

Cadet Activity Program

Common Joining Instructions



Summer 2022

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Code of Conduct

Introduction

1. Purpose

- a. The purpose of these joining instructions is to provide you with the foundation required to prepare you to attend the Cadet Activities Program (CAP) this summer. Together, with the accompanying Annex, you must read each part in detail with your parents or guardians to ensure you understand what to expect during your time on course.

2. Reading the Joining Instructions

- a. These joining instructions have been written in a way that should be easy to navigate by bringing the most important information to you first. They are intended to prepare you for the CAP whether as a course cadet or Staff Cadet. This information is common across all CAP locations in Central Region, so there should be no surprises when you arrive.
- b. Each CAP site has a specific document attached as an annex which describes what to expect at that site, how to get there and site-specific contact information. If you're not sure which CAP site you're attending, contact your Corps/Squadron staff.

What you should have:

- Your Offer of Participation
- Common CAP Joining Instructions (*this document*)
- Site-specific Annex (*this is the document tells you about your location*)

3. Training Activities in a Persistent COVID-19 environment

- a. **Commander's Intent.** We will employ risk mitigation and strict adherence to Public Health Measures (PHM) to protect the health and welfare of our members. CJCR will resume core business services for the Cadet Program and deliver the Cadet Experience while operating in a persistent COVID-19 environment.
- b. **Masks.** Masks remain an effective PHM by preventing respiratory droplets from contaminating others and landing on surfaces. Non-medical masks will be worn in accordance with (IAW) PHM or local facility requirements.

- c. **Vaccination.** Cadets participating in CAP training do not require vaccination against COVID-19. However, where CAP activities are located at a CTC, cadets attending CAP may require vaccination against COVID-19 if CAP participants cannot be distinctly cohorted from cadets attending CTC courses IAW [CANCDGEN 009/22](#) (Canada.ca).

Preparing for CAP

4. CAP Training Briefing

- a. The CAP is a program of locally delivered day activities providing a fun, challenging and meaningful experience for cadets beyond the local corps/squadron program. The training day will typically run from 0810 to 1630.
- b. The CAP is offered in the following format:

Program	For	Length	General Delivery Method
CAP 1	Yr 1 cadets	5 days	Day training*
CAP 2	Yr 2 cadets	12 days (3 night)	Day training plus overnight component*
CAP Staff Cadet	Snr Cadets	Varies per contract	Day training plus overnight component*

* Some sites will be completely overnight due to geographic considerations. This is detailed in the site annex.

- c. Activities while attending CAP will focus on leadership, marksmanship, drill, mental wellness and physical fitness. These will be augmented by specialized activities which will differ per site.

5. Packing for CAP

- a. CAP is conducted as day training reducing the amount of kit that cadets are expected to pack and bring daily.
- b. Cadets are expected to attend the first day of CAP wearing the Corps/Squadron issued Field Training Uniform (FTU) for Air/Army Cadets or the Sea Training Uniform (STU) for Sea Cadets. Staff Cadets will attend in FTU/STU with appropriate civilian attire depending on the activity. Cadets not in possession of the FTU/STU must wear appropriate civilian attire with active footwear (running shoes).

- c. CAP sites do not have the ability to issue uniforms, all cadet-issued uniforms must fit properly and be in good condition. All exchanges or replacements must be done at your local Corps/Squadron prior to attending CAP.
- d. Dress for each day of CAP will vary depending on the activity. CAP site staff will inform cadets of what attire is expected for each day during the initial briefing.
- e. Civilian clothing must follow standard cadet practices by ensuring the clothing is appropriate, in good repair and free of offensive slogans/images.
- f. The following is a daily kit list which may be augmented by site staff depending on upcoming activities:

MANDATORY ITEMS (pack these first)	
Provincial Health Card	Prescription medication (if required)
Refillable Water Bottle	Over-the-counter medication (if required)
Prescription eyewear (if required)	Medic-Alert Devices (if required)
Additional Items (Optional)	
Backpack	Debit Card (preferred) or Cash (\$20)
Lip balm, SPF 15+	Cell phone/Smartphone
Sunblock, SPF 50+	Non-Medical Mask (NMM) (if required)

- g. Additional items for overnight sites and CAP2 overnight activities will be outlined in the Site Annexes.
- h. The following items are prohibited at all sites: firearms, illegal or controlled substances, weapons (brass knuckles, throwing stars, knives), handcuffs, pyrotechnics or other explosives, vape pens or electronic cigarettes, laser pointers, straight razors, pornography.
- i. Any illegal items will be seized and reported to the police of jurisdiction.

6. Medication

- a. If you require prescription medication, please make sure you bring them in their original packaging with the name and dosage information clearly visible. It

is your responsibility to ensure you are taking medication as prescribed.

- b. Any over-the-counter medication, such as allergy medication or pain relief, must also remain in its original packaging. Cadets must not share any medication with other cadets.

7. Anaphylaxis Protocol

- a. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away, as this type of reaction can be life-threatening.
- b. **Cadets with serious allergies to insect stings or food must bring their prescribed Anakit/Epi-pen/Allerject with them to their site.**
- c. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to the site and always keep a copy on their person (with their emergency medication).

8. Medic-Alert Bracelets / Devices

- a. It is highly recommended that all cadets with known medical conditions requiring immediate identification wear their Medical Alert (Medic-Alert) devices (bracelets, necklaces etc.) at all times.

9. Electronics and Valuables

- a. Cadets who bring personal electronic devices or other valuables (i.e. cash) are responsible for these items while at the CAP site. Personal items which are lost or damaged while attending CAP will not be replaced.
- b. Cadets are expected to adhere to the Code of Conduct and instructions from the site staff as it relates to the use of personal electronic devices.

Attending CAP

10. Transportation

- a. CAP sites are generally located within 30KM from a cadet's residence. Parents/Guardians are required to drop-off cadets at the training location prior to the start of training and pick cadets up at the end of the day. Cadets will not be released to individuals who have not been authorized in advance by a parent or legal guardian. Please discuss individual requirements with your site staff.
- b. For certain sites, transportation is being provided. Specific pick-up and drop-off timings and locations are indicated in the individual site annex.
- c. Sites will be available prior to the start of training and will remain open after the completion of the daily training to facilitate drop-off and pick-ups. Specific site timings are listed in the individual site annex.

11. Food and Accommodations

- a. Cadets attending day training will be provided lunch. Cadets participating in overnight activities will be provided additional meals (breakfast, dinner) as required.
- b. Meals will be catered by a local supplier or provided as a military-style Meal, Ready to Eat (MRE) depending on the CAP location, nature of activity and facility availability.
- c. Options are available to satisfy most dietary restrictions, please notify your site staff upon arrival.
- d. Overnight accommodations may consist of soft-walled structures, dormitory-style buildings or appropriate field accommodations (tents or improvised shelter).

12. Medical Services

- a. Cadets are covered through the Ontario Health Insurance Program (OHIP), and the Department of National Defence for all health-related expenses while attending training.
- b. CAP sites do not have dedicated medical staff. Public medical facilities (hospital, clinic, urgent care centre etc.) in the local community have been identified in the site Emergency Response Plan and will be utilized if a medical

situation exceeds standard First Aid protocols.

- c. In the event of an emergency, 911 will be contacted and an ambulance may be utilized to transport the cadet to the nearest hospital. The parent(s)/guardian(s) will be notified and will be asked to meet the cadet at the hospital.

13. Code of Conduct

- a. Each cadet activity has an expected standard of behaviour and individuals attending CAP are expected to adhere to this standard. Cadets will be required to read and sign the appropriate Code of Conduct on the first day of CAP.
- b. Breaches of the Code of Conduct will result in disciplinary action IAW CATO 15-22 up to and including removal from the remainder of the cadet activity program.

14. Smoking, Drugs, Alcohol and Controlled Substances

- a. In accordance with CATO 13-22 Smoking Policy, all CAP sites are smoke-free environments. Smoking is not permitted by cadets including the use of e-cigarettes, vaporizer pens (vapes) and other smoking paraphernalia.
- b. In accordance with CATO 13-24, cadets are prohibited from buying, consuming or having controlled substances in their possession including alcohol and recreational cannabis and cannabis products. Cadets are also prohibited from buying, consuming, or having in their possession any narcotic or hallucinogenic substance. These are zero-tolerance policies and contravention will result in course failure and Return to Unit.

15. Dress and Department

- a. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole.
- b. Cadet dress, particularly hair styles and facial hair, shall conform to the CJCR Dress Instructions IAW [CANCDTGEN 003/20](#) (Canada.ca).

16. Fraternalization

- a. The CAP features three different group of personnel: Cadets, Staff Cadets and Adult Staff (CAF Members, Civilian Instructors). Inappropriate interactions or relationships, as defined by CATO 15-22, among any of these groups is not permitted. Failure to comply with this policy will not be tolerated and will result in an immediate Return to Unit for all parties involved.
- b. Relationships involving Staff Cadet to Cadet, or Adult Staff to Cadet (Staff or Course) is strictly prohibited by law. Circumstances of this nature will be investigated by the Chain of Command and local police of jurisdiction.

17. Contact Information

- a. Contact information for each site is listed in the appropriate site annex.

18. Return to Unit

- a. Circumstances may arise during your course where you may be required to go home. This may be due to personal reasons (parental request, compassionate, medical) or performance related (unable to adapt to training, disciplinary or safety concern).
- b. Once a decision is made to Return a Cadet to their unit, the parent(s)/guardian(s) as well as the Corps/Squadron Commanding Officer will be contacted. Parent(s)/Guardian(s) will be requested to pick the cadet up from the CAP training site.



CADETS AND JUNIOR CANADIAN RANGERS YOUTH¹ 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 time¹;
- 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,

¹ 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 ²/ CI Signature) (Print Name and Sign)

² Term inclusive of Regular Force, Primary Reserve, COATS and Canadian Rangers.