



Standing Orders

534 Royal Canadian Air Cadet Squadron

Issued by

Lt(N) M.A. Veals

Commanding Officer

Introduction

Squadron Standing Orders are issued under the authority of the Commanding Officer. These Standing Orders outline the established policies and procedures as carried out by the Squadron and are to be adhered to by all Cadets, Civilian Instructors and CIC Officers.

The Standing Orders are to be reviewed by all members of the Squadron prior to 31 October of each training year.

All Cadets, Civilian Instructors and CIC Officers will sign the Standing Orders annually indicating that they have read and will comply with all articles contained within these subject orders.

All Cadets, Civilian Instructors and CIC Officers who perceive a need to amend the Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, the Standing Orders will be amended accordingly.



Matthew Veals
Lieutenant (Navy)
Commanding Officer
534 Air Cadets

Terms Of Reference

Commanding Officer (CO)

The Commanding Officer shall carry out all duties as outlined in CATO 11-36 ANNEX S. The CO is responsible to the Commanding Officer, Regional Cadet Support Unit (CO RCSU) through the area Detachment Commander (Det Comd), for all Cadet matters, training and administration of Cadet Instructors Cadre (CIC) Officers, civilian Instructors, and Cadets serving with the Squadron.

Command and Control

With respect to matters of command and control, the Squadron Commanding Officer shall:

- Comply with the regulations and orders as issued by the Minister of National Defence and the Canadian Forces;
- Keep CIC officers, civilian instructors and Cadets of the Squadron fully acquainted with the regulations and instructions issued by a higher authority;
- Be responsible for the professional development of all Squadron CIC officers and civilian instructors including him/her and ensure they receive the training required by their appointment and terms of service;
- Direct and supervise all duties of personnel under his/her control;
- Appoint qualified officers to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
 - Deputy Commanding Officer (DCO)
 - Supply Officer (SupO)
 - Training Officer (TrgO)
 - Administration Officer (AdmO),
- Appoint and reassign Cadets to Cadet duties and responsibilities with Squadron;
- Ensure that proper supply, administration, financial and training orders and procedures are carried out;
- Bring to the notice of the CO RCSU any CIC officers or civilian instructors who...
 - Are distinguished for proficiency in their duties;
 - From incapacity or apathy, are deficient in the knowledge or execution of their duties;
 - Do not afford him/her the support which he/she has a right to expect; and
 - Conduct themselves in a manner detrimental to the Squadron's efficiency or in a manner that would bring discredit to the Squadron and or the Canadian Forces;
- Ensure an officer (i.e. DCO) is familiar with all Squadron procedures and is prepared to assume command either upon succession or during periods of prolonged absence of the Commanding Officer;
- Ensure a thorough turn over to a successor, and
- Undertake other duties assigned by the CO RCSU, the Area Cadet Officer (ACO) or other lawful Canadian Forces authorities.

Administration

- In consultation with the sponsor, recommend enrolment, appointment, promotion, posting, transfer and release of CIC officers;
- Recommend and document the appointment and release of civilian instructors of the Squadron;
- Ensures that Cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;
- Immediately report the death of a CIC officer, civilian instructor or Cadet of the Squadron to the CO RCSU, the ACO, and advise the sponsoring committee chairperson;
- Immediately document and report to the ACO and sponsoring committee any injury incurring during Squadron training that requires medical treatment, that may result in permanent disability, and any other injury except a minor injury such as a superficial cut or bruise;
- Report any significant incident/occurrence that may cause public interest to the CO RCSU;
- Ensure that funds provided by DND or other assisting agencies and any money provided by the sponsoring committee or raised by the Squadron is properly used for the benefit of the Cadets.

Supply

- Be appointed the Supply Customer Account (Formerly Distribution Account) holder;
- Immediately upon discovery report the loss or damage of DND equipment to the respective support base/station;
- Insure that material on loan from support base/station is returned promptly.

Deputy Commanding Officer (DCO)

The Squadron Deputy Commanding Officer shall be responsible to the Squadron Commanding Officer for carrying out assigned duties.

The DCO shall carry out all duties as follows:

- To assist the Squadron Commanding Officer with carrying out his/her duties;
- To carry out all duties of the Squadron Commanding Officer in his/her absence;
- Carry out all other duties assigned by the Commanding Officer.

Administration Officer (Admin O)

The Squadron Administration Officer shall be responsible to the Squadron Commanding Officer for carrying out assigned duties

The Admin O shall carry out all duties as follows:

- Update all Cadets', civilian instructors', and CIC officers' personal files;
- Register and file all incoming and outgoing mail;
- Confirm that all staff complete monthly attendance/pay sheets;
- Ensure that Recruiting packages are printed and review completed cadet enrollment packages prior to CO's signature;
- Maintain accurate attendance records for each cadet;
- Maintain accurate attendance records for Officers, Civilian Instructors and Civilian Volunteers;
- Ensure validation forms are completed annually for all returning cadets;
- Ensure detailed health questionnaires are completed as required;
- Ensure all health cards are up to date;
- Ensure FORTRESS is up to date;
- At the end of each month submit all necessary documents regarding pay to the CO for his/her signature;
- Complete all applications, memos and letters assigned by CO;
- Distribute preliminary applications for Summer Training Courses to all Cadets who show interest in applying;
- Maintain filing system within the administration office;
- Complete and post Weekly Routine Orders (WRO);
- Issue and reclaim keys from staff as required;
- Issue and reclaim keys from staff annually and as required;
- Maintain a record of keys issued to all staff;
- Advising the Supply Officer of names of cadets enrolled and released;
- Initiating nametag orders as required at the request of the Supply Officer;
- Train and mentor a successor; and
- Carry out all other duties assigned by the CO.

Training Officer (TrgO)

Reporting to the CO, the Training Officer is responsible for carrying out all duties as follows:

- Develop a training program in accordance with the established Cadet Training Directives as found in CATO's;
- Prepare and maintain the Proficiency Level Qualification Records and FORTRESS;
- Plan the yearly training CUTP and assign qualified instructors to individual classes;
- Ensure the regular monitoring of qualified instructors and provide necessary feedback and training;
- Assist and supervise instructors and senior Cadets in the preparation and presentation of their classes;
- Arrange to obtain guest speakers and other voluntary instructors to supplement Squadron staff;
- Advise the CO on, and co-ordinate the Squadron's special training projects, exercises and citizenship tours;
- Select and submit demands for training aids, office supplies and materials to carry out objectives of training program;
- Ensure the Squadron is in possession of all required training material and reference manuals;
- Organize Squadron drill, ceremonial parades, and inspections;
- Ensure that the training program is completed;
- Recommend individual Cadets for promotion and summer training positions;
- Train and mentor a successor; and
- Carry out all other duties assigned by the CO.

Supply Officer (Sup O)

The Squadron Supply Officer shall be responsible to the Squadron Commanding Officer for carrying out assigned duties.

The Sup O shall carry out all duties as follows:

- Ensure all Cadets who have completed their enrolment and have demonstrated an interest in remaining with the Squadron are issued uniforms within a 6-8 week time-frame from enrollment;
- Manage Supply budget as allotted annually and advise CO/Detachment of any needs above and beyond allotment;
- Prepare all necessary documents to acquire equipment and uniforms for CO signature;
- Maintain an updated record and account for all public property on the Supply Customer Account (formerly Distribution Account) and all uniform parts belonging to Squadron (issued and non-issued);
- Shall inform the CO immediately of any lost or stolen public property or uniforms;
- Coordinating with the Admin O, undertake measures to recover uniforms of cadets released or no longer active with the unit;
- Maintain a clean Supply Area;
- Manage and maintain the cadet canteen inventory, submit funds to the CO;
- Train and Manage Canteen NCM's for effective running of Canteen
- Train and mentor a successor; and
- Carry out all other duties assigned to him/her by the CO.

Level Officer / Training Assistant

Level Officers / Training Assistants shall be responsible to the Training Officer for carrying out assigned duties.

The Level Officer / Training Assistant shall carry out all duties as follows:

- Assist and supervise instructors on the preparation and presentation of their classes;
- Assist the Training Officer with the Squadron's special training projects, exercises and citizenships tours;
- Submit requests for training aids, office supplies and material required to carry out the training program;
- Recommend individuals to the Training Officer for promotion and summer training positions; and
- Carry out all other duties assigned by the Training Officer.

In addition, the following weekly duties must be carried out by all Level Officers;

- Briefly examine lesson plans of instructors for next weeks' lessons. All lesson plans to be inspected a minimum of 1 week ahead of the scheduled class;
- Ensure that all instructors have schedules and base lesson plans a minimum of 3 weeks ahead of scheduled classes;
- Monitor and evaluate level instructors;
- Maintain Cadet Proficiency Level Qualification Records;
- Ensure that Level Training is conducted in accordance with the Qualification Standard and Plan (QSP).

Band Officer (Band O)

The Band Officer (Band O) shall be responsible to the Training Officer for carrying out assigned duties

Shall carry out the following duties;

- Ensure that there is sufficient training available for cadets in the band and provide training materials as needed;
- Maintaining band equipment and informing Commanding Officer of any needed instrument repairs or replacements;
- Recommend to the CO any cadets who are interested in and qualify for band training courses at CSTC's;
- Informing the CO of any request for the Band to perform at any social, military or civilian function;
- Ensuring that the band has a Drum Major, and recommending cadets to the CO for appointment of said position

Cadet Squadron Commander

The Cadet Squadron Commander shall be responsible to the Commanding Officer, through the Training Officer, for carrying out assigned duties.

Shall carry out the following duties;

- Maintain the good safety and well-being of all cadets;
- To assist in the implementation of the Squadron Training Program;
- Supervise and ensure proper conduct of all cadets during Squadron Activities;
- Enforce all rules and policies outlined in these Standing Orders pertaining to all Cadets in the Squadron;
- Command all Squadron Parades;
- Conduct NCM meetings as required;
- Attend adult staff meetings as required;
- Ensure all senior NCM's maintain an accurate contact list of cadets for contact purposes;
- Ensure all Cadets of the Squadron maintain a high standard of dress and deportment;
- Bring forth concerns and suggestions of fellow Cadets to appropriate staff members;
- Keep all Cadets of the Squadron informed of all events and happenings through appropriate Flight Commanders;
- Manage, Maintain and enforce the chain of command for all cadets;
- Maintain a high standard of dress, drill and deportment at all times; and
- Carry out all other duties assigned to him/her by, or on behalf of, the Commanding Officer

Cadet Deputy Squadron Commander

Cadet Deputy Squadron Commander shall be responsible to the Commanding Officer, through the Squadron Commander, for carrying out assigned duties.

Shall carry out the following duties;

- Assist the Cadet Squadron Commander with carrying out his/her duties;
- Carry out all the duties of the Cadet Squadron Commander in his/her absence; and
- Carry out all other duties assigned to him/her by, or on behalf of, the Commanding Officer

Squadron Warrant Officer (SWO)

Squadron Warrant Officer shall be responsible to the Training Officer, through the Cadet Squadron Commander, for carrying out assigned duties.

Shall carry out the following duties;

- Taking of attendance of weekly training nights and all training activities;
- Assist the Squadron Commander in conducting parade practices and ensuring a high standard of personal drill from all cadets;
- Ensuring parade orders and protocol are followed by all cadets;
- Calling of all absent Cadets;
- To assist the Cadet Squadron Commander with carrying out his/her duties; and;
- Carry out all other duties assigned to him/her by the Training Officer.

Flight Commander

Flight Commanders shall be responsible to the Training Officer, through the Cadet Squadron Commander, for carrying out assigned duties.

Shall carry out the following duties;

- Ensure that Cadets are informed of all events and any changes to previously announced events;
- Maintain an accurate contact list (telephone, email) for communication purposes
- Ensure that Cadets in their flight are in proper dress and well turned out for training nights;
- Conduct an accurate roll call of his /her flight and informing the Squadron Warrant Officer of absentees and their reasons why;
- Maintain a high level of morale and esprit-de-corps within his/her flight, encouraging friendly competition between flights;
- Supervise all Cadets in their flight;
- Handle minor disciplinary problems in their flight.
- Ensure Flight NCM's are adequately trained to substitute as either the Flight Commander or Deputy Flight commander
- Enforce the chain of command at all times
- Carry out all other duties assigned to him/her by the Training Officer.

Deputy Flight Commander

Deputy Flight Commander shall be responsible to the Training Officer, through the Cadet Squadron Commander, for carrying out assigned duties.

Shall carry out the following duties;

- To assist their respective Flight Commander with carrying out his/her duties;
- To carry out all duties of their Flight Commander in his/her absence; and
- Carry out all other duties assigned to him/her by the Training Officer.

Flag Party Commander

The Flag Party Commander shall be responsible to the Training Officer, through the Cadet Squadron Commander, for carrying out assigned duties.

- Ensure that Cadets are informed of all events and any changes to previously announced events;
- Maintain an accurate contact list (telephone, email) for communication purposes
- Ensure flag party (and any attached guard) are adequately trained at all times by holding regular practice sessions to ensure this training is completed
- Enforce the chain of command at all times
- Carry out all other duties assigned to him/her by the Training Officer.

Drum Major

The Drum Major shall be responsible to the Training Officer, through the Cadet Squadron Commander, for carrying out assigned duties.

- Communicate with the Band Officer for all matters pertaining to the band
- Ensure band is adequately trained at all times by holding regular practice sessions to ensure this training is completed
- Maintain an accurate contact list (telephone, email) for communication purposes
- Enforce the chain of command at all times
- Carry out all other duties assigned to him/her by the Band Officer or Training Officer

Transactional Positions

Duty Officer (DutyO)

- Management, training and supervision of scheduled Duty NCM to ensure task completion
- Through the evening build an announcement list from all staff for closing parade
- Assume role of inspecting officer during opening and closing parade, and, in the absence or at the request of the CO, closing parade
- Evaluate Duty NCM's, advising TrgO and debriefing Duty NCM's on their performance
- Lock Offices and Facilities and end of training night, last officer to depart LHQ at conclusion of the training night

Duty Sergeant

- Responsible for complete and correct attendance procedures;
- Through the evening build an announcement list from all senior cadets for closing parade
- Hold a copy of training schedule, announce class locations before conclusion of opening parade
- Ensure that classes and breaks take place on schedule;
- Escort all visitors to the Squadron Office Room and report them there;
- Patrol halls during training periods to ensure all Cadets are in assigned classes;
- In conjunction with the Duty Staff, ensure that all classes are clean and tidy at the end of training; and
- Train and guide the duty Flight Corporal / Corporal
- Responsible for getting any material from classes missed.
- Responsible for ensuring classroom and office garbage pails are emptied prior to the end of the night

Duty Flight Corporal / Corporal

- Responsible for complete and correct attendance procedures;
- Assist Duty Sergeant in their tasks;
- Supervise break; and
- Responsible for getting any material from classes missed.
- Supervision;
- The orderly NCMs are at the disposal of the **Officers** only.
- Immediate supervision is by the Cadet Squadron Commander.

Canteen NCM

- Set-up, running of and tear down of canteen
- Maintain accurate control of canteen funds
- Run canteen in accordance with SupO Direction
- Report inventory requirements to SupO for replenishment
- Train OJT Cadets in Canteen normal operations

DUTIES AND RESPONSIBILITIES

Notwithstanding the above duties, all Cadets have the following duties and responsibilities;

Air Cadet (AC)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Follow the chain of command
- Actively participate in unit activities and functions outside of regular training nights; and
- Perform all other assigned duties as required.

Leading Air Cadet (LAC)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of regular training nights;
- Lead by example by following the chain of command
- Carry out basic supervisory duties as assigned;
- Ensure the well-being of all Air Cadets(AC) rank Cadets, and assist them as required; and
- Perform all other assigned duties as required.

Corporal (Cpl)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of regular training nights;
- Carry out supervisory duties as assigned;
- Follow and enforce the chain of command
- Ensure the well-being of all subordinate Cadets, and assist them as required;
- Carry out first level remediation; and
- Perform all other assigned duties as required.

Flight Corporal (FCpl)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of Cadets;
- Carry out supervisory duties as assigned;
- Ensure the well-being of all subordinate Cadets, and assist them as required;
- Follow and enforce the chain of command
- Carry out first level remediation; and
- Perform all other assigned duties as required.

Sergeant (Sgt)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of Cadets;
- Carry out supervisory duties as assigned;
- Ensure the well-being of all subordinate Cadets, and assist them as required;
- Be the direct liaison for the Cadets to the Flight Sergeant and be prepared to assume that role should the Flight Sergeant be absent;
- Follow and enforce the chain of command
- Carry out first level remediation; and
- Perform all other assigned duties as required.

Flight Sergeant (FSgt)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of Cadets;
- Carry out supervisory duties as assigned;
- Ensure the well-being of all subordinate Cadets, and assist them as required;
- Train replacement(s) and assist them as required;
- Inspect their flight on a weekly basis to ensure that a high level of dress and deportment are being met;
- Be the direct liaison for the subordinate Cadets to the Warrant Officer Second Class;
- Instruct as required;
- Notify Superiors of absent Cadets and the reason why;
- Make recommendations to the Warrant Officers for promotions and Cadets awards;
- Assist in the planning and conducting of Squadron exercises;
- Carry out first and second level remediation; and
- Follow and enforce the chain of command
- Perform all other assigned duties as required.

Warrant Officer Second Class (WO2)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of Cadets;
- Carry out supervisory duties as assigned;
- Ensure the well-being of all subordinate Cadets, and assist them as required;
- Train replacement(s) and assist them as required;
- Assist with NCM inspections on Tuesday nights prior to flight inspections;
- Be the direct liaison for the Flight Sergeants to the Warrant Officer First Class;
- Instruct as required;
- Notify Superiors of absent Cadets and the reason why;
- Make recommendations to the Warrant Officers for promotions and Cadet awards;
- Assist as required in the planning and conduct of Squadron activities and exercises;
- Carry out first and second level remediation; and
- Enforce the chain of command
- Perform all other assigned duties as required.

Warrant Officer First Class (W01)

- Be responsible for reading and understanding the Squadron Standing Orders;
- Obtain information on upcoming activities, if not phoned;
- Inform the Squadron if they are going to be absent from a Cadet activity (see section 4.7)
- Maintain a level of dress, drill and deportment that is acceptable for appearance in public and on parades;
- Actively participate in unit activities and functions outside of Cadets;
- Carry out supervisory duties as assigned;
- Ensure the well-being of all subordinate Cadets, and assist them as required;
- Train replacement(s) and assist them as required;
- Conduct Sr NCM inspections on weekly training nights prior to flight inspections;
- Instruct as required;
- Notify Superiors of absent Cadets and the reason why;
- Make recommendations for promotions and Cadet awards and submit substantiation;
- Take a leading role in the planning and conduct of Squadron activities and exercises;
- Convey the Squadron's status to the Commanding Officer;
- Be in direct contact with the Commanding Officer;
- Inform the Commanding Officer of **ANY** unusual occurrences;
- Establish a roaster for Corporals/Flight Corporals and Sergeants for Orderly Staff Duties;
- Coordinate the operation of the Squadron with the Squadron staff and subordinates;
- Carry out first , second and third level remediation; and
- Enforce the chain of command
- Perform all other assigned duties as required.

Dress and Department

Dress

All members of the Squadron will adhere to the following Squadron Dress regulations;

- All Cadets shall conform to the Air Cadet Dress Regulation, CATO 55-04, while in uniform;
- All CIC Officers shall conform to the Canadian Forces Dress Regulation;
- Under no circumstance shall civilian articles of clothing be worn with any part of an Air Cadet or CIC uniform; with the exception being that Cadets are permitted to wear civilian pattern winter outerwear.
- All items of uniform are to be marked with the owner's name;
- In addition to their Air Cadet League Identification Card, All Civilian Volunteers shall wear appropriate attire during Squadron training night and training activities.
- Cadets not wearing their uniform properly or failure to meet the dress regulations, may result in remediation including the cadet being sent home.

The following is the order of dress for;

	Cadets	Cadet Instructors	Officers	Civilians
(Winter) Regular Training Night	C-3 (Sweaters)	C-2 (Shirt and Tie)	3C w/Tie	Sqn Golf Shirt & Pants/Slacks
(Summer) Regular Training Night	C-2B (Dress Shirt, no tie)	C-2A (Dress Shirt, with tie)	3B	Sqn Golf Shirt & Pants/Slacks
CO's Parades	C-1	C-1	1A	Business Attire

All ties worn with the uniform (Cadet or CF) shall bear a **Windsor Knot**.

As a rule of thumb, all staff (CF and Civilian) shall dress at the same level or above their cadets during all activities

Each Cadet is to ensure that they are in possession of all items of uniform, and that each item fits correctly. If not, they are to contact the SupO, through the chain of command, and arrange for items to be replaced. All uniforms remain the property of the Squadron, and are to be returned when the Cadet leaves the unit. All Cadet will ensure all of their uniform parts are labelled with their name on appropriate tags

Unacceptable Civilian Attire

From time to time Cadets are permitted to wear civilian clothing to Cadet activities. The following is a list of what is considered unacceptable, If there are any questions as to whether something is acceptable or not, please ask your chain of command.

- Tight and form-fitting pants
- Sandals
- Jogging Pants (with exception of on PT nights)
- Fishnet stockings;
- Shorts (except as authorized);
- Cut off shirts or shorts (no bare midriffs or risk of exposure with normal body movement);
- Tank tops/muscle shirts, or other top with straps (shoulders must be covered);
- Hat (except for religious requirements or for outdoor protection)
- Clothing that is torn, dirty, or in need of repair.
- Clothing bearing inappropriate logos and sayings

Out Of Uniform

If any cadet cannot wear their uniform for any reason, they are expected to wear the following:

- White shirt;
- Black pants; and
- A black tie (if in your possession)

This is the standard on any training night, training activity or any public appearances (ie, parades, poppy drive, tagging etc) unless otherwise instructed.

Cadets shall not hold parade positions or instruct when out of uniform on training nights require that uniforms be worn. Arrangements will be made before Monday evening to ensure they are in uniform in front of their cadets

Department

All members of the Squadron including; Cadets, civilian instructors and CIC officers shall conduct themselves in a professional and responsible manner at all times.

- Cadets and CIC officers while in uniform shall not chew gum, slouch, saunter, place hands in pockets, smoke, walk arm in arm or any similar department that detracts from a military bearing in the eyes of the public.
- All Cadets, Officers and Civilian Instructors are expected to show the proper courtesies to others;
- All Officers and Warrant Officers will be addressed by both their rank and surname; i.e. "Warrant Officer Jones", or by Sir/Ma'am;
- All other Cadets will be addressed by rank and surname;
- Cadets will salute all commissioned officers
- Officers will salute all officers senior to them
- When an officer enters a classroom not under instruction, ROOM shall be called. When a classroom is under instruction, to avoid disruption to the class the instructor should continue with his/her class

Squadron Policy

Smoking

Under no circumstances shall Cadets smoke or be in the possession of tobacco products.

All staff, including civilian instructors and CIC Officers, shall not smoke in front of the Squadron or any other Squadron's Cadets.

Alcohol

No Cadet shall consume or be in the possession of alcoholic beverages or be intoxicated during Squadron activities, regardless of provincial regulations

No Squadron staff member, including civilian instructors and CIC Officers, shall consume or be in possession of alcoholic beverages, or be intoxicated while performing their duties as a CI or CIC Officer.

Drugs

No member of the Squadron, including Cadets, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drugs of any sort.

Squadron Commanding Officer shall immediately notify proper local authorities of any breach of this policy.

Harassment

Under no circumstance shall members of the Squadron, including Cadets, civilian instructors and CIC Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.

CATO 13-24 Harassment Prevention and Resolution shall be adhered to at all times.

Abuse

Under no circumstance shall members of the Squadron, including Cadets, civilian instructors and CIC Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.

CATO 13-24 Harassment Prevention and Resolution shall be adhered to at all times.

Fraternization

CIC Officers, Civilians and Cadets shall not openly display acts of affection while at a Squadron activity.

Attendance

All Squadron Cadets must maintain a minimum 70% attendance rate throughout the Cadet training year. NCMs are expected to maintain a minimum of 80% attendance.

Any Cadet who is absent for three or more training nights in a row shall be SOS (Stuck off Strength) and recovery action for uniform undertaken.

It is the responsibility of the individual Cadet to inform the Squadron Commander, TrgO, or AdminO of his/her reason(s) for being absent from a Squadron training night or compulsory training activity.

Attendance figures will be used to decide participation on certain tours, and trips, as well as eligibility for Squadron awards.

CATO 13-30 Cadets Excused Absence from LHQ Training outlines the eligibility for and requirements of an excused extended absence from the Squadron.

High School Volunteer Hours

It is the Cadets' responsibility to record their own hours and present them in a letter detailing the event that was participated in and how many hours they are to receive.

This form should be provided by the school for the cadet to complete. It will be signed by the staff once the information is cross-checked with Squadron records.

Letters of Reference

If any Cadet wishes to have a letter of reference written by an Officer or Staff Member for school or employment purposes, please don't hesitate to ask.

The Cadet must provide the following information and details:

- Length of time with the Squadron;
- Summer Training completed;
- Any other accomplishment or recognition received within or outside of the Cadet program.

Health Cards

Cadets MUST have their Provincial Health Cards in their possession at all Cadet Training nights, activities and functions. Failure to do so will result in the Cadet being sent home from the activity.

Cellular Devices and Electronics

The use of cellular devices is prohibited during classes, in private quarters and/or in washrooms facilities. Bringing cellular devices and/or electronics to cadet activities is highly discouraged. Loss and/or damage of any cellular or electronic device is at the risk of the cadet.

Promotions

All promotions shall be conducted in accordance with CATO 13-02 Merit-Based Cadet Rank Promotions. The final authority for all promotions rests with the Commanding Officer. Only the Commanding Officer has the authority to promote cadets, and cadets must be present at the time of promotion.

Promotion criteria are as follows:

LAC (Leading Air Cadet)

- Participate in the first year of proficiency level training program for a minimum period of five months; and
- Be recommended by the appropriate Level Officer

Corporal

- Hold the rank of LAC
- Successfully complete Proficiency Level ONE;
- Participate in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living); and
- Be recommended by the appropriate Level Officer

Flight Corporal

- Completed at least six months of service at the rank of CPL
- Have successfully completed Proficiency Level TWO;
- Participate in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living); and
- Be recommended by the appropriate Level Officer

Sergeant

- Completed at least six months of service at the rank of FCPL
- Have successfully completed Proficiency Level THREE;
- Achieved a minimum of “completed without difficulty” in PO 303 (Leadership);
- Participate in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living); and
- Be recommended by the appropriate Level Officer

Flight Sergeant

- Completed at least six months of service at the rank of SGT
- Have successfully completed Proficiency Level FOUR
- Achieved a minimum of “completed without difficulty” in PO 403 (Leadership);
- Participate in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living); and
- Be recommended by the appropriate Level Officer

Warrant Officer Second Class

- Completed at least six months of service at the rank of FSGT; and
- Achieved a minimum of “completed without difficulty” in PO 503 (Leadership);
- Participate in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living);
- Be recommended by the appropriate Level Officer; and
- Be identified as a successful candidate through the merit review board process.

Warrant Officer First Class

- Completed at least six months of service at the rank of WO2;
- Be recommended by the appropriate Level Officer; and
- Be identified as a successful candidate through the merit review board process.
- Merit Review Boards shall be conducted in accordance with CATO 13-02 and CRCO 1845.

Additional leadership attributes that the Squadron will consider when recommending whether or not a Cadet should be promoted include:

- Dress and deportment;
- Conduct, discipline, and attitude;
- Participation;
- Response to direction;
- Ability to interact positively and comfortably with others;
- Ability to make sound judgements regarding their own actions;
- Willingness to accept responsibility;
- Ability to solve problems effectively;
- Ability to communicate effectively;
- Ability to set a positive example for others; and
- Initiative.

Cadets Not Yet Meriting Rank Promotion

When it is decided a cadet does not yet merit rank promotion;

- A Training Counselling Session (TCS) shall be completed as per the appropriate Qualification Standard and Plan for the Cadet’s current proficiency level. The TCS form shall clearly indicate which areas the cadet needs to improve to be promoted in the future;
- Prior to promotion of the cadet’s peers, at the earliest opportunity, the CO and/or Level Officer shall meet with the cadet to provide specific feedback and guidance on how they must improve in order to be promoted in the future;
- The CO and/or Level Officer will work with the cadet to develop an action plan detailing the steps the cadet will take and the support the staff will provide to help the cadet improve; and
- A copy of the TCS form shall be placed in the cadet’s file.

Squadron Awards

In order to recognize the achievements of 534 Squadron Cadets, a number of awards are presented to deserving Cadets each year:

< To be added >.

Remediation and Disciplinary Procedures

Remediation is a process for correcting or modifying behaviour or actions that are inappropriate during Cadet activities. Its goal is to **encourage** the Cadets and develop their skills and abilities, with disciplinary measures used as necessary to correct the undesired behaviour..

CATO 15-22 will be the guiding document in all disciplinary procedures.

First Stage Remediation – Can be administered by all NCMs and Officers;

- Identify that a Cadet is not performing an action or activity correctly.
- Stop the Cadet from proceeding in the action or activity.
- Ask the Cadet if he/she is aware that they were doing something incorrectly.
- Instruct the Cadet in the proper way of performing the activity or to change his/her actions accordingly.
- **Follow up** with the individual and provide further feedback

Second Stage Remediation – Can be administered by all FSgts, WOs and Officers;

- A Cadet who has already been through first level remediation.
- A Cadet who has no regard for the safety of others.
- Identify that a Cadet is still not doing an action or activity correctly.
- Stop the Cadet from proceeding with the action or activity.
- Ask the Cadet if he/she is aware that they were doing something incorrectly.
- Speak to the Cadet to determine if the problem relates to some other problem within the Squadron.
- Again, instruct the Cadet in the proper way to perform the activity or change his/her actions accordingly, and explain why it will benefit them.
- Write a report on the incident and explain the action taken. Submit the report to the Cadet Squadron Commander who will hand it on to the Commanding Officer.
- **Follow up** with the individual and provide further feedback.

Third Stage Remediation – Can be administered by WO1 and Officers;

This level is usually a Cadet's final warning before being taken to the Commanding Officer.

- A Cadet who has already been through first and second stage remediation.
- A Cadet who blatantly disregards the safety of others.
- Identify that a Cadet is still not doing an action or activity correctly.
- Stop the Cadet from proceeding with the action or activity.
- Ask the Cadet to determine if the problem relates to some other problem within the Squadron.
- The Cadet should be informed of where they stand in the Squadron and that appropriate disciplinary action will be taken.
- Again, instruct the Cadet in the proper way to perform the activity or change his/her actions accordingly, and explain why it will benefit them.
- Write a report on the incident and explain the action taken. Submit the report to the Cadet Squadron Commander who will submit it on to the Commanding Officer.
- **Follow up** with the individual and provide feedback

Redress of Grievance

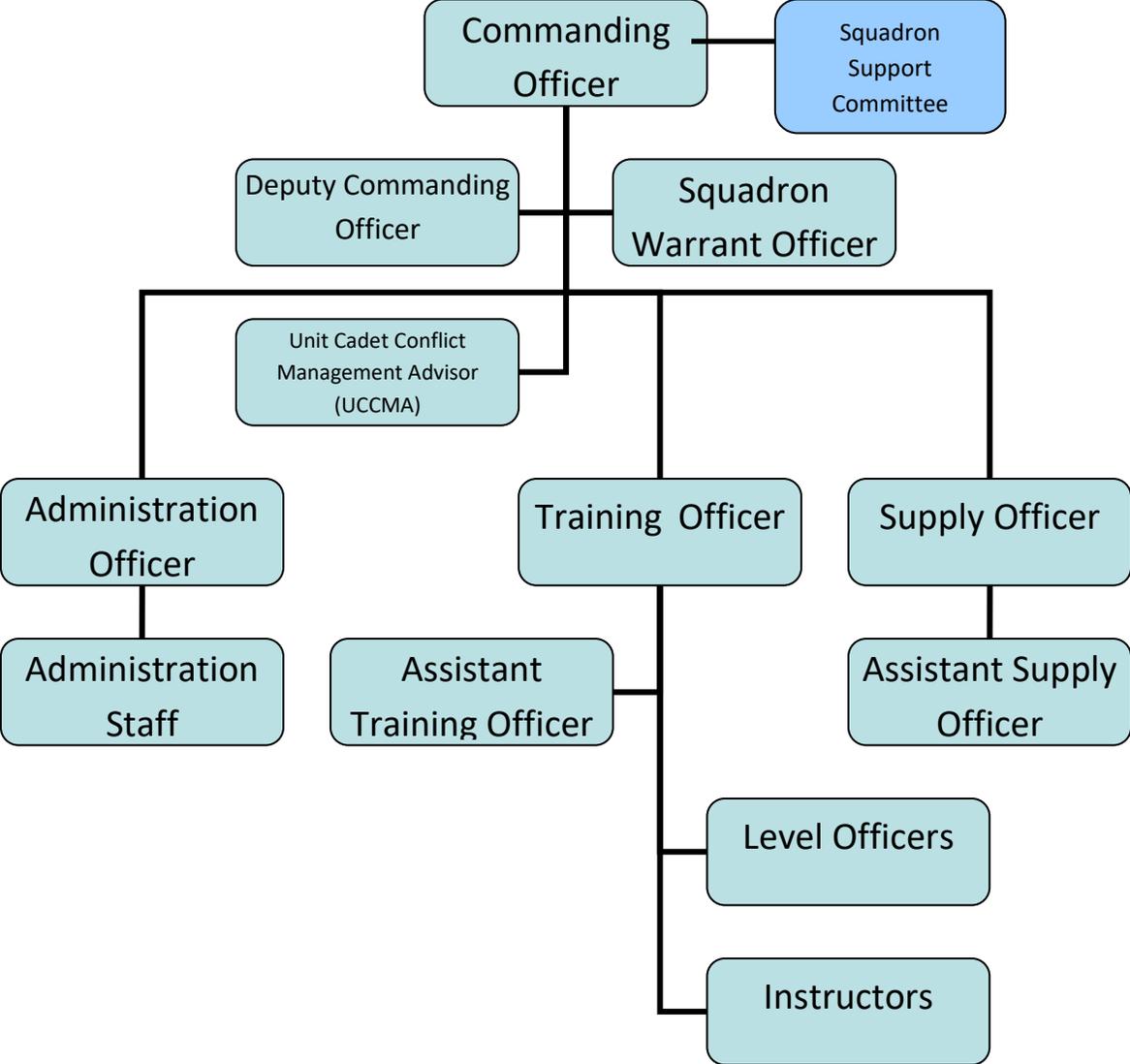
Should a Cadet have a grievance, he/she must report to his/her Flight Sergeant. If he/she does not receive satisfaction, he/she must then report to the Warrant Officer who will then try and resolve the problem. If there is still no satisfaction, the Cadet may request the Warrant Officer to parade him/her to the Commanding Officer.

If a Cadet has a problem that he/she feels cannot or should not be handled by an NCM, then he/she should bring it directly to an officer.

Cadets may have disciplinary action redressed, if they feel they have been wrongly penalized. This will consist of the Cadet putting their request in writing for review by the Commanding Officer. All requests must be substantiated and thoroughly detailed. Once reviewed by the Commanding Officer, an interview will be conducted to determine if the appropriate action was taken. The decision of the Commanding Officer is final.

Squadron Organization

Squadron Organizational Chart



Weekly Training Routine

	Event	Start Time	End Time	Remarks
Sunday	-	-	-	-
Monday	Regular Training	1815	2115hrs	Peterborough Armouries
Tuesday				
Wednesday	Band and Flag Party	1830	2100	PCVS
Thursday	Groundschool / Admin Night	1830	2100	428 Wing RCAFA
Friday				
Saturday	Range and Drill	1230	1600	Peterborough Armouries

Monday Training Night Schedule

TIME	EVENT
1800hrs	Duty Officer/Duty NCM Arrival
1800hrs – 1815hrs	Cadet/Officer Arrival
1830hrs - 1840hrs	Opening Parade /CO's Parade
1845hrs – 1915hrs	Period One
1915hrs – 1930hrs	Break
1930hrs – 2000hrs	Period Two
2000hrs – 2015hrs	Break
2015hrs – 2045hrs	Period Three
2055hrs – 2110hrs	Closing Parade + Announcements

Regular Training Night Routine

INSTRUCTORS PREP CLASSES

1810 – CSC reports to CO to receive briefing on what events are taking place for the night, as well as receive briefing for upcoming events, orders, directives, ask questions, etc.

1815- CSC conducts O-Group with Flt Cdrs, SWO and D/Cmdr. Discusses training routine for the night, disseminates orders from the CO, gives his/her own orders/directives, inspects uniforms, and gives opportunity for questions. Dismisses when finished.

1820- All flights should be formed up, attendance should be taken.

1830- All flight commanders should be on parade with D/Cdr. This is FLIGHT TIME.

FLIGHT TIME

- Attendance taken
- Uniforms and dress inspected
- Stationary drill pertinent to CO's Parades
- Marching drill pertinent to CO's Parades
- Announcements and reminders

1835 – D/Cdr steadies up the flights, 2IC's return to positions behind flights, commanders adopt positions in front. CSC marches on and takes command of the parade.

CO/Designate marches on, makes opening announcements/etc and marches off.

CSC has Duty NCO announce classes for the night.

1840 – CSC dismisses squadron. Once off the parade square, Training WO calls cadets Dismiss, get training materials, proceed directly to classes.

1845 - Period 1 begins

1910 - Duty NCO gives 5 minute warning

1915 - End period 1/Break

1930 - Period 2 begins

1955 - Duty NCO gives 5 minute warning

2000 - End period 2/Canteen Break

2015 - Period 3 begins

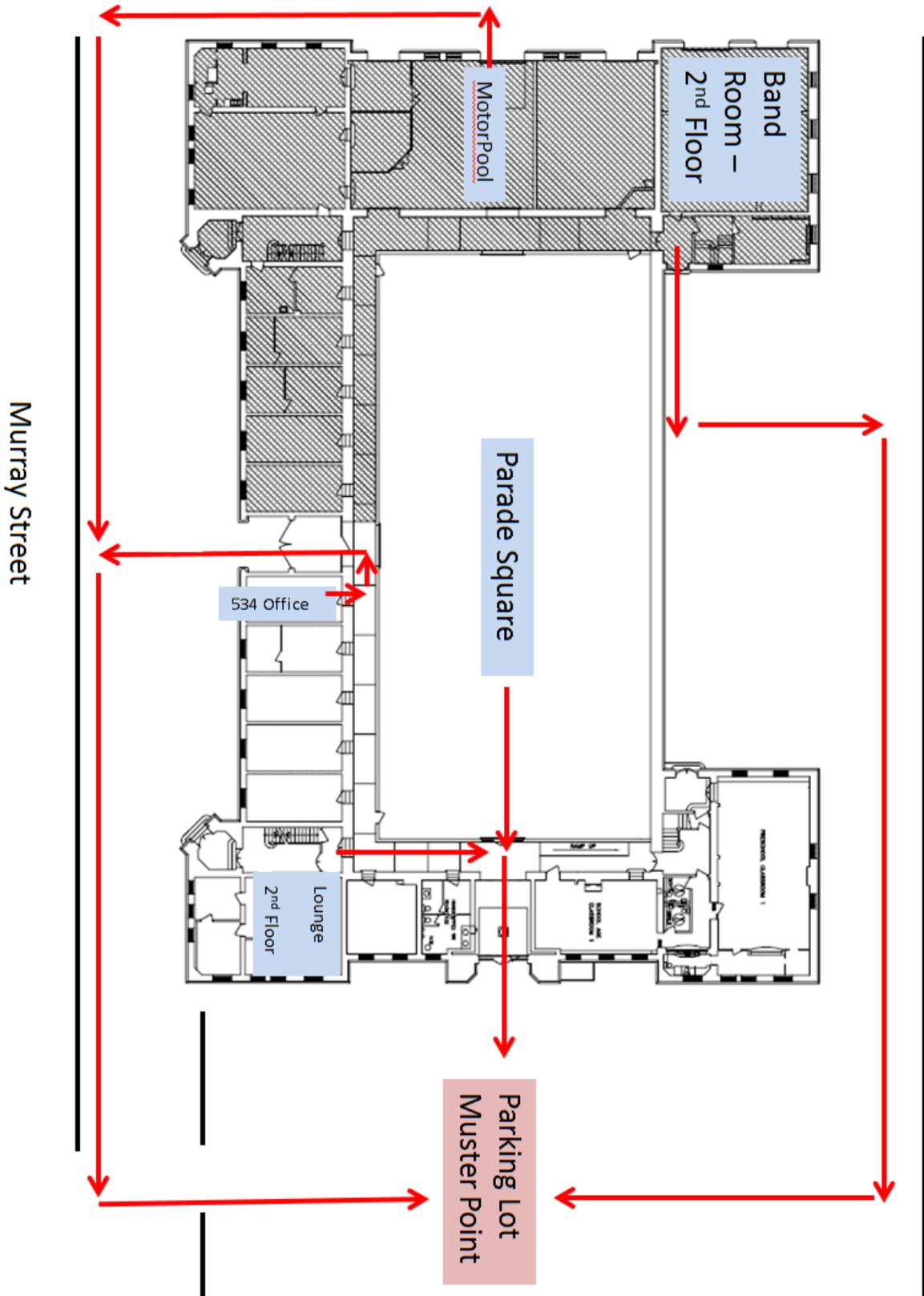
2040 - Duty NCO gives 5 minute warning

2045 - End period 3

2055 - Closing Parade

21:10 - Parade Dismissed

Cadet Safety Plan



Fire Safety

All unit members shall refer to the Hastings & Prince Edward Regiment Unit Safety Orders, posted in the unit safety board in the hallway outside of the motorpool.

Evacuation

In the event of an evacuation, all members to exit the building at their nearest fire exit and make their way to the far end of the armoury parking lot for accountability.

Duty Officer will take red binder (Squadron attendance) from the office and roll-call once all members have evacuated the building

Fire Drill

The following procedures apply when Fire Drill is conducted.

- If fire or smoke is detected FIRE, FIRE, FIRE will be yelled.
- Smoke/Fire alarm to be pulled
- All personnel will exit the building to the nearest exit. If on the second floor stairwells to be used.
- Once outside, all personnel will meet in the parking lot of the armouries and muster for roll call
- Admin O to ensure that an accurate attendance is taken every night in order to confirm that all personnel are accounted for.

In case of a real fire, no one will re-enter the armouries unless approved to do so by the fire department. In case of a Fire Drill, no one will re-enter the building unless approved by the Duty Officer.

A minimum of one fire drill per year will be conducted at random for training purposes

Cadet Intake Procedures

The following procedure should be followed when someone applies to join the Squadron;

- Recruit package is submitted to the Recruiting Officer from the joining Cadet;
- Recruiting Officer, after reviewing the application submits all documents to the Administration Officer;
- Administration Officer is responsible for obtaining any missing documentation from the applicant;
- Administration Officer sets up a personnel file for the Cadet and enters the data into the FORTRESS database;
- Once Admin enters the Cadet data into FORTRESS, the Supply Officer and Training Officer will be responsible for entering their respective section data;
- Cadets will not be permitted to participate in activities unless the enrolment process is complete;
- A list of new Cadets will be given to the Supply Officer;
- The Supply Officer will then create a schedule for new Cadets to be measured for a uniform;
- Recruiting Staff are responsible to have the new Cadets at the Supply section at their appointed time for measurement;
- The Supply Officer will call in the new Cadets for a fitting and issue of uniform. The Squadron will provide the Cadet with their first nametag;
- The complete uniform will be issued if parts were required to be ordered at the fitting.

Cadet Out-Take Procedures

The following procedure should be followed when a Cadet leaves the Squadron for reasons other than retirement;

- An exit interview will be conducted by the CO, Deputy Commanding Officer, or any officer assigned;
- Cadets with issued uniforms will be asked to verify by signature that their complete uniform has been returned;
- All Cadets with outstanding uniforms will be contacted by the Supply section to make an appointment to return the uniform;
- If required, the Cadet's parents will be contacted to discuss the reasons for their child's departure from the Squadron;
- The officer who conducts the exit interview will inform Admin of the SOS (struck off strength) date. Admin will then start the process for the SOS paperwork;
- Each section head will sign and date the SOS paperwork once they have cleared the Cadet;
- The CO will then sign off the file and Admin will remove the Cadet from FORTRESS;
- The Cadet's file is retained until the Cadet reaches 25 years of age, and then destroyed