



Cadet Joining Instructions & Information

754 Phoenix Royal Canadian Air Cadet Squadron
Moody Elementary School, 2717 St. Johns Street, Port Moody, BC
Squadron Office Telephone: 604-936-8211

www.754aircadets.ca

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Dear Cadets and Parents,

It is my honour to welcome you to 754 Phoenix Squadron, Royal Canadian Air Cadets. You are becoming a member of an organization that will give you opportunities to grow as an individual and as a teammate, that will challenge you to learn new skills, and that will introduce you to the exciting world of aviation.

Cadets is more than just a team, club, or sport. We expect a commitment from each and every one of our members. Due to limited space, we are only able to have a membership of approximately 150 cadets, so we'd like all of our cadets to commit to being active in the Squadron.

All cadets are required to attend a minimum of 60% of our mandatory training activities, which include our Parade nights (Wednesday) and occasional additional training days throughout the school year; these include the local Remembrance Day ceremony on November 11th, and our Annual Ceremonial Review on June 2nd. We also expect cadets to volunteer for community activities, including poppy drives, veterans' gravesite cleaning, fundraising, and other events.

Cadets joining 754 Squadron have the opportunity to become members of our many teams, which include Band, Drill, Flag Party, Biathlon, First Aid, Effective Speaking, Marksmanship, and Duke of Edinburgh. These are run at various locations at times other than our regular Wednesday night training.

Our activities include flying, gliding, weekend survival exercises, sports, hiking, field trips, and more. We strongly encouraged to join at least one extra-curricular team and take advantage of the many other activities we offer in addition to mandatory training, to make the most of their cadet experience.

The staff and I look forward to working with all of you as you embark on your cadet careers!

Sincerely,

D. Angst

Dave Angst, CD
Captain
Commanding Officer

will post a list of cadets that have been selected to attend the event and those on the waitlist on the Cadet and Parent bulletin board (in the gym) and/or on the squadron website.

The final formal parade of the year is the Squadron's Annual Ceremonial Review on Sunday 02 June 2019. It is a chance for cadets to display the skills they have learned over the year to family and friends, and special guests from the community. This parade is **mandatory** for all cadets. Attendance is required to pass training for the year.

Contacting Us

Website: www.754aircadets.ca

E-mail: 754 Phoenix Squadron: 754cal@gmail.com

Mailing address: **754 Phoenix RCACS
P.O. Box 31159
Port Moody, BC V3H 4T4**

Phone: 754 Phoenix Squadron - 604-936-8211*

Alternatively, please visit us at the office from 6:30pm-9:30pm on one of our training nights.

* Please note, we do not have someone at the phone on weekdays during regular office hours or after regular office hours and phone messages are not checked daily. For questions and concerns that need to be addressed in a timely manner, please send an email to the squadron or Administration Officer.

Cadet Enrolment Process

Application Process and Wait List

Returning cadets from the previous year are considered for membership first. New applications are usually accepted only until Wednesday, December 12, 2018. Applications are processed on a first-come, first-served basis. Once we have reached our limit, new applicants will be placed on a wait list. Parents will be contacted if and when space becomes available. Late or incomplete forms may result in enrolment delays or loss of your cadet's spot in the Squadron. Applicants must meet all enrollment criteria set out in the Introduction of this document. Applicants who do not meet one or more of the enrollment criteria may be put on the waitlist if they subsequently meet all criteria.

Required Documents for Registration of New Applicants

The following forms are available to download on our website, on the *How to Join* page, and **must** be completed and returned on registration night:

- CF 1158 – New Registrant Application Form 2018/19 (Requires parent/legal guardian and applicant signature)
- Sponsoring Committee Registration Package Form 2018/19

Please bring at least one of the following forms of identification (**original documents only**) on registration night for proof of age/eligibility:

- A valid Canadian Passport;
- A Birth Certificate issued by a Canadian provincial, territorial, or federal government agency;
- A valid Canadian Permanent Resident Card; or
- An identification card issued by a Canadian provincial, territorial or federal government agency.

Applicants on a student visa need to bring the original copy of the student visa and the passport issued by their home country. Please note: if an applicant is on a student visa and would like to attend summer training, the student visa must be valid during the period of time they are away on summer training. In addition, they must renew their student visa prior to registering for the next training year.

Please bring one of the following (**original documents only**) on registration night for proof of health insurance (please note that we cannot accept a new applicant who does not have health insurance):

- BC Care Card;
- Territorial Health Insurance Card; or
- Private Insurance Card (e.g. Blue Cross)

If the applicant is on a student visa, they will also need to bring the following to registration night:

- Student Visa (must be valid from September 2018 to June 2019)
- Passport issued by their home country

Please note, cadets on a student visa who would like to attend summer training must ensure their student visa is renewed and valid during the period of time they are away on summer training. To ensure they have the maximum amount of time for the student visa renewal to be processed, we recommend that they renew their student visa as soon as they have been made an offer for summer training and ensure it is valid from June 2019 to the end of August 2019. We will not find out summer training dates until later on in the training year which may not be enough time to renew the student visa, so please do not wait for summer training dates to be released.

Please note that we will NOT accept photocopies of identification and / or proof of health insurance. Please bring original copies only. If this is an issue, please contact us (see contact information above) before attending registration night.

Payment of registration fee is also due at time of registration (see program costs).

What We Expect from Cadets

- 60% attendance (**minimum**) at all mandatory training days. Attending only occasionally may result in termination from the program and/or repeating training level (see Rules & Regulations).
- Attend **all** Positive Social Relations for Youth (PSRY) classes. You will not officially pass your training level until all PSRY classes are complete. Attendance will be taken at these sessions so please ensure your name is on the list (see Rules and Regulations).
- Follow the Squadron's Rules and Regulations, including rules set by Moody Elementary School, at all times.
- Be on time for all training session and activity.
- Be informed about what is happening on regular training nights (i.e. Wednesday nights). Cadets will be contacted before Wednesday night notifying them what to wear and/or what is happening that night. If a cadet is not contacted before Wednesday night, it is their responsibility to contact their Flight Commander or check the cadet activity calendar on the squadron website to find out what is happening and what to wear. It is also the responsibility of the cadet to notify the office that they have not been contacted by their Flight Commander prior to regular training nights.
- Phone the office (or contact person), email, or complete absentee report on the squadron website before 6:30 pm if you cannot attend parade night, or as soon as possible for other training activities. If you know you will be away in advance, please inform your Flight Sergeant (or contact person) when they call.
- Tell your parents when and where you are supposed to be each week for all training and activities.
- Tell your parents about upcoming activities, events and training.
- Schedule your activity choices so they do no conflict.
- Print your last name and initials inside **every** item of uniform issued to you.
- Your uniform is property of the Government of Canada and is loaned to you while you're in the cadet program. As such, you are expected to not lose or misplace any uniform parts. If any of your uniform parts are lost or stolen, please report it to the Supply Officer immediately.
- Tell the Supply Officer when you outgrow (or lose) parts of your uniform so they can be replaced immediately.
- Report abusive or negative behavior to a Squadron staff member immediately.
- Participate in the Squadron's fundraising activities.

- Try your best and be respectful to all other cadets and Squadron members, regardless of rank and/or position.
- Learn and have fun.

What We Expect from Parents/Guardians

A successful career as an Air Cadet is a team effort. Here are some tips to help parents do their part in making their cadet's experience the best it can be:

- Please arrive **no later than 6:25pm** on regular training nights (i.e. on Wednesdays), or as otherwise directed.
- **Cadets must be picked up no later than 9:45pm** on parade nights.
- **Cadets must be picked up no later than 15 minutes after the end time** of extracurricular activities, mandatory or optional parades and team practices.
- Please familiarize yourself with our Rules & Regulations in this booklet. Ensure that Annex C – Reading Completion Form is signed and returned to the Squadron by 24 October 2018.
- If you change your phone number, email, and/or home/mailling address, please contact the Administration Officer as soon as possible (see Captain Miklossy in the office or contact him via email – see squadron website for contact info).
- Please participate in helping your cadet choose their teams and activities. This ensures you are comfortable with what your cadet is involved in, and can arrange transportation for your cadet to and from the activities.
- Please attend our training nights as a spectator or to drop in to our office if you have questions or concerns.
- Please be patient where promotions are concerned. While promotions have a “time-in” and level training requirement, merit and leadership ability are also considered. The higher the rank, the fewer positions, so not all Cadets will reach the higher ranks during their cadet career. If cadets have questions about why they weren't promoted or have concerns about promotions, we encourage the **cadet** to come and talk to us in the office.
- We highly encourage parents to join our Squadron Sponsoring Committee, which meets Wednesday evenings during cadet training (meeting location, dates and times will be posted on the Squadron activity calendar).
- Commanding Officer's (CO's) Parades (**last Wednesday of each month**) are very important with regards to cadet promotions and announcements. Parents are encouraged to attend! To minimize disruptions to the parade, we ask that parents who plan on attending CO's Parades to arrive by 8:25 pm and to be seated as soon as chairs are set up.

- For safety of cadets and to avoid blocking neighbourhood traffic, please pull over to the curb when dropping off or picking up cadets. Please do not double park or briefly stop in a double parking position when dropping off or picking up cadets. Also, please do not drive on school property and drop cadets off in the area outside of the gym and office. We constantly have cadets walking in those areas and need to minimize the number of cars driving in and out of that area for the safety of cadets. Use of this area is limited to officers and SSC Volunteers who occasionally need to load or unload multiple and/or heavy items into or out of their vehicles.

Our Staff

Our Squadron Officers in uniform are members of the Canadian Armed Forces Reserves in a component known as the Cadet Instructors Cadre (CIC). They are specially trained to work with youth. Their work with the Cadet Program is part-time, as they have regular jobs and/or are students outside of cadets. We are also staffed with Civilian Instructors (CIs) and Volunteers (CVs), who offer their civilian expertise to the Cadet Program.

Our staff and volunteers come from all walks of life and bring a wealth of knowledge and personal experience to the Squadron. Each of them has just one goal: to make each cadet's time with 754 Phoenix a rewarding and memorable experience. Please visit the "Officer and Cadet Positions" page under the "About" tab at www.754aircadets.ca for more details on staff positions and contact information for some staff.

What You Can Expect from Us

Squadron Staff are trained to provide supervision, leadership, training, and compassion. We impose many rules (see Rules & Regulations section) in order to teach self-discipline and pride in cadets. We are strict, but fair, and cadets enjoy this environment and the challenges it brings. We will ensure a safe environment at cadet activities and will contact parents or legal guardians as soon as possible if anything unusual occurs that involves their cadets.

To help us provide a safe environment and positive experience for all cadets, we ask that all parents and legal guardians let us know about any information about your cadet that may be of concern, including (but not limited to) health-related issues (e.g. allergies and asthma) or an adult having limited access to the cadet.

Squadron Sponsoring Committee

The administration of the Air Cadet program is accomplished through a partnership between the Department of National Defense (DND) and the Air Cadet League of Canada (ACLC). DND funding for optional activities is limited; therefore, a community group, service club, or parent committee sponsors each squadron. Our sponsor is the 754 Phoenix Squadron Sponsoring Committee (754 Phoenix SSC), which is responsible for providing facilities, financing activities, arranging fundraising events, parent communication, public relations, and other activities that support our staff's effort to deliver a top-notch program.

Parents are strongly encouraged to attend the parent information meetings held a few times a year. Parent meetings are valuable for giving you an opportunity to ask questions and for learning about the Air Cadet program, Squadron activities, cadet training, cadet summer training opportunities, volunteer opportunities, and much more. Meeting dates, times, and location will be announced at closing parade, by email, and posted to the squadron website calendar at www.754aircadets.ca.

Volunteering at the squadron is a great way to support your cadet(s), showing your interest in their endeavours. There are many opportunities to volunteer, from driving, to helping at camp outs (Field Training Exercises [FTXs]), to serving on our Board of Directors. Parent volunteers must complete a Screening and Registration Package. To obtain this package, please visit: <http://754aircadets.ca/wp-content/uploads/2018/04/3-Applicant-Letter-and-Application-Form-15112017.pdf>.

If you have any questions or concerns, please contact an SSC Board Member on a Wednesday evening or the SSC Chairperson at chair754@gmail.com. A list of current SSC Board Members can be found on the squadron website.

Program Costs

A Registration Fee of \$200 per cadet per year is collected during registration. A portion of these funds are used to pay for a mandatory yearly Assessment Fee (\$100 per cadet) to the ACLC, BC Provincial Committee, who provide insurance and administrative support to SSCs, and maintenance of the aircraft that are owned by the ACL. The remaining \$100 is used to support training and activities at our Squadron.

Further information about fees, including family rate, due date, refund policy, and transfer in/out policy, can be found on the squadron website “How to Join” page in the SSC Registration Form: <http://754aircadets.ca/wp-content/uploads/2018/07/Registration-Fee-Form-2018-19.pdf>.

No cadet will be refused registration or disadvantaged in anyway because of their parent’s/guardian’s inability to pay the registration fee. All requests for registration fee payment plan, or requests for full or partial hardship exemption of the registration fee must be submitted to the SSC Chairperson (chair754@gmail.com) by the parent/guardian prior to cadet registration. All communication in this regard will be kept confidential and is covered under The Air Cadet League of Canada’s Privacy Policy.

Individual and corporate donations are welcome and much appreciated. **754 Phoenix Squadron Sponsoring Committee** is a registered charitable organization and therefore may issue tax receipts. Many employers have charitable donation incentive programs for their employees. Enquire with your employer if they offer such a program, and if you and our Squadron can benefit from it.

Please note: Unfortunately, we cannot issue tax receipts for the registration fee or assessment.

We desire that your family’s experience in the air cadet program and at our Squadron is a good one, so please do not hesitate to ask questions or let us know about any concerns you may have. Please feel free to contact our Squadron Sponsoring Committee Chairperson at chair754@gmail.com with any questions you may have.

Cadet Training, Teams, and Activities

On Parade nights (Wednesdays), cadets participate in three 30-minute instructional periods. A minimum of 60% participation is mandatory in order to pass each training level and to be considered for promotion. The topics taught to cadets will depend on their training level. The following is a list of general topics cadets will be taught:

- Drill
- General Cadet Knowledge
- Citizenship
- Physical Fitness
- Sensible Living
- Leadership
- Instructional Techniques
- Effective Speaking
- Positive Social Relations
- Aircraft Identification
- Aeronautical Facilities
- Radio Communications
- Aircrew Survival
- Communication

Canteen

To promote physical fitness and good nutrition, healthy snacks such as fruit snacks, juice, water, and granola bars are sold in our canteen. Cadets are encouraged to bring exact change if purchasing a snack. Items range in price from \$0.25 to \$1.50. We request that your cadet bring only coins or small bills (no larger than \$5 bill), as we carry a small float.

Note: Due to food allergies some of our cadets have, all cadets are asked NOT to bring their own snacks or drinks, except water.

New Recruit Training Day

First year cadets (new recruits) are required to attend our **mandatory** New Recruit Training Day, usually held the first Saturday in November. This training will qualify cadets to be moved from the Recruit Flight to a Squadron Flight. Squadron shoulder flashes (badges) will be presented to qualified cadets at a swearing-in ceremony during the November CO's Parade. Family and friends are encouraged to attend the ceremony.

New Parents/Guardians Briefing

A mandatory briefing will be held for all parents/guardians of new cadets, on Wednesday, October 3, 2018. The briefing will cover a variety of important topics, including:

| | |
|-------------------------------------|---|
| Staff introduction | Sponsoring Committee Board introduction |
| Squadron website and communications | Sponsoring Committee role |
| Uniforms | Parent volunteer screening |
| Events, activities, and teams | Tag days fundraiser |
| Reporting absences | High school credits |
| Rules and regulations | Annual Ceremonial Review (ACR) |
| Summer training | School rules and parking |

Parents and legal guardians of new cadets are strongly encouraged to attend, but it is by no means mandatory for parents and legal guardians.

How Many Teams/Activities May Cadets Participate in?

We have many teams cadets can join to learn other skills:

- Band
- Drill Team
- Flag Party (carrying the flags/rifles)
- Biathlon
- Marksmanship
- First Aid
- Effective Speaking
- Model Building/RC
- Sports
- Junior Ground School
- Senior Ground School
- Duke of Edinburgh

Cadets may join a maximum of three teams/activities at any one time. It is the cadet's responsibility to ensure that team activities do not conflict with each other. Space is limited on each team and staff will make the final decisions if there are too many cadets for a particular activity or team. We encourage all cadets to sign up and try out for teams and activities. Participation in teams and extra-curricular activities allows cadets to learn new skills and/or improve on previously learned skills and is a great opportunity to meet new friends. Participation in teams and/or extra-curricular activities may also improve cadets' chances of being selected for summer training and promotions.

Band

The Band offers music training to cadets with or without any music background or experience. Band is one of the most demanding teams at our Squadron and requires full dedication and commitment from members. Band practice is held on Monday evenings from 6:30pm to 9:30pm at Moody Elementary School. Start dates for practices are listed on the website. Additional practices are held as necessary for activities, including the band competition in April. Rehearsals include music theory, instrument instruction, band drill, ensemble, technical training, and band leadership training.

Band Officer: 2Lt Philip Ko
Competition Day: 11 May 2019

Drill Team

Members of the Drill Team learn to perform drill movements with exceptional precision as part of both compulsory and precision routines. The Compulsory Routine involves the Drill Team Commander calling commands and the Drill Team carrying out the drill movements called. No commands are called out during the Precision Routine, so cadets must remember their portion of the routine and carry out drill movements without cues. The Drill Team practices on Tuesday evenings from 7:00pm to 9:00pm at Moody Elementary School. Try-outs are held in October. Only 15 cadets will be selected to be on the Drill Team and one cadet will be selected as Drill Team Commander (total of 16 cadets).

Drill Team Officer: TBD
Competition Day: 06 Apr 2019

Flag Party

Members of the Flag Party play an extremely important part of every parade. Carrying the flags and rifles, these highly visible cadets are expected to maintain high standards of drill, dress, and deportment. Only second year cadets and above (i.e. level 2 and above) may try out for the flag party. Try-outs are held in October. Only five cadets will be selected to be on the Flag Party for each training night and one Flag Party commander will be selected (total of 6 cadets). First year cadets that are interested in joining the Flag Party next year are encouraged to join the Drill Team so they have more opportunities to practice their drill.

Flag Party Officer: TBD

Biathlon Team

Biathlon is a Winter Olympic sport that combines cross-country skiing with precision rifle marksmanship. Biathlon training starts in October with competitions in January through March. At most, only 10 members of the team will be selected to compete. The team practice day and time is currently being finalized. Additional off-site weekend training may be scheduled throughout the training year.

Biathlon Team Coach: Lt Lawrence Goh
Competition Date(s): 19-20 Jan 2019

Marksmanship Team

Members of the Marksmanship Team practice shooting the Daisy 853C air rifle at competition targets on a weekly basis. Cadets on the team are evaluated on the groupings and total number of points they obtain on the competition targets. Team practices are supervised by at least one Range Safety Officer (RSO) who has been trained on the proper use of the rifle and range and rifle safety. Selected cadets from the team will be chosen to compete in Marksmanship Competition(s). Team practices will begin in October.

Marksmanship Team Coach: Lt Lawrence Goh
Competition Date(s): 03 Mar 2019

First Aid Team

Cadets learn Standard and Emergency first aid, which includes control in stressful situations. This also helps to develop listening and leadership skills, and they become better citizens by learning a skill that can save lives. Courses will be Thursday evenings from 6:30 pm to 9:00 pm, starting October 18th and ending November 29th. There will be a non-refundable fee for the certification course, but it is at a reduced cost due to group rate and SSC subsidy. Sign up will be on the squadron website or at registration nights. If there is a competition this year, there will be try outs for a 5 member junior team (cadets aged 12-13 years) and a 5 member senior team (cadets aged 14-18 years), and team practices would be on Thursday evenings from 7:00 pm to 9:00 pm starting January 2019.

First Aid Supervisor: CI Yolanda Tan First Aid Instructors: Pacific First Aid instructors
Competition Day: TBD

Effective Speaking Team

The Effective Speaking team develops confidence in speaking in front of an audience. Cadets write and present speeches 3-5 minutes in length as well as learn how to present an impromptu speech. It is a 6-week program taught by local Toastmasters during January and February. Only 10 cadets can participate in the program. A maximum of ten effective speaking program cadets will have the opportunity to participate in our squadron level effective speaking competition. Winners of the squadron competition will have the opportunity to compete in the regional Effective Speaking Competition in the spring.

Effective Speaking Coordinator: Mrs. Anoma Mudalige

Effective Speaking Instructors: Toastmasters International instructors

Squadron Competition Day: 19 February 2019

Regional Competition Day: March 2019

Sports Teams

The second aim of the cadet program is “to promote physical fitness”. Throughout the year, 754 Phoenix Squadron will participate in a variety of inter-Squadron sports competitions and local sporting activities. Cadets may sign up for these activities, but space may be limited so sign up early if you are interested in attending these events. A few times during the training year, we will have a sports night scheduled on a regular training night. During sports night, cadets will participate in sports and/or activities instead of having classroom and drill classes.

Sports Officer: Varies depending on the event. For Sports Nights, the Supervising Officer will be the Training Officer or Assistant Training Officer. For inter-squadron sports competitions, please see the sign-up sheet to see who the Supervising Officer is.

Power/Gliding Scholarship Ground School

Entrance to the Power/Gliding Scholarship courses starts with Ground School, which teaches the basics of flying theory in the classroom in preparation for the flying scholarship exams in January. We plan to have a Senior and Junior Ground School this year. Senior Ground School is for cadets who qualify and plan on applying for the Power & Gliding Scholarship Courses. Senior Ground School classes will be on Tuesday evenings from 7:00 pm to 9:00 pm, from September 2018 to December 2018. Junior Ground School is for cadets who are interested in aviation and /or would like to apply for the Power & Gliding Scholarship Courses in the future. Junior Ground School will run from January 2019 to April 2019; days and times for Junior Ground School classes will be announced later in the training year.

Ground School Instructors: Capt Duane Fitzpatrick (RCAirOps Staff), various others
Scholarship Exam: 05 January 2019

Duke of Edinburgh

The Duke of Edinburgh's Award is an external program facilitated through the Squadron. Its focus is to develop citizenship and encourage community involvement and physical fitness. This is a self-directed program that Cadets complete on their own schedule. Sign-ups are solicited in the fall. There will be weekly meetings with the Duke of Edinburgh Coordinator for all participants. New participants are asked to purchase a log book to keep track of their activities and hours. Once a cadet completes their level, they will be reimbursed the cost of the log book. For more information about the Duke of Edinburgh program, please visit www.dukeofed.org.

Duke of Edinburgh Coordinator: CV Artem Morkin

A Note on Attendance for Team Practices and Competitions

We ask that cadets ensure that practices and the competition dates for the teams they join do not conflict with other events, such as school sport team practices. We understand that other activities will come up which will result in missing a few practice dates. However, it is unacceptable to miss many practice dates. This is primarily because your absence from a team practice may affect the performance of your team members. In addition, missing many practices will make it extremely difficult for you to catch up on missed training when you begin to attend practices again. Missing many practices (without discussing it with your team supervisor prior to missing many practices) may result in termination from the team. The officer or adult staff member in charge of the team will make all final decisions. If you think there will be an issue with your attendance at team practices, please talk to the supervising officer or adult staff as soon as possible!

If you would like to join a team, but know there will be events that conflict with practice dates we encourage you to talk to the officer or adult supervisor in charge of the team (see above or squadron website if the supervising officer or adult staff is not listed) as soon as possible to see if arrangements can be made (preferably before joining and/or trying out for the team). If an event suddenly comes up that will result in you missing a lot of practices and/or competition, please contact the officer or adult supervisor in charge of the team as soon as possible!

Optional and Weekend Activities

Participation in various community, fundraising, and sports activities satisfies the aims of the program. Cadets are encouraged to participate in as many optional activities as possible, such as:

- Veterans headstone cleaning & Candle Lighting Ceremony (Sept)
- Battle of Britain Parade (Sept) – returning cadets only
- Food Drive
- Poppy tagging (Nov)
- Ski/snowboard trip
- Squadron boot bash
- Field training exercises: survival, gliding, flying, field trips, and activities (year-round)
- Inter-Squadron sports competitions (year-round)

Attendance at most weekend activities is optional; however, participation in the following activities is **mandatory** in order to complete each training level:

1. **Minimum** of one weekend survival exercise;
2. **Minimum** of one flying or gliding activity (gliding is required to pass Level 1);
3. Participation in the Remembrance Day Parade (November 11);
4. Participation in the Squadron's Annual Ceremonial Review (2 June 2019); and
5. Participation in **at least** one other community activity, such as Battle of Britain Parade, or Candle Light Ceremony.

Please note: this training year, Tag Days are on October 13 & 14. Cadets are required to attend one full day shift. Cadets will only be excused with a valid reason, and must inform the Tag Day Coordinator, Mrs. Eggleston, if they need to be excused.

Summer Training

During July and August, the Air Cadet program offers summer training courses to those Cadets who qualify and are selected. All training, transportation, housing, and food is provided free of charge by the DND, and cadets earn up to \$60/week for attending. Summer training ranges from 2 to 7 weeks in length and is based primarily on training level and interest. Training is generally held in Victoria, Comox, or Vernon, unless otherwise noted. Senior Cadets may apply and compete for scholarship courses (see Annex A at the end of this booklet).

The Squadron staff conducts initial selections for cadets to be put forward for Non-scholarship Summer Training Courses (e.g. General Training Course); applicants are then chosen by Regional staff. Cadets are evaluated based on a variety of criteria including but not limited to attendance and participation in extra-curricular activities and teams. For Scholarship Courses (e.g. Glider or Power), an external selection board will conduct interviews for selected applicants. The external selection board will then select cadets based on their performance during the interview and other selection criteria.

As we have a limited number of spots for each summer training course, we ask that you ensure you are available for the training course **before** you apply. If there is a potential conflict, please contact the Summer Training Officer **before** you apply.

Cadets **not** selected for a summer training course (scholarship or non-scholarship) will be placed on a waitlist. Unfortunately, we do not know whether cadets will be taken off the waitlist and selected to go on a summer training course. When a spot for a summer training course becomes available, the Summer Training Officer will notify you and ask if you would still like to go on the summer training course.

All cadets selected to go on a summer training course (scholarship or non-scholarship) and cadets on the waitlist must attend a **mandatory** Summer Training Briefing that will be held towards the end of the training year. During the briefing, you will have the opportunity to listen to a presentation on course synopses, joining instructions, travel itineraries, summer contacts, and expected behaviour.

We will also be able to answer any questions and address any issues or concerns you may have at the briefing.

Exercises, Field Trips, and Tours

During the year, the Squadron arranges trips and tours whenever possible. Planned activities for each year will be announced as organized and posted on the calendar at www.754aircadets.ca.

Weekend survival field training exercises (FTX) are held throughout the year. Survival exercises happen rain or shine and cadets will participate in activities such as building shelters and hiking; therefore, civilian clothing such as jeans and runners are **not** appropriate. The wearing of olive drab (OD) military combat clothing, purchased at military surplus stores is authorized by the Commanding Officer. Cadet use of CADPAT (current military) clothing **is prohibited**.

Appropriate civilian clothing may also be worn. A kit list will be provided prior to the survival exercise, and will be posted on the Squadron website. Everything on the kit list **must** be packed into one hiking backpack or duffle bag. Cadets may bring an extra plastic bag (e.g. garbage bags) or backpack if they cannot fit everything into one hiking backpack or duffle bag. However, cadets are responsible for their own kit while on an FTX so they must be able to carry all their bags and belongings themselves. Please do **not** bring a suitcase to an FTX. Cadets are encouraged to borrow or purchase a warm sleeping bag, ground pad, backpack, hiking boots, and rain gear for these exercises. If you have any questions regarding appropriate civilian clothing and/or the kit list for a survival exercise, please ask an Officer in the office or contact us via email (see email address above). Please note that officers, adult staff, and/or senior NCOs will check cadets' backpacks and belongings before leaving for an FTX to ensure that only appropriate clothing and kit is brought.

For safety reasons, cadets wearing inappropriate civilian clothing and/or who have not packed everything required on the kit list may be sent home.

The Uniform (“Kit”)

During registration, New Recruits are measured for a uniform, which will be loaned as soon as possible pending availability/shipment arrival. Before then, we ask that you come to cadets in a white dress shirt, black dress pants, black socks, and black dress shoes. A black tie is preferred, but not mandatory. As a cadet, you are expected to take care of your kit yourself. Please wash and keep your uniform parts clean and well maintained. You will learn how to do your uniform during the New Recruit Training Day.

Your uniform will consist of the following items:

- Blue dress shirt
- Blue jacket (tunic)
- Blue t-shirt *
- Blue pants
- Black belt
- Black tie
- Wedge cap (headdress)
- Black boots
- Grey wool socks
- Black gloves *

You are required to print your last name and the first letter of your first name **inside** all items of kit. We have a limited number of uniform parts that we can issue in addition to the ones we order for new cadets. Therefore, it is extremely important that cadets take care of their uniform and do not lose parts of their uniform. As you grow, you may need longer pants, bigger boots, etc. It is your responsibility to see the Supply Officer to get what you need as soon as possible. When you leave the program, you must return all pieces of your uniform immediately.

* We often have shortages of these uniform parts so they may not be handed out to cadets depending on the training year.

Regular Uniform

All cadets **MUST** wear their uniform to every training night, unless otherwise instructed. **Cadets arriving improperly dressed will be sent home to change, and repeat offences may lead to termination from the program.**

Once you have your uniform, you must wear it properly. This means not personalizing it in any way. Your uniform must look the same as every other Air Cadet in Canada (that's what the word uniform means – "to be the same"). Uniform standards include:

- Shirt and tunic collars must lay flat;
- Badges must be positioned correctly;
- Pants must be worn at waist-level, not at the hips;
- Wedge cap must be worn on top of the head and slightly tilted to the right;
- Boots must be clean and polished; and
- Uniform must be clean, ironed, and lint free.

More details on uniform standards will be provided at New Recruit Training, and are also available on our website.

Physical Training (PT)/Sports Gear

Depending on stock availability, cadets may be issued PT/Sports gear. PT gear is still a UNIFORM and must **not** be mixed with pieces of your own clothing. Civilian running shoes may be worn with PT gear, provided that they are mainly conservative in colour. Cadets are to wear white, black or gray gym socks with PT gear. Cadets may also wear cadet or squadron issued clothing, which includes (but is not limited to) summer training course t-shirts, squadron team sweaters, and 754 50th Anniversary t-shirts. Cadets may wear cadet issued PT gear or other civilian clothing with cadet or squadron issued clothing.

It is important that cadets recognize that they represent 754 Phoenix Squadron and the air cadet program when they wear cadet or squadron issued clothing or PT gear and should act as if they are in regular uniform.

Cadets without issued PT gear may wear appropriate civilian sportswear. Sportswear must be modest in nature (e.g. no short-shorts, spandex, yoga pants or tank tops/muscle shirts) and suitable for the nature of the activity. Female hair will be worn tied back in a neat braid or ponytail. Other civilian clothing regulations are outlined in the next section. **Cadets wearing inappropriate civilian sportswear will be asked to go home and change.**

Civilian Clothing

Occasionally, cadets will be allowed to wear their own clothing to an event or a regular training night. Despite wearing civilian clothing, you are still a cadet representing 754 Phoenix Air Cadet Squadron and the Air Cadet program. All rules and regulations regarding behaviour still apply while wearing civilian clothing at a cadet event. The following civilian clothing is **not** acceptable at a cadet event:

- Clothing or hats with profane language or markings, including controversial or gang-related logos and/or markings;
- Clothing in poor repair (e.g. dirty, ripped, etc.);
- Clothing which exposes tattoos and/or body piercings (e.g. navel rings);
- Shorts, pants, or skirts that expose the midriff (belly button or lower);
- Skirts that are shorter than 2" above the knee;
- Shorts that are higher than the fingertips when arms are extended to the sides;
- Tops which expose the midriff (belly button or higher) or the chest;
- Tops without sleeves (e.g. tube tops, tank tops, etc.);
- Excessively baggy or excessively tight clothing;
- Excessive jewelry, hairstyles, and/or make-up;
- Ball caps worn backward, sideways, or at a 45 degree angle to the face; and
- Body or facial piercings (e.g. nose, eyebrow, multiple ear piercings, etc).

Cadets who wear unauthorized civilian clothing to any cadet activity will be sent home to change. Repeat offenders may be terminated from the program.

Jewelry, Tattoos & Piercings

For female cadets, jewelry is limited to one pair of small, round, plain silver, gold, pearl, or diamond stud earrings (one per ear lobe – centered on lobe); a wristwatch; and a small religious pendant (if desired) – please note that the religious pendant must be worn under the uniform. A maximum of one non-costume ring (e.g. class ring) may also be worn on each hand. All other jewelry and accessories are prohibited.

Male cadets are not permitted to wear earrings to Air Cadet parades, training sessions, or activities, regardless of the dress. A wristwatch and a small religious pendant (if desired) may be worn – please note that the religious pendant must be worn under the uniform. A maximum of one non-costume ring (e.g. class ring, etc.) may also be worn on each hand. All other jewelry and accessories are prohibited.

All jewelry items must be silver- or gold-coloured and tasteful. Wristwatches may have a metal strap or a brown or black leather strap. Religious pendants must be worn inside the shirt. Tattoos must be tasteful and discreet (no swear words or gang logos) and must be hidden by the uniform. Visible body or facial piercings are prohibited while in uniform (must be covered).

Jewelry and accessories worn for religious or medical reasons (e.g. medical alert bracelets) are allowed. If you are wearing jewelry or accessories for religious or medical reasons, please let your Flight Commander and Flight Sergeant know so they do not mistake it for inappropriate jewelry or accessories.

Haircuts

Hairstyle is part of the cadet uniform. Air Cadets must conform to the same standard as all Canadian Air Cadets. Male and female cadets have the same basic rules for their hair:

- If your hair will not hold the style without using pins, gel or excessive hairspray, it is considered an “unusual style” and is not allowed (except females with long hair); and
- No unusual hair colour may be used. Your hair colour must be natural looking, even if it’s not your natural colour (e.g. natural brunettes may dye their hair red, as long as it is not burgundy – which is not a natural hair colour).

There are also gender-specific rules for hairstyles. Images are available on our website. While in uniform (including PT gear), hairstyles must be as follows:

Male Cadets:

- A proper, **tapered** military-style haircut slightly above the top of the shirt collar and ears;
- Excessively full hair will be layered to lie flat under the wedge cap;
- Bangs may be worn but must not show when wearing the wedge cap; and
- No pins, clips or elastics may be worn.
- **Facial hair:** male cadets are not permitted to have a mustache or beard of any sort, except for religious reasons (permission from the Commanding Officer is required).

Female Cadets:

- Short hair must be cut above the bottom of the shirt collar. Excessively full hair will be layered to lie flat under the wedge cap. Hair is not allowed to hang down in the face. Pins, clips, barrettes, or elastics used must match your hair colour. Bangs may be worn but must not show when wearing the wedge cap; and
- Long hair must be worn in a neat bun at the back of the head in a manner that does not impede the wearing of the wedge cap. A hairnet and hair spray/gel is recommended to keep shorter hairs (“wispies”) from escaping during training. A neat braid or ponytail may be worn in PT gear.
- **Make-up:** must be natural in colour and application.
- **Nail polish:** must be natural (clear, nude, or traditional French tips only).

Cadets who do not meet the hair standards and/or follow the rules regarding make-up and nail polish may be sent home from training. Repeat offenders may be terminated from the program.

Air Cadet Ranks and Appointments

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

- Determine the level of QUALIFICATION of a cadet;
- Ensure that every cadet is given the same basic opportunity of being promoted within the Squadron;
- Ensure that all Air Cadets promoted possess the same basic qualifications and a similar degree of experience; and
- Ensure that successful completion of the mandatory aspect of Air Cadet training serves as the common standard on which cadets are evaluated.

Meeting the national prerequisites assures that cadets will be ELIGIBLE for promotion; **however, it does not necessarily mean that they will be promoted.** For example, although a cadet might be qualified to be a Sergeant, this does not mean that a position is immediately available. If there are more candidates for a promotion than there are positions available, they will be competing with other qualified cadets. Local Squadron standards are also applied when determining promotions. Criteria are outlined in Annex B at the end of this booklet.

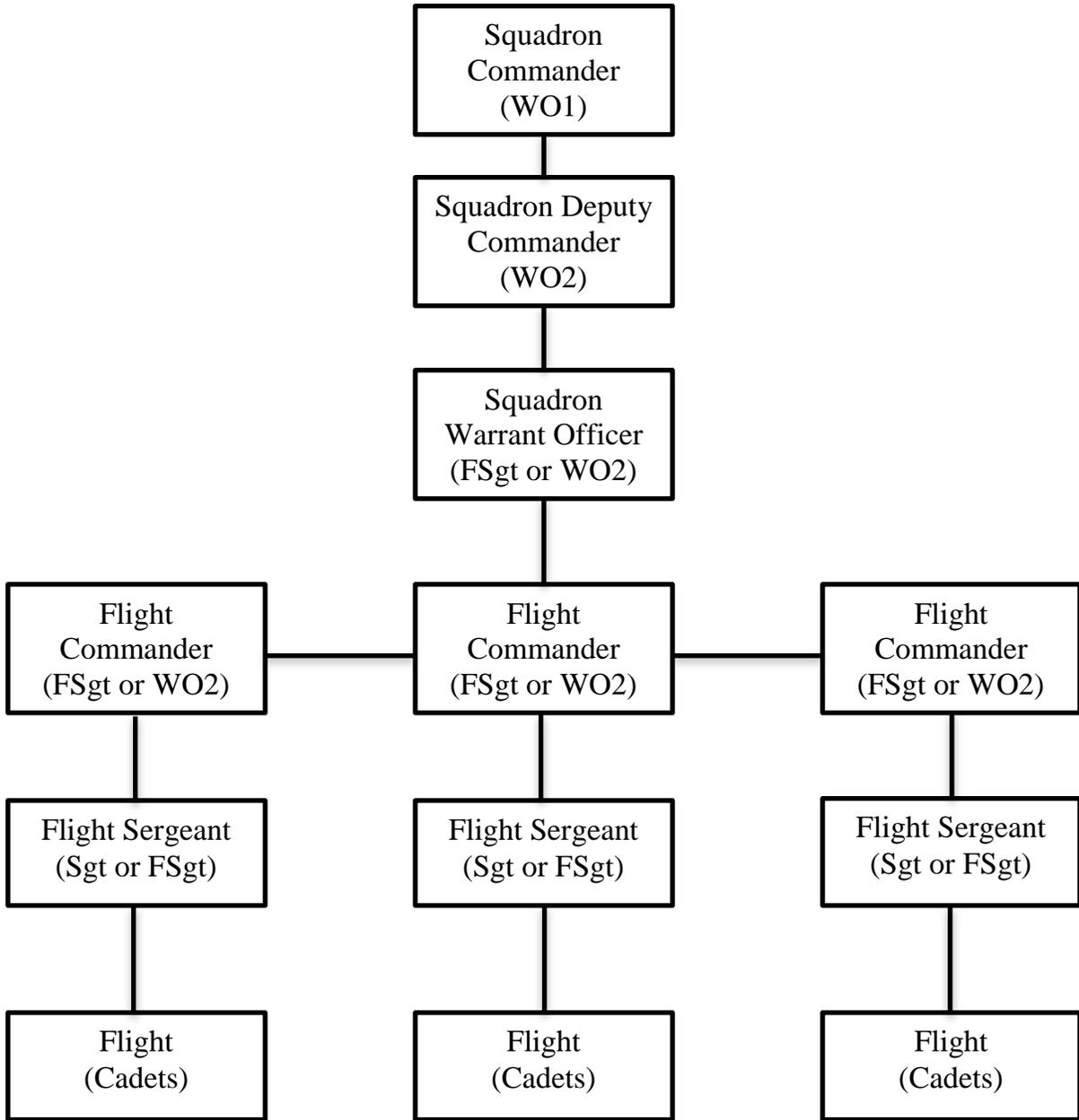
National prerequisites are based on performance during the **mandatory** part of Air Cadet training. Participation in optional activities will not be considered at this point for rank appointment. However, if a cadet is in competition with other qualified cadets, involvement in optional activities **will** be considered by the Commanding Officer. Participation, attitude, leadership, and instruction skills are also considered for promotions, especially for senior ranks. Promotions are held throughout the year, but two major batches of promotions occur in October and May. A majority of our first year cadets are promoted in February to the rank of Leading Air Cadet (LAC).

Senior cadets fill many leadership roles in the Squadron. Appointments to parade or instructor positions are based on demonstrated skills and abilities. Opportunities for junior cadets to practice their leadership and instruction skills are provided through on-the-job training (OJT), such as being a Syndicate Leader during FTXs and formal level evaluations. If you would like to learn more about promotion criteria, please talk to the Training Officer or Assistant Training Officer.

Typical Chain of Command

Much of the Cadet Program is based on the structure of the military and we follow what is called a Chain of Command. The Chain of Command outlines the seniority of the cadets based on position and rank, and demonstrates who reports to whom. Junior cadets (in Flights) report to their Flight Sergeant, who reports to the Flight Commander, etc. up the chain. The most senior cadet is the Cadet Squadron Commander, who reports to the Officers. Cadets should follow the Chain of Command whenever they have questions, but are first encouraged to ask their peers. In emergencies and sensitive matters, a cadet does not need to follow the chain of command. For emergencies, cadets can report to whomever they encounter first. For sensitive matters (e.g. reporting another cadet bullying another cadet), cadets can report to whomever he / she trusts with the issue. A basic Chain of Command diagram similar to what is used at 754 Phoenix is shown on the following page.

Typical Cadet Chain of Command



School Credits

The Ministry of Education has deemed some cadet training to merit additional High School credits. Up to 12 credits are available for the successful completion of Proficiency Levels 3, 4, and 5. Cadets who complete the Duke of Edinburgh's Award receive 2 credits per level - Bronze, Silver, and/or Gold. Some summer training courses are worth 4 credits each. More information is available on the squadron website or see the Administration Officer in the office. Applications may be submitted to the Administration Officer or Assistant Administration Officer. Please note that high school credit applications may take up to three weeks to process so please plan ahead and apply early if you require high school credits for an application or scholarship.

Rules and Regulations

All of the Cadet Program's rules and regulations are in the best interest of the cadets. They are in place to ensure safe, interesting, and fun training activities. The majority of cadets have absolutely no problem following our rules and we know you will be one of them. However, if we see that you are **NOT** willing to follow the rules, disciplinary action may be taken, and in extreme cases, termination from cadets.

It is strongly recommended that you and your parents become very familiar with the rules of our Squadron.

Attendance and Absence without Leave (AWOL)

Attendance rules will be **strictly** enforced. Cadets **MUST** attend a minimum of **60% of all mandatory training**. Cadets must be formed up and ready for attendance by **6:30pm**. If you are unable to make it, you must call the Squadron Office (604-936-8211) **before** 6:30pm or email us through the website to let us know you are not coming and why. Failure to do so will result in an AWOL notation on your attendance record. Calling **on time** and asking to be excused for a **legitimate** reason is acceptable. You know when you are scheduled to attend cadets, so arrange to complete homework/study around your commitment to the program. **If you are late**, you must sign-in upon your arrival at the Office.

Attendance will be posted on the Cadet & Parent Bulletin Board. Each Wednesday training night, it is the responsibility of the cadet to check the posted attendance and talk to an officer if they've been incorrectly marked as absent or late. Failure to check the posted attendance and/or notifying an officer about being incorrectly marked as absent or late may result in being marked AWOL or late on their permanent attendance record. Having low attendance and/or consistently being late may result in the cadet not being promoted and/or selected for summer training.

Reasons cadets may be terminated:

- **Three (3) AWOL notations in a row** (being absent or late without a good reason three weeks running) **may result in termination of your enrolment**. Your parents will be advised by telephone and you are responsible to return your uniform within two weeks.
- **Any six (6) absences within a 3-month period** (AWOL or otherwise) **may result in termination of your enrolment**. Your parents will be advised by telephone and you are responsible to return your uniforms within two weeks.

Leaving Early Without Permission

We are responsible for you from the moment you arrive to the moment you are picked up after final parade. If you need to leave early, you **must** notify the Administration Officer before opening parade. Once you are given permission to leave early, your parent **must** come pick you up from the office. This is done to ensure that the cadet is safe until the parent or legal guardian picks up the cadet and to ensure that the cadet does not wander off without the parent or legal guardian knowing. As such, a phone call to the office notifying the Administration Officer that the parent or legal guardian has arrived is **not** sufficient.

Smoking, Alcohol, and Drugs

Air Cadets are **not** allowed to smoke, drink alcohol, or do illegal drugs – period. This includes while at a cadet activity and on your own time. Use of prohibited substances will result in termination from the program. There are no second chances and we will inform your parents.

Gang Membership and Affiliations

Cadets are not permitted to belong to or be affiliated with gangs. Gang membership or affiliation will result in termination from the program. There are no second chances and we will inform your parents.

Bullying and Fighting

All Cadets and Staff undergo Positive Social Relations for Youth (PSRY) training. This training teaches about bullying and harassment and how to avoid these unpleasant situations. Bullying and harassing in any form - verbal, emotional or physical - **will not be tolerated**. Cadets who bully or harass will be disciplined and may be terminated from the program.

Remember: Physical bullying is an “assault” and assault is a crime. Fist fighting is also prohibited, regardless of the situation. Cadets who fight will be disciplined and may be terminated from the program. If you are being bullied and/or see someone else being bullied and/or involved in a fight, please report it to an officer immediately (see ‘Reporting Problems’ section below).

Orders

There is a certain amount of “ordering” that comes with the territory in Air Cadets. You will be given orders because that is what we do. Senior cadets may verbally instruct you to improve your behavior, which may include speaking clearly and loudly at you. Do not take it personally. Just try harder. That is what Air Cadets is all about. We want our Squadron members to work together as a team and that means that **everyone** has to try hard at all times. This includes following orders and practicing self-discipline.

Remember: Sooner or later, **you** will be in a leadership position and will be glad when the junior cadets cooperate with you.

Use of School

We are fortunate to be able to use Moody Elementary School for regular training, team practices, and events. As such, please respect the space that you're using by following these rules:

- Do not touch any of the students' and teachers' personal belongings
- Dispose organics and garbage properly
- Do not bring food or drinks into the library, music room, or hallways.
- Clean up any mess you have made
- Check your boots, dress shoes, or runners for rocks stuck to the bottom of your boots or shoes and wipe off bottom of boots on mats **before** you enter the gym.
- Use designated entrances and exits only. The supervising officer(s) and SSC Chairperson is responsible for ensuring that no unauthorized personnel enter the building. As such, we limit which doors we use as entrances and exits and keep the rest locked. Cadets and parents will be told which doors can be used when entering or exiting the building for an activity, event, training session, and/or practices.

Failure to follow these rules while using the school may result in disciplinary action. In addition, if these rules are not consistently followed, we may lose the privilege of renting Moody Elementary or any other SD43 school and will no longer be able to use Moody Elementary School or any other SD43 school for cadet activities. If you have questions or concerns about the school rules, please do not hesitate to contact an officer or the SSC Chairperson in the office.

Reporting Problems

While rare, occasionally problems do arise. If you truly believe that you are being singled out and picked on by someone for no good reason, do not hesitate to report it to one of the Officers or Staff. Several of our members are trained as Unit Cadet Conflict Management Advisors (UCCMA) and will be able to facilitate any discussions needed to resolve interpersonal issues.

Please visit our website at www.754aircadets.ca for additional information, photos, and calendar.

For general questions, please contact us at 754cal@gmail.com. Questions related to an activity and/or team may be directed to the Officer in Charge or designated contact person.

Once you have read the Joining Instructions, please print, complete, and return the form found in Annex C - Reading Completion Form to the Squadron Office

Annex A - SUMMER TRAINING COURSES

| Proficiency Level | Level 1 | Level 2 | Level 3 | Level 4 | Level 5+ |
|--------------------|---|--|--|---|----------|
| Leadership | General Training Course (GTC) – 2 weeks | Basic Drill and Ceremonial Course (BDCC) – 3 weeks | Drill and Ceremonial Instructor Course (DCIC) – 6 weeks | | |
| Flying | | Basic Aviation Course (BAC) – 3 weeks | Glider Pilot Scholarship* (GPS) – 6 weeks | | |
| | | | Advanced Aviation Course (AAC) – 3 weeks | Power Pilot Scholarship** (PPS) – 7 weeks | |
| Fitness and Sports | | Basic Fitness and Sports Course (BFSC) – 3 weeks | Fitness and Sports Instructor Course (FSIC) – 6 weeks | | |
| Survival | | Basic Survival Course (BSC) – 3 weeks | Survival Instructor Course (SIC) – 6 weeks | | |
| Military Band | | Military Band - Basic Musician Course (MB-BMC) – 3 weeks | Military Band - Intermediate Musician Course (MB-IMC) – 6 weeks | | |
| | | | — | Military Band - Advanced Musician Course (MB-AMC) – 6 weeks | |
| Pipe Band | | Pipe Band - Basic Musician Course (PB-BMC) – 3 weeks | Pipe Band - Intermediate Musician Course (PB-IMC) – 6 weeks | | |
| | | | — | Pipe Band - Advanced Musician Course (PB-AMC) – 6 weeks | |
| Aerospace | | Basic Aviation Technology and Aerospace Course (BATAC) 3 weeks | Advanced Aerospace Course (AASC) – 6 weeks – Eastern Regional Gliding School (Quebec) | | |
| Technology | | | Advanced Aviation Technology Courses – 6 weeks – CFB North Bay (Ontario) - Airport Operations (AATC-AO) - Aircraft Maintenance (AATC-AM) | | |
| Marksmanship | | — | Air Rifle Marksmanship Instructor Course (ARMIC) – 6 weeks – CSTC Vernon | | |
| Exchanges & Trips | — | Oshkosh Trip (OT) – 2 weeks – Oshkosh, Wisconsin | International Air Cadet Exchange*** (IACE) – 3 weeks | | |
| Staff Cadet | — | Staff Cadet**** – 7 weeks or more | | | |

* Cadets must be 16 years old before 1 Sept of course year to attend Glider Pilot Scholarship

** Cadets must be 17 years old before 1 Sept of the course year to attend Power Pilot Scholarship

*** Cadets must be 17 years old before 1 Aug of the course year to attend International Air Cadet Exchange

**** Cadets must be 16 years old before 1 Jan of the course year to be a Staff Cadet

Annex B - PROMOTION CRITERIA

| | |
|--|--|
| <p><u>New Recruit (NR)</u></p> <p>Upon joining everyone starts as a New Recruit.</p> | <p>No badges are worn on the uniform.</p> |
| <p><u>Air Cadet (AC)</u></p> <p>After New Recruit Training, you will be sworn in as a member of the Squadron. At this point, you will receive a pair of Squadron shoulder flashes to sew on to your uniform, identifying you as a 754 Air Cadet.</p> |  |
| <p><u>Leading Air Cadet (LAC)</u></p> <p>Leading Air Cadet is the first rank of the Air Cadet Program and recognizes your involvement and hard work. Criteria for promotion to LAC:</p> <ul style="list-style-type: none"> • Minimum of 65% participation in Squadron mandatory training • Has been a New Recruit / Air Cadet for at least five (5) months |  |
| <p><u>Corporal (Cpl)</u></p> <p>Corporal is the first rank that comes with leadership responsibilities: Corporals are responsible for the well-being of their subordinates. They participate in the communication chain in their flight, transmitting important messages and leading junior cadets. Criteria for promotion to Cpl:</p> <ul style="list-style-type: none"> • Minimum of 65% participation in Squadron mandatory training as an LAC • Successful completion of Proficiency Level 1 training • Attend all mandatory extra-curricular parades and activities • Attend at least one FTX and one Gliding or Fam Flying session • Attend all Positive Social Relations for Youth (PSRY) sessions – there’s a total of four (4) sessions • Valid qualification for Cadet Fitness Assessment |  |

| | |
|---|---|
| <p><u>Flight Corporal (FCpl)</u></p> <p>Flight Corporals hold slightly more responsibilities than Corporals, which brings new challenges. Criteria for promotion to FCpl:</p> <ul style="list-style-type: none"> • Completion of at least SIX (6) months satisfactory service at the rank of Corporal • Successful completion of Proficiency Level 2 training (with at least 70% attendance for mandatory training) • Attend all mandatory extra-curricular parades and activities • Preferably successful completion of a Familiarization Summer Course (2 weeks) • Valid qualification for Cadet Fitness Assessment |  |
| <p><u>Sergeant (Sgt)</u></p> <p>Sergeants usually have a few cadets under their leadership, often filling the role of Flight Sergeant (2IC). They also have additional responsibilities such as instruction. Criteria for promotion to Sgt:</p> <ul style="list-style-type: none"> • Completion of at least SIX (6) months satisfactory service at the rank of Flight Corporal • Successful completion of Proficiency Level 3 (with at least 75% attendance for mandatory training) • Successful completion of all Proficiency Level 3 Evaluations • Achieved a minimum of “Completed without Difficulty” in PO 303 (Leadership) • Attend all mandatory extra-curricular parades and activities • Preferably successful completion of an Introduction to Specialty Summer Course (3 weeks) • Valid qualification for Cadet Fitness Assessment • Demonstrated leadership potential • CO’s recommendation |  |
| <p><u>Flight Sergeant (FSgt)</u></p> <p>Flight Sergeants take charge of entire flights of cadets, which means that they have a group of junior cadets under their command, often as a Flight Commander. They make decisions, ensure participation, and instruct. Criteria for promotion to FSgt:</p> <ul style="list-style-type: none"> • Completion of at least SIX (6) months satisfactory service at the rank of Sergeant • Successful completion of Proficiency Level 4 training (with at least 75% attendance for mandatory training) • Successful completion of all Proficiency Level 4 Evaluations • Achieved a minimum of “Completed without Difficulty” in PO 403 (Leadership) • Attend all mandatory extra-curricular parades and activities • Preferably successful completion of an Advanced Specialty Summer Course (6-7 weeks) • Valid qualification for Cadet Fitness Assessment • Demonstrated proficiency in leadership and instructional techniques • CO’s recommendation |  |

Warrant Officer Second Class (WO2)

Cadets achieving this rank are trained as senior cadet leaders and meet with the officers to discuss and plan activities for the Squadron. WO2s must perform to a very high level of professionalism and self-discipline as they take care of many responsibilities. Criteria for promotion to WO2:

- Completion of at least SIX (6) months satisfactory service at the rank of Flight Sergeant
- Achieved a minimum of “Completed without Difficulty” in PO 503 (Leadership)
- Preferably successful completion of an Advanced Specialty Summer Course (6-7 weeks)
- Valid qualification for “Cadet Fitness Assessment”
- Demonstrated advanced proficiency in leadership and instructional techniques
- Successful completion of Warrant Officer Review Boards
- CO’s recommendation



Warrant Officer First Class (WO1)

WO1 is the highest rank that an Air Cadet can achieve. This highly experienced senior cadet has proven to be worthy of leading all the cadets of his/her squadron. Cadets wearing this rank are leaders who have generally completed all five levels of mandatory training and have taken on many leadership and instruction roles, giving them the experience and the knowledge to excel as leaders. Only one WO1 position is available for each Squadron. Criteria for promotion to WO1:

- Completion of at least SIX (6) months satisfactory service at the rank of Warrant Officer Second Class
- Preferably successful completion of an Advanced Specialty Summer Course (6-7 weeks)
- Demonstrated advanced proficiency in leadership and instructional techniques
- Successful completion of Warrant Officer Review Boards
- CO’s recommendation



Annex C - READING COMPLETION FORM

The 754 Phoenix Squadron Joining Instructions (which will be referred to as the “Joining Instructions” from this point forward) is an important document that contains information regarding rules and regulations at 754 Phoenix Squadron and for the Air Cadet Program. As such, it is crucial that **all** new and returning cadets and parents/legal guardians read the Joining Instructions from the beginning to end. By completing and signing this form, you acknowledge that you and your child (or the child under your legal care):

1. Have read the Joining Instructions in its entirety;
2. Understand all the information and rules and regulations outlined in the Joining Instructions;
3. Will ask an officer and/or the SSC Chairperson for clarification for any section(s) of the Joining Instructions that you have questions or concerns about; and
4. Will follow the rules and regulations set out in the Joining Instructions and understand the consequences for breaking these rules and regulations.

(Print Cadet Name)

(Cadet Signature)

(Print Parent Name)

(Parent or Legal Guardian Signature)

THIS FORM NEEDS TO BE COMPLETED AND HANDED INTO THE OFFICE BY 24 OCTOBER 2018.