

**2023 CADET JOINING INSTRUCTIONS  
ATLANTIC REGION CADET TRAINING CENTRES**



**ARGONAUT CADET TRAINING CENTRE**



**GREENWOOD CADET TRAINING CENTRE**

## INTRODUCTION

Congratulations on your selection to attend an Atlantic Region Cadet Training Centre (CTC). We hope you will find your summer experience challenging, rewarding, fun and above all, safe. This booklet provides you with some information about the CTC that you have been selected to attend. Atlantic Region operates two CTCs throughout the region: Argonaut CTC located in Oromocto, NB, and Greenwood CTC located in Greenwood, NS; Atlantic Region aims to provide a high calibre of training to all cadets chosen to attend a CTC.

Experience over the many years of operating CTCs has shown the requirement to have well established basic rules and regulations necessary to ensure the good health, safety, and well-being of the cadets. All cadets will be required to conform to these rules and regulations. Parents/guardians must realize that it would not be possible to accommodate those who would cause conflict or obstruct the routine of the CTC. In the rare case where cadets pose a major disciplinary problem or have developed a health concern, they will be returned home after notification by telephone to their parents/guardian, their cadet unit, and Area Officer Commanding. It is stressed that such occurrences are rare and that every attempt is made to correct the problem before resorting to this action. It is extremely important that the staffs at the CTC can always contact the parent/guardian of a cadet. If for any reason your contact number changes, please notify the CTC immediately at the numbers indicated in these Joining Instructions.

It is of the utmost importance that all cadets who are attending a CTC follow the instructions contained herein. Enjoy your summer experience and good luck!

## **GENERAL**

1. Each year, the Regional Cadet Support Unit (Atlantic) (RCSU(A)) authorizes the organization and establishment of Cadet Training Centres (CTCs). The summer training program is designed to force generate youth leading youth and embody Cadet Program aims and objectives. All courses are designed to challenge cadets both mentally and physically through instruction, practice, and practical application of skills.
2. It is not uncommon for a cadet to want to return home shortly after arriving at the CTC, especially if it is their first time at the CTC. There are a number of things a parent/guardian can do to help prevent or lessen homesickness well before your cadet leaves for summer training:
  - a. Have confidence in your cadet's ability to manage the challenge of being away and their ability to beat homesickness. Talk to other parents who have sent their children to summer training.
  - b. Talk to your cadet about the possibility of homesickness, and your own personal experiences with it and how you handled it. Tell them you are confident in their abilities to manage being away.
  - c. Help them become familiar with skills they will need for summer training, such as doing their own laundry, making their own bed, ironing their uniform, showing them pictures of the Training Centre and activities through CTC social media sites.
3. Parents/guardians are encouraged to contact the Operations Centre at the CTC if their child/ward contacts them wishing to return home so the situation can be discussed and so that every effort can be made to resolve the issue prior to sending the cadet home and/or the parent/guardian coming to pick up the cadet.
4. Each course offered at the CTC has its own curriculum, with some courses being more hands on while others more academic. While the CTC will do its best to work with each cadet in order to help them meet all the course objectives, there will be times when cadets will return home with an "incomplete" on their Cadet Participation Evaluation Report. It should also be noted that the Power Pilot Training Course is mainly academic, and unfortunately each year there are cadets that are unsuccessful despite high personal motivation. The course length and flying hours available are such that some students cannot reach the required standard within the allotted flying time and are sent home without completing the course. It is recognized that given more flying time some of these cadets could reach the standard, but unfortunately the program has limited time and resources.

## **PARENTAL / GUARDIAN CONSENT**

5. A signed copy of the *Offer of Participation* generated by Fortress must be hand carried by the cadet and presented to Training Centre staff upon arrival.

## **CTC WEBSITE INFORMATION**

6. Friends and family can find out more about what is going on at each CTC throughout the summer by visiting the CTC Facebook Page. You can expect daily posts and stories about the training, activities, and cadet life at the CTC. The addresses for each CTC Facebook page are as follows:
  - a. Argonaut CTC:
    - (1) Facebook: [Facebook.com/ArgonautCadets](https://www.facebook.com/ArgonautCadets)
  - b. Greenwood CTC:
    - (1) Facebook: [Facebook.com/GreenwoodCadets](https://www.facebook.com/GreenwoodCadets)
7. Each CTC will also be featured on the Cadets Canada channels throughout the summer, alongside other training being conducted across Canada. The addresses for each Cadets Canada page are as follows:
  - a. Cadets Canada (English):
    - (1) Facebook: [Facebook.com/CadetsCA](https://www.facebook.com/CadetsCA)
    - (2) Instagram: [@CadetsCA](https://www.instagram.com/CadetsCA)

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- b. Cadets Canada (French):
  - (1) Facebook: Facebook.com/CadetsCAN
  - (2) Instagram: @CadetsCAN
8. This summer our public affairs team will be publishing content online through official social media sites, official websites, and submitting content to traditional media outlets like your hometown newspaper – we'll even be inviting journalists out to experience cadet summer training opportunities firsthand.
9. Upon registration in the Cadet Program, parents / guardians agree that the Canadian Cadet Organizations, Canadian Armed Forces, Leagues and Local Sponsors may, at any time, disclose photos, videos, as well as cadet's name, age, home corps or squadron and location, and accomplishments in Cadets, through print and electronic media, for the purposes of publicly recognizing the cadet's accomplishments and to promote the Canadian Cadet Organizations. If at any time you do not wish your photo or information to be shared, please advise your Chain of Command.
10. We also want you to share your experience in Cadets and at our CTC this summer. We encourage you to share your CTC experience through personal social media accounts in an appropriate manner that reinforces the aims of the Canadian Cadet Organizations. Tag @CadetsCA (English) or @CadetsCAN for us to see your posts!

### **CTC CONTACT INFORMATION**

11. When visiting the CTC all visitors must be able to present the following identification if requested:
  - a. Military personnel - Valid NDI 20 or NDI 10 identification card;
  - b. Cadets and Staff Cadets – Not required when travelling with a person who is of the age of majority; and
  - c. Civilian Visitors – Valid photo identification such as a driver's license or passport.
12. If you are placing a call to the CTC, please be prepared to leave a short message including the full name of the cadet, the course they are taking, your full name and phone number, and the best time to call you back. Due to the locations used for training it could take some time before we can arrange for a cadet to call home. Therefore, if the reason you are calling is an emergency (e.g., death or serious illness of a family member) please indicate this in your message and every effort will be made to have your child/ward call home as quickly as possible.
13. Detailed below is the contact information for each Atlantic Region CTC:
  - a. **Argonaut Cadet Training Centre**
    - (1) Location: 310 Nashwaak Ave., 5 CDSB, Gagetown, Oromocto, NB;
    - (2) Operation Centre (24 hours/day): (506) 422-2000, extension 7321;
    - (3) Mailing Address - please ensure a return address is included on all mail in the event the staff members or cadet has already returned home:  
  
Rank-Initials-Surname  
Course Cadet (or Staff) Argonaut  
CTC PO Box 17000 Stn Forces  
Oromocto, NB E2V 4J5; and
    - (4) Email Access: Argonaut CTC can only provide limited access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

- b. **Greenwood Cadet Training Centre**

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- (1) Greenwood Location: 14 Wing Greenwood, Cadet Complex, Greenwood (next to Kingston, NS);
- (2) Shearwater Location: 12 Wing Shearwater – Main Brace (Bldg 271) Marine Parade Drive, Shearwater, NS
- (3) Operation Centre (24 hours/day): (902) 765-1494 extension 5750;
- (4) Mailing Address – please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname  
Course Cadet (or Staff) Greenwood  
CTC PO Box 1300  
Greenwood, NS B0P 1N0; and

- (5) Email Access: Greenwood CTC can only provide limited access to email because of infrastructure limitations and will not be responsible for any charges incurred using personal communication devices.
- (6) Contacting cadets attending training at Moncton, NB, Gander, NL, or Shearwater, NS may be coordinated through the Greenwood Operations Centre.

## **SUMMER DIGITAL LEARNING CENTRE**

14. The Summer Digital Learning Centre (SDLC) is a new Centre hosted by the CJRC Gp Headquarters, Training Section. A series of digital Hybrid and eLearning courses will be delivered by the SDLC team with the intention to prepare cadets going on selected In-House training with the foundations they require to be successful (Hybrid) and provide those cadets attending an eLearning course with skills to assist with the support functions at the Corps / Squadron.

15. For further information on the Hybrid and eLearning courses being conducted this summer, click on one of the links for the Summer Digital Learning Centre Joining Instructions: [Summer Digital Learning Centre Information \(sharepoint.com\)](#) or [Summer Digital Learning Centre \(SDLC\) Summer Courses 2023 - Canada.ca](#).

## **TRAVEL INSTRUCTIONS**

16. Transportation instructions for Atlantic Region cadets and staff proceeding to and from CTCs can be found at Annex A.

## **REQUIRED CLOTHING AND EQUIPMENT**

17. Cadets are required to travel to and from the Training Centre in uniform (C3). Cadets may choose to wear either of the C3 orders of dress to include trousers, belt, boots, elemental headdress, and any combination of the following:

- a. short sleeve elemental dress shirt with or without tunic and with or without tie; or
- b. elemental t-shirt (black, green or blue), with or without tunic.

18. Note that ribbons (not medals) are worn with the C3 orders of dress. Additionally, highland dress and ceremonial articles of clothing/regalia are not to be brought to the CTC as they are not required.

19. All items of kit and personal belongings must be clearly labelled, with a permanent marker, with the cadet's name and the cadet corps/squadron number. Cadets are reminded that they are solely responsible for any valuable items brought to the CTC as the Canadian Armed Forces will not be held liable for the loss or damage of valuables. Cadets bringing valuables to the CTC are encouraged to obtain personal insurance to cover the replacement cost of these items. To eliminate any valuables being stored or security issues, it is recommended that the cadets not bring jewelry, expensive clothing, etc. to the CTC. Cadets bringing valuable items to the CTC must record such items on the *Record of Valuable Items*

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Form found at Annex B and pass this form to the CTC staff conducting kitchecks.

20. Because of the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property. The main objective of such an inspection is to ensure that each cadet has the necessary clothing and equipment required for their use during the CTC program. Prohibited items (see paragraph 22) will be confiscated and secured. These articles will be returned prior to the cadet returning home.

21. Staff Cadets will attend a semi-formal dinner and dance and should bring semi-formal attire.

22. Air Cadets attending the Power Pilot Training Course (PPTC) are required to bring:

- a. Aviation Medical Certificate (Original Transport Canada medical Certificate obtained from a certified Civil Aviation Medical Examiner (CAME);
- b. Proof of Age (Original Document) this could be either a Birth Certificate, Baptismal Certificate, Citizenship Certificate or Passport;
- c. Proof of Citizenship (original document), this could be either a Birth Certificate, Baptismal Certificate, Citizenship Certificate or Passport but if you were born outside of Canada, a citizenship card is required;
- d. Passport photos (you require 2) that must include the name and address of the photography studio and date the photo was taken (if not previously submitted), the photos must be stamped and dated by the studio and otherwise left blank. The Verifier's signature will be provided at the CFTC;
- e. Federal or Provincial government-issued photograph identification (School IDs are not accepted); and
- f. Funds to cover the following expenses (Cadets can use their training bonus to pay for these fees):
  - (1) Transport Canada Exam - \$112.95; and
  - (2) Power Pilot License - \$55.00.
- g. Funds to cover the following optional expenses (approx. \$10.00 per item):
  - (1) Flight suit nametag; and
  - (2) Solo badge; and
- h. Aviation Document Booklet (for cadets that have one already).

23. The day-to-day dress for all cadets will be uniform. For those cadets attending Sail courses at Greenwood CTC (Shearwater Site) please bring additional sets of sports gear for wear on the water. Cadets attending Fitness Courses at Argonaut CTC should also bring additional sports gear. All other cadets may be permitted to wear some civilian clothing during leisure time, and it is recommended to bring a few extra civilian t-shirts that are neat, clean, and do not bear any offensive words, pictures, etc. Additionally, cadets may wish to bring one pair of civilian pants (jeans acceptable).

24. **All cadets** are required to bring the following personal items:

| Wear | UNIFORM REQUIREMENTS                           | Packed | MANDATORY ITEMS  |
|------|--|--------|------------------|
|      | belt   |        | combination lock |
|      | boots (properly fitting and in good condition) |        | comb/brush       |
|      | grey wool socks                                |        | deodorant        |

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|               |  |  |  |
|---------------|--|--|--|
|               | gun shirt or white short sleeve (sea cadets)     |  | eyeglass prescription (extra pair of glasses if possible)  |
|               | headdress  |  | face cloths and towels (2)   |
|               | jacket   |  | female personal hygiene items  |
|               | lanyard (sea cadets only)                        |  | pajamas  |
|               | shirt short sleeve (air and army cadets only)    |  | safety strap for glasses (as required)   |
|               | tie  |  | shampoo  |
|               | trousers   |  | shaving kit (as required)  |
|               |  |  | shorts (min 2 pairs, solid conservative colour (e.g., black, blue, grey), length to fall between top of the knee to approx. 5 cm above the knee) |
| <b>Packed</b> | <b>UNIFORM REQUIREMENTS</b>                      |  | shower sandals   |
|               | cadet t-shirt (2)                                |  | sneakers (2 pairs preferred, non-marking soles)  |
|               | field training uniform (army and air cadets)     |  | soap and soap case   |
|               | grey wool socks (1)                              |  | sport socks (7 pairs)  |
|               | gun shirt or white short sleeve (1) (sea cadets) |  | sweater/sweatshirt   |
|               | sea training uniform (sea cadets only)           |  | sweatpants/track pants   |
|               |  |  | swimsuit   |
|               |  |  | toothbrush, toothpaste   |
| <b>Packed</b> | <b>OPTIONAL ITEMS</b>                            |  | t-shirts   |
|               | bathrobe   |  | underwear (7 pairs)  |
|               | camera   |  | civilian clothing 2 outfits  |
|               | pens/pencils                                     |  | lip balm / sunblock (spf 30+)  |
|               | rain gear (sail cadets only)                     |  | lint brush   |
|               | small flashlight                                 |  | laundry detergent and fabric softener  |
|               | small gym bag                                    |  | sewing kit   |
|               | sunglasses (non-mirror)                          |  | shoe polish kit and press cloth  |
|               | swimming goggles (1)                             |  | plastic coat hangers   |
|               | writing material                                 |  | water shoes (required by sail sea cadets and expedition army cadets)   |
|               | PFD (sail cadets)                                |  |  |

**FORBIDDEN ITEMS**

25. The following table lists items that are prohibited and not allowed at Cadet Training Centres. Please note that:

- a. Prohibited by law items will be handed over to the Military or Civilian Police;
- b. Prohibited by the CCO items will be confiscated by staff upon discovery and disposed of; and
- c. Not allowed items will be returned home at the cadet's expense or held by the CTC until the cadet departs.

| List of items PROHIBITED by law at Cadet Training Centres  | List of items PROHIBITED by the CCO at Cadet Training Centres | List of items NOT ALLOWED at Cadet Training Centres |
|--|---|---|
| firearms (any kind)  | daggers / knives  | gaming consoles / stereos / laptop computers        |
| non-prescribed and illicit drugs                           | straight razor blades   | altered parade boots                                |
| controlled substances (incl. marijuana or THC derivatives) | pornographic materials  | motor vehicles / skateboards                        |

### Atlantic Region CTC Cadet Joining Instructions

|  |  |                |
|--|--|----------------|
| alcoholic beverages                        | laser pointers                             | pets           |
| explosives                                 | lighters and other fire starting equipment | food           |
| weapons (brass knuckles, ninja stars etc.) | flammables                                 | scissors       |
|  | tobacco products (including vapes)         | two-way radios |

### **GRADUATION PARADES**

26. Parents/guardians, friends and family are welcome to attend the graduation parades held for each course. The Graduation Parades will be held for each of the courses as indicated below:

| CTC / COURSE   | DATE             | TIME                   | LOCATION  |
|--|------------------|------------------------|---|
| <b>ARGONAUT</b>  |                  |                        |   |
| 2-Week Graduation<br>Expedition Team Member  | Thu, 27 Jul 2023 | 1800 hrs<br>(6:00 PM)  | Argonaut CTC Parade Square  |
| 3-Week Graduation<br><i>Fitness and Sports Instructor, Drill and Ceremonial Instructor and Air Rifle Marksmanship Instructor</i>                         | Thu, 3 Aug 2023  | 1800 hrs<br>(6:00 PM)  | Argonaut CTC Parade Square  |
| 2-Week Graduation<br><i>Expedition Team Member</i>   | Thu, 10 Aug 2023 | 1800 hrs<br>(6:00 PM)  | Argonaut CTC Parade Square  |
| Final Graduation<br>Expedition Team Member, <i>Fitness and Sports Instructor, Drill and Ceremonial Instructor, and Air Rifle Marksmanship Instructor</i> | Fri, 25 Aug 2023 | 0900 hrs<br>(9:00 AM)  | Argonaut CTC Parade Square  |
| <b>GREENWOOD</b>   |                  |                        |   |
| 3-Week Graduation<br><i>Advanced Aviation</i>  | Thu, 3 Aug 2023  | 1800 hrs<br>(6:00 PM)  | 14 Wing Parade Square   |
| Final Graduation – Greenwood Site<br><i>Advanced Aviation</i>  | Fri, 25 Aug 2023 | 1000 hrs<br>(10:00 AM) | 14 Wing Parade Square   |
| Final Graduation – Shearwater Site<br><i>Sail 1 and Advanced Sail</i>  | Fri, 25 Aug 2023 | 0900 hrs<br>(9:00 AM)  | 12 Wing TBD   |
| 7-Week Graduation<br><i>Power Pilot Training Course</i>  | Fri, 25 Aug 2023 | 1300 hrs<br>(1:00 pm)  | Moncton Site TBD<br>Gander Site – 9 Wing Sports and Recreation Centre |

### **PARENTAL/GUARDIAN PICK UP AND DROP OFF**

27. If parents/guardians are transporting cadets directly to the CTC, they are requested to arrive after 1400 hrs. (2:00 PM) and no later than 1600 hrs. (4:00 PM) on the Sunday before the course start date. Cadets are to be dropped off at the Operations Office. Cadets must arrive at the Training Centre in uniform as per regulations. Parents/guardians must complete the *Request for Parental/Guardian Pick Up/Drop Off of Cadets* form at Annex C and forward to the Corps/Squadrons Commanding Officer for onward submission to the applicable Movements Officer if planning on dropping their child/ward off at the CTC.

28. If parents/guardians wish to pick up a cadet at the end of a course, they must advise the Training Centre at least seven days in advance of the cadet's graduation parade by mailing, emailing, or faxing a copy of the *Request for Parental/Guardian Pick Up/Drop Off of Cadets* form at Annex C.

29. It is important to note that parental/guardian consent is required to authorize a pickup by someone other than the legal guardian and as indicated on the *Application for Participation form*. Identification of all persons presenting themselves to pick up a cadet will be always verified against this authorization. Persons who have not reached the age of majority (19) will not be authorized to pick up a cadet under any circumstance.



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30. Cadets will be permitted to depart after their graduation parade and upon completion of their out clearance. It should be noted that wait times will vary depending on the numbers of cadets graduating and being picked up, with the final graduation being the largest and therefore longer wait times should be expected.

### **DAY AND OVERNIGHT PASSES**

31. Parents/guardians, and other authorized persons may come and take their child/ward on a pass while at the Training Centre. To ensure the safety and well-being of cadets in our care, please understand that consent of a cadet's parent/guardian is required to authorize a pass as given on the *Application for Participation* or within the cadet's profile info contained in the on-line database (Fortress) and only persons named by the parent/guardian will be permitted to take a cadet out on a pass as indicated. A cadet's Parent/Guardian may authorize additional persons to take a cadet on a pass during the summer by completing a *Request for Parental / Guardian Pick Up / Drop Off of Cadets* form at Annex C. As a minimum, parents/guardians should advise the CTCs at least 48 hours in advance of intended leave to avoid delays.

32. Day/overnight passes allow a cadet to leave the Training Centre for a period of time and are granted only when the pass does not conflict with training. Passes are generally only approved for weekend days. Approval by the cadets' Platoon Commander is required. Please contact the Operations Office for additional information.

### **CELLULAR TELEPHONES AND COMMUNICATIONS DEVICES**

33. Cadets are authorized to bring cellular telephones to the CTC. The CTC or RCSU(A) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones are valuable items. Each CTC will advise Cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of an individual's right to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. While cadets are permitted to bring personal communication devices with them to a CTC, they do so with the understanding that:

- a. Cellular Telephones shall be locked in the Cadet's locker when not in use or charging. The communications device can only be used at designated times, within a designated area, as directed by the CTC. At all other times the cellular telephone must be turned off and secured in the Cadet's locker. Cell phones are considered a phone first and having one turned on during the day as a camera, calculator, music player or watch is not acceptable; Cadets expecting urgent messages during the day must have the message relayed through the CTC.
- b. Communications devices shall not be used at any time where individual privacy must be protected, such as, in washrooms or accommodations because of still photo or video recording features found in these devices. Furthermore, text messaging features shall not be used in such a way as to harass an individual or group of individuals or undermine the efficient operation of the CTC.
- c. Only a limited number of AC outlets are available for cadets to use to charge their communications devices. Charging of such devices will not be done using outlets needed to run fans, air conditioners, or other equipment intended for improving the cadets' quality of life in their accommodations. Furthermore, cadets will be required to "supervise" their device while it is being charged.
- d. Phones found to be turned on at times when they are not supposed to be, or are used to harass or violate the privacy of others, will be confiscated and returned to the cadet upon completion of training. Disciplinary action may be considered depending on the severity of the infraction.
- e. CTCs will not accept any responsibility for the security of any device, or any costs incurred because of unauthorized use or loss.
- f. There will be very limited access to Wi-Fi at the CTC. Wi-Fi may be available to cadets in common areas such as the Cadet Canteen. The CTC will not accept responsibility for use of personal data.

**DISCIPLINE**

34. Cadets are expected to adhere to the rules of our program, which are designed to teach responsibility and self-worth, keep everyone safe, ensure fairness, and foster acceptance. Attached at Annex D is a copy of the Code of Conduct Youth which each cadet arriving at the CTC is expected to sign and adhere to.

35. All cadets, regardless of age, are prohibited from purchasing, possessing or consuming alcoholic beverages or mood-altering drugs. These substances will result in an automatic return home and could involve charges under the criminal or juvenile laws of Canada. Inappropriate relationships between officers, staff cadets, and course cadets will not be tolerated. An inappropriate personal relationship shall be deemed to mean a relationship of an emotional, romantic, or sexual nature between a staff member (including staff cadets) and cadets and a relationship of a sexual nature between cadets. In all cases, such relationships are strictly forbidden and administrative and or disciplinary action will be taken as deemed necessary in cases where these policies are violated.

**RETURN TO UNIT (RTU)**

36. A course cadet may be returned home if they:

- a. fail to meet the training standards;
- b. do not meet the prerequisite requirements for the course;
- c. are declared physically or medically unfit;
- d. have requested to leave for compassionate reasons;
- e. are a discipline problem; or
- f. have a parent/guardian who submits a written request for a Return to Unit (RTU).

37. Parents/guardians will be notified in advance if a cadet is to be returned home early. Parents/guardians are encouraged to contact either the Commanding Officer or Deputy Commanding Officer directly by contacting the Operations Officer / Orderly Room if their child contacts them wishing to return home so the situation can be discussed and every effort made to resolve the issue prior to sending the cadet home and/or the parent/guardian coming to pick the cadet up. When an RTU is requested by the parent(s)/guardian(s), the parent/guardian will be required to bear the cost of return transportation.

**OUT OF BOUNDS**

38. The following areas are out of bounds:

- a. female quarters to all male personnel;
- b. male quarters to all female personnel;
- c. staff quarters to all cadets; and
- d. any other area as designated by the CTC Commanding Officer.

**SMOKING**

39. Persons under the age of 19 are prohibited from smoking in Atlantic Region CTCs. The Atlantic Region CTCs or personnel will not sell, supply, or allow cadets to possess tobacco products in accordance with federal and provincial legislation. Use of e-cigarettes or vaporizers at CTC is also prohibited.

**CTC FACILITIES**

40. A banking system will be in place for accessing the cadet training bonus. Cadets may draw their money as needed from the finance officer. Cadets are encouraged to limit money on hand and bank the remainder as a safeguard against loss or theft. It is suggested that spending money brought to the CTC be secured in their breast pocket to allow for easy access during the in-routine process. Money is not to be packed in luggage as cadets are normally separated from their luggage on arrival at the CTC. Cadets will receive their training bonus using Direct Deposit. Cadets are to fill out the information in Annex E. Cadets attending Argonaut CTC are to bring the completed form, with them and submit to the finance office upon arrival. All other cadets are to submit their completed Annex E to the following address.

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### Attention J8

Regional Cadet Support Unit Atlantic  
(RCSU(A)) 12 Wing Shearwater  
PO Box 99000 Stn Forces  
Halifax, NS B3K 5X5

41. Light refreshments, a variety of food products, souvenirs, and various laundry items are available at the cadet canteen for purchase by cadets.

42. Pay phones are available at Argonaut and Greenwood CTCs to allow cadets the opportunity to contact home as necessary. It is recommended that cadets bring pre-paid long-distance cards with them to expedite calling home. Cadets attending CTCs at Shearwater, Moncton, and Gander will have access to a phone when required.

### **RATIONS AND QUARTERS**

43. Rations (meals) will be provided at no cost to the cadet. Meals will be designed to provide a well-balanced diet. Those cadets that have special dietary needs are to advise the medical staff via their annual Detailed Health Questionnaire (DHQ) and upon arrival at the CTC. The CAF's hired food services vendor is unable to provide individualized dietary accommodations but will provide 2-3 entrée options per meal. Cadets should be aware of their food items of concern and be able to advocate and accommodate their own diets as needed.

44. Cadets will be housed in barrack style rooms and provided with an individual bunk and locker. Sheet exchange will be done weekly.

45. Washers and dryers or laundry services are available at no charge for cadet use. Cadets are to provide their own laundry soap, dryer sheets, and starch, which is available for purchase in the cadet canteen. It is recommended that cadets know how to use a washer and dryer prior to coming to the CTC.

### **MEDICAL AND DENTAL CARE**

 46. ***\*\*Cadets who have had a medication change (not including dose increase), a new diagnosis, or a hospital admission in the past 90 days will be required to submit a new Detailed Health Questionnaire (DHQ). DHQs can be picked up/submitted to the home unit or submitted directly to the Regional Medical Liaison Officer's office.\*\****

47. All cadets are entitled to emergency medical and dental treatment while at the CTC. Sick parade will be held Monday to Saturday; however, medical treatment is available anytime. If applicable, arrangements and costs associated with orthodontic follow-up appointments while the cadet is at the CTC will be the responsibility of the parent/guardian as these services are not offered at the CTC and related expenses are not covered by the Department of National Defence (DND).

48. The Canadian Armed Forces (CAF) has neither the mandate nor the resources to provide or guarantee allergen-free food items or preparation conditions. This limitation applies equally to meals provided or paid for by the CAF as to those provided or paid for by local sponsors, third parties or cadets themselves.

49. While it is generally possible to accommodate cadets with special dietary requirements such as vegetarian and/or vegan, this is usually limited to meals provided in the mess halls. Such accommodation is not usually possible for meals taken in the field.

50. Fasting is not compatible with summer training and attending CTC. The CAF are required to accommodate cadets wishing to fast for religious or spiritual reasons, except where the accommodation would cause undue hardship to the CAF or place the cadet's health or safety at risk, or that of others around the cadet. Because of the physical requirements placed on cadets during summer training, the CAF's capability to accommodate a cadet or staff cadet wishing to fast even for religious or spiritual reasons may be very limited. Cadets may want to consult their religious/spiritual guides for available

## Atlantic Region CTC Cadet Joining Instructions options.

51. Parents / guardians and Corps/Sqn staff need to be particularly vigilant in order to identify any potential symptoms of illness prior to sending their cadet to CTC. Any staff or cadet exhibiting such symptoms (flu-like, diarrhea, sore throat, vomiting etc.) within 72 hours prior to travel to the CTC cannot be allowed to proceed on summer employment or training without first recovering and testing negative (if tests are available and appropriate for the scenario). Depending on the circumstances, opportunities may exist to commence employment or rejoin training once the individual is fully recovered. Unit COs will be responsible for ensuring that parents / guardians, cadets, and staff are aware of the symptoms and prevention methods of spreading Influenza Like Illnesses (ILI). All cadets should be screened before leaving for CTC for COVID and other symptoms of concern.

52. Medical screening for all cadets and staff on in clearance at the CTC will include checking for symptoms of ILIs. Personnel showing symptoms of ILI will be isolated from the rest of the population to prevent spread and personnel who are confirmed to have ILI will be sent home if practical to do so (e.g., person is from the mainland and is able to travel). Personnel from NL and those physically unable to travel will remain at the CTC under isolation until they are able to travel or able to commence training. Parents and guardians will be requested to retrieve and transport their cadets home if they are flagged on the intake process and IF the home location is within a reasonable distance.

53. Lyme Disease carrying ticks have become endemic to the Southern New Brunswick area, including CFB Gagetown, the site of the Argonaut CTC. Cadets will be encouraged to follow insect discipline, including wearing appropriate closed toe shoes, long-sleeved shirts, and pants that are properly bloused (tucked in with socks over pant legs) while in the field. Insect repellants with 20-30% DEET are also recommended for field/expedition use. CTC Argonaut has a prophylactic plan in place for any potential Lyme exposure. Any affected cadets will receive immediate care, as well as a follow up letter to take home, advising of any delayed signs or symptoms of Lyme Disease and the required actions. Cadets will be educated on ticks and how to report any exposures while at the CTC.

### **MEDICATION**

54. Cadets taking prescribed and OTC medications must complete and bring with them the Annex F, as attached to these JIs. The CTC medical staff will interview all cadets on arrival at the CTC and take an inventory of medications. Medications should be kept with the cadets in a carry-on bag vs their main luggage as cadets are often separated from their luggage on arrival. Non-prescription drugs (over the counter) such as aspirin or Tylenol are provided at the CTC on an as needed basis. If a cadet brings their own supply, it will be inventoried and the cadet will be permitted to keep a small supply, good for one to two doses at a time. If a cadet requires prescribed medication for a chronic condition, sufficient quantity of the prescription must be brought by the cadet to last the duration of their stay. Insufficient quantities will be identified immediately and if not rectified places the cadet at risk for RTU. Cadets who have medications for acute conditions (allergies or asthma) will be permitted to carry these medications on their person.

55. The medical staff will determine whether or not a cadet is able to safely secure, control, and administer their own medication(s). Cadets who are deemed not able to safely control their own medication will be considered for Return to Unit. Parents/guardians may indicate in writing if they wish their child/ward to control their own medications or not. This request will be considered by medical staff. Cadets who require repeated counselling due to medication non-compliance will be considered for Return to Unit

### **COURSE CADET TRAINING BONUS**

56. A training bonus of \$60.00 per week of completed in-house training will be paid to all course cadets. Where a cadet is, for any reason, unable to finish the authorized activity and is returned to their unit (RTU), entitlement for the training bonus shall be determined on a prorated basis for each day of attendance. Travel days do not count as training days.

### **RELIGIOUS SERVICES**

57. Protestant and Roman Catholic services will be made available at the CTCs and attendance is on a voluntary basis. Religious services for persons of other denominations may be arranged as available.

**REQUIREMENTS CHECK LIST**

58. Below is a summary of items that cadets are required to bring to the CTC:
- a. Signed copy of the Offer of Participation;
  - b. Kit List as identified in Paragraph 21 (all items labelled);
  - c. Extra pair of eyeglasses and safety strap;
  - d. Sufficient supply of prescription medication (if required);
  - e. Annex B - Completed Record of Valuable Items Form;
  - f. Annex F – The over the counter (OTC) Medical Administration Form; and
  - g. Flying Training Cadets only – Documents and money as identified in paragraph 17.

## TRANSPORTATION INSTRUCTIONS

### 1. **GENERAL**

- a. These instructions apply to all Atlantic Region cadets and staff proceeding to and from CTCs. Personnel should print a copy and carry-on person while traveling. For the purpose of this document, the term parent refers to parent/legal guardian and the term cadet refers to course and staff cadets.
- b. RCSU(A) J4 Movements will arrange all travel for personnel. Personnel are not authorized to amend arranged travel; any requests for amendments are to be made to the responsible Movements Officer in a timely manner, however, changes are not normally authorized.
- c. The Department of National Defence (DND) is not responsible to transport cadets to any location other than their primary unit. In the event of a cadets' primary residence changes prior to return from the CTC, amendments to original travel arrangements will be considered. Parents are to ensure that J4 Movements is contacted as soon as possible regarding a change in residence, through their unit.
- d. Cadet Pick Up: Parents are advised that if someone other than themselves will be picking up their child from the Cadet Training Centre, home area upon return, or other location, they must complete the Parent Pick Up form attached at Annex C. Parents should also be advised that when picking up cadets, they are required to show photo ID. Additionally, parents are requested to contact J4 Movements through their unit as soon as possible if they choose to transport their cadet to or from the CTC in lieu of the provided transportation.
- e. Cancellations: Personnel originally scheduled to attend a CTC and who are unable to attend for any reason are to contact their unit Commanding Officer who will contact the Zone Training Officer, or in an emergency / short notice, please contact J4 Movements for their area directly (numbers listed below).
- f. Dress and Department While Traveling: Cadets shall travel in uniform (C3) at all times. Staff traveling with cadets shall travel in uniform. All personnel travelling on DND charters will travel in uniform.
- g. Assistance While Traveling: Movements staff meet and assist cadets as required at major centres while making travel connections and on final destination. Movements staff frequently provide meals at this time. If personnel are not met within 15 min of arrival at the destination, contact a J4 Movements staff from the emergency contact list in para 4.
- h. Emergency contact numbers: For transportation inquires only, are provided at the end of this document for personnel traveling who may otherwise require assistance.
- i. Overnight Transient Accommodation: Some personnel will require overnight accommodation while traveling to a CTC. If accommodations are required in a location which has a Canadian Forces Base/Wing, rations and quarters shall be taken on the Base Wing where available. No reimbursement will be made for accommodation/rations costs without first confirming with J4 Movements that rations and quarters are not available. If rations and quarters are not available, written confirmation must be received from J4 Movements in order to claim any associated costs. Contact the Movements Officer to arrange for rations and quarters as required. For cadets, this will be done automatically. Overnight COATS supervisors will be provided for cadets.
- j. Claims and Meal Reimbursement: Cadets are not issued travel claims (DND 99s). Meals are usually provided enroute (e.g., Tim Hortons, Subway, McDonalds, etc.) and paid by RCSU(A). Before purchasing a meal, personnel are to check with the supervisor. Where meals are purchased by cadets, reimbursement for meals will be made at the CTC shortly after arrival. Reimbursement is normally made according to the travel schedule and receipts are required. Personnel are reminded that they are not to accept reimbursement/submit a claim for any meal(s) provided by Movements or CTC staff, either purchased individually or by group feeding.

## 2. AIR TRAVEL

- a. ID Requirements: In accordance with Canadian Aviation Transportation Safety Authority regulations, Photo ID - One piece of valid government issued photo identification, or 2 pieces of valid government issued identification is required for passengers 12 years of age or older. See <http://passengerprotect.gc.ca/identity.html> for specific details. Cadets will also be required to show identification when passing through security points. Photo Identification card such as passport, driver's licence, Provincial ID card are the preferred type of photo identification. It is important to ensure that the name, which appears on your ID, is the name which appears on your travel documentation.
- b. Baggage Information: For travel on most commercial aircraft and DND aircraft, including charters, refer to the information provided below.
- c. Checked Baggage: A total of one piece of checked baggage will be accepted per Cadet passenger. The weight shall not exceed 50 lbs (23 kgs) per cadet. Staff and Staff cadets are entitled to two pieces combined total not to exceed 70 lbs. Overall dimensions (length plus width plus height) must not exceed 62 inches (157 cm). Baggage is not to be locked while travelling as security personnel may screen it. Below are the links for each of the airlines. However please keep in mind in most cases you will be travelling under DND baggage restrictions.
- d. Note: You will be responsible for the fees for excess baggage, so take a few minutes before leaving home to determine prior to getting to the airport if you are carrying too much.
- e. Airline sites are as follows:
  - Air Canada: [www.aircanada.com](http://www.aircanada.com)
  - West jet: [www.westjet.com](http://www.westjet.com)
  - Provincial Airline: [www.provincialairlines.ca](http://www.provincialairlines.ca)
  - Porter: [www.flyporter.com](http://www.flyporter.com)
- f. Carry-on Baggage: One piece of hand baggage may be carried on board the airplane provided that the dimensions to not exceed 18 inches by 16 inches by 7 inches (46 cm by 41 cm by 18 cm). Garment / Suit bags are not normally allowed as carry-on baggage. Carry-on baggage must be convenient to stow in the passenger compartment of the aircraft and is not otherwise offensive or objectionable to any other passenger.
- g. Excess Baggage: There is normally NO entitlement for excess baggage (including, but not limited to, musical instruments and personal items, such as sporting equipment and stereos). Any additional costs incurred as a result of excess baggage will be the responsibility of the traveler. For DND aircraft (including charters), excess baggage is strictly prohibited.
- h. Restricted Items: Common items which are prohibited from carrying in carry-on or checked baggage are: containers containing flammable and/ or other hazardous material (look for the symbol on the container) nail polish remover, strike anywhere (wooden) matches, and unidentifiable liquids. Prohibited from carry-on baggage are penetrating objects such as knives, sharp-ended scissors, razor blades and metal nail files. For a complete list of subject items please access the following link, <http://www.tc.gc.ca/eng/aviationsecurity/page-147.htm>.
- i. Baggage Ownership: Personnel are strictly prohibited from traveling with any baggage not belonging to them. If Personnel are found to be traveling with baggage belonging to other personnel, the baggage will be confiscated, and corrective action will be taken. In addition personnel must be fully aware of the contents of their baggage and must ensure that it is never left unattended.
- j. Baggage Type and Identification: All baggage must be suitable, externally identified (full name, destination and home phone number) and packed in suitcases or in similar containers in order to ensure safe and convenient carriage with ordinary care and handling. It is also a good idea to identify the inside of baggage as external ID tags are sometimes torn off during handling. Suggested type of baggage due to weight would be duffle bag (weight is less than the common suitcase).
- k. Electronic Devices: Personnel are to ensure that if traveling with any electronic devices, e.g., cell phones or laptops, they are to be in serviceable and operating condition (carry chargers). Any items to be found not in accordance with this may be confiscated by security personnel.
- l. Airport Check In: Airport check in 2 hours prior to scheduled departure. Confirm departure time with commercial

carrier well before scheduled departure. Check in with the Movements Officer near the check in counter with travel documentation issued by the J4 Movements and appropriate ID as outlined above.

**3. COMMERCIAL BUS, TRAIN, AIRLINE, AND FERRY TICKETS**

- a. Commercial Bus Tickets: will be e-mailed to the unit CO after the CO has confirmed with J4 Movements that the cadet will take the bus.
- b. Charter Bus Travel: No tickets are required for DND charter bus travel. A travel information sheet will be provided detailing the bus departure and return location and timings. Personnel should be at bus pick up point 15 minutes prior to scheduled departure. Personnel are permitted to bring no more than one piece of baggage as per para b above. Any additional baggage will be left behind and if required shipped back to the member's home at the member's expense.
- c. Ferry Travel: Reservations and pre-payment for ferry travel are normally made by the Movements Officer for ferry travel between Digby, NS and Saint John, NB. An escort will be provided for cadets traveling aboard the ferry. Marine Atlantic Ferry reservations will not be booked by J4 Movements Staff.
- d. Airline Tickets: Tickets are now electronic.
- e. Questions and/or concerns: Should be directed to your Unit Contact Officer if there are concerns regarding cadet or staff travel. Alternatively, you may contact the Movements' staff in your area.

**4. EMERGENCY TRANSPORTATION CONTACT NUMBERS**

Emergency contact numbers for movements' staff are provided below for your information. If you must contact somebody, contact your movement's staff first. These numbers are provided for transportation related issues only.

| <b><u>LOCATION</u></b> | <b><u>OFFICE PHONE #</u></b> | <b><u>CELL #</u></b>             |
|------------------------|------------------------------|----------------------------------|
| Shearwater NS          | (902) 720-1791               | (902) 499-3810<br>(902) 225-9879 |
| St John's NL           |                              | (902) 229-7142                   |
| Gagetown NB            |                              | (902) 456-3417                   |





**REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS DEMANDE  
D'EMBARQUEMENT/ DEBARQUEMENT DE CADETS PAR UN PAENT OU TUTEUR**

| <b>SECTION "A" CADET PERSONAL DATA – RESEIGNEMENTS PERSONNELS DU CADET</b>   |              |                           |  |                       |
|--|--------------|---------------------------|--|-----------------------|
| CADET CORP/ SQUADRON NO & NAME<br>NO ET NOM DU CORPS/ ESCADRON DE CADETS   |              |                           | LOCALITY (CITY) – LOCALITE (VILLE)                                   |                       |
| RANK- GRADE  | SURNAME- NOM | FIRST NAME - PRENOMS      | SEX-SEXE   | TELEPHONE – TELEPHONE |
| ADDRESS – ADRESSE  |              | CITY – VILLE              | PROV.  | POSTAL CODE POSTAL    |
| <b>SECTION "B" CADET ACTIVITY – OCCUPATION DU CADET</b>  |              |                           |  |                       |
| EMPLOYMENT – COURSE – EXCHANGE – OTHERS<br>EMPLOI – COURS – ECHANGE – AUTRES   |              |                           | CTC – COUNTRY OF EXCHANGE – OTHERS<br>CIEC – PAYS D'ECHANGE – AUTRES |                       |
| <b>SECTION "C" PICK UP / DROP OFF POINT – LIEU DE DEBARQUEMENT/ EMBARQUEMENT</b>   |              |                           |  |                       |
| DROP OFF POINT – LIEU DE DEBARQUEMENT  |              |                           | TIME AND DATE – HEURE ET DATE  |                       |
| PICK UP POINT – LIEU D'EMBARQUEMENT  |              |                           | TIME AND DATE – HEURE ET DATE  |                       |
| <b>SECTION "D" AUTHORIZED PERSON – PERONNE AUTORISEE</b>   |              |                           |  |                       |
| NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET<br>NOM DE LA PERSONNE AUTORISEE A RAMASSER LE CADET<br><br>(PRINT/LETTRES MOULLEES)                    |              |                           | TELEPHONE – TELEPHONE<br>HOME-DOMICILE: ( )<br>WORK-TRAVAIL: ( )     |                       |
| NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET<br>NOM D'UNE DEUXIEME PERSONNE AUTORISEE A RAMASSER LE CADET<br><br>(PRINT/LETTRES MOULLEES) |              |                           | TELEPHONE – TELEPHONE<br>HOME-DOMICILE: ( )<br>WORK-TRAVAIL: ( )     |                       |
| <b>SECTION "E" PARENT / GUARDIAN SIGNATURE – SIGNATURE DU PARENT/ TUTEUR</b>   |              |                           |  |                       |
| AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE<br><br>(PRINT/LETTRES MOULLEES)   |              |                           | TELEPHONE – TELEPHONE<br>HOME-DOMICILE: ( )<br>WORK-TRAVAIL: ( )     |                       |
| <b>SECTION "F" SIGNATURE OF COMMANDING OFFICER /DESIGNATE<br/>SIGNATURE DU COMMANDANT/ DESIGNE</b>   |              |                           |  |                       |
| (SIGNATURE) (PRINT/ LETTRES MOULLEES)  |              |                           | TELEPHONE – TELEPHONE<br>HOME-DOMICILE: ( )<br>WORK-TRAVAIL: ( )     |                       |
| <b>SECTION "G" SIGNATURE OF PERSON PICKING UP CADET<br/>SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET</b>  |              |                           |  |                       |
| To be signed at time of pick up/ signature requise lorsqu'on ramasse le cadet  |              |                           |  |                       |
| (SIGNATURE)  |              | (PRINT/ LETTRES MOULLEES) | (DATE – TIME) (DATE – HEURE)   |                       |

\*\*\*NOTES\*\*\*

1. DND is responsible for transporting the cadet from LHA (Local Headquarters Area) to authorized activity only. Any deviation from pre-authorized transport arrangements is the financial and administrative responsibility of the authorizing parent/ guardian.
  2. The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
  3. Parent / Guardian authorizing signature (Section E) must be the same authorization in Fortress
  4. Person picking up the cadet must be the person(s) authorized in Section D, be at least 18 years old and must provide picture ID.
  5. This form must only be completed if the pickup or drop off point differs from the pickup or drop off point assigned in the movement orders and/ or if the person picking up the cadet differs from the person authorized in Fortress.
- 
1. Le MDN est uniquement responsable du transport des cadets entre l'unité locale et le site d'activité autorisée. Toute dérogation du plan de transport pré-autorisé est sous la responsabilité financière et administrative du parent/tuteur.
  2. Le fait de compléter ce formulaire ne garantit en rien que le personnel du mouvement sera en mesure de se conformer à la demande.
  3. La signature du parent/ tuteur exerçant l'autorité (inscrit à la Section D) doit être la même que celle apparaissant dans FORTRESS.
  4. La personne qui ramassera le cadet (inscrits à la Section E) doit être âgée d'au moins 18 ans et devra présenter une carte d'identité avec photo.
  5. Ce formulaire doit seulement être complété si le point d'embarquement ou le point de débarquement est différent du point établi dans les ordres de déplacement et/ ou la personne qui ramassera le cadet est différent dans FORTRESS.



## CADETS AND JUNIOR CANADIAN RANGERS YOUTH CODE OF CONDUCT

|      |           |            |                                |
|------|-----------|------------|--------------------------------|
|      |           |            |                                |
| Rank | Last Name | First Name | Home Corps / Squadron / Patrol |

1. Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive environment where adult staff, cadets and Junior Canadian Rangers (JCRs) feel valued and can develop to their maximum potential. Treating every person within our organization with respect and fairness, acting and making decisions in their best interest and working objectively within the parameters of CJCR orders, policies and directives are at the core of our daily operations. We foster supportive relationships with cadets/JCRs within appropriate boundaries in order to promote and maintain a culture free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour.

2. Your behaviour, at all training activities whether in person or virtual, impacts this environment. CJCR orders, policies, and directives have been developed and provided to you through training programs to ensure you are successful in maintaining this positive environment. In addition, this Code of Conduct has been developed, for you as a cadet/JCR, in order to provide an opportunity for you to:

- a. review, reflect on and discuss the key behaviours that are expected of you as a cadet/JCR;
- b. acknowledge your commitment and responsibility to continuing to learn about and abide by all CJCR orders, policies, and directives; and
- c. acknowledge that you will continue to align your behaviour with the values of the organization and respect the Laws of Canada, including the Canadian Human Rights Act and the Charter of Rights and Freedoms.

3. Codes of conduct are read, discussed and signed at the start of summer training. Signing this code means you are committed to doing what is right and demonstrating courage to challenge inappropriate actions and behaviour. It also means you recognize the requirement to continue to behave in ways that align to CJCR policies, values, and direction. A summary of expected behaviours is provided below. Please note this list does not include all behaviours.

4. As a cadet/JCR I understand I am responsible to:

- a. set a positive example for conduct. My actions and behaviours will be kind.
- b. be respectful of others, including their physical boundaries, personal property, and privacy.
- c. be honest;
- d. treat everyone fairly;
- e. follow the decisions and direction of my leaders;
- f. use a calm and reasonable tone of voice when interacting with others, particularly when giving instruction or addressing concerns;

- g. ensure that I am always acting in a safe manner when participating in cadet/JCR activities; looking out for my own safety and the safety of others;
- h. report any wrongdoing that I am aware of to an adult staff member as soon as possible;
- i. think about how my actions will impact others and the environment before deciding how I will behave;
- j. be respectful of the environment and my surroundings at all times;
- k. behave in a way that is consistent with this code while on social media sites and any other electronic communications, such as CADET365, even on my personal time<sup>1</sup>;
- l. ensure my uniform is clean and in good repair and that I am wearing it as outlined in dress regulations;
- m. request the assistance of a senior cadet/JCR or adult staff member when I need help;
- n. take care of all clothing, materials and equipment that are loaned to me;
- o. refrain from behaviours that are illegal and are forbidden by policy. **I WILL NOT:**
  - (1) intentionally violate orders, policies and directives,
  - (2) be offensive or make derogatory remarks towards any person's race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics (through comments made verbally or in writing, as well as by electronic communications and on social media),
  - (3) behave in a way that is of a sexual nature or has sexual undertones (through verbal or written comments, electronic communications, gestures, displays or physical contact),
  - (4) have pornographic materials in my possession,
  - (5) access pornographic materials including through the use of computers or other electronic devices,
  - (6) touch other cadets/JCRs and/or their belongings without their permission except when absolutely necessary in an emergency situation,
  - (7) take pictures of other cadets/JCRs without their consent,
  - (8) distribute or share pictures of others on social media without their consent (via email, text or other means),
  - (9) use or possess tobacco, while participating in cadet/JCR activities, except for approved ceremonial purposes,
  - (10) purchase or sell tobacco, e-cigarettes, or cannabis products while participating in cadet/JCR activities,

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<sup>1</sup> This includes communication by email, instant messaging, online chatting, and texting and via social media.

- (11) consume, purchase, possess or sell alcohol while participating in cadet/JCR activities,
- (12) use, purchase, possess or sell illegal or non-prescription drugs that would alter behaviour while participating in cadet/JCR activities,
- (13) share medication that is for my treatment with any other person, and
- (14) have knives, guns, weapons or ammunition in my possession other than those provided for participation in approved activities.

5. I understand that my actions and behaviours have impacts. Any that negatively affect others or takes us away from our mission of creating an environment free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour, will not be tolerated.

6. By signing this Code of Conduct, I acknowledge that I have read, discussed and understand the Code of Conduct. I understand that through my positive behaviour I will help make CJCR a safe place where all members feel welcomed, valued and included. I understand that failure to comply may result in corrective and/or disciplinary action as necessary and outlined in policy and law. This may include administrative action, or legal action, termination of membership and may include involvement of the military or civilian police.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cadet / JCR Signature (Print Name and Sign)

I have reviewed the Code of Conduct with the above cadet/JCR and clarified their understanding of the content within.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Leader (CAF member <sup>2</sup>/ CI Signature) (Print Name and Sign)

\_\_\_\_\_  
<sup>2</sup>Term inclusive of Regular Force, Primary Reserve, COATS and Canadian Rangers.

**NEW INFORMATION FOR 2023 CADET TRAINING CENTRES**  
**NOUVELLES INFORMATIONS POUR LE CAMP D'ENTRAÎNEMENT DES CADETS 2023**

PROTECTED B (when completed) | B PROTÉGÉ (une fois accompli)

CADET TRAINING BONUS INFORMATION/ L'INFORMATION DE LIVRE DE PAIE

**Note to the individual** - This form will be used to process payment of the Cadet Summer Training Bonus. A copy of this form along with your banking information is to be mailed to RCSU(A) attention J8 prior to your arrival at the Cadet Training Centre. If you have previously submitted a form for banking purposes, this form is still required in order to update any information.

**Note à l'intention de la personne** - Ce formulaire servira à traiter le paiement d'entraînement d'été des cadets. Une copie de ce formulaire ainsi que vos renseignements bancaires doivent être envoyés par la poste à l'attention de RCSU(A) J8 avant votre arrivée au Centre de formation des cadets. Si vous avez déjà soumis un formulaire à des fins bancaires, ce formulaire est toujours nécessaire pour mettre à jour toute information.

\_\_\_\_\_  
Surname | Nom de Famille

\_\_\_\_\_  
Given Name | Noms donnés

\_\_\_\_\_  
Home Address (Permanent Address) | L'adresse à la maison(adresse permanente)

Home Phone Number | Nombre de téléphone à la maison: (\_\_\_\_\_) \_\_\_\_\_

**BANKING INFORMATION / INFORMATION BANCAIRE**

**Banking information will only be accepted as follows:**

- A Void cheque, or
- Direct Deposit Authorization Form

Due to issues with incorrect banking information, we can no longer accept hand written account numbers.

**Les informations bancaires ne seront acceptées que comme suit :**

- Un spécimen de chèque, ou
- Formulaire d'autorisation de dépôt direct

En raison de problèmes avec des informations bancaires incorrectes, nous ne pouvons plus accepter les numéros de compte écrits.

\_\_\_\_\_  
Cadets Signature | La signature du cadette

\_\_\_\_\_  
Date | Date

**PROTECTED B (when completed) | B PROTÉGÉ (une fois accompli)**

**CJCR Gp Order 5005-3, Medication Management for Cadet Training Activities****Parental Authorization for Use of Over the Counter and Prescription Medication**

This applies to Staff and Course cadets at CTC and all cadets while on a Cadet Activity. This form must accompany the cadet for each Cadet activity.

Cadet name (*first, last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Parent/Guardian name: \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Other: \_\_\_\_\_  
 (in case or emergency) \_\_\_\_\_

Please make note of the following medication allergies/sensitivities: \_\_\_\_\_

I give consent for \_\_\_\_\_ (cadet name) to take the following Over the Counter or Prescription medication while they are engaged in the Cadet Activity:

**Medication List:**

|                     |  |                         |  |
|---------------------|--|-------------------------|--|
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |
|                     |  |                         |  |
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |
|                     |  |                         |  |
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |
|                     |  |                         |  |
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |
|                     |  |                         |  |
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |



**PROTECTED B (when completed)**

|                     |  |                         |  |
|---------------------|--|-------------------------|--|
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |
|                     |  |                         |  |
| Name of Medication: |  | Dosage:                 |  |
| Quantity:           |  | Administration Time(s): |  |
| Special Comments:   |  |                         |  |

**Parent/Guardian Acknowledgement and Consent**

- I am aware that it is the cadets' responsibility to take their medication as it is prescribed.
- The cadet understands the medication timings/dosing, why they are taking it and the need to safeguard the medications and not share with other cadets or persons.
- I am also aware that an adult staff member will oversee the cadet taking their medication and will be available to answer questions as best they can.

Parents/guardians are encouraged to discuss each medication with the Cadet Activity supervising officer if they have concerns about their cadets' compliance or there may be issues related to the medication.

Medication MUST be in original packaging and not expired, with sufficient quantities to last the duration of the activity.

**Cadet Acknowledgement**

- I am aware and understand I am to take my medications as directed by my prescription and will not share or provide access to my medications to other persons. I will inform medical or my staff if an issue arises.

\_\_\_\_\_  
Signature of Cadet

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Distribution of Completed forms:**

1. For all CTCs return to clinic ASAP on cadet departure
2. For corps/squadron/RDA/NDA return to the MLO cell at completion of activity.