



# 44 Sarnia Imperial Squadron Royal Canadian Air Cadets

## Standing Orders



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## ABBREVIATIONS

Throughout this document, there are many abbreviations used. The table below lists these abbreviations and their full meaning.

<b>Abbreviation (in alphabetical order)</b>	<b>Full Meaning</b>
AC	Air Cadet
Admin O	Administrative Officer
CAF	Canadian Armed Forces
CATO	Cadet Administrative and Training Orders
Cdt	Cadet
CI	Civilian Instructor
CO	Commanding Officer
CO RCSU (C)	Commanding Officer Regional Cadet Support Unit Central
COATS	Cadet Organizations Administration and Training Service
Cpl	Corporal
CRCI	Central Region Cadet Instructions
CRCO	Central Region Cadet Orders
CTC	Cadet Training Centre
CV	Civilian Volunteer
DAOD	Defence Administrative Orders and Directives
DCO	Deputy Commanding Officer
DND	Department of National Defence
DO	Duty Officer
DSWO	Squadron Deputy Warrant Officer
FCpl	Flight Corporal
Flt Comd	Flight Commander
Flt Sgt	Flight Sergeant (Parade Position)
FSgt	Flight Sergeant (Rank)
IAW	In accordance with
IC	In Charge
JDC	Junior Duty Cadet
Jr	Junior
LAC	Leading Air Cadet
LOA	Leave of Absence
MRB	Merit Review Board
MRO	Monthly Routine Orders
Nat CJCR Sp Gp	National Cadets and Junior Canadian Rangers Support Group
NCM	Non-Commissioned Member (applies to cadets Cpl and above)
NCO	Non-Commissioned Officer (applies to CAF members)
OIC	Officer in Charge
PSRY	Positive Social Relations for Youth
PYDPO	Positive Youth Development and Program Outreach
QR&O	Queen's Regulations and Orders
S Comd	Squadron Commander
SDC	Senior Duty Cadet
S DComd	Squadron Deputy Commander

#### 44 Sarnia Imperial Squadron Standing Orders

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Sect Ldr	Section Leader
Sgt	Sergeant
Sr	Senior
SSC	Squadron Sponsoring Committee
SSO	Squadron Standing Orders
Sup O	Supply Officer
SWO	Squadron Warrant Officer
SWOA	South Western Ontario Area (the geographic region the Squadron is part of)
Trg O	Training Officer
UCCMA	Unit Cadet Conflict Management Advisor
WO1	Warrant Officer First Class
WO2	Warrant Officer Second Class
WRO	Weekly Routine Orders
Z Trg O	Zone Training Officer

## PREFACE

1. Squadron Standing Orders (SSO) are issued under the authority of the Commanding Officer (CO).
2. SSOs outline the established policies and procedures pertaining to 44 Sarnia Imperial Squadron, Royal Canadian Air Cadets (the Squadron). These orders are meant to amplify regulations issued under Queen's Regulations and Orders for the Canadian Forces (QR&Os), Queen's Regulations and Orders for Canadian Cadet Organizations (QR (Cadets)), Defence Administrative Orders and Directives (DAODs), National Cadets and Junior Canadian Rangers Support Group Orders (Natl CJCR Sp Gp Orders), Cadet Training and Administrative Orders (CATOs), Canadian Cadet General Orders (CANCDTGENS), Central Region Cadet Orders (CRCOs), and Central Region Cadet Instructions (CRCIs). The CO shall be the final authority for interpretation and enforcement of SSOs.
3. These orders are effective upon receipt and are applicable to all Personnel (i.e., cadets, Civilian Volunteers (CVs), Civilian Instructors (CIs), Canadian Armed Forces (CAF) members) associated with the Squadron.
4. Copies of the SSOs will be made readily accessible to all members of the Squadron for review and reference and will also be made available by electronic form. It is the responsibility of the individual to make themselves aware of the content of the SSOs and to keep current with amendments.
5. Visitors to the squadron are also subject to these orders and it is incumbent upon those members who are hosting visitors and transient personnel to advise them of those orders which apply in each case.
6. All senior cadets (Sergeant and above), CVs, CIs, and CAF members of the Squadron will sign the Acknowledgement of Standing Orders form (Annex A) no later than 30 Sep, annually, indicating that they have read and will comply with all articles contained within them. Cadets below the rank of Sergeant will be informed of the SSOs and their purpose, and be directed to the SSOs, as required.
7. These orders will be reviewed annually and updated as required. These orders continue to be developed. Additions and revisions may be made during the training year. Revisions and additions will be provided to all personnel and will be effective immediately upon publication. All requests to amend the SSOs shall be submitted in writing to the CO.

G. Mainville  
Captain  
Commanding Officer

## INTRODUCTION

### References

- A. Queen's Regulations and Orders for the Canadian Forces (QR&O)
- B. Queen's Regulations and Orders for Canadian Cadet Organizations (QR (Cadets))
- C. Defence Administrative Orders and Directives (DAOD)
- D. National Cadets and Junior Canadian Rangers Support Group Orders (Natl CJCR Sp Gp Orders)
- E. Cadet Administrative and Training Orders (CATO)
- F. Canadian Cadet General Orders (CANCDTGENs)
- G. Central Region Cadet Orders (CRCO)
- H. Central Region Cadet Instructions (CRCI)
- I. Security Orders for the Department of National Defence and the Canadian Forces – A-SJ-100-001/AS-000
- J. The Canadian Forces Manual of Drill and Ceremonial – A-PD-201 000/PT-000
- K. The Honours, Flags and Heritage Structure of the Canadian Forces – A-AD-200-000/AG-000
- L. Canadian Armed Forces Dress Instructions – A-DH-265-000/AG-001

### Aim

These orders are circulated to define the aspects of the unit organization, regulations and terms of reference that do not change frequently and promote the efficient operation of the Squadron. All personnel shall familiarize themselves with, obey and enforce all regulations, orders, rules and instructions necessary for the performance of their duties.

## CHAPTER 1 PERSONNEL

### 101 Duties and Responsibilities

1. All CAF members, CIs, and CVs are personally responsible for the execution of the duties assigned to them by higher authority. Personnel holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.
2. All Personnel are expected to be on duty at their assigned training activities. If unable to be present on a parade night or other scheduled activity, the Commanding Officer must be informed as far in advance as possible.
3. All Personnel are expected to be available for Mandatory, Complementary, and Optional activities, as required and, as individual schedules permit. These activities include field training exercises, base tours, parades, citizenship tours and competitions.

### 102 Command and Control

1. The CO of a Cadet Unit is responsible to the Commanding Officer, Regional Cadet Support Unit (Central) (CO RCSU(C)) through the Area Officer in Charge (AOIC) and has the responsibility to supervise and control all duties of the Personnel under his/her authority.
2. The CO has a right to expect the support of all Personnel under his/her authority. Personnel are to conduct themselves in a manner, which is not detrimental to the Unit's efficiency or in a manner that would bring discredit to the Unit and/or the CAF.
3. In any decision-making process, the CO may seek suggestions or advice from others and consider those suggestions or advice as the situation warrants. It is the CO, however, who makes the final decision and bears the responsibility for it.
4. The CO of the Squadron is responsible for the command, control, and administration of the Squadron. The CO will, from time to time, delegate command, control, and administrative responsibilities to other Personnel who will, in turn, be responsible to the CO for their actions.
5. A subordinate officer will be delegated by the CO to be the second in command (a.k.a., Deputy Commanding Officer (DCO)), who will act as the CO when the current CO is not available to perform his/her duties. This officer will be directly responsible to the CO for his/her actions and decisions.
6. All Personnel are to go through the proper chain of command in all matters. The chain of command can be found in Annex B Squadron Organization.
7. Terms of reference for adult staff by position are found in Annex C.
8. Terms of reference for cadets by position are found in Annex D, and those for cadets by rank are in Annex E.

### 103 Chain of Command

1. The Training Officer (Trg O) shall be senior to all officers except the CO & DCO.
2. The Squadron Warrant Officer (SWO) is the only cadet who may liaise directly with the CO without going through the normal chain of command.
3. The SWO, Squadron Deputy Warrant Officer (DSWO) and Flight Commanders (Flt Comds) may liaise directly with the appropriate officer regarding matters related to Training, Administration, or Supply.
4. Squadron Personnel are permitted to have personal interviews with the Trg O, DCO and CO. It is expected that prior appointments be made for these interviews.
5. At no time will any Personnel address anyone more than one line up the chain of command except for Flt Comds, DSWO, SWO, and Duty Cadets or unless directed by an Officer.
6. Should a cadet have a complaint or problem with his/her Flt Comd, he/she may address the problem to the Flt Comd of another Flight or the DSWO or other Warrant Officer. Cadets are strongly encouraged to follow their chain of command but may contact an officer if the complaint is of a sensitive or serious nature.
7. Squadron Personnel shall always demonstrate good manners to superiors, subordinates and acquaintances alike. It is custom to use rank & last name for all staff and cadets, except in relaxed settings such as dinners, where rank is replaced by "Mr., Mrs., Miss., or Ms. (as appropriate). Correspondence by email should also use proper ranks and names (or Sir / Ma'am) as this will ensure proper addressing when email correspondence is forwarded to a level below or above the chain of command.

### 104 Duty Personnel

1. A Duty Schedule will be posted in the Monthly Routine Orders (MWO). It will be maintained by the Admin O in consultation with the CO and SWO. Timings for tours of duty will be in-line with published training activity timings.

### 105 Conduct Prejudicial to the Good Order

1. The conduct of all Royal Canadian Air Cadets shall reflect the high ideals and motto of the movement: To Learn, To Serve, To Advance. Any conduct prejudicial to the good order of 44 Sarnia Imperial Squadron will not be tolerated and can result in dismissal.
2. Examples of such conduct include:
  - a. Conduct or actions that will undermine morale;
  - b. Associations with groups outside of the Squadron that will undermine the purpose and aims of the Cadet Program;
  - c. Being found guilty in civil or criminal court action or being an accessory to a crime;
  - d. Disobeying a legal direct order of a superior;
  - e. Undermining the authority of a superior;

- f. Being improperly dressed or slovenly in dress;
  - g. Improper use/loss of equipment; and
  - h. Disorderly conduct while in uniform or while at a Cadet function.
3. Cadets found in violation of Squadron Policies will be dealt with accordingly by the CO. Discipline may range from written warnings to dismissal from the Squadron in accordance with CATOs 15-21 & 15-22.
4. The CO is authorized to demote cadets with ranks lower than Flight Sergeant. It shall be required to produce an incident report and letter of recommendation for demotion to the Zone Training Officer (Z Trg O) when the incident involves ranks of Flight Sergeant and above. An incident report shall be produced and signed by the cadet and (in some instances) by their parents/guardians. One copy will be provided to the cadet and another will be placed in their personnel file.

## 106 Dress Regulations

1. The highest standard of dress will be maintained. Each cadet shall wear the correct uniform illustrated in the Air Cadet Dress Instructions (CATO 55-04). Refer to the Uniform Guide at Annex F for more information. CAF members shall abide by the CAF Dress Instructions (Reference L) and QR&O (Reference A) Chapters 17 and 18.
2. The dress and appearance of all Personnel - on all occasions - will be such as to reflect credit to the CAF, The Royal Canadian Air Cadets (RCAC), and the Squadron.
3. Seasonal dress changes and forms of dress for ceremonies and special training will be circulated in MROs or Training instructions from the CO.
4. Items of the Cadet uniform issued from Supply will not be worn in combination with civilian dress, except for a winter coat that may be worn during the winter season ONLY IF a parka has not been issued.
5. The wearing of the Cadet uniform is authorized for official cadet activities only. Authorization to wear the Cadet uniform at non-cadet activities (e.g., School Remembrance Day Ceremonies) must be obtained from the CO in writing through the chain of command one week in advance.
6. Cadets and their parents/guardians are to understand that the uniform and equipment issued by Supply is on loan by the Department of National Defence (DND) for the duration of their cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform and to return it in a recyclable condition.
7. Personnel will maintain a clean and tidy appearance. This includes maintaining personal hygiene and wearing clean, well-kept clothing.
8. Personnel are not to wear clothing that contains potentially offensive images or words, or illegal items, or that advertises alcohol, tobacco or other controlled substance brands.
9. CIs and CVs shall wear dress equal to the CAF members and Cadets. No Jeans, T-Shirts or athletic footwear shall be worn on any parade night, ceremonial parade or any other function to which the dress is in uniform for CAF members or Cadets.
10. All activities shall be in uniform except for optional activities or where deemed that civilian attire is appropriate. Personnel not in uniform shall not take parade positions. Some exceptions may be made for Civilian staff when filling key roles deemed appropriate.

11. Order of dress for activities will be published in the MROs. Orders of Dress are outlined in Annex F.

### 107 Deportment

1. CAF members, CIs, and CVs must always be aware of their responsibilities as role models. Their behaviour, when around Cadets, must be above reproach.
2. CAF members' dress, haircuts, and overall appearance must always meet CAF Dress Regulations.
3. CI and CV dress must be neat, clean, and appropriate for the activity. Jeans are not acceptable attire, except for casual activities in which cadets are dressed in a similar fashion. Dress for Commanding Officer's Parades and other ceremonial occasions should reflect the formality of the event.
4. Cadets are reminded that they are to conduct themselves in a manner that reflects favourably on the Cadet Movement. Any misdemeanour by a Cadet reflects on all Cadets; appropriate disciplinary actions will be taken.
5. Foul language, abuse, fighting, insolence and rudeness shall not be tolerated.
6. Personnel shall not touch the property of others without expressed permission.
7. Personnel shall address each other by rank and surname.
8. Personnel shall ensure they have all their belongings with them prior to leaving the Squadron Building.
9. Non-Commissioned Members (NCMs) shall always maintain exemplary deportment.
10. Personnel are expected to read the MROs and Weekly Routine Orders (WROs) distributed and shall follow the timetable included as well as being familiar with the items the ROs contain.
11. Chewing gum, spitting, slouching, leaning on walls, sauntering, hands in pockets, walking arm/hand in arm/hand and similar deportment which detracts from the military appearance is unacceptable for Personnel while at a Cadet function.
12. Personal electronic devices such as music and game devices are not permitted unless previously authorized (e.g., expressed in a trip Warning Order).

### 108 Paying of Compliments

1. A high standard of military bearing is to be maintained and all ranks will pay proper compliments to CAF members. Compliments will be carried out in a smart and efficient manner.
2. When not formed-up for a parade or ceremony, Personnel on the Parade Square shall stand at attention for general salutes and march-pasts. During domestic and foreign national anthems, royal salutes, vice-regal salutes, the marching on and off of the flags, and while the flags pass on a march past, Personnel will come to attention and salute; during raising and lowering of the flag ceremonies all Personnel will face the flag and salute when in uniform or stand at attention when not in uniform.
3. A "No Saluting Zone" will be held in effect in all hallways, stairwells and the foyer (the landing where building entrance doors are located), however, Personnel will acknowledge the senior position as they pass by.

4. When on exercise or when you find that you are working near someone to whom you would pay compliments, the professional military way is to pay compliments the first time you meet the senior person at the start of the day, and again as the last thing you do before parting company or retiring for the night. A good example is if you are working with an officer on a training exercise, you would not pay compliments each time you address him/her, but rather do as described above.
5. When an individual passes an officer or a group of officers on the Parade Square a proper salute shall be given accompanied by an eyes-right or -left.
6. When addressing or being addressed by an officer, cadets shall halt 3 paces in front of the officer, give the proper salute, and stand at attention. Officers shall be addressed as Sir or Ma'am. Upon being told to "Carry On", cadets shall give a proper salute, execute a right turn and march off.
7. When addressing or being addressed by a Civilian staff member, a CAF NCO, or a senior ranking NCM, cadets shall halt 3 paces in front of them and stand at attention. They shall be addressed by rank and surname or - in the case of Warrant Officers, Sir or Ma'am. Upon being told to "Carry On", cadets shall execute a right turn and march off.
8. When an officer passes an individual cadet, or a group of cadets not formed up, all cadets shall come to attention and the senior-ranking cadet shall give a proper salute.
9. When a senior-ranking officer enters or exits a room, the senior-ranking member already in the room shall call "Room" bringing all Personnel in the room to attention (whether sitting or standing). All Personnel shall remain in this position until told to "Carry On".
10. Individuals wishing to enter a room in which an officer is already present shall halt at the door, salute, and ask permission to enter. Individuals leaving a room in which an officer is present shall halt at the door, face into the room, come to attention, salute and march off.
11. When entering a room that has a lesson in session, the cadet would have been excused by the instructor to leave and return. As a result, the cadet will re-enter the room, halt at the door and return to their seat, silently, to ensure that the lesson is not disrupted.
12. The rule of thumb to apply: When in doubt – salute.
13. Other compliments shall be paid as per the CF Manual of Drill and Ceremonial (Reference J).

### 109 Movements - Marching

1. Personnel who find it necessary to move from one area of the building to another shall do so by:
  - a. Marching properly in a single file down the right side of all halls and stairwells and remembering to pay all respects, as required; and
  - b. When marching in stairwells and across the foyer in the building arms will be checked to your side, using the handrails for safety, as required.
2. Cadets shall pay compliments in all areas except the stairwell, hallways and the foyer. A salute with a "Good Evening Sir or Ma'am" shall be done for all commissioned officers (i.e., 2<sup>nd</sup> Lieutenant and above) and paying of compliments for NCOs and Civilian staff shall be made the same except there will be no salute.

### 110 Promotions

1. As per CATO 13-02, promotions will be reviewed throughout the training year and are at the discretion of the CO. Up to the rank of Sergeant, promotions are participation based (based on meeting requirements for development). For promotions to Flight Sergeant and above, successful demonstration of leadership skills (as per the appropriate Qualification Standard and Plan). A Merit Review Board (MRB) must also be conducted for promotions to Warrant Officer Second Class and above.
2. Several other factors can be used to qualify for promotions. These include attendance, uniform and drill standards, deportment, general cadet knowledge, participation, and motivation. Checklists of additional criteria may be found on the CCO Net Web Access File Repository, in the "National" folder, "Toolbox" sub-folder. Promotions are assessed every month and are generally done on CO's parades or formal events.

### 111 Positive Social Relations for Youth (PSRY) Training

1. The objectives of the PSRY program are to prepare cadets to:
  - a. Interact comfortably within the cadet community;
  - b. Interact positively with others;
  - c. Exercise sound judgment;
  - d. Accept personal accountability for actions and choices;
  - e. Deal with interpersonal conflict; and
  - f. Seek assistance from available resources when needed.
2. Cadets must participate in mandatory PSRY training in Levels 1 and 4. PSRY training will occur prior to December 1<sup>st</sup> annually for these level 1, and before the end of the Training year for Level 4. At the discretion of the CO refreshers for additional cadets may be required.
3. Cadets who do not attend PSRY training will be subject to dismissal from the squadron.

### 112 Fraternalization and Personal Relationships

1. DND recognizes that staff members and/or cadets may develop personal relationships. The policy regarding personal relationships and fraternization is outlined in CATO 25-05 for cadets and DAOD 5019-1 for CAF members.
2. Relationships of an emotional, romantic or sexual nature between a staff member and a cadet are not permitted and will be reported to the appropriate authority immediately.
3. CAF members and Civilians shall complete Positive Youth Development and Program Outreach (PYDPO) training prior to commencing at the Squadron. For CAF members, this training is available through DND Learn. For Civilians, this training is available through the Air Cadet League website.
4. Personnel will always maintain a high degree of personal conduct. Staff members or cadets in an acceptable personal relationship shall refrain from conduct that may be considered

inappropriate in a military context at squadrons or Cadet Training Centres (CTCs) or during any training, cadet activity or cadet-related event in which they are involved.

5. Staff members and cadets shall notify their chain of command of any personal relationship that could compromise the objectives of this order.

### **113 Smoking, Drugs and Alcohol**

1. The use of alcohol or illegal drugs is not permitted prior to or at any Cadet activity.
2. Personnel are to familiarize and comply with the Cadet Smoking, Drug and Alcohol Policies as per CATOs 13-22 & 13-23. Ignorance is not an excuse.

### **114 Weapons**

1. A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or to threaten or intimidate any person. It can include objects which can be used as weapons. Objects such as a pen, or a screwdriver, if displayed to threaten or intimidate, become weapons under this definition. Weapon includes a firearm and any device that is designed or intended to exactly resemble or to resemble with near precision, a firearm.
2. The CO will immediately notify the proper local authorities if anyone is found to be in violation of the section above.

### **115 Harassment, Racism and Abuse Policy**

1. As per DAOD 5012-0 and CATO 13-24, to facilitate a positive environment for all Personnel, harassment, racism, and abuse of any nature will not be tolerated at the Squadron.
2. All incidents of harassment, racism, or abuse shall be reported to the Unit Cadet Conflict Management Advisor (UCCMA), who will investigate them. The UCCMA will notify the CO of the incident with their plan for the action that should be taken.
3. False accusations will be taken very seriously and may result in dismissal, of the offending person(s), from the Squadron.

### **116 Fire Orders**

1. The Duty Officer (DO) will also serve as the Officer in Charge (OIC) during Fire drills and emergencies.
2. Personnel should be aware of the locations of fire exits, extinguishers and detectors.
3. Marshalling Point:
  - a. Formed up, by Flight, at the east edge of the Squadron Building parking lot (furthest away from the Building), facing west (toward the Building).
4. In case of fire, the following people are to be notified:

- a. CO;
  - b. SSC Chairperson; and
  - c. AOIC (SWOA).
5. Tampering with fire and safety equipment will result in disciplinary action up to and including release of the person(s) involved.
6. Local telephone numbers are:
- a. Emergency: 911; and
  - b. Non-emergency: 519-344-8861 (Sarnia Police Service)
7. Upon discovering a fire:
- a. Immediately shout: "FIRE! FIRE! FIRE!";
  - b. Proceed directly to the Marshalling Point; and
  - c. Call 911 from a safe location.
8. Upon hearing the smoke/fire alarm or "FIRE! FIRE! FIRE!":
- a. Proceed to the Marshalling Point;
  - b. The senior-ranking member on the Parade Square will ensure that all Personnel proceed directly to the Marshalling Point;
  - c. The instructor of each classroom will ensure that all Personnel proceed directly to the Marshalling Point;
  - d. The DO will ensure he/she has the attendance roll before proceeding to the Marshalling Point;
  - e. Cadets will form-up, in their flights, at the Marshalling Point, facing west (toward the Squadron Building). Adult Personnel and visitors will gather, in an orderly manner, on the south side of the cadets (nearest Devine Street);
  - f. Flt Comds will retrieve their Flight's attendance rolls from the DO, conduct a roll call and inform the DO if any cadets are missing; and
  - g. Cadets will remain at Easy at the Marshalling Point until ordered to re-enter the Squadron Building. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated.

## 117 Accidents and Medical Emergencies

1. All precaution will be taken to avert accident or emergency situations.
2. Where a medical emergency occurs, the CAF member, CI or CV supervising will take immediate action to avert any additional injuries.
3. Assistance will be sought for medical emergencies. No ambulance or hospitalization will occur without the consent of the senior officer present or the CO.
4. The CO will be notified of all accidents and medical emergencies as soon as practical.
5. The Adult staff member supervising will note the date, time, and circumstances and will prepare a CF98 in the case of CAF members, or a DND 2299 in case of CIs, CVs or cadets. These forms will be forwarded to the CO for signature and submission to the Area Office.

**118 Reporting Loss, Theft or Damage**

1. Theft will not be tolerated and will result in dismissal from the Squadron. It is the duty of every member of the Squadron to minimize the risk of theft of DND and Squadron property.
2. Squadron personnel are to report any suspicious activity or theft immediately to the DO, as well as any loss, theft or damage of personal or public property.
3. The DO will then create a written report and submit it to the CO. Any administrative action taken will flow down the chain of command, as required.

**CHAPTER 2 OPERATIONS**

**201 Classroom Upkeep**

1. Instructors shall ensure that they leave the classrooms clean, whiteboards markings made by their classes erased, chairs and tables arranged in a tidy manner, and that all garbage has been placed in the proper receptacles.
2. A Duty Section schedule will be included in the MROs for each Regular Training Night. They will be directed and supervised by the Senior Duty Cadet to do a more thorough cleaning of the building following dismissal at the end of the night.
3. During activities held on non-Regular Training Nights, the Adult Supervisor for the activity will be responsible for ensuring the space they used during the activity is clean.

**202 Regular Training Night (Tuesday Schedule)**

<b>Time*</b>	<b>Action</b>
1805	Duty Staff commence duties and setup
1815 - 1830	Senior NCM Inspections (SWO)
1830	Squadron Fall-In for Opening Parade
1830 - 1855	Raise Flags, Roll Call, Inspection, and Flight Time
1900 - 1930	Period One
1935 - 2005	Period Two
2005 - 2020	Break
2025 - 2055	Period Three
2055	Squadron Fall-In for Closing Parade
2100 - 2110	Cadet Announcements
2110 - 2120	CO Arrives and Staff Announcements
2120 - 2125	Lower Flags and Dismissal
2125 - 2140	Meetings, Sign ups, Duty Section
2145	Duty Staff end duties

\*Times are subject to change

### **203 Sanctioned Cadet Activities**

1. Events which are conducted outside of Regular Training Nights and Mandatory or Optional Training Nights/Weekends and are not supervised by Squadron Adult Staff are not sanctioned cadet activities. Examples of non-sanctioned activities include birthday parties, house parties, uniform prep parties, going to dinner or the movies etc.
2. Please note that this directive does not apply to Cadet Training Centres, competitions or workshops which are staffed by various CAF members and CIs.
3. Every effort will be made to advertise all events through our website, weekly announcements and ROs (also posted on the 44 Sqn website). The Squadron email, available through the Contact Us page of the 44 Sqn website, is also a resource to utilize if unsure of an activity.

### **204 Supported Training**

1. Squadron Supported Training shall conform to regulations requiring supervision as per Natl CJCR Sp Gp Order 8012-1.
2. Each Supported Training activity will have a cadet selected to act as Activity IC (in charge) and shall oversee all aspects of the activity in conjunction with the Officer in Charge (OIC) and the CO.

### **205 Optional Training**

1. All optional training activities shall be approved by the CO prior to being commenced.
2. Days and times of optional training activities are subject to change. Any rescheduling of an optional activity is subject to the approval of the CO. Notices of such changes will be announced by the Coordinator of the activity as far in advance as possible through the website and established communication protocol for the activity (e.g., phone, email, messenger).
3. Additional activities such as parades, base tours, flying, and field training exercises will be circulated in the MRO's, as well as in verbal and written announcements as far in advance as possible. All information will also be available on the website.

### **206 Familiarization Flying**

1. All familiarization flying will be conducted as per CATO 52-07.
2. Familiarization flights offered by the Squadron are a privilege, not a right.
3. Pilots will be selected based on ability, availability and experience. All pilots shall inform the CO if any condition exists such that they should not fly as Pilot in Command of an aircraft.
4. Cadets will ensure that they inform the Trg O or designate at the earliest opportunity if they are not able to meet their commitment to attend a familiarization flight.

### **207 Marksmanship Program & Transporting of Air Rifles / DP Rifles**

1. The marksmanship program will be run IAW CATOs 14-41, 14-42, 14-43 and 14-48.
2. Only authorized Squadron Adult Staff members may have access to move and transport weapons from their designated storage facility to another location. Movement must be approved by the CO.

## **CHAPTER 3 ADMINISTRATION**

### **301 Monthly and Weekly Routine Orders**

1. Monthly Routine Orders (MROs) will be issued by the Administrative Officer (Admin O) in consultation with the Trg O and CO, and will list the weekly routine, training events and administrative details for the Squadron and will be distributed upon the approval of the CO.
2. Weekly Routine Orders (WROs) will be issued by the Trg O and will list training details and updates for the Squadron, and will be distributed upon approval of the CO.
3. The MROs and WROs will be posted on the squadron website. It is the duty and responsibility of all Personnel to read the MROs and WROs.

### **302 Attendance**

1. Attendance at Regular Training Nights is mandatory for all personnel. Cadets are expected to arrive 15 minutes before the time instructed and shall be ready to commence the parade or training activity at the scheduled time. All cadets are expected to be on parade and ready for inspection by 1830hrs. All cadets are encouraged to maintain a 90%+ attendance and participation record, allowing for occasional absence with good reason.
2. If a cadet is unable to attend a Regular Training Night, it is his/her responsibility to contact the Squadron no later than 1800hrs on the day of the Regular Training Night, by calling the Squadron at 519-344-7131 and leaving a detailed message. In addition, the following communication must occur, as applicable:
  - a. Communicate the absences during weekly Flt Comd communication session (if known at the time);
  - b. Emails/calls their Flt Comd as soon as possible;
  - c. Emails/calls the Trg O in the event the cadet was scheduled to instruct that evening
3. Attendance at weekly training parades is recorded as follows:
  - a. Present – physically present for the entire evening;
  - b. Late – arrives after 1830hrs;
  - c. Excused – cadet is absent and contacts Squadron by 1800hrs the day of;
  - d. Absent – cadet is absent and does not contact the Squadron before 1800hrs the day of or at all; and

- e. Leave of Absence (LOA) – cadet is absent for an extended period, granted by the CO as per CATO 13-30
4. Four consecutive Absent offences are grounds for dismissal from the Squadron. Exceptional circumstances may be discussed with the CO.
5. Attendance at supported training activities is an important part of cadet training. Failure to attend these will impact selection for promotion and summer training courses and may impact successful completion of a cadet’s training level.
6. Cadets who sign up for supported training and/or optional activities are expected to attend. If unable to attend, cadets are expected to follow the same procedure listed in section 302 para 2.
7. Cadets who are found to have less than 60% attendance during Regular Training Nights may not be considered for competitive activities such as events or other merit-based trips. They will may not be allowed to participate in Optional teams and activities (e.g., band, drill team, Ground School).

### **303 Procedure for Late Arrivals**

1. If a cadet is late on a parade night and has missed the roll call, then that cadet must report to the Duty Cadet. If the Duty Cadet is unavailable, they are to report to the Admin O (or designate) in the main office and have his/her name added to the attendance register. The cadet will then proceed directly to his/her designated training as per the WRO.

### **304 Excused Absence**

1. All absences (if required) should be excused. Excused absences are noted when a cadet notifies the Squadron with a valid reason no later than 1800hrs on the parade night.
2. Excused absences will not negatively affect your attendance record. Excused absences greater than 3 consecutive weeks must be brought to the attention of the CO for action.

### **305 Leaves of Absence (LOA)**

1. Excused Absences from Regular Training Nights for a period up to 120 days (herein called a Leave of Absence (LOA)) may be granted by the CO as per CATO 13-30. Cadets who take a LOA, depending on its length, may not meet the requirements to pass their level, which will impact promotion with said criteria. The time on LOA will not be considered time in rank for promotions, as well.

### **306 Communication**

1. The primary means of communication with cadets outside of regular training nights is the phone system. In order for this system to work effectively, it must follow the Chain of Command and the following policies and procedures must be adhered to:
  - a. All messages will originate with the Commanding Officer or his/her designate. They will

- be relayed to the SWO who will then relay it to the DSWO and Flt Comds. They, in turn, will inform the Cadets in their flight, utilizing Sr NCMs in their flight, as appropriate. No single cadet should phone more than a 5 of other cadets, and every member of the Squadron must be called.
- b. When on the phone, good manners and professionalism will be utilized. There are to be no arguments or improper comments made at any time.
  - c. When a cadet is being called, the caller will identify himself or herself as follows: "Hello, this is <rank, name> calling from 44 Squadron. Is <rank, name> there please?" Always be polite.
  - d. When receiving information pertaining to cadet operations, 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 unavailable for phoning, it is their responsibility to contact their Flt Comd for the message.

### 307 Correspondence

1. All correspondence should be mailed to the following postal address:
  - a. 44 Sarnia Imperial Squadron  
PO Box 434  
Sarnia, ON N7T 7J2
2. The Squadron Building is located at:
  - a. 302 Devine Street  
Sarnia, ON N7T 1T8
3. All external correspondence, including memos, e-mails, newsletters, press releases, and information to parents or the public, must be reviewed and approved by the CO.
4. All Warning and Operations Orders must be reviewed and approved by the CO.
5. Being in a military establishment, all correspondence shall be done in such a way to be respectful and subordinate to the party it is being addressed to. This includes by addressing the said party by rank and last name or Sir/Ma'am (Adults). Should the other parties rank be the same, you shall still address them by Sir/Ma'am (Adults) out of respect and positional-based authority.

### 308 Squadron Newsletter

1. A newsletter will occasionally be published by the Squadron. Any article submissions for the newsletter must be reviewed by a 44 Squadron Staff Member and approved by the CO prior to publication.

### 309 Squadron Website / Bulletin Boards

1. The squadron website, [www.44air.org](http://www.44air.org), is under the authority of the CO. Modifications, alterations or changes have been placed under the responsibility of the Squadron staff and shall ensure its content is up to date and accurate.
2. The squadron hosts a Facebook Page (44 Sarnia Imperial Royal Canadian Air Cadets - @44AirCadets) as well as a Closed Facebook Group (44 Sarnia Imperial Royal Canadian Air Cadets). These pages are monitored by 44 Squadron Staff Members as authorized by the CO. Information posted is generally a copy of the content on the website.
3. No other websites, webpages, Facebook groups/pages or bulletin boards are authorized unless monitored by a 44 Squadron Staff member and approved by the CO.

### 310 Computers

1. Computers will not be removed from the Squadron Building unless authorized by the CO. Personnel who are authorized to remove a computer will fill out a Temporary Loan Card with the Sup O.
2. Computers will be used for their specifically designated purposes only and only licensed software will be used on computers at the Squadron.
3. All personnel shall abide by DAOD 6002-2 and CATO 12-41 while using computers based at the Squadron.

## CHAPTER 4 TRAINING

### 401 Cadet Instructor Requirements

1. Cadet instruction must always be of the highest standard. A cadet will not conduct an instructional period for cadets unless:
  - a. A lesson plan has been prepared prior to the instructional period;
  - b. The cadet instructor has undergone Instructional Technique training; and
  - c. The cadet instructor has been evaluated under the supervision of the Training Officer or his/her delegate and meets the standard for instruction.
2. Failure to meet the above requirements will result in remedial action which may include:
  - a. Additional Instructional Technique training; and
  - b. Relinquishment of instructional privileges.

### 402 Summer Training Selection

1. Selection will be based on criteria set out by the DND and the Air Cadet League of Canada, supplemented by local standards. Local Summer Training selection will be done by the

Commanding Officer in consultation with 44 Squadron Staff and - for National Courses – the Chairperson of the SSC.

2. Cadets are expected to submit all documentation required by the deadlines provided by the Co or designate. Failure to do so may result in failure of the Cadet to attend the Summer Training Course being applied for.

All cadets may apply for summer courses for which they are qualified. Application does not guarantee that a cadet will attend summer training. While every effort is made to get as many cadets on course as possible, there will be some cadets who won't be selected for a course each summer. For a complete list of summer courses, you may ask your Flt Comd or visit [www.cadets.ca](http://www.cadets.ca). A summer training info session will be conducted each year to discuss all summer courses available.

### 403 Cadet Squadron Appointments and Parade Positions

The tables below outline the different Cadet Squadron Appointment and Parade Positions. Squadron Appointments apply at all times except when forming up for a parade. Parade Positions only apply when a cadet is assuming a position in a parade. There is no rule for the ranks that are associated with each Appointment or Parade Position, but the most-commonly associated ranks are shown in the tables.

Squadron Appointments	
Appointment	Commonly Associated Ranks
Squadron Warrant Officer (SWO)	WO1, WO2
Squadron Deputy Warrant Officer (SDWO)	WO2
Flight Commander (Flt Comd)	WO2, FSgt
Senior Duty Cadet	FCpl
Junior Duty Cadet	Cpl

Parade Positions	
Position	Commonly Associated Ranks
Squadron Commander (Sqn Comd)	WO1, WO2
Squadron Deputy Commander (Sqn DComd)	WO2
Flight Commander (Flt Comd)	WO2, FSgt
Flag Bearer	FSgt, Sgt
Squadron Warrant Officer (SWO)	WO2, FSgt, Sgt
Flight Sergeant (Flt Sgt)	Sgt
Drum Major	Sgt
Flag Escort	Sgt, FCpl, Cpl

## CHAPTER 5 SUPPLY

### 501 Hours of Operations

1. Squadron Supply hours will occur on evenings other than Tuesday from 1800hrs – 2100hrs by appointment only (arranged on Tuesday nights).
2. Alternate hours are the discretion of the Supply Officer (Sup O).

### **502 Forgotten Uniform / Replacement of Loss of Uniform Part(s)**

1. Replacement uniforms parts will NOT be issued to cadets who have forgotten uniform parts.
2. Each cadet is held responsible for their respective uniform and has agreed (by signing a Temporary Loan Issue Card) to return all parts, as they were issued, to Supply upon termination or retirement from the Squadron.

### **503 Care and Use of Cadet Uniform**

1. Due care will be taken when cleaning the Cadet uniform. No item shall be glued to the uniform. All badges and pins will be placed on the uniform as per Cadet Dress Regulations.
2. Uniforms returned to the Sup O shall be clean and in good repair. Badges of rank and qualification shall be carefully removed so as to not rip or tear the uniform. Epaulet slip-ons shall be returned as well.

### **504 Care and Use of Equipment**

1. Care shall be taken to ensure that items are returned clean, dry, and properly packed (as applicable) and that all equipment used by Squadron Personnel shall be used only as the item was meant to be used.

### **505 Training Stores**

1. Training/Squadron stores are located at in the Squadron Building and the Sea Can Storage Unit adjacent to the Squadron Building.
2. Access to stores at both locations must always be supervised by a 44 Squadron Staff member.

## **CHAPTER 6 FINANCE**

### **601 Budgets**

1. A budget will be created by the CO and submitted to the SSC at the start of each training year for approval.

### **602 Purchases**

1. All purchases on behalf of the Squadron must be approved by the CO.

2. No reimbursement for expenditures or purchases on behalf of the Squadron will be made to or by an Personnel unless the CO and SSC have approved the expenditure. No expense will be reimbursed without proof of payment.

### **603 Fundraising Activities**

1. Fund raising activities are regarded as mandatory participation activities. Failure to participate may result in loss of privileges and exclusion from participation in activities with restricted attendance and will be considered by the CO when determining eligibility for promotion, summer training, or scholarships.
2. No fundraising on behalf of the Squadron will be done by anyone unless authorized by the SSC and the CO.

### **604 Hardship Cases**

1. No cadet will be precluded from participating from any Squadron activity solely based on the inability to pay any fees.
2. Families experiencing financial hardship should apply to the Chairperson of the SSC or the CO to discuss their situation and to allow for a continuance or grace period to pay the fee/donation. Each circumstance will be judged on an individual basis and allowances made to ensure an objective of maximum participation by all cadets.

ANNEX A ACKNOWLEDGEMENT OF STANDING ORDERS

1. I agree and understand that by signing this confirmation form:
  - a. I have read and understood the 44 Sarnia Imperial Squadron Standing Orders dated \_\_\_\_\_;
  - b. I will abide by the orders noted in the respective sections; and
  - c. I will refer to the orders if I'm not sure of an issue or refer the inquiry to the next ranking member for any clarification.

Rank & Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note:*

*This Form must be completed by all Adult Staff members and by Cadet Sergeants and above prior to September 30<sup>th</sup> of each year.*

*This form may also be sent digitally via emailed to the Commanding Officer with the following statement as written:*

Sir/Ma'am,

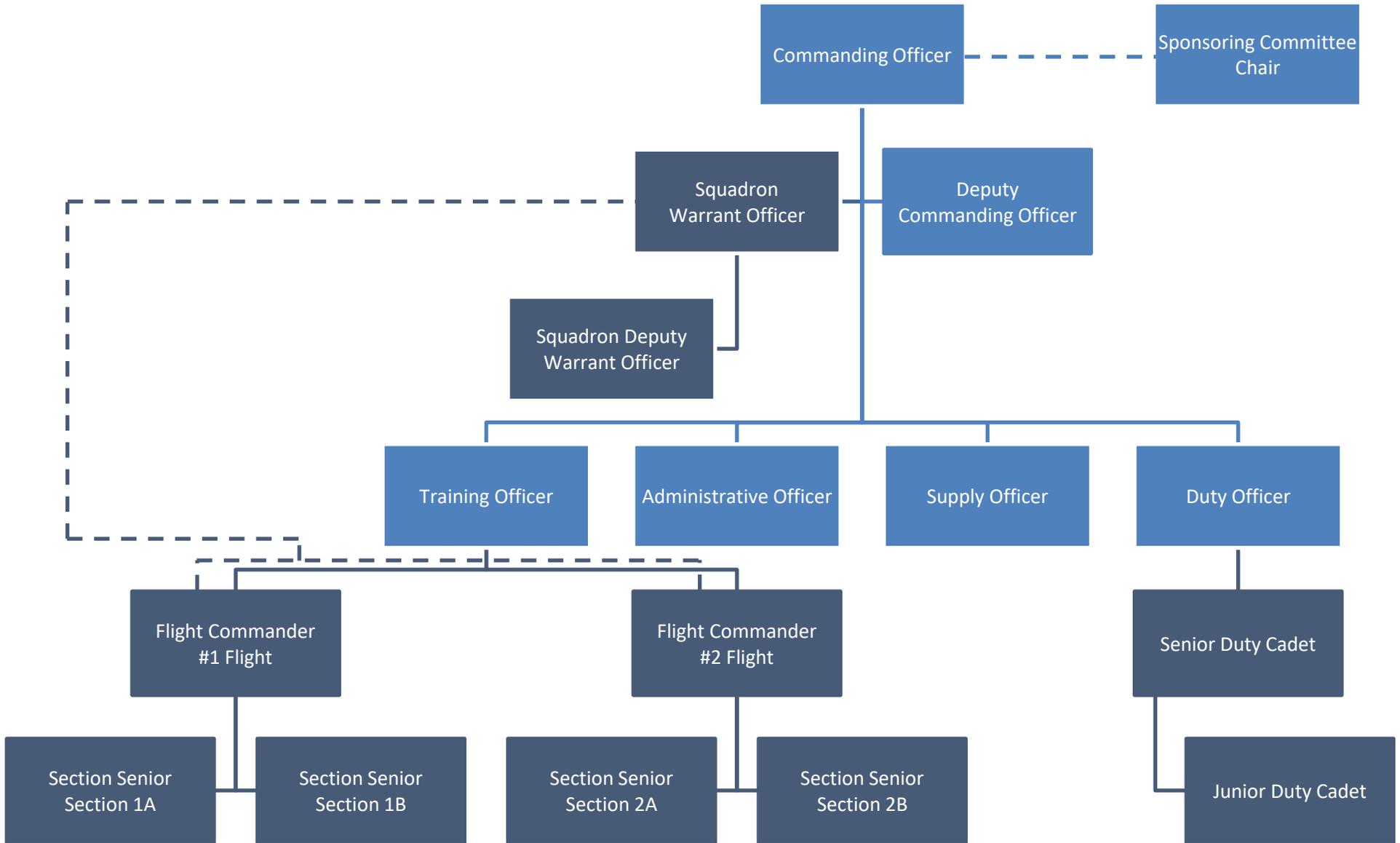
I, (First and Last Name), have read and understood the 44 Sarnia Imperial Squadron Standing Orders dated (date at bottom of title page).

I will abide by the orders noted in the respective sections and will refer to the orders if I'm not sure of an issue. I will seek clarification from the next ranking member or the Commanding Officer should I need more guidance on the information and orders provided.

Sincerely,

Rank, Initial and Last Name

**ANNEX B SQUADRON ORGANIZATION – KEY ADULT STAFF AND CADET APPOINTMENTS**



## ANNEX C TERMS OF REFERENCE – ADULT STAFF APPOINTMENTS

### C01 Commanding Officer (CO)

The Commanding Officer shall carry out all duties as required to manage staff, cadets, events and activities. He/she will delegate to subordinate staff when and as needed. He/she is responsible to the Commanding Officer, Region Cadet Support Unit (CO RCSU), through the Area Officer in Charge (Area OIC), for all cadet matters, training and administration of Cadet Instructors Cadre (CIC) officers, civilian instructors, civilian volunteers, and cadets serving with the Squadron. These duties include:

1. Appoint qualified officers to the following positions, ensuring deputies are provided during prolonged absence:
  - a. Training Officer (Trg O);
  - b. Administrative Officer (Admin O); and
  - c. Supply Officer (Sup O).
2. Recommend the enrolment, appointment, promotion, posting, transfer, and release of officers of the Squadron;
3. Keeping CAF members, CIs, CVs and cadets fully acquainted with all regulations and instructions issued by a higher authority;
4. To be continued...

### C02 Deputy Commanding Officer (DCO)

The Deputy Commanding Officer (when so appointed) will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Assist the Squadron Commanding Officer with carrying out his/her duties;
2. Carry out all duties of Squadron Commanding Officer in his/her absence; and
3. Carry out all other duties assigned by the Commanding Officer.

### C03 Training Officer (Trg O)

The Training Officer will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Develop a training program in accordance with established Cadet Training Directives as found in CATOs;
2. Maintain accurate and up to date cadet training files;
3. Maintain accurate and up to date training cadet information in FORTRESS;
4. Plan the yearly training schedule and assigning qualified instructors to individual classes;
5. Ensure all activity requests, and related documents (e.g., Activity Requests, Ops Orders, etc.), are submitted in a timely manner;
6. Assist and supervise instructors and senior cadets in the preparation and presentation of their

- classes;
7. Develop and communicate an Instructor Monitoring System;
  8. Develop (with the CO) a professional development program for NCMs;
  9. Ensure late joiner cadets are accelerated to the appropriate level and the appropriate paperwork submitted to the Area Office;
  10. Ensure cadets are regularly briefed on their progress – particularly those who are experiencing challenges completing the program;
  11. Arrange to obtain guest speakers and other voluntary instructors to supplement Squadron staff;
  12. Advise the CO on, and co-ordinate, the Squadron's special training projects, exercises and citizenship tours;
  13. Select and submit demands for training aids, office supplies and materials to carry out objectives of training program;
  14. Ensure the Squadron is in possession of all required training material and reference manuals;
  15. Organize Squadron drill, ceremonial parades and inspections;
  16. Ensure that the training program is completed;
  17. Recommend individual cadets for promotion and summer training courses;
  18. Assist the CO with the implementation of the Cadet Program Update; and
  19. Carry out all other duties assigned by the CO.

Training Officers have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Training Officer has the resources needed to properly perform their functions – within budget constraints. The Squadron Training Officer will keep the Commanding Officer informed of funds and resources needed.

Training Officers do not have the authority to restrict cadet access to activities within the Squadron. Issues are to be brought to the Commanding Officer for action to be taken.

#### **C04 Administrative Officer (Admin O)**

The Administrative Officer will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Prepare Enrollment packages for new recruits and transfers, ensuring any SSC-related enrollment documents are included;
2. Facilitate the enrollment process for all new recruits and transfers;
3. Ensure cadet Detailed Health Questionnaires are processed, as applicable;
4. Maintain accurate and up to date cadet personnel files;
5. Maintain accurate and up to date non-training cadet information in FORTRESS;
6. Process Annual Validations within the assigned time frames at the beginning of each training year;
7. Monitor the Dashboard in FORTRESS, following up on cadet alerts regarding expiring information, poor attendance, etc;

8. Ensure accurate and up to date attendance records are entered in FORTRESS within one week of the activity; and
9. Carry out all other duties assigned by the CO.

Administrative Officers have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Administrative Officer has the resources needed to properly perform their functions – within budget constraints. The Squadron Administrative Officer will keep the Commanding Officer informed of funds and resources needed.

Administrative Officers do not have the authority to restrict cadet access to activities within the Squadron. Issues are to be brought to the Commanding Officer for action to be taken.

### **C05 Supply Officer (Sup O)**

The Supply Officer will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Ensure all cadets who have completed their enrollment and have demonstrated an interest in remaining with Squadron are issued uniforms at the end of a four (4) week trial period;
2. Monitor the Squadron points balance in Logistik and inform the CO should additional points be required;
3. Maintain an adequate supply of uniform parts, badges (e.g., rank, level, etc), rank slip-ons, and shoulder flashes;
4. Maintain an updated record of all public property on the Squadron Distribution Account and all uniform parts belonging to Squadron (issued and non-issued);
5. Ensure all DND and Squadron property in the Supply area are properly secured;
6. Inform the CO immediately of any lost or stolen public property or uniforms;
7. Maintain accurate and up to date cadet supply files;
8. Ensure departing cadets return all required uniform parts – excluding next-to-skin items such as socks and shirts; and
9. Carry out all other duties assigned by the CO.

Supply Officers have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Supply Officer has the resources needed to properly perform their functions – within budget constraints. The Supply Officer will keep the Commanding Officer informed of funds and resources needed.

Supply Officers do not have the authority to restrict cadet access to activities within the Squadron. Issues are to be brought to the Commanding Officer for action to be taken.

### **C06 Duty Officer (DO)**

The Duty Officer will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. The Duty Officer position will be filled on a weekly rotational basis and will include all officers on staff. The position is intended to be filled during Regular Training Nights from

1800hrs until 2145hrs (or until all tasks have been completed, whichever comes last), but may also be applied for specified training sessions. He/she shall:

1. Prepare the Squadron Building for the night as per Appendix 1 to Annex C;
2. Ensure they arrive at the Squadron Building prior to cadets and depart the Squadron Building after all cadets have left;
3. Brief the assigned Duty Cadets and ensure they complete all their duties;
4. Complete the Duty Officer Checklist, as per Appendix 1 to Annex C;
5. Conduct a closing security/condition check of the Building, ensuring all training areas are properly cleaned up and secured. All areas to be left in as good or better condition than they were found in;
6. Bring to the attention of the CO any occurrences requiring his/her attention;
7. Close the Squadron Building at the end of the night as per Appendix 1 to Annex C; and
8. Carry out all other duties assigned by the Commanding Officer.

### **C07 Flying Scholarship Coordinator**

The Flying Scholarship Coordinator will be appointed by the CO and is responsible to the Commanding Officer through the Training Officer for carrying out all assigned duties. He/she shall:

1. Develop a ground school program with reference to Annexes A, B, and Addendum of CATOs 54-26 and 54-27;
2. Ensure all Flying Scholarship training and activities are properly supervised;
3. Execute the ground school program each year in preparation for the Qualifying Examination;
4. Provide training aids as necessary to ensure that an understanding of the program material is achieved by the cadets;
5. Tutor and assist those cadets requiring additional/remedial training;
6. Develop and administer tests/exams prior to completion of the course to determine suitable applicants to challenge the Qualifying Examination;
7. Maintain a class attendance record to be submitted to the Training Officer at the completion of the course;
8. Maintain a student record of marks achieved during the course for review by the Commanding Officer and Training Officer;
9. Maintain weekly attendance records and submit them to the Administration Officer; and
10. Carry out all other duties assigned by the Commanding Officer or Training Officer.

Flying Scholarship Coordinators have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Flying Scholarship Coordinator has the resources needed to properly perform their functions – within budget constraints. The Flying Scholarship Coordinator will keep the Commanding Officer informed of funds and resources needed.

Flying Scholarship Coordinators do not have the authority to restrict cadet access to activities within the Squadron. Issues are to be brought to the Commanding Officer for action to be taken.

### **C08 Marksmanship Officer**

The Marksmanship Officer will be appointed by the CO and is responsible to the Commanding Officer through the Training Officer for carrying out all assigned duties. He/she shall:

1. Develop and maintain the Marksmanship Team training program in accordance with established cadet training, safety and security directives;
2. Ensure all Marksmanship training and activities are properly supervised, including conducting the Air Rifle Handling test;
3. Act as the Squadron Range Safety Officer and maintain that qualification;
4. Ensure access to squadron weapons and ammunition is limited to staff and cadets participating in the shooting program only;
5. Ensure the squadron weapons are in good repair and advise the Commanding Officer of any weapon requiring servicing;
6. In conjunction with Commanding Officer, select members for competitive Marksmanship Team no later than 4 months prior to Zone Competition; and
7. Ensure that the Marksmanship Team is prepared to participate in Zone marksmanship competition.
8. Maintain shooting records of all potential team members;
9. Maintain weekly attendance records and submit them to the Administration Officer; and
10. Carry out all other duties assigned by the Commanding Officer or Training Officer.

Marksmanship Officers have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Marksmanship Officer has the resources needed to properly perform their functions – within budget constraints. The Marksmanship Officer will keep the Commanding Officer informed of supplies needed, rifles and associated equipment that need repair, etc., as the needs arise.

Marksmanship Officers do not have the authority to restrict cadet access to activities within the Squadron. Issues with participation in the Marksmanship Team due to conflicts with other activities are to be brought to the Commanding Officer for action to be taken.

### **C09 Physical Fitness Coordinator**

The Physical Fitness Coordinator will be appointed by the CO and is responsible to the Commanding Officer through the Training Officer for carrying out all assigned duties. He/she shall:

1. Develop and maintain the physical fitness training program in accordance with established Cadet training directives;
2. Ensure all physical fitness training parades and activities are properly supervised;
3. Ensure all physical fitness equipment is properly maintained;
4. Assist and supervise physical fitness instructors and senior cadets in the preparation and presentation of their activities;

5. Ensure the cadet unit is in possession of all required physical fitness material and reference manuals;
6. Ensure the ongoing individual training and development of all physical fitness instructional staff;
7. Ensure that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
8. Compile all physical fitness training and examination results;
9. Organize physical fitness activities; and
10. Carry out all duties as assigned by the CO or Trg O.

Physical Fitness Coordinators have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Physical Fitness Coordinator has the resources needed to properly perform their functions – within budget constraints. The Physical Fitness Coordinator will keep the Commanding Officer informed of supplies needed and associated equipment that need repair, etc., as the needs arise.

Physical Fitness Coordinators do not have the authority to restrict cadet access to activities within the Squadron. Issues with participation in physical fitness activities due to conflicts with other activities are to be brought to the Commanding Officer for action to be taken.

### **C10 Band Coordinator**

The Band Coordinator will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Develop and maintain the Band training program in accordance with established cadet training directives;
2. Ensure all Band training parades and activities are properly supervised;
3. Ensure access to squadron instruments is limited to staff and cadets participating in the music program only;
4. Ensure the squadron instruments are in good repair and advise the CO of any instruments requiring servicing;
5. Assist and supervise music instructors and senior cadets in the preparation and presentation of their lessons;
6. Recommend instrument assignments when new cadets join the Band, to meet the overall requirements of the Band;
7. Ensure the cadet unit is in possession of all required band material and reference manuals;
8. Assess and maintain the music library
9. Ensure the ongoing individual training and development of all band instructional staff;
10. Ensure that an adequate system of monitoring, examinations or tests is used to verify the efficiency of training and the individual cadet's progress;
11. Compile all band training and examination results;
12. Advise the CO – and organize - any band competitions, concerts and ceremonial parades;
13. Select music for all Squadron parades and concerts;

14. Maintain training records of each cadet;
15. Maintain weekly attendance records and submit them to the Admin O; and
16. Carry out all other duties assigned by the CO.

Band Coordinators have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Band Coordinator has the resources needed to properly perform their functions – within budget constraints. The Band Coordinator will keep the Commanding Officer informed of supplies needed, instruments that need repair, etc., as the needs arise.

Band Coordinators do not have the authority to restrict cadet access to activities within the Squadron. Issues with participation in the Band due to conflicts with other activities are to be brought to the Commanding Officer for action to be taken.

### **C11 Drill Team Coordinator**

The Drill Team Coordinator will be appointed by the CO and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Develop and maintain the Drill Team training program in accordance with established cadet training directives;
2. Ensure all Drill Team training parades and activities are properly supervised;
3. Assist and supervise the Drill Team Commander and Senior Drill Team Cadets as required in the preparation and presentation of their lessons;
4. Prepare the Drill Team to conduct a demonstration for the Annual Ceremonial Review and to strive for them to participate in the Squadron Semi-Annual parade and Regional Drill Competition;
5. Maintain records showing cadet attendance and provide that information to the Admin O for recording; and
6. Carry out all other duties as assigned by the CO.

Drill Team Coordinators have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Drill Team Coordinator has the resources needed to properly perform their functions – within budget constraints. The Drill Team Coordinator will keep the Commanding Officer informed of funds and resources needed.

Drill Team Coordinators do not have the authority to restrict cadet access to activities within the Squadron. Issues with participation in the Drill Team due to conflicts with other activities are to be brought to the Commanding Officer for action to be taken.

### **C12 Public Speaking Coordinator**

The Public Speaking Coordinator will be appointed by the SSC Chair, and is responsible to the Commanding Officer through the Squadron Sponsoring Committee Chair for promoting participation in the annual Effective Speaking and Debating Competitions. He/she shall:

1. Ensure that participation in the Effective Speaking and Debating Competitions is effectively promoted within the ranks of the squadron;

2. Assist cadets in the preparation and practice of public speaking tasks throughout the year. Prepare participating cadets for the Squadron competition;
3. Liaise with the local Toastmasters Club early to firm up the date, arrange for judges and coordinate potential workshops for participating cadets;
4. Provide any requirements - beyond tables and chairs - to the CO for submission to the SSC;
5. Act as the Master of Ceremonies for the Squadron Effective Speaking and Debating Competitions;
6. Ensure adequate supervision and transportation for cadet participants in the Zone Public Speaking Competition and the Regional Debate Competition;
7. Develop and maintain the Public Speaking training program in accordance with established Cadet training and Air Cadet League directives;
8. Ensure all Public Speaking training and activities are properly supervised;
9. Coordinate Toastmasters training for all participating Cadets;
10. Organize, in conjunction with the CO and the SSC, the local level Effective Speaking Competition and special demonstrations;
11. Advise the CO on exercises and citizenship tours as well as coordinating public speaking special training projects;
12. Maintain records showing cadet attendance and provide that information to the Admin O for recording; and
13. Carry out all other duties assigned by the CO.

Public Speaking Coordinators have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Public Speaking Coordinator has the resources needed to properly perform their functions – within budget constraints. The Public Speaking Coordinator will keep the Commanding Officer informed of funds and resources needed.

Public Speaking Coordinators do not have the authority to restrict cadet access to activities within the Squadron. Issues with participation in the Public Speaking program due to conflicts with other activities are to be brought to the Commanding Officer for action to be taken.

### **C13 Duke of Edinburgh Award Program Coordinator**

The Duke of Edinburgh Award Program Coordinator will be appointed by the CO and is responsible to the CO for carrying out all assigned duties. He/she shall:

1. Develop and maintain the Duke of Edinburgh program in accordance with established Cadet training and Duke of Edinburgh's International Award directives;
2. Assist and supervise Cadets in the preparation and execution of the various aspects of the program;
3. Advise the CO on exercises and citizenship tours as well as coordinating Duke of Edinburgh special training projects;
4. Maintain records showing the progress of each Cadet; and
5. Carry out all other duties assigned by the CO.

Duke of Edinburgh Award Program Coordinators have no fiscal responsibility within the Squadron. The Commanding Officer must approve all plans/decisions involving costs to the Squadron prior to action being taken.

The Commanding Officer is responsible for ensuring the Duke of Edinburgh Award Program Coordinator has the resources needed to properly perform their functions – within budget constraints. The Duke of Edinburgh Award Program Coordinator will keep the Commanding Officer informed of funds and resources needed.

Duke of Edinburgh Award Program Coordinators do not have the authority to restrict cadet access to activities within the Squadron. Issues with participation in the Duke of Edinburgh program due to conflicts with other activities are to be brought to the Commanding Officer for action to be taken.

**Appendix 1 to Annex C Duty Officer (DO) Checklist**

**Date:** \_\_\_\_\_ **Senior Duty Cadet (SDC):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Junior Duty Cadet (JDC):** \_\_\_\_\_

**1800hrs to 1830hrs**

- Arrive at the LHQ and prepare it for the night by:
  - Unlocking the front door and the main office door;
  - Turning on the all common area (halls, bathrooms), training area (classrooms, parade Square) and office lights; and
  - Conducting a security/condition check of the building, looking for damages or missing items (specifically furniture and electronics).
- Retrieve Duty Officer and Duty Cadet binders
- Sign-in on the Duty Roster
- Meet with SDC and JDC to coordinate duties and distribute their brassard and binder.

**1830hrs to 1900hrs (Opening Parade)**

- Check in with SDC and JDC to note their progress in completing their assigned tasks

**1900hrs to 1930hrs (Pd 1) AND 1935hrs to 2005hrs (Pd 2) AND 2020hrs to 2050hrs (Pd 3)**

- Be prepared to support the SDC and JDC, otherwise conduct normal duties

**2005hrs to 2020hrs (Break)**

- Check in with SDC and JDC to note their progress in completing their assigned tasks

**2050hrs to 2115hrs (Closing Parade)**

- Be prepared to support the SDC and JDC, otherwise conduct normal duties

**2115hrs to 2130hrs**

- Meet with SDC and JDC when they have completed their duties and conduct an Inspection of the building to confirm the cleanup was completed properly\*\*
- Ensure SDC and JDC have completed their Checklists, signed-out on the Duty Roster and return returned their brassard and binder
- Ensure there are no cadets still left in the building or waiting outside to go home
- Conduct a closing security/condition check of the building, looking for open windows / outer Outer doors
- Sign-out on the Duty Roster

**\*\*Duty Section Tasks**

- Clean up the following areas:
  - Parade Square;
  - Landing outside of Parade Square;
  - Main stairwell, including landing at main doors;
  - Washrooms;
  - Downstairs hallway;
  - Classrooms (x3);
  - Emergency exit stairwell, including landing at emergency exit door; and
  - Landing at top of emergency exit stairwell.
- Perform the following as part of the cleanup of each area listed above:
  - Pick up and dispose of all waste: recycling and garbage in the proper waste containers;
  - Tidy up furniture and stack chairs (no more than 5 chairs per stack);
  - Collect any personal items left behind and bring them to the Main Office (Lost and Found);
  - Sweep floors;
  - Empty out waste containers and place them in the proper bins outside; and
  - Insert new bags into the waste containers.

## ANNEX D TERMS OF REFERENCE – CADET APPOINTMENTS

### D01 Squadron Warrant Officer (SWO)

The Squadron Warrant Officer will be appointed by the CO, in consultation with the Squadron staff, and is responsible to the Commanding Officer for carrying out all assigned duties. He/she shall:

1. Ensure the overall motivation and Esprit de Corps of the Squadron is at a high level;
2. Assist in the implementation of the Squadron Training Program;
3. Enforce all rules and policies outlined in these Standing Orders pertaining to all cadets in Squadron;
4. Ensure all cadets in the Squadron maintain a high standard of dress and deportment;
5. Bring forth concerns and suggestions regarding cadets to appropriate staff members;
6. Keep all cadets informed of events and happenings through appropriate Flight Commanders;
7. Maintain a high standard of dress and drill;
8. Submit Closing Parade Announcements to Main Office for posting on the Squadron Web Site;
9. Maintain a Communication Log (See sample in Appendix 1) and spot check Flt Comd logs to ensure they are up to date;
10. Conduct visual uniform inspections of the Squadron every Training Night (except CO's Parade);
11. Perform the Cadet Squadron Commander (Sqn Comd) parade position during all parades; and
12. Carry out all other duties assigned by the CO or designate.

### D02 Squadron Deputy Warrant Officer (SDWO)

The Squadron Deputy Warrant Officer will be appointed by the CO, in consultation with the Squadron staff, and is responsible to the Squadron Warrant Officer for carrying out all assigned duties. He/she shall:

1. Assist the SWO with carrying out his/her duties;
2. Carry out all duties of the SWO in his/her absence;
3. Perform the Cadet Squadron Deputy Commander (Sqn DComd) (or Cadet Squadron Warrant Officer (SWO)) parade position during all parades; and
4. Carry out all other duties assigned by the SWO.

### D03 Flight Commander (Flt Comd)

The Flight Commander will be appointed by the CO, in consultation with the Squadron staff, and is responsible to the Training Officer, through the Squadron Warrant Officer, for carrying out all assigned duties. He/she shall:

1. Ensure the morale, motivation and Esprit de Corps of their Flight and its members is at a high level;
2. Ensure cadets are informed of all events and any changes to previously announced events;

3. Ensure all cadets in their Flight maintain a high standard of dress and deportment;
4. Conduct uniform inspections, recording results on the form provided;
5. Maintain a Communication Log (see sample in Appendix 1);
6. Supervise all cadets in their flight;
7. Handle minor disciplinary problems in their flight;
8. Perform the Cadet Flight Commander (Flt Comd) parade position during all parades; and
9. Carry out all other duties assigned by the SWO or designate.

#### **D04 Section Leader (Sect Ldr)**

The Section Leader will be appointed by the CO, in consultation with the Squadron Staff, and is responsible to their respective Flight Commander for carrying out all assigned duties. The Section Leader is normally the second senior qualified Cadet in terms of rank in the Flight and should have at least completed Level Two training. He/she shall:

1. Assist the Flt Comd with carrying out his/her duties;
2. Carry out all duties of the Flt Comd in his/her absence;
3. Perform the Cadet Flight Sergeant (Flt Sgt) parade position during parades (as required); and
4. Carry out all other duties assigned by the Flt Comd or designate.

#### **D04 Senior Duty Cadet (SDC)**

The Senior Duty Cadet is responsible to the Commanding Officer through the Duty Officer for carrying out all assigned duties. The Senior Duty Cadet position will be filled on a monthly rotational basis and will include all FCpls. The position is intended to be filled during Regular Training Nights from 1810hrs until 2135hrs (or until all tasks have been completed, whichever comes last), but may also be applied for specified training sessions. He/she shall:

1. Arrive at the Squadron Building NLT 1810hrs and depart the Squadron Building after all cadets have left;
2. Report with the DO to sign in for duty;
3. Complete the Senior Duty Cadet Checklist, as per Appendix 1 to Annex D; and
4. Carry out all other duties assigned by the DO.

#### **D05 Junior Duty Cadet (JDC)**

The Junior Duty Cadet is responsible to the Duty Officer through the Senior Duty Cadet for carrying out all assigned duties. The Junior Duty Cadet position will be filled on a monthly rotational basis and will include all Cpls. The position is intended to be filled during Regular Training Nights from 1810hrs until 2135hrs (or until all tasks have been completed, whichever comes last), but may also be applied for specified training sessions. He/she shall:

1. Arrive at the Squadron Building NLT 1810hrs and depart the Squadron Building after all cadets have left;

2. Report with the DO to sign in for duty;
3. Complete the Junior Duty Cadet Checklist, as per Appendix 1 to Annex D; and
4. Carry out all other duties assigned by the SDC.

**Appendix 1 to Annex D Sample Communication Log**

**Rank & Name:** \_\_\_\_\_

**Training Year:** e.g. 2018/2019 \_\_\_\_\_

Names	Contact Information (place a * beside preferred method)		
	Phone	Email	other
Rank First Name Last name			
"			
"			
"			

**Appendix 2 to Annex D Senior Duty Cadet (SDC) Checklist**

**Date:** \_\_\_\_\_ **Duty Officer:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Junior Duty Cadet (JDC):** \_\_\_\_\_

**1800hrs to 1830hrs**

- Report to Duty Officer to receive instructions and SDC binder and brassard
- Sign-in on the Duty Roster
- Meet with JDC to coordinate duties
- Set up classrooms (tables and chairs neatly organized)
- Survey all Adult Staff to see if they have announcements that need to be made during Opening Parade
- Meet with the Squadron Warrant Officer (the SWO Appointment: NOT the Parade Position) to pass on any announcements from the Adult Staff
- Ensure JDC has Attendance and Uniform Inspection Clipboards ready for distribution during Opening Parade

**1830hrs to 1900hrs (Opening Parade)**

- Ensure JDC distributes Attendance and Uniform Inspection Clipboards to Flight Commanders Commanders
- Announce the location of each Level’s first period of training along with the name of the instructor
- Ensure JDC retrieves Attendance and Uniform Inspection Clipboards from Flight Commanders when they are complete

**1900hrs to 1930hrs (Pd 1) AND 1935hrs to 2005hrs (Pd 2) AND 2020hrs to 2050hrs (Pd 3)**

- Attend classes as assigned for your level
- Leave assigned class early enough to give a 5-minute end-of-period warning to each class, as well As announcing the end of each period

**2005hrs to 2020hrs (Break)**

- Report to Main Office to receive a list of cadets that the Adult Staff wish to speak with, then retrieve the cadets, directing them to the appropriate Adult Staff member
- Supervise cadets during Break, ensuring the canteen line is organized and quiet. Also ensure that cadets not accessing (or finished with) the canteen go directly to one of the three classrooms
- Announce the end of Break and ensure that cadets quickly and efficiently move to their assigned classes

**2050hrs to 2115hrs (Closing Parade)**

- Ensure all cadets quickly and efficiently move to the parade square to fall in for Closing Parade
- Stand post at edge of the parade square, just inside of the double doors. Supervise all cadets not formed up with the Squadron (e.g., new recruits, those not in uniform)
- Announce who is the Duty Section\*\* and state where you want them to meet you after dismissal

**2115hrs to 2130hrs**

- Meet with Duty Section and assign tasks, including supervision assignment for JDC
- Supervise Duty Section and confirm cleanup is completed properly
- Dismiss Duty Section
- Report to the Duty Officer to return the SDC binder and brassard
- Sign-out on the Duty Roster

**\*\*Duty Section Tasks**

- Clean up the following areas:
  - Parade Square;
  - Landing outside of Parade Square;
  - Main stairwell, including landing at main doors;
  - Washrooms;
  - Downstairs hallway;
  - Classrooms (x3);
  - Emergency exit stairwell, including landing at emergency exit door; and
  - Landing at top of emergency exit stairwell.
- Perform the following as part of the cleanup of each area listed above:
  - Pick up and dispose of all waste: recycling and garbage in the proper waste containers;
  - Tidy up furniture and stack chairs (no more than 5 chairs per stack);
  - Collect any personal items left behind and bring them to the Main Office (Lost and Found);
  - Sweep floors;
  - Empty out waste containers and place them in the proper bins outside; and
  - Insert new bags into the waste containers.

**Appendix 3 to Annex D Junior Duty Cadet (JDC) Checklist**

Date: \_\_\_\_\_

Duty Officer: \_\_\_\_\_

Name: \_\_\_\_\_

Senior Duty Cadet (SDC): \_\_\_\_\_

**1800hrs to 1830hrs**

- Report to Duty Officer to receive instructions and JDC binder and brassard
- Sign-in on the Duty Roster
- Meet with (SDC) to coordinate duties
- Prepare Parade Square (turn lights on, floor clear)
- Collect the Attendance and Uniform Inspection Clipboards from the Main Office

**1830hrs to 1900hrs**

- Distribute Attendance and Uniform Inspection Clipboards to Flight Commanders
- Retrieve completed Attendance and Uniform Inspection Clipboards from Flight Commanders after the role and inspection is complete and deliver them to the Main Office

**1900hrs to 1930hrs (Pd 1) AND 1935hrs to 2005hrs (Pd 2) AND 2020hrs to 2050hrs (Pd 3)**

- Attend classes as assigned for your level

**2005hrs to 2020hrs (Break)**

- Assist the SDC in supervising cadets during Break
- Assist the SDC, if needed, in retrieving cadets that the Adult Staff wish to speak to.

**2050hrs to 2115hrs (Closing Parade)**

- Ensure all cadets quickly and efficiently move to the parade square to fall in for Closing Parade
- Stand post at edge of the parade square, just inside of the double doors.
- When announcements are completed, go to the Main Office and inform the Adult Staff That the Squadron is ready for them. Return to the edge of the parade square

**2115hrs to 2130hrs**

- Assist the SDC during Duty Section\*\* briefing and supervise cadets during Duty until done
- Report to the Duty Officer to return the JDC binder and brassard
- Sign-out on the Duty Roster

**\*\*Duty Section Tasks**

- Clean up the following areas:
  - Parade Square;
  - Landing outside of Parade Square;
  - Main stairwell, including landing at main doors;
  - Washrooms;
  - Downstairs hallway;
  - Classrooms (x3);
  - Emergency exit stairwell, including landing at emergency exit door; and
  - Landing at top of emergency exit stairwell.
- Perform the following as part of the cleanup of each area listed above:
  - Pick up and dispose of all waste: recycling and garbage in the proper waste containers;
  - Tidy up furniture and stack chairs (no more than 5 chairs per stack);
  - Collect any personal items left behind and bring them to the Main Office (Lost and Found);
  - Sweep floors;
  - Empty out waste containers and place them in the proper bins outside; and
  - Insert new bags into the waste containers.

## ANNEX E TERMS OF REFERENCE – CADET RANKS

Notwithstanding the duties outlined in Annex D, all cadets have the following duties and responsibilities:

### E01 Air Cadet (AC) (a.k.a., Cadet (Cdt))

An Air Cadet shall:

1. Familiarize themselves with the Squadron Standing Orders;
2. Obtain information on upcoming activities, if not contacted through their Section Leader;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;
6. Actively participate in unit activities and functions outside of cadets; and
7. Perform all other assigned duties as required.

### E02 Leading Air Cadet (LAC)

A Leading Air Cadet shall:

1. Familiarize themselves with the Squadron Standing Orders;
2. Obtain information on upcoming activities, if not contacted through their Section Leader;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;
6. Actively participate in unit activities and events outside of Regular Training Nights;
7. Carry out basic supervisory duties as assigned;
8. Ensure the well-being of all Air Cadet (AC) rank cadets and assist them as required; and
9. Perform all other assigned duties as required.

### E03 Corporal (Cpl)

A Corporal shall:

1. Read and ensure understanding of the Squadron Standing Orders;
2. Obtain information on upcoming activities, if not contacted through their Section Leader;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;

6. Actively participate in unit activities and events outside of Regular Training Nights;
7. Carry out supervisory duties as assigned;
8. Ensure the well-being of all subordinate cadets and assist them as required;
9. Use the Chain of Command to communicate with all subordinates and superiors; and
10. Perform all other assigned duties as required.

#### **E04 Flight Corporal (FCpl)**

A Flight Corporal shall:

1. Read and ensure understanding of the Squadron Standing Orders;
2. Obtain information on upcoming activities, if not contacted through their Flt Comd;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;
6. Actively participate in unit activities and events outside of Regular Training Nights;
7. Carry out supervisory duties as assigned;
8. Ensure the well-being of all subordinate cadets and assist them as required;
9. Use and enforce the Chain of Command to communicate with all subordinates and superiors; and
10. Perform all other assigned duties as required.

#### **E05 Sergeant (Sgt)**

A Sergeant shall:

1. Read and ensure understanding of the Squadron Standing orders, and submit a signed copy of Annex A – Statement of Understanding;
2. Obtain information on upcoming activities, if not contacted through their Flt Comd;
1. Inform the Squadron if they are going to be absent from a cadet activity;
2. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
3. Attend all mandatory activities;
4. Actively participate in unit activities and events outside of Regular Training Nights;
5. Carry out supervisory duties as assigned;
6. Ensure the well-being of all subordinate cadets and assist them as required;
7. Use and enforce the Chain of Command to communicate with all subordinates and superiors;
8. Train replacement(s) and assist them as required;
9. Be the direct liaison for subordinate cadets to the Flt Comd.

10. Instruct as required;
11. Assist in the planning and conducting of squadron exercises; and
12. Perform all other assigned duties as required.

### **E06 Flight Sergeant (FSgt)**

A Flight Sergeant shall:

1. Read and ensure understanding of the Squadron Standing Orders, and submit a signed copy of Annex A – Statement of Understanding;
2. Obtain information on upcoming activities, if not contacted through the SWO;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;
6. Actively participate in unit activities and events outside of Regular Training Nights;
7. Carry out supervisory duties as assigned;
8. Ensure the well-being of all subordinate cadets and assist them as required;
9. Use and enforce the Chain of Command to communicate with all subordinates and superiors;
10. Train replacement(s) and assist them as required;
11. Be the direct liaison for subordinate cadets to the SWO (or a WO2, if required).
12. Instruct as required;
13. Notify Senior Duty Cadet of absent cadets and the reasons why;
14. Assist in the planning and conducting of squadron activities and exercises;
15. Make recommendations to the SWO for promotions and cadet awards; and
16. Perform all other assigned duties as required.

### **E07 Warrant Officer Second Class (WO2)**

A Warrant Officer Second Class shall:

1. Read and ensure understanding of the Squadron Standing Orders, and submit a signed copy of Annex A – Statement of Understanding;
2. Obtain information on upcoming activities, if not contacted through the SWO;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;
6. Actively participate in unit activities and events outside of Regular Training Nights;
7. Carry out supervisory duties as assigned;

8. Ensure the well-being of all subordinate cadets and assist them as required;
9. Use and enforce the Chain of Command to communicate with all subordinates and superiors;
10. Train replacement(s) and assist them as required;
11. Be a liaison for FSgts (rank) to the SWO (appointment), if required.
12. Instruct as required;
13. Assist in the planning and conducting of squadron activities and exercises;
14. Make recommendations to the SWO for promotions and cadet awards, providing substantiation for the recommendations; and
15. Perform all other assigned duties as required.

### **E08 Warrant Officer First Class (WO1)**

A Warrant Officer First Class shall:

1. Read and ensure understanding of the Squadron Standing Orders, and submit a signed copy of Annex A – Statement of Understanding;
2. Obtain information on upcoming activities, if not previously contacted;
3. Inform the Squadron if they are going to be absent from a cadet activity;
4. Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
5. Attend all mandatory activities;
6. Actively participate in unit activities and events outside of Regular Training Nights;
7. Carry out supervisory duties as assigned;
8. Ensure the well-being of all subordinate cadets and assist them as required;
9. Use and enforce the Chain of Command to communicate with all subordinates and superiors;
10. Train replacement(s) and assist them as required;
11. Be the direct liaison for cadets to the CO.
12. Instruct as required;
13. Take a leading role in the planning and conducting of Squadron activities and exercises;
14. Make recommendations to the CO for promotions and cadet awards, providing substantiation for the recommendations;
15. Convey the Squadron's status to the CO;
16. Inform the CO of ANY unusual occurrences associated with the operation of the Squadron;
17. Assist in establishing a duty roster for Cpls and FCpls as Duty Cadets;
18. Coordinate the operation of the Squadron with Adult Staff and subordinates; and
19. Perform all other assigned duties as required.

## ANNEX F UNIFORM GUIDE

All Members of the Squadron will adhere to the following Squadron Dress regulations:

1. All cadets shall conform to the Air Cadet Dress Regulations, CATO 55-04, while in uniform;
2. All CAF members shall conform to the Canadian Forces Dress Regulations;
3. Under no circumstances shall civilian articles of clothing be worn with any part of an Air Cadet or CAF uniform;

### F01 Orders of Dress

The following chart identifies the orders of dress worn during various occasions:

Activity	Cadets		Adult Staff	
	Cdt to Sgt	FSgt to WO1	CAF Members	Civilian Staff
Regular Training Night – Winter	C-4	C-2	3C (with tie)	Business Casual with Squadron Staff Golf shirt
Regular Training Night – Summer	C-4A	C-2B	3B	Business Casual with Squadron Staff Golf shirt
CO's Parade	C-1 (no accoutrements)	C-1 (no accoutrements)	1A	Semi-Formal
Ceremonial Events: Battle of Britain / Remembrance Day / Battle of Atlantic/ Semi-Annual / ACR / Change of Command Parades	C-1 (with accoutrements)	C-1 (with accoutrements)	1A	Semi-Formal
Community Events / Fundraising	C-2 / C-2A	C-2 / C-2A	3 / 3B	Business Casual with Squadron Staff Golf shirt
SWO and SDWO Appointment Parades	C-1 (with accoutrements)	C-1-44	1A	Semi-Formal
Athletic Activities	Athletic wear according to weather conditions	Athletic wear according to weather conditions	Athletic wear according to weather conditions if participating. Business casual with Squadron Staff Golf shirt if not participating	Athletic wear according to weather conditions if participating. Business casual with Squadron Staff Golf shirt if not participating
Overnight Activities	According to provided kit list / instructions	According to provided kit list / instructions	According to provided kit list / instructions	According to provided kit list / instructions

The following charts lists the authorized accoutrements:

#### Standard Parade Positions

Order of Dress	Parade Position			
	Squadron Warrant Officer (SWO)	Flight Commander (Flt Comd)	Squadron Deputy Commander (Sqn DComd)	Squadron Commander (Sqn Comd)
C-1	White belt	White lanyard White belt	White lanyard White belt	White lanyard White belt
C-1-44	White belt	White lanyard White belt	Gold lanyard Blue & Gold belt	Gold aiguillette Blue & Gold belt Squadron Warrant Officer's Stick

#### Special Parade Positions

Order of Dress	Parade Position			
	Flag Bearer	Flag Escort	Drum Major	Supernumerary NCM
C-1	White lanyard White belt	White belt	White belt Sash Mace White gauntlets (opt)	White belt

ALL accoutrements will remain at the Supply Office when not in use. They will be issued, as needed, using a Temporary Loan Card, and returned as soon as possible following the event.

Each cadet is to ensure that they are in possession of all items of uniform, and that each item fits correctly. If not, they are to contact the Supply Officer, through the chain of command, and arrange for items to be replaced. Such replacement requires the return of all old/small items. All uniforms remain the property of the Squadron and are to be returned when the cadet leaves the unit.

### F02 Uniform Maintenance

Pending