



# Cadet Joining Instructions

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

[754Air@cadets.gc.ca](mailto:754Air@cadets.gc.ca)

[www.754aircadets.ca](http://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 of our members. Due to limited space, we are only able to have a membership of approximately 150 cadets, so we'd like all our cadets to commit to being active in the Squadron.

Under normal conditions, 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 11<sup>th</sup>, and our Annual Ceremonial Review in May or June. We also expect cadets to volunteer for community activities, including poppy drives, veterans' gravesite cleaning, fundraising, and other events.

Cadets joining 754 Squadron have opportunities to become members of our many teams, which include Band, Drill, Flag Party, Sports, Effective Speaking, and others. 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.

Please ensure that you have read these instructions.

Sincerely,

Dave Angst, CD  
Major,  
Commanding Officer

## **How to Contact Us**

Website: [www.754aircadets.ca](http://www.754aircadets.ca)

E-mail: [754Air@cadets.gc.ca](mailto:754Air@cadets.gc.ca)

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

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

For an appointment with a staff member, please use the email address above.

\* Telephone is only monitored during regular training evenings. Email is our preferred method of communication.

Notes on where to find information on our website are found in various sections in the text of these instruction, in *blue*.

## **Photography and Videos**

Cadets may be photographed or videoed for presentation on the squadron website or social media accounts. If there is a reason that you wish your cadet to be excluded, please contact the office at [754Air@cadets.gc.ca](mailto:754Air@cadets.gc.ca).

## **Special Notice Regarding COVID-19**

These Joining Instructions are meant to apply in “normal” conditions. As we are in a very abnormal situation regarding COVID-19, we may be required to modify our program greatly, in order to protect our cadets and personnel. As such, some of the information in the Joining Instructions will be modified, such as (but not limited to):

- Training nights and times
- Safety procedures
- Attendance
- Numbers of cadets in activities
- Types of activities offered

We are subject to the regulations of the Canadian Cadet Organization, Federal, Provincial, and Municipal Health regulations, and School District 43 regulations. These are in place to protect cadets and make sure the program does not contribute to the spread of COVID-19.

Regulations and procedures will be put in place before the start of training in the fall, and will be communicated to all cadets, staff, and parents. Anyone not following those regulations will not be allowed on the premises.

Under normal circumstances, we encourage parents to meet with us and attend Commanding Officer’s Parades each month.



## **What Do We Do? – *Who Are We? >>> Training Activities***

On Parade nights (Wednesdays), cadets participate in three 30-minute instructional periods. A minimum of 60% participation is normally required 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

## **Teams/Extra-Curricular Activities – *Who Are We? >>> Extracurricular Teams***

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

- Band
- Drill Team
- Effective Speaking
- Sports
- Duke of Edinburgh
- Junior Ground School
- Senior Ground School

It is the cadet's responsibility to ensure that team activities do not conflict with each other. Space is limited on each team. We encourage all cadets to sign up and try out for teams and activities. Participation allows cadets to learn and improve skills and is a great opportunity to meet new friends. Participation 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 requires full dedication and commitment from members. Practice is held on Monday evenings from 7:00pm to 9:00pm 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/May. Rehearsals include music theory, instrument instruction, band drill, ensemble, technical training, and band leadership training.

### **Drill Team**

Members of the Drill Team learn to perform drill movements with exceptional precision. The Drill Team may practice on Tuesday evenings 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). This activity is yet to be confirmed for 2022-2023.

## **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 during January and February. 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.

## **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 fitness activities instead of regular classes.

## **Power/Glider Training Course Ground School**

Applications to the Power Pilot and Glider Pilot Training Courses starts with Online Ground School, which teaches the basics of flying theory in the classroom in preparation for the flying exams in January. Online Ground School is for cadets who qualify and plan on applying for the Power & Gliding Training Courses; classes run from October to January. Junior Ground School is for cadets who are interested in aviation and /or would like to apply for the Power & Gliding Training Courses in the future; classes run from February to April. Days and times for Ground School classes will be announced later in the training year.

## **Duke of Edinburgh Program**

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 program that Cadets complete on their own schedule. Please visit [www.dukeofed.org](http://www.dukeofed.org).

### **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!

## 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:

- Battle of Britain Parade (Sep) – returning cadets only – not in 2022-2023
- 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 **strongly recommended** in order to complete each training level:

1. **Minimum** of one weekend survival exercise;
2. **Minimum** of one flying or gliding activity;
3. Participation in the Remembrance Day Parade (November 11);
4. Participation in the Squadron's Annual Ceremonial Review May/June 2022; and
5. Participation in **at least** one other community activity, such as Battle of Britain Parade or Poppy Sales.

Cadets may also be requested to participate in fund-raising at points in the year, to be announced.

## **Field Exercises, Field Trips, and Tours – [What's Happening? >>>](#)** **[Announcements](#)**

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](http://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. Kit lists are available on the website, and clothing is discussed in the uniform section of these instructions.

## **Summer Training – [Resources >>>](#)** **[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 may earn up to \$60/week for attending. Summer training ranges from 1 to 7 weeks in length and is based primarily on training level and interest. Training is generally held locally, or in Quadra, Cold Lake, or Vernon, unless otherwise noted. Senior Cadets may apply and compete for scholarship courses (see chart below).

The Squadron staff conducts selections for cadets to be put forward for Summer Training Courses. Cadets are evaluated based on a variety of criteria including but not limited to attendance and participation in extra-curricular activities and teams. For the Power Pilot and Glider Pilot Training Courses and for the International Air Cadet Exchange, 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 summer training 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 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.

## SUMMER TRAINING COURSES

Proficiency Level	Level 1	Level 2	Level 3	Level 4	Level 5+
Leadership	Cadet Activity Program – 1 week	Cadet Activity Program – 2 weeks	Drill and Ceremonial Instructor Course (DCIC) – 3 weeks – Vernon CTC		
Flying			Glider Pilot Training Course* (GPTC) – 7 weeks		
			Advanced Aviation Course (AAC) – 3 weeks	Power Pilot Training Course** (PPTC) – 7 weeks	
Fitness and Sports			Fitness and Sports Instructor Course (FSIC) – 3 weeks – Vernon CTC		
Survival			Survival Instructor Course (SIC) – 3 weeks – Cold Lake CTC		
Military Band			Military Band Course (MBC) – 3 weeks – HMCS Quadra		
Pipe Band			Pipe Band Course (PBC) – 3 weeks – HMCS Quadra		
Marksmanship			Air Rifle Marksmanship Instructor Course (ARMIC) – 3 weeks – Vernon CTC		
Exchanges & Trips			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 Training Course

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

\*\*\* 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

## What Do 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). For promotion to higher ranks, higher attendance may be required.
- 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 you have been marked present.
- 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. It is the responsibility of the cadet to stay informed by listening to announcements, checking the Squadron website, and checking emails regularly – [Announcements & Events](#).
- Complete an absentee report on the squadron website before 6:30 pm if you cannot attend a parade night, or as soon as possible for other training activities. If you know you will be away in advance, please inform your Flight Commander (or contact person) by email. [Contact Us! >>> Absence Form](#).
- 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 – [Announcements & Events](#).
- Schedule your activity choices so they do not conflict.
- Take care of your uniform. It is the property of the Government of Canada and is loaned to you while you are in the cadet program. 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 – [Resources >>> Uniform Care](#).
- Tell the Supply Officer when you outgrow 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 Do 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 drop your cadet off **no later than 6:30pm** on regular training nights (i.e. on Wednesdays), or as otherwise directed.
- **Cadets must be picked up no later than 9:30pm** 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 the Cadet Code of Conduct at the end of this booklet is **signed and returned to the Squadron as briefed at the start of each year.**
- If you change your phone number, email, and/or home/ mailing address, please contact the Administration Officer and SSC chair as soon as possible – see squadron website for contact info – [Contact Us! >>> 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 email us if you have questions or concerns – [754Air@cadets.gc.ca](mailto:754Air@cadets.gc.ca).
- 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 make an appointment to talk with staff
- We highly encourage parents to join our Squadron Sponsoring Committee, which meets monthly during cadet training (meeting location, dates and times will be posted on the Squadron website calendar) – [What's Happening? >>> Calendars & Notices.](#)
- Commanding Officer's (CO's) Parades 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. Note – CO's parades may be postponed this year due to space considerations.
- For safety of cadets and to avoid blocking 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. There is no parent parking on school property.

## **What Can You Expect from Us? – [Join Us! >>> Officer & Cadet Positions](#)**

Our Squadron Officers in uniform are members of the Canadian Armed Forces Reserves. We are specially trained to work with youth. Our work with the Cadet Program is part-time, as we have regular jobs and/or are students outside of cadets. We are also staffed with Civilian Instructors (CIs) and Civilian 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 on the [Join Us!](#) page at [www.754aircadets.ca](http://www.754aircadets.ca) for more details on staff positions and contact information for staff. This is also available on the Contact portion of the website.

Squadron Staff are trained to provide supervision, leadership, training, and compassion. We impose many rules (see Rules & Regulations section below) 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.

## **Who is the Squadron Sponsoring Committee? - [Sponsoring Committee \(Parents\)](#)**

Our sponsor is the 754 Phoenix Squadron Sponsoring Committee (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; they are valuable for giving you an opportunity to ask questions and for learning about the program, activities, training, summer 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](http://www.754aircadets.ca).

Volunteering at the squadron is a great way to support your cadet. 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 the website on the [Parents](#) page.

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. If you have any questions or concerns regarding sponsoring committee matters, please contact an SSC Board Member on a Wednesday evening or the SSC Chairperson at [chair754@gmail.com](mailto:chair754@gmail.com). A list of current SSC Board Members can be found on the squadron website.

## **What is the Enrolment Process? – [Join Us!](#)**

### **Application Process and Wait List**

Returning cadets from the previous year are considered for membership first. New applications are usually accepted until we have reached our limit for our facilities. 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 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 [Join Us!](#) page, and **must** be completed and returned on registration night:

- CF 1158 – New Registrant Application Form (Requires parent/legal guardian and applicant signature) – usually done online using the Online Registration Tool
- Sponsoring Committee Registration Package Form 2022/23

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

- One of:
  - 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.
- Student Visa if applicable (must be valid from September 2022 to June 2023)
- Passport issued by their home country (if on a Student Visa)
- One of:
  - BC Care Card
  - Territorial Health Insurance Card; or
  - Private Insurance Card (e.g. Blue Cross)

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 time they are away on summer training (15 June-31 August 2023). In addition, they must renew their student visa prior to registering for the next training year.
- we cannot accept a new applicant who does not have health insurance

- 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.

## **Program Costs**

A Registration Donation 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 (\$115 per cadet) to the Air Cadet League of Canada (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 \$85 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 in the Sponsoring Committee Registration Package at the squadron website [Join Us!](#) page.

No cadet will be refused registration or disadvantaged in any way 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](mailto: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 donation or assessment.

## **What about the Uniform and My Personal Appearance?**

During registration recruits are measured for a uniform, which will be loaned as soon as possible pending availability/shipment arrival, usually just before or after Christmas. Before then, we ask that you come to cadets in the squadron-provided t-shirt (or white collared shirt if no t-shirt has been issued), dark-coloured dress pants, black socks, and black dress shoes. 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 training uniform will consist of the following items:**

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

### **Your Field Training Uniform (FTU) may consist of the following items (not all cadets will receive this):**

- Field jacket
- Field pants
- Combat boots

You should 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 – [Resources >>> Uniform Care](#)**

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 tilted to the right (not straight);
- Boots must be clean and polished; and
- Uniform must be clean, ironed, and lint free.

More details on uniform standards is available on our website. Recruits will have classes on proper uniform care. – [Resources – Forms & Manuals – Uniform Regulations](#)

## **Physical Training (PT)/Sports Gear**

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 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) not authorized by the current dress regulations;
- 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.) not authorized by the current dress regulations

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

## Field Training Uniform (FTU)

Cadets may be issued with Field Training Uniforms (FTUs) consisting of a jacket, pants, and boots. Any other “combat” clothing purchased at military surplus stores must be 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 bag) 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.

[\*Who Are We? >>> FTX Info\*](#)

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

## Jewelry, Haircuts, and Personal Appearance

754 Squadron follows all national cadet regulations for personal appearance. Please see these at:

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cjcr-policy/cjcr-dress-instructions.html>

or go to Cadets.ca and follow the links to Cadets and Junior Rangers Policies.

**Cadets who do not meet the standards and/or follow the rules regarding personal appearance may be sent home from training. Repeat offenders may be terminated from the program.**

## **How Do I Get Promoted?**

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 a chart on the next page. In special situations, some criteria may be waived at the discretion of the Commanding Officer.

National prerequisites are based on performance during the **mandatory** part of Air Cadet training. However, if a cadet is in competition with other qualified cadets, involvement in optional activities **may** be considered by the Commanding Officer. Participation, attitude, leadership, and instruction skills are also considered for promotions for senior ranks. Promotions are held throughout the year, but two major batches of promotions occur in October and May/June. A majority of our first-year cadets are promoted in March 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 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.

## PROMOTION CRITERIA

<p><b><u>Recruit</u></b></p> <p>Upon joining everyone starts as a Recruit.</p>	<p>No badges.</p>
<p><b><u>Air Cadet (AC)</u></b></p> <p>When you receive your uniform, you will receive a pair of Squadron shoulder flashes to sew on to your uniform, identifying you as a 754 Air Cadet.</p>	
<p><b><u>Leading Air Cadet (LAC)</u></b></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"> <li>• Minimum of 65% participation in Squadron mandatory training</li> <li>• Has been a Recruit / Air Cadet for at least five (5) months</li> </ul>	
<p><b><u>Corporal (Cpl)</u></b></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"> <li>• Minimum of 65% participation in Squadron mandatory training as an LAC</li> <li>• Successful completion of Proficiency Level 1 training</li> <li>• Attend <b>all</b> mandatory extra-curricular parades and activities</li> <li>• Attend at least <b>one</b> FTX and <b>one</b> Gliding or Fam Flying session</li> <li>• Attend <b>all</b> Positive Social Relations for Youth (PSRY) sessions – there's a total of four (4) sessions</li> <li>• Valid qualification for Cadet Fitness Assessment</li> </ul>	

<p><b><u>Flight Corporal (FCpl)</u></b></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"> <li>• Completion of at least SIX (6) months satisfactory service at the rank of Corporal</li> <li>• Successful completion of Proficiency Level 2 training (with at least 70% attendance for mandatory training)</li> <li>• Attend <b>all</b> mandatory extra-curricular parades and activities</li> <li>• Preferably successful completion of a Familiarization Summer Course (2 weeks)</li> <li>• Valid qualification for Cadet Fitness Assessment</li> </ul>	
<p><b><u>Sergeant (Sgt)</u></b></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"> <li>• Completion of at least SIX (6) months satisfactory service at the rank of Flight Corporal</li> <li>• Successful completion of Proficiency Level 3 (with at least 75% attendance for mandatory training)</li> <li>• Successful completion of <b>all</b> Proficiency Level 3 Evaluations</li> <li>• Achieved a minimum of “Completed without Difficulty” in PO 303 (Leadership)</li> <li>• Attend <b>all</b> mandatory extra-curricular parades and activities</li> <li>• <u>Preferably</u> successful completion of an Introduction to Specialty Summer Course (3 weeks)</li> <li>• Valid qualification for Cadet Fitness Assessment</li> <li>• Demonstrated leadership potential</li> <li>• CO’s recommendation</li> </ul>	
<p><b><u>Flight Sergeant (FSgt)</u></b></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"> <li>• Completion of at least SIX (6) months satisfactory service at the rank of Sergeant</li> <li>• Successful completion of Proficiency Level 4 training (with at least 75% attendance for mandatory training)</li> <li>• Successful completion of <b>all</b> Proficiency Level 4 Evaluations</li> <li>• Achieved a minimum of “Completed without Difficulty” in PO 403 (Leadership)</li> <li>• Attend <b>all</b> mandatory extra-curricular parades and activities</li> <li>• <u>Preferably</u> successful completion of an Advanced Specialty Summer Course (6-7 weeks)</li> <li>• Valid qualification for Cadet Fitness Assessment</li> <li>• Demonstrated proficiency in leadership and instructional techniques</li> <li>• CO’s recommendation</li> </ul>	

### **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:

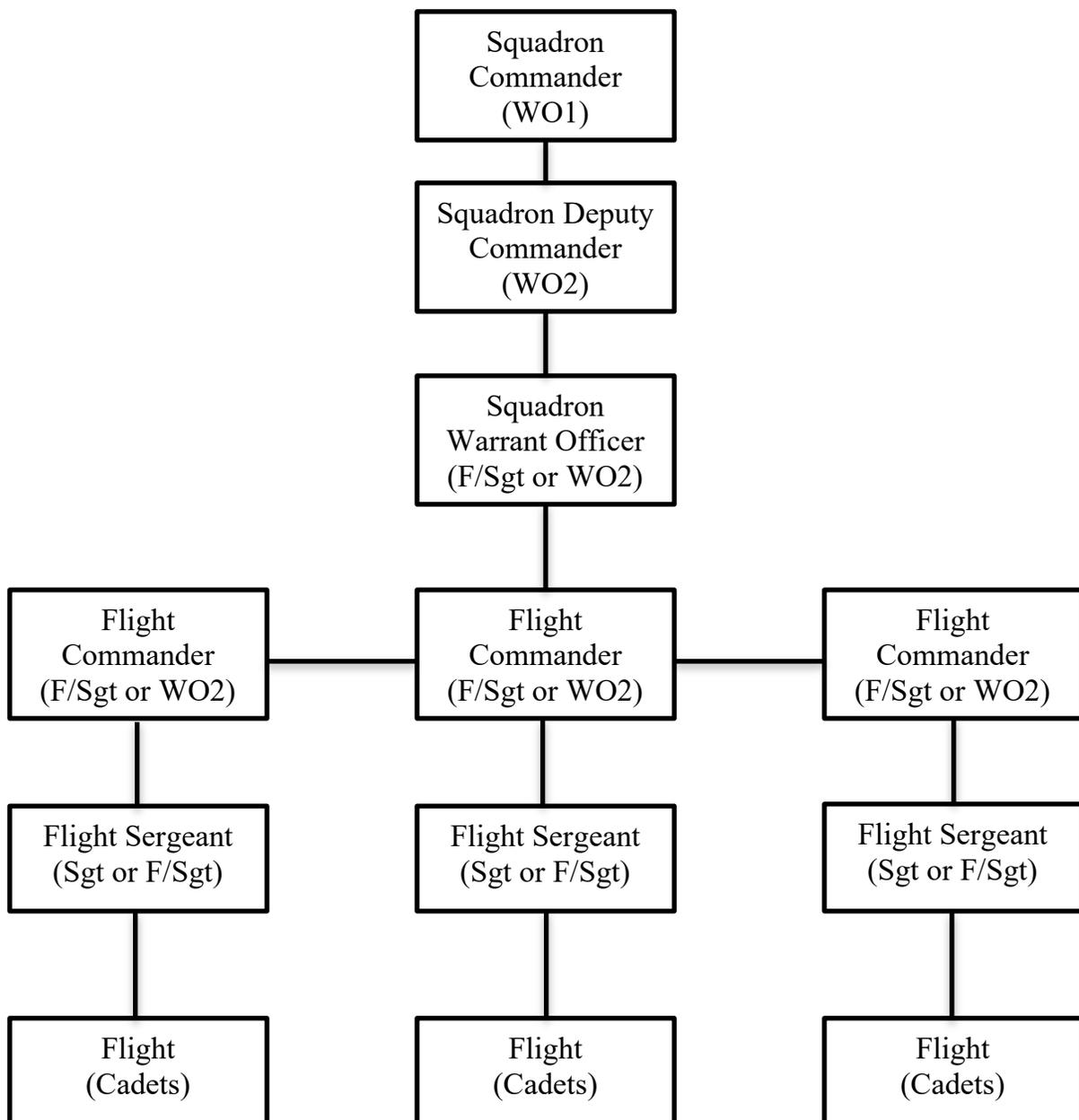
- Completion of at least SIX (6) months satisfactory service at the rank of Warrant Officer Second Class
- Preferably successful completion of an Advanced Specialty Summer Course (6-7 weeks)
- Demonstrated advanced proficiency in leadership and instructional techniques
- Successful completion of Warrant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



## 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 here:

### *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. 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 and apply early if you require high school credits for an application or scholarship.

## **What are the Rules and Regulations?**

All 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 fill out the absentee form 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. Contacting us **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.

Failure to follow these procedures 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 cadet membership may be terminated for absences:**

- **Four (4) AWOL notations in a row** (being absent or late without a good reason three weeks running) **may result in termination of your enrolment after an interview**. Your parents will be advised by email 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 after an interview**. Your parents will be advised by email 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, vape, drink alcohol, or do 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, cyber 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. Fighting is 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 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](http://www.754aircadets.ca) for additional information, photos, and calendar.**

**For general questions, please contact us at [754Air@cadets.gc.ca](mailto:754Air@cadets.gc.ca). 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 last page of the Cadet Code of Conduct to the Squadron Office. This must be done on the first night after registration.**

## Cadet Code of Conduct

1. The Cadet Code of Conduct applies to all cadets in the Sea, Army and Air Cadet Program.
2. The Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive program where everyone feels valued and able to achieve their maximum potential. Treating each other with respect and fairness and acting and making decisions in the best interests of others, are integral to maintaining a positive environment; free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour. Your behaviour, during activities whether in person or online, impacts this atmosphere.
3. Regulations, policies, directives, orders, and instructions have been or will be communicated to you through training.
4. This code of conduct has been developed to provide an opportunity for you to:
  - a. review and discuss key behaviour expected of you as a cadet.
  - b. confirm your responsibility to continue to learn and follow regulations, policies, directives, orders, and instructions; and
  - c. confirm that you agree to behave in a way that aligns with the values of the CJCR and abide by the laws of Canada, including the Canadian Human Rights Act and the Canadian Charter of Rights and Freedoms.
5. While participating in the Cadet Program and during all related communications and activities, you must:
  - a. set a positive example by your conduct and be kind and considerate of the impact of your actions and behaviour on others;
  - b. be honest and treat others fairly, respecting physical boundaries, personal property and privacy;
  - c. comply with all laws, regulations, policies, directives, orders and instructions;
  - d. follow the decisions and directions of your leaders;
  - e. use a calm and reasonable tone of voice when interacting with others, particularly when giving instructions or addressing concerns;
  - f. ensure that you always act in a safe manner, looking out for the safety of yourself and others;
  - g. request the assistance of a senior cadet or adult staff member when you need help, and report any wrongdoing to an adult staff member as soon as possible;
  - h. be respectful of the environment and your surroundings;

i. behave in a way that is consistent with this code of conduct while using electronic communications, including your use of social media, email, instant messaging, online chatting, websites, and texting, when communicating about cadet activities or members of the Cadet Program, even on your own personal time;

j. take care of clothing, materials and equipment loaned to you, and ensure that you are wearing your uniform as outlined in the Cadet and Junior Canadian Rangers Dress Instructions;

k. speak only about your own Cadet Program experiences and not act as a spokesperson for the CJCR to the media or within any public forum on any topic without permission from your chain of command;

l. keep personal opinions, improper comments and speculation regarding CJCR policies and programs to yourself or share only within your chain of command. Do not share these in any public forum, whether in person, written or online; and

m. refrain from behaviours that are illegal AND DO NOT:

(1) intentionally make comments either verbally or in writing, that are critical or disrespectful of any person's race, national or ethnic origin, skin colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics;

(2) engage in conduct of a sexual nature that causes or could cause harm to others, including jokes, remarks or advances of a sexual nature, harassment of a sexual nature, and viewing, accessing distributing or displaying sexually explicit material;

(3) touch any other cadet or their belongings without their permission, except when necessary in an emergency;

(4) attempt to harass, bully, shame or socially isolate others;

(5) take, distribute, or share pictures of others without consent;

(6) act in a way that is considered to be hateful or racist. This includes, but is not limited to, using words, symbols or images that cause or encourage, justify or promote violence or hatred against others;

(7) use or consume, tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs, except over-the-counter drugs provided by your parent/guardian (i.e. Tylenol, Advil etc.);

(8) possess, purchase, or sell tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs;

(9) share prescription medication with any other person;

(10) engage in romantic, sexual, or intimate conversations or relationships with persons in a position of authority over you; and

(11) have any knife, gun, weapon, or ammunition in your possession unless authorized for use during a cadet activity.

6. Your failure to abide by this code of conduct and regulations, policies, directives, orders, and instructions may result in administrative or legal action, termination of membership in your cadet corps/squadron and/or involvement of the military or civilian police.

#### ACKNOWLEDGEMENT

7. I acknowledge by my signature below that I have read and understand this code of conduct, have asked questions for clarification as required, and agree to abide by this code of conduct.

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Date \_\_\_\_\_ Cadet Signature (Print Name and Sign)

I have reviewed this code of conduct with the cadet and clarified their understanding of its content.

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Date \_\_\_\_\_ Staff Member (Print Name and Sign)

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Date \_\_\_\_\_ Parent/Guardian (Print Name and Sign)