



# 868 YMM Rotary Northstar Royal Canadian Air Cadet Squadron

## 2020-2021 Parent Handbook

### General Information

#### Dates

Parade nights are held every Tuesday evening from 6:30 pm until 9:30 pm, between the months of September and June. These parade nights consist of mandatory training for the cadets, and cover a number of subjects in line with the aims stated later in this document.

Training dates outside of Tuesday evenings vary throughout the year for the cadets and are indicated on the unit Google Calendar, which is located on our unit webpage. Typically there is one weekend activity per month that is mandatory and others that are optional depending on the activities the cadets would like to partake in. There is also complementary training on Thursday evenings from 7:00 pm until 9:00 pm. These activities can vary each week and are always advertised in the squadron weekly email and on the Google Calendar.

#### Squadron Coordinates

Location - 20 Riedel Street, Fort McMurray, AB T9H 3E1

Telephone - (780) 743-9366 (squadron cell)

Email - 868rcacs@gmail.com

Website - [www.868rcacs.ca](http://www.868rcacs.ca)

#### Transportation

Parents are responsible for the transportation of their cadet to the training location. If any events happen out of town, the cadet organization will provide transportation from the Squadron at 20 Riedel Street (Boys and Girls Club) to the training location.

#### Fees

There are no registration fees to join the Cadet Program. There is no fee to obtain a uniform. The uniform is issued to the cadet for the duration of their involvement in the program and needs to be returned at the time of release from the program. Funding is provided by the Department of National Defense (DND) and local sponsorship. All summer training and scholarships, including transportation, are provided by DND at no cost to the cadets or parents.



## **Partnerships and Sponsoring Bodies**

### **Air Cadet League of Canada**

The Air Cadet League of Canada, in partnership with DND, is the organizational body within which all Air Cadet Squadrons operate. The League provides the basic operating guidelines for Provincial Committee, Sponsors, Sponsoring Committees, and Squadrons on all non-military issues. The League also represents the organization and provides input on cadet issues to DND.

### **Squadron Sponsoring Committee (SSC)**

The Squadron Sponsoring Committee is a parent organization - also known as the Parent Committee. All Parents/Guardians are members of the SSC. All activities as delegated by the Sponsor are the responsibility of the SSC. The funds raised by the SSC make a significant contribution to financing the local operational requirements of the Squadron. These include optional activities and trips, extra equipment, training supplies, administrative supplies, etc. which are in addition to those provided by DND.

### **Rotary Club of Fort McMurray & Fort McMurray Airport Authority**

They are local organizations and the squadron's official sponsors. They fund squadron programs.

### **Other Funding**

Other interested organizations also provide both financial and non-financial support from time to time. Some companies donate money to an organization that their employee volunteers with once the proper form is submitted. It is important that parents are aware of what is available to them in terms of donations from their own place of employment and other avenues in the community, as this funding can help support our cadet programming.

### **Volunteering**

The squadron would not exist without the volunteers that support the training, administration, and supply of the unit. Every parent should consider getting involved whether as part of the SSC executive or volunteering with the squadron to assist in training throughout the year. We encourage all parents to become screened through the Air Cadet League of Canada, so they can assist in some way at any point throughout the year. Applications to become a volunteer can be obtained through the Administration Officer - Capt Hopkins and will be processed by the SSC.



## Canadian Cadet Organization (CCO)

### Program Aims

- To develop in youth the attributes of good citizenship and leadership
- To promote physical fitness
- To stimulate an interest in the air element of the Canadian Forces

### Air Cadet Motto

TO LEARN – TO SERVE – TO ADVANCE

### Personnel

Any child is permitted to join the Cadet Program upon reaching the age of 12 and may continue until they reach their 19th Birthday. Supervision during training activities is provided by adult officers and instructors who do this on a part time and/or voluntary basis. Squadron officers belong to the Cadet Organizations Administration and Training Service (COATS) , a branch of the Canadian Armed Forces Reserve (CAF), and will wear a service uniform. Civilian Instructors (CI) are not members of the CAF, but are contracted to DND to assist in the running of the cadet squadron.

## Air Cadet Squadron

### Executive Officer Positions

**Commanding Officer (CO)** - the officer in charge of the squadron at the local level.

**Training Officer (TrgO)** - the officer responsible for the training of the cadets including all of the regular parade nights, training events, and optional training programs.

**Supply Officer (SupO)** - the officer responsible for supplying uniforms to the cadets and equipment to enhance the training of the cadets.

**Administration Officer (AdminO)** - the officer responsible to keep all of the cadet files and orders up-to-date.



## Cadet Chain of Command

The Chain of Command is the order of responsibility of the people in charge. A Cadet reports to the rank above them. The rank order is:

- Warrant Officer First Class (WO1)
- Warrant Officer Second Class (WO2)
- Flight Sergeant (FSgt)
- Sergeant (Sgt)
- Flight Corporal (FCpl)
- Corporal (Cpl)
- Leading Air Cadet (LAC)
- Air Cadet (AC)

## Discipline and Conduct

Cadets shall be acquainted with all regulations, orders and instructions necessary for duties. A cadet that does not conform to regulations, orders and instructions may be excluded from further cadet training and released from the cadet unit. Cadets will be signing a Code of Conduct upon joining the program and will be required to sign a Code of Conduct form each year.

## Cadet Involvement with Intoxicating Substances

Consumption of drugs, alcohol and tobacco\vaping\cannabis products will not be tolerated when engaged in cadet activities. Consumption during private non-cadet time could still give cause for consideration of their suitability as a Cadet member.

## Attendance

In the Cadet Program, regular attendance is both encouraged and expected. Promotions, awards, positions, and summer training opportunities all have an attendance requirement. If your cadet is unable to attend for any reason the CADET should contact the squadron by email or by calling the squadron phone number. Cadets that require to be absent from the program for long durations, should discuss with the Commanding Officer the possibility of a Leave of Absence from the Program. The completion of each training level requires a minimum attendance to mandatory training of 60%.

## Training

Promotions are based on completed level of training, merit and attendance or participation during Squadron training and qualifications. All promotion requirements are directed in CATO 13-02 - Merit Based Cadet Rank Promotions. Cadets who perform well are offered added responsibilities in the operation of the unit and qualify for the reward of activities and advanced training courses.



## Uniforms

The process for the issue of uniforms to new cadets will begin after the cadet has completed the enrolment process and has been in attendance for two consecutive weeks. The supply officer will make the arrangements, and parts issued may need to have some minor alterations, which is the cadet's responsibility.

### **Dress Code and Regulations**

The Department of National Defense approves and issues on LOAN the uniforms worn by the Air Cadets. The care and custody of all items of clothing issued are the responsibility of individual Cadets and their parents or guardians during the cadet's enrolment with the organization. Cadets and Parents/Guardians are responsible for the timely and safe return of all uniform parts when leaving the Program. Contact the CO or SupO to make arrangements.

The dress and appearance of Air Cadets in uniform is directed by the cadet dress regulations and shall, on all occasions, be such to reflect credit to their unit and the Royal Canadian Air Cadet Program. Cadets shall only wear their uniform when:

- They are attending training or proceeding to or from the place where they train; and
- They are attending ceremonies or functions at which the wearing of the uniform is appropriate and authorized by the CO.

When cadets appear in uniform in public, it is their duty to be sure that their uniforms are properly maintained and correctly worn. Cadets:

- Shall not leave uniform laying around;
- Shall mark their name on all pieces of their uniform as to identify them, and enable them to keep track of their issued uniform parts;
- Shall return damaged or poorly fitting parts to their Squadron SupO in order to be re-outfitted with new parts; and
- Shall return their uniform promptly when they leave the squadron.

### **Uniform Specifics**

In order to see how the uniform is properly worn, parents can look to the website for further information, as well, cadets are encouraged to ask senior cadets and peers. There will also be classes and training for the cadets regarding ways in which to properly care for their uniforms. A few important standards to note for parents are:

#### **Hair - Male**

- Should be tapered cut, but may be cut straight across the bottom;
- Does not extend 2 ½ cm above the collar;
- Sideburns shall not exceed the middle of the ear, are tapered and should be cut straight across the bottom edge;
- Shall NOT be of an unnatural colour; and
- Should not touch the ears.



### Hair - Female

- Should be well groomed;
- Shall not extend past the lower edge of the collar if worn down;
- Hairstyle shall not interfere with proper placement of wedge;
- Hair ornaments will not be worn;
- Bobby pins, hair nets and elastics must be of a similar colour as the cadet's hair, and barely noticeable;
- Longer hair should be placed in a bun, a single french braid, two french braids or a ponytail. Braids and ponytails should not pass the length of the armpit. Hair style should not interfere with removal of wedge; and
- Shall NOT be of an unnatural colour.

### Make up & Jewelry

- No false eyelashes, heavy eyeliner, bright eyeshadow, lipstick or nail polish;
- Makeup must be applied conservatively, and barely noticeable;
- Males are not permitted to wear makeup;
- Wristwatches, Medical Alert Identifiers and a maximum of two rings, which are not costume jewelry are accepted;
- Cadets in uniform may wear a single pair of plain gold, silver stud, white diamond, or pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and shall not exceed 0.6 cm (1/4 in.) in diameter, and;
- Religious medals etc. may be worn if they are out of sight.

### Activities

Training is held every Tuesday night, and Thursday will play host to optional training such as sports, drill and band. To stay up-to-date and find out more about our activities, visit our website or refer to the Google Calendar which you can link to your electronic device. Some of the activities scheduled throughout the year include 10 mandatory training days covering a variety of areas such as survival, citizenship, flying, sports, and range. These training days happen on the weekends and some are joint together to be a weekend exercise. Other optional weekends and activities would include holiday parties, dances, and parades.

### Annual Ceremonial Review (ACR)

ACR occurs at the end of the training year, and is scheduled for June 6th 2019. It is an end of year celebration where cadets demonstrate what they have accomplished in the training year. There is an inspection, parade, demonstration displays, remarks by our guest speakers, and awards of recognition. ACR is an extremely important event which is **mandatory** for all cadets to attend. The parade is open for anyone interested in the cadet program to attend as a spectator. It is especially encouraged for parents to attend this event so that they can see their child showcase their talents built upon during the training year.



## Cadet Training Centres

Summer training is held annually at designated Cadet Training Centres across Canada. These sessions are between 2 and 7 weeks in duration, starting out as a first year with a two week training opportunity, which gives a basic overview of all possible training areas offered in the Air Cadet Program. Only about a quarter of cadets are accepted into summer training opportunities each year. The child must be enrolled as a cadet by the end of January in order to be eligible to apply for summer training. Applications will be distributed to interested cadets in December/January.

## Additional Items

Although the cadet program has no registration fees, and most activities are available at no extra cost to the cadet or parents, there are a few items that are required for uniform care, that are not provided. Parents may wish to purchase the following items for uniform maintenance and for program participation:

- Ironing board and Iron
- Black Kiwi shoe polish and Kiwi shining cloth
- Bobby pins, hair nets and elastics for females to properly groom their hair while in uniform
- Nail polish remover, as wearing nail polish while in uniform is prohibited
- Sewing kit to sew on badges
- Proper winter clothing for winter survival exercises (for example: boots, warm pants that are not jeans, snow pants, winter jacket, etc.)
- Sleeping bag and air mattresses are typically required for sleeping in cabins, gym floors, and tents.