior NCO enters a **classroom**, *the first cadet to see them will call "Room" only if instruction is not taking place.* Occupants will come to attention, in their seats and remain so until told to "Carry On". If instruction is underway, the senior cadet or officer will discreetly enter the classroom to ensure instruction continues without interruption.

6.1.6 Lockers

Some members of the squadron are also students of Captain Michael VandenBos P.S. As such, they will have personal lockers in the school. Access to student lockers during regular training nights is strictly prohibited. Our permit does not allow access to the lockers even though the cadet may be a student in the school.

The same standard applies at Donald A. Wilson H.S when we are conducting our Sports Nights.

6.1.7 Enterprise Hangar

When the Enterprise Airlines Hangar is used on a Thursday evening for Squadron training the policies for marching and entering classrooms will be adapted contingent on what facilities are being used.

6.1.8 Squadron Offices

The Administration and Supply Offices are located at the Enterprise Airlines Hangar, 2nd Floor. The offices will be staff on an as-needed basis and when any supplemental training is being conducted at the hangar.

The Squadron's mailing address and office phone is as follows:

**Commanding Officer
2 VandenBos Whitby
Suite 416
1288 Ritson Rd N
Oshawa, Ontario L1G 8B2
Phone - 905-243-8001**

6.1.9 Paying of Compliments (Saluting)

When on the Parade Square (school gym), outside of the school and during any formal parade compliments will be paid to Commissioned Officers of the Canadian Forces (active or retired), recognized veterans and members of the Royal Canadian Legion or Royal Canadian Air Force Association.

At all other times indoors saluting is not required but junior ranks are expected to stand at attention while addressing a senior rank until told to relax. When the conversation is ended the junior rank shall come to attention and request permission to carry on.

This Section is incomplete pending information from DND regarding Summer Course descriptions, pre-requisites, duration and location

PART 7 – SUMMER TRAINING COURSES

7.1 Summer Training Courses

All cadets may apply for Summer Training Course for which they are qualified. ***An application by a cadet does not guarantee a spot on their chosen course.*** While every effort is made to secure as many summer training positions as possible, there will always be some cadets who do not attend summer training in a particular summer.

The following sections give general information regarding the summer training opportunities currently offered:

7.2 Development Period 1 Courses

7.2.1 General Training (GT)

7.2.2 Basic Leadership Course (BLC)

7.2.3 Basic Aviation Course (BAC)

7.2.4 Basic Fitness and Sports Course (BAFSC)

7.2.5 Basic Musician (BM)

7.2.6 Basic Aviation Technology and Aerospace (BATAC)

7.3 Development Period 2 Courses

7.3.1 Leadership and Ceremonial Instructor Course (LCIC)

7.3.2 Advanced Aviation Course (AAC)

7.3.3 Fitness and Sports Instructor Course (FSIC)

7.3.4 Survival Instructor Course (SIC)

- 7.3.5 Intermediate Musician (IM)**
 - 7.3.6 Music Level 4/5 (ML 4/5)**
 - 7.3.7 Advanced Aviation Technology Course**
 - 7.3.7.1 Airport Operations**
 - 7.3.7.2 Aircraft Maintenance**
 - 7.3.8 Advanced Aerospace Course**
 - 7.3.9 Glider Pilot Scholarship**
 - 7.3.10 Power Pilot Scholarship**
 - 7.3.11 Oshkosh Trip**
 - 7.3.12 Air Rifle Marksmanship Instructor Course**
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- 7.4 Development Period 3 Courses**
 - 7.4.1 International Air Cadet Exchange**
 - 7.4.2 Staff Cadet**
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- 7.5 Important Summer Training Information and Dates**