

700 David Hornell VC Squadron Royal Canadian Air Cadets



STANDING ORDERS

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700 David Hornell VC Squadron Royal Canadian Air Cadets Standing Orders

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1.0 Introduction

1.01 References:

- National Cadet and Junior Canadian Rangers Support Group Orders (Natl CJCR Sp Gp Orders)
- Cadet Administrative and Training Orders (CATOs) Central Region Cadet Orders (CRCOs)
- Central Region Cadet Supplementary Orders (CRCSOs) Central Region Cadet Instructions (CRCIs)
- Canadian Forces Manual of Drill and Ceremonial (CFP 201) Air Cadet Dress Instructions (CATO 55-04)
- Air Cadet Drill Manual

1.02 Squadron Standing Orders (SSOs) are issued by authority of the Commanding Officer (CO).

1.03 These orders are prepared for the Cadets, Officers, Civilian Instructors and Volunteers of 700 Squadron, in order that they and Cadets' parents/guardians may know what is expected of them. All young people who join the Squadron are welcome and will receive the finest youth training, emphasizing self-discipline, responsibility, deportment, citizenship, leadership, and physical fitness.

1.04 The SSOs must be reviewed by all members of the Squadron Staff and senior Cadets at the beginning of the Training Year and whenever additions or amendments are made.

1.05 The SSOs are available from the Admin Officer for review by Cadets and parents/guardians upon request and are posted on the Squadron web site.

1.06 All Squadron Staff or Cadets who have questions concerning the rationale for/application of a provision in the SSOs, or who wish to suggest an amendment/addition, should bring these matters to the attention of the Deputy CO, who will staff them to the CO.

2.0 Chains of Command/Duties and Responsibilities

2.01 The Squadron Chain of Command is a hierarchy of responsibility. Utilization of the Chain permits the efficient and effective flow of information, which in turn allows Staff members and Cadets at each level of the Chain to take appropriate action.

2.02 It is expected that whenever possible and practicable, Squadron Staff and Cadets will observe the Chain of Command.

2.03 Diagrams of the Staff and Cadet Chains of Command are shown at Annex B. These Annexes will be updated as positions and personnel change throughout the Training Year.

2.04 Duties and Responsibilities of Squadron Staff and senior Cadets are outlined at Annex C.

2.05 Updates will be issued from time to time and all Squadron Staff and senior Cadets are to ensure that they amend the copies in their possession.

3.0 Weekly Routine Orders

- 3.01 Weekly Routine Orders (WROs) are issued on Monday of each week to provide information on the upcoming week’s activities. The sections of the WROs include:
- a. Duties and Instructions
 - b. Current Week’s Activities (table)
 - c. Promotions and Appointments
 - d. Upcoming Events & Activities: Next 30 Days
 - e. Announcements
 - f. Annexes
- 3.02 Annex A to the WROs is the *Weekly Training Schedule*, published by the Training Cell.
- 3.03 WROs are circulated in electronic form to all Squadron Staff and senior Cadets and posted on both the Squadron web site (immediately) and the Notice Board (Friday).

4.0 Regular Training Nights

- 4.01 All Regular Training Nights will be held at Thistleton Collegiate Institute (TCI) unless otherwise stated. Regular training takes place on Friday evenings.
- 4.02 The following schedule will normally be followed on Regular Training Nights:

TIMES	ACTIVITY
1800 hrs	TCI opens to Squadron personnel
1800 - 1810 hrs	Senior Cadets are inspected and briefed
1815 hrs	Cadets fall-in
1815 - 1830 hrs	Flight inspection/standing Drill
1830 hrs	Admin and Supply Offices open
1830 - 1835 hrs	Attendance taken
1835 - 1840 hrs	Opening Parade
	<i>Transit to classes</i>
1850 - 1920 hrs	Period 1
	<i>Transit to classes</i>
1925 - 1955 hrs	Period 2
	<i>Transit to Break</i>
2000 - 2015 hrs	Break/Canteen in Cafeteria
	<i>Transit to classes</i>
2020 - 2050 hrs	Period 3/CO’s Parade when scheduled
2050 - 2100 hrs	<i>Transit to Gym</i> , Fall-in for Closing Parade
2100 hrs	Admin and Supply Offices close
2105 hrs	Closing Parade commences
2130 hrs	Closing Parade concludes
2200 hrs	Deadline for clearance of TCI

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- 6.01 Cadets are encouraged take part in periodic competitions organized by the Squadron, other Cadet Units, or the Regional Cadet Support Unit, e.g., Inter-Squadron sports, Drill, Band, Air Rifle competitions, etc.
- 6.02 Parades, community activities, and Squadron events will be authorized by the CO during the training year and are usually of special significance. Some regular annual parades and events that Squadron staff and Cadets should be aware of are;
- a. Fall (September) and Spring (April) Tagging Days - mandatory participation
 - b. Fall and Spring Familiarization Flying at CFB Borden
 - c. Poppy Campaigns in conjunction with Branches of the Royal Canadian Legion
 - d. Remembrance Day Services (both the weekend prior and on November 11)
 - e. Weston Santa Claus Parade
 - f. Annual Mess Dinner (mid-December)
 - g. Annual Review (usually the first Sunday in June).
- 6.03 Parents and Guardians are encouraged to come out and support the Squadron during many of these parades and activities.

7.0 Forms of Address

- 7.01 In civilian life we are expected to show courtesy to others. Cadets are expected to do the same for their superiors, subordinates and peers.
- a. Addressing Officers, Civilian Instructor and other Military Personnel:*
- 7.02 All Cadets will address Commissioned Officers, Officer Cadets and NCMs by rank and surname; i.e. “Captain Smith”, “Warrant Officer Jones.” Officers may alternatively be addressed as “Sir/Ma’am.”
- a. Addressing Sponsoring Committee Members, Parents and Other Civilian Dignitaries:*
- 7.03 All Cadets will address Sponsoring Committee Members, parents and other civilian dignitaries as they would a Commissioned Officer by saying “Sir” or “Ma’am” as required. Another way to address them is by surname with “Mr./Mrs. or Ms.”, as appropriate.
- a. Addressing Cadet NCOs:*
- 7.04 Squadron Staff and Cadets will address all Warrant Officers, Flight Sergeants, Sergeants, Flight Corporals and Corporals by rank and surname.
- a. Addressing Cadets:*
- 7.05 Cadets will be addressed by superiors as Cadet and surname or LAC and surname.

8.0 Saluting/Paying Compliments

- 8.01 The term “Salute” or “Saluting” as referred to in the *Air Cadet Drill Manual* and any other training manual means saluting with the hand. Cadets will salute all Commissioned Officers wherever and whenever they are recognized, whether such officers are in uniform or not. For other saluting situations, refer to your Drill Manual for guidance.
- 8.02 When reporting on Parade to an individual or group of persons (e.g., for a promotion or
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- other recognition), civilians - such as League or Legion members, SSC members, or special guests - will be paid compliments with a salute.
- 8.03 Non-saluting zones will be established on Regular Training Nights from time to time. These areas presently include classrooms and hallways. However:
- a. The non-saluting zones apply to junior Officers (Captain and under) only. Senior Officers and guests - military or civilian - will be saluted as appropriate.
 - b. Cadets passing junior Officers shall check their arms and give an eyes right or left, and when speaking with an Officer shall remain at Attention unless instructed to Stand At Ease.
- 8.04 Cadets will salute *or remove civilian headdress* upon entering the Squadron Offices. They will also salute upon leaving. Cadets reporting to an Officer in a Squadron office, after saluting will remain standing at Attention until they are told to Stand at Ease.
- 8.05 Cadets will remove their headdress upon entering a classroom. The senior person or the Cadet sitting closest to the door will call the class to Attention by calling “Room”, when an instructor or Officer enters the room and the class will remain at attention until told otherwise. When an Officer enters a room during the midst of a class or activity, the instructor may exercise judgment as to whether or not it is appropriate to call Room.
- 8.06 When dressed in civilian clothes, all Cadets shall stand at attention and male Cadets (except for those of the Sikh faith) shall remove headdress, on any occasion when a salute would be correct in uniform and weather conditions allow.

9.0 Conduct and Discipline – Cadets

- 9.01 All disciplinary measures at the Squadron shall be carried out in accordance with CATO 15-22 *Conduct and Discipline - Cadets* and CATO 15-21 *Termination of Cadet Membership*.
- 9.02 Discipline in the Cadet program is used as a teaching tool to encourage youth to develop appropriate behavior. It must at all times be respectful of the individual, be effective over the long term, and promote character development.
- 9.03 Any suspected **criminal** infraction shall immediately be reported by the CO to the military or civilian police.
- 9.04 Discipline is administered on a progressive scale. The lowest appropriate level of disciplinary measure for the infraction committed is implemented first. Disciplinary action is never used as a means of retaliation against a Cadet and corporal punishment to correct deficiencies is forbidden.
- 9.05 Once a disciplinary measure has been assigned to an infraction and carried out, further discipline for the same infraction is not allowed. Cadets are given the opportunity to correct their behavior and continued disciplinary measures would be unproductive. A Cadet must be allowed to learn from his or her error.
- 9.06 The principles of procedural fairness are adhered to in the disciplinary process. The basic principles of procedural fairness are that the decision-maker should be unbiased and impartial; and the subject Cadet must have both adequate notice of the allegation(s) and

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- an opportunity to be heard and respond to the allegation(s).
- 9.07 Misbehavior by Cadets is recorded in their Squadron personnel file in order to provide feedback on their performance and to justify any administrative or disciplinary actions.
- 9.08 In any situation where a Cadet is alleged to have acted inappropriately, all sides of the issue must be explored in a manner consistent with the requirements of procedural fairness. Once the CO has observed or received a report of misbehavior, he will initiate fact-finding into the incident. The process for fact-finding is outlined in CATO 15-22.
- 9.09 If a Cadet is a minor (i.e., under the age of 18 years), the CO must ensure, to the best of his or her ability, that a parent or guardian is present any all discussions that involve disciplinary measures described in Section 31, points “f” to “l.” For a Cadet who is not a minor, the responsibility to inform a parent or guardian rests with the Cadet; however, they may request to have a parent or guardian present, if they choose.
- 9.10 It is the responsibility of the CO to determine which administrative or disciplinary measure is most appropriate to the misbehavior. A Cadet must never feel that they are being demeaned or belittled in front of their peers or subordinates. If, based on the information discovered during the fact-finding, it is determined that the Cadet breached regulations, orders or instructions, the following administrative (“a” to “e”) or disciplinary (“f” to “l”) actions may be considered:
- a. Verbal warning;
 - b. Apology;
 - c. Cautionary notice;
 - d. Assignment of extraduties;
 - e. Written warning;
 - f. Suspension of privileges;
 - g. Cease training;
 - h. Removal of position;
 - i. Suspension of pending promotion;
 - j. Reduction in rank;
 - k. Suspension;
 - l. Termination of membership.
- 9.11 Administrative and disciplinary measures are described in Sections 32-65 of CATO 15.22.
- 9.12 When the misbehavior is serious, it may be appropriate to hold follow-up interviews with the Cadet to provide further guidance and advice to ensure the Cadet meets the required standard of conduct.
- 9.13 Should a Cadet disagree with any disciplinary measure, an appeal mechanism exists: initially to the CO, and thereafter to the RCSU(C) Toronto Detachment Commander.
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10.0 Re-Dress of Grievances

- 10.01 If a Cadet has a grievance, they must first report it to their Flight Commander (FComd). If they do not receive satisfaction, they must then report to the Squadron Warrant Officer (SWO), who will try to resolve the problem. If there is still no satisfaction, the Cadet may request the SWO to be paraded before the CO or Deputy CO.
- 10.02 If a Cadet has a problem that he/she feels cannot be handled by a senior Cadet, they should bring that question directly to their Level Officer or the Deputy CO.
- 10.03 Cadets may request to have any disciplinary action redressed, if they feel they have been wrongly penalized. This will consist of the Cadet putting their request in writing for review by the CO. All requests must be substantiated and thoroughly detailed. Once reviewed by the CO, an interview will be conducted to determine if the action taken was appropriate. The decision of the CO is final.

11.0 Codes of Conduct

- 11.01 A copy of the *Code of Conduct* and/or *Enhanced Code of Conduct* is placed in the Cadet's personnel file; a second copy is provided to the Cadet; and a third copy is provided for the parent or guardian of the Cadet.
- 11.02 The Code of Conduct and the Enhanced Code of Conduct are reproduced in Annex D.

12.0 Prevention and Resolution of Harassment

- 12.01 All matters respecting the prevention of harassment or the treatment of claims of harassment will be handled in accordance with CATO 13-24 *Harassment Prevention and Resolution*, and any statutory references cited in the CATO, as required.
- 12.02 The CO appoints an Officer or Officers to act as the Unit Cadet Conflict Management Advisors (UCCMA) for the Squadron. These appointments will be published on the Squadron website and updated as they change.
- 12.03 The UCCMAs will conduct the *Positive Social Relations for Youth Training and Influencing Positive Social Relations Module* annually - or more frequently as required - for all Cadets and adult Staff and will provide advice to Cadets and staff respecting harassment prevention, resolution and policy.
- 12.04 The Squadron policy on harassment is the same as stated in CATO 13-24:
 - a. The Squadron is committed to ensuring the safety of every Cadet and adult supervisor and to providing a respectful environment that promotes fair and equitable treatment;
 - b. All Cadets and adult supervisors have the responsibility to treat others fairly, respectfully and with dignity in an environment free of harassment, and they have right to be treated in the same manner. Harassment in any form shall not be tolerated.
 - c. Individuals directly involved in a harassment complaint have the right to have the complaint dealt with in an expeditious, impartial and sensitive manner, without fear of retaliation or retribution.

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- 12.05 Harassment means any improper conduct by an individual that is directed at and offensive to another person or persons during Cadet duty and which the individual knew or ought reasonably to have known would cause offence or harm, which includes:
- a. Any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment;
 - b. Any act of intimidation or threat; and,
 - c. Situations described in the *Canadian Human Rights Act*.
- 12.06 Questions concerning harassment prevention, resolution or policy may be directed to a Level Officer, or directly to one of the UCCMAs.

13.0 Personal Relationships

- 13.01 The Squadron policy on personal relationship will be in accordance with CATO 25-05 *Personal Relationships*.
- 13.02 The Squadron is committed to:
- a. Respecting the inherent right of a staff member and Cadets to form a personal relationship of their choosing;
 - b. Respecting the privacy of the personal relationships of staff members and Cadets; and
 - c. Providing fair and unbiased treatment to persons in the care or under the protection of Squadron Staff and preventing the exploitation of vulnerable persons.
- 13.03 In order to avoid potential, real or perceived conflicts of interest, relationships of an emotional, romantic or sexual nature between a staff member and a Cadet, while in the Chain of Command, are not permitted.
- 13.04 In order to ensure the proper application of DND and Squadron policy expressed in Section 13.02, an acceptable relationship includes:
- a. A family relationship between a staff member and a Cadet or between Cadets provided the Chain of Command is duly notified;
 - b. An emotional, romantic, sexual or family relationship, including marriage, a common-law partnership or civil union, between two staff members; or
 - c. A romantic relationship between two Cadets.
- 13.05 Squadron Staff or Cadets in an acceptable personal relationship are to refrain from conduct that may be considered inappropriate in a military context at the Squadron, or during any training or Cadet activity or Cadet-related event in which they are involved. For example, a staff member or Cadet while in uniform, in public with another person must not:
- a. Hold hands;
 - b. Kiss, except in greeting or farewell; and

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- c. Caress or embrace in a romantic manner.

14.0 Conflict Management

- 14.01 All matters respecting the management of conflicts within the Squadron will be handled in accordance with CATO 13-25 *Cadet Conflict Management System*, and any statutory references cited in the CATO, as required.
- 14.02 The Squadron is committed to:
 - a. Resolving conflicts at the lowest most appropriate level whenever possible and in a timely and cooperative manner;
 - b. Establishing, promoting and utilizing Alternative Dispute Resolution (ADR) as the preferred approach to preventing the escalation of conflict and resolving disputes wherever and whenever appropriate; and,
 - c. Strengthening leadership competencies by ensuring that all leaders develop the self-awareness, knowledge and application of ADR skills to effectively manage conflict at the earliest stages and prevent conflict escalation.
- 14.03 The Squadron considers conflict to be: an expressed struggle involving two or more parties resulting from a real or perceived difference in needs or values. Conflict is not inherently good or bad but can have good or bad consequences depending on how it is handled.
- 14.04 Any Cadet or Staff member who feels that they are in a conflict situation with another Cadet or a Staff member should voice their concerns through the normal Chain of Command.

15.0 Administration/Attendance

- 15.01 If a Cadet is sick, has a school project or examinations, or a family commitment, they may be Excused from a Regular Training Night or activity. FComds are to ensure that the Cadets in their Flights are familiar with the Excused Absence Form on the Squadron web site and the Squadron's general email Info@700sqn.com.
- 15.02 On a related note, where a medical note has not already been provided and a cadet falls-out during opening and closing parades for medical reasons on two consecutive Fridays or three times in any given month, the CO retains authority speak with the parents of said cadet with the cadet present to discuss the issue.
- 15.03 It is the responsibility of each individual Cadet to inform the Squadron of his/her absence. If a Cadet is aware that they will not be able to attend on a Regular Training Night, or an activity for which they have signed-up or may be required to attend, they must call the Squadron Duty Cell phone or complete an on-line Excused Absence Form, identifying him/herself and explaining why they cannot attend.
- 15.04 Cadet attendance records will be indicated as follows:
 - P - Present
 - E - Excused (school, family, etc.)
 - S - Sick

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A - Absent without leave

- 15.05 After 30 days absence without leave, a Cadet will be considered “Non Effective Strength” and be required to explain his/her absence to the CO. A decision will then be made concerning the Cadet’s continued membership with the Squadron.
- 15.06 Attendance figures are used to help decide participation on certain tours, trips, and summer training (see Section 17.0).
- 15.07 Senior Cadets without a Parade/Flight position will have their attendance verified by the senior Admin Cadet each week.
- 15.08 Any extended period of Excused Absence must be arranged through the Admin Officer and approved by the CO, in accordance with CATO 13-30, *Cadets Excused Absence from LHQ Training*.
- 15.09 All Cadets should report any change in address or contact information to the Admin Officer immediately.

16.0 Personal Documentation Required

- 16.01 All Cadets must show proof of age at the time of enrolment and for some summer training courses. Valid items for proof of age are birth certificates, passports, Canadian citizenship/residence documents, or other Government identification showing their birth date. Cadets providing a non-Canadian birth certificate must also provide proof of Canadian citizenship or legal residence in Canada.
- 16.02 All Cadets are required to provide a valid Ontario health card or other proof of health insurance and to have the card/proof on their person at all times during Cadet training, including Regular Training Nights, training activities conducted away from TCI, summer courses, trips, etc.

17.0 Participation and Costs

- 17.01 A major key to a successful Cadet career and obtaining the maximum benefit from the Air Cadet Program is participation.
- 17.02 To aid in deciding awards, special/summer training opportunities, and eligibility for trips, etc., criteria such as weekly attendance, participation in fundraising, community awareness activities, parades, etc., are taken into consideration. Participation helps to develop a sense of responsibility and discipline both in the Cadet and the Squadron as a whole.
- 17.03 The following participation standards specifically apply:
- a. **Tagging:** All Cadets are expected to participate in Tagging during two four-day periods (normally in September and April). All Cadets are required to tag for a full day on Saturday or Sunday, as well as on Thursday or Friday evening. All requests to be Excused from Tagging must be submitted to the CO in writing, with the exception of Cadets who have already been granted Excused Absence or Leave.
 - b. **Air Cadet League Lottery Ticket Books:** All Cadets are expected to sell a minimum of

one book of Lottery tickets. Cadets may, if they wish, request additional to books to sell.

- 17.04 The Squadron may find it necessary to charge Cadets a nominal fee or refundable deposit for tours, trips, and activities requiring a bus or to reserve admissions. An exception to this will be on a multi-day trip during March Break where this fee can be higher. On some activities there may be no charge. Cadets will be informed of the cost of all activities well in advance in the *Warning Order*.
- 17.05 Activities and fundraiser events that have age restrictions, rank requirements or other conditions will be clearly detailed in a *Warning Order*.

18.0 Dress Regulations

- 18.01 All Cadets, Officers, Civilian Instructors and Volunteers of the Squadron shall adhere to the following standards of Dress:
- All Cadets shall conform to CATO 55-04, *Air Cadet Dress Regulations* while in uniform.
 - All CIC Officers shall conform to the relevant *CAF Dress Regulations*.
 - Civilian Instructors and Volunteers shall wear appropriate civilian attire during Squadron training nights and training activities.

- 18.02 The following orders of Dress will normally be used during Regular Training Nights:

	Cadets	Officers	Civilian Staff
Training Nights 01 Oct - 30 Apr	C-2 Tunic, with tie and ribbons	3C Sweater with LS shirt and tie	Business casual, Squadron golf shirt preferred
Training Nights 01 May - 30 Sep	C-2B Short-sleeved shirt	3B Short-sleeve shirt (sweater if required)	Business casual, Squadron golf shirt preferred
Commanding Officer's Parades	C-1 Tunic with medals and authorized accoutrements	1D Tunic with medals	Business casual, Squadron golf shirt preferred

- 18.03 Cadet Orders of Dress are illustrated at Annex E.
- 18.04 Normally, uniforms are not worn by Officers or Cadets on Monday, Tuesday or Thursday evenings. Business casual for adults and neat/clean casual wear for Cadets is appropriate, unless activities require different clothing, which will be identified in the WROs.
- 18.05 Dress requirements for training activities held away from TCI will be specified in the relevant *Warning Order* issued by the Training Cell. Certain training activities - such as Sports nights or Fitness Testing nights - may require dress other than uniforms and will be specified in Orders.
- 18.06 While undergoing Recruit training and prior to the issue of their uniform, Recruits are expected to dress on Regular Training Nights in white shirt/blouse, black tie, black pants, and black shoes (soft-soled).

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- 18.07 Serving Cadets who cannot wear their uniform, while awaiting replacement parts or due to medical conditions, are expected to wear Recruit Dress and not a mixture of uniform and civilian clothing.
- 18.08 The complete CATO 55-04, *Air Cadet Dress Instructions* is available in the Squadron Office and is posted on the Squadron web site. All Cadets must maintain the highest standard of dress at all times. Our appearance is one of the only ways the public has of judging the Air Cadet Program. A high order of deportment must also be maintained, not only when on Parade, but at any time that the individual wear the uniform, such as proceeding to and from the Squadron.
- 18.09 Accoutrements include white lanyards, gloves, belts and other items necessary for Cadets carrying-out specific duties. The following accoutrements are currently authorized:
- a. Warrant Officers: white lanyards (all occasions); white gloves and belts for Parade Positions on ceremonialParades.
 - b. Drum Major: white lanyard (all occasions); white gauntlets when Band is on Parade, and Sash for ceremonialParades;
 - c. Flag Party Commander: white lanyard (all occasions); white gloves and white belt for ceremonial Parades.
 - d. Flight Commanders: white lanyards, white belts, and white gloves for ceremonial parades:
 - e. Flag Party members: white lanyards, white belts, and white gloves for ceremonial parades.
- 18.10 All Cadets must sign a temporary loan card for the issue of accoutrements, including lanyards, belts, and gloves.

19.0 Supply – Issuing of Uniforms/Equipment

- 19.01 The Air Cadet uniform normally consists of the following: 1 tunic, 1 shirt/blouse, 1 tie, 1 wedge cap, 1 pair of pants, 1 parka (shell and windbreaker/liner), 1 pair black boots, and 2 pair of grey socks.
- 19.02 The Sponsoring Committee has further authorized the issue of 1 Squadron t-shirt and 1 Squadron garment bag to each Cadet.
- 19.03 The Squadron will provide each Cadet with a standard blue nametag free of charge. Additional or replacement nametags must be purchased by the Cadet.
- 19.04 Each Cadet will ensure that each piece of equipment or article of clothing is properly labeled with his/her name.
- 19.05 Uniforms may only be issued to Cadets after their enrolment documents are received and approved by the Admin Officer.
- 19.06 Items issued will be recorded on form and signed for by the Cadet in the presence of the Supply Officer. Uniforms are the **property of the Squadron**, for which the Cadet's signature indicates their acceptance of responsibility. Although the uniform is issued free of
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- charge, if it is not returned when the Cadet ceases to participate in the Air Cadet Program, reimbursement may be required from the parents or the Cadet(s).
- 19.07 Cadets may return uniform parts that are worn, damaged or no longer fit to the Supply Section for exchange at any time.
- 19.08 Cadets must report the loss of any item issued by the Supply Section, by filling out a loss report form, which will be reviewed by the CO before any replacement item is issued.
- 19.09 All items in the Supply Section, such as sports equipment, ironing boards, camping equipment, etc., (except for band instruments) must be signed for on a temporary loan card by a Cadet or Staff member, who will be responsible for them and must return them as soon as practical.
- 19.10 Band instruments must be catalogued, showing the Cadet who will be responsible for their care and return to the Supply Section storage.
- 19.11 The Operations Staff Cadets shall be responsible for the removal, return and proper storage or placement of items normally used for Regular Training Nights.
- 19.12 In the absence of the Supply Officers, all Staff members must enter their name, time and a description of any items returned or removed from the Supply Section on the appropriate log, in order that the Supply Cell may be made aware upon his or her return to duty.

20.0 Smoking, Drug and Alcohol Policies

- 20.01 **Smoking Policy:** Current Provincial Law states that no one under the age of 19 may purchase cigarettes. As a result, **no Cadets** should be in possession of cigarettes. Further, Cadets are required to abide the following while training with this Squadron:
- a. Cadets are prohibited from smoking during training nights and other training activities, while in uniform or in civilian attire.
 - b. Officers, Civilian Instructors and Volunteers are to refrain from smoking in the presence of Cadets during training and to abide by the no-smoking policy during Regular and Optional Training Nights and other training activities.
 - c. During weekend training, no smoking will be permitted by any Cadets. Officers, Civilian Instructors or Volunteers are instructed not to smoke around or near any Cadet training activity.
 - d. Cadets found smoking during training nights or other training activities will be subject to disciplinary review.
- 20.02 **Drug Policy:** Involvement by Officers, Civilian Instructors and Volunteers or Cadets with illegal drugs, prohibited substances, or drug-related paraphernalia will not be tolerated.
- a. Any involvement by persons subject to the *Code of Service Discipline* will be dealt with in accordance with those orders and their interaction with Cadets will be terminated immediately.
 - b. Cases involving Civilian Instructors and Volunteers will be referred to local civilian
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authority for prosecution. Civilian Instructors and Volunteers will have their employment within the CCO terminated.

- c. Incidents involving Cadets will be referred to local civilian authorities for prosecution. Cadets who are determined to have committed a drug-related offence will be released.

20.03 Alcohol Policy:

- a. Officers, Civilian Instructors and Volunteers, members of the Sponsoring Committee and parents shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be or are in direct supervision or training of Cadets.
- b. Regardless of age or provincial legislation, Cadets are prohibited from purchasing, consuming or having alcohol in their possession while engaged in Cadet activities.
- c. Cadets who violate alcohol policies shall be suspended from training, counseled and subjected to appropriate administrative action.

21.0 Regular Training Program

- 21.01 **Gliding and Power Familiarization Flying:** Cadets will normally have the opportunity to go to the Gliding Centre in the fall or spring of each training year. Flights in powered aircraft may be conducted as a special activity.
- 21.02 **Squadron Band:** The Band is of special importance to the operation of the Squadron, for which instruction will be supplied on various instruments if qualified instructors are available. Band practices are carried out during Thursday evenings and occasional weekends. An enhanced level of commitment and dedication is required by a Cadet to become a successful musician, but the rewards are considerable. The Band participates in extra parades and community events, and an annual Area Competition.
- 21.03 **Recruit Training:** Each new Cadet, regardless of age, will complete a six-week Recruit training course. The course is designed to familiarize Cadets with the structure, drill and requirements for being a Cadet. This training is conducted over a five-week rotation, with the sixth week designated for testing and integration into the regular training program. All parts of the course are credited to the Level 1 training requirements.
- 21.04 **Accommodation for “Late Joiners”:** The Canadian Cadet Organizations have recently introduced a formal plan for accommodating Cadets who join the Program after the age of 14. On the understanding that additional work is required, older Cadets may progress more quickly through the junior Proficiency Levels to ensure that they participate in classes with their own age group as quickly as possible and have access to senior training opportunities. The Training Section will explain the Late Joiner Policy in detail to all 14+ Recruits and their parents/guardians.
- 21.05 **Assessment of Training:** Upon completion of each Level of training, all Cadets will be given an assessment of their overall performance during Mandatory Training. Numerous Enabling Objectives - particularly in the junior Proficiency Levels - are not assessed with “With/Without Difficulty”).
- 21.06 Questions concerning the Assessment of Cadet training should be directed to the Training Officer.

22.0 Summer Training Program

- 22.01 Summer Training is an important component of the Air Cadet Program. The training consists of courses and exchanges conducted at various Cadet Summer Training Centres (the majority of which are in Ontario), during July and August. The capacity and budget for Summer Training is based upon approximately one third of the Cadet population attending.
- 22.02 The aim of Summer Training is to support and enhance Squadron Training, by providing Squadrons with qualified Cadets at all levels. Summer Training consists of General Training, Basic and Advanced Specialty Courses, Flying Scholarships and the International Air Cadet Exchange. The Courses are described briefly and prerequisites are outlined in Annex G.
- 22.03 Cadets may qualify for Summer Training courses provided that: they successfully complete the appropriate training Level; are recommended by the CO; have parental/guardian consent; and are medically fit to participate in CSTC activities.
- 22.04 Cadet Summer Training applications are prioritized based on Cadets' training assessments, and suitability for the course, and are subject to the Squadron's quota within its Region.
- 22.05 CSTC Staff Cadet (Advanced Summer Training) applications are also processed and recommended on a priority basis, according to each Cadet's performance and participation in Squadron Training and activities. Staff Cadets must be 16 years of age as of January 1 in the year of employment and compete for positions during an On-the-Job Training process held at each CSTC. Positions and requirements for Staff Cadets are outlined in a booklet published annually by RCSU(C), which is available each year in late October or early November.

23.0 Cadet Rank Promotions

- 23.01 All promotions at the Squadron shall be made in compliance with CATO 13-02 *Merit-Based Cadet Rank Promotions - Corps/Squadron*.
- 23.02 The basic qualifications for Rank Promotions, as outlined in the CATO, are as follows:
- a. **Promotion to Leading Air Cadet (LAC):** participate in the Level 1 program for a minimum of five months and be recommended by the Level Officer and Training Officer.
 - b. **Promotion to Corporal (Cpl):** hold the rank of LAC, successfully complete Level 1, participate in the Cadet Fitness Assessment, and be recommended by the Level Officer and Training Officer.
 - c. **Promotion to Flight Corporal (FCpl):** complete at least six months in the rank of Cpl, successfully complete Level 2, achieve a minimum of "completed without difficulty" in PO 203 (Leadership), participate in the Cadet Fitness Assessment, and be recommended by the Level Officer and Training Officer.
 - d. **Promotion to Sergeant (Sgt):** complete at least six months in the rank of FCpl,

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- successfully complete Level 3, achieve a minimum of “completed without difficulty” in PO 303 (Leadership), participate in the Cadet Fitness Assessment, and be recommended by the Level Officer and Training Officer.
- e. **Promotion to Flight Sergeant (FSgt):** complete at least six months in the rank of Sgt, successfully complete Level 4, achieve a minimum of “completed without difficulty” in PO 403 (Leadership), participate in the Cadet Fitness Assessment, and be recommended by the Level Officer and Training Officer.
 - f. **Promotion to Warrant Officer 2nd Class (WO2):** complete at least six months in the substantive rank of FSgt, achieve a minimum of “completed without difficulty” in PO 503 (Leadership), participate in the Cadet Fitness Assessment, be recommended by the Level Officer and Training Officer, and be identified as a successful candidate through the Merit Review Board process.
 - g. **Promotion to Warrant Officer 1st Class (WO1):** complete at least six months in the substantive rank of WO2, be recommended by the Level Officer and Training Officer, and be identified as a successful candidate through the Merit Review Board process.
- 23.03 The Merit Review Board process is outlined in CATO 13-02 and Annex B to the CATO, and in CRCO 1408.
- 23.04 Additional leadership attributes that the Level and Training Officers need to consider when recommending whether or not a Cadet should be promoted include:
- a. Dress and deportment;
 - b. Conduct, discipline, and attitude;
 - c. Participation;
 - d. Response to direction;
 - e. Ability to interact positively and comfortably with others;
 - f. Ability to make sound judgments regarding their own actions;
 - g. Willingness to accept responsibility;
 - h. Ability to solve problems effectively;
 - i. Ability to communicate effectively;
 - j. Ability to set a positive example for others; and
 - k. Initiative.
- 23.05 Promotions will normally be considered early in the fall and toward the end of the training year. If a Cadet has met the prescribed criteria and a need exists; however, the CO may award a rank promotion to a Cadet at any time throughout the training year.
- 23.06 Promotions to an Acting Rank are no longer authorized by CATO 13-02.
- 23.07 No quotas exist for the number of Cadets who may be promoted to the ranks of LAC
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through WO2. CATO 13-02 provides that only one Cadet may hold the rank of WO1 at any Squadron.

24.0 Cadet Leadership, Mentoring, Appointments and Parade Positions

- 24.01 To the fullest extent possible, 700 Squadron adheres to the principle that it is the Cadets themselves who operate Squadron activities, with training, mentorship and supervision from the adult Staff.
- 24.02 The Squadron is committed to providing as many opportunities as possible - both in designated positions and regular leadership taskings - to assist the development of our Cadets. This will directly enhance the quality of the experience Cadets receive at our Squadron and provide Cadet leaders with skills they can transfer into their academic, recreational or professional lives.
- 24.03 Parade positions have been the traditional leadership roles earned by Cadets. Outstanding leadership and competency at Drill will continue to influence the privilege of holding a Parade position; however, performance on the Parade Square is only one component of assessing leadership achievements and the potential for handling greater responsibility. Parade positions and other leadership appointments are identified in Annex B, Appendix 2.

25.0 Honours and Awards

- 25.01 All Cadets are eligible for consideration to receive National Awards, as outlined in CATO 13-16 *National Cadet Honours and Awards*. The Squadron may nominate Cadets for the following:
- a. Cadet Award for Bravery
 - b. Cadet Certificate of Commendation
 - c. Royal Canadian Humane Association Medals
 - d. Lord Strathcona Medal
 - e. Royal Canadian Legion Cadet Medal of Excellence
 - f. Colonel Robert Perron Award
 - g. Air Cadet Service Medal.
- 25.02 The qualifications and nomination process for these Awards are outlined in Annex G.
- 25.03 The Squadron presents deserving Cadets with local/Squadron Awards at CO's Parades, Annual Review and the Year-End Awards Luncheon/Ceremony. A list of the Awards available and a description of the criteria used to determine the recipient(s) are provided in Annex H. Awards are reviewed annually to ensure that criteria are consistent with the Training Program and the goals of the Squadron.

26.0 Access to Copies of Orders

- 26.01 Paper copies of the following Orders are available for review by all Staff Members,
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Cadets and parents/guardians at the Squadron by request to the Admin Officer:

- a. National Cadet and Junior Canadian Rangers Support Group Orders (Natl CJCR Sp Gp Orders)
 - b. Cadet Administrative Training Orders (CATOs)
 - c. Central Region Cadet Orders (CRCOs)
 - d. Central Region Cadet Supplementary Orders (CRCSOs): General and Air
 - e. Squadron Standing Orders
 - f. Squadron Weekly Routine Orders
- 26.02 By request and as time permits, the Admin Officer may download and forward an electronic copy of a particular order and forward it to Squadron Staff, a Cadet or parent/guardian by email. Alternatively, any Cadet or parent/guardian may use a public internet portal to access all relevant National and Regional Cadet Orders by searching for “Canadian Cadet Organizations Portal” in a web based search engine.

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