

REGIONAL CADET SUPPORT UNIT (PACIFIC)

CADET TRAINING CENTRE

JOINING INSTRUCTIONS 2018



COURSE & STAFF CADETS



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NOTE TO PARENTS

We are pleased that your son/daughter/ward has been selected to attend a training course at one of our Cadet Training Centres (CTC) located in British Columbia. We hope that you are proud of their selection for this opportunity to learn valuable new skills along with over 3500 other Sea, Army and Air Cadets.

The enclosed Joining Instructions contain very important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety. It is important that you review the forms at annexes E through J.

The form at annex I is only required if the pick up or drop off point differs from the pickup or drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form. If a cadet is being picked up, it will be necessary for the adult who is picking them up to provide identification. This is done as a precaution to protect cadets.

Please be sure to check through the kit list enclosed carefully and help your cadet ensure that they have packed everything that they need for their course and that they are leaving extra items at home. It is important that all items brought to the CTC are properly labelled with the cadet's last name and first initial. Past experiences have proven that eyeglasses and running shoes are the most frequent casualties of kit, so please ensure that these extensively used articles are in good condition before your cadet leaves for the CTC.

Cadets sometimes experience symptoms of home sickness. We encourage cadets to stay in touch with their families through phone calls home so sending them with the knowledge of how to make a collect/calling card call will provide them with some reassurance. When your son/daughter/ward calls home feeling home sick, ask them about their friends at the CTC and encourage them to keep themselves busy. Help them to remember all of the highlights of the time they have spent here and give them some encouragement to keep going. Usually, these feelings pass when they stick it out.

The staff at the CTC are here to look after your cadet's well-being and we do our very best to help them along their way. Our first priority is the safety of the cadets and then we want to make sure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact the CTC through the numbers provided in the Joining Instructions.

Sometimes, a cadet is unable to complete the training course for various reasons. If it is necessary for your cadet to be returned home for any reason, we will contact you first to make arrangements.

In order to successfully pass their training course, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult (the adult must be authorized by the parent/guardian); however, this may only occur as the training schedule permits or in emergency situations. We appreciate your understanding and cooperation in this.

We look forward to having your son/daughter/ward at one of our CTCs this summer. If you have any questions after reading this package, please check with the officers at your cadet's home corps/squadron.

GENERAL

1. Congratulations on being selected to attend one of British Columbia's Cadet Training Centres (CTCs). Summer training courses provide opportunities to gain new experiences while you develop skills that will be useful in the Cadet Program and throughout your life. Our courses are built around leadership, discipline, and academic and physical endeavour. You will find your course challenging and you should also find it to be an extremely rewarding experience.
2. These Joining Instructions provide you with information you need to prepare for your CTC experience and it is important that you and your parent/guardian read through these instructions entirely.
3. All cadets will participate in a physical fitness program that will include calisthenics, running, swimming and a variety of sports.
4. Cadets attending a CTC are considered undergoing training. Parents are reminded that training occurs seven days a week commencing as early as 0600 hrs daily and concluding at 2200 hrs following a varied and active training day.
5. Cadet Training Centre specific daily routine and training schedules will be published at the CTC.
6. Cadets and Staff Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult. The adult(s) must be authorized by the parent/guardian and noted on the parental consent form found at annex J. Completed forms are to be brought to the CTC by the cadet. Leave authorization is dependent on training requirements or in emergency situations. Leave passes are generally not available to cadets attending two-week courses.
7. Staff Cadets may have the opportunity to take day outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example. Authority must be authorized by the parent/guardian and noted on the parental consent form found in annex J. Completed forms are to be brought to the CTC by the staff cadet.
8. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail, by fax or by email.
9. Leave periods vary according to the training requirements at each CTC and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.
10. All cadets will be responsible for any training missed.

CODE OF CONDUCT

11. All staff and cadets involved in any aspect of the Canadian Cadet Organizations are expected to support and foster a workplace and a training environment that is harassment free,

respectful, and safe for everyone. To that end, all staff and cadets working at or attending training at a CTC will be expected to read, understand and implement all aspects of the applicable Code of Conduct. Parents are encouraged to review the applicable Code of Conduct with their cadet and discuss the points included.

12. Cadets are to bring a signed copy of the Code of Conduct with them to the CTC. Course Cadets will use Annex F and Staff Cadets will use Annex G.

COURSE CADET CODE OF CONDUCT

13. As a cadet undergoing training at _____ Cadet Training Centre (CTC), I promise to perform to the best of my ability and I agree to the following:

- a. I will abide by all CTC rules and regulations and will report others who fail to do the same to my superiors;
- b. I will strive to set a good example of dress, deportment and conduct;
- c. I will show respect to my peers and superiors;
- d. I will strive to be honest in my actions and communications with others;
- e. I will use a calm, firm and reasonable tone of voice when speaking with others, avoiding yelling or swearing;
- f. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me;
- g. I will respect the environment and my surroundings;
- h. I will keep myself, my belongings and my bed space clean and tidy;
- i. I will respect the personal property and privacy of others;
- j. I will not harass any member of the CTC and will avoid any gesture, comment, action or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
- k. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
- l. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;

- m. I will not touch other cadets without their permission except when absolutely necessary in an emergency situation;
- n. I will not get involved in fighting, shouting or bullying;
- o. I will not purchase, possess or consume alcohol at any time;
- p. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour;
- q. I will not use, purchase, have in my possession, sell or distribute tobacco products, (at or off the CTC);
- r. I will stay out of the opposite gender's quarters;
- s. I will not engage in intimate relationships with other course cadets, staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- t. I will not use profanity; and
- u. I will not have knives, guns, weapons or any pornographic materials in my possession.

14. I am aware that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a return to unit (RTU). I am aware that I may speak with an officer or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.

STAFF CADET CODE OF CONDUCT

15. I have agreed to serve as a staff cadet at _____. Cadet Training Centre (CTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:

- a. I will intervene on seeing any type of misconduct, and when necessary, will report the misconduct to my superiors;
- b. I will strive to set a good example of dress, deportment and professional conduct;
- c. I will show respect to my subordinates, peers and superiors;
- d. I will strive to be honest in my actions and communications with others;
- e. I will use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;

- f. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me and I will intervene or report others who are not doing the same;
- g. I will respect the environment and my surroundings;
- h. I will keep myself, my belongings and my bed space clean and tidy;
- i. I will not steal and I will respect the personal property and privacy of others;
- j. I will act responsibly to ensure the safety and well-being of others;
- k. I will not abuse my authority;
- l. I will request the presence of an officer when a circumstance is beyond my authority or ability;
- m. I will not harass any member of the CTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
- n. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
- o. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- p. I will not touch cadets without their permission except when absolutely necessary in an emergency situation;
- q. I will not get involved in fighting, shouting or bullying;
- r. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
- s. I will not disclose any personal information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.);
- t. I will not purchase, possess or consume alcohol at any time (at or off the CTC);

- u. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour (at or off the CTC);
- v. I will not use, purchase, have in my possession, sell or distribute tobacco products, (at or off the CTC);
- v. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
- w. I will not engage in intimate relationships with course cadets, other staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- x. I will not use profanity;
- y. I will not have knives, guns, or weapons, in my possession other than those issued when authorized for sanctioned training activities; and
- z. I will not have pornographic materials in my possession.

16. I acknowledge that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a return to unit (RTU).

17. I am aware that I may speak with an officer at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.

SPECIAL INSTRUCTIONS FOR STAFF CADETS

18. All staff cadets will undergo a multi-day Staff Cadet Selection and Professional Development (SCSPD) process. Staff Cadets must arrive at the Cadet Training Centre (CTC) prepared to:

- a. Teach a 30 – 40 minute drill lesson. Attention, Stand at Ease, and Stand Easy is not eligible. A more complex drill movement must be taught; and
- b. Teach a 30 – 40 minute knowledge or skills lesson relating to the course or department they intend or wish to be employed in during the summer.

19. Delivery of these lessons will be assessed and used as a selection tool to examine the qualities of leadership and instruction such as Command & Control; Poise; Discipline; Department; Communications; Mentorship, and Presence. Although all cadets should strive to deliver a properly structured lesson, the delivery of a perfect lesson is not the only requirement to get a positive review. SCSPD staff will be observing skills and abilities, subject matter knowledge, and leadership more than the actual content of the lesson.

20. These classes along with many other factors will aid the CTC leadership in determining the placement of the cadets for the summer. In the event cadets do not intend to be a part of a

training division, platoon or flight, they are still required to prepare and deliver their lessons. The overall results of these assessments will aid in developing a Professional Development plan for the summer and focus on the areas of greatest need.

TRANSPORTATION - GENERAL

21. The Regional Cadet Support Unit (RCSU) Movements staff arranges all transportation for cadets to and from CTC. Details will be forwarded to the Corps/Squadron who will provide cadets with the necessary instructions and/or documents. Cadets traveling in groups are normally escorted and movements staff will meet cadets who must change aircraft, busses, etc. during their journey. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (Pac) Movements Office is: 1-866-668-8388.

22. **Cadets are required to travel in accordance with the instructions found in the movement orders.** It is permissible for cadets to be dropped off and/or picked up by a parent or guardian, but this decision must be communicated to the RCSU J4 Movements Officer through the corps/squadron staff.

23. Cadets shall travel to and from the CTC in Service Dress (C3 (Sea) or C2 (Army and Air)). The dress and deportment of all cadets shall be above reproach at all times.

24. Cadets aged 12 – 15 must have either **1 piece of government issued photo identification (Passport, BC ID) OR 2 pieces of government issued non-photo identification (Birth Certificate, Care Card).**

25. Cadets aged 16 and over **MUST** have **1 piece of government issued photo identification (Passport, BC ID, BC Drivers Licence)** and their provincial medical card in their possession while travelling.

26. The name on the photo ID must exactly match the name on the travel orders. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them no matter the method of transportation. School identification or corps/squadron ID cards are not accepted.

27. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the RCSU (Pac) Movements staff through the Corps/Squadron Commanding Officer/summer contact. **If a parental/guardian pick up is to be made at the end of the course, the Request for Parental/Guardian Pick Up/Drop Off of Cadets form (annex I) must be completed and signed by a parent/guardian.** Only the person authorized to pick up a cadet on this form will be permitted to transport the cadet away from the CTC. The person picking up a cadet will need to ensure that the proper out routine is done prior to taking the cadet from the CTC. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of all involved.

BAGGAGE

28. Baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying your name, address, telephone number and corps/squadron number;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not take ironing boards to training centres with you;
- d. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged; and
- e. all aerosol cans should be placed in your checked luggage. Some airlines do not allow any aerosol cans on board (checked or carry on) without a pressure release valve.

29. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc), it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. RCSU (Pac) shall assist in locating the lost baggage and failing that, shall assist in the initial reporting to the carrier. Subsequent dealings with the carrier are the responsibility of the traveler.

30. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC. It is highly recommended that cadets arrive with a list of make, model and serial number for any electronic devices brought.

31. Always have your Travel Orders and identification available.

32. Meals appropriate to the time of day are normally provided enroute if a cadet's travel extends over a meal period.

IN-ROUTINE

33. All cadets are processed through an in-routine upon arrival at the CTC. Cadets will be required to provide the following:

- a. course attending;
- b. Provincial Health card;
- c. eyeglass and other prescriptions (if applicable);

- d. signed copy of ‘Offer and Participation Training and Activities’ form;
- e. Parental Consent Form – Day/Overnight/Weekend Pass (Cdt #161) (if applicable); and
- f. any travel documents/tickets.

34. For cadet safety and hygiene and because of the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property upon arrival and at other times during the training session. The main objective of such inspections is to ensure that each cadet has the necessary clothing and equipment required for his or her use during the CTC program, as per CATO 12-50, Searches and Inspections of Cadets.

35. A list of items that are prohibited or restricted by law or unauthorized by Canadian Armed Forces (CAF) policy can be found below.

36. Prohibited and restricted items shall be handed to the applicable police agency (military or civilian) except for the following which shall be discarded:

- a. tobacco products;
- b. alcoholic beverages; and
- c. pornographic material.

37. Unauthorized items shall either be confiscated for the duration of the training or activity or sent back to the cadet’s home at the parents’ expense, whichever is more practical and economical, except for companion animals which shall be sent back.

PROHIBITED & RESTRICTED ITEMS	UNAUTHORIZED ITEMS
alcoholic beverages	altered ankle/parade boots
controlled substances (i.e. illicit drug or prescription medication not in the cadet’s name)	cutlass or sword
	knife or dagger
	laser pointer
explosive substance and ammunition	lighter, combustible product and fire starting product or equipment
pornographic material	
weapons (i.e. firearm, knife, brass knuckles, ninja stars, nun chucks, etc. and handcuffs)	machete, axe or saw
	motor vehicle (any type)
tobacco products	any animals
	electronic cigarette, including a cartridge containing nicotine solution
	reusable razor blades normally used in safety or straight blade razors

KIT REQUIRED

38. All course cadets will be issued a course T-shirt. Military and civilian clothing and equipment requirements are detailed below. All items should be clearly marked with the cadet's name and initials in permanent ink.
39. Cadets **MUST** ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron.
40. There are very few opportunities, if any, for cadets under training to wear civilian clothing while at a CTC, therefore cadets are encouraged to bring minimal civilian clothes. If civilian clothing is authorized, it must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them that is offensive in nature. It should be noted that all clothing requirements not provided by the cadet corps/squadron is the responsibility of the cadet.
41. A formal mess dinner may be held for Staff Cadets prior to departure, depending on the CTC. Cadets may be authorized to wear formal civilian attire in place of the cadet uniform.
42. Personal storage space within CTC accommodations is limited. Cadets are thus discouraged from bringing any items not specifically included in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items form (annex H) which should accompany the cadet to the CTC.
43. To ensure a certain level of uniformity and standard of dress, all cadets are to bring at least two pair of shorts to be worn during physical activities and at other times as designated in the CTC orders. The shorts are to be dark blue, black or grey in colour, fit comfortably while not being too tight and extend from mid-thigh to the knees.
44. Civilian "hoodies" and/or jackets shall not be worn over uniforms. If you do not have a Cadet All-Weather Jacket with fleece liner, please speak with your Corps/Squadron.

GENERAL KIT REQUIREMENTS – ALL CADETS

ITEM	QUANTITY TO BRING	PACKED BY CADET
Provincial Health Card (photocopy or original)	1	
Combination Lock	2-3	
Toothbrush, toothpaste and dental floss	as required	
Soap/soap dish	as required	
Face cloth/Towels	2 each	
Toiletries/Shampoo	as required	
Comb/Brush	as required	
Shaving kit	as required	

Undergarments	7 changes	
Sports bra	as required	
Athletic supporter	as required	
Socks (not grey wool)	7 pairs	
Socks, athletic cotton white (<i>fitness & sports courses</i>)	5-7	
Swimsuit (of conservative nature)	1	
Running Shoes	2 pair	
Gym/sports shorts (dark blue, black or grey in colour)	2-3 pairs	
Gym/sports shirts	3-4	
Warm sweater/Sweatshirt	1	
Shower sandals	1 pair	
Sleeping attire	2 pair	
Boot polishing kit	1	
Sewing kit	1	
Eyeglass prescription	as required	
Hangers	5	
Eyeglass Safety strap	as required	
Sunglasses (conservative style, non-reflective)	as required	
Prescription medications (<i>preferably blister-packaged</i>)	as required	
Sweat suit/Jogging suit	optional	
Water shoes/boots (<i>sailing & expedition courses</i>)	optional	
Walking/hiking boots (<i>expedition courses</i>)	optional	
Camera	optional	
Small flashlight	optional	
Soccer cleats (<i>fitness & sports courses</i>)	optional	
Knee pads (<i>fitness & sports courses</i>)	optional	
Signed Offer of Participation (received from Corps/Sqn)	1	

ISSUED KIT REQUIREMENTS – ALL CADETS

(to be issued by the home corps/squadron and brought to the Cadet Training Centre)

ITEM	QUANTITY TO BRING	PACKED BY CADET
Tunic	1	
Trousers (2 pair for Sea Cadets and Staff Cadets)	1	
Tunic Belt	1	
Trouser Belt	1	
Short sleeve shirt / Gunshirt (staff cadets may require more if available)	1-2	
Elemental T-shirt	1	
Work Dress Shirt (Training Dress Sea)	2	
Necktie (Army & Air)	1	
Boots, Ankle	1 pair	
Seaman's Cap / Beret / Wedge	1	
Cadet Ballcap (Sea)	1	

Socks, Grey	2 pair	
Tilley Hat	1	
Lanyard (Sea)	1	
Coat, all weather (Parka) w/fleece	1	

ADMINISTRATION AND PAY

45. Our CTCs provide an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days spending.

46. There are no ATMs (commercial banks' Automated Teller Machines) located within most of the Training Centres. The exception being Comox CFTC. ATM's are located in the lobby of the combined mess as well as at the Canex. Cadets holding their own personal banking or ATM cards may be provided periodic opportunities to access an ATM at nearby commercial or on-base locations.

47. Course cadets qualify for a training bonus of ten dollars (\$10.00) per day starting on the first day of training and not to exceed sixty dollars (\$60.00) per week up to a maximum of three-hundred and sixty dollars (\$360.00) per training course. The bonus is paid in instalments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim instalments are paid in cash and the final instalment is paid by cheque.

48. Where a cadet is unable to finish their training course for any reason and is returned home, entitlement for the training bonus shall be determined on a per-diem basis for each day of attendance. Travel days do not count as training days.

49. Staff cadets will receive an advanced training allocation. The advanced training allocation is paid on the 15th and 31st of each month via direct deposit. Direct deposit should be set up in advance of arrival at the CTC to ensure pay will be deposited in a timely manner. This will be done by providing bank account information to the J1 Staffing cell at RCSU (Pac). A debit cadet is required to withdraw any portion of pay received.

50. Cadets may wish to purchase such items as caps, shirts, fleece jackets, soft drinks or confectionary items that are available at the cadet canteen. They are responsible for purchasing personal hygiene materials including soap, shampoo and haircuts.

51. Pay phones are available within most of the CTCs for personal calls.

ACCOMMODATION, MEALS AND RELIGIOUS SERVICES

52. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Bed linen is exchanged weekly, and additional linen is available if required between linen exchanges. Security for cadets' personal belongings is provided by "barracks boxes" or steel lockers similar to those in school. Cadets are expected to bring their own

padlocks. Combination padlocks are recommended and cadets may provide the combinations to staff during intake in case forgotten, staff can then provide the combinations to the cadet.

53. Ablution (washroom) facilities are not located in all of the quarters; however, separate gender ablution facilities are located close by. Cadets are required to bring appropriate clothing for the outdoor walk to the ablution facilities.

54. A free laundry service is available to all cadets at our CTCs. This service operates under a claim check system. As a large capacity of clothing is cleaned at any one time, all clothing is to be marked in permanent ink or labels with the cadets' last name. Course cadets are not to bring laundry soap. Comox CFTC is the exception where cadets are provided access to washers and dryers to launder their clothing as required.

55. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day plus snacks throughout. All meals are supervised. The menu is pre-planned to provide a well-balanced diet and menu items vary allowing cadets a choice of dishes.

56. CAF facilities do not offer allergen-free foods or food preparation conditions, and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, and shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

57. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. It may be possible for TC Operations to hold a small amount of food items for a cadet if facilities exist for storage. The food items must be consumed in a designated area away from the living quarters.

58. Not all the CTCs have chapels or religious facilities. Where onsite facilities do not exist, arrangements may be made for cadets who wish to attend religious services at local places of worship upon request and if the CTC is able to accommodate. CTC Chaplains will be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

59. Some CTCs also employ additional cadet support personnel who will be available to provide youth counselling support upon request. This can include issues such as homesickness, anxiety, or any concerns about adapting to the CTC routine and lifestyle

MEDICAL AND DENTAL

60. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local corps/squadron staff prior to departure. If a new medical condition occurs prior to CTC training, that was not reported on the Detailed Health Questionnaire (DHQ) submitted in the fall at the Corps/Squadron, parents/guardians must notify the Corps/Squadron Commanding Officer who will liaise with the Regional Medical Liaison Officer (RMLO). Examples of a new medical condition include a new cast, recent surgery, admission to hospital, or a diagnosis requiring treatment. **If your cadet has a cast on or is on crutches (even if your family doctor states**

they are OK to attend), they are not allowed at the CTC and he/she should not be sent as they will be returned home shortly after arrival.

61. All pre-existing medical conditions, medications being taken and special circumstances (including diet) must already have been disclosed on the DHQ submitted earlier in the training year. These health questionnaires are reviewed during the year by the RML0 to provide corps/squadron/CTC staff with continual precautionary or permanent medical limitations assessments on training possibilities.

62. Each CTC is staffed with medical personnel, including a physician, nurses and medical technicians who are available during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions related to cadet training. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment. The appropriate Provincial Medical Plan will pay for treatment received from civilian medical providers; therefore, **cadets will be required to have their Provincial Health Plan card in their possession (a copy is adequate).**

63. On arrival, the medical staff will screen and question each cadet to ensure that they are fit and to establish whether adequate treatment for controllable medical conditions can be provided during their stay. If after arrival at the CTC the cadet is considered unfit for training because of non-disclosure of new injuries, illness or special medical needs that would require excessive visits to the Medical clinic, they may be sent home after the parent/guardian has been notified.

64. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC. This medication must **NOT be expired** and must be in the Cadet's name only. Medications will be logged in and retained by CTC medical staff, together with dispensing instructions and provided to the cadet at appropriate intervals. Although proper dosages and frequency are supervised by CTC staff, cadets are expected to be aware of, and understand, their own medication requirements. To ensure that the correct dose of medication is given in a timely manner, it is recommended that medications be brought in a seven-day "blister pack" available through local pharmacies. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information and expiry date and must be accompanied with the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at annex E. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. The Cadet Medical Clinic will not pay for refilling prescriptions that are used on a regular basis, they will pay for medications and care related to cadet duties at the camp only.

65. If a cadet takes allergy medication or some other over the counter medication on a regular basis for a chronic condition, parents are to ensure that they have completed and signed the Over the Counter (OTC) / Prescribed Medication and Administration form found at annex E which must be hand carried by the cadet to the medical staff for their intake parade.

66. **DO NOT send non-prescription medications** such as an aspirin or cough medicine to the CTC. If such medication is required, it will be provided through the Sick Bay / MIR at no cost to the cadet.

67. Cadets will not be allowed to take any medication or supplements that arrive at the training centre in packaging that is not from the manufacturer or having a legal pharmacy label on it. These labels must be in one of the official Canadian languages (French or English).

68. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their **TWO** of their prescribed **NOT EXPIRED** Epi Pens with them. Parents must also ensure that the Epi Pens will **NOT EXPIRE** while the cadet is at summer training.

69. Cadets with known medical conditions (diabetes, allergies, etc.) **must wear a Medic-Alert** bracelet/necklace while attending training. Cadets with diabetes will be given close attention at camp and have limitations placed on them to ensure that they are safe and well. There have been instances where the cadet falsifies their blood sugar levels. If this is discovered, consideration will be given to returning the cadet home as soon as possible for their own safety and the safety of those around them. The limitations are outlined below but not limited to:

- a. Cadet requires follow up at the CTC MIR every one, two or three days. This will be established during the in-routine screening;
- b. Cadet must be directed to the MIR if they become sick (headache, nausea, or vomiting, or complain of any other medical symptoms; If this occurs after hours the cadet is to be assessed by a civilian Health care provider/ER;
- c. Cadet requires regular meals, access to snacks, water and rest;
- d. Cadet requires the opportunity to monitor his condition;
- e. Cadet requires medication on a regular basis and is self-regulating; and
- f. Cadet requires closer supervision.

70. The clinic is open daily for those cadets who require a medical consultation.

71. Eyeglasses, lenses and frames are the personal property of the cadet. Cadets are responsible for the safety of their spectacles and to safeguard them against damage or loss. If the cadet has taken proper measures to safeguard the spectacles (i.e. using a retaining strap during adventure training), and they are broken or lost during training, DND may assist in repairing or replacing them as per CATO 16-07. It is strongly encouraged that parents have insurance coverage for the repair/replacement of eyeglasses and that the cadet should have in their possession two pairs of eyeglasses and a copy of the prescription.

72. Cadets who suffer injury or illness, which would make them unable to continue their training and/or requires more than two or three visits for the same condition to the MIR may be returned home. In these cases, the Medical Officer or Senior Medical Authority will provide the parent/guardian such information as is permitted by law and regulation.

73. **PARADE BOOT ISSUE** - A frequent medical issue for cadets at CTCs is foot blisters and ingrown toe nails. These generally are a result of ill-fitting parade boots. With cadets

growing rapidly in their teen years, often the cadet parade boot sizing is overlooked. Parents are encouraged to take a close look at these boots prior to sending their son/daughter to the CTC. If new boots are required that will need to be arranged through your home Corp/Squadron as replacements are not available at the CTC.

74. Emergency dental care is available in the event of accident or injury related to duty or approved activities. Dental care is limited to restoring a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

75. Information on the medical and dental care can be found at:

http://cadets.ca/assets/Cadets/docs/en/National/medical_care_cdts_jcr.pdf

CELLULAR PHONES

76. Cadets are authorized to bring cellular telephones to the CTC. RCSU (Pac) and the CTCs will not be held liable for the loss/damage or long distance, roaming, or data charges associated with its use. Each CTC will advise cadets on the policy for securing and use of cellular telephones. If the cadet is unable to comply with the appropriate restrictions after two warnings, the cell phone will be sent home at the expense of the parent/guardian. Parents/Guardians are encouraged to discuss appropriate use of cell phones and social media with their cadet prior to departure. Cadets who do bring a cellular phone to the CTC will be subject to the following restrictions for its use:

- a. may only be used or possessed during non-training hours;
- b. use in washrooms and cadet quarters for photography, recording, or video function is strictly prohibited; and,
- c. any use of a cell phone must conform with the expectations detailed in the CTC Course/Staff Cadet Code of Conduct.

77. Note, due to the geographical location of AH CTC specifically, it's common for cellular service from the US to be stronger than the closest Canadian towers. Cell phones should be set up to connect to the specific carrier to avoid roaming charges.

PERSONAL APPEARANCE

78. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating in training.

DISCIPLINE

79. Regulations and standards have been developed to ensure the safety, efficiency and well-being of everyone. These requirements are not difficult to meet, and a willingness to abide by the rules will contribute greatly towards an enjoyable summer for all cadets. When regulations

are ignored, it causes unreasonable hardship for both cadets and staff, and must be addressed through remedial or disciplinary action.

80. Upon arrival at the CTC, cadets are required to sign a Cadet Code of Conduct / Staff Cadet Code of Conduct declaration found at Annex F and G respectively in which they acknowledge the standards of conduct and behaviour expected of them while participating in training. Parents/guardians should review this Code of Conduct with their cadet prior to departure to the CTC.

SMOKING, ALCOHOL AND DRUGS

81. CTCs have a NO SMOKING policy for all cadets. Smoking includes the use of tobacco products as well as e-cigarettes. Course cadets and staff cadets are not permitted to smoke or consume alcohol either on or off the CTC property. If a cadet attends a training centre with a smoking addiction, parents are expected to provide their cadet with smoking cessation products.

82. Drugs, other than prescription medication, are forbidden as defined in the *Narcotics Control Act*, and in Parts 3 and 4 of the *Food and Drug Act*. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

83. Failure to adhere to the rules at the CTC may result in the cadet being “Return to Unit” (RTU) and/or referral to the appropriate authorities.

RETURN TO UNIT (RTU)

84. Return to unit (RTU) should be considered a measure of last recourse. As per CATO 13-26, cadets and staff cadets may be returned to unit under the following circumstances:

- a. medical reasons;
- b. does not meet age prerequisites;
- c. unable to meet the course prerequisites or standard;
- d. compassionate reasons;
- e. parents/guardians or the cadet request;
- f. misbehaviour; or
- g. unsatisfactory performance.

GRADUATION AND RETURNING HOME

85. Our CTCs conduct a full ceremonial review Graduation Parade at the conclusion of each two-, three- and six-week training serial. Parents and friends are welcome, and encouraged, to attend. Details are located in the applicable CTC annexes.

86. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained. Parents/guardians expecting to pick up their cadet on the final Friday of their course, should expect that they will not be free to depart until after 1500 hrs typically, or, a minimum of two (2) hours after the conclusion of the graduation parade. Each CTC will communicate their exhaust schedule for parental pick-ups (PPUs).

87. It is imperative that parents desiring an early departure with their son/daughter advise the applicable CTC. In order to expedite the process and in an attempt to reduce lengthy delays, parents/guardians are obliged to complete the Parental Pick-up Form found at annex I. Completed forms must be sent to RCSU Movements staff through the Corps/Squadron Commanding Officer/summer contact as soon as possible. If circumstances change, a substitute form may be sent by email, fax or mailed to the CTC, or arrangements may be made by telephone.

88. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person to indicate that they are indeed the parent or individual identified on the cadet's Parental Pick-up Form. CTC staff is obliged to exercise due diligence and not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

CTC CONTACT INFORMATION

89. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their son/daughter or to a Training Centre should refer to CTC contact information below. All mail should be annotated with the cadets' course, or simply annotated "Staff Cadet".

90. When contacting a CTC, it's important to know that staff cadets are tasked in various capacities. In many cases, the first person you speak with may be a cadet versus a member of the adult staff. Please be respectful at all times when contacting a CTC. When requesting to speak with a member of the staff, please be aware that they may not be readily available by telephone. Staff will take a message and pass it along to a member who will return the call as soon as possible. In the event of an emergency, Training Centre staff will take all necessary action to contact the member.

91. Contact information is contained in the CTC specific annex.

SOCIAL MEDIA & PHOTOS

92. Social Media updates on training centre activities will be available on the CTC Facebook and Twitter accounts, as well as the regional social media accounts. Families and cadets who use social media are encouraged to Like and follow these accounts. Please note that we will not be able to accommodate requests to see individual cadets on the social media streams.

a. Facebook Pages:

- (1) National: @Cadets Canada
- (2) BC Sea Army Air Cadets: @British Columbia Cadets
- (3) Albert Head Cadet Training Centre: @Albert Head Cadets
- (4) Vernon Cadet Training Centre: @Vernon Cadets
- (5) HMCS Quadra Cadet Training Centre: @HMCS Quadra Cadets
- (6) Comox Cadet Flying Training Centre: @Comox Cadets

b. Twitter Feeds:

- (1) National: @Cadetsca
- (2) BC Sea Army Air Cadets: @BCCadets
- (3) Albert Head Cadet Training Centre: @AlbertheadCdts
- (4) Vernon Cadet Training Centre: @VernonCadets
- (5) HMCS Quadra Cadet Training Centre: @HMCSQuadraCdts
- (6) Comox Cadet Flying Training Centre: @ComoxCadets

c. Instagram: @cadetsca

Annex A – HMCS QUADRA CADET TRAINING CENTRE

1. HMCS QUADRA Cadet Training Centre is situated on Department of National Defence property at Comox Harbour called “Goose Spit” and is approximately 230 kilometres north of Victoria on Vancouver Island.

2. HMCS QUADRA is primarily focused on training Royal Canadian Sea Cadets. During the summer months, about 900 cadets from every region of Canada attend HMCS QUADRA. Based on age, experience and personal choice of subject matter focus, cadets participate in training courses of 2, 3 or 6 weeks in length. The following training courses are provided during its summer operation:

- a. General Training;
- b. Basic Seamanship;
- c. Ship’s Boat Operator;
- d. Boatswain’s Mate;
- e. Basic Drill & Ceremonial;
- f. Drill & Ceremonial Instructor;
- g. Basic Sail;
- h. Intermediate Sail;
- i. Senior Sail;
- j. Military Band – Basic Musician, for Sea and Air cadets
- k. Military Band – Intermediate Musician;
- l. Military Band – Advanced Musician; and
- m. Shipwright.

3. In addition to the 900 cadets, HMCS QUADRA staff includes over 300 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.

4. The CTC hosts select international Sea Cadets for a two week period at the end of July/beginning of August. All participating countries are part of the International Sea Cadet Association (ISCA) and some of the countries that have sent cadets in recent years are Australia, Bermuda, Hong Kong, Japan, South Korea, Netherlands, Sweden, United Kingdom and the United States of America.

5. The following Graduation Parades and Ceremonies will take place on either HMCS QUADRA Parade Square or the location noted, on the dates and times shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	1000 hours	General Training 1 st Intake
27 July 2018	1000 hours	Basic Courses 1 st Intake
3 August 2018	1000 hours	General Training 2 nd Intake
4 August 2018	1930 hours	Ceremony of the Flags BC Legislative Lawn, Victoria
6 August 2018	2000 hours	Ceremony of the Flags Marina Park, Comox
16 August 2018	1330 hours	Final Graduation Parade (Basic Courses 2 nd Intake & 6 wk courses)
17 August 2018	1000 hours	General Training 3 rd Intake

6. Mailing Address.

HMCS QUADRA
RANK, FULL NAME, INITIAL
PO Box 1000 Station Main
Lazo, BC V0R 2K0

7. Phone number. To contact the staff of HMCS QUADRA, please call 1-844-592-2772 or (250) 890-3500 or email quadra@cadets.gc.ca.

HMCS QUADRA
COMOX, BC

MAP OF CADET FACILITIES

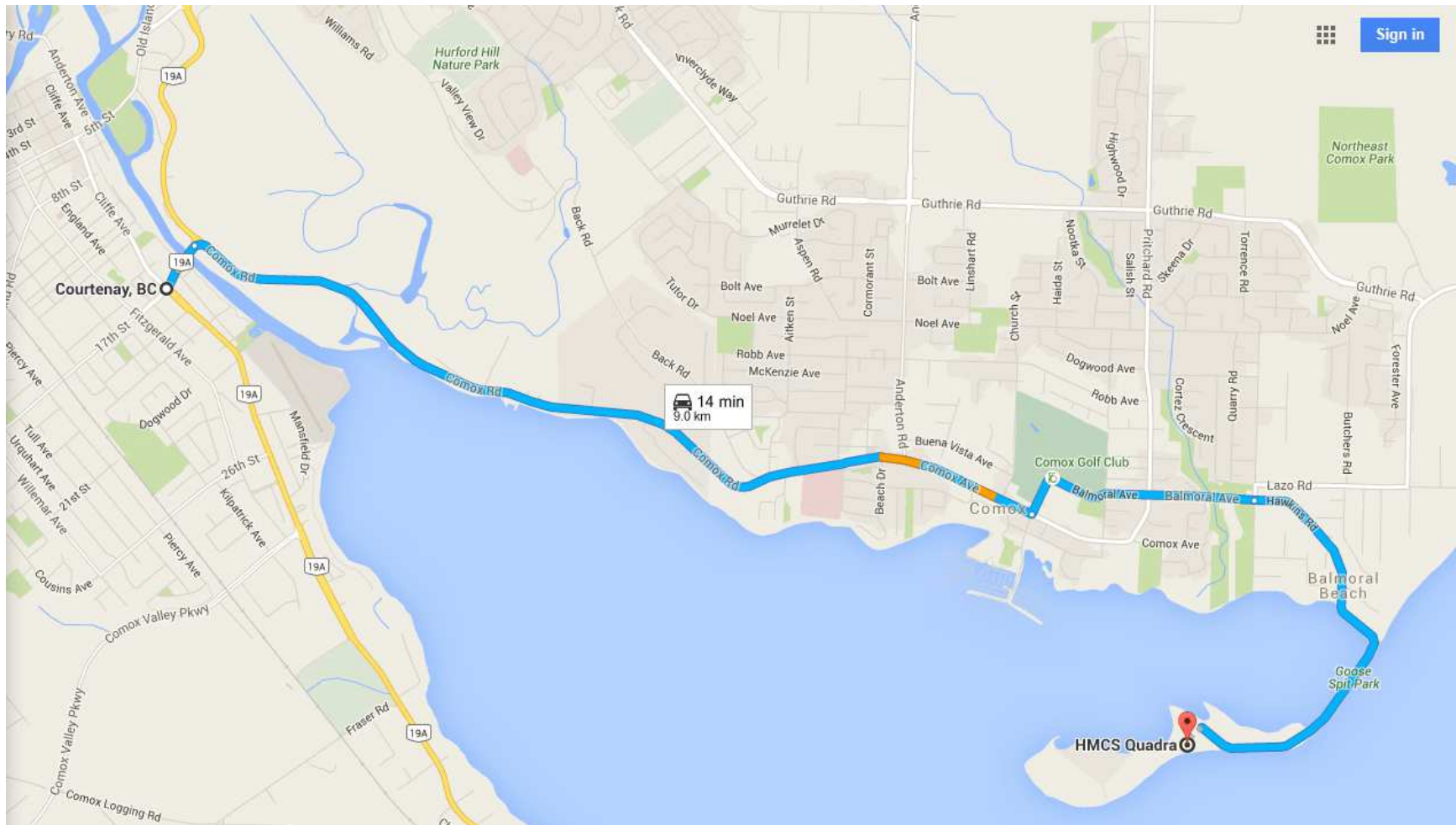


BLDG #	BUILDING
Q20	Operations
Q22	Breezeway
Q33	Female Cadet Barracks
Q34	Male Cadet Barracks
Q35	Male Cadet Barracks
Q38	Sea Survival School
Q46	Female Cadet Barracks
Q52	Ship's Office
Q53	Supply
Q67	Male Cadet Barracks
Q70	Galley and Dining Halls
Q71	Boat Storage
Q73	Training Office
Q91	Officer Accommodation and Executive Offices



HMCS QUADRA

Goose Spit (end of Hawkins Rd)



Annex B – VERNON CADET TRAINING CENTRE

1. Vernon Cadet Training Centre is located on the southern outskirts of the City of Vernon in the North Okanagan.
2. Vernon is primarily focused on training Royal Canadian Army Cadets; however does train some Sea and Air Cadets. During the summer months over 1500 cadets from Northwest and Pacific Regions attend Vernon. Based on age, experience and personal choice of subject matter, cadets participate in training courses of 2, 3 or 6 weeks in length. The following training courses are provided during its summer operation:
 - a. General Training;
 - b. Basic Marksman;
 - c. Basic Drill & Ceremonial for Air Cadets;
 - d. Drill & Ceremonial Instructor for Army and Air Cadets;
 - e. Basic Expedition;
 - f. Expedition Instructor;
 - g. Military Band – Basic Musician
 - h. Military Band – Intermediate Musician;
 - i. Military Band – Advanced Musician;
 - j. Basic Fitness and Sports; and
 - k. Air Rifle Marksmanship Instructor for Sea, Army and Air Cadets.
3. In addition to the 1500 cadets, Vernon staff includes over 375 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.
4. The following Graduation Parades will take place on either Sicily or Dieppe Parade Squares at Vernon Cadet Training Centre, on the dates and times shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	0815 hours	General Training 1 st Intake
27 July 2018	0815 hours	Basic Courses 1 st Intake

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
3 August 2018	0815 hours	General Training 2 nd Intake
16 Aug 2018	1800 hours	Sunset Parade / Final Graduation Parade Basic courses 2 nd Intake and 6 Week courses
17 August 2018	0815 hours	General Training 3 rd Intake

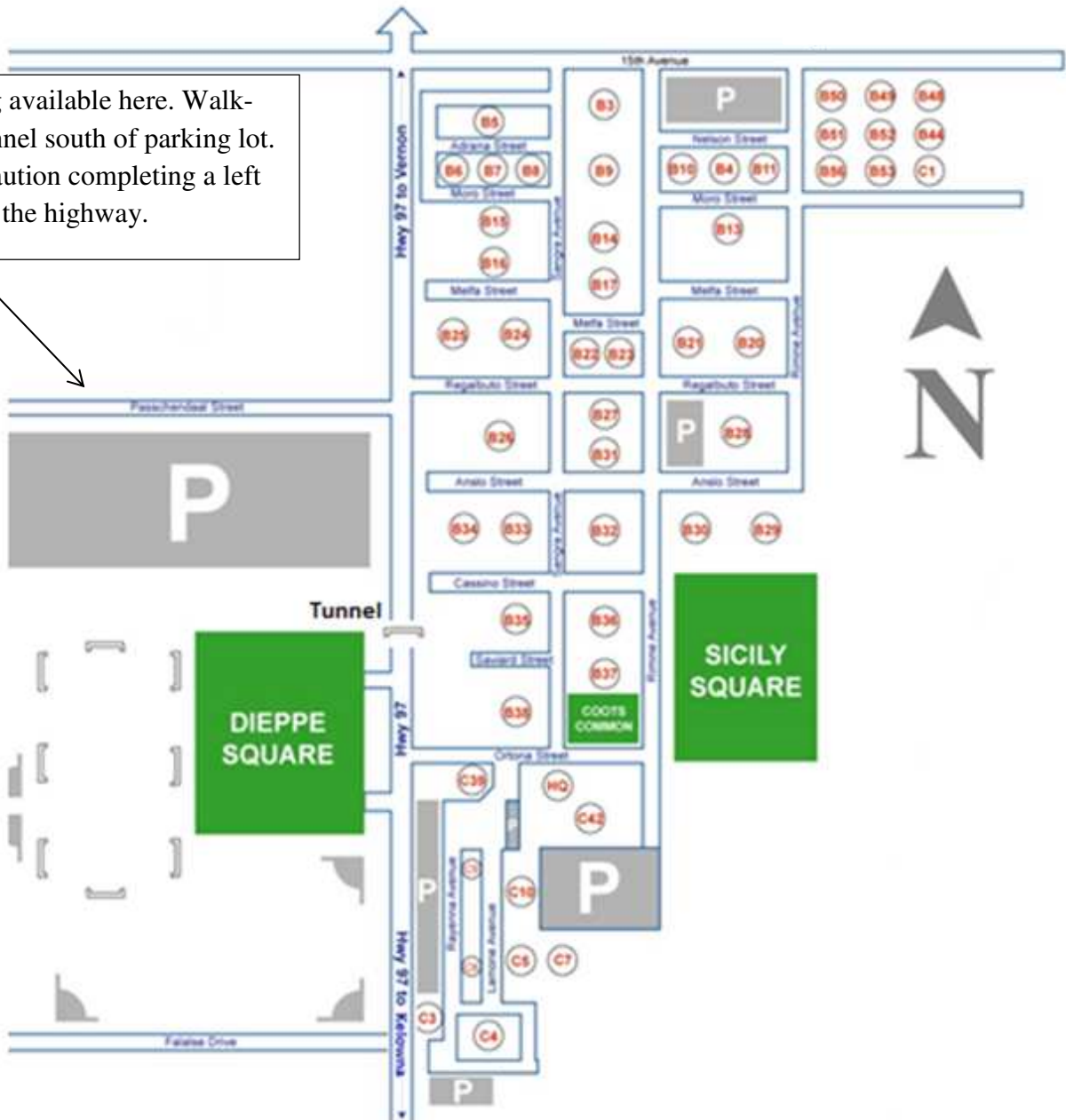
5. All visitors must report to the Reception Centre in building B-35.
6. Adequate hotel and motel accommodation is available in Vernon; however, due to several major events conducted in Vernon during the summer, it is recommended that reservations be made in advance.
7. Access for visitors will be on foot only, through the tunnel. Parking will be available in the lot located west of highway 97 and south of 15th Avenue. Guests are directed to the reception centre located immediately to the right in building B35. Guests will NOT be permitted vehicle access.
8. Mailing Address.

Vernon Cadet Training Centre
RANK, FULL NAME, INITIAL
3100 15th Ave, Bldg B3
Vernon, BC V1T 0A6
9. Phone Number. The telephone number to contact staff at Vernon is 1-888-530-2288 or (250) 549-5800 or email vernon@cadets.gc.ca.

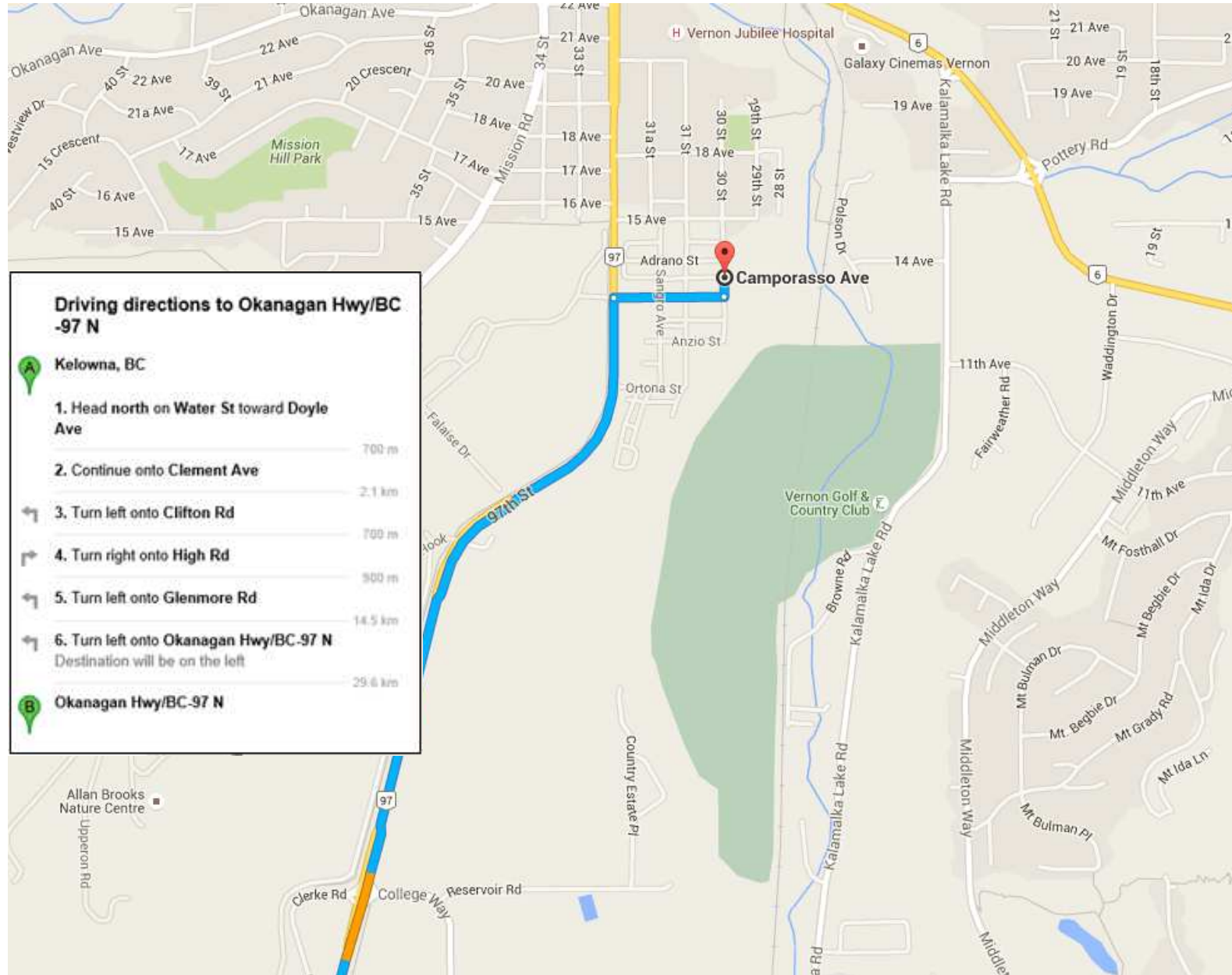
Vernon

I

Parking available here. Walk-thru tunnel south of parking lot. Take caution completing a left turn on the highway.



Vernon



Annex C – ALBERT HEAD CADET TRAINING CENTRE

1. Albert Head Cadet Training Centre is a multi-faceted training facility which is detached from CFB Esquimalt and is located approximately 30 km southwest of downtown Victoria. The training centre is bounded on three sides by the Strait of Juan de Fuca and occupies about 220 acres, 10 of which are developed as training facilities.

2. During the summer months, over 850 air cadets from Northwest and Pacific Regions attend Albert Head. Based on age, experience and personal choice of subject matter, cadets participate in training courses of 2, 3 or 6 weeks in length. The following training courses are provided during its summer operation:

- a. General Training;
- b. Basic Aviation Technology and Aerospace;
- c. Basic Survival;
- d. Military Band – Intermediate Musician;
- e. Military Band – Advanced Musician; and
- f. Fitness and Sports Instructor.

3. In addition to the 850 cadets, Albert Head staff includes over 185 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.

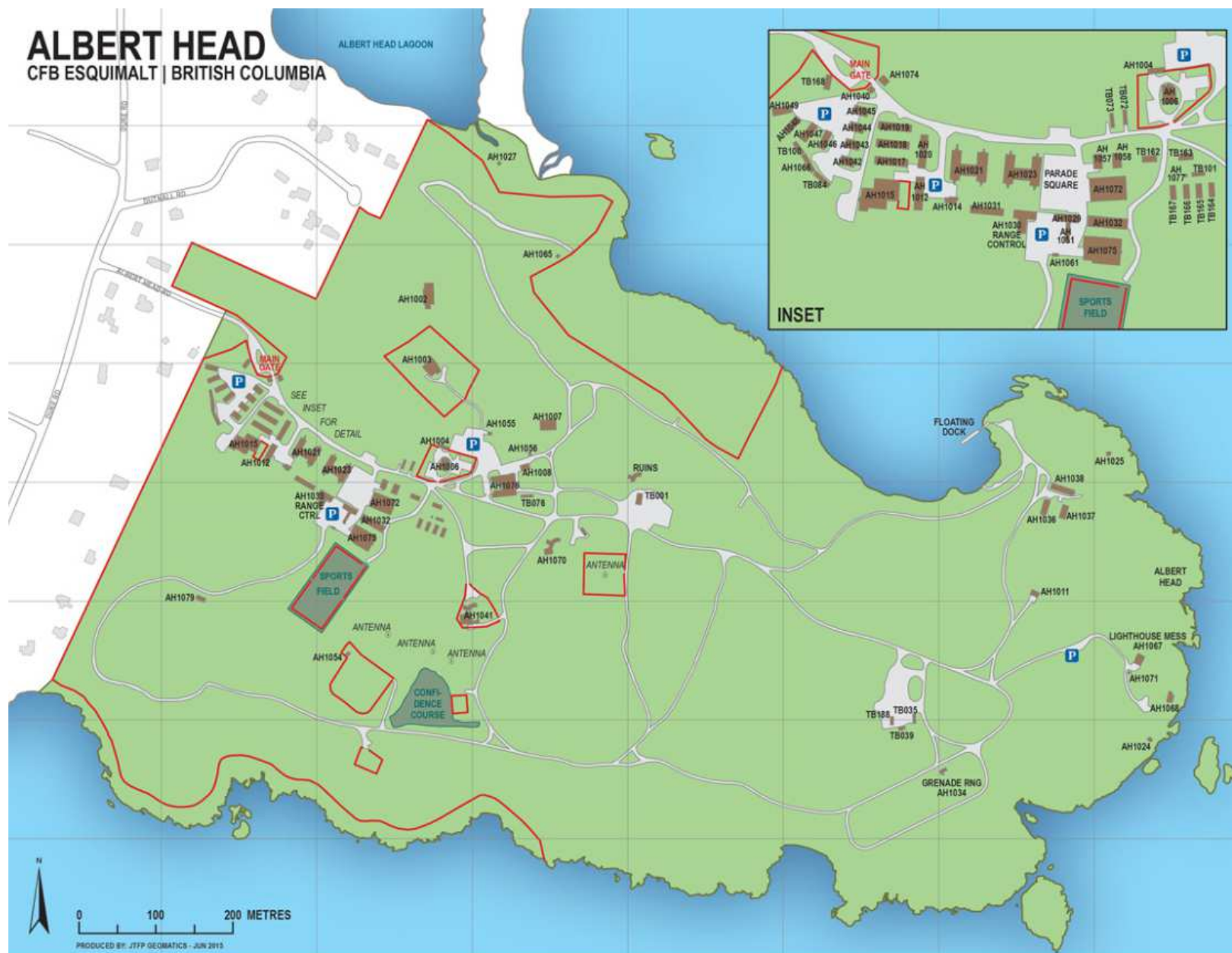
4. Relatives and friends of cadets are invited to attend course graduation parades. Guests should arrive half an hour prior to the scheduled start time for the parade. Parking is limited at the CTC so there may be a distance to walk to the parade location. Graduation parades will be held on the dates and times shown below.

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	1000 hours	General Training 1 st Intake
27 July 2018	1000 hours	Basic Courses 1 st Intake
3 August 2018	1000 hours	General Training 2 nd Intake
16 August 2018	1000 hours	General Training 3 rd Intake
17 August 2018	1000 hours	Basic Courses 2 nd Intake & 6 week courses

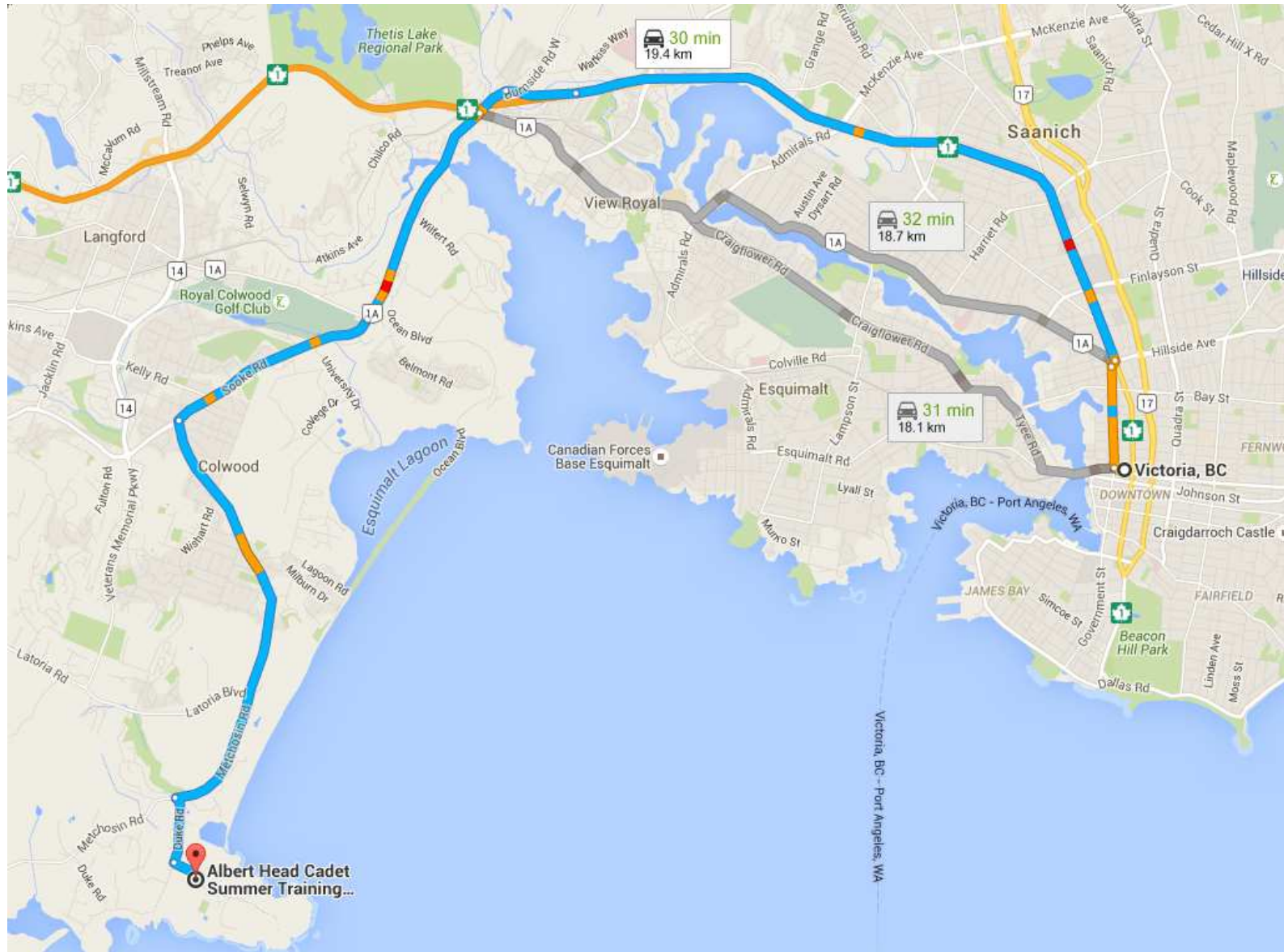
10. Mailing Address.

Albert Head Cadet Training Centre
RANK, FULL NAME, INITIAL
PO Box 27045
Victoria, BC V9B 5S4

11. Phone number. The AHCTC Orderly Room may be contacted at (250) 391-4104 or 1-866-391-4104 or email alberthead@cadets.gc.ca.



Albert Head



Annex D – COMOX CADET FLYING TRAINING CENTRE

1. Comox Cadet Flying Training Centre (Comox CFTC) also issues supplemental Joining Instructions due to the complexities of communicating pilot licencing requirements. All cadets selected for Glider Pilot Scholarship and Power Pilot Scholarship should also have these supplemental Joining Instructions issued. Advanced Aviation Course cadets do not require the supplemental Joining Instructions.
2. The Comox Cadet Flying Training Centre, is located at 19 Wing Comox and cadets are on an active Air Force Base. Many cadets will have the opportunity to see many of the military aircraft and will have opportunity to have some interactions with members of the Regular Force including a Search and Rescue Squadron. Comox is approximately 230 kilometres north of Victoria on Vancouver Island.
3. During the summer months, 165 air cadets from Northwest and Pacific Regions attend Comox CFTC. Based on age, experience and personal choice of subject matter focus cadets participate in training courses of 3, 6 or 7 weeks in length. The following training courses are provided during its summer operation:
 - a. Advanced Aviation Course;
 - b. Glider Pilot Scholarship; and
 - c. Power Pilot Scholarship.
4. In addition to the 165 cadets, Comox CFTC staff includes 95 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.
5. Relatives and friends of cadets are invited to attend the following Graduation Parades. Guests should arrive at least half an hour prior to the scheduled start time for each parade as seating is limited.
6. Guests interested in attending these parades, must advise the Comox CFTC with the names of each member. This information is to be completed and can be faxed to 250-339-8137 or e-mailed to 19WRCAOps@forces.gc.ca in Comox. Guest lists must reach the training centre NO LATER THAN 3 FULL WORKING DAYS PRIOR TO THE PARADE. As the parades take place within a secure military facility, guest names are subject to security screening, and a minimum of 3 complete working days is required to screen all potential guests.

7. The Graduation Parades will be held at 19 Wing Comox at RGS (Pac) unless otherwise stated:

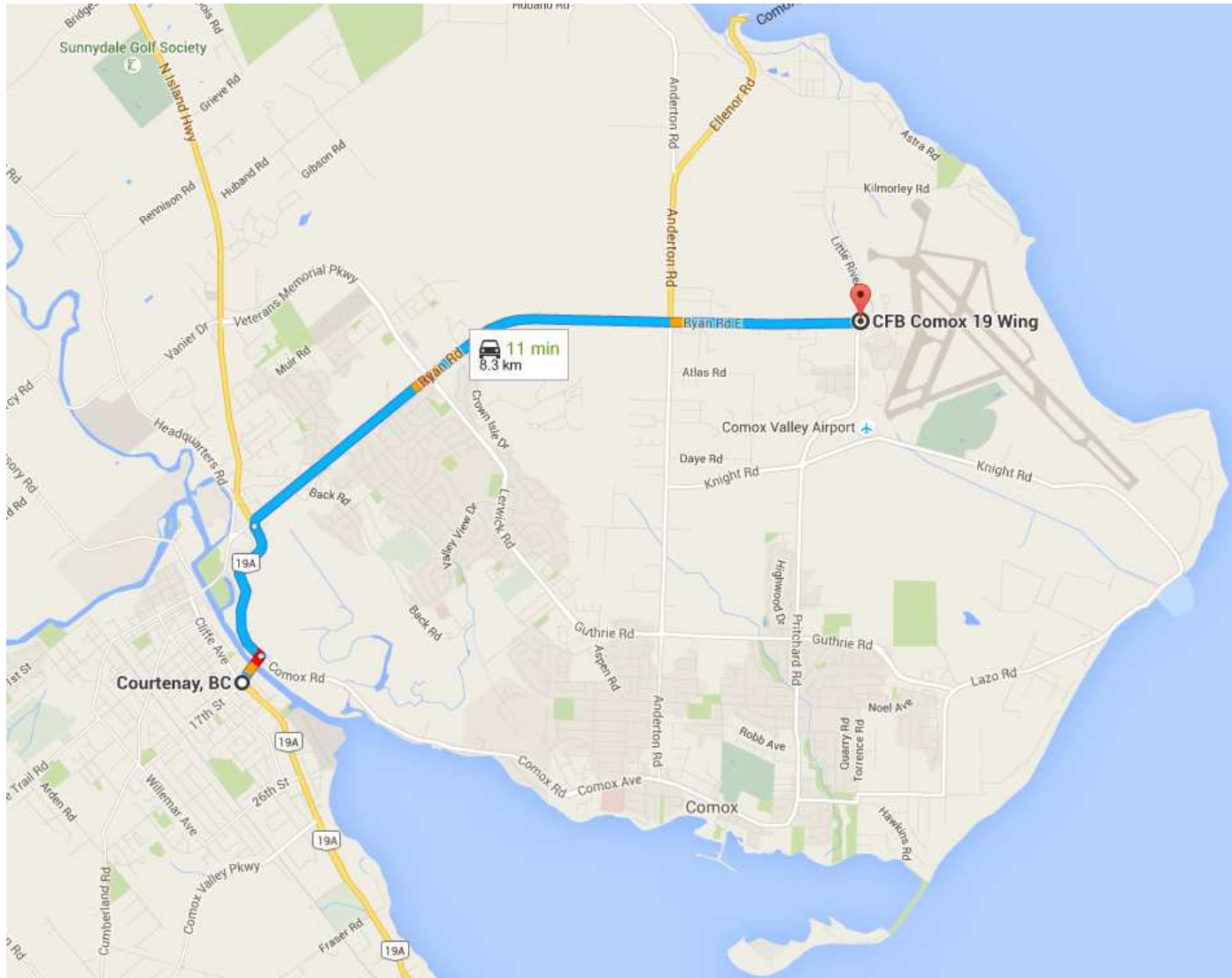
<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
20 July 2018	1300 hours	Advanced Aviation 1st Intake
17 August 2018	1000 hours	Power Pilot Scholarship (Location: Boundary Bay)
17 August 2018	1800 hours	Glider Pilot Scholarship Advanced Aviation 2nd Intake

8. Mailing Address.

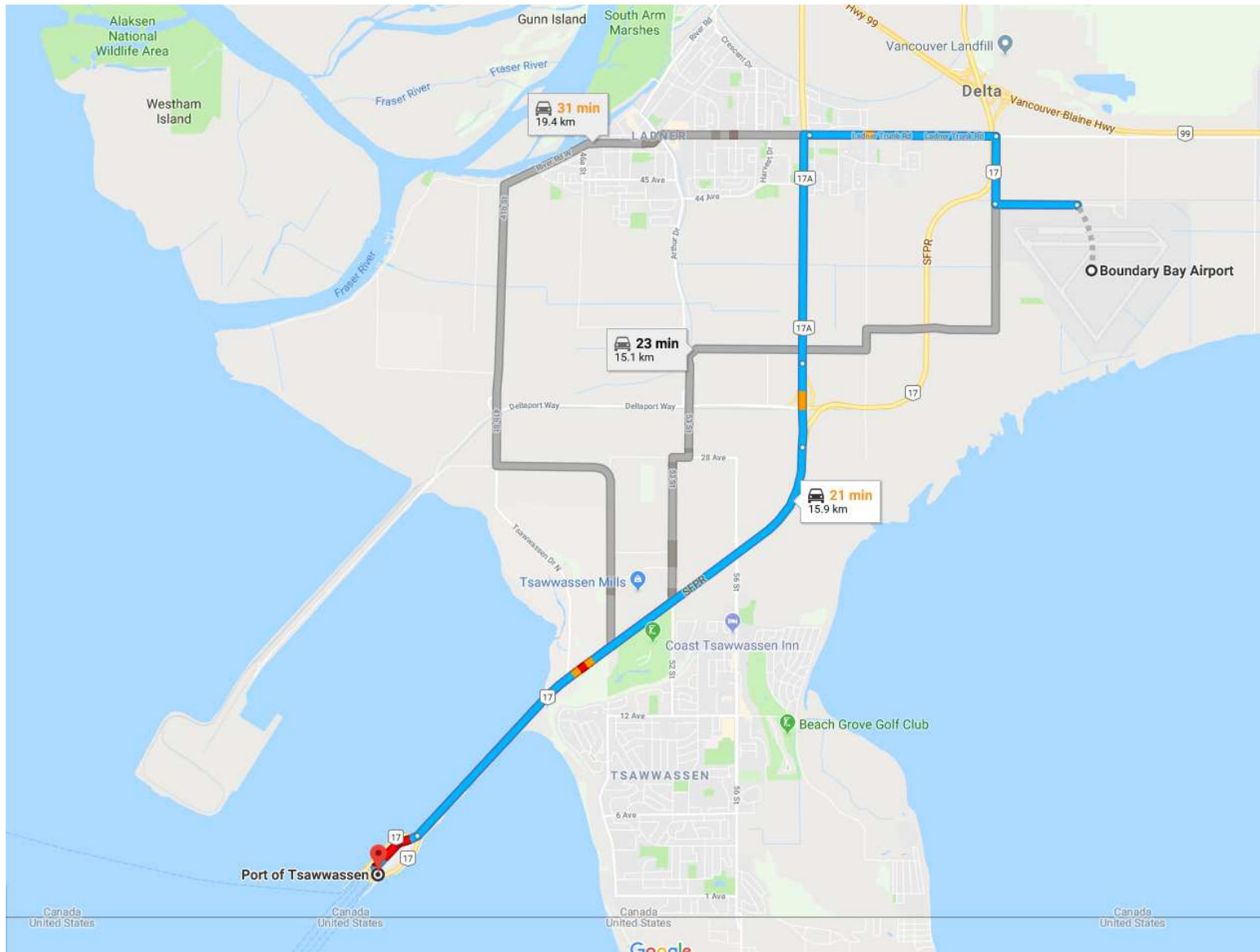
Comox Cadet Flying Training Centre
RANK, FULL NAME, INITIAL
Canadian Forces Base Comox
PO Box 1000 Station Main
Lazo, BC V0R 2K0

9. Phone Number. The emergency contact number for the Comox CFTC is (250) 339-8211 ext 8738 or ext 6968 or email comox@cadets.gc.ca.

CFB COMOX



BOUNDARY BAY AIRPORT



**Annex E - OVER THE COUNTER (OTC) / PRESCRIBED MEDICATION
ADMINISTRATION (MUST BE FILLED PRIOR TO CTC)**

**OTC (OVER THE COUNTER) /
PRESCRIBED MEDICATION
ADMINISTRATION (MUST BE FILLED
PRIOR TO CTC)**

Identification of cadet:

(Full name and initials, unit and date of birth)

I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

Medication and quantity brought by the cadet :

a. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

b. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

(Parent/guardian/physician - signature and date)

**ADMINISTRATION DE MÉDICAMENTS
EN VENTE LIBRE /PRESCRIPTION
(REEMPLIR AVANT LE CIEC)**

Identification du cadet :

(Nom complet, initiales, unité et date de naissance)

Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

Médicaments et quantités conservés par le cadet :

a. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

b. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

(Père/mère/tuteur/médecin – signature et date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Identification of cadet:

_____ (Full name and initials, unit and date of birth)

- c. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____
- d. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____
- e. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Nota: Les médicaments doivent être dans leur emballage original ou sous plaquettes thermoformées si possible.

Identification du cadet :

_____ (Nom complet, initiales, unité et date de naissance)

- c. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____
- d. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____
- e. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.

Annex F - COURSE CADET CODE OF CONDUCT

CTC Command Guidance

Last Name		First Name	
Course	Home Unit		Year

1. As a cadet undergoing training at _____ Cadet Training Centre (CTC), I promise to perform to the best of my ability and I agree to the following:

- w. I will abide by all CTC rules and regulations and will report others who fail to do the same to my superiors;
- x. I will strive to set a good example of dress, deportment and conduct;
- y. I will show respect to my peers and superiors;
- z. I will strive to be honest in my actions and communications with others;
- aa. I will use a calm, firm and reasonable tone of voice when speaking with others, avoiding yelling or swearing;
- bb. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me;
- cc. I will respect the environment and my surroundings;
- dd. I will keep myself, my belongings and my bed space clean and tidy;
- ee. I will respect the personal property and privacy of others;
- ff. I will not harass any member of the CTC and will avoid any gesture, comment, action or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
- gg. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);

- hh. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- ii. I will not touch other cadets without their permission except when absolutely necessary in an emergency situation;
- jj. I will not get involved in fighting, shouting or bullying;
- kk. I will not purchase, possess or consume alcohol at any time;
- ll. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour;
- mm. I will not use, purchase, have in my possession, sell or distribute tobacco products, (at or off the CTC);
- nn. I will stay out of the opposite gender's quarters;
- oo. I will not engage in intimate relationships with other course cadets, staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- pp. I will not use profanity; and
- qq. I will not have knives, guns, weapons or any pornographic materials in my possession.

2. I am aware that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a return to unit (RTU). I am aware that I may speak with an officer or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.

3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

Date

Cadet Signature

Date

Parent Signature

Annex G – STAFF CADET CODE OF CONDUCT

CTC Command Guidance

Rank	Last Name	First Name	
Position		Home Unit	Year

1. I have agreed to serve as a staff cadet at _____
Cadet Training Centre (CTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:

- aa. I will intervene on seeing any type of misconduct, and when necessary, will report the misconduct to my superiors;
- bb. I will strive to set a good example of dress, deportment and professional conduct;
- cc. I will show respect to my subordinates, peers and superiors;
- dd. I will strive to be honest in my actions and communications with others;
- ee. I will use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- ff. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me and I will intervene or report others who are not doing the same;
- gg. I will respect the environment and my surroundings;
- hh. I will keep myself, my belongings and my bed space clean and tidy;
- ii. I will not steal and I will respect the personal property and privacy of others;
- jj. I will act responsibly to ensure the safety and well-being of others;
- kk. I will not abuse my authority;
- ll. I will request the presence of an officer when a circumstance is beyond my authority or ability;
- mm. I will not harass any member of the CTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);

- nn. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
- oo. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- pp. I will not touch cadets without their permission except when absolutely necessary in an emergency situation;
- qq. I will not get involved in fighting, shouting or bullying;
- rr. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
- ss. I will not disclose any personal information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.);
- tt. I will not purchase, possess or consume alcohol at any time (at or off the CTC);
- uu. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour (at or off the CTC);
- rr. I will not use, purchase, have in my possession, sell or distribute tobacco products, (at or off the CTC);
- vv. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
- ww. I will not engage in intimate relationships with course cadets, other staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- xx. I will not use profanity;
- yy. I will not have knives, guns, or weapons, in my possession other than those issued when authorized for sanctioned training activities; and
- zz. I will not have pornographic materials in my possession.

2. I acknowledge that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a return to unit (RTU).

3. I am aware that I may speak with an officer at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.

4. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date

Cadet Signature

Date

Parent Signature

Annex H – RECORD OF VALUABLE ITEMS

Department / Course: _____

Last Name: _____ First Name: _____

I have brought the following items to _____ CTC:

Item	Serial #	Description (i.e. Make, Model, Colour)

Unless serial numbers and descriptions of personal items are properly recorded, it is almost impossible to identify items reported as lost, found or stolen. All cadets are required to record their names on their personal belongings and to record serial numbers and a description of their valuables.

I fully understand the responsibility of safeguarding my own private property and will assume responsibility for the loss of these items should they be lost, stolen, or damaged. Recording the description and serial numbers does not shift responsibility to Cadet Training Centre or the Canadian Cadet Organization.

If these items are lost, I will report their loss through my Chain of Command immediately. The Military Police will not become involved unless there is obvious Break-and-Enter.

Date

Owner's Signature

Annex I – REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS

DEMANDE D'EMBARQUEMENT/DÉBARQUEMENT DE CADETS PAR UN PARENT OU TUTEUR

SECTION "A" - CADET PERSONAL DATA - RENSEIGNEMENTS PERSONNELS DU CADET							
CADET CORP/SQUADRON NO & NAME NO ET NOM DU CORPS/ESCADRON DE CADETS					LOCALITY (CITY) - LOCALITÉ (VILLE)		
RANK - GRADE	SURNAME – NOM		FIRST NAME – PRÉNOMS		SEX – SEXE	TELEPHONE - TÉLÉPHONE ()	
ADDRESS - ADRESSE			CITY – VILLE			PROV.	POSTAL CODE POSTAL
SECTION "B" - CADET ACTIVITY - OCCUPATION DU CADET							
EMPLOYMENT - COURSE - EXCHANGE - OTHERS EMPLOI - COURS - ÉCHANGE - AUTRES				CTC - COUNTRY OF EXCHANGE - OTHERS CIEC - PAYS D'ÉCHANGE - AUTRES			
SECTION "C" PICK UP/DROP OFF POINT - LIEU DE DÉBARQUEMENT/EMBARQUEMENT							
DROP OFF POINT - LIEU DE DÉBARQUEMENT				TIME AND DATE - HEURE ET DATE			
PICK UP POINT - LIEU D'ÉMBARQUEMENT				TIME AND DATE - HEURE ET DATE			
SECTION "D" AUTHORIZED PERSON - PERSONNE AUTORISÉE							
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISÉE À RAMASSER LE CADET _____					TELEPHONE - TÉLÉPHONE HOME-DOMICILE: () WORK-TRAVAIL: ()		
(PRINT/LETTRES MOUILLÉES)							
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISÉE À RAMASSER LE CADET _____					TELEPHONE - TÉLÉPHONE HOME-DOMICILE: () WORK-TRAVAIL: ()		
(PRINT/ LETTRES MOUILLÉES)							
SECTION "E" PARENT/GUARDIAN SIGNATURE - SIGNATURE DU PARENT/TUTEUR							
AUTHORIZING SIGNATURE - SIGNATURE D'AUTORITÉ (SIGNATURE) _____ (PRINT/ LETTRES MOUILLÉES)					TELEPHONE NUMBERS - NUMERO DE TÉLÉPHONE HOME-DOMICILE: () WORK-TRAVAIL: ()		
SECTION "F" SIGNATURE OF COMMANDING OFFICER/DESIGNATE SIGNATURE DU COMMANDANT/DÉSIGNÉ							
CORP/SQUADRON COMMANDING OFFICER/DESIGNATE COMMANDANT DU CORPS/ESCADRON DE CADETS/DÉSIGNÉ (SIGNATURE) _____ (PRINT/ LETTRES MOUILLÉES)					TELEPHONE NUMBER - NUMERO DE TÉLÉPHONE HOME-DOMICILE: () WORK-TRAVAIL: ()		
SECTION "G" SIGNATURE OF PERSON PICKING UP CADET SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET							
<i>To be signed at time of pick up/signature requise lorsqu'on ramasse le cadet</i> (SIGNATURE) _____ (PRINT/ LETTRES MOUILLÉES)					(DATE – TIME) _____ (DATE – HEURE) _____		

*** NOTES***

1.

DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.
2.

The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
3.

Parent/Guardian authorizing signature (Section E) must be the same as the signature on the Offer and Participation Training Activities form.
4.

Person picking up the cadet must be the person(s) authorized in Section D, be at least 18 years old and must provide picture ID.
5.

This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form.
1.

Le MDN est uniquement responsable du transport des cdts entre l’unité locale et le site d’activité autorisé. Toute dérogation du plan de transport pré-autorisé est sous la responsabilité financière et administrative du parent/tuteur.
2.

Le fait de compléter ce formulaire ne garantit en rien que le personnel du mouvement sera en mesure de se conformer à la demande.
3.

La signature du parent/tuteur exerçant l’autorité (inscrit à la Section D) doit être la même que celle apparaissant sur le formulaire Offre de Participation Instruction et Activités.
4.

La personne qui ramassera le cadet (inscrits à la section E) doit être âgée d'au moins 18 ans et devra présenter une carte d’identité avec photo.
5.

Ce formulaire doit seulement être complété si le point d’embarquement ou le point de débarquement est différent du point établi dans les ordres de déplacement et/ou la personne qui ramassera le cadet est différent de la personne qui a signé le formulaire Offre de Participation Instruction et Activités.

**Annex J – PARENTAL CONSENT FORM – CADET DAY / OVERNIGHT / WEEKEND
PASS PACIFIC REGION CADET TRAINING CENTRE**

IMPORTANT: This form must be completed in full and brought by the cadet to the CTC.

1. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult specified below.
2. The amount of time a cadet may be authorized to be away from the CTC will vary according to the training requirements and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the CTC.
3. All cadets will be responsible for any training missed.

Cadet's Surname:	Given names:
Corps/Squadron:	Course:

CONSENT FOR SUPERVISED DAY / OVERNIGHT / WEEKEND PASS (Course or Staff Cadets)			
Authority is granted for my son / daughter / ward to proceed away from the CTC on a supervised day / overnight / weekend pass. ☐ Yes ☐ No			
If authority is granted, he/she will be under the supervision of:			
Name	Relationship to Cadet	Address	Phone number(s)

FOR STAFF CADETS ONLY – UNSUPERVISED DAY TRIPS
Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example. Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC. ☐ Yes ☐ No

PARENT/GUARDIAN'S SIGNATURE	
Parent/Guardian's Name:	Relationship to Cadet:
The information provided above is complete and accurate to the best of my knowledge.	
Signature:	Date:

Eyeglasses, Lenses, Contact Lenses, and Frames

The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the Cadet/JCR therefore, it is strongly recommended that the cadet/JCR or the parent has insurance coverage for repair/replacement of eyeglasses. In addition, cadets/JCRs requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets/JCRs are responsible for the safety of their eyeglasses and must exercise due diligence in preventing loss or damage (wearing retaining straps, etc).

Dental Services

When a cadet/JCR suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet/JCR is entitled to the treatment that is necessary to restore a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

Entitlements/Benefits/Compensation

Cadets/JCRs, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces; only CAF members are eligible/entitled to receive such benefits.

The cadet/JCR will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authorities.

The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

Definition

Throughout this document the term cadet and Junior Canadian Ranger (JCR) also refers to Staff Cadets and Staff Junior Canadian Rangers.

Parent’s Permission

When a cadet/JCR joins the organization, parents are asked to sign a form where they provide consent for a number of things, one of them being “receiving emergency medical and dental care.”

Initial Point of Contact

The initial point of contact for any questions or concerns is the Commanding Officer of the Cadet Corps/Squadron.

Contact Information – General Inquiries

Regional Cadet Support Unit (Atlantic)	1-877-494-8164
Regional Cadet Support Unit (Eastern)	1-800-681-8180
Regional Cadet Support Unit (Central)	1-877-381-6857
Regional Cadet Support Unit (Northwest)	1-800-842-1851
Regional Cadet Support Unit (Pacific)	1-800-661-4255

Navy League of Canada:
1.800.375.6289 or <https://navyleague.ca/>
Army Cadet League of Canada:
1-877-276-9223 or <http://www.armycadetleague.ca/>
Air Cadet League of Canada:
1-877-422-6359 or <http://aircadetleague.com/>

Medical Care for Cadets and Junior Canadian Rangers



National Cadet and Junior Canadian Rangers Support Group



Medical Care at the Corps/Squadron/Patrol

During authorized cadet/JCR activities throughout the training year, health services are provided by the provincial/territorial health authorities. The Canadian Armed Forces (CAF)/Department of National Defence (DND) and/or League Insurance pays for necessary treatment that is not covered by provincial/territorial health authorities if the injury was not caused by a pre-existing condition and the injury took place during an approved cadet/JCR activity. This is the same level of medical treatment that would be provided to a Reserve Force member on official duty. It is the norm that individuals on-site with first-aid training will provide first aid in the event of an injury.

How to Report an Injury and Submit a Claim Form

Step 1—Report an Injury

- Cadets and their parents/guardians can see an adult staff member of the corps/squadron or Cadet Training Centre (CTC) who will complete a DND 2299 “*Report on Injuries or Exposure to Toxic Material*”.
- An adult staff member of the corps/squadron or CTC will submit the completed DND 2299 Report to the Regional Cadet Support Unit (RCSU) within 30-days of the injury.
- The RCSU will forward the DND 2299 Report to the national office of the Navy League, Army Cadet League or Air Cadet League of Canada.

Step 2— Submit a Claim

- Cadets and their parents/guardians can submit a potential claim for insurance through the applicable national office of the Navy League, Army Cadet League or Air Cadet League of Canada.
- The claim form is available from the website of the applicable national office of the Navy League, Army Cadet League or Air Cadet League of Canada as listed:
 - Sea Cadet: Claim Form—Navy League of Canada
<https://navyleague.ca/wp-content/uploads/2016/04/League-Claim-Form.pdf>

- Army Cadets: Claim Form—Army Cadet League of Canada
<https://fs2.formsite.com/aclc/insuranceclaim/index.html>
- Air Cadets: Claim Form—Air Cadet League of Canada
<https://aircadetleague.com/wp-content/uploads/2014/06/acc30.pdf>
- The claim form must be:
 - Submitted within 52 weeks of the date of injury.
 - Filled out accurately and include all required signatures of the claimant, doctor, etc.
 - Must be accompanied by “original” invoices. Copies of invoices will not be accepted by the insurer.

Clinics at Cadet Training Centres and Enhanced Training Sessions

Cadet Training Centres (CTCs) and JCR Enhanced Training Sessions (ETSs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets/JCR are provided treatment at the CTC/ETS similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications that the cadets/JCRs have when they arrive. Major ailments or injuries to cadets/JCRs beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

There is a screening process completed prior to attending a CTC/ETS to ensure the cadet/JCR is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet/JCR from participating in the directed training. A cadet/JCR with an ailment that cannot be supported by the CTC/ETS is returned home.

Provincial/Territorial Health Cards

All cadets/JCRs must have a copy of their provincial/territorial health and original photo identification card in their possession. Cadets/JCR who live outside the region where the course is being conducted must have a copy of their personal or family health card issued by their respective province/territory.

Prescription Medication

Cadets/JCRs requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC/ETS. Medications will be logged in and retained by CTC/ETS Medical Staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC/ETS staff, cadets/JCR are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets/JCR must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed Over the Counter/Prescribed Medication Administration form found in CATO 16-04 which is available at the corps/squadron/patrol.

Over-the-Counter and Patient Medicines

Cadets/JCR are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC/ETS medical staff will administer any appropriate medication. All over-the-counter medication must be accompanied with a completed Over the Counter/Prescribed Medication Administration form found in CATO 16-04 which is available at the corps/squadron/patrol.

Medic-Alert Bracelets

Cadets/JCRs in possession of a Medic-Alert bracelet must wear the bracelet while attending a CTC/ETS.