

**259**

**PANTHER**

**SQUADRON**

**ROYAL CANADIAN AIR CADETS**

**788**

**BRITISH COLUMBIA DRAGOONS**

**ROYAL CANADIAN ARMY CADETS**



**PENTICTON, B.C.**

**NEW RECRUIT HANDBOOK / PARENT INFORMATION MANUAL**

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## UNIT STAFF

Lieutenant (Navy) Norman Cole	259 Commanding Officer
Captain Stephen Brown	788 Commanding Officer
Captain Kim Hoath	259 Deputy Commanding Officer & Biathlon Coach
Naval Cadet Keirran Godbold	259, 788 Training Officer
Officer Cadet Shawn Reid	788 Assistant Training Officer
Officer Cadet Jodi Blade	259 Administration Officer
Captain Karen Hellyer	788 Administration Officer
Civilian Volunteer Amanda Lysohirka	259 Supply Officer
Civilian Instructor Harjot Gill	Special Projects Officer
Civilian Volunteer Callista Godbold	Band Officer

## PARENT'S SPONSORING/SUPPORT COMMITTEES

Troy Fader	259 Chairperson (Outgoing)
Provincial Committee	788 Chairperson
Keath Moore	259 Vice Chairperson
Janine Moore	259 Treasurer
Lenore Gosse	259 Secretary

## 1. LOCATION & CONTACT INFORMATION

The 259 Panther Royal Canadian Air Cadet Squadron and 788 British Columbia Dragoons Royal Canadian Army Cadet Corps Headquarters is located at the First Baptist Church, 1498 Government St Penticton.

The Local Headquarters are not staffed during the day. However, an automated telephone answering machine system is in place for those times when the building is unoccupied. Contact information is as follows:

259 Administration Phone number: 250-492-0777

Squadron E-mail address: [259air@gmail.com](mailto:259air@gmail.com)

788 Phone number: 788-559-1671

Corps Email address: [788army@cadets.gc.ca](mailto:788army@cadets.gc.ca)

## 2. WEEKLY PARADES

259 Panther RCACS and 788 BCD RCACC meet on Tuesday evenings, throughout the school year, from 1815 hrs (6:15 pm) to 2130 hrs (9:30 pm). Regular training parades are conducted according to the following schedule:

1815 – 1840	Fall-in and Inspection
1845 – 1850	Opening Parade
1855 – 1925	First Period
1930 – 2000	Second Period
2000 – 2020	Break
2025 – 2055	Third Period
2100 – 2130	Announcements & Dismissal (Parents are welcome to attend)

On the first Tuesday of each month the regular opening parade is replaced with a ceremonial Commanding Officer's (CO's) Cadets are to be dressed in C1A Ceremonial dress (see chapter 16) as a uniform inspection will be conducted.

### **3. MEMBERSHIP REQUIREMENTS**

To be eligible for membership in the Royal Canadian Air/Army Cadets, a candidate must:

- a) Have reached his/her/their 12th, but not his/her/their 19th birthday
- b) Be a Canadian citizen, landed immigrant or otherwise legally resident in Canada.
- c) Have completed all appropriate paperwork
- d) Provide copies of birth certificate / citizenship card and BC Care card

Cadets with physical or medical limitations may join Air/Army Cadets, but may be excluded from certain activities and functions including summer training. The safety and well being of the Cadet is the major consideration.

Parents should consider that if a cadet were not capable of attending weekend training exercises and/or summer training, the cadet would not be eligible for promotion or flying scholarships. This does not mean that the cadet cannot have a rewarding career despite limitations. Please consult the promotion policy for more detailed information.

259 RCACS and 788 RCACC enroll new Cadets from September to May of each training year. The Unit recruit-training course is set up to complete the necessary training to equip the new Cadet with all the basic knowledge required to be successful in the Cadet Program. While new Cadets may enroll in the Unit throughout the training year, it is best to join as early as possible, during the first weeks of each course, to maximize the training benefits. On very rare occasions, it may become necessary to cut off enrolment due to a large influx of recruits or it's too late in the training year to properly instruct the new Cadet. In that case a waiting list will be established and new Cadets will be enrolled as soon as a vacancy exists, on a first come, first served basis.

New cadets must provide the Squadron/Corps with their B.C. Medical Number (the Personal Health Number on your Care Card) and a photocopy of their birth certificate. (There is a photocopier available in the office.) An application form and a medical form must be completed and signed by parents/legal guardians. There's no fee for joining Air/Army Cadets, however, parents of Air Cadets are asked for an assessment donation of \$160.00 per year per Cadet. This money goes to the Air Cadet League of Canada for insurance and flying time.

## 4. AIMS OF THE CANADIAN CADET PROGRAM

The three stated aims of the Canadian Cadet program 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/army/sea element activities of the Canadian Forces

Please note that while the Squadron/Corps officers are members of the Canadian Forces Reserve, cadets are **NOT** members of the Canadian Forces, nor are they under any obligations whatsoever to join the military at any time.

## 5. MOTTO OF THE CANADIAN CADET PROGRAM

*Motto of the Royal Canadian Air Cadets "TO LEARN TO SERVE TO ADVANCE"*

*Motto of the Royal Canadian Army Cadets "Acer Acerpori" (As the Maple, so the Sapling)*

*Motto of 259 Panther Sqn "Perseverance, Initiative, Courage"*

*Motto of 788 BCD RCACC "Quanseem ilep, lit. (always first)"*

## 6. UNIFORMS

Uniforms will not be issued until the cadet has proven to be genuinely interested in the cadet program and has attended a minimum of 3 regular parade nights. To immediately issue a uniform to a new cadet who after 2 or 3 parades decides that the program is not to their liking causes a considerable administrative burden and losses occur. Prior to having uniform issued cadets are to wear black dress pants and a white dress shirt to all cadet activities unless directed otherwise.

Uniforms are **loaned** free of charge by the Department of National Defense for the duration of the cadets involvement in the cadet program and must be returned immediately if they cease to attend regular squadron parades. After four consecutive unexplained absences the cadet will be notified and asked to return the uniform on the next scheduled night. Uniforms are worth approx \$600 and are part of crown assets and as taxpayers we cannot afford too many losses.

Once issued, uniforms shall be well cared for, cleaned, ironed and boots polished on a weekly basis. When in uniform cadets are representing the Canadian Cadet Movement and the Canadian forces and therefore it must always be in good condition and treated with respect. Once issued the uniform must be worn to **all** Squadron/Corps activities unless directed otherwise. Uniforms shall not be worn on non-cadet activities unless the cadet is given permission from the Commanding Officer.

## 7. HAIR REGULATIONS

In accordance with **CJCR Dress instructions Section 2 Appearance 5/18c**, cadets are required to follow the following dress regulations:

Hair shall not prevent the proper wear of a military headdress or protective equipment. Hair must be worn so that without a headdress the cadet's face is visible. Full or partial shaving of hair on the head is permitted. Colouring of hair is permitted. The wearing of wigs, dreadlocks, or hair extensions is permitted. Long hair is permitted but must be secured accordingly when extending below the top / ridge of the shoulder in such a manner to prevent hair from covering the face. Acceptable accessories to secure hair include, but are not limited to, clips, barrettes, bobby pins, fabric elastics, elastic bands, and hair nets.

### **Specific guidance for ceremonial occasions**

Hair that extends below the tunic jacket collar shall be secured in one of the following styles:

1. in a bun;
2. a single braid;
3. double braids centred to the back;
4. multi braids or locks, be pulled back to the centre of the back or equally positioned along the shoulder blades and secured; or
5. when hairstyle or hair type does not allow a cadet to adopt one of the aforementioned hairstyles, the cadet must discuss with the Chain of Command to find a hairstyle that can be secured accordingly.

## 8. PARTNERSHIPS

Two organizations have formed a partnership to support the Air/Army Cadet movement in Canada. Each has its own well-defined responsibilities within the partnership.

a) The Department of National Defense is responsible for:

- Hiring and training Squadron CIC Officers
- Training program, including summer camps
- Supply
- Assisting the league in organization and administration

b) The Air and Army Cadet Leagues of Canada is responsible for:

- Provision of gliders and tow planes for gliding (air only)
- Public relations
- Fund-raising (local Sponsor)
- Securing a suitable meeting location (local Sponsor)
- Recommending suitable staff members

## **9. UNIT SPONSORING AND SUPPORT COMMITTEES**

The Air and Army Cadet Leagues of Canada and the Department of National Defence have parallel structures for the support of the Canadian Cadet movement. This starts at the National level, represented by National Defense Headquarters on the military side, and the National Executive of the Air and Army Cadet Leagues of Canada on the civilian side.

The second level is represented on the military side by the specific military region (BC is part of the Pacific Region) and the Provincial Air and Army Cadet Leagues Committees.

At the local level, the Squadron/ Corps officers, under the leadership of the Unit Commanding Officer, represent the Military. Officers come from a wide variety of backgrounds, including the military, the Cadet movement, and civilian life. All officers are members of the Cadet Instructor Cadre (CIC), which is the largest branch of the Canadian Forces Reserve. All officers and staff are volunteers, contributing many hours to the Cadet movement, outside of their regular professions. At the local level the Air and Army Cadet Leagues are represented by the two Sponsoring and Support Committees, which are made up of cadet's parents from 259 and 788. Other co-sponsors for 259 RCACS and 788 RCACC include Branch 40 of the Royal Canadian Legion in Penticton.

Parents are encouraged to contribute time throughout the year in support of the Squadron/Corps or join the respective Sponsoring/Support Committee. Support functions include: fund raising, public relations, canteen, special events, and the provision of transportation when cadets participate in activities away from the Unit HQ (i.e. flying, gliding, competitions, survival exercises, parades, etc.)

Two elected Executive Committees, each headed by a Chairperson, administer the Sponsoring and Support Committees. The Executive Committee meets on an as needed basis. Monthly Sponsoring Committee meetings are held on the first Tuesday of each month. All cadet parents are encouraged to attend these meetings and join the committees to keep up-to-date on unit activities.

## **10. SMOKING/ALCOHOL/DRUGS**

In accordance with DND regulations, smoking is prohibited for cadets during all cadet activities, in and out of uniform, at any location and any time.

The use of illegal drugs or alcohol by Officers, Instructors, Volunteers, or Cadets will not be tolerated at Squadron activities. Appropriate disciplinary action will be taken against those who contravene this regulation.



## 11. CHAIN OF COMMAND

In the cadet program we have a Chain of Command that each cadet is expected to follow. This is the system we use to communicate throughout the squadron. Each level has its own orders and responsibility.

The cadets belong to a Flight/platoon (Group). There are 4 Groups. The names are Arrow Flight, Vampire Flight, 788 Platoon and the Flag Party. These are the teams that they fall into at the beginning and end of the night. The reason for these groups is to promote pride and morale in the Unit. Each Flight has two people in charge, the Flight/Platoon Commander and the Flight/Platoon Sergeant (2IC).

Information is passed from The Commanding Officers (CO) to the Officer in Charge (OIC) to the parade Commander to the Deputy Parade Commander to the Parade Warrant Officer and Parade Adjutant and then to the Flight/Platoon Commander's to the Flight/Platoon Sergeants to the members of the flight/platoon.. The Chain of Command works through the structure down the chain but also up the chain as well.

In order for communication to work effectively there must be a network in place. Information is passed along in four ways:

- 1) Home Letters – this is in written form and outlines the planned activity.
- 2) 259/788 Facebook page- announcements and reminders are often posted by the officers and senior cadets.
- 3) 259/788 sponsoring committee meetings – sponsoring committee meetings are a great way to stay informed
- 4) Evening Announcements- every Tuesday evening at the end of the night announcements are made. The cadets have to listen in order to not miss out on events.

There are occasions when we are working under a time limit and announcements are done only 1 or 2 days before the event. We apologize for this, but it can't always be avoided.

## 12. ATTENDANCE

### ATTENDANCE AT WEEKLY PARADES IS MANDATORY!

If a cadet is unable to attend a parade night, it is their responsibility to contact their Flight/Platoon Commander and the unit prior to 1700 hrs (5:00 p.m.) and inform them of their absence. Acceptable reasons for absences include schoolwork, illness, or parental request. **Parents should not be doing the reporting for their child.** In this program, we are developing youth and teaching them responsibility that they can use one day in the working world.

Attendance is recorded as follows:

PRESENT - the Cadet is physically present for the entire parade

LATE - the Cadet arrives after 1830 hrs

EXCUSED - the Cadet advises their Flight/Platoon Commander or Officer with an acceptable excuse

ABSENT - the Cadet is absent and has not advised anyone

NO UNIFORM - the Cadet is present, but not in uniform

LOA - leave of absence granted by the Commanding Office

Attendance at weekly parades and certain functions (citizenship and fund raising activities, weekend exercises, Remembrance Day Parade, etc.) is a requirement to progress from one training level to the next. It is also a criterion for promotion and summer training attendance. Cadets missing more than 45 days with unexcused absences can result in release from the Squadron. Exceptional circumstances may be discussed with the Commanding Officer. Special Leave of Absence may be granted only by the Commanding Officer.

Attendance is taken at every cadet activity.

## **13. TRAINING**

The Cadet Training Program provides a wide range of activities and courses to meet the interests of cadets. All cadets are provided with reference materials and are expected to bring a notebook and pens/pencils.

New recruits begin their training with Drill and General Cadet Knowledge, giving them a knowledge of the origin of the cadet movement and its development; an understanding of the rank structure; and an appreciation for the care of uniform. Cadets then move on to subjects such as Citizenship, Physical Fitness, Sensible Living, Effective Speaking, Aircraft Identification, Aeronautical Facilities, Airframes, Aircrew Survival, and Range/Shooting.

All cadets are required to participate in community service activities, fund-raising, field exercises, sports, and citizenship activities throughout the year.

In addition to mandatory training activities, cadets are encouraged to participate in optional programs of interest to them. These can include:

Band

First Aid

Flag Party

Drill Team

Range & Biathlon

Ground School

Advanced Survival Training

Effective Speaking

Air Cadets will have the opportunity to experience both powered and non-powered (glider) familiarization flying. On weekends weather permitting, qualified pilots take cadets flying in Cessna 172. These flights average about three hours flying time and all cadets are given a chance to be the “co-pilot”. In the Fall and Spring, we attend gliding days at several local Airports, where all cadets are given a glider flight. There is no cost to attend any of the flying activities (or any other Squadron activities); however, we ask that parents assist in some fund-raising activities throughout the year, and be willing to provide transportation to the airports. Cadets can expect a minimum of one power flight and one glider flight per year.

Army Cadets will have the opportunity to experience adventure training such as snowshoeing, cold weather survival, canoeing, rock climbing, mountain biking as well as participating in Canadian Forces familiarization tours. 788 army cadets are partnered with the British Columbia Dragoons primary reserve armored reconnaissance unit in Kelowna and as such tours and presentations are a common occurrence.

In addition to regular weekly parades and activities, the following activities can occur:

Battle of Britain, Vimy Ridge & Remembrance Parades

Recruiting & Fundraising Activities

Field Training Exercises

Flying Exercises (air only)

Additional Training Activities

Various Community Events

Sport Nights

Mess Dinner

Annual Ceremonial Review

## 14. SUMMER TRAINING

Cadets joining prior to 31 January of a training year are eligible for summer training. Each course has its own prerequisites for selection. The course requirements will be posted early in January of each year. Parents and cadets are encouraged to check the Unit notice boards for information on various summer courses, which might be of interest. Physical and medical limitations may preclude some cadets from attending certain courses. There is no charge to parents for cadets attending summer training. Transportation, rations, quarters, and training are all provided by the Canadian Forces. Senior cadets who are 16 years and older may apply for paid staff positions at the summer training centres.

Summer training is offered to select cadets based on merit and is progressive in nature. Courses are two, three or six weeks long.

The first course is usually a two week general training course and each year cadets return to camp they participate in more advanced training. Cadets who attend summer courses also receive a weekly training allocation.

Senior cadets may also undertake advanced training as Staff Cadets (training and training support positions). Staff cadets are appointed by the Commanding Officer (CO) of a Cadet Summer Training Center (CSTC).

Spaces at summer camps are limited and only a certain number are allocated annually to each Unit. 259 and 788 tries to send as many of its interested cadets to summer camps as possible. However, due to the limited number of spaces available parents and cadets should be aware that they may not be able to attend camp every year, or they may not be selected for their first choice.

Cadets who are selected are notified as soon as possible and cadets who are not selected will be placed on a waiting list, with a strong possibility that they may be selected anytime up to the course start date.

## 15. RANKS & PROMOTIONS






Upon enrollment a cadet will be an Air Cadet “AC”(Air) or a Cadet “Cdt” (Army). The first promotion is to Leading Air Cadet “LAC”(Air) or a Trooper “Tpr” (Army) after successful completion of 6 months of service. Further promotions are based on merit and the qualifications as set by DND.


Promotions are one way that successful progression through the cadet program is recognized in individual cadets. Cadet rank is an indication of how long a cadet has been in the program. It is also recognition that they have demonstrated a level of responsibility and knowledge such that appropriate tasks may be assigned to them. This second aspect is very important. When 259 and 788 participate in activities with other units, any officer should be able to task our senior cadets without knowing them personally, but knowing that they will be able to perform at the level of a Sergeant or Flight Sergeant/warrant Officer. As cadets move up in rank they are also tasked with positions and appointments that are appropriately challenging for their rank. This is particularly important when dealing with ranks of Sergeant and higher.


Staff and sponsors are also very aware that promotions are a big deal for cadets and cadet families. The promotion process is as transparent as possible. The Commanding Officers are the final authority for promotions.


## 16. ORDERS OF DRESS


Once a cadet has been issued their uniform they will be required arrive in the dress of the day


ORDER OF DRESS C1A	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Wedge.</li> <li>• Cloth cap badge.</li> <li>• Shirt.</li> <li>• Necktie.</li> <li>• Jacket with belt.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Medals.</li> <li>• Pins.</li> <li>• Cloth glider / power pilot badge.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• Lanyard.</li> <li>• White webbing and gloves.</li> </ul>


ORDER OF DRESS C1A	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Beret.</li> <li>• Cloth / metal cap badge.</li> <li>• Shirt.</li> <li>• Necktie.</li> <li>• Jacket with belt.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Medals.</li> <li>• Pins.</li> <li>• Cloth Parachutist badge.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• Cadet MWOs / WO's / Sgts may wear a sash (if affiliated with an infantry unit).</li> <li>• When medals are worn, the cadet may elect to wear the sash over the medals or not wear the sash.</li> <li>• Lanyard.</li> <li>• White or black webbing.</li> <li>• White or black gloves.</li> </ul>


ORDER OF DRESS C3B	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Wedge.</li> <li>• Cloth cap badge.</li> <li>• Shirt.</li> <li>• Rank slip-ons.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• Metal pilot / glider wings.</li> </ul>

ORDER OF DRESS C3B	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Beret.</li> <li>• Cloth / metal cap badge.</li> <li>• Shirt.</li> <li>• Rank slip-ons.</li> <li>• Trousers.</li> <li>• Belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	<ul style="list-style-type: none"> <li>• Name tag.</li> <li>• Metal parachutist wings.</li> </ul>

ORDER OF DRESS C2	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Environmental dress shirt (white dress shirt optional).</li> <li>• Necktie (black bow tie optional).</li> <li>• Jacket.</li> <li>• Trousers with belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	

ORDER OF DRESS C2	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Environmental dress shirt (white dress shirt optional).</li> <li>• Necktie (black bow tie optional).</li> <li>• Jacket.</li> <li>• Trousers with belt.</li> <li>• Boots.</li> <li>• Socks.</li> <li>• Ribbons.</li> <li>• Pins.</li> </ul>	

ORDER OF DRESS C5	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Wedge/Beret/turban with Air Cadet headdress insignia, turban, toque, or wide-brimmed tan summer hat</li> <li>• Field shirt</li> <li>• Rank Slip-ons</li> <li>• Blue t-shirt</li> <li>• Field pants and belt</li> <li>• Socks</li> <li>• Field boots</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment brassard</li> <li>• Shirt may be worn with sleeves extended or rolled above the elbows</li> </ul>

ORDER OF DRESS C5	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> <li>• Beret / turban with Army Cadet headdress insignia, turban, toque or wide-brimmed tan summer hat.</li> <li>• Field shirt.</li> <li>• Rank slip-ons.</li> <li>• Olive green / corps / CTC t-shirt.</li> <li>• Field pants and belt.</li> <li>• Socks.</li> <li>• Field boots (alternative footwear may be authorized when necessary based on the activity).</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment brassard.</li> <li>• Name tape optional.</li> <li>• Lanyard. May be worn to indicate nominations to particular positions at the corps / CTC.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Beret colour determined by regimental affiliation.</li> <li>• May be worn under the all-season jacket.</li> <li>• Shirt may be worn with sleeves extended or rolled above the elbows.</li> </ul>

Note:  
C5A / C5C – Same as C5 / C5B, without the field training shirt.

## 17. CONCLUSION

We hope that this handout has provided valuable information and answered some of your questions about the Canadian Cadet program in general, as well as 259 and 788 in particular. On behalf of the staff and cadets of the unit we are proud to welcome you to the Penticton cadet family! We wish you a challenging and rewarding cadet career!

Lieutenant (Navy) Norman Cole

Commanding Officer

259 Panther Squadron

Captain Stephen Brown

Commanding Officer

788 British Columbia Dragoon