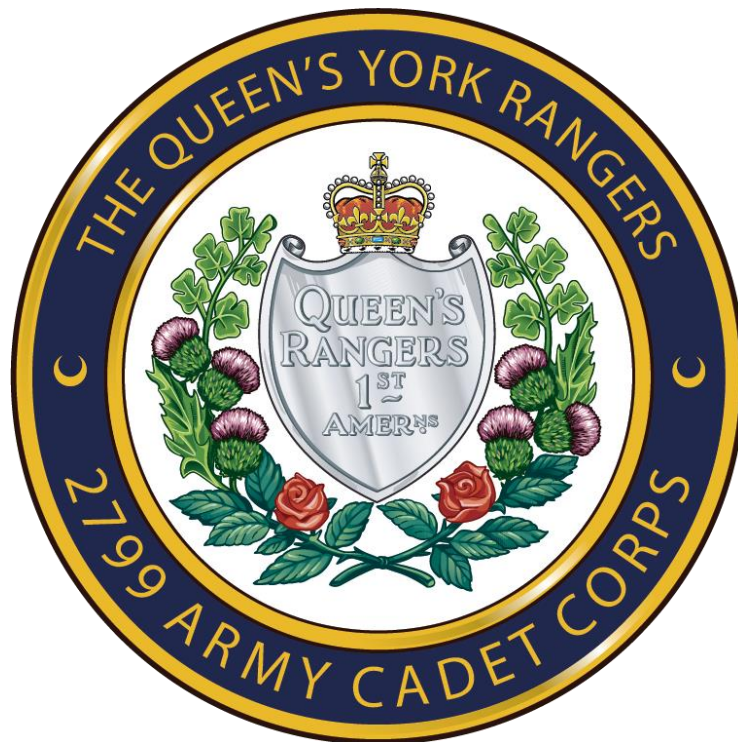


2799 Queen's York Rangers Royal Canadian Army Cadet Corps



Parent and Cadet Handbook

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GENERAL INFORMATION

Purpose

This handbook is designed to provide cadets and their parents with a comprehensive overview of the Cadet Program and the 2799 Queen's York Rangers, detailing our activities, teaching methods, and regulations. Its primary goal is to address common questions about our organization. For any additional information, please contact our officers. Your child has joined one of Canada's premier youth organizations, committed to cultivating leadership, self-discipline, respect, active citizenship, and physical fitness within a secure and inclusive environment.

Cadets & Junior Canadian Rangers (CJCR)

The Cadets and Junior Canadian Rangers (CJCR) are structured youth development programs for Canadians aged 12 to 18. The Cadet Program imparts valuable skills and knowledge, enhancing confidence and facilitating the transition to adulthood. Cadets develop leadership, citizenship, and fitness skills through a variety of experiences. The program includes sea, land, and air cadet corps and squadrons across Canada, promoting positive growth. Concurrently, the Junior Canadian Ranger (JCR) program offers practical skills and cultural knowledge in a supportive, engaging environment for youth in remote communities.

Army Cadet League of Canada

Formed in 1971, the Army Cadet League of Canada (ACLC) collaborates with the Department of National Defence (DND) to support the Royal Canadian Army Cadets. The ACLC's mission is to foster better citizenship and leadership among army cadets through the Cadet Program. As the supervisory sponsor for 450 cadet corps nationwide, the League ensures financial, accommodation, and transportation support for programs and services not covered by the DND, benefiting over 21,000 army cadets.

History of Our Corps

The Queen's York Rangers Army Cadet Corps was established in 1965, with Major Wilf Bridgford as the first Commanding Officer, Captain Gord Kettridge CD as the first Deputy Commanding Officer, and Mr. Norman Clegg among the founding officers. In February 1969, the Mayors of Aurora, Newmarket, and Richmond Hill presented the Corps with the National Flag, the Queen's Flag (later replaced by the Ontario Flag), and the Cadet Corps Flag. These Mayors represented the original towns of York County, where the Queen's York Rangers act as the Official Regiment.

In January 1972, the Royal Canadian Legion Branch 385, led by Colonel Fred Tilston VC CD, became the primary sponsor of the 2799 Queen's York Rangers and continues to fulfill this role. By September 1977, the Belhaven and Sutton Legions began sponsoring cadets from Georgina, allowing the Corps to exceed 100 members. In June 1988, John West, then Mayor of Aurora and Honorary Commandant, presented a new Cadet Corps Flag. The Newmarket Veteran's Association took over sponsorship in September 1993, concentrating on the Corps' competitive shooting program by providing new equipment and clothing. In September 1996, Karen Kraft Sloan, MP, and Frank Klees, MPP, presented the Corps with new National and Provincial flags.

Aim of the Cadet Program

The aim of the Cadet Program is to develop in youth the attributes of good citizenship and leadership, promote physical fitness and stimulate the interest of youth in the sea, land and air activities of the Canadian Forces. The three aspects of the stated aim are amplified below.

1. **develop in youth the attributes of good citizenship and leadership through:**
 - a. **citizenship:** Cadets develop an understanding of and appreciation for community membership and involvement within cadet, local, regional, provincial, national and global communities. Inherent in this membership is an acceptance of, and respect for, multiculturalism within Canada and the world. Through their active involvement, cadets will have a positive impact on local communities, contributing to community strength and vibrancy.
 - b. **leadership:** In this peer-led program, cadets develop interpersonal skills and assume responsibility as effective team members, leaders and dynamic coaches that conduct themselves in an ethical and socially responsible way.
2. **promote physical fitness.** The Cadet Program aims to promote physical well-being. Cadets develop an understanding of the benefits of fitness and a healthy lifestyle. This understanding combined with on-going participation in fitness activities, aids in the development of positive attitudes and behaviours that build resiliency within cadets and enable them to meet challenges.
3. **stimulate the interest of youth in the sea, land and air activities of the Canadian Forces:** By exposing youth to the sea, land and air activities of the Canadian Forces they develop elemental skills through introduction to, and interaction with, their respective CF communities.

Cadets Leading Cadets

The Cadet Program operates on the principle of “cadets leading cadets,” focusing on youth engagement and empowerment to provide genuine leadership experiences. In this model, young leaders play a crucial role in the program’s success and in fostering the growth of their peers. This approach highlights the importance of allowing cadets to assume leadership roles and responsibilities while nurturing a culture of peer mentorship and support.

The program offers multiple pathways for cadets to develop their leadership skills. As cadets rise through the ranks within their corps, they take on increasing responsibilities, which helps them hone key leadership qualities such as communication, decision-making, teamwork, and problem-solving.

Peer-to-peer learning and mentorship are central to the program. Senior cadets guide and support their juniors, creating a nurturing environment where leadership skills are actively taught and practiced. This not only provides younger cadets with role models but also strengthens the leadership abilities of senior cadets as they teach and mentor.

The leadership skills gained often extend beyond the cadet program, with many former cadets becoming leaders in their schools, communities, and workplaces. Thus, “Cadets Leading Cadets” reflects both the internal dynamics of the program and its broader impact on developing future leaders within Canadian society.

Contact Info

2799 Queen’s York Rangers Army Royal Canadian Army Cadet Corps (RCACC)

Training Address: John Graves Simcoe
Armoury (JGSA), 215 Industrial Pkwy S,
Aurora, Ontario L4G 3V5

Phone Number: (905) 726-8600

Mailing Address: #6-14845 Yonge Street,
Suite 363, Aurora, Ontario L4G 6H8

Email: 2799army@cadets.gc.ca

Website: www.rangers2799.com

Cadet Terminology & Acronyms

The following are terms and acronyms you may hear from cadets and officers.

ACR	Annual Ceremonial Review; the final ceremonial parade of the training year where cadets display their hard work and effort to a Reviewing Officer, who is usually a high ranking officer of the CAF.
ADA	Area Directed Activity; activities that are planned and organized at the Area level office for cadets of a specific geographic area. 2799 is part of the Central Ontario Area (COA)
Admin O	Administration Officer (receives all paperwork)
Canteen	A establishment that sells food and drink to cadets. At 2799 the canteen is run by the Support Committee. Snacks are available at minimal cost during Stand Easy (break)
CAF	Canadian Forces / Canadian Armed Forces
CATO	Cadet Administrative and Training Orders
CI	Civilian Instructor; means a person who is employed as an instructor to cadet corps or at a cadet training centre but who is not a member of the Canadian Forces.
CIC	Cadet Instructor Cadre
Civies	A colloquial name for "civilian attire"; usually referred when cadets are permitted to wear civilian clothes instead of a uniform
CJCR	Cadets and Junior Canadian Rangers
CO	Commanding Officer
CV	Civilian Volunteer; means a person who provides services directly to or on behalf of DND or the CAF without compensation, in support of authorized cadet activities, and who has completed a reliability screening and has been approved by CJCR and/or the applicable League.
DND	Department of National Defence
JGSA	John Graves Simcoe Armoury; name of the specific building that our cadet corps operates out of. Typically referred to as "the armoury"
Kit	Items or equipment a cadet is expected to bring for training
LDA	Locally Directed Activity; activities that are planned and organized by the local unit (i.e. 2799). Most of the activities a cadet participates in will be LDAs.
LHQ	Local Headquarters; refers to the office occupied by the local unit (i.e. 2799)
Mess	Place for eating/Relaxing off duty
PT Gear	Physical Training (PT) attire; usually worn during fitness and sports activities
RCACC	Royal Canadian Army Cadet Corps
RDA	Regionally Directed Activity; activities planned and organized at the Regional level. Cadets must typically apply and be selected for these activities.
Routine Orders (RO)	List of instructions and duties for the month and general information for cadets and staff.
Troop	A group of not more than 30 cadets that act as a unit under the command of a Troop Commander or Troop Warrant.
Troop Commander	Officer that is in charge of a Troop, usually holding the rank of 2Lt or Lt

STAFF AND CHAIN OF COMMAND

Officers

Commanding Officer	Captain David Kasper
Deputy Commanding Officer	Captain Sue Lusk, CD
Training Officer	Captain David Kasper
Administration Officer	CI Alfred Tong
Assistant Administration Officer	CI Lisa Larionova
Training Support	Captain Phil Lusk, CD
Gold Star Level Officer	CI Ed Correa
Silver Star Level Officer	Captain Sue Lusk, CD
Red Star Level Officer	CI Mark Charlebois
Green Star Level Officer	CI Arjun Sahdra & CV Hanan Anabtawi
Standards Officer	CI Mark Charlebois
Supply Officer	Lieutenant Jennifer Kasper
Assistant Supply Officer	CV Mehul Shinde
Website Administrator	CI Lisa Larionova
Band Instructor	CV Claude Arcand
Marksmanship Team Coach	Lieutenant Jennifer Kasper
Biathlon Team Coach	Captain David Kasper
Drill Team Coach	Vacant
Orienteering Team Coach	Vacant

Officer & Senior Cadet Responsibilities

Commanding Officer

The Commanding Officer (CO) is responsible to the Branch President for all matters pertaining to the Corps and for the training and administration of Officers, Cadet Instructors, Volunteers and Cadets serving in the Corps. The CO also liaises with the Division Staff.

Regimental Sergeant Major

The Regimental Sergeant Major (RSM) is the most senior cadet who oversees all other cadets. They answer directly to the CO and works with the DSM to give commands to the cadets. The RSM will lead parades whenever there is no officer on the parade. The RSM is responsible for the communication and execution of all orders from the CO, and maintenance of corps routine.

Deputy Commanding Officer

The Deputy Commanding Officer (DCO) is responsible to the CO for the operation of the Corps routine activities and will act as second in command of the Corps. The DCO leads Corps staff, as assigned, to efficiently manage resources, maintain discipline and dress standards, and supervise Duty Officers.

Drill Sergeant Major

The Drill Sergeant Major (DSM) is a senior cadet who is second in command of all the cadets. The DSM answers to the DCO and works with the RSM to give commands to the cadets. In the absence of the RSM, the DSM will command the cadets. It is the DSM's duty to uphold the cadet standard of drill, dress, and deportment.

Training Officer

The Training Officer (TrgO) is responsible to the CO in matters concerning the planning and implementation of the Corps training programme.

Administration Officer

The Administration Officer (AdmO) is responsible to the CO and shall exercise general supervision over all Corps administrative functions and make available Administrative Orders and instructions to Officers, Volunteers and Cadet Instructors requiring information or assistance.

Supply Officer

The Supply Officer (SupO) is responsible to the CO for the security and care of all material issued to the Corps or purchased by the Support Committee for the Corps.

Level Officer

A Level Officer (LevelO) assists in dealing with administrative, supply, and training requirements for the cadets in their Star Level. They maintain a high level of morale and keep cadets in their Star Level up to date on events in the Corps.

Troop Commander

A Troop Commander (Trp Cmdr) is an Officer that assists in dealing with administrative, supply, and training, and discipline for the cadets in their Troop. The Trp Cmdr makes recommendations for cadet promotions, communicates orders down to their cadets, and keeps their cadets informed on events in the Corps.

Troop Warrant Officer

The Troop Warrant Officer (Trp WO) is a senior cadet in charge of a Troop. The Trp WO answers to the Troop Commander. In the absence of the Troop Commander, the Trp WO oversees the troop. If a troop needs to move, or a command needs to be given, the Trp WO will usually give it. The Troop WO ensures that cadets in their troop receive required information on a weekly basis.

Support Committee

Each Corps has a Support Committee (SC), which acts as the local arm of the Army Cadet League of Canada (ACLC). The ACLC and the Canadian Armed Forces (CAF) collaborate to enhance the Army Cadet Program. At the Corps level, this partnership is managed by the SC Chair and the Corps Commanding Officer (CO). They play complementary yet crucial roles in supporting the local Army Cadet Program. The SC provides essential support beyond what the CAF offers, working in close consultation with the Corps Staff to ensure effective program delivery and development. Generally speaking, a SC's responsibilities can be summed up to the following areas:

- a) Participate in Canadian Cadet Organization governance;
- b) Engage, coordinate and manage community support;
- c) Provide suitable facilities and storage for the Cadet Corps; and,
- d) Provide additional financial support to Cadet Corps activities.

Chain of Command

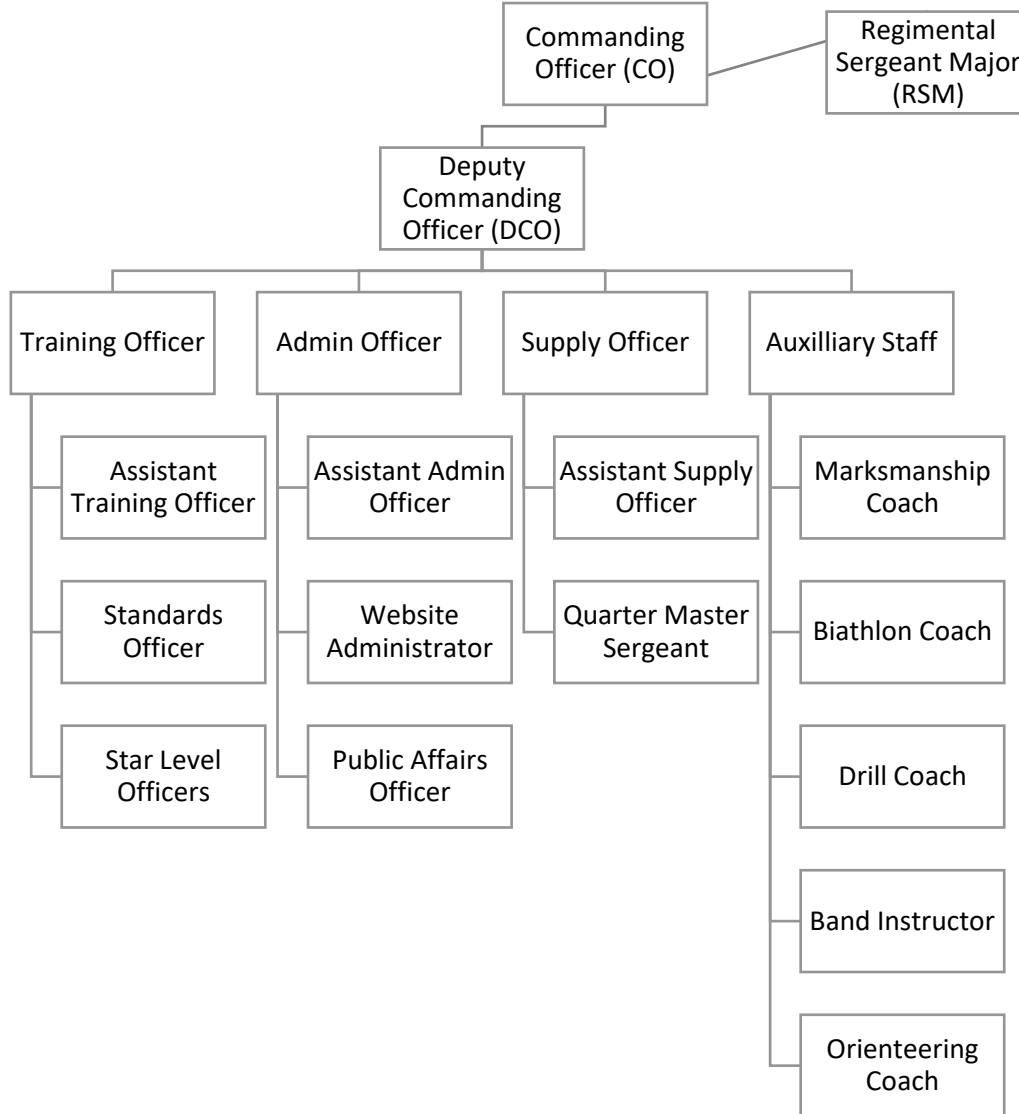
The Chain of Command is the hierarchy of military personnel. It extends from the Chief of Defense Staff (CDS), all the way to the newest recruits. At the cadet corps level, this ranges from the CO to the recruits. The Chain of Command establishes an important line of communication, where information can be passed down from the CO to their immediate subordinates, and subsequently to their subordinates and so forth, ultimately reaching all levels of the organization. Conversely, information or issues can also be directed up the Chain of Command, whereby a cadet addresses their superior, who then addresses their superior, until the information or issue is brought to the attention of the correct personnel to be dealt with.

The Chain of Command can effectively be broken down into 2 chains: one containing the staff and officers, and the second containing the cadets. The Regimental Sergeant Major (RSM) is the highest appointment a cadet can achieve. The RSM works closely with the CO, Officers and Staff and is the link in the Chain of Command between the Officers and the Cadets.

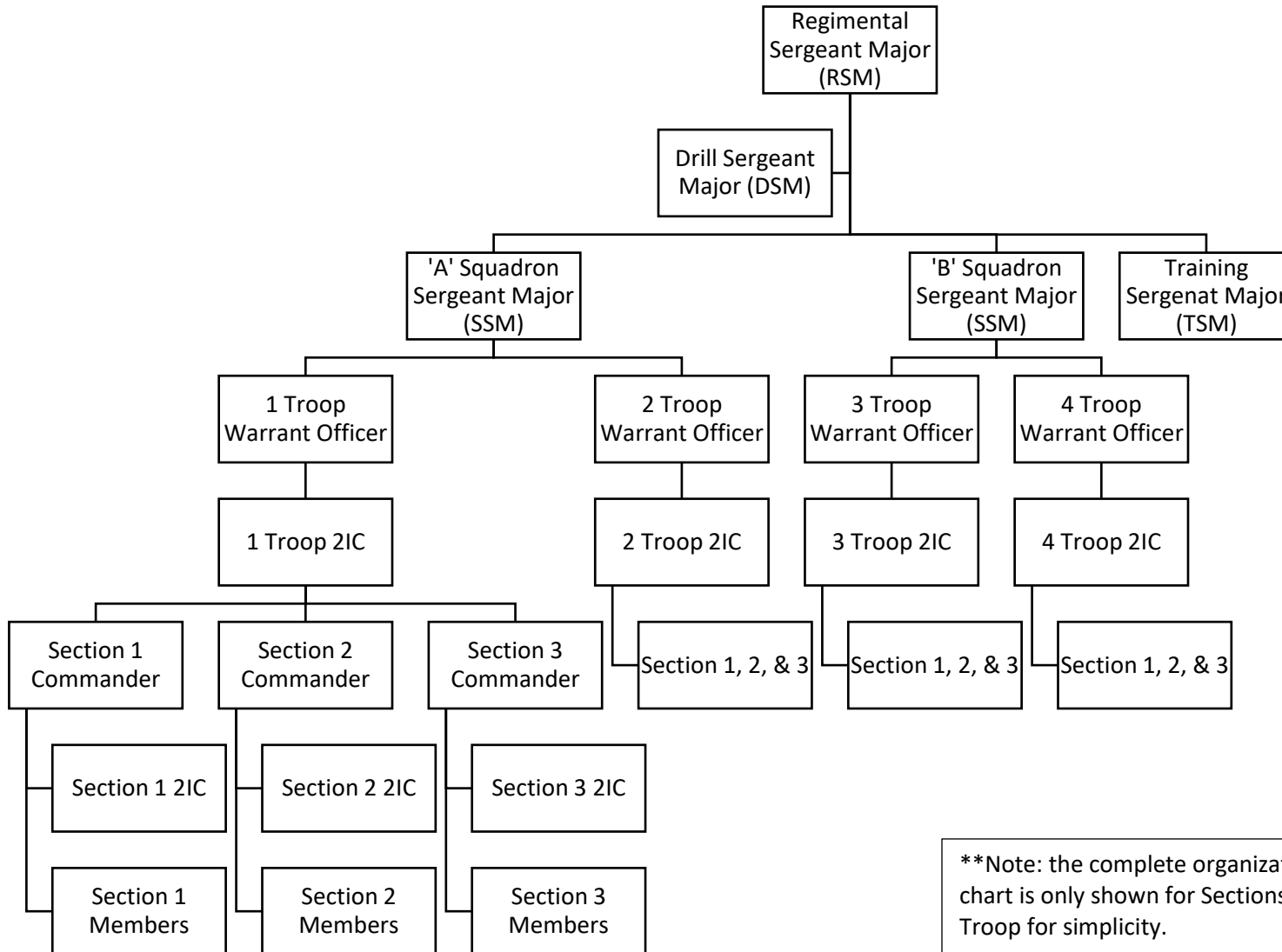
New cadets are assigned to a Section within a Troop. Each section is lead by a Section Commander, typically holding the rank of Sergeant, and their Second In-Command (2IC), typically holding the rank Master Corporal. Each Section Commander reports to their Troop Warrant Officer, who holds the rank of Warrant Officer, and their Troop 2IC, who also is typically a Warrant Officer. The Troop Commanders report to their Squadron Sergeant Major(SSM). The SSM, Training Sergeant Major(TSM), and Drill Sergeant Major(DSM) all hold the rank of Master Warrant Officer and work together under the direction of the RSM, who holds the rank of Chief Warrant Officer, the highest rank a cadet can achieve.

The cadet program is a “cadets leading cadets” organization, therefore, we always strive to resolve questions or issues at the lowest level. **A Cadet’s first point of contact should be their Section Commander or Section 2IC when they have any questions or issues needing to be addressed.** If they are unable to contact either of them, their next point of contact should be their Troop Warrant or Troop 2IC. Cadets should only speak directly to an Officer if it is a matter of emergency or someone’s safety (i.e. abuse, violence, carrying a weapon, influence of drug or alcohol, thoughts of suicide, mental health, etc.)

Officer and Staff Chain of Command



Cadet Chain of Command



****Note:** the complete organizational chart is only shown for Sections 1-3 of 1 Troop for simplicity.

GETTING INVOLVED

There are many ways that adults can get involved with the Army Cadet programme at the local level. Please contact the Commanding Officer for more information.

Become a Volunteer

Ask the Commanding Officer if there is a need for volunteers. The Corps may use adult volunteers for specific events if you have special skills (first aid, fitness instructor, sewing, photography, computers/IT, etc.).

Become a Cadet Instructor

If you can devote time on a regular basis to the Corps, you could become a Cadet Instructor (CI). CIs are members of the Corps staff and may occupy a paid position within the unit dependent on availability. These could include assistant administration officer, assistant supply officer, website administrator, Level Officer and many others.

Become a Cadet Instructor Cadre Officer

The Cadet Instructor Cadre (CIC) Officers are commissioned members of the Canadian Armed Forces (CAF) whose primary duties are to instruct and mentor cadets. Officers must be able to attend regularly (both regular training nights and weekend activities) as well as take training courses offered through the Cadet Program to further develop their leadership and instructional skills. CIC Officer rate of pay is based on their rank and years of service. CIC Officers hold various positions within the unit from Level Officer to Commanding Officer.

Become a Support Committee Member

Each Corps has a Support Committee (SC) that is the local branch of the ACLC. The SC provides support to the Corps not provided by DND, and oversees recruiting, fundraising, providing facilities, transportation, equipment, and promoting the Corps' activities. The SC members usually meet monthly. If you have skills (accounting, fundraising, public relations, grant writing, etc.) that you think might be useful to the SC, please contact the SC President. The SC also looks for volunteers to assist with Canteen on training nights, cadet tagging days, and BINGO.

Any adult who wishes to work with Army Cadet League or Cadets and Junior Canadian Rangers MUST be registered and screened. This process will include a reference check and a criminal records check, including a vulnerable sector search.

TRAINING

Regular Parade Nights

Parade Night: Tuesday evening, 1830-2130

Drop-off Time: 1815 hr

Pick-up Time: 2130 hr

2799 conducts our regular training on Tuesday nights at John Graves Simcoe Armoury from September until June. This is when cadets "learn" what it is to be a cadet, and participate in lessons such as drill, navigation, survival, marksmanship, leadership and citizenship. Due to the nature of training and

requirements of the program, it is necessary to conduct training on some weekends, often off-site dependent on the training to be conducted. Over the December holiday, March break and from July 1 to August 31, cadets are in a period of “Stand-down” where there is no regular training. During March break some optional activities may be conducted. In summer months, cadets can apply for summer training courses where they learn advanced skills and training and can travel nationally or internationally.

Commanding Officer’s Parade

Commanding Officer’s parade are held on the first Tuesday every other month with the exception of September where it will be held on the second Tuesday, which will be the first parade night after Admin & Intake Night.

The CO’s Parade is an opportunity for the CO to inspect the cadets to ensure the standard of dress is being met, to present awards and promotions, recognize cadets or teams on recent achievements, and other presentations as necessary. Cadets shall put forth effort on polishing their boots to achieve a high shine, iron their uniform free of wrinkles, and ensure badges are sewn on neatly and in the correct location.

Star Level Program

The Star Level Program is central to the overall Cadet Program. It is the training delivered at the local level through in-person or e-learning activities. It focuses on providing all cadets with training opportunities to develop knowledge and skills in a variety of subject areas while introducing specialized opportunities.

Cadets are placed in a Star Level Program based on their developmental period, which is largely based on age. Cadets typically begin in Green Star then progress to Red, Silver and finally Gold Star. After completing Gold Star, cadets can opt-in to the Advanced Leadership Program.

Other Training Opportunities

Locally Directed Activities (LDA)

A LDA is a community-level training opportunity designed to deliver and supplement the corps training plan. LDAs are conducted by the corps and funded by the CJCR Group. These may also include some additional support from the Support Committee. LDAs consist of fundamental, elemental and discretionary training and typically on weekends. This training may include activities such as abseiling, canoeing, marksmanship, field training exercises (FTX), community and citizenship activities, and others. During these activities, cadets may be required to sleep over night depending on the needs of the activity. LDAs are open to all Cadets and Cadets are required to participate in LDAs.

Area Directed Activities (ADA)

An ADA is an area or zone-level, multi-corps training activity, designed to provide cadets with enriched opportunities to deliver and supplement the corps training plan. ADAs are conducted by the Area, with assistance from corps staff, as required, and funded by the CJCR Group. These activities allow Areas to provide training opportunities to multiple corps at one time, that may not be available within their local community, and to capitalize on area opportunities and resources. ADAs may include activities like FTXs, leadership development, expeditions and adventure training, health and physical activity, first aid, etc. Cadets are required to participate in ADAs. 2799 is part of the Central Ontario Area (COA)

Regionally Directed Activities (RDA)

An RDA is a region-level training opportunity designed to enhance the corps program and provide cadets with enriched opportunities not available at the local level. RDAs are conducted by the Regional Cadet Support Unit (RCSU) and funded by the CJCR Group. These activities allow RCSU COs to tailor the overall

Cadet Program to match regional interests and capitalize on regional opportunities and resources. These may include activities like Regional level biathlon and marksmanship competitions, and Regional expeditions. Cadets may participate in RDAs through a selection process or by advancing through a competition series. Canada is divided into 5 geographic Regions: Pacific, North-West, Central, Eastern, and Atlantic. 2799 is part of Central Region, which falls within the geographic boundary of the Province of Ontario.

Summer Training & Exchanges

Summer training at Cadet Training Centres (CTC) across Canada offers cadets advanced instruction and opportunities to develop specialized skills and leadership. The CTC Program aims to enhance cadets' general knowledge and skills from the Corps Program, offering courses in marksmanship, expedition, fitness and sports, military band, pipe band, and drill and ceremonial. Details about summer training are available on the [Cadet Summer Training](#) website, with applications typically open from January to March. Cadets should consult their Chain of Command for further information.

Domestic and international activities provide highly specialized training opportunities, allowing cadets to engage in experiences beyond their local community and Canada. These activities enable cadets to connect with national and global communities of like-minded youth, broadening their horizons and enhancing their development.

CADET RESPONSIBILITIES (BEING A CADET)

The Cadet Program is meticulously designed to foster independence, problem-solving skills, and a sense of responsibility among youth. Unlike other youth programs, the Cadet Program uniquely emphasizes personal accountability, holding cadets responsible for their actions and inactions. All members of the 2799 Queen's York Rangers are expected to adhere to several key requirements.

Attendance

Regular attendance at parade nights and weekend activities is crucial for all cadets. Frequent absences may result in a delay in training progress and impact a cadet's eligibility for promotions, awards, or selection for summer training courses. Attendance at special parades, such as Remembrance Day and the Annual Ceremonial Review, is also mandatory. Should a cadet have a legitimate reason for missing Corps activities, including regular parade nights, they must notify their Section Commander in advance. For extended absences (>60 days), the Commanding Officer may grant a Leave of Absence, pausing the cadet's training without penalty. Failure to communicate prolonged absences will lead to termination from the Corps and Cadet Program. If the Cadet Program no longer suits a cadet, they should inform us to initiate the termination process. Participation in fall Tagging is required for eligibility for March Break activities, and spring Tagging is required to attend the End of Year Trip.

Your Uniform

Upon completing the intake program, each cadet receives a Distinctive Environmental Uniform (DEU) and a Field Training Uniform (FTU), commonly known as the "dress" and "combat" uniforms, respectively. These uniforms are loaned to cadets for the duration of their time in the program and must be returned upon departure, regardless of the reason. The cost to outfit each cadet is approximately \$600, and the Corps operates with a fixed budget for uniforms each year. It is imperative that cadets maintain their uniforms in pristine condition, ensuring they are cleaned, pressed, and returned to the Corps when they leave or outgrow them.

Cadets receive training on proper uniform care from their Section Commander or Section 21C. The [CJCR Dress Instructions](#) detail the regulations for uniform wear, including acceptable hairstyles, jewelry, and overall appearance. While the full document is comprehensive, key points regarding appearance are summarized on our website.

Cost and Fundraising

Becoming a cadet involves no financial cost beyond the investment of time, dedication, and hard work. Joining the program, receiving a uniform, participating in summer training, and engaging in various activities are all free of charge. However, as a non-profit organization with a limited budget, the Cadet Program relies on fundraising to support equipment purchases, training supplies, and special activities. Therefore, active participation in fundraising efforts is essential for all cadets. One primary fundraising activity is "tagging," where cadets are assigned stores in Newmarket and Aurora to collect donations in exchange for Royal Canadian Army Cadet (RCAC) tags. Tag Days occur twice annually, and cadets must sign up for shifts. Participation in fall Tagging is required for eligibility for March Break activities, and spring Tagging is necessary for the End of Year Trip.

Staying Informed

Cadets are responsible for keeping up with all Corps communications and regularly checking the website. Important documents, including online sign-up forms, parent permission forms for weekend and summer training, Routine Orders, and training schedules, are accessible online. Most activities outside of regular parade nights require prior registration and may have deadlines. Therefore, it is crucial for cadets to stay informed about these dates and events. Cadets should print a hardcopy of the yearly calendar and strive to attend all scheduled activities. Information is sent to parents and cadets via email, so maintaining current contact details is important.

For any questions regarding a cadet's responsibilities, duties, or the Corps in general, please contact a Corps Officer. You should receive the contact details of a Corps Officer shortly after joining. If this does not occur, please reach out to the Corps for assistance.

Troop Assignment

Upon joining the 2799 Queen's York Rangers, each recruit is assigned to a Troop and a Section. The cadet will meet their Troop Warrant Officer and Section Commander, who will guide them in parades, team activities, sports nights, and certain training sessions. The Troop Warrant Officer and Section Commander serve as the primary points of contact for any questions or issues. Additionally, senior cadets within the troop may mentor new members to uphold high standards in drill, dress, and deportment.

PARENT RESPONSIBILITIES

The Cadet Program operates on a "youth leading youth" principle, emphasizing that cadets should drive their own development while parents act as partners in this process. Parents are encouraged to support their cadet's independence by fostering self-advocacy, time management, and organizational skills. Cadets should be directed to communicate directly with their Section Commander and regularly check the website and their Cadet365 account for updates and information on upcoming training. Parents can assist by helping their cadet create and adhere to a schedule for tracking activities.

As cadets progress into their second year and beyond, parents should allow greater independence, reducing their level of involvement. Under no circumstances should parents communicate directly with other cadets or their Section Commander or Troop Warrant Officer. Instead, parents should direct general

inquiries or concerns to the corps staff at 2799army@cadets.gc.ca or speak with staff in person on training nights.

For activities requiring online sign-up, parents must not complete forms on behalf of their cadet. They may assist by reviewing the forms for accuracy and ensuring timely submission, but cadets must enter and submit their own information.

All official communication is between the corps and the cadet, with parents included as a courtesy. Parents are responsible for discussing training details, upcoming activities, and summer training with their cadet. They will be contacted in emergencies, for disciplinary matters, or when parental input is needed.

RULES, SUPERVISION & DISCIPLINE

Supervision

All authorized cadet activities will be supervised at all times by at least one supervisor. A supervisor can be assisted by other officers, CAF members, volunteers and senior cadets in the conduct of an authorized cadet activity. The number of supervisors, volunteers and senior cadets for a cadet activity will be sufficient to ensure the safety, good discipline, and well-being of all participants. This number is dependent on many factors such as day activities vs. overnight activities, location of activity and proximity to emergency services, and the inherent risk of the activity.

There will be instances where your child will be under the supervision of trained cadets, albeit out of direct sight of adults. This practice aligns with our philosophy of "cadets leading cadets," fostering a sense of responsibility, leadership, and teamwork among our cadets. Rest assured, these situations are carefully monitored and overseen by experienced staff members to ensure the safety and well-being of all cadets.

PHASE

The Promoting Healthy And Safe Experiences (PHASE) program is used by the Cadet Program to affirm youth rights as defined in the UN Convention on the Rights of the Child. It allows for an open dialogue in which youth can explore what healthy relationships look like. The program provides youth the ability to help themselves or a friend in situations such as bullying, harassment, dating violence, and abuse. PHASE provides guidance on how to be an ally, intervene as a bystander and get help.

The PHASE program aligns with the CAF's priorities for promoting mental health and stress management to its members and their families. PHASE helps create, maintain, and support safe spaces within the Cadet and JCR programs.

All cadets will undergo PHASE training throughout their cadet careers. PHASE training is conducted in age-based groups with a PHASE facilitator and a senior cadet. Corps are mandated to deliver at least 6 PHASE lessons each training year, chosen from the topics below at the discretion of the Corps.

PHASE Lessons

Lesson	Ages 12 – 15	Ages 15 – 18
1	Healthy Relationships	Healthy Relationships
2	Dating Relationships	Dating Relationships
3	Conflict Resolution	Communication
4	Sexual Orientation and Gender Identity	Sexual Orientation and Gender Identity
5	Social Media	Social Media and Online Sexual Exploitation
6	Bullying	Physical Assault
7	Harassment	Sexual Harassment
8	Consent and Sexual Harassment	Consent and Sexual Harassment
9	Child Abuse	Child Abuse
10	Sexual Abuse	Sexual Exploitation
11	Substance Use and Addiction	Substance Use and Addiction
12	Self-Harm	Suicide

Cadet Code of Conduct

The CJCR is committed to providing a safe, welcoming and supportive environment where everyone feels valued and is able to achieve their maximum potential. Treating each other with respect and fairness and acting and making decisions in the best interest of others are integral to maintaining a positive environment, free from all forms of discrimination, abuse, inappropriate conduct, and damaging behaviour.

All cadets and adult staff must participate in an annual briefing on, and signing of, their respective Codes of Conduct within the first 30 days of the training year. For new cadets this must occur within 15 days of registration. To comply with briefing and signing requirements, all cadets must:

- 1) participate in a briefing on their applicable code of conduct, delivered by their supervisor, or an adult supervisor in the case of a cadet, that:
 - a) ensures that they are aware of, and engage in discussion on all behavioural expectations set out in their code of conduct; and
 - b) provides an opportunity to ask questions of clarification.
- 2) sign their code of conduct; and
- 3) in the case of cadets, have a parent/guardian sign the Cadet Code of Conduct in order to:
 - a) ensure the parent/guardian is aware of all behavioural expectations outlined within the Cadet Code of Conduct; and
 - b) have an opportunity to ask questions of clarification.

Searches and Inspections

There may be instances during approved activities when it is necessary to conduct searches or inspections of cadets, including, but not limited to their uniform, equipment, luggage, locker(s), sleeping accommodation and common areas. Whatever the reasons may be for doing so, searches and inspections are conducted in accordance with law and CAF policy. Searches and Inspections are governed by [CATO 12-50 Searches and Inspection of Cadets](#).

Discipline

At all time cadets are expected to uphold the values and ethos of the Canadian Cadet Organization and the Canadian Forces. Should any cadet deviate from these standards, disciplinary measures may be

necessary to maintain the integrity of our program and ensure the safety and well-being of all participants. We believe in teaching responsibility and accountability, and while we aim to support and nurture our cadets, we also recognize the importance of enforcing consequences when expectations are not met. Cadets are subject to discipline as outlined in [CATO 15-22 Conduct and Discipline](#). Depending on the nature of the misconduct, cadets may be asked to be picked up early by parents from a cadet activity, or they may be Returned to Unit (RTU) if attending activities such as RDAs or CTC. Parents may be responsible for covering travel expenses incurred to send a cadet home early from a cadet activity. Where serious misconduct or misbehaviour has occurred, a cadet's membership may be terminated, and they will not be permitted to re-join another unit within the Canadian Cadet Organization. Termination of a cadet membership is governed by [CATO 15-21 Termination of Cadet Membership](#).

Drug and Alcohol Policy

The Cadet Program maintains a strict zero-tolerance policy towards drugs, alcohol, and smoking. These substances not only jeopardize the safety and well-being of our cadets but also contradict the core values of discipline, respect, and physical fitness that we aim to instill. Engaging in such activities undermines the purpose of our program, which is to promote a healthy lifestyle and develop well-rounded individuals capable of leadership and service. We are committed to providing a safe and supportive environment for our cadets to thrive and succeed, and your cooperation in upholding these standards is essential.

Any suspected or alleged use of prohibited drugs by a cadet at a training establishment or any cadet activity, shall be dealt with as outlined in [CATO 13-23 Drug and Alcohol Policy](#) and [CATO 15-22 Conduct and Discipline](#).

COMMUNICATION

Website

The 2799 website (www.rangers2799.ca) is our primary means of communication with parents and cadets. The website is updated regularly and contains information such as regular parade nights, upcoming training, training calendar, sign-up forms, information about summer training, and many other resources. Cadets have a responsibility to check the website weekly in advance of regular parades to ensure they understand what is happening each week and stay informed about upcoming training and deadlines.

Cadet365

[Cadet365](#) is a collaborative platform for Cadets and Adult Staff across Canada. The suite provides access to familiar Microsoft products like Outlook, Word, Excel, PowerPoint, Teams, Planner, OneNote and OneDrive. The aim of the suite is to promote collaboration and facilitate remote work.

At 2799 we use Cadet365 to send Routine Orders directly to cadets on Teams. We also use Teams for cadets to message/chat with each other, form group chats for sections or cadet teams like marksmanship and biathlon, or to collaborate on documents like training schedules. Cadets will also need their Cadet365 account to access Forms to sign-up for cadet activities or to receive Offers for summer training at a CTC.

Once enrolled in the cadet program, a request to generate a unique email and password is automatically sent for each cadet. Once created, the login information is sent to the cadet corps to be forwarded to the cadet. This process typically takes 3 weeks but can be longer during times with a high influx of cadets,

such as in September and January. Once a cadet receives their email and password, they will need to complete the onboard process which involves signing-in to Cadet365 using Multi-factor Authentication. Cadets will require a second device such as a cell phone to complete this process. Cadets must also complete the online Cyber Security Awareness Course (approximately 30 minutes) and send the certificate to the corps email.

Routine Orders

Commanding Officers use Routine Orders to communicate training activities, orders, instructions and general information to members and cadets under their command. Routine Orders will be posted on Teams and the corps website. Cadets are expected to check Routine Orders each week to stay informed.

Joining Instructions

Joining Instructions are a document that provide information about a specific cadet activity. These could be used at the corps level for activities like overnight weekend Field Training Exercises, at the Area or Regional level for activities like expeditions or marksmanship competitions, or by each Cadet Training Centre for summer training.


Parents and cadets should read Joining Instructions in their entirety as they contain information about the activity, what the cadets will be doing, where the activity will be conducted, how the cadets will travel to/from the activity and the timings for when they are expected to arrive and depart. Joining Instructions also contain a kit list of what cadets are required to bring, and parental consent forms.






Cancelled Training

Occasionally, regular parade nights or weekend training may be cancelled due to inclement weather or other uncontrollable circumstances. When training is cancelled more than 48 hours in advance, cadets and parents will be emailed and the website will be updated as soon as possible. When training is cancelled with less than 48 hours, all cadets and parents will be emailed, and cadets will also receive a phone call or Teams message from their Section Commander. Section Commanders will make two attempts to reach out to their cadets.

RANK STRUCTURE & PARADE APPOINTMENTS

The Cadet Administrative and Training Order (CATO) [13-02 Merit-Based Cadet Rank Promotions](#) establishes the policy for rank promotions of cadets at the corps. Junior ranks are learning to become members of a team, peer leaders and leaders of small groups. As cadets earn more senior ranks, they may be appointed to positions of authority which come with more responsibility, leadership, and supervision of cadets.

No badge	<p>CADET Recruits are given the rank Cadet upon enrollment.</p>
	<p>TROOPER The first promotion for a cadet is to Trooper (Tpr). In other army cadet corps this rank is called lance corporal, private, or riflemen, however ours is called trooper because our affiliated Regiment is an armoured unit. Trooper is earned after five months of active participation and regular attendance. Troopers are expected to be members of a team and participate in as many activities as possible.</p>

	<p>CORPORAL</p> <p>The promotion to Corporal (Cpl) is earned after the successful completion of Green Star training level and having been a Trooper for six months. Corporals are expected to help all subordinate cadets. Cpl are learning to become peer leaders.</p>
	<p>MASTER CORPORAL</p> <p>The promotion to Master Corporal (MCpl) is earned after the successful completion of Red Star training level and having been a Corporal for a minimum of six months. Master Corporals are learning to become leaders and as such are often appointed 2IC of their Section.</p>
	<p>SERGEANT</p> <p>The promotion to Sergeant (Sgt) is earned after the successful completion of the Silver Star training level and having been a Master Corporal for a minimum of six months. Sergeants have been trained to lead and therefore are often appointed Section Commander, leading as many as 10 other cadets.</p>
	<p>WARRANT OFFICER</p> <p>The promotion to Warrant Officer (WO) is earned after the successful completion of the Gold Star training level, with enhanced proficiency in some subjects, and having been a Sergeant for a minimum of six months. Warrant Officers are appointed Troop Commanders, Troop 2ICs and other leadership positions, typically leading and supervising as many as 30 cadets.</p>
	<p>MASTER WARRANT OFFICER</p> <p>Promotion to Master Warrant Officer is dependent upon having held the rank of WO for a minimum of six months and be selected by a Merit Review Board based on criteria including seniority, qualifications, experience, attendance, performance, and an interview. MWO are appointed senior positions such as Drill Sergeant Major (DSM), Squadron Sergeant Major (SSM) and Training Sergeant Major (TSM) typically leading and supervising as many as 60-70 cadets. MWO report to the CWO and may work directly with the Training Officer (Trg O), Administration Officer (Adm O), Supply Officer (Sup O), and Level Officers (Level O) based on their appointment.</p>



CHIEF WARRANT OFFICER

Promotion to Chief Warrant Officer (CWO) is dependent upon having held the rank of Master Warrant Officer for a minimum of six months and be selected by a Merit Review Board based on criteria including seniority, qualifications, experience, attendance, performance, and an interview. CWO is appointed the most senior position of Regimental Sergeant Major (RSM), delegated with the responsibility of leading and supervising all cadets within a cadet corps, which, at 2799 is nearly 150 cadets. The CWO works directly with the Commanding Officer (CO) of the corps.

BASIC DRILL GUIDE

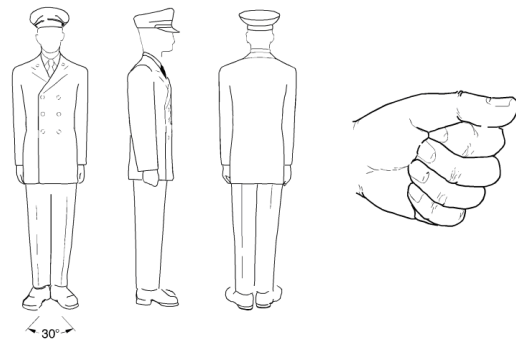
Drill is a crucial aspect of cadet training, instilling discipline and cohesion within a group. On the parade square, cadets must execute commands with precision and maintain a uniform appearance. Mistakes are less noticeable if one remains still, but with consistent practice, cadet drill can match the standards of any regular force drill team. Cadets may stand still for extended periods during drill, which can lead to faintness if proper precautions are not taken. It is vital to get a good night's sleep, eat before parading, and stay hydrated, as active individuals can lose up to 1.5 liters of water per hour in hot weather. To maintain circulation, flex your leg muscles, wiggle your toes, and shift your weight slightly between the front and back of your feet. Ensuring that these adjustments are discreet is key to maintaining discipline. If you start to feel faint or unwell during drill, lower yourself to one knee and await assistance to safely exit the parade square.

Position of Attention

The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important. The position of attention is the position adopted by officers and cadets when addressing a superior.

The position of attention is as follows:

- Heels together and in line;
- Feet turned out to form an angle of 30 degrees; body balanced and the weight evenly distributed on both feet;
- Shoulders level, square to the front;
- Arms hanging as straight as their natural bend will allow with elbows and wrists touching the body;
- Wrists straight, the back of the hands held outwards;
- The fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers;
- Head held erect, neck touching the back of the collar, eyes steady looking their height, and straight to the front.



Note: No part of the body should be strained when in the position of attention. Straining your body will only make you uncomfortable; try to relax, while maintaining the position of attention. Muscles should not be tense, merely held in position.

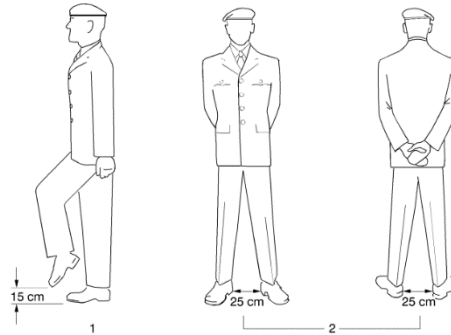
Position Of Stand At Ease

The stand at ease is an intermediate position between attention and stand easy. It allows no relaxation but can be maintained without strain for a longer time than the position of attention.

Stand At Ease From Attention

On the command **STAND AT - EASE**:

- Bend the left knee;
- Carry the left foot to the left, straightening it in double time, and place the foot flat on the ground smartly, with the inside of the heels approximately 25 cm apart;
- At the same time, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended;
- Balance the body with the weight evenly distributed on both feet.



Note: The term “Bend the Left, or Right, Knee” means to bend the knee so the foot will hang at its natural angle with the toe pointed downwards 15 cm off the ground and directly underneath the knee.

Attention From Stand At Ease

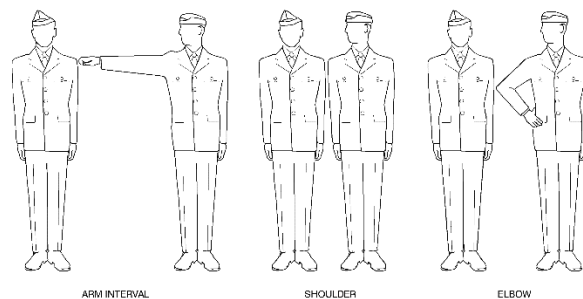
On the command, **ATTENTION**:

- Bend the left knee and shift balance to the right foot.
- straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned,
- Simultaneously, with a quick motion, bring the arms and hands to the position of attention.

Dressing A Squad

On the command, **RIGHT - DRESS**:

- The right-hand cadet of the front rank stands fast;
- The remainder take a 15 cm pace forward by shooting the left foot forward, bending the right knee, and adopting the position of attention;
- Observe the standard pause;
- The right file of cadets stands fast;
- The remainder, turn head and eyes to the right as far as possible without straining;
- At the same time, the front rank, except the right-hand cadet, shoots the right arm its full extent behind the shoulder of the cadet on their right. The hand is dosed as in the position of attention, back of the hand facing up, and arm parallel to the ground;
- Observe the standard pause;



- The right-hand cadet of the front rank stands fast; and the remainder, take up correct alignment, distance, and covering by taking short, quick paces correct position.

Note: As a guide to taking up correct alignment, each cadet in the squad except the right-hand cadet moves to a position from which they can just see the lower portion of the face of the second cadet to their right. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is aligned to the left shoulder of the member on the right.

The timing for this movement is 1-2-2-3-ARMS-2-3-MOVE. On the command, **EYES FRONT**, you will snap the head and eyes to the front and cut the right arm smartly to the position of attention without flapping the thigh.

Calling The Roll

On the command: **ATTENTION! ANSWER TO YOUR NAME! STAND AT EASE!** Each member will come to attention as their name is called and answer by responding with the rank of the person calling the roll:

- “Captain”, “Lieutenant”, etc. if the person calling the roll is an officer.
- “Chief Warrant”, “Master Warrant”, or “Warrant” when the roll is called by a cadet holding one of these ranks.
- “Sergeant”, “Master Corporal” or “Corporal” when the roll is called by a cadet holding one of these ranks.
- When the rollcall is supervised by a person senior in rank to the person calling the roll, you will answer to your name with the correct response for the rank of the **supervisor**. (For example, if a Master Warrant Officer is present when the roll is called by a Sergeant you will answer to your name with “Master Warrant”).

TEAMS

Marksmanship

The Marksmanship team at 2799 features elite precision shooters who use the Daisy 853C Air Rifle to hit targets from 10 metres. Success in this competitive team requires dedication, mental focus, and commitment. Training occurs weekly, starting in October on Monday nights, with additional mental practice expected at home. The season includes progressive competitions such as Zones, Regionals, and Nationals, and may also involve civilian events like the Bawden Shoot and Canadian Airgun Grand Prix.

Band

The band offers cadets with prior musical experience the chance to enhance their skills in a military setting. They compete against other corps, showcasing musical ability, marching, and unit cohesion. The band plays a vital role in parades, ensuring the marching is in-step and performing traditional military music. Performances include Commanding Officer parades, Remembrance Day, Legion events, and Annual Ceremonial Reviews. Required instruments include brass (trumpet, trombone, etc.), woodwinds (flute, clarinet, etc.), and percussion (drum, cymbals).

Biathlon

Biathlon, meaning “two tests” in Greek, combines skiing and shooting, rooted in ancient hunting traditions. The 2799 Biathlon team, known for its high performance, requires exceptional cardio, endurance, and mental toughness. Typically comprising 8 members—2 senior males, 2 senior females, 2

junior males, and 2 junior females—the team competes in races involving running and shooting. Biathletes use the Daisy 853C Air Rifle and, in higher-level events, may also use .22 calibre rifles.

Drill

The Drill team excels in rifle drill competitions, focusing on uniform pride, deportment, and drill proficiency. A team of 15 commanded by the Drill Sergeant Major practices complex rifle drills and competes annually, also performing at the Annual Ceremonial Review parade.

Flag Party

The Flag Party is an honorific position consisting of five cadets—two flag bearers and three guard escorts with Drill Purpose Rifles. They participate in special events like CO's Parades and Remembrance Day, chosen for their excellence in drill and deportment.

Orienteering

The orienteering team searches for flags hidden in the bush, using coordinates provided by the coordinator. Competitors plot these coordinates on a map and stamp their timecard at each flag. The fastest team with the most stamps wins, with varying points assigned based on flag difficulty.

AWARDS & BURSARY

AWARD	DESCRIPTION
Royal Canadian Legion Branch 385 Best First Year Cadet	Presented to a cadet in their first year of training at the Green or Red Star level. They are dedicated to developing skills & participating in as many teams & activities as possible.
Summit Trophy for Best Turned-Out Cadet	Presented to a junior cadet (Ranking between Cadet and Master Corporal) whose dress, drill & deportment is consistently above the standard and sets an example to others.
The Doris Moore Most Improved Bandsman	Presented to a member of the Corps' band, who, through hard work and determination, has improved the most.
Lieutenant-Colonel L. W. Whines Top Fundraiser Award	Presented to the cadet who has worked hard during the year to raise funds by tagging, selling raffle tickets, etc.
The Dunn Award for Most Improved Fitness	Presented to the cadet who has increased their fitness level the most, obtaining their gold or excellence level in the Army Cadet Fitness Testing.
Support Committee Perfect Attendance Awards	Awarded to each cadet who achieve 100% attendance in the training year
Star Level Proficiency Awards (Top cadet in each star level)	Awarded to one cadet from each star level based on participation, attendance, teams, performance assessments, skill level, extracurriculars, and overall excellence in training.
Capt Sue Lusk Initiative Award	Awarded to a cadet who looks to better the corps as a whole by working on an initiative that can impact cadets and their training in a positive way. This is meant to reflect Capt Lusk where she always looked for new and interesting ways to engage the corps.

Major Derm Wilson Esprit de Corps Award	Presented to the cadet that promotes and instills Esprit de Corps among the other cadets.
CO's Junior Leadership Award	Presented to a Sgt or less who displays leadership qualities and potential to progress to even higher standards.
Support Committee Bursary	Awarded to cadets in their final year of the cadet program and who plan to pursue a post-secondary education. Up to two recipients may receive the bursary valued at \$500.
Honorary Commandant's Leadership Award	Presented to a senior cadet who consistently demonstrates the highest leadership qualities.
Major Wilf Bridgeford Top Cadet Award	Presented to a senior cadet who, through high-level participation, sets & achieves high standards & accomplishments for all others to follow.
Royal Canadian Legion Medal of Excellence	Awarded in recognition for individual endeavours in citizenship that meet or enhance the aims and objectives of the Cadet movement. CATO 13-16 Annex E Medal of Excellence
Lord Strathcona Medal	The Lord Strathcona Medal is the highest award, which can be bestowed upon a cadet in recognition of exemplary performance in physical training as well as their service, performance, example and excellence as a cadet. CJCR Gp O 5027-4 The Lord Strathcona Medal
2799 Mugs	Awarded to any cadet who has achieved the rank of Warrant Officer or higher who has reached the compulsory retirement age (age 19) or who is leaving to pursue post-secondary education.