

810 Grant McConachie Squadron



Royal Canadian Air Cadets

Parent Handbook
2016-2017

Squadron Phone number
450-8103
www.810air.ca

Wednesday Evenings
7005-89 Avenue
Edmonton, AB

Royal Canadian Air Cadets 810 Grant McConachie Squadron

A Vision for each

Royal Canadian Air Cadet

As a member of the Royal Canadian Air Cadets, I will aspire to be a Citizen of the highest integrity. I shall strive for success in my studies; be Considerate of other persons, their property, and beliefs; to achieve the highest Physical and moral standards; and to embrace the multi-cultural dimensions of Canada, paying particular attention to:

LOYALTY

The expression of our collective dedication to the ideals of the Cadet Movement and to all its members

PROFESSIONALISM

The accomplishment of all tasks with pride and diligence

MUTUAL RESPECT

The treatment of others with dignity and equality

INTEGRITY

The courage and commitment to exemplify trust, sincerity, and honesty

General Information

When: Wednesday Evenings 6:15 to 9:30 pm September through June

Where: Kenilworth Jr High, 7005-89 Ave Edmonton, AB

Commanding Officer:

Major Graham Pilkington
Squadron Office Phone **780-450-8103**

Sponsoring Parent Committee: The Guardians of 810 Air Cadet Squadron Society

The Guardians of 810 Air Cadet Squadron Society: "Guardians of 810" (for short) is the sponsoring committee for the 810 Air Cadet Squadron. It is an organization that consists of elected board member volunteers-see list below-AND you the parent(s) / legal guardian(s) of registered cadets within the 810 Squadron.

The "Guardians of 810" fundraise and support many activities for the program. Without the participation of **ALL** many cadet activities would not be possible.

President: Dorothy Unruh
Vice President: Catherine Brett-Hughes
Secretary: Triona Cosgrave
Treasurer: Lois Flynn
Past President: N/A
Parent Liaison Director: Stephanie Lavigne-Renaud
Special Events and Purchasing Director: Sarah Radley
Fundraising Director: Leah Goodwin
Bingo Director(s): Parma Hariepersaud
Volunteer Screening Director: Jade Allen

The Guardians of 810 sponsoring committee holds **3-4 parent meetings per cadet calendar year on the same night as the CO Parade**. Dates of the meetings will be posted on the www.810air.ca website. All Parents/Legal Guardians of cadets are invited and encouraged to attend. This is a great opportunity to find out what's going on, have questions answered, and familiarize yourself with how the program, staff and the "Guardians of 810" work together. The more you are involved, the better the opportunities to influence the additional activities, that our youth can participate in.

The Costs for the Program and Fundraising

There is no cost for membership or registration and no cost for uniforms. The basic mandatory training is funded through the Department of National Defense, which provides staffing, uniforms, food rations and transportation for mandatory training, and nominal funding for rent, equipment and other needs.

Additional Cadet activities and programming is funded through the “Guardians of 810” sponsoring committee’s fundraising efforts which ensures that the Cadets have access to a highly rewarding program which provides them with many opportunities for new experiences, develop leadership and community citizenship, and have fun.

Fundraising provides for core program costs such as rent of the gym, classrooms, telephone and class resources. It also provides for gliding experiences, scholarships, band, sports activities, first aid training, awards and recognition, and many others. Fundraising is critical to maintain the program that all 810 Cadets love. Bingo’s and Casino’s provide the primary source of revenue dollars that we are able to count on. *WE ASK THAT EVERYONE DO THEIR PART TO HELP SUPPORT ALL OUR FUNDRAISING EFFORTS.*

~Together we make light of hard work~

Through our continued and combined efforts the 810 Grant McConachie Air Cadet Squadron is one of the most successful in Alberta and once again achieved recognition for being the top squadron in the region in 2016.

Terminology

CO	Commanding Officer
ZTrgO	Zone Training Officer
RCSU (NW)	Regional Cadet Support Unit (North West)
NCJRSG	National Cadet and Junior Ranger Support Group
Wing	We are part of the Northeast Wing
CIC	Cadet Instructor Cadre
SSC	Squadron Sponsoring Committee
SCC	Sponsoring Committee Chairperson
ACL	Air Cadet League
DND	Department of National Defense
ACR	Annual Ceremonial Review
CI	Civilian Instructor

Anytime the wording of “port” or “cocktails” is used, it is always referred to as non-alcoholic

The Schedule of activities for 2016-2017 Cadet year is updated on the www.810air.ca website regularly.

Wednesday evening announcements are a good time to ensure you know what is scheduled for your cadet training. **Always** check the website for the latest confirmed events and times.

Should an event be cancelled, we try to ensure that the information is circulated as soon as possible on the website, by email, phone call or text from your cadets Flight Sergeant.

The Program and Training

The Royal Canadian Air Cadets is an organization for Canadian youth from age 12 through 18 years. The air cadet organization is based on military structure, but all youth involved remain civilian.

As an air cadet, a youth is a member of an air cadet squadron near their home. There are squadrons across Canada. #810 Grant McConachie Squadron, Royal Canadian Air Cadets was formed in 1971. Air cadets can be rewarding, through regular training nights, additional activities and summer training camps. Air Cadets can offer travel and training opportunities in citizenship, gliding, power flying, leadership, music, physical fitness.

During the summer thousands of Air Cadets across Canada attend summer camps and training. These camps are often held on Canadian Forces Bases.

Cadet Training is about fostering opportunities for growth and leadership. Leadership means gaining the confidence of subordinates. Cadets are taught to respect personal character, professional knowledge, justice, common sense, energy, keenness of intellect and forethought. Good leaders are willing to share their subordinates, hardships. Cadet training is dynamic in a supportive and efficient environment where change is considered to be both positive and essential. The program addresses:

- Loyalty: the expression of collective dedication to the ideals of a cadet movement.
- Professionalism: the accomplishment of all tasks with pride and diligence
 - Mutual Respect: the treatment of others with the dignity and equality and
 - Integrity: the courage and commitment to exemplify trust sincerity and honesty.

The Royal Canadian Air Cadet Organization is possible because of a cooperative relationship between Canadian Forces (Department of National Defense), and the Air Cadet League of Canada (a civilian organization). Royal Canadian Air Cadets began officially in 1941.

Local squadrons are staffed by officers of the Cadet Instructor Cadre (C.I.C.). These C.I.C. officers are commissioned officers in the Canadian Forces Reserves. In addition to the C.I.C. Officers, each squadron may also have Civilian Instructors (C.I.), Regular or Reserve Force volunteers and other volunteers assisting in the operation of the unit.

Air cadet training is divided up into levels. New recruits under 14 years are called level one. Recruits and older are given the option of taking an accelerated program which combines level one and two. Each level has specific requirements for classes that must be taken in order to progress to the next level. Each level builds on the knowledge gained in the previous level. They may be asked to be an instructor for the junior levels.

Each level of training also qualifies cadets for certain promotions and /or summer courses, though there are more criteria for these rewards. Below is a breakdown of the classes for each training level.

Level One PO 101 – Citizenship PO 102 – Community Service PO 103 – Leadership PO 104 – Personal Fitness and Healthy Living PO 105 – Recreational Sports	Level Two PO 201 – Citizenship PO 202 – Community Service PO 203 – Leadership PO 204 – Personal Fitness and Healthy Living PO 205 – Recreational Sports
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PO 106 – Air Rifle Marksmanship PO 107 – General Cadet Knowledge PO 108 – Drill PO 120 – Canadian Forces Familiarization PO 121 – Canadian Aviation Familiarization PO 129 – Radio Communication PO 130 – Aviation Activities PO 140 – Aerospace Activities PO 160 – Aerodrome Operations Activities PO 190 – Aircrew Survival	PO 206 – Air Rifle Marksmanship PO 207 – General Cadet Knowledge PO 208 – Drill PO 230 – Aviation History PO 231 – Principles of Flight PO 232 – Propulsion PO 240 – Aerospace PO 260 – Aerodrome Operations PO 270 – Aircraft Manufacturing and Maintenance PO 290 – Aircrew Survival
Level Three PO 301 – Citizenship PO 302 – Community Service PO 303 – Leadership PO 304 – Personal Fitness and Healthy Living PO 305 – Recreational Sports PO 306 – Air Rifle Marksmanship PO 307 – General Cadet Knowledge PO 308 – Drill PO 309 – Instructional Techniques PO 311 – Biathlon PO 320 – Canadian Forces Familiarization PO 331 – Principles of Flight PO 336 – Meteorology PO 337 – Air Navigation PO 340 – Aerospace PO 360 – Aerodrome Operations PO 370 – Aircraft Manufacturing and Maintenance PO 390 – Aircrew Survival	Level Four PO 401 – Citizenship PO 402 – Community Service PO 403 – Leadership PO 404 – Personal Fitness and Healthy Living PO 405 – Participate in Recreational Sports PO 406 – Air Rifle Marksmanship PO 407 – General Cadet Knowledge PO 408 – Drill PO 409 – Instructional Techniques PO 420 – Canadian Forces Familiarization PO 429 – Radio Communication PO 431 – Principles of Flight PO 432 – Propulsion PO 436 – Meteorology PO 437 – Air Navigation PO 440 – Aerospace PO 460 – Aerodrome Operations PO 470 – Aircraft Manufacturing and Maintenance PO 490 – Aircrew Survival
Level Five PO 501 – Citizenship PO 502 – Community Service PO 503 – Leadership PO 504 – Personal Fitness and Healthy Living PO 507 – General Cadet Knowledge PO 509 – Instructional Techniques PO 513 – Personal Development (Workshops) PO 514 – Personal Development (Individual Learning) PO 530 – Airmanship PO 540 – Aerospace PO 560 – Aerodrome Operations PO 570 – Aircraft Manufacturing and Maintenance PO 590 – Aircrew Survival OJT – On-the-Job Training	

Cadets are not permitted to smoke or consume alcohol. The performance of any illegal activity such as the use of certain drugs, vandalism or theft is grounds for immediate dismissal.

If your Cadet has questions or concerns about promotions and awards please direct him/her to raise these concerns with their level officer.

Dress, Deportment and Uniform

Cadets are expected to present themselves in a manner that brings credit to their organization both in civilian clothes and in uniform. Until cadets receive their first uniform it is requested that cadets wear dress pants, dress shirt and tie. If this is not possible they should dress appropriately. Please discourage sweatpants, ripped jeans, sandals or hats.

Recruits will be called upon by the supply officer to be fitted for a uniform. If the correct sizes are in stock, then cadets will get their uniform right away. Otherwise uniforms are ordered. Senior Cadets will teach the junior cadets how to properly care for and wear the uniforms. Your cadet is expected to care for and clean their uniform. As the cadet grows, if they require larger sizes, it is their responsibility, NOT the parents', to contact the supply officer and advise the officer that the uniform is small and what needs replacement. The uniform will be exchanged for the correct size.

Uniforms are loaned to cadets at no cost by the Department of National Defense. All badges and uniform parts are provided. The cadet is expected to take good care of their uniform and to return it upon completion or quitting of cadets. Cadets may be responsible for lost or damaged uniform parts.

Senior cadets in leadership roles are expected to act with respect toward those they have the privilege of leading. They are expected to set a positive example, and to be a positive role model including their dress, deportment, and social behavior.

Haircuts/ Jewelry

Cadets have a strict standard for haircuts

- Male cadets are to wear their hair short and above their ears and collar. Your cadet will have the requirements in his/her training manual
- Female cadets are to wear their hair short and above the collar or tied up and worn in a bun.
- Female cadets may wear one stud earring in the center of each earlobe. Male cadets are not to wear earrings at all.

Your cadet will be given the required standard for dress please assists by getting them to the hairdresser/barber as necessary

What is expected of the parent?

There are a few expectations...

NOT washing, ironing, or caring for cadet's uniforms.

NOT polishing the cadet's boots.

TEACH your cadet how to use the washing machine, dryer and iron.

Read the parent handbook

Participate in your sponsoring committee

Help with fundraising.

Volunteer at Cadet Activities Support

ENSURE your cadet is dropped off and picked up

ON TIME at ALL Cadet Activities.

Encourage your Cadet.

Bring **QUESTIONS** and **CONCERNS** to the Parent Committee Chairperson

Parent's Pledge

It is the intention of this pledge to promote respect for all participants within this Cadet organization. All parents must observe the principles of proper conduct as long as their son/daughter/ward is involved in 810.

Code of Conduct for Parents/Guardians

1. I will not force my child to participate in cadets;
2. I will remember that my child attends cadets for his or her own enjoyment, not mine;
3. I will encourage my child to follow the rules and to resolve conflicts without resorting to hostility or violence;
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcomes of a decision;
5. I will remember that children learn by example;
6. I will applaud good performance shown by all cadets;
7. I will respect and show appreciation for the staff and volunteers who give their time to this organization for my child;
8. I understand that my participation as a volunteer will not affect the success or lack thereof of my child in this organization;
9. I understand that our family will receive information on a regular basis on how we can support the cadets. Though my participation is voluntary, I understand that we are expected to contribute to fund-raising activities to benefit all the cadets;
10. I agree to abide by the rules of the Positive Peer Mentoring Program formerly the Cadet Harassment and Abuse Prevention Program as well as the established rules and regulations of the Cadet Program;
11. I agree to follow the Chain of Command for parents and encourage my child to follow his/her own Chain of Command.

Parent Corner/As a parent who can I talk to?

Do you have questions/concerns as a parent/or legal guardian regarding a cadet matter? As with every organization, there are proper channels to direct your questions and concerns. This is what is called a Chain of Command. Whether it is a question regarding training, an observation, suggestion or a conflict with another parent, staff member or cadet, you have a forum to present these concerns in a constructive way:

- Speak to Dorothy Unruh, President of the Guardians of 810 Air Cadet Sponsoring Society. Dorothy is your first contact with concerns/problems/questions.
- Attend any "810 Guardians" Parent meeting to voice your questions/concerns there.
- If you cannot reach Dorothy, speak with Major Pilkington, Commanding Officer at 780-450-8103. If you have not spoken to Dorothy, Major Pilkington will advise you to do so.
- If you want information regarding training, your cadet should contact their Flight Commander. Flight Commanders will ensure cadets have the appropriate phone numbers. We have a website where up-to date training information is available. Parents are not permitted to contact the Flight Commanders.

These are the only appropriate avenues of communication for parents. Parents shall not contact other staff members or cadets with questions or concerns. Parents shall not bring cadet behavioral concerns to other parents or cadets.

We teach the cadets proper ways to deal with their problems. At no point is it acceptable for a cadet to be rude or offensive when addressing their concerns with a fellow cadet, an NCO or a staff member. This remains true for parents.

As Commanding Officer, Major Pilkington has a legal and ethical responsibility to protect the cadets and staff from harassment of all kinds. We will not tolerate verbal abuse by any cadet or parent who contacts a cadet, staff member or member of the Guardians of 810 Society.

Your concerns will be addressed when brought through the proper channels. Any parent contacting a staff member or cadet will be advised to contact Dorothy Unruh. **Parents, this is your chain of command.**

We work hard to provide a fun educational program for your children. Please acknowledge our good intentions, and address your concerns appropriately.

Parental Involvement

While the Cadet program is for youth, it offers adults and exciting opportunity to get involved as well. There are many opportunities to become part of cadet activities. Your involvement will benefit the cadet program. You can:

- Volunteer to help fundraise at a variety of our planned yearly fundraising activities i.e. Bingos and Casino's (these provide our healthiest revenues) Sign up to Fund Scrip & others.
- Make sure you have provided your email contact information to the "Guardians of 810"
- Attend the scheduled "Guardians of 810" parent meetings and attend the Annual General Meeting
- Sit on mock boards for scholarship candidates
- Volunteer for coaching Effective Speaking
- Become a board member

All contribution is welcome, from a few minutes to a few hours.

Supporting and encouraging your child is an important aspect of your role in the program. We ask that you encourage attendance and that you foster positive attitudes toward cadet activities, including fundraising. At the same time, it is important to monitor your child's participation in cadet activities to gauge the effect on schoolwork and family time.

Information

It is important that you keep the cadet staff informed of any changes that may affect your child's personal file such as medical concerns, emergency contacts information, legal custody, address and telephone number.

In order for you to stay informed we encourage you to check the www.810air.ca website regularly and to attend the parents meetings throughout the year. This is an opportunity for the sponsoring committee and the cadet staff to provide valuable information and to address any questions you have.

Keep in mind that the responsibility rests on your child to keep informed of the activities at the cadet unit. Every cadet should have the telephone number of the cadet in charge of their flight.

Volunteer Screening

To protect our cadets we have an obligation as responsible parents to ensure that our cadets are safe as possible. The Air Cadet League and the Department of National Defense expects us to follow a process to screen all adults who will potentially be directly involved with the cadets. Note: Screening is NOT a requirement to volunteer for Bingos or Casino's!

We ask that all parents be screened as there are times when you may be asked to drive or assist in some manner with the cadet program and this is a requirement. The process involves

a Police Record Check, filling in a form, and a short interview. The forms are available from the Parents Sponsoring committee members and will be available at the end of each cadet night.

Frequently Asked Questions

Some common questions and misconceptions about the Cadet Program

1. “You have to join the military after cadets.”

This is untrue. Cadets, while enjoying support from the Canadian Forces (CF), are not military members, and there is no obligation to join the CF upon graduating the program.

2. “The Cadet Program is meant for “juvenile delinquents”.

This is also untrue. Cadets is for any teen between 12-19 who would like to learn leadership, citizenship, survival, drill...and to do so in a safe, team environment.

3. “The officers are not real Canadian Forces (CF) Officers.”

The officers of the Cadet Instructors Cadre (CIC) are real CF Officers. They undergo the same screening process as the regular force and reserve force. Once the rank of 2nd Lieutenant is achieved they receive a Queens Commission, the same as the rest of the Officers in the CF.

“The Cadet Instructor Cadre (CIC) is a sub-component of the Reserve Force. It consists of about 6000 officers who have undertaken, by the terms of their enrolment, to perform such military duty and training as may be required of them, but whose primary duty is to fulfill a youth training function in the supervision, administration, and training of cadets. They mostly perform these duties on a volunteer basis. They are paid only when they are employed in the conduct of Cadet Summer camps and for a portion of their time during the rest of the year.” (Air Force website)

4. “The Officers are full-time and are paid as such.”

As the above quote says, CIC officers are mostly volunteers, and as such have regular jobs. Their Cadet time is on a ‘part-time basis’ therefore the Unit office hours reflect that.

5. “The program is fully funded/supported by the Department of National Defense.”

The Cadet Program is supported by a partnership between the Department of National Defence as well as their appropriate ‘League’ (Air Cadet League for Air Cadets, Army Cadet League for Army Cadets, Navy League for Sea Cadets). It is with this partnership that we are able to offer a diverse program. I would like to leave you with a quote from Galileo Galilei: *“All truths are easy to understand once they are discovered; the point is to discover them.”*

How does training work?

There are three different types of air cadet training: mandatory, complementary, and optional.

Mandatory Training

Mandatory training refers to the training that all cadets across Canada **must** complete to pass their level. These are the classes that are taught on Wednesday evenings. They are standardized across Canada, and teach you the essentials of being a cadet.

Air cadet training is divided into what we call Levels. New recruits under 14 years of age are in Level 1. Recruits 14 years or older may be given the option of taking an accelerated program.

Each level builds on the knowledge gained in previous levels. You must complete all the requirements for each level to advance to the next level and to qualify for promotions and summer camps. As you advance, you will begin taking more senior leadership roles in the squadron and eventually, you will begin instructing younger cadets.

Complementary Training

Complementary training is designed to enhance and complement the standard training. **It is important to understand that complementary training is not optional; it is also mandatory.** Cadets **must** participate in the squadron's complementary training activities. Examples include the Remembrance Day parade, the bottle drive, and the weekend camping trips/survival exercises.

Complementary activities are like the option courses in your junior high school. Everybody must take them, but the squadron is allowed to choose which training opportunities to provide.

For example, one training requirement for all cadets is community service. Each squadron is free to choose how this requirement is fulfilled. One squadron might volunteer at a city event, while another squadron might organize a litter pick-up day. Every cadet must participate in community service, but the actual activity can vary from squadron to squadron.

Optional Training

These are the fun activities that are supported by the parent sponsoring committee. Cadets can choose to participate in these activities. Examples include sports, drill team, flag party, band, aviation ground school, range team, flying and gliding.

Though you are not required to attend these activities, you are encouraged to be as involved as you can. Participation in all activities counts towards promotions and awards.

How is the squadron run?

The squadron is administered by officers from the Cadet Instructors Cadre, a branch of the Canadian Forces Reserve. Their role is to lead, instruct, and run cadet squadrons. Because they are employed by the Canadian Forces on a part-time basis, most of them have full-time jobs or go to school. Much of the work they do with cadets is voluntary. They are helped by Civilian Volunteers (CIV) such as parents, former cadets, and ex-military people.

We rely on the squadron sponsoring committee, the Guardians of 810 Society. The Guardians are comprised of a group of highly dedicated parents and guardians, who volunteer their time to fundraise and support cadet activities.

At its core, the program is led by cadets. Throughout their careers, cadets gain the experience and skills to lead the squadron and organize activities. They then pass down their knowledge to the junior cadets, who will one day take over the squadron.

What if I cannot attend?

Cadets must attend mandatory and complementary training. If they cannot attend because they are ill, have too much homework, or have other commitments, they must phone the squadron office to be considered 'Excused'. Leave a voicemail clearly stating your rank and name, the date you will be absent, and the reason for your absence.

Attendance at both mandatory and optional activities is calculated when determining promotions, summer course selections, and awards.

What if I arrive late?

If you arrive late on a training night, you must check in with the Duty NCO. He/she will mark your name down on the attendance. Afterwards, you may enter the parade square and go to your flight. Before you fall in, ask permission from your Flight Commander. If the parade has already started, stand to the side of the parade square.

If there is no Duty NCO available, you should check in at the office.

The Duke of Edinburgh's Program

The Duke of Edinburgh's Award program was founded by Prince Philip in 1956 and introduced in Canada in 1963. The program was developed to encourage all youth ages 14 to 25 to be active, and to participate in four areas of self-development:

- **Community Service** - To encourage a sense of responsibility to the community through volunteer work or community service, without pay.
- **Adventurous Journey** - To cultivate a spirit of adventure and discovery; an understanding of the environment, and the importance of working together in a team with a common purpose.
- **Skills Development** - To encourage the development of personal interests and learn practical skills through a skill or hobby, and show improvement.
- **Physical Recreation** - To encourage improved performance and physical fitness. Participants are required to take part in some form of organized physical recreation and show individual progress (only 2 hours per week can be counted).



Many activities at the Squadron qualify for the program, and registered Cadets are mentored by a trained Leader from the Parent Sponsoring Committee. Cadets can register through the Leader by completing a Registration Form and paying a one time registration fee of \$20. The Cadet then receives a Participant Record Book, and sets their own goals. Upon completion of each program level the Cadet requests the Leader to forward their Participant Record Book to the Calgary Duke of Edinburgh's office. The Cadet is recognized with a pin and certificate.

There are three levels of the Award in which you can participate:

- **BRONZE**-for those over 14. The minimum period of participation to gain this Award is 6 months. Awarded at Cadets by the 604 Squadron's Commanding Officer.
- **SILVER**-for those over 15. The minimum period of participation to gain this Award is 12 months; or 6 months if you have completed Bronze. Awarded by the Lieutenant Governor of Alberta.
- **GOLD**-for those over 16. The minimum period of participation to gain this Award is 18 months; or 12 months if you have completed Silver. Awarded by a member of the Royal Family, or by the Governor General.

Cadets who maximize their participation in Squadron activities are already fulfilling many of the Duke of Edinburgh's Award program requirements. With a little extra effort for record keeping,

Cadets may achieve these Awards that are looked upon favorably by post secondary educational institutions and employers alike.

To learn more about the Program, please speak with our Duke of Edinburgh Leader.

Examples of Squadron Activities that Qualify:

- **Community Service:** all Cadet parades (Battle of Britain, Remembrance, Stampede, etc.); band concerts; BCMB bottle drives; Squadron fundraising (like cookie dough, etc.); Amazing Chase fundraiser; cemetery cleanup; etc.
- **Adventurous Journey:** all Squadron field training exercises (but not summer camps), First Aid training, compass work, map reading. Squadron camps do not require the long distance hikes, etc. that are mentioned in your booklet. The requirement is 8 hours of planned activities per day.
- **Skills:** Model Club, Band, Precision Drill Party, Precision Rifle Party, Flag Party
Any Skill you are pursuing regularly for the timeframe required in your booklet will qualify. So come on out and join one of these optional activities. .
- **Physical Recreation:** Biathlon; Sports night (fitness, swimming; roller-blading); Southern Zone practice/competitions
- **Gold Award Residential Project:** Cadet Summer camps; Band trips and other Squadron trips lasting a minimum of 4 nights, and taking place as a group. The Residential Project can be completed at any time during Bronze, Silver & Gold.

Asking for a Signature in your Booklet:

- Signing your booklet must be done by someone over the age of 18 years.
- **Service and Physical Recreation:** When only a brief signature is required, that is easily done by an Officer, the Duke Leader, a member of the Parent Association, or your own Parent. When the activity has been long term, you would need to schedule time with your Assessor to write a sentence about your contribution and progress.
- **Adventurous Journey:** Always write a paragraph about your field training experience, the role that you played at camp, what you learned, etc. and attach it to your booklet, on the corresponding page. Contact an Officer and request a convenient time to review your booklet and get their signature. The Officer will need time to read your paragraph and write their comments in your booklet. For example, the Officer might agree to meet you at break time, speak with you briefly, and then return your booklet at the end of the evening.
- **Skills:** When you have completed the requirements for your Skill, contact the activity leader (Officer or CI) and ask them to write an assessment on your contribution and development.

SELECTION FOR PROMOTIONS

The purpose of this document is to help parents and cadets to understand how promotions, awards and selections for camp are determined. This is to ensure that everyone has the information they need to understand the process, to learn where they can improve, and to eliminate any concerns of favoritism or unfair process. Ranks, awards, summer courses and positions of responsibility are earned on the basis of qualification and merit.

References

The references for the procedures used at 810 Squadron are derived from two sources:

- a. Cadet Administrative and Training Orders (CATOs) – published by the Department of National Defense. These order detail requirements and procedures for all aspects of cadet training across Canada and supersede all other cadet orders.
- b. Squadron Standing Orders – published by the Commanding Officer. These orders outline specific requirements and are based upon and amplify CATOs.

Cadet Rank Structure and Badges



Leading Air Cadet



Corporal



Flight Corporal



Sergeant



Flight Sergeant



Warrant Officer Second Class



Warrant Officer First Class

Ranks must be earned on the basis of qualification and merit. National Standards of qualification are established by the Director of Cadets to:

- determine the level of QUALIFICATION of a cadet
- ensure that every cadet is given the same basic opportunity of being promoted within the squadron
- ensure that all air cadets promoted possess the same basic qualifications and a similar degree of experience
- ensure that successful completion of the mandatory aspect of air cadet training serves as the common standard on which cadets are evaluated

PROMOTION CRITERIA

Prerequisites for promotion in rank are based on:

1. **National Standards of qualification** established by the Director of Cadets (found in CATO 13-02);
2. **Local Standards of merit** established by the Squadron Commanding Officer (CO) and training staff, found in standing orders. These standards of merit are required to guide squadron staff in making recommendations for promotion as outlined in CATO 13-02.

Read this carefully...

Meeting the national prerequisites assures ELIGIBILITY for promotion, however it does not necessarily mean promotion. Although qualified to be a sergeant, for example, this does not mean that a position is immediately available. If there are more candidates for a promotion than there are positions available, an individual will be competing with other qualified cadets.

a. Selection Process:

1. Staff determine who is eligible by determining what cadets meet National Standards for promotions, such as completion of Level training and time in rank, if applicable;
2. Staff determines the merit of those who are eligible by applying Local Standards.

b. National Standards:

1. National Standards determine the **level of qualification** of a cadet. They ensure that every cadet is given the same basic opportunity to be promoted if they meet the basic requirements. They also ensure that all cadets promoted within the Cadet Movement across the country possess the same basic qualifications and a similar level of experience. For example, all cadets who hold the rank of Corporal across Canada should have completed Level One, according to the National Standard.

National prerequisites are based on performance during the mandatory part of air cadet training. The fact that a cadet is a member of the Band or the Drill Team or any other optional activity will not be considered at this point, as national criteria for rank appointment. Only those that have successfully completed their Proficiency Level of training will be considered. However, if a cadet finds himself/herself in competition with other qualified cadets, involvement in optional activities might be considered by the Commanding Officer. Involvement in optional activities is part of the local standards. Meeting the national standard ensures that a cadet **is eligible** for promotion; however, it does not ensure the cadet will be promoted. CATO 13-02 specifies that promotions are not automatic. The final decision for any cadet rank promotion rests with the Sqn CO.

2. The following are National Standards for promotion.

Promotion to:	Required Time in Rank	Required Level completed	Other Criteria
LAC	5 months participation in mandatory training	Nil	Be recommended by their Level Officer
Corporal	Hold the rank of LAC	Complete Level One	Be recommended by their Level Officer
Flight Corporal	6 months service as a Corporal	Complete Level Two	Be recommended by their Level Officer
Sergeant	6 months service as a Flight Corporal	Complete Level Three	Be recommended by their Level Officer
Flight Sergeant	6 months service as a Sergeant	Complete Level Four	1) Demonstrate enhanced proficiency in most subject areas including leadership and instructional techniques and 2) Be recommended by their Level Officer
Warrant Officer Second Class	6 months service as a Flight Sergeant	Complete Level Four	Be identified as a successful candidate through the merit review board process
Warrant Officer First Class	6 months satisfactory service as WO2	Complete Level Four	Be identified as a successful candidate through the merit review board process

3. Quota – The number of cadets a squadron can have holding each rank depends on the number of cadets in the squadron. The table below shows the number of each rank the squadron is allowed based on strength (total number of cadets).
Ref: CATO 51-02.

Strength	Cpls	F/Cpls	Sgts	F/Sgts	WO2	WO1
29 and under	No limit	No limit	No limit	No limit	No limit	1
30 to 59	No limit	No limit	No limit	No limit	No limit	1
60 to 89	No limit	No limit	No limit	No limit	No limit	1
90 to 119	No limit	No limit	No limit	No limit	No limit	1
120 to 149	No limit	No limit	No limit	No limit	No limit	1

c. Local Standards:

Local Standards are established by the CO and training staff in order to:

- establish the merit of a cadet,
- assist Level Officers in making recommendations for promotion,
- assist Level Officer to provide concrete positive feedback as well as areas for improvement to each cadet.

Our Local Standards incorporate leadership and attitude assessments based on:

- Initiative
- Response to Direction
- Interpersonal Skills
- Leadership
- Motivation

In addition, Level Officers assess cadets based on participation in Level Training in the areas of:

- Preparation
- Constructive participation
- Focus and attention
- Demonstration of respect for classroom rules
- Meeting the standard of performance

These criteria are well-defined and ensure the fairest way to determine promotions. The matrices for each of these assessments are provided below.

Feedback

Cadets are given regular opportunities to discuss their progress, and will have at least two interviews with their Level Officer to discuss their progress throughout the year (one in the fall and one in May). Level Officers are available at any time to help cadets understand their strengths and weaknesses.

We do insist that the cadets approach their Level Officer themselves, since they are the ones doing the work or needing to improve. We believe the cadets are responsible for their own success, and they learn a lot about themselves in the process of even asking for an interview.

Understanding that parents are often interested in the progress of their cadet, parents may ask for a meeting with the Level Officer to discuss. The cadet must be present at that meeting and should authorize the Level Officer to discuss their performance with their parent.

Feedback will include a summary of what is going well, and specific areas for improvement. Sometimes performance issues are factors in Level Officer recommendations for promotion. If the behavior or issue is significant enough to delay or withhold a promotion, it should not be a surprise to the cadet. The squadron has a specific Standard Operating Procedure (SOP) dealing with how and when feedback shall be given. Cadets may have written feedback upon request, and may receive written feedback as the Level Officer deems necessary as per the SOP.

SUMMER COURSE CRITERIA

As with promotions, summer courses are awarded on the basis of merit. All courses require cadets to have achieved a minimum level of training to be eligible, and some have an age requirement as well. Cadets who join after 31 January of the current training year are not eligible for summer courses until the following year.

There are three basic types of summer courses: **Quota courses, Scholarship courses and Music Courses.**

Quota courses are divided into 3 categories:

- 1) Familiarization courses;
- 2) Introductory Specialty courses; and
- 3) Advanced Specialty courses.

We call these Quota courses because the squadron is allotted a certain number of male and female spots on these courses, based on the quota of cadets we have in the squadron. Unfortunately, this quota usually only allows approximately 20% of our cadets to attend these courses each year. The squadron staff compiles a list of the cadets and which courses they would like to attend.

Just as with the promotions selections, we confirm that they are eligible for their desired courses. We then prioritize the cadets by type of course (Familiarization, Intro Specialty, Advanced Specialty) by male and female, so that the most deserving cadets (using our

Standings database) are at the top of the list for each category. This list is submitted to the Cadet Detachment, and the Detachment staff fills the available spots for the courses. If another squadron doesn't fill their available spots, other squadron's lists are used to fill the vacancies.

Scholarship Courses are between 3 and 7 weeks in duration. Cadets must apply for these courses before Christmas, and must complete exams and/or interviews as part of the selection process. The number of positions available for each course varies by province, region, course, and location of the course. Cadets who are interested in these courses must submit a personal narrative explaining why they would like to attend the course. They must also submit letters of recommendation, a personal resumé, a cadet resumé and school transcript. All the requirements are explained to the cadets long before the applications are due in December. The staff goes through the applications to ensure eligibility. Generally, we can only submit one or two applicants for each course, so we must prioritize the candidates and make our selections for first, second third choice etc. If a cadet is not eligible for a course, we recommend other courses for which they are eligible. Alternatively, if a cadet will not be our first or second choice for their desired course, we will encourage them to consider another course.

Once the candidates are nominated by the staff for a scholarship course, the cadets are given a course to help them prepare for exams and interviews. Cadets interested in Flying or Gliding Scholarships should take the Squadron Ground School course beginning in the fall and going until early January, when they write the exams. In February, interviews are held for all candidates in Ponoka. Based on the candidate's exam marks (if applicable) school marks, application and interview marks, the Air Cadet League makes a priority list for the final selections for these courses, filling the available vacancies for this province. For example, if there are nine spots available for Alberta cadets to attend Technical Training, the top nine cadets will be selected and the remaining cadets will remain on the priority list as spares. If one of the top nine cadets cancels for any reason, the next cadet on the list will be selected.

Music Courses are 3 to 6 weeks in duration. To apply for a music course, cadets must complete a Music Course Application that must be signed by their music instructor. The Commanding Officer makes a recommendation and then the application goes to Winnipeg. The Regional Cadet Music Advisor makes the final selections for these courses, based on vacancies available for male and female, the instruments played and experience needed for the desired course.

We must choose our best candidates and the remainder go on a waiting list.

We do this by evaluating the cadets based on the following factors (in no particular order):

1. **Subject matter interest:** Cadet success on a course is greatly influenced by their interest in the subject matter. For example, Intro to Aviation is a very academic course. If a cadet does not have a clear interest in flying subjects, this course will be boring and difficult. If they have not attended the squadron Ground School program, they have not shown clear interest, and the material will be more difficult to grasp. Perhaps this cadet should attend Ground School and re-apply next year.

If a cadet wishes to apply for a music course, but does not play an instrument, chances of them being selected is very slim. The course would be very challenging and frustrating for them. The cadet should learn the basics of an instrument to some extent, before committing to 2-6 weeks intensive music training.

The reasoning behind determining subject matter interest is that if a cadet gets to camp and is bored or frustrated that the material is difficult, they may become de-moralized. They may fail the course, pose disciplinary problems and/or be RTUd (Returned to Unit). Sending a cadet who is unprepared does not benefit the cadet or the squadron. Another cadet may be able to fill that course slot who can complete the course successfully.

2. **Age:** If a cadet is turning 19 years old and leaving the squadron early in the training year, we must determine if the squadron will benefit from sending this cadet to camp. If there is another candidate who still has a few years left in cadets, we must assess if they will be more able to use what they learn and potentially be an instructor at the squadron.
3. **Past Summer Courses:** Some cadets are high achievers, and work very hard. This makes their standings higher on a consistent basis, and they are often selected for promotions, awards and courses. If we only select these high-achieving cadets for summer courses, the same cadets would get to go every year, and others would never get to go. We try to ensure that cadets who have not had an opportunity to go on a summer course do so. Sometimes, the experience of a summer course can inspire cadets, and they come back to the squadron and perform at a higher level than before. This being said, if we decide selections solely on merit, it is easy to see that a cadet who does well, but perhaps not as well as other cadets, may not have a chance to go to camp. This is unfortunate, however, it is difficult to justify selecting a cadet whose standing is lower in the place of a high-achieving cadet. If a cadet has been to camp every summer, we may place them lower on the priority list, to allow others an opportunity to go as well.

If a cadet has applied for a scholarship course, we often put them at the top of the priority list for a quota course, so they are guaranteed a course. If they are selected for their scholarship course, the next cadet on the list automatically gets moved up on the list.

Due to the restrictive quotas on some courses, a deserving cadet may not get to go to camp because there were not enough slots available. We will try to place them higher on the list the following year, to ensure they get a course ahead of cadets in a lower level than they. For example, first year Cadet Bloggins didn't get to go to Basic this year, though he was very deserving. Next year, he will be at the top of the list for Basic, ahead of the new first-year cadets, unless he is selected for another course.

1. **Potential:** Sometimes we see strengths in cadets that the cadets themselves don't see. We may see a strong academic ability, or natural leadership ability. We will try to encourage cadets to apply for courses that we think they will be successful on.

Sometimes, a cadet needs the training they will get on a course to reach their potential, or give them a bit of a push. We try to consider this when selecting for courses.

There are also times when a cadet will not be selected for their first choice, because there is another more meritorious cadet who is our first choice. We will try to offer other options that we think will interest the cadet and will use their strengths. For example, if a cadet has not done well enough on the flying or gliding exams to be selected for the scholarship, we will encourage them to apply for another course where we think they have a good chance of being selected. Then the following year if they try for another course, they will have that experience in their favour.

2. **Squadron need:** We try to foresee what the squadron will need in the coming years, in terms of instructors and qualifications in specialty subjects. If we see the need for instructors, we will encourage our senior cadets to take instructor courses and Senior Leadership. If there is a need for survival specialists, or aviation specialists, we will push these courses. We try to have candidates for every scholarship course available.

On the other hand, if the squadron already has many specialists in a certain area, such as Rifle Coach, it may be difficult to give them all a chance to use their skills at the squadron when there are so many. We will encourage cadets not to apply for this course next year, but will offer alternatives that we think might interest them.

The same procedure as used for promotions is used to determine merit for summer courses. We compile the data on all the cadets. We determine who meets the prerequisites for each course (eligibility).

We start with the scholarship courses, which are processed in early January. We review the data and determine who we will nominate for each course. There are restrictions as to how many candidates we can nominate each year.

It is a very difficult process to make selections for scholarship nominations and priority lists from all the cadets who apply for camp. The resources and accommodations at camp make it impossible to send everyone who applies. We try to make our selections in the most objective and fair fashion possible, basing our decisions on the cadet's performance, their standings, their potential, and the squadron's needs for the following year. This process usually takes the staff about three (3) hours to complete.

Below is a table listing all courses available to cadets. They are listed in order of the minimum training level required to be eligible for that particular course. The cadet must currently be in that level or have completed that level to be eligible. Courses marked with an asterisk (*) are Scholarship courses.

	Familiarization (Level 1)	Minimum Level 2	Minimum Level 3	National Courses (Scholarships)
General	General Training Course (GTC)		Advanced Training – Staff Cadet	

Drill and Ceremonial		Basic Drill and Ceremonial Course (BDCC)	Drill and Ceremonial Instructor Course (DCIC)	
Survival		Basic Survival Course (BSC)	Survival Instructor Course (SIC)	
Fitness & Sports		Basic Fitness and Sports Course (BFSC)	Fitness and Sports Instructor Course (FSIC)	
Marksmanship			Air Rifle Marksmanship Instructor Course (ARMIC)	
Technology & Aerospace		Basic Aviation Technology and Aerospace Course (BATAC)		Advanced Aerospace Course (AASC)
Aviation		Basic Aviation Course (BAC)	Advanced Aviation Course (AAC)	Airport Operations (AATC-AO)
				Aircraft Maintenance (AATC-AM)
				Glider Pilot Scholarship (GPS)
				Power Pilot Scholarship (PPS)
Military Band		Basic Musician Course (MBBMC)	Intermediate Musician Course (MBIMC)	
			Music Levels 4-5 Course	
Pipe Band		Basic Musician Course (PBBMC)	Intermediate Musician Course (PBIMC)	
			Pipe & Drums Levels 4-5 Course	
International Exchanges & Trips				International Air Cadet Exchange (IACE)

Please note that cadets may apply for as many courses as they wish. Those not selected are prioritized on a waiting list.

I hope that this handbook has been helpful in understanding how cadets are selected for promotions, awards and summer courses. Your cadet is welcome to ask their Level Officer at any time.

If you have any questions or concerns please do not hesitate to speak up

The squadron staff and the parents sponsoring committee are here to make air cadets the best activity your child will be involved in...

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