

**REGIONAL CADET SUPPORT UNIT (PACIFIC)**

**CADET TRAINING CENTRE**

**JOINING INSTRUCTIONS 2023**



**COURSE & STAFF CADETS**



Updated: 25 May 2023

## COMMANDING OFFICER'S MESSAGE

1. Congratulations on being selected to attend a Cadet Training Center (CTC) in British Columbia as either a course cadet or a staff cadet. Selected Sea, Army, and Air Cadets from British Columbia and other parts of Canada can attend Vernon CTC, HMCS QUADRA CTC or the Annacis Island Training Facility housing the Cadet Marine Small Engine Repair Course this summer.
2. As we continue to respond to a post-COVID environment, we are still in the crawl, walk, run return to the training process, and this year we are in the walk phase. CTCs will be slightly larger than in 2022; however, they remain a scaled-down version of pre-COVID CTC training experiences. Therefore, we will see a shift from previous years in the numbers of cadets and staff and the types of training conducted at CTCs. Training courses chosen this summer are focused on fun, safe and engaging skill development that will help us strengthen the cadet program.
3. The Joining Instructions below will guide you and your parents while you prepare to attend a CTC. If you have any questions, please do not hesitate to contact your corps or squadron staff. Again, congratulations on your CTC selection, and please have a positive and memorable experience.

*for* P.L. McHale  
Commander  
Commanding Officer  
Regional Cadet Support Unit (Pacific)

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## **NOTE TO PARENTS/GUARDIANS**

1. We are pleased that your cadet has been selected to attend a training course or advanced training as a Staff Cadet at one of our Cadet Training Centres (CTC) in British Columbia. We hope you are proud of their selection for this opportunity to learn valuable new skills with a select group of other Sea, Army and Air Cadets.
2. The enclosed Joining Instructions contain important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety. It is essential that you review the forms at the various annexes below.
3. Our planning includes ensuring appropriate COVID precautions are in place. COVID safety has been central to our preparation for all upcoming activities, and we recognize that each cadet's and parent's comfort level varies. The number of cadets participating at CTCs this summer remains lower than pre-COVID-19 to ensure a safe and manageable environment. As we move forward, we have planned to ensure we can adapt to COVID, including ensuring adequate distance while sleeping and training and fully integrating COVID safety into our CTC culture.
4. The form at Annex G is only required if the pick-up or drop-off point differs from the pick-up or drop-off point assigned in the movement orders or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form. If a cadet is being picked up, it will be necessary for the adult who is picking them up to provide a valid government-issued photo identification or two pieces of government-issued non-photo identification. This is done as a precaution to protect cadets.
5. Please check through the kit list enclosed carefully and help your cadet ensure that they have packed everything they need for their course and are leaving extra items at home. All items brought to the CTC must be appropriately labelled with the cadet's last name and first initial. Past experiences have proven that eyeglasses and running shoes are the most frequent casualties of kit, so please ensure that these extensively used articles are in good condition before your cadet leaves for the CTC.
6. Cadets sometimes experience symptoms of homesickness. We encourage cadets to stay in touch with their families through phone calls home; sending them with the knowledge of how to make a collect/calling card call will provide them with some reassurance. When your cadet calls home feeling homesick, ask them about their friends at the CTC and encourage them to keep themselves busy. Help them remember all of the highlights of the time they have spent here and encourage them to keep going. Usually, these feelings pass when they stick it out.
7. The staff at the CTC are here to look after your cadet's well-being and do their very best to help them along the way. Our priority is the safety of the cadets, and then we want to ensure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact the CTC through the numbers provided in the Joining Instructions.
8. Sometimes, a cadet is unable to complete the training course for various reasons. If your cadet must be returned home for any reason, we will contact you first to make arrangements.

9. To successfully pass their training course, cadets are required to complete the entire training syllabus. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult (the adult must be authorized by the parent/guardian); however, this may only occur as the training schedule permits or in emergencies. We appreciate your understanding and cooperation in this.

10. We look forward to having your cadet at one of our CTCs this summer. If you have any questions after reading this package, please check with the officers at your cadet's home corps/squadron.

## **GENERAL**

1. Congratulations on being selected to attend one of British Columbia's Cadet Training Centres (CTCs). Summer training courses provide opportunities to gain new experiences while you develop skills useful in the Cadet Program and throughout your life. Our courses are built around leadership, discipline, and academic and physical endeavours. You will find your course challenging, and you should also find it to be an extremely rewarding experience.
2. These Joining Instructions provide you with the information you need to prepare for your CTC experience, and it is important that you and your parent/guardian read through these instructions entirely.
3. All cadets will participate in physical fitness activities that might include a variety of physical activities and sports.
4. Cadets attending a CTC are considered to be undergoing training. Parents are reminded that course activities occur seven days a week, commencing as early as 0600 hrs daily and concluding at 2200 hrs following a variety of active training.
5. Cadet Training Centre's daily routine and training schedules will be published at the CTC.
6. Cadets and Staff Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult. The adult(s) must be authorized by the parent/guardian and noted on the parental consent form found in Annex H. Completed forms are to be brought to the CTC by the cadet. Leave authorization is dependent on training requirements or emergencies. Leave passes are generally not available to cadets attending two-week courses.
7. Staff Cadets may have the opportunity to take day outings away from the CTC or activity site. For example, these could be to a shopping mall or the nearest town. Permission must be authorized by the parent/guardian and noted on the parental consent form found in Annex H. Completed forms are to be brought to the CTC by the staff cadet.
8. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in the authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail, by fax or by email.
9. Leave periods vary according to the training requirements at each CTC, and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.
10. All cadets will be responsible for any training missed.

## CODE OF CONDUCT

11. All staff and cadets involved in any aspect of the Canadian Cadet Organizations are expected to support and foster a workplace and a training environment that is harassment-free, respectful, and safe for everyone. To that end, all staff and cadets working at or attending training at a CTC will be expected to read, understand and implement all aspects of the applicable Code of Conduct. Parents are encouraged to review the applicable Code of Conduct with their cadet and discuss the points included.

12. Cadets / Staff Cadets are to bring a signed copy of the Code of Conduct to the CTC. Note that **the cadet and the parent/guardian must sign the Code of conduct**. Course Cadets and Staff Cadets will use Annex E - Natl CJCR Sp Gp Staff Cadet / Cadet / JCR Code Of Conduct.

## SPECIAL INSTRUCTIONS FOR STAFF CADETS

13. The senior cadet position (CPO1, CWO or WO1) will be pre-selected prior before arriving at the CTC. This selections will be based on a file review drawn from the cadet personnel database "Fortress" consisting of their cadet record and application preferences. All other positions at the CTC will be selected through an onsite orientation and evaluation to determine the remaining positions for staff cadets.

## TRANSPORTATION - GENERAL

14. The Regional Cadet Support Unit (RCSU) Movements staff arranges all transportation for cadets to and from the CTC. Details will be forwarded to the Corps/Squadron, providing cadets with the necessary instructions and documents. Cadets travelling in groups usually are escorted, and movements' staff will meet cadets who must change aircraft, busses, etc., during their journey. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU Pacific Movements Office is 1-866-668-8388; otherwise, please liaise with your corps/squadron staff.

15. **Cadets are required to travel according to the movement orders' instructions.** It is permissible for cadets to be dropped off and/or picked up by a parent or guardian, but this decision must be communicated to the RCSU J4 Movements Officer through the corps/squadron staff.

16. All cadets, including those hired as staff cadets, shall travel to and from the CTC in applicable cadet uniform (depending on cadets level of comfort they may wear elemental t-shirt with or without the tunic, dress shirt with or without the tunic, ribbons, trousers, boots, headdress,etc.). Highland dress, and C1 ceremonial dress including the white web belts, white gloves (including black for Army Cadet units affiliated with an Armour Corps) and medals is not approved for travel. Tunics and ties will not be required at Pacific Region CTCs. The dress and deportment of all cadets shall be above reproach at all times.

17. Dress for all CTCs in Pacific Region is in accordance with A-CR-CCO-100/AG-001, Cadets and Junior Canadian Rangers Group Dress Instructions, Chapter 6. Picture reference can be found in Annex L – Service Dress – C3 and Annex M – Training Dress – C5.



18. Cadets aged 12 – 15 must have either **1 piece of government-issued photo identification (Passport, BC ID) OR 2 pieces of government-issued non-photo identification (Birth Certificate, Care Card).**

19. Cadets aged 16 and over **MUST** have **1 piece of government-issued photo identification (Passport, BC ID, BC Drivers' Licence)** and their provincial medical card while travelling.

20. The photo ID's name must match the name on the travel orders. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them, no matter the method of transportation. School identification or corps/squadron ID cards are not accepted.

21. Cadets are not authorized to bring private motor vehicles to a CTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the RCSU Pacific Movements staff through the Corps/Squadron Commanding Officer/summer contact. **If a parental/guardian pick-up is to be made at the end of the course, the Request for Parental/Guardian Pick Up/Drop Off of Cadets form (Annex G) must be completed and signed by a parent/guardian listed as parent/guardian in the cadet records (if unsure, check with your corps/squadron Administration Officer).** Only the person authorized to pick up a cadet on this form will be permitted to transport the cadet from the CTC. The person picking up a cadet will need to ensure that the proper out routine is done before taking the cadet from the CTC. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of all involved.

## **BAGGAGE**

22. Baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying your name, address, telephone number and corps/squadron number;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. Required medication and personal valuables should be packed in carry on not in the checked baggage;
- d. do not take irons or ironing boards to training centres with you;
- e. do not carry breakables in your baggage, as we cannot guarantee they will arrive undamaged; and
- f. all aerosol cans should be placed in your checked luggage. Some airlines do not allow aerosol cans on board (checked or carried on) without a pressure release valve.

23. The Department of National Defence (DND) is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc.), the travelling individual's responsible for reporting the loss to the applicable carrier, as the financial responsibility rests with the carrier. RCSU Pacific shall assist in locating the lost baggage and, failing that, shall assist in the initial reporting to the carrier. Subsequent dealings with the carrier are the responsibility of the traveller.

24. A good practice is to make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in packing considerations for your next experience at a CTC. It is highly recommended that cadets arrive with a list of make, model and serial number for any electronic devices brought, Annex F.

25. Always have your Travel Orders and identification in your pocket or carry-on baggage.

26. Meals appropriate to the time of day are normally provided en route if a cadet's travel extends over a meal period.

### **IN-ROUTINE**

27. All cadets are processed through an in-routine upon arrival at the CTC. Cadets will be required to provide the following:

- a. Name of the course they are attending;
- b. Provincial Health card;
- c. eyeglass and other prescriptions (if applicable);
- d. signed copy of the 'Offer and Participation Training and Activities' form;
- e. Parental Consent Form – Day/Overnight/Weekend Pass (Annex H) (if applicable); and
- f. any travel documents/tickets.

28. For cadet safety and hygiene and because of the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property upon arrival and at other times during the training session. The main objective of such inspections is to ensure that each cadet has the clothing and equipment required for use during the CTC program, as per CATO 12-50, Searches and Inspections of Cadets.

29. A list of items prohibited or restricted by law or unauthorized by Canadian Armed Forces (CAF) policy can be found below.

30. Prohibited and unauthorized items shall either be confiscated for the duration of the training or activity or sent back to the cadet's home at the parents' expense, whichever is more practical and economical.

<b>PROHIBITED &amp; RESTRICTED ITEMS</b>	<b>UNAUTHORIZED ITEMS</b>
alcoholic beverages	altered ankle/parade boots
controlled substances (i.e. illicit drugs or prescription medication not in the cadet's name)	cutlass or sword
	knife or dagger
	laser pointer
explosive substance and ammunition	lighter, combustible product and fire-starting product or equipment
pornographic material	
weapons (i.e. firearm, knife, brass knuckles, ninja stars, nun chucks, etc. and handcuffs)	machete, axe or saw
	motor vehicle (any type)
Tobacco/cannabis products/dab pens	any animals
	electronic cigarette, including a cartridge containing nicotine solution
	straight-blade razors (disposable or electric razor blades are normally used for safety)

### **KIT REQUIRED**

31. Military and civilian clothing and equipment requirements are detailed below. All items should be marked with the cadet's name and initials in permanent ink or a label.
32. Cadets **MUST** ensure that all cadet-issued clothing items, especially footwear, fit properly before departing for training. CTCs are not equipped to exchange clothing issued at the corps/squadrons. Any necessary clothing exchanges must be completed at the local corps/squadron.
33. There are very few opportunities, if any, for course cadets under training to wear civilian clothing while at a CTC. Therefore, cadets are encouraged to bring minimal civilian clothes. If civilian clothing is authorized, it must not be defaced, cut, ripped, or have offensive drawings, lettering or other adornment on them. It should be noted that all clothing requirements not provided by the cadet corps/squadron are the responsibility of the cadet.
34. A staff cadet formal mess dinner will not be held at any of the training centres/sites this summer, with the exception of the Drill and Ceremonial Instructor Course (DCI) and the staff cadets at Vernon CTC.
35. Personal storage space within CTC accommodations is limited. Cadets are therefore discouraged from bringing any items not specifically included in the relevant Kit List. Bringing valuables (personal electronics, cameras, jewellery, cell phones, etc.) is done entirely at the cadet's risk. Cadets are responsible for securing their possessions, and the Canadian Armed Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items form (Annex F), which should accompany the cadet to the CTC.

36. To ensure a certain level of uniformity and standard of dress, all cadets are to bring at least two pairs of shorts to wear during physical activities and at other times as designated in the CTC orders. The shorts are to be dark blue, black or grey in colour, fit comfortably while not being too tight and extend from mid-thigh to the knees.

37. Civilian "hoodies" or jackets shall not be worn over uniforms. If you do not have a Cadet All-Weather Jacket with a fleece liner, please speak with your Corps/Squadron supply officer.

38. A general kit list is attached in Annex J.

### **ADMINISTRATION PAY AND CADET 365**

39. Course cadets will receive a training bonus of ten dollars (\$10.00) per training day starting on the first day of in-person training up to sixty dollars (\$60.00) per week. The maximum per training course is three-hundred and sixty dollars (\$360.00).

40. The training bonus will be paid to any cadet attending training in the Pacific Region by direct deposit in instalments, depending on the length of their course.

41. Cadets **must** have a bank account in their own name to receive the training bonus.

42. On arrival to CTC, Cadets must hand in the *Cadet Training Allocation Form* provided in the Joining Instructions found in Annex K. A Banking Information sheet or Void Cheque must be attached to the form before submission.

43. All Cadets are highly encouraged to bring a debit card to access their funds and make purchases at cadet canteens. Cadets are discouraged from bringing cash. The canteens are equipped to accept debit and credit cards.

44. Where a cadet cannot finish their training course for any reason and is returned home, entitlement for the training bonus shall be determined on a per-diem basis for each day of attendance. Travel days do not count as training days.

45. Staff cadets will receive an advanced training allocation. The advanced training allocation is paid via direct deposit on the 15th and the 31st (or the last day) of each month. Direct deposit **must** be set up before arrival at the CTC to ensure payment will be deposited on time. This will be done by providing bank account information to the J1 Staffing cell at RCSU Pacific. A debit card is required to withdraw any portion of the pay received.

46. Cadets should complete the onboarding process for Cadets 365 before attending the CTC. Onboarding info is available from their local cadet corps/squadron.

47. The Summer Digital Learning Centre (SDLC) is a new Centre hosted by the CJRC Gp Headquarters, Training Section. The SDLC team will deliver a series of digital Hybrid and eLearning courses 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.

48. 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 \(sharepoint.com\)](https://sharepoint.com) or [Summer Digital Learning Centre \(SDLC\) Summer Courses 2023 - Canada.ca](https://Canada.ca).

## **ACCOMMODATION, MEALS AND RELIGIOUS SERVICES**

49. Cadet accommodations are multi-occupant, gender-specific and access-restricted, with designated space for transgender and nonbinary cadets where possible. Sleeping equipment generally consists of bunk beds. All bedding (sheets, blankets, pillows) is provided. Bed linen is exchanged weekly, and additional linen is available if required between linen exchanges. Security for cadets' personal belongings is provided by "barracks boxes" or steel lockers similar to those in school. Cadets are expected to bring their own padlocks. Combination padlocks are recommended, and cadets may provide the combinations to staff during intake in case forgotten; staff can then provide the combinations to the cadet. If a keyed padlock is used, it is recommended that a second key be given to staff during intake, where it will be secured in the cadet file should it be needed.

50. Washroom facilities are not located in all quarters; however, separate gender or dedicated transgender facilities are nearby. If required, cadets must bring appropriate clothing for the outdoor walk to the washroom facilities.

51. A free laundry service is available to all course cadets at HMCS QUADRA and Vernon CTCs. This service operates under a claim check system. As a large capacity of clothing is cleaned at any one time, all clothing must be marked in permanent ink or labelled with the cadets' last name. Course cadets are not to bring laundry soap. Staff cadets at Vernon are to do their own laundry as there are machines available in the staff cadet barracks, and they must bring their own laundry soap.

52. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day plus snacks throughout. All meals are supervised. The menu is pre-planned to provide a well-balanced diet, and menu items vary, allowing cadets a choice of dishes.

53. CAF facilities do not offer allergen-free foods or food preparation conditions and cannot ensure the avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g., nuts, dairy, and shellfish) are identified when served; however, under Director of Food Services policy, the individual must monitor their food intake to avoid an allergen.

54. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. It may be possible for CTC Operations Staff to hold a small number of food items for a cadet if facilities exist for storage. The food items must be consumed in a designated area away from the living quarters.

55. Not all CTCs have chapels or religious facilities. Where on-site facilities do not exist, arrangements may be made for cadets who wish to attend religious services at local places of

worship upon request and if the CTC can accommodate them. CTC Chaplains will be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

56. CTCs employ personnel who are available to provide youth counselling support upon request. This can include homesickness, anxiety, or concerns about adapting to the CTC routine and lifestyle.

## COVID-19

56. Vaccines effectively prevent severe illness, hospitalization, and death from COVID-19. Cadets are **highly recommended**, but are not required, to be up to date‡ with the COVID-19 vaccine primary series and booster doses, along with all other immunizations against vaccine-preventable illnesses.

**‡Up to date** can be defined as receiving all COVID-19 vaccine doses for which the cadet is immediately eligible. This includes primary series plus at least one booster dose, with the booster dose given at six months after a previous COVID-19 vaccine or a prior SARS-CoV-2 infection. Specific recommendations, dosing and booster schedules for the COVID-19 vaccine and other vaccines can be found in the [Canadian Immunization Guide](#).

57. **Cadets should stay at home if they are feeling sick** and take preventative measures to limit the spread of infection. If your cadet has symptoms of COVID-19\*: keep them at home and away from others until fever is gone and they are well enough to participate in daily activities.

\* Commonly reported symptoms of COVID-19 include: sore throat, runny nose, sneezing, new or worsening cough, shortness of breath or difficulty breathing, temperature equal to or more than 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, abdominal pain, diarrhea and vomiting, or a generalized feeling of being unwell.

58. Cadets who develop symptoms of a communicable disease (such as COVID-19) while at summer training may be restricted from participating in activities for a period determined by a health care provider. Periods of restriction/isolation can vary but can be as many as 7 days. If a period of isolation is towards the end of their summer training, and it is feasible, parents/guardians may be encouraged to pick up their cadet to complete their period of isolation at home.

59. Non-medical or medical masks may be worn voluntarily by any person at any time. Cadets and staff will be respectful of people's personal choices concerning wearing masks. It is possible for Cadets to be temporarily required to wear masks during activities to mitigate the risk of communicable diseases transmission. If they are unable to wear masks, in order to limit disease transmission, the option to isolate will be provided.

60. On arrival at the Cadet Training Center, the medical staff will screen and ask questions pertaining to cadet's general wellness and COVID-19. If the cadet is considered unfit for

training after arrival at the CTC due to an ongoing illness, they may be sent home after the parent/guardian has been notified.

## **MEDICAL AND DENTAL**

61. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local corps/squadron staff before departure. If a new medical condition occurs before CTC training that was not reported on the Detailed Health Questionnaire (DHQ) submitted in the fall at the Corps/Squadron, parents/guardians must notify the Corps/Squadron Commanding Officer, who will liaise with the Regional Medical Liaison Officer (RMLO). Examples of a new medical condition include a new cast, recent surgery, admission to hospital, or a diagnosis requiring treatment. **If your cadet has a cast or is on crutches (even if your family doctor states they are OK to attend), they will not be allowed at the CTC, and they should not be sent as they will be returned home shortly after arrival.**

62. All pre-existing medical conditions, medications being taken, and special circumstances (including diet) must already be disclosed on the DHQ submitted earlier in the training year to the corps/squadron. These health questionnaires are reviewed during the year by the RMLO to provide corps/squadron/CTC staff with continual precautionary/permanent participation limitation assessments which have considerations for training activities.

63. Each CTC is staffed with medical personnel including a physician, nurses and medical Technicians. They are available during training hours to provide a first-response level of medical services intended to deal with minor injuries and common medical conditions related to cadet training. Individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment when necessary. The appropriate Provincial Medical Plan will pay for treatment received from civilian medical providers; therefore, **cadets must have their Provincial Health Plan card in their possession (a copy is adequate)**. Civilian medical facilities/providers will be used outside of training hours to deal with emergency medical issues.

64. On arrival, the medical staff will screen and question each cadet to ensure they are fit and establish whether adequate treatment for controllable medical conditions can be provided during their stay. If the cadet is considered unfit for training after arrival at the CTC because of non-disclosure of new injuries, illness, or special medical needs that would require excessive visits to the Medical clinic, they may be sent home after the parent/guardian has been notified.

65. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC. This medication must **NOT be expired**. Medications will be logged in by medical staff and retained by CTC staff. Medications are provided to the cadet at the appropriate intervals. Although proper dosages and frequency are supervised by CTC staff, cadets are expected to know and understand their own medication requirements. To ensure that the correct dose of medication is given in a timely manner, it is recommended that medications be brought in a seven-day "blister-pack" available through local pharmacies. All medication must be in the original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information, and expiry date and must be accompanied by the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at **Annex D**. If prescription replenishment is likely to be required during the course, cadets must have in their

possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. The Cadet Medical Clinic will not pay for refilling prescriptions that are used regularly. They will pay for medications and care related to cadet duties at the CTC only.

66. If a cadet takes allergy medication or some other over-the-counter medication regularly for a chronic condition, parents are to ensure that they have completed and signed the Over the Counter (OTC) / Prescribed Medication and Administration form found at Annex D, which must be hand carried by the cadet to the medical staff for their intake parade.

67. **DO NOT send non-prescription medications** such as Aspirin or cough medicine to the CTC. If such medication is required, it will be provided through the CTC Clinic at no cost to the cadet.

68. Cadets will not be allowed to take any medication or supplements that arrive at the training centre in packaging that is not from the manufacturer or have a legal pharmacy label. These labels must be in one of the official Canadian languages (French or English).

69. Cadets who are allergic to insect stings or prone to severe allergic reactions/ anaphylaxis **must bring TWO of their prescribed NOT EXPIRED Epi-Pens**. Parents must also ensure that the Epi-Pens **DO NOT EXPIRE** while the cadet is at summer training.

70. Cadets with known medical conditions (diabetes, allergies, etc.) **must wear a Medic-Alert** bracelet/necklace while attending training. Cadets with diabetes will be given close attention at CTC and have limitations placed on them to ensure they are safe and well. There have been instances where the cadet falsifies their blood sugar levels. If this is discovered consideration will be given to returning the cadet home as soon as possible for their own safety and those around them. The limitations are outlined below but not limited to:

- a. Cadet requires follow-up at the CTC Clinic every one, two or three days. This will be established during the in-routine screening;
- b. Cadets must be directed to the CTC Clinic if they become sick (headache, nausea, or vomiting, or complain of any other medical symptoms) - if this occurs after hours, the cadet is to be assessed by a civilian Health care provider/ER;
- c. Cadet requires regular meals, access to snacks, water and rest;
- d. Cadet requires the opportunity to monitor their condition;
- e. Cadet requires medication regularly and is self-regulating; and
- f. Cadet requires closer supervision.

71. The CTC clinic is open daily except Sundays for those cadets who require medical consultation.

72. Eyeglasses, lenses and frames are the personal property of the cadet. Cadets are responsible for their spectacles' safety and safeguarding them against damage or loss. If the cadet has taken proper measures to safeguard the spectacles (i.e. using a retaining strap during



adventure training), and they are broken or lost during training, DND may assist in repairing or replacing them as per CATO 16-07. It is strongly encouraged that parents have insurance coverage for the repair/replacement of eyeglasses and that the cadet should have two pairs of eyeglasses and a copy of the prescription in their possession.

73. Cadets who suffer injury or illness, which would make them unable to continue their training and/or requires multiple visits for the same condition to the CTC Clinic or off-site medical clinics, may be returned home as they will not be able to participate in CTC training fully. In these cases, the Medical Officer or Senior Medical Authority will provide the parent/guardian with such information as the law and regulations permit.

74. **PARADE BOOT ISSUE** - A frequent medical issue for cadets at CTCs is foot blisters and ingrown toenails. These generally are a result of poor-fitting parade boots. With cadets growing rapidly in their teen years, the cadet parade boot sizing is often overlooked. Parents/guardians are encouraged to look closely at these boots before sending their cadet to the CTC. If new boots are required, that will need to be arranged through your home Corp/Squadron, as replacements are often unavailable at the CTC.

75. Emergency dental care is available in case of an accident or injury related to duty or approved activities. Dental care is limited to restoring a state of oral health comparable to that which existed before the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

77. Information on medical and dental care can be found in Annex I.

## **CELLULAR PHONES**

78. Cadets can bring cellular phones / portable devices to the CTC. RCSU Pacific and the CTCs will not be held liable for the loss/damage or long-distance, roaming, or data charges associated with its use. Each CTC will advise cadets on the policy for securing and using cellular telephones. If the cadet cannot comply with the appropriate restrictions after two warnings, the cell phone may be held in a secure lockup or sent home at the expense of the parent/guardian. Parents/Guardians are encouraged to discuss the appropriate use of cell phones and social media with their cadet before departure. Cadets who do bring a cellular phone to the CTC will be subject to the following restrictions for its use:

- a. may only be used or possessed during non-training hours;
- b. use in washrooms and cadet quarters for photography, recording, or video function is strictly prohibited, and
- c. any use of a cell phone must conform with the expectations detailed in the CTC Course/Staff Cadet Code of Conduct.

## **PERSONAL APPEARANCE**

79. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a grooming standard consistent with cadet standards while participating in training.

## **DISCIPLINE**

80. Regulations and standards have been developed to ensure the safety, efficiency and well-being of everyone. These requirements are not difficult to meet, and a willingness to abide by the rules will contribute greatly towards an enjoyable summer for all. When regulations are ignored, it causes unreasonable hardship for cadets and staff, and must be addressed fairly and transparently.

81. Upon arrival at the CTC, cadets must sign a Youth Code of Conduct declaration found at Annex E to acknowledge the standards of conduct and behaviour expected of them while participating in training. Parents/guardians should review this Code of Conduct with their cadet before departure to the CTC.

## **SMOKING, CANNABIS, ALCOHOL AND DRUGS**

82. CTCs have a NO SMOKING policy for all cadets. Smoking includes using tobacco and cannabis products, e-cigarettes, and dab pens. Course cadets and staff cadets are not permitted to smoke tobacco/cannabis or consume alcohol on or off the CTC property. If a cadet attends a training centre with a tobacco smoking addiction, parents are expected to provide their cadet with tobacco smoking cessation products.

83. Drugs, other than prescription medication, are forbidden at the CTC. This includes any substance known to competent medical authorities as an intoxicant, which, if injected, consumed, or inhaled, can affect the normal functions of the mind or body.

## **RETURN TO UNIT (RTU)**

84. Return to unit sends a cadet home early and is considered a measure of last recourse. As per CATO 13-26, cadets and staff cadets may be returned to unit under the following circumstances:

- a. medical reasons;
- b. does not meet age prerequisites;
- c. unable to meet the course prerequisites or standards;
- d. compassionate reasons;
- e. parents/guardians or the cadet's request;
- f. misbehaviour;

- g. unsatisfactory performance; or
- h. any other action violating the Course/Staff Cadet Code of Conduct.

## **GRADUATION AND RETURNING HOME**

85. Our CTCs conduct a full ceremonial Graduation Parade after each training serial. Parents, family and friends are welcome and encouraged to attend. Details are located in the applicable CTC annexes.

86. Cadets do not depart immediately following graduation parades; they need time to conduct a pre-departure out-clearance. Further, a rigid departure plan must be maintained due to the large number of cadets departing in a short time frame. Parents/guardians expecting to pick up their cadet on the final Friday of their course should expect that they will not be free to depart until after 1500 hrs typically, or at minimum two hours after the conclusion of the graduation parade. Each CTC will communicate their exhaust schedule for parental pick-ups (PPUs) and provide an updated timeline at the final graduation parade.

87. Parents desiring an early departure with their cadet must advise the applicable CTC well in advance of graduation day. To expedite the process and in an attempt to reduce lengthy delays, parents/guardians are obliged to complete the Parental Pick-up Form found at Annex G. Completed forms must be sent to RCSU Movements staff through the Corps/Squadron Commanding Officer/summer contact as soon as possible. If circumstances change, a substitute form may be sent by email, fax or mailed to the CTC, or arrangements may be made by telephone.

88. Parents, or those adults designated by parents as the person authorized to transport the cadet home, must ensure they have adequate identification to indicate that they are indeed the individual identified on the cadet's Parental Pick-up Form. CTC staff must exercise due diligence and not release a cadet to anyone's custody without authorization and identity confirmation.

## **CTC CONTACT INFORMATION**

89. Postage deliveries and pick-ups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to mail their cadet or a Training Centre should refer to the CTC contact information below. All mail should be annotated with the cadets' course or annotated "Staff Cadet."

90. When contacting a CTC, it's important to know that staff cadets are tasked in various capacities. In many cases, the first person you speak with may be a staff cadet versus a member of the adult staff. Please be respectful at all times when contacting a CTC. When requesting to speak with a staff member, please be aware that they may not be available by telephone. Staff will take a message and pass it along to a member who will return the call as soon as possible. In an emergency, Training Centre staff will take all necessary action to contact the member.

91. Contact information is contained in the CTC-specific annex.

## **SOCIAL MEDIA, PHOTOS**

92. The following social media streams are used to post daily activities and imagery from the Cadet Training Centres and the Cadet Program in BC. Please note that we cannot accommodate parent requests to see individual cadets on social media streams.

a. Facebook

- (1) Cadets Canada (Eng) - <http://www.facebook.com/cadetsca/>
- (2) Cadets du Canada (Fr) - <http://www.facebook.com/CadetsCan/>
- (3) Cadet Activity Program (CAP) - <http://www.facebook.com/BCCAPPACCB/>
- (4) HMCS Quadra CTC - <http://www.facebook.com/HMCSQuadraCdts/>
- (5) Vernon CTC - <http://www.facebook.com/VernonCadets/>

b. Instagram:

- (1) CO RCSU Pacific - [http://www.instagram.com/co\\_cadetsbc\\_cb/](http://www.instagram.com/co_cadetsbc_cb/)
- (2) Cadets Canada (Eng) - <http://www.instagram.com/cadetsca/>
- (3) Cadets du Canada (Fr) - <http://www.instagram.com/cadetscan/>

c. Twitter:

- (1) Cadets Canada (Eng) - <https://twitter.com/cadetsca>
- (2) Cadets du Canada (Fr) - <https://twitter.com/CadetsCan>
- (3) Comd CJCR - <https://twitter.com/ComdCJCR>

**Annex A – HMCS QUADRA CADET TRAINING CENTRE**

1. HMCS QUADRA Cadet Training Centre is on a 19 Wing Comox, Canada's most western Royal Canadian Air Force Base. Specifically, it is located on an area of Comox Harbour called "Goose Spit" and is approximately 230 kilometres north of Victoria on Vancouver Island.

2. During the upcoming summer approximately 250 cadets and staff cadets from across Canada will attend HMCS QUADRA. Based on age, experience and personal choice of subject matter focus, cadets participate in training courses of 2, 3, and 6 weeks in length. Additionally, air cadets attending the Power Pilot Training Course offsite will reside at the Cadet Training Centre. The following training courses are provided during its summer operation:

- a. Seamanship Course;
- b. Sail 1 Course;
- c. Mountain Bike Instructor Course;
- d. Military Band Musician Course;
- e. Power Pilot Training Course (Campbell River);
- f. Support for the following offsite remote locations:
  - (1) Annacis Island:
    - 1. Cadet Marine Small Engine Repair Course; and
    - 2. Power Pilot Training Course (Pitt Meadows).
  - (2) Power Pilot Training Course (Kamloops); and
- g. Hosting International Sea Cadet Exchange cadets.

3. In addition to the over 250 course and staff cadets, HMCS QUADRA staff includes over 75 COATS personnel, Regular Force personnel, Primary Reserve personnel, Civilian Instructors, and DND Public Servants.

4. The following Graduation Parades will take place at HMCS QUADRA. Family and community members are invited to attend:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
28 July 2023	10:00 am	Seamanship Course (Intake 1); and Mountain Bike Instructor Course (Intake 1) Graduation

4 August 2023	10:00 am	Military Band Course Graduation
11 August 2023	10:00 am	Seamanship Course (Intake 2); and Mountain Bike Instructor Course (Intake 2) Graduation
18 August 2023	10:00 am	Sail 1 Course Graduation
25 August 2023	4:00 pm	Power Pilot Training Course (Campbell River)

5. The following Graduation Parades will take place at locations offsite to HMCS QUADRA at the locations indicated in bold. Family and community members are invited to attend:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
18 August 2023	10:00 am	Cadet Marine Small Engine Repair Course ( <b>Annacis Island</b> )
25 August 2023	4:00 pm for all locations	Power Pilot Training Course (Kamloops), ( <b>Kamloops</b> ) Power Pilot Training Course (Pitt Meadows), ( <b>Annacis Island</b> )

6. All mail to the Training Centres should be annotated with the cadet's first and last name and the course they attend and labelled "cadet."

7. Mailing Address.

HMCS QUADRA  
RANK, FULL NAME, INITIALS  
PO Box 1000 Station Main  
Lazo, BC V0R 2K0

8. Phone number. To contact the staff of HMCS QUADRA, please call 1-844-592-2772 or (250) 890-3500 or email [quadra@cadets.gc.ca](mailto:quadra@cadets.gc.ca).

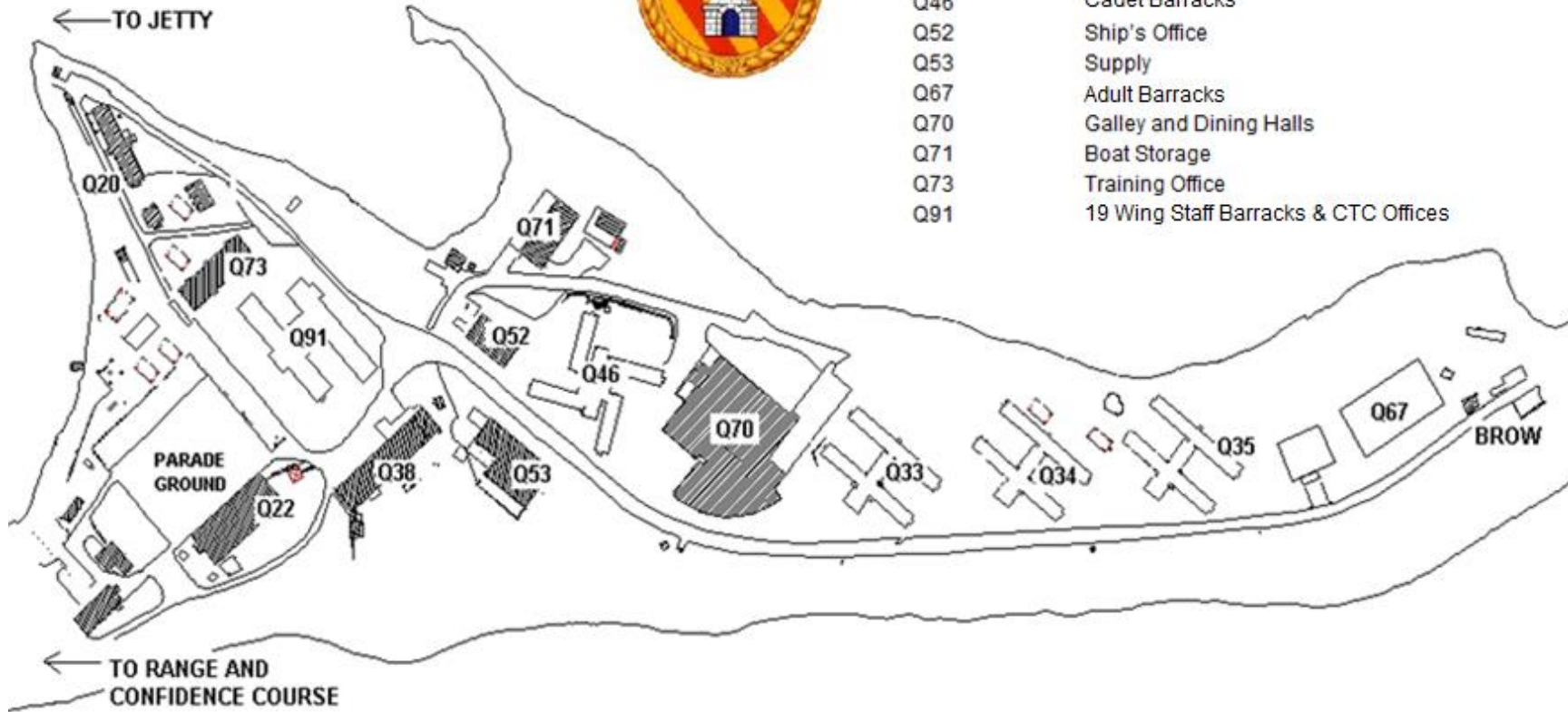
9. Staff Cadet In-Routine. Upon arrival, all staff cadets being dropped off will report to the Ship's Office, building Q52. Instructions for your in-clearance, including accommodation assignments and welcome packages, will be issued at this time.

**HMCS QUADRA**  
COMOX, BC

MAP OF CADET FACILITIES

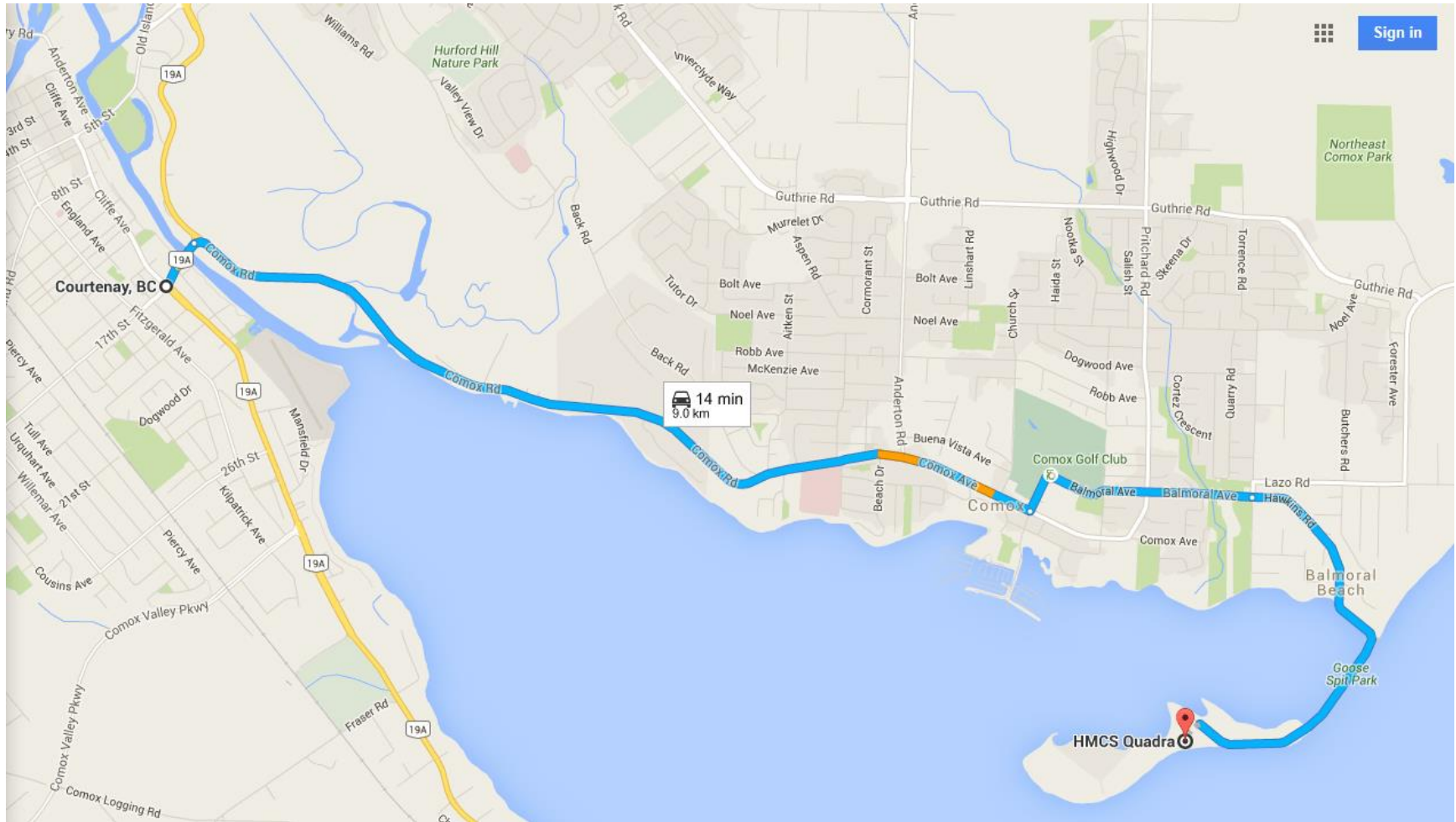


BLDG #	BUILDING
Q20	Operations
Q22	Breezeway
Q33	Cadet Barracks
Q34	Cadet Barracks
Q35	Cadet Barracks
Q38	Sea Survival School
Q46	Cadet Barracks
Q52	Ship's Office
Q53	Supply
Q67	Adult Barracks
Q70	Galley and Dining Halls
Q71	Boat Storage
Q73	Training Office
Q91	19 Wing Staff Barracks & CTC Offices



# HMCS QUADRA Driving Map

Goose Spit (end of Hawkins Rd)



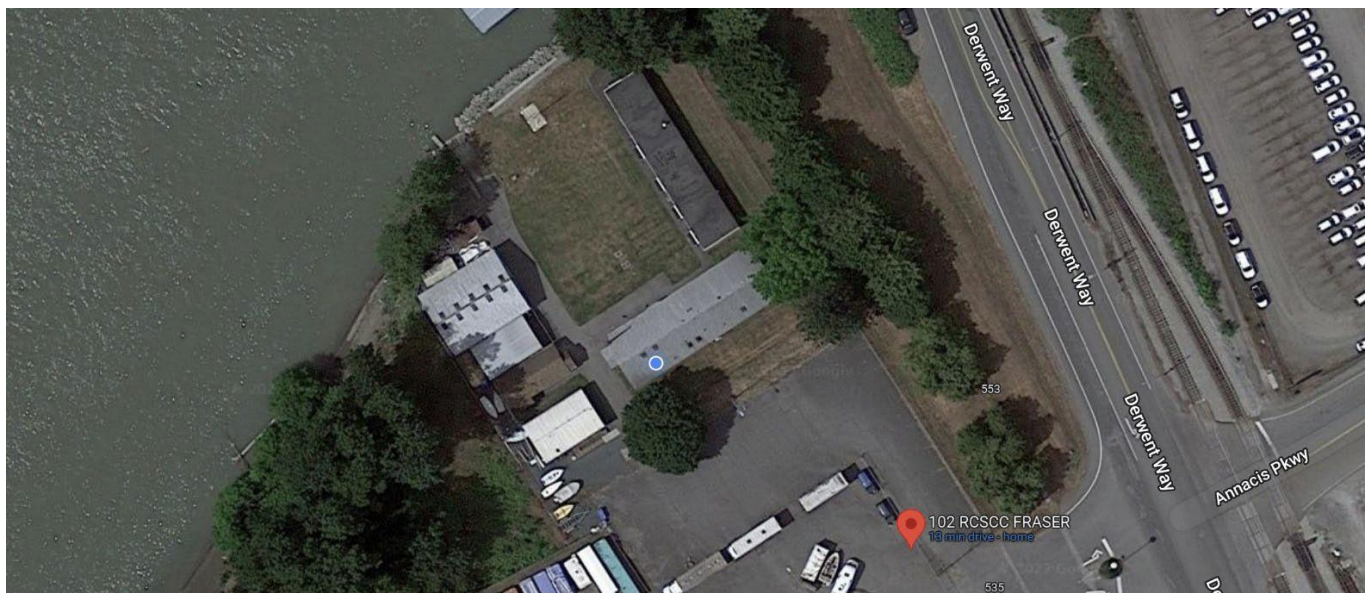
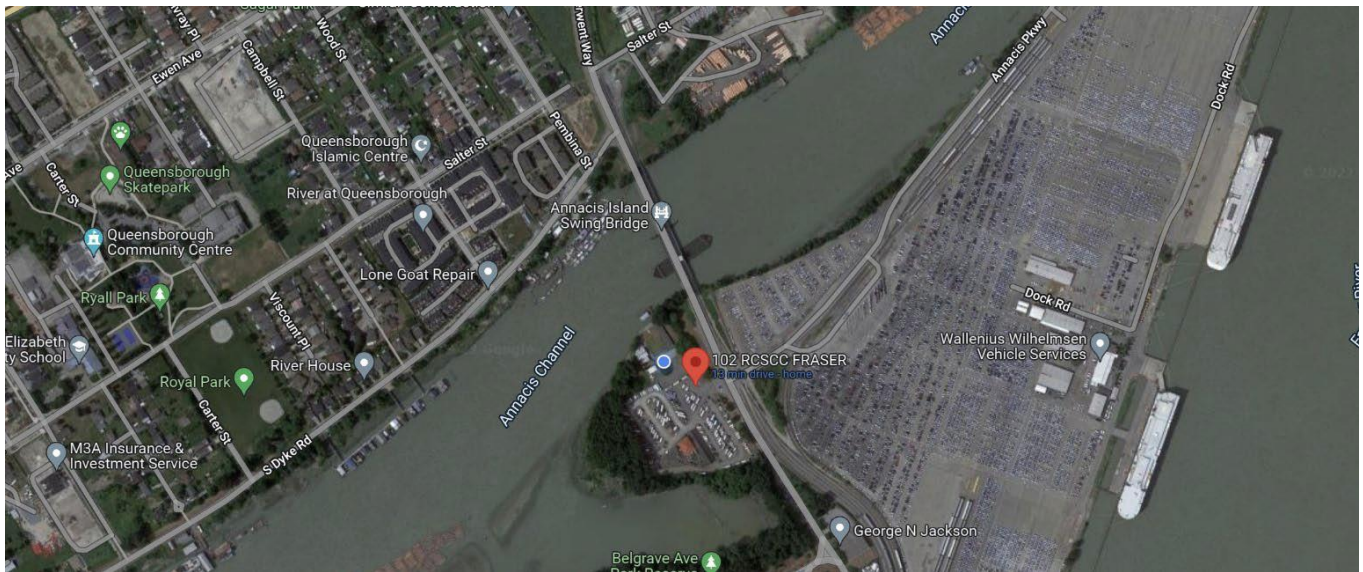


## **Annex B - ANNACIS TRAINING SITE**

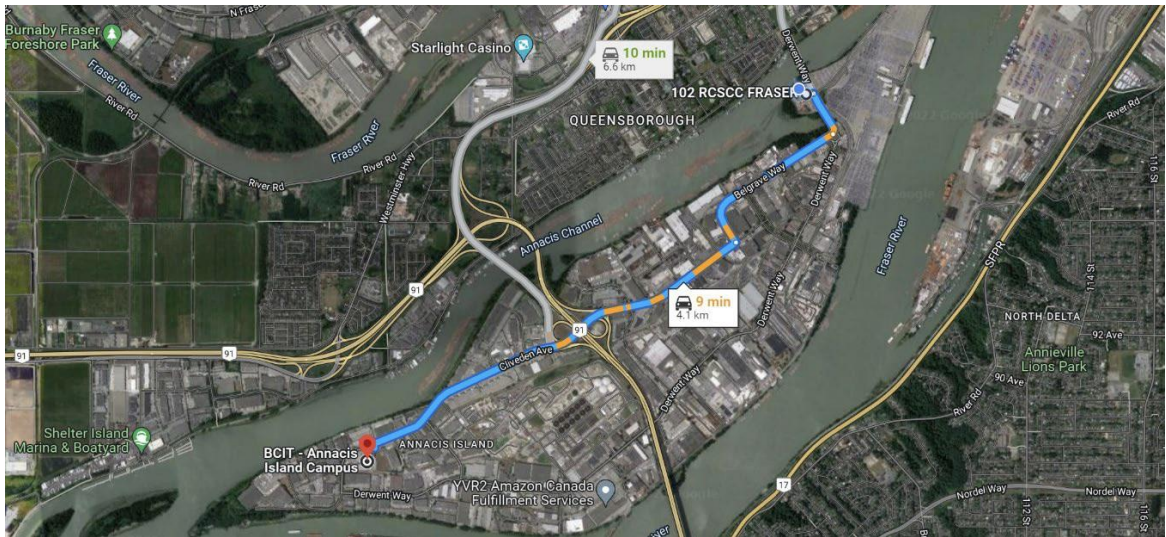
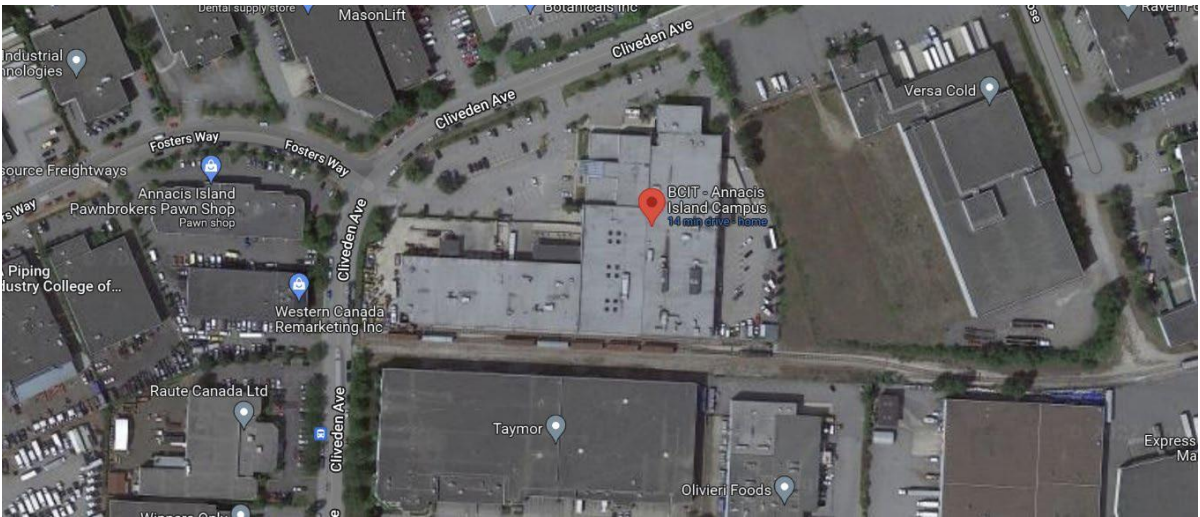
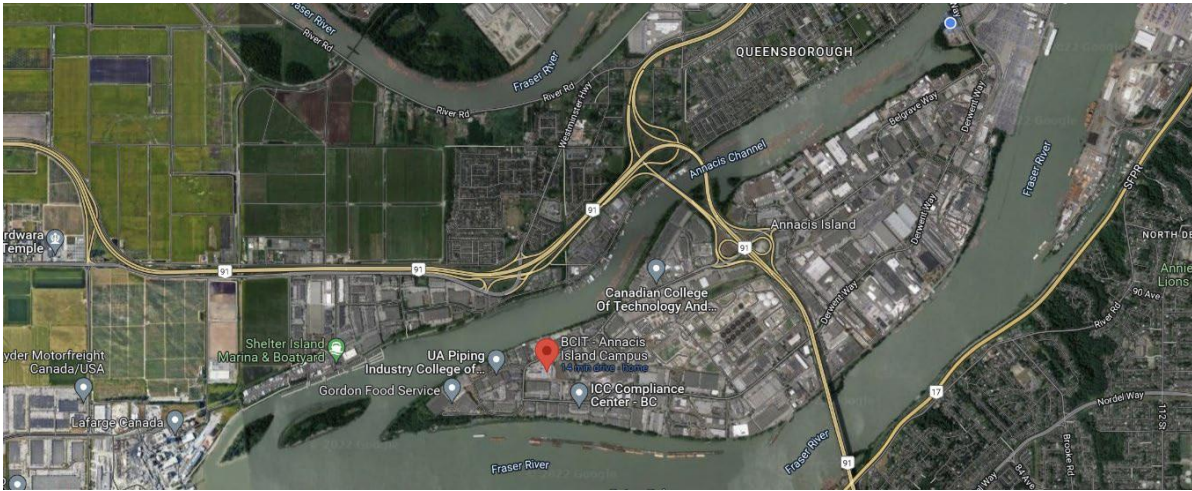
1. Over the span of five weeks, cadets shall partake in training associated with the Cadet Marine Small Engine Repair Course (CMSERC) (Year 2). The course will run from 17 Jul – 18 Aug 23.
2. Cadets will be staying at 102 RCSCC FRASER (shown below, page B-3/4), located at 535 Derwent Way, Delta BC V3M 6S9, hereby known as "HQ" or "Annacis."
3. Training will be conducted at the British Columbia Institute of Technology (BCIT) Annacis Campus (shown below, page B-4/4) located at 1608 Cliveden Ave, Delta BC V3M 6M2.
4. A training schedule will become available at the beginning of the course.
5. CMSERC will live communally with the Power Pilot Training Course (PPTC) who will conduct their training at the Canadian Flight Centre in Pitt Meadows.
6. Cadets will engage in class-based education and course-specific field trips during the week and some weekends.
7. Cadets will be entitled to a training bonus of \$10 per training day to a maximum of \$60 per week. Please fill in Annex J and submit it on arrival.
8. All meals and snacks will be provided at HQ. All personnel will have a cold/hot breakfast, lunch (typically bagged lunches Monday-Friday), and a hot supper.
9. Snacks between main meals will be accessible for consumption.
10. If dietary restrictions change, please advise staff as soon as possible.
11. All cadets and required personnel shall stay at HQ in gender-separated living quarters. Quarters will contain washrooms, showers, and laundry.
12. Laundry machines and detergent will be available for use on-site.
13. In accordance with (IAW) training, there shall be one stand-down day.
14. Cadets will have the opportunity to be granted a day pass with authorized adults pending their authorization form being approved. Please fill in Annex G and submit it on arrival.
15. Day passes will end at 2359 hrs on Sundays, but cadets are encouraged to return earlier to be rested for training the next day.
16. Cadets living on Annacis shall be responsible for administering their own medication.

17. If a cadet requires assistance storing medication, they are to speak to an officer upon arrival.
18. The dress of the day during the regular training period will consist of the following:
  - a. Ballcap/Tilley;
  - b. Elemental T-Shirt;
  - c. Trousers with a belt or black/navy blue shorts in hot weather conditions; and
  - d. Comfortable running shoes with socks.
19. The dress of the day is subject to change depending on training circumstances.
20. Dress for stand-down/recreational days will be appropriate civilian attire.
21. Dress for any ceremonial parades will be C1A's/C3's.
22. Ceremonial dress is subject to change depending on weather conditions.

**102 RCSCC FRASER - 535 Derwent Way, Delta BC V3M 6S9**



**British Columbia Institute of Technology (BCIT) –  
Annacis Campus 1608 Cliveden Ave, Delta BC V3M 6M2**



**Annex C – VERNON CADET TRAINING CENTRE**

1. Vernon Cadet Training Centre is located on the southern outskirts of the City of Vernon in the North Okanagan. During the summer months, over 300 cadets attend from across Canada. Based on age, experience and personal choice of subject matter, cadets participate in training courses of three lengths. The following training courses are provided during its summer operation:

- a. Drill & Ceremonial Instructor Course;
- b. Air Rifle Marksmanship Instructor Course;
- c. Fitness and Sports Instructor Course; and
- d. Military Band Music.

2. In addition to the over 300 course and staff cadets, Vernon staff includes over 75 COATS personnel, Regular Force personnel, Primary Reserve personnel, Civilian Instructors and DND Public Servants.

3. The Graduation Parade will take place on Dieppe Parade Squares at Vernon Cadet Training Centre on the date and time shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
4 August 2023	10:00 am	Final Graduation Parade for: Drill and Ceremonial Instructor Course Fitness and Sports Instructor Course Air Rifle Marksmanship Instructor Course Military Band Course

4. All visitors must report to the Reception Centre in building B-35.

5. Adequate hotel and motel accommodation is available in Vernon; however, due to several major events conducted in Vernon during the summer, it is recommended that reservations be made in advance.

6. Access for visitors will be on foot only, through the tunnel. Parking will be available in the lot located west of Highway 97 and south of 15th Avenue. Guests are directed to the reception centre located immediately to the right in building B35. Guests will NOT be permitted vehicle access.

7. All mail to the Training Centres should be annotated with the member's rank, and full cadet name.

Mailing Address.

Vernon Cadet Training Centre  
RANK, FULL NAME, INITIALS  
3100 15<sup>th</sup> Ave, Bldg B3  
Vernon, BC V1T 0A6

8. Phone Number. The telephone number to contact staff at Vernon is 1-888-530-2288 or (250) 549-5800 or email [vernon@cadets.gc.ca](mailto:vernon@cadets.gc.ca).

9. Staff Cadet In-Routine. Upon arrival, all staff cadets being dropped off are to report to the Duty and Operations Centre, Building B35. Instructions for your in-clearance, including accommodation assignments and welcome packages, will be issued at this time.

# Vernon

For Visitor / Parade Parking

**From Armstrong/ South Hwy 97**

	25 Ave
	Mission Rd
	Falaise Dr
	Normandy Rd

**From Kelowna/ North Hwy 97**

	19 Ave
	Mission Rd
	Falaise Dr
	Normandy Rd



**Annex D - OVER THE COUNTER (OTC) / PRESCRIBED MEDICATION  
ADMINISTRATION (MUST BE FILLED PRIOR TO CTC)**

**OTC (OVER THE COUNTER) / PRESCRIBED  
MEDICATION ADMINISTRATION (MUST BE  
FILLED PRIOR TO CTC)**

**ADMINISTRATION DE MÉDICAMENTS EN  
VENTE LIBRE /PRESCRIPTION  
(REEMPLIR AVANT LE CIEC)**

Identification of cadet:

Identification du cadet :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Full name and initials, unit and date of birth)

(Nom complet, initiales, unité et date de naissance)

I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

Medication and quantity brought by the cadet :

Médicaments et quantités conservés par le cadet :

a. Name of drug \_\_\_\_\_  
Dosage \_\_\_\_\_  
Administration time \_\_\_\_\_  
Total quantity \_\_\_\_\_

a. Nom du médicament \_\_\_\_\_  
Dosage \_\_\_\_\_  
Heure d'administration \_\_\_\_\_  
Quantité totale \_\_\_\_\_

b. Name of drug \_\_\_\_\_  
Dosage \_\_\_\_\_  
Administration time \_\_\_\_\_  
Total quantity \_\_\_\_\_

b. Nom du médicament \_\_\_\_\_  
Dosage \_\_\_\_\_  
Heure d'administration \_\_\_\_\_  
Quantité totale \_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

\_\_\_\_\_  
(Père/mère/tuteur/médecin – signature et date)



Note: The medication needs to be in the original package or (if possible) blister packed.

Identification of cadet:

\_\_\_\_\_

\_\_\_\_\_ (Full name and initials, unit and date of birth)

c. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

d. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

e. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Nota: Les médicaments doivent être dans leur emballage original ou sous plaquettes thermoformées si possible.

Identification du cadet :

\_\_\_\_\_

\_\_\_\_\_ (Nom complet, initiales, unité et date de naissance)

c. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

d. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

e. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

\_\_\_\_\_  
(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.

## Annex E –YOUTH CODE OF CONDUCT



### CADETS AND JUNIOR CANADIAN RANGERS YOUTH<sup>1</sup> 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,

---

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

- (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,
- (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.



## Annex F – RECORD OF VALUABLE ITEMS

Department / Course: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

I have brought the following items to \_\_\_\_\_ CTC:

Item	Serial #	Description (i.e. Make, Model, Colour)

Unless serial numbers and descriptions of personal items are properly recorded, it is almost impossible to identify items reported as lost, found or stolen. All cadets are required to record their names on their personal belongings and to record serial numbers and a description of their valuables.

I fully understand the responsibility of safeguarding my own private property and will assume responsibility for the loss of these items should they be lost, stolen, or damaged. Recording the description and serial numbers does not shift responsibility to Cadet Training Centre or the Canadian Cadet Organization.

If these items are lost, I will report their loss through my Chain of Command immediately. The Military Police will not become involved unless there is obvious Break-and-Enter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature



**Annex G – REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS  
DEMANDE D'EMBARQUEMENT/DÉBARQUEMENT DE CADETS PAR UN PARENT OU TUTEUR**

<b>SECTION "A" - CADET PERSONAL DATA - RENSEIGNEMENTS PERSONNELS DU CADET</b>					
<b>CADET CORP/SQUADRON NO &amp; NAME NO ET NOM DU CORPS/ESCADRON DE CADETS</b>			<b>LOCALITY (CITY) - LOCALITÉ (VILLE)</b>		
<b>RANK - GRADE</b>	<b>SURNAME – NOM</b>	<b>FIRST NAME – PRÉNOMS</b>	<b>SEX – SEXE</b>	<b>TELEPHONE - TÉLÉPHONE</b>  ( )	
<b>ADDRESS - ADRESSE</b>		<b>CITY – VILLE</b>		<b>PROV.</b>	<b>POSTAL CODE POSTAL</b>
<b>SECTION "B" - CADET ACTIVITY - OCCUPATION DU CADET</b>					
<b>EMPLOYMENT - COURSE - EXCHANGE - OTHERS EMPLOI - COURS - ÉCHANGE - AUTRES</b>			<b>CTC - COUNTRY OF EXCHANGE - OTHERS CIEC - PAYS D'ÉCHANGE - AUTRES</b>		
<b>SECTION "C" PICK UP/DROP OFF POINT - LIEU DE DÉBARQUEMENT/EMBARQUEMENT</b>					
<b>DROP OFF POINT - LIEU DE DÉBARQUEMENT</b>			<b>TIME AND DATE - HEURE ET DATE</b>		
<b>PICK UP POINT - LIEU D'ÉMBARQUEMENT</b>			<b>TIME AND DATE - HEURE ET DATE</b>		
<b>SECTION "D" AUTHORIZED PERSON - PERSONNE AUTORISÉE</b>					
<b>NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISÉE À RAMASSER LE CADET</b>  _____			<b>TELEPHONE - TÉLÉPHONE</b>  <b>HOME-DOMICILE: ( )</b>  <b>WORK-TRAVAIL: ( )</b>		
<b>(PRINT/LETTRES MOUILLÉES)</b>					
<b>NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISÉE À RAMASSER LE CADET</b>  _____			<b>TELEPHONE - TÉLÉPHONE</b>  <b>HOME-DOMICILE: ( )</b>  <b>WORK-TRAVAIL: ( )</b>		
<b>(PRINT/ LETTRES MOUILLÉES)</b>					
<b>SECTION "E" PARENT/GUARDIAN SIGNATURE - SIGNATURE DU PARENT/TUTEUR</b>					



<b>AUTHORIZING SIGNATURE - SIGNATURE D'AUTORITÉ</b>  _____ (SIGNATURE) (PRINT/ LETTRES MOUILLÉES)		<b>TELEPHONE NUMBERS -          NUMERO DE TÉLÉPHONE</b>  <b>HOME-DOMICILE: ( )</b>  <b>WORK-TRAVAIL: ( )</b>
<b>SECTION "F" SIGNATURE OF COMMANDING OFFICER/DESIGNATE          SIGNATURE DU COMMANDANT/DÉSIGNÉ</b>		
<b>CORP/SQUADRON COMMANDING OFFICER/DESIGNATE          COMMANDANT DU CORPS/ESCADRON DE          CADETS/DÉSIGNÉ</b>  _____ (SIGNATURE) (PRINT/ LETTRES MOUILLÉES)		<b>TELEPHONE NUMBER -          NUMERO DE TÉLÉPHONE</b>  <b>HOME-DOMICILE: ( )</b>  <b>WORK-TRAVAIL: ( )</b>
<b>SECTION "G" SIGNATURE OF PERSON PICKING UP CADET          SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET</b>		
<i>To be signed at time of pick up/signature requise lorsqu'on ramasse          le cadet</i>  _____ (SIGNATURE) (PRINT/ LETTRES MOUILLÉES)		_____ <b>(DATE – TIME)</b> <b>(DATE – HEURE)</b>

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

- DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.
  - The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
  - Parent/Guardian authorizing signature (Section E) must be the same as the signature on the Offer and Participation Training Activities form.
  - 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.
  - This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form.
- 
- Le MDN est uniquement responsable du transport des cdts entre l'unité locale et le site d'activité autorisé. Toute dérogation du plan de transport pré-autorisé est sous la responsabilité financière et administrative du parent/tuteur.
  - Le fait de compléter ce formulaire ne garantit en rien que le personnel du mouvement sera en mesure de se conformer à la demande.
  - La signature du parent/tuteur exerçant l'autorité (inscrit à la Section D) doit être la même que celle apparaissant sur le formulaire Offre de Participation Instruction et Activités.
  - 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.
  - 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 de la personne qui a signé le formulaire Offre de Participation Instruction et Activités.

## Annex H – PARENTAL CONSENT FORM – CADET DAY / OVERNIGHT / WEEKEND PASS PACIFIC REGION CADET TRAINING CENTRE

**IMPORTANT: This form must be completed in full and brought by the cadet to the CTC.**

1. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult specified below.
2. The amount of time a cadet may be authorized to be away from the CTC will vary according to the training requirements and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the CTC.
3. All cadets will be responsible for any training missed.

Cadet's Surname:	Given names:
Corps/Squadron:	Course:

CONSENT FOR SUPERVISED DAY / OVERNIGHT / WEEKEND PASS (Course or Staff Cadets)			
Authority is granted for my cadet to proceed away from the CTC on a supervised day / overnight / weekend pass. <div style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                 </div>			
If authority is granted, they will be under the supervision of:			
Name	Relationship to Cadet	Address	Phone number(s)

FOR STAFF CADETS ONLY – UNSUPERVISED DAY TRIPS
Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example.  Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC. <div style="text-align: center;"> <input type="checkbox"/> Yes    <input type="checkbox"/> No                 </div>

PARENT/GUARDIAN'S SIGNATURE	
Parent/Guardian's Name:	Relationship to Cadet:
The information provided above is complete and accurate to the best of my knowledge.	
Signature:	Date:



## Annex I – MEDICAL CARE FOR CADETS

### Medical Care at the Corps/Squadron/Patrol

During authorized cadet/JCR activities throughout the training year, health services are provided by the provincial/territorial health authorities. The Canadian Armed Forces (CAF)/Department of National Defence (DND) and/or League Insurance pays for necessary treatment that is not covered by provincial/territorial health authorities if the injury was not caused by a pre-existing condition and the injury took place during an approved cadet/JCR activity. This is the same level of medical treatment that would be provided to a Reserve Force member on official duty. It is the norm that individuals on-site with first-aid training will provide first aid in the event of an injury.

### Definition

Throughout this document the term cadet and Junior Canadian Ranger (JCR) also refers to Staff Cadets and Staff Junior Canadian Rangers.

### Parent's Permission

When a cadet/JCR joins the organization, parents are asked to sign a form where they provide consent for a number of things, one of them being "receiving emergency medical and dental care."

### Initial Point of Contact

The initial point of contact for any questions or concerns is the Commanding Officer of the Cadet Corps/Squadron.

### Contact Information – General Inquiries

Regional Cadet Support Unit (Atlantic)	1-877-494-8164
Regional Cadet Support Unit (Eastern)	1-800-681-8180
Regional Cadet Support Unit (Central)	1-877-381-6857
Regional Cadet Support Unit (Northwest)	1-800-842-1851
Regional Cadet Support Unit (Pacific)	1-800-661-4255

Navy League of Canada: 1.800.375.6289 or <https://navyleague.ca/>

Army Cadet League of Canada: 1-877-276-9223 or

<http://www.armycadetleague.ca/>

Air Cadet League of Canada: 1-877-422-6359 or

<http://aircadetleague.com/>

## **Clinics at Cadet Training Centres and Enhanced Training Sessions**

Cadet Training Centres (CTCs) and JCR Enhanced Training Sessions (ETSs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets/JCR are provided treatment at the CTC/ETS similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications that the cadets/JCRs have when they arrive. Major ailments or injuries to cadets/JCRs beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

There is a screening process completed prior to attending a CTC/ETS to ensure the cadet/JCR is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet/JCR from participating in the directed training. A cadet/JCR with an ailment that cannot be supported by the CTC/ETS is returned home.

### **Provincial/Territorial Health Cards**

All cadets/JCRs must have a copy of their provincial/territorial health and original photo identification card in their possession. Cadets/JCR who live outside the region where the course is being conducted must have a copy of their personal or family health card issued by their respective province/territory.

### **Prescription Medication**

Cadets/JCRs requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC/ETS. Medications will be logged in and retained by CTC/ETS Medical Staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC/ETS staff, cadets/JCR are expected to be aware of, and understand,

their own medication requirements. If prescription replenishment is likely to be required during the course, cadets/JCR must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed Over the Counter/Prescribed Medication Administration form found in CATO 16-04 which is available at the corps/squadron/patrol.

### **Over-the-Counter and Patient Medicines**

Cadets/JCR are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC/ETS medical staff will administer any appropriate medication. All over-the-counter medication must be accompanied with a completed Over the Counter/Prescribed Medication Administration form found in CATO 16-04 which is available at the corps/squadron/patrol.

### **Medic-Alert Bracelets**

Cadets/JCRs in possession of a Medic-Alert bracelet must wear the bracelet while attending a CTC/ETS.

### **Eyeglasses, Lenses, Contact Lenses, and Frames**

The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the Cadet/JCR therefore, it is strongly recommended that the cadet/JCR or the parent has insurance coverage for repair/replacement of eyeglasses. In addition, cadets/JCRs requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets/JCRs are responsible for the safety of their eyeglasses and must exercise due diligence in preventing loss or damage (wearing retaining straps, etc).

## **Dental Services**

When a cadet/JCR suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet/JCR is entitled to the treatment that is necessary to restore a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

## **Entitlements/Benefits/Compensation**

Cadets/JCRs, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces; only CAF members are eligible/entitled to receive such benefits.

The cadet/JCR will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authorities.

The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

## **Making a Claim**

In order to make a claim, Cadets must go to the applicable League website below and fill out / submit the claim form online:

Sea Cadets: [Claim Form - Navy Cadet League of Canada](#)

Army Cadets: [Claim Form - Army Cadet League of Canada](#)

Air Cadets: [Claim Form - Air Cadet League of Canada](#)

## Annex J - GENERAL KIT REQUIREMENTS – ALL CADETS

ITEM	QUANTITY TO BRING	PACKED BY CADET
Provincial Health Card (photocopy or original)	1	
Combination Lock	2-3	
Toothbrush, toothpaste and dental floss	as required	
Soap/soap dish	as required	
Face cloth/towels	2	
Toiletries/shampoo	as required	
Comb/brush	as required	
Shaving kit	as required	
Undergarments	7 - 10	
Sports bra	as required	
Athletic supporter	as required	
Socks (not grey wool)	7 - 10 pairs	
Socks, athletic cotton white ( <i>fitness &amp; sports courses</i> )	7 – 10 pairs	
Swimsuit (of conservative nature)	1	
Running Shoes	2 pair	
Gym/sports shorts (dark blue, black or grey in colour)	2-4 pairs	
Gym/sports shirts	3-4	
Warm sweater/Sweatshirt	1	
Shower sandals	1 pair	
Sleeping attire	2 pair	
Boot polishing kit	1	
Sewing kit	1	
Eyeglass prescription	as required	
Hangers	5	
Small day-backpack	as required	
Eyeglass safety strap	as required	
Sunglasses (conservative style, non-reflective)	as required	
Prescription medications ( <i>preferably blister-packaged</i> )	as required	
Sweat suit/Jogging suit	optional	
Water shoes/boots ( <i>sailing &amp; expedition courses</i> )	optional	
Walking/hiking boots ( <i>expedition courses</i> )	optional	
Camera	optional	
Small flashlight	optional	
Soccer cleats ( <i>fitness &amp; sports courses</i> )	optional	
Knee pads ( <i>fitness &amp; sports courses</i> )	optional	
Signed Offer of Participation (received from Corps/Sqn)	1	

## ISSUED KIT REQUIREMENTS

(to be issued by the home corps/squadron and brought to the Cadet Training Centre)

<b>SEA CADET REQUIREMENTS</b>		
<b>ITEM</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
<b>C3 Order of Dress:</b>		
Dress Tunic with belt (If cadet is bring it. Please refer to para 16)	1	
White top and cap talley	1	
Lanyard	1	
Pins/ribbons (if applicable)	1	
Tie	1	
Gun Shirt /white Shirt	1-2	
Trousers with belt	1	
Boots	1	
Socks	2-3	
Nametag	1-2	
<b>C5 Order of Dress:</b>		
Postman blue shirt	1-2	
Issued ball cap or wide-brimmed tan summer hat	1	
Black t-shirt	1-3	
Trousers with belt (repeated from above)	1-2	
Socks (repeated from above)	2-3	
Boots (repeated from above)	1	

<b>ARMY CADET REQUIREMENTS</b>		
<b>ITEM</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
<b>C3 Order of Dress:</b>		
Dress Tunic with belt (If cadet is bring it. Please refer to para 16)	1	
Collared short sleeve shirt	1-2	
Beret or regimental headdress	1	
Pins/ribbons (if applicable)	1	
Trousers with belt	1	
Boots	1	
Socks	2-3	
Nametag	1-2	
<b>C5 Order of Dress:</b>		
Field shirt (not required for Vernon CTC)	1-2	
Beret / turban or wide-brimmed tan summer hat	1	
Green t-shirt	1-3	
Field pants with belt (not required at Vernon CTC)	1-2	
Socks (repeated from above)	2-3	

Field boots (not required at Vernon CTC)	1	
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<b>AIR CADET REQUIREMENTS</b>		
<b>ITEM</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
<b>C3/C3F Order of Dress:</b>		
Dress Tunic with belt (If cadet is bring it. Please refer to para 16)	1	
Collared short sleeve shirt	1-2	
Blue t-shirt	1-2	
Wedge	1	
Pins/ribbons (if applicable)	1	
Tie	1	
Trousers with belt	1	
Boots	1	
Socks	2-3	
Nametag	1-2	
<b>C5 Order of Dress:</b>		
Field shirt (not required at Vernon CTC)	1-2	
Beret / turban or wide-brimmed tan summer hat	1	
Blue t-shirt (repeated from above)	1-3	
Field pants with belt (not required at Vernon CTC)	1-2	
Socks (repeated from above)	2-3	
Field boots (not required at Vernon CTC)	1	

**Annex K – CADET TRAINING ALLOCATION**

**Cadet Training Allocation Form**  
(Form to be handed in on arrival to CTC)

**Part A – Cadet Identification**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Corps/Sqn number & location: \_\_\_\_\_

Summer Training Centre attending (Quadra or Vernon): \_\_\_\_\_

Course: \_\_\_\_\_

**Part B – Direct Deposit Instructions**

CHOOSE OPTION 1 OR 2

1. **Attach a Preauthorized Direct Deposit form**  
You can request this form from your financial institution or your online banking website. \*Form must be in the Cadets name.
2. **Attach a VOID cheque**  
\*Cheque must be in the Cadets name.













**Part C – Authorization (To be completed by the Cadet and Guardian)**

1. I hereby authorize Regional Cadet Support Unit Pacific to make deposits to my bank account for the purpose of receiving the Cadet Training Allocation. I will advise you of any change in this regard, and the authorisation is to remain in effect unless cancelled in writing.
2. I am aware that my banking information will be entered into *PaymentStream* to allow for direct deposit to my bank account.








**Cadet Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Annex L – Service Dress – C3

	C3	C3A	C3B	C3C
Sea				
Army				
Air				

# Annex M – Training Dress – C5

	C5	C5A	C5B	C5C
Sea				
Army			<p>N/A</p>	
Air	