

# 513 HORNET SQUADRON ROYAL CANADIAN AIR CADETS



## PARENT HANDBOOK

Updated September 2023

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Dear Parents and Guardians

On behalf of the Sponsoring Committee, Officers and Cadets of 513 Hornet Squadron, we welcome you to the Squadron. We hope that your child will find their time spent with the Squadron an enjoyable and beneficial experience.

The intent of this handbook is to provide general information regarding Squadron routines and address some questions concerning Squadron activities, dress, and training. It by no means holds all the information and is intended as a guideline only.

## **QUICK FACTS**

- **Location and Contact information:**

513 Hornet Squadron is located in the W.S Hopper Building, Queens Park,  
(Next to the Bernie Legge Theatre) New Westminster BC  
Email Address: [513Air@cadets.bc.ca](mailto:513Air@cadets.bc.ca) Telephone 604 525-3225

- Squadron Headquarters are not staffed during the day. If you cannot attend Cadets call your Flight Commander.
- **Parade (Meeting) Night:** Wednesdays 6:15-9:30 pm.

- **Aims of the Royal Canadian Air Cadets:**

The three stated aims of the Air Cadets are:

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

- **Motto of the Royal Canadian Air Cadets:**

“TO LEARN ~ TO SERVE ~ TO ADVANCE”

- **CO’s Parade:**

The first Wednesday of every month is CO’s Parade. Dress is **always C1**.

- **Squadron Sponsoring Committee/Parent Meeting:**

Parent meetings are held throughout the year as needed. These are generally held on first Wednesday of the month at 6:45 pm at the Squadron. An email notice will be sent out a few weeks prior to the meeting. Parent meetings are a great way to learn what is happening within the Squadron and SSC.

- **Staying informed:**

There are a number of ways to be kept informed about our Squadron's goings on. First and foremost, we encourage you to join us for closing parade, starting at 9:00 pm (sharp) every Wednesday night. This is when important dates and events will be announced. You can also receive these announcements via email by signing up for email alerts on our Squadron website. We highly encourage you to check out our Squadron website [www.513aircadets.ca](http://www.513aircadets.ca) for additional information. The website also contains important information such as weekly training schedules, weekly announcements, and yearly calendar.

- **Where to get additional information:**

Air Cadet League of Canada Website: [www.aircadetleague.com](http://www.aircadetleague.com)

BC Provincial Committee (ACL) Website: <https://bc-aircadetleague.com>

Squadron Website: [www.513aircadets.ca](http://www.513aircadets.ca)

## **ABBREVIATIONS**

2IC	Second in Command	LvlO	Level Officer
2Lt	Second Lieutenant	Maj	Major
AATC - AM	Advanced Aviation Technology Course, Aircraft Maintenance	MRB	Merit Review Board
AATC - AO	Advanced Aviation Technology Course, Airport Operations	MRE	Meal Ready to Eat
ACLC	Air Cadet League of Canada	NCM	Non-Commissioned Member
ACR	Annual Ceremonial Review	NCO	Non-Commissioned Officer
Adj	Adjutant	NLT	No Later Than
AdmO	Administration Officer	OC	Officer Commanding
Asst	Assistant	OCdt	Officer Cadet
CAF	Canadian Armed Forces	OIC	Officer In Charge
Capt.	Captain	Op	Operation
CATO	Cadet Administrative Training Order	OPC	Ontario Provincial Committee
Cdt	Cadet	OPI	Officer of Primary Interest
CFB	Canadian Forces Base	OpO	Operation Order
CFI	Chief Flying Instructor	OR	Orderly Room
CIC	Cadet Instructor Cadre	PPS	Pilot Power Scholarship
CO	Commanding Officer	PRes	Primary Reserve
CoC	Chain of Command	PSRY	Positive Social Relations for Youth
Comd	Commander	RCACS	Royal Canadian Air Cadet Squadron
Cpl	Corporal	RCAF	Royal Canadian Air Force
DCO	Deputy Commanding Officer	RCSU	Regional Cadet Support Unit
DND	Department of National Defence	Rec	Recruit
DSWO	Deputy Squadron Warrant Officer	RegF	Regular Force
ETA	Estimated Time of Arrival	RO	Reviewing Officer
FComd	Flight Commander	ROs	Routine Orders
Flt	Flight	RSO	Range Safety Officer
FCpl	Flight Corporal	Sgt	Sergeant
FSgt	Flight Sergeant	Sqn	Squadron
FTX	Field Training Exercise	SSC	Squadron Sponsoring Committee
FY	Fiscal Year	StdsO	Standards Officer
GPS	Glider Pilot Scholarship	SupO	Supply Officer
GTC	General Training Course	SWO	Squadron Warrant Officer
Hr	Hours (24 hour clock)	TBA	To Be Announced
IACE	International Air Cadet Exchange Course	TBD	To Be Determined
IAW	In Accordance With	Trg Spt O	Training Support Officer
IC	In Command	Trg WO	Training Warrant Officer
LAC	Leading Air Cadet	TY	Training Year
LHQ	Local Headquarters	UCCMA	Unit Cadet Conflict Management Advisor
Lt	Lieutenant	UHRA	Unit Human Rights Advisor
		WO	Warrant Officer
		WOI	Warrant Officer First Class
		WOII	Warrant Officer Second Class

## CANADIAN CADET ORGANIZATION (CCO)

The Canadian Cadet Organization (CCO) is a youth development program which branches into three elements, the Royal Canadian Sea Cadets; the Royal Canadian Army Cadets; and the Royal Canadian Air Cadets. Each element offers similar training and programs to its members but places a more significant emphasis on their own element. The program is sponsored and delivered by the Canadian Armed Forces (CAF), funded through the Department of National Defence (DND), with additional support from the Navy League of Canada, the Army Cadet League of Canada, and the Air Cadet League of Canada, respectively.



Cadet corps (Army and Sea) and Squadrons (Air) exist in communities large and small from coast to coast, inclusive of the territories in the North; it forms the largest federally funded youth program in the country. The national headquarters for the CCO is located in the National Defence Headquarters in Ottawa, Canada. The national program is then subdivided into five regional headquarters. Pacific region - responsible for British Columbia; Northwest region - responsible for the Prairie Provinces and all territories in the north, Central region (the largest in the country)-responsible for Ontario; Eastern region-responsible for Quebec, and Atlantic region-responsible for the Maritime Provinces.

The first Squadrons were formed in 1941 to train young men for duties during World War II. Since then, the program's main purpose has changed to focus on citizenship, leadership, physical fitness, and general interest in the CAF. Cadets are not members of the CAF, although should they choose to pursue a career in the CAF, the Cadet program will greatly benefit them.

## **AIR CADET LEAGUE OF CANADA**

The Air Cadet League (ACL) of Canada is a civilian non-profit, community-based and volunteer-led organization which, in collaboration with the Department of National Defence (DND) and other partners, is dedicated to supporting the objectives of the Royal Canadian Air Cadet (RCAC) program. The purpose of the League is to advance the education of the Air Cadets and to promote an interest in the air element of the CAF, specifically:



- To increase knowledge of aviation by providing education and resources, including flight and ground crew training, guided visits to science and aviation facilities, and aviation-related awards and scholarships.
- To encourage the development of citizenship and leadership through enrichment activities such as effective speaking, music, community volunteer opportunities, and academic awards and scholarships.
- To provide Air Cadet training as a means of promoting the efficiency of the armed forces.

The ACL is a valuable partner of the CCO in helping deliver a dynamic and stimulating program to Cadets across the nation. The ACL often aids the Squadrons through providing and training volunteers, managing finances, scholarship, and grants, and providing some financial assistance to optional training activities not funded through the Department of National Defence.

## **RELATIONSHIP BETWEEN DND AND THE AIR CADET LEAGUE OF CANADA**

At the provincial and national level, the Canadian Forces, and the Air Cadet League work co-operatively to provide the necessary structure, guidance, and resources to support the Squadron at the local level. This includes the provision of uniforms and military training equipment, training for Officers and Cadets, use of Canadian Forces bases across Canada as well as administrative support for Squadrons and Sponsoring Committees. Both groups assist the Squadron with the day to day operation of the Cadet program, and each group has its own well defined responsibilities.

The Department of National Defence (DND) is responsible for:

- hiring and training of CIC Officers
- training program, including summer camps
- supply (Cadet and Officers uniforms)
- assisting the Air Cadet League (ACL) in organization and administration

The Air Cadet League of Canada is responsible for:

- provision of gliders and Tow planes
- public relations
- fundraising (local Sponsoring Committees)
- assisting in securing accommodations for Squadrons (local sponsoring committees)
- Local Sponsoring Committees

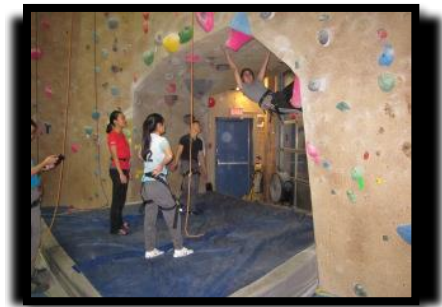
## SQUADRON SPONSORING COMMITTEE (SSC)

The SSC is an integral partner to the success of local Cadet Squadrons. SSCs are community level organizations that coordinate local support for Squadrons. Each SSC is responsible for nearly all facets of the Air Cadet League programs and services at the local level. An Executive Committee for each SSC works with other members to ensure annual plans are in place, fundraising is organized, finances are managed, and volunteers are trained, and donors are recognized. The SSC Chair has regular interactions with the Commanding Officer of the Squadron and both partners work collaboratively to provide the broad range of programs and experiences to the Squadron Cadets.



Some facets of the training program the SSC are responsible for include:

- Providing suitable accommodation and resources for Cadet training and activities.
- Promoting the Cadet program to the public.
- Assisting with local and national scholarships.
- Growth and development of Squadron volunteers; and,
- Fundraising and management of funds for additional activities not supported financially by the Department of National Defence.



Parent volunteers are valued members of the SSC and make up its executive team and support committee. Interested parents are always encouraged to explore opportunities with the SSC; the experience can be truly rewarding.



## COST OF CADETS

Canada's Department of National Defence funds the mandatory training for Cadets including classroom training, field training exercises (FTX), and gliding. However other activities such as power flying, fieldtrips, band, drill, range, effective speaking are not paid for or subsidized by DND.

The Squadron Sponsoring Committee is responsible for funding these additional activities. The SSC is also responsible for paying administrative costs, building utilities and maintenance for the W.S. Hopper Building which we own. Therefore, we ask families of Cadets to pay a yearly registration fee. **The fee for the 2023/2024 training year is \$200.00.** Out of this fee, \$115.00 per Cadet is sent directly to the BC Provincial Committee (BCPC) branch of the Air Cadet League. The BCPC costs cover the maintenance and insurance for the gliders and Tow planes, screened volunteer insurance, BCPC office/administration costs and legal services for the benefit of BCPC and Squadron Sponsoring Committees.

This registration fee is reviewed each year and along with local fundraising efforts by the members of the SSC, which is executed by the Cadets with support from parents, enables additional activities/programs to be offered and assists with maintaining our Squadron building. However, no Cadet will ever be denied entry to the Squadron or participation in the training /other activities due to unpaid fees.

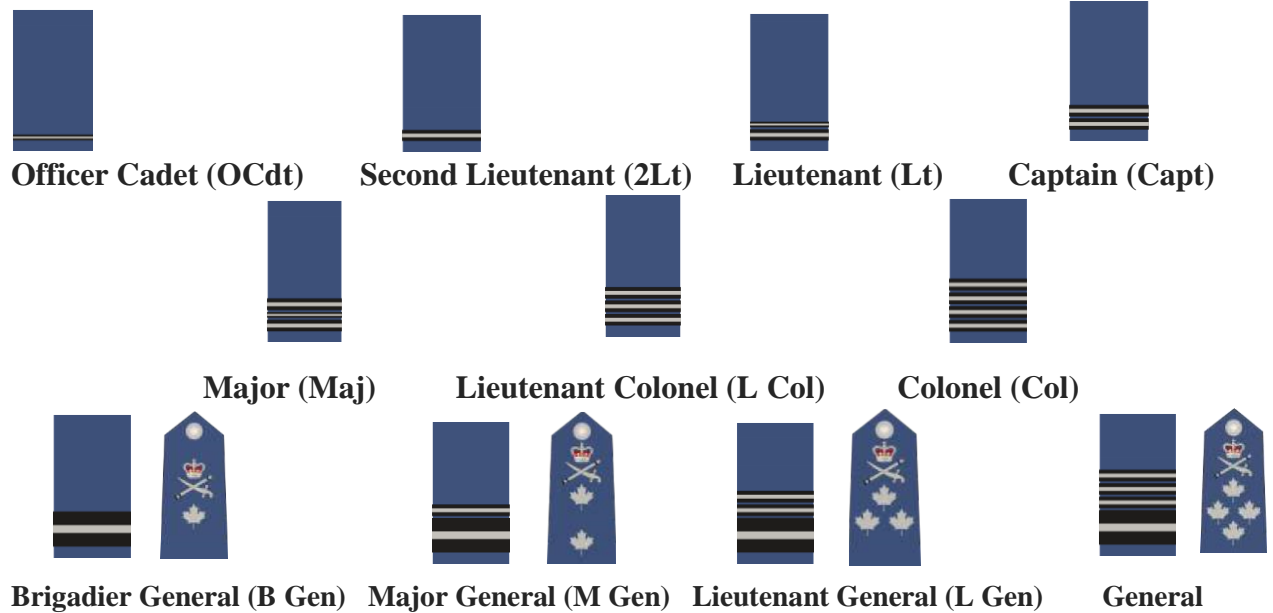
**CADET INSTRUCTOR CADRE (CIC)**



The CIC consists of approximately 7500 Canadian Armed Forces officers, whose primary duty is the safety, supervision, and training of the Cadets. The branch is the largest single group of within the CAF reserve subcomponent (Cadet Organizations Administration and Training Service - COATS); and is the largest officer branch in the CAF.

Many CIC members have previous service in the Regular or Primary Reserve. Others have enrolled in the Canadian Forces for the first time and represent all segments of society and occupations. All candidates must submit to reliability and vulnerable sector screening. Additionally, CIC members are required to participate in various distance learning and in-house courses offered through the Regional Cadet Instructor School (RCIS).

**ROYAL CANADIAN AIR FORCE (RCAF) OFFICER RANKS**



## **LOCAL TRAINING**

Each Squadron trains one night per week—a "parade night"—to undertake the local training program. The course of instruction is prescribed by the Director of Cadets (DCdts) and outlined in course training plans distributed to each squadron. The four-year program provides Cadets instruction in citizenship, leadership, survival training, instructional techniques, drill and ceremonial and the basics of aviation and aeronautics. In the fifth and subsequent years, Cadets may be assigned to instruct these classes to the younger cadets. The local training begins in September and continues until mid-June.

In addition to the mandatory weekly training syllabus, there are additional regularly scheduled optional training activities that Cadets can participate in such as band, firearms safety and marksmanship, biathlon, military drill practice, first aid training and competitions, and ground school instruction in preparation for gliding and flying scholarship courses. Many of these activities also involve regional, provincial, or national competitions between teams and individual Cadets.

Throughout the year there are weekend exercises organized by the local Squadrons. Survival exercises, participation in Remembrance Day ceremonies, and familiarization flights are all common activities. Cadet squadrons participate in community events such as parades and band concerts.

## **SQUADRON TRAINING LEVELS**

Air Cadets are challenged to qualify to five training levels. Each level is normally completed in the ten-month training period from September to June. With the approval of the Commanding Officer, Cadets 14 years of age and older may complete levels 1 and 2 in a single training year. Success in meeting the required standard is rewarded with the appropriate level qualification badge. In Level four, Cadets learn to instruct so that when they reach Level Five, they are ready to teach other Cadets. Some class topics include the following:

*Citizenship, Leadership, Community Service Personal Fitness & Healthy Living, Recreational Sports, Marksmanship, General Cadet Knowledge, Drill, CAF Familiarization, Canadian Aviation, Aerospace and Aerodrome Operations Community Familiarization, Radio Communication, Aircrew Survival, Positive Social Relations for Youth, Biathlon, Aviation History, Principles of Flight, Propulsion, Aerospace, Aerodrome Operations, Aircraft Manufacturing & Maintenance, Instructional Techniques, Meteorology, Air Navigation.*

## UNIFORM

Uniforms are **temporarily** issued to members at no charge. Uniforms are provided and funded by the Department of National Defence. Cadets are responsible for the care, cleaning, and custody of the issued kit and also to **return it when ceasing to be a Cadet**. The uniform includes: a wedge, wide-brimmed tan summer hat (sometimes issued later), rank slip-ons, short sleeved shirt, necktie, tunic, tunic belt, trousers, trouser belt, all-season jacket, boots, grey wool socks, and all applicable badges and accoutrements. The following information will assist your Cadet in maintaining their Air Cadet uniform. Additional information can be found on the Government of Canada website at <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html>

### GENERAL APPEARANCE

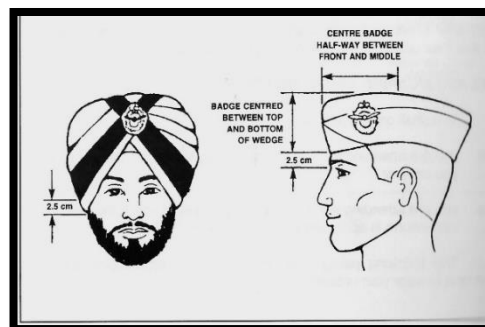
Cadets in uniform shall be well groomed with footwear cleaned and shone. Cadet dress and appearance should reflect credit to their unit and the Air Cadet program. Uniforms shall be clean and properly pressed at all times. In particular, buttons, fasteners, and zippers shall be kept closed. Pockets shall not bulge. At no time shall any items protrude from pockets or be suspended to any area of the uniform. This includes cell phones, portable electronics, glasses, glass cases, sunglasses, pens, pencils, key rings etc. Headphones shall not be worn; earbuds may be worn when travelling on transport only. The uniform is to be worn only when attending authorized parades or activities including attending training or proceeding to or from the place where training occurs.



### WEDGE

The wedge shall be worn on the right side of the head, with the birdies (buttons on the front) centred in line with the nose. (The bird on the cap should look toward the sky). The lower point of the front crease of the wedge is in the center of the forehead. The front edge of the wedge is to be positioned 2.5cm above the right eyebrow which can be measured by the width of two fingers. If hair hangs down on the forehead, it should be tucked under the wedge. The cap badge is worn on the left side of the wedge. The center of the badge is positioned half-way between the front and middle of the wedge and is centered between the top and bottom of the wedge.

### TURBAN



Members of the Sikh religion may wear a turban and associated personal items. The turban will be Air Force blue. The hat badge is centered midway on the front of the turban.

### **HIJAB**

Female's hair and neck covering may be used by female Muslim Cadets, the applicable uniform headdress shall be worn over the hijab. Air Cadet elemental colour is light blue.

### **WIDE BRIMMED TAN SUMMER HAT**

The summer hat is worn by Cadets when undergoing training activities for which regular headdress is unsuitable.

### **SHORT SLEEVE SHIRT**

The short sleeve shirt may be worn with or without the tie. It can also be worn with or without the jacket. It shall be kept clean and pressed. The only crease is to be down the centre of each sleeve starting at centre of each epaulette. The shirt shall be tucked into the pants and the top button shall remain open when not wearing a tie. Note on ironing-when ironing tunic and pants use a pressing cloth. A pressing cloth may be a towel, pillowcase, handkerchief, or other piece of cloth. The pressing cloth will prevent tunic and pants from becoming shiny due to ironing. It should also be used when ironing wedge or necktie. The creases in trousers sharpen with the use of a moist pressing cloth or by wetting the crease itself.



### **NECKTIE**

The necktie shall be knotted neatly using a Windsor and shall be kept tight. The knot must be free of wrinkles or dimples and be centered. The bottom point of the tie must not exceed the top of the pant belt. Ties are to be kept clean and lint free.



## TUNIC (JACKET)

The tunic with cloth belt shall be worn fully buttoned, with the exception of the top button. The tunic shall be kept clean and pressed. The sleeves of the jacket shall be pressed with NO creases. All pocket flaps and collars are to be pressed flat. No loose threading, particularly near buttons and seams are to be visible. The jacket belt shall be worn so as the excess of the belt, once attached, is on the left side of the buckle. The buckle shall be centered on the buttons of the jacket.



## RANK SLIP-ONS

Rank slip-ons shall be worn at all times on the short-sleeve shirt, regardless of whether the tunic is on or not. Rank slip-ons are also to be worn on the all season jacket, with the Cadet flying suit, and with the Cadet field training uniforms.

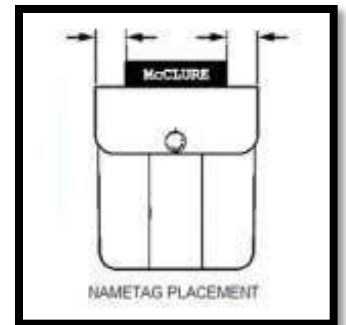


## BLACK GLOVES AND MITTS

Plain black civilian pattern gloves and mitts may be worn with the overcoat, parka, or all season jacket when weather conditions dictate.

## NAME TAG

One name tag will be issued to each new member during their initial uniform issue. Additional or replacement name tags can be purchased at the Cadet's expense. The name tag is worn immediately over the right breast pocket (with no gaps) and centre with the width of the pocket (or the button).



## TROUSERS

The trousers are to be steam pressed so as to have creases down the centre of each leg in the front and back. Creases shall extend from the top of the leg to the bottom. Pants are to be hemmed so that the bottom of the pant leg reaches the 3rd eyelet from the bottom of the Cadet ankle boot.

## PANT BELT

The pant belt shall be worn with the trousers such that the buckle is centred and that the excess belt protrudes from the buckle towards the wearer's left.

## BOOTS

**Black ankle boots** are to be laced horizontally from side to side. When the boots are tied, the ends of the laces are to be tucked inside the boot. The entire boot must be shone with a high gloss. (Recommended polish—Kiwi Parade Gloss Black) The tongue and welts (sides and top) must be blackened.

**Multi-Purpose Boots** intended for wear as environmental dress with Cadet FTU. They shall be cross-laced and kept clean at all times. They may be blackened with boot polish but not be shone.

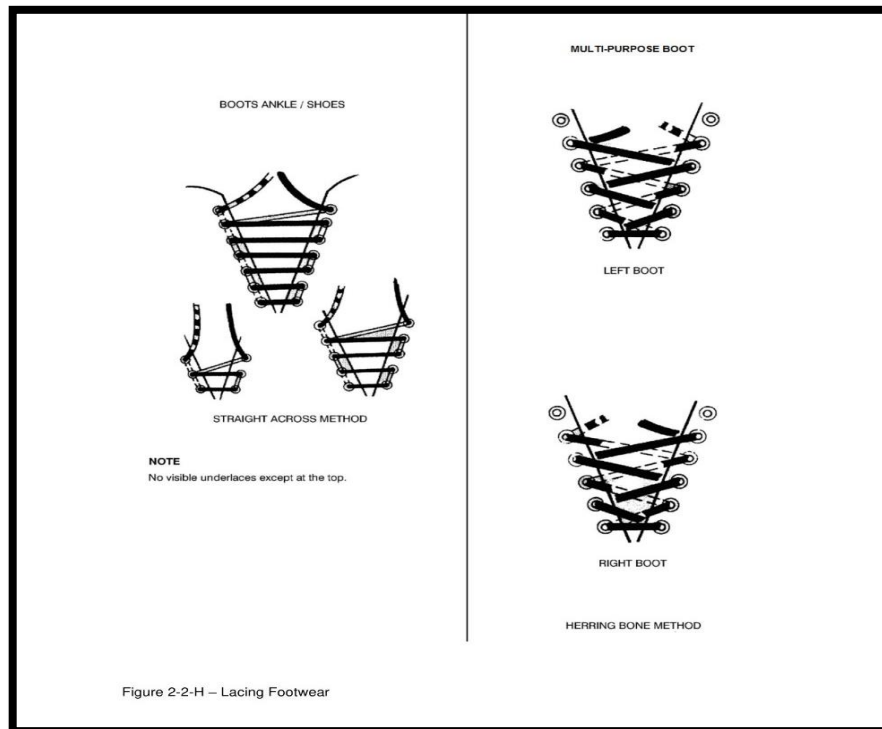


Figure 2-2-H – Lacing Footwear

## **CARE OF THE BOOTS**

The black ankle parade boots should be cleaned and polished on a weekly basis. General guidelines for polishing the boots include:

1. The welts of the boots are to be cleaned with an old toothbrush and black boot polish.
2. Remove dust and dirt with a soft damp cloth (do not use this cloth for polishing).
3. Use a polish cloth wrapped around the index finger.
4. Apply a moderate amount of polish to the cloth.
5. Apply the polish in a circular motion to the area being polished.
6. Start with large circles to cover the area with polish.
7. Use smaller circles as the polish gets worked into the boot.
8. Continue to work in a circular motion until circles formed by the polish are no longer visible.  
Using small amount of water dabbed on the cloth, together with polish will assist with this.
9. The whole boot is to be polished, not just the toe.



## **SOCKS**

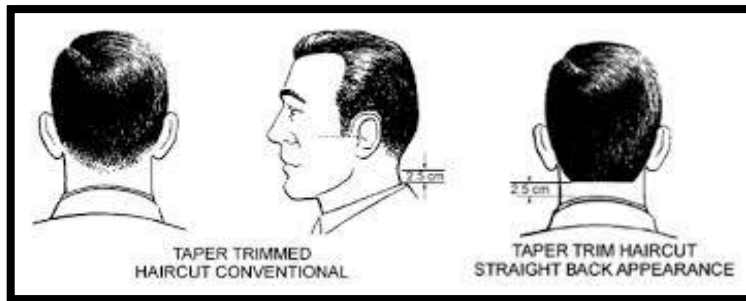
Grey wool socks must be worn with the parade boots. Cadets may elect to wear their own personal socks, grey or black, wool, cotton, or nylon. Socks shall not be rolled down.



## HAIRSTYLES, BEARDS AND MOUSTACHES

Hair shall be neatly groomed and conservatively styled. The length, bulk, and style of hair shall not preclude the proper wearing of the wedge. Style and colour shall not be bizarre, exaggerated, or of unusual appearance. Unusual colours such as green, bright red, orange, purple, etc. are not permitted.

**MALE HAIRSTYLES**-shall be taper trimmed at the back, side, and above the ears to blend with the hairstyle. It shall be no more than 15cm in length. When the hair is groomed and wedge is removed, no hair shall touch the ears or fall below the top of the eyebrows; be no more than 4cm in bulk at the top of the head.

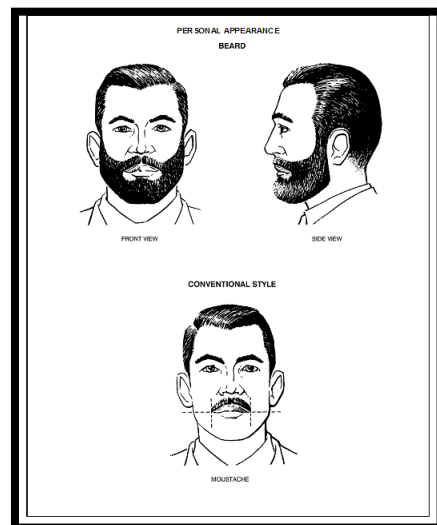


**SIDEBURNS**-shall not extend below a line horizontally bisecting the ear. They shall be squared off horizontally at the bottom edge and taper trimmed to conform to the overall hairstyle.

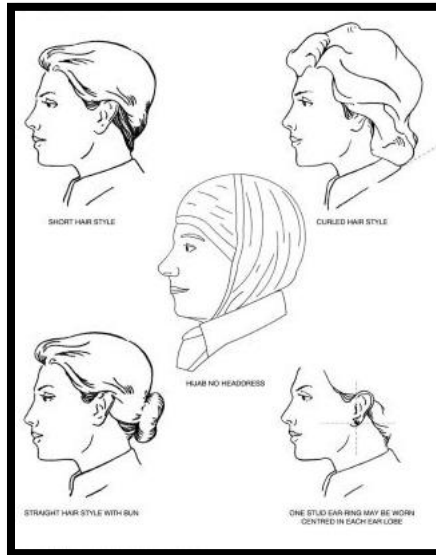
**BEARDS**-shall be worn with a moustache, kept neatly trimmed, especially on the lower neck and cheekbones; not exceed 2cm in bulk. Cadets shall, on their own accord or upon direction from their CO be requested to shave off unsuccessful attempts to grow a beard.

**MOUSTACHES**- when moustaches are worn, the unshaved portion of the face shall not extend outwards beyond the corners of the mouth.

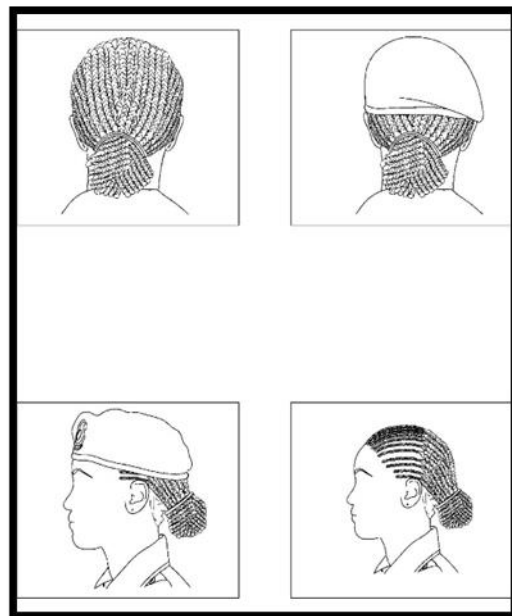
Moustaches shall be kept neatly trimmed, not be greater than 2cm (3/4 in.) in bulk, not extend below the corners of the mouth, and not protrude beyond the width of the mouth.



**FEMALE HAIRSTYLES**-shall not extend below the lower edge of the shirt collar. Hair may be worn in a bun at the back of the head. Braids or ponytails shall be styled conservatively and tied tightly. They shall be secured at the end by a knot or a small unadorned fastener. A single braid may be worn in the centre of the back. Double braids may be worn behind the shoulders. When gathered behind the head and braided, hair shall be a maximum length that does not extend below the top of the armpit.



Multiple braids (cornrows) shall be directed towards the back of the head, pulled tight to the head and secured by a knot or small unadorned fastener. Multiple braids extending below the length of the collar are to be gathered in a bun.



**INDIGENOUS**-Indigenous Cadets whose spirituality embraces the wearing of braids and who express their intention to grow their hair in a traditional manner with identification of the group or nation they belong to, shall be granted permission to grow their hair.

**RASTAFARIANS**-must wear Cadet uniforms and observe Cadet program rules and dress instructions, except for spiritual and religious reasons. They are authorized to wear their hair in dreadlocks provided they grow their hair naturally into dreadlocks and once long enough shall be gathered behind the head with a small unadorned fastener. The hair is to hang centered on the back when in uniform.

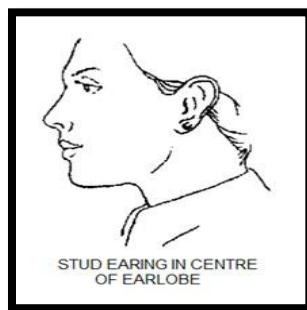
## **BODY ADORNMENT**

**MAKE UP**- Cadets are authorized to wear a minimal amount of make-up. When wearing the uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.

**BODY TATTOOS**-visible tattoos that could be deemed offensive or reflect discredit to the Cadet program shall not be displayed.

## **PIERCINGS**

The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet, and a maximum of two rings, which are not of a costume jewellery nature. Female Cadets in uniform may wear a single pair or plain gold or silver studs, or white diamond or pearl earrings in pierced ears. The single stud earring (worn in the centre of each earlobe) shall be spherical in shape and not exceed 0.6cm in diameter. Conservative, non-visible body piercing adornments are permitted to be worn by Cadets in uniform or during activities in civilian clothing.



## **UNDERGARMENTS**

**FEMALES**-undergarments including bras for female Cadets if required, shall be worn under all orders of dress and shall be of an appropriate colour so as not to be visible through uniform and civilian items of clothing.

**MALES**-undershirts may be worn under any order of dress. Undershirts shall be of a solid colour and be free of lettering or designs that will show through the uniform shirt and shall not be visible at the neck opening or below the sleeve.

## **ACCESSORIES**

Civilian pattern backpacks shall be of conservative appearance. They may either be carried in the left hand or worn suspended from both shoulders and square on the back. Female Cadets are permitted to carry a purse. The purse is carried as a shoulder bag, the strap shall be suspended from the left shoulder with the top of the purse not higher than waist level. It shall not be carried as a handbag.

## **EYEGASSES/SUNGLASSES**

Eyeglasses, and sunglass shall be conservative in design and colour. Sunglasses with photo chromic or mirrored lenses are not authorized for wear. Cadets, who normally wear eyeglasses, may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions are circumstances dictate. Other cadets may wear conservatively styled sunglasses, which do not detract from the overall appearance of the uniform when conditions and circumstances dictate. Sunglasses shall not be worn when parading unless authorized by the CO in special circumstances.

## **CARRYING OF ARTICLES**

If any article is being carried, such as a briefcase, it is to be carried in the left hand. If an article is carried while marching, the left arm is not swung.

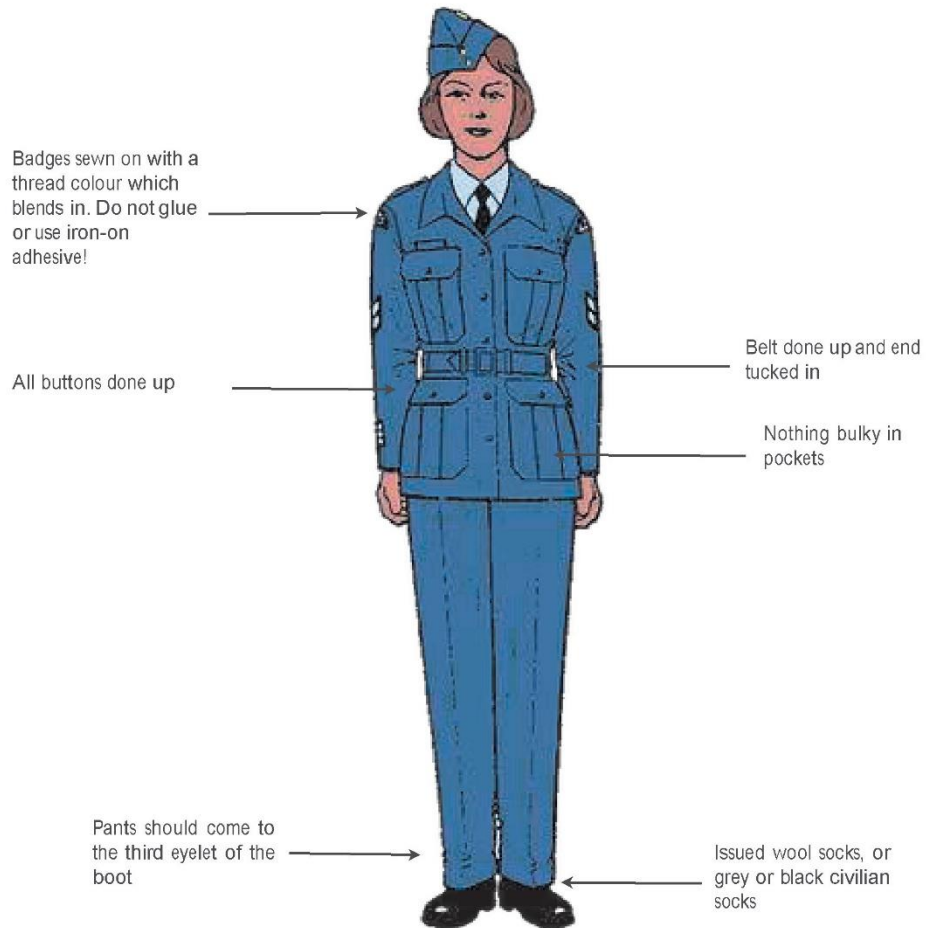
## **CIVILIAN CLOTHING**

Other than those specific items listed in the dress regulations, civilian clothing shall not be worn with the Cadet uniform unless authorized by the CO in special circumstances. This included, but is not limited to, civilian jackets and hats.

## **GENERAL DEPORTMENT**

Chewing gum, slouching, sauntering, placing hands in pockets, smoking, eating on the street, walking hand-in-hand and similar deportment that detracts from a proud and orderly appearance in the eye of the public is unacceptable for Cadets. Physical displays of affection between uniformed Cadets shall be avoided.

## Wearing your uniform



You are ready for your first parade night in uniform!

## **UNIFORM ORDER OF DRESS**

There are several types of uniforms Cadets can wear depending on the occasion. However only three are most commonly worn; **the C1 Ceremonial Dress, the C3 Routine Training (winter) Dress, and the C3A Routine Training (summer) Dress**. Please refer to the Government of Canada website <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html> for details.

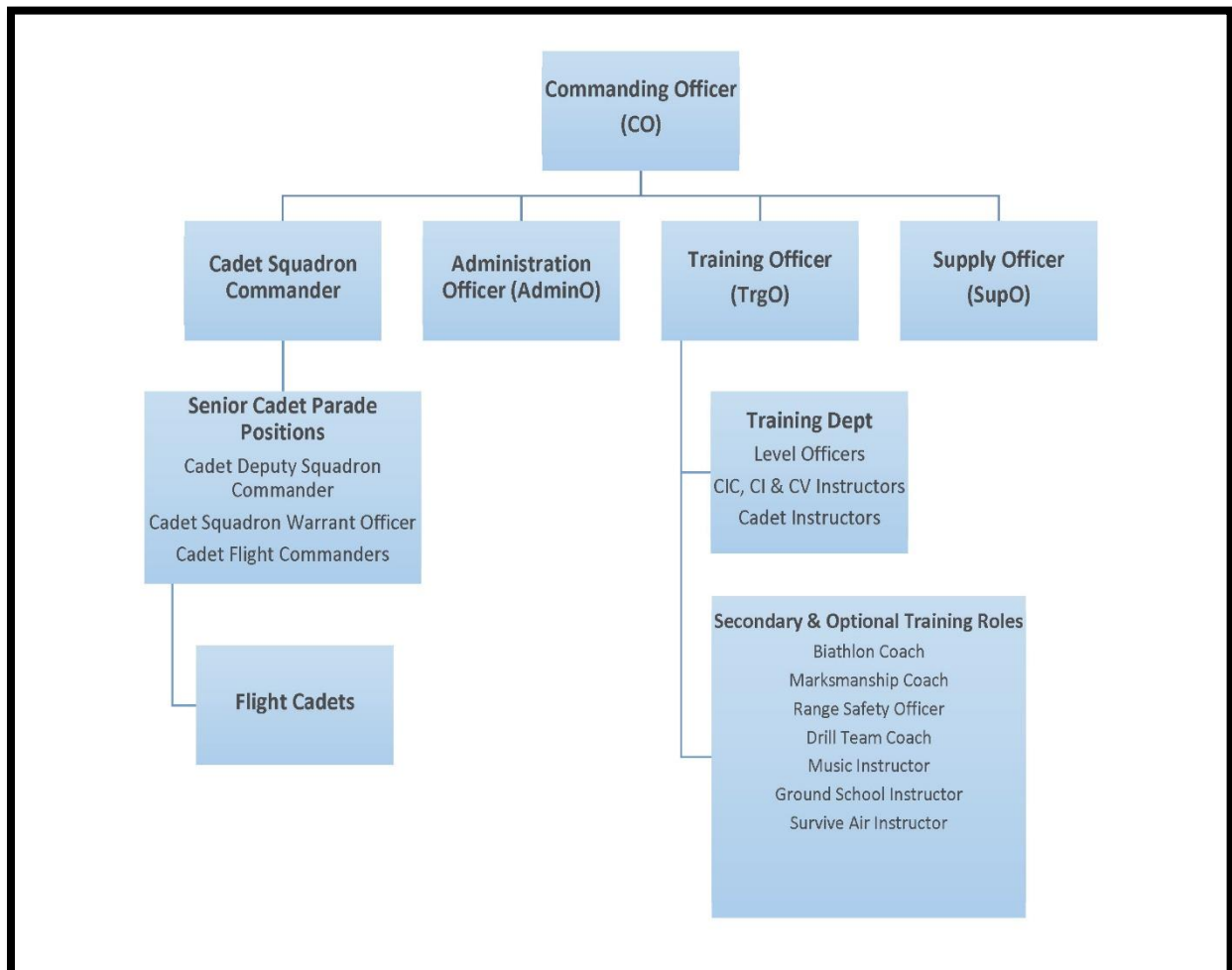
At the start of the training year in September, Cadets wear summer dress. In mid-Autumn, they will be advised to change over to winter dress. Sometime in mid-spring, a change back to summer dress will be advised, which will be the standard of dress until the end of the training year. The changeover dates are set by DND, not the local Squadron. Some exceptions to this rule do apply. For special events or activities such as parades, travel to/from summer camps etc. the type of dress will be advised depending on the occasion and weather.

Note- The first Wednesday of every month is CO's parade at 513 Squadron. **It is always C1 dress** for this night regardless of what is being worn for the rest on the month.

## CHAIN OF COMMAND

The Canadian Cadet Organization models itself after the Canadian Forces where there are clearly defined lines of communication. In order for the lines of communication to work effectively, they must be adhered to. If a Cadet has a question about anything to do with Cadets, they are made aware of whom they need to ask (typically their Cadet Flight Commander). Squadron staff and senior Cadets teach the younger Cadets a sense of responsibility by encouraging Cadets to ask questions when they do not understand something. It is important that they only approach someone in their designated chain of command. You can help your Cadet by encouraging them to seek out information through the proper channels. We have included an organization chart of the Squadron in this booklet so you can have a picture of the chain of command. In most situations, it is not appropriate to seek answers from Squadron staff directly. Please encourage your cadet to speak to their next in command. This is a valuable lesson, and one they will use many times during their Cadet career.

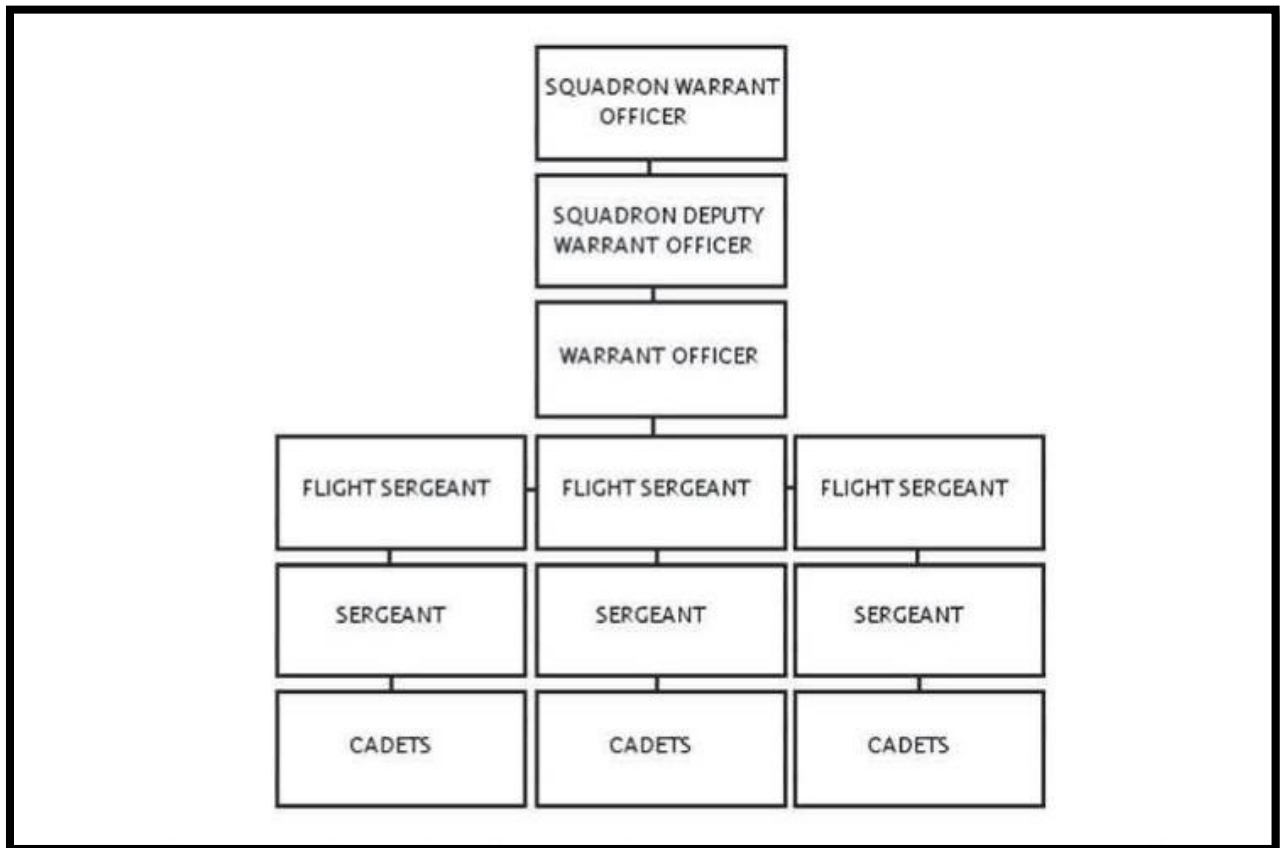
### **SQUADRON CHAIN OF COMMAND**



## CADET CHAIN OF COMMAND

In the Cadet Program there is a Chain of Command that is instructed to each Cadet. This is partially used for communication throughout the Squadron as well as for orders and responsibilities. Each Cadet is placed into a Flight (group of 10 to 30 cadets). There are 2 people in charge of a Flight. The first is the Flight Commander (Flight Sergeant)) and then the 2IC position (for 2nd In Charge) (Sergeant).

Note: A Squadron will have more than one flight. Each flight will have its own Flight Commander and Sergeants.





## CADET RESPONSIBILITIES

There are expectations for all Cadets. These include:

- It is important for Cadets to attend all scheduled activities (training nights, training activities and parades). Cadets who do not attend parade nights regularly will fall behind in their training and will struggle to be as successful as other Cadets. In extreme circumstances they may also be released from the Squadron. The same applies for weekend training.
- Attendance at special activities such as mandatory training weekends, Santa Claus Parade, Remembrance Day parade, Annual Ceremonial Review is critical. If your cadet has a legitimate reason why they cannot attend the Squadron activity, the Commanding Officer must be informed.
- Taking part in fundraising activities: Although there is some cost to join a Squadron, Cadets are expected to take part in fundraising activities such as Tag Day, and other fundraising. These activities raise the necessary funds to help the Squadron plan and implement various training activities.
- Taking care of the uniform: Each Cadet will be issued a uniform when they complete the intake program. It costs the Department of National Defence approximately \$600 to outfit each Cadet. It is critical that the Cadet takes care of their uniform, keeping it clean and pressed, and **returns** it to the Squadron when they leave the Squadron or outgrow the uniform.
- Until new recruits receive their uniforms, they should dress in nice clothes such as black dress pants and a white shirt, and tie. If this is not possible for you, please wear something appropriate. Please do not wear sweatpants, ripped jeans, or sandals and do not wear a hat.
- If a Cadet forgets a piece of their uniform on a regular parade night we will NOT supply spare “parts”. You will be expected to go without for the evening and explain why you are not dressed accordingly.
- **Paperwork, paperwork, paperwork:** There are permission forms for weekend training, summer camp applications, information news bulletins, training schedules, etc. This information is sent home for parents as well as for the Cadet. Please ensure the forms are properly completed and returned in a timely manner. Please be sure to inform the Administration Officer of any changes in address, phone, number, email addresses, or health card numbers that occur during the training year so that we can ensure our records are always up to date.

## **THINGS THAT MAKE A CADET SUCCESSFUL**

- Be on time and ready for attendance at 18:15hrs (Wednesday nights).
- Prepare your uniform on or before Sunday nights.
- Arrive prepared with paper and pencil for classes.
- Make sure you have all of your uniform parts before leaving home and that they are in good condition. If not see the Supply Officer ASAP.
- Learn your Flight Commander's name and phone number. This is the person you should call if you have questions.
- If you are unable to come to Cadets please call your Flight Sergeant.
- Obey orders. Some people have higher ranks than you and it is their job to ask you to do things. If you do as they ask and do it as best you can, with a positive attitude, you will have a better chance of advancing.
- Make school your first priority. If a Cadet is having a hard time at school, they can ask for a leave of absence until their grades improve. Cadets are a lot of fun but do not let it interfere with your schoolwork.
- Support the Squadron and do your best to volunteer for teams and activities and join the drill team. You can only get out of Cadets what you put in, so put in a lot!
- Pass on information to your parents. Listen to the announcements at the end of the night and bring home handouts that are provided.
- Get involved – try and sign up for at least one team or optional training program offered.
- Ensure the Admin Officer has all of your current information and also ensure that when he/ she gives you forms to bring home and sign they are returned immediately.

## **PARENT RESPONSIBILITIES**

Parents can help their Cadet be successful by doing the following:

- Show an interest in their success and training and encourage your child to their best.
- Encourage your child to be responsible for their own success.
- Help your Cadet organize their after school time so there will be time for Air Cadets and schoolwork.
- Remind them to look after their uniforms (washing, drying, pressing, shining boots, etc.)
- Include Air Cadet activities, such as weekend training, on the family activity calendar.
- Try to avoid conflicts with major activities such as Remembrance Day, Tag Day, and Annual Ceremonial Review.
- Transport your Cadet to parade nights on Wednesday nights and team practices at the designated times (if they choose to sign up for teams) and pick them up promptly at the end of the night.
- Encourage them to participate in Squadron team activities. The more they put into the Squadron, the more they will get out of the program.
- Encourage attendance each and every week. Attendance is considered when selections for promotions, summer course selections, and awards are being made. The more Cadets attend the higher their attendance percentage will be.
- If your child does not like Air Cadets, please understand that it is not for everyone, and don't force them to attend. Maybe they might enjoy Sea or Army Cadets instead. Or maybe Cadets is just not for them.
- Bring problems or concerns that you have to the Commanding Officer in an appropriate, timely manner. They cannot help correct issues they are not aware of in time.
- Advise the Administration Officer of any changes including address, phone numbers, email addresses, medical, etc.
- Assist with fundraising initiatives.
- Become a member of the Squadron Sponsoring Committee
- Attend PARENT MEETINGS!

## **WAYS FOR PARENTS TO GET INVOLVED**

There are many ways that adults can get involved with the 513 Hornet Squadron Air Cadet Program:

- **Become a Screened Volunteer:** Some Squadrons use adult volunteers to operate the canteen during training nights or drive for special events like tag days. Volunteers are always needed to assist in the implementation of fundraising activities.
- **Become a member of the Squadron Sponsoring Committee:** 513 is always looking for people to join the Board of Directors.
- **Become a Civilian Instructor:** If you can devote time on a regular basis to the Squadron, or if you have special skills (marksmanship, first aid, physical fitness trainer, etc.) you could become a Civilian Instructor. Civilian Instructors are considered part of the staff complement of a Squadron and may receive some pay for their efforts.
- **Become a CIC Officer:** The Cadet Instructor Cadre Officers are members of the Canadian Forces whose duties are to instruct cadets. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered through the military. CIC Officers receive pay, uniforms, and training through the Canadian Forces and are eligible for promotion after meeting national standards.

**Any Adult who wishes to work with the Air Cadets must be registered and screened by the Air Cadet League of Canada and the Canadian Forces. This process includes a reference, criminal and vulnerability check.**

# THANK YOU