



909 PEREGRINE SQUADRON

ROYAL CANADIAN AIR CADETS

SQUADRON STANDING ORDERS

ISSUE DATE: 7 June 2018

LAST AMENDMENT: 17 September 2018

These Standing Orders will be in effect upon publication. Any suggestions for changes must be made in writing to the Commanding Officer, 909 RCACS.

Johannah Moir, Captain

Commanding Officer, 909 RCACS

INTRODUCTION

References:

- A. Queens Regulations and Orders Cadets – QR&O (Cdts)
- B. Canadian Forces Administrative Orders – CFAOs
- C. Cadet Policies and Procedures
- D. Pacific Region Cadet Instructions – PRCIs
- E. Cadet Administrative and Training Orders – CATOs
- F. Area Cadet Administrative Orders – ACAOs
- G. Drug and Alcohol Policy for Air Cadets
- H. Security Orders for the Canadian Forces – A-SJ-100-001/AS-000
- I. Canadian Forces Dress Instructions – A-AD-265-000/AG-001
- J. Dress Regulations for Royal Canadian Air Cadets – A-CR-CCP-990/Pt-001

1. AIM

These orders are promulgated in order to define the aspects of the unit organization, regulations and terms of reference that do not change frequently and promote the efficient operation of the Squadron.

2. BOUNDARIES

Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron, including the designated areas of the Green Bay Bible Camp and all other locations used from time to time by the Squadron.

3. JURISDICTION

These orders are issued by the Commanding Officer, 909 RCACS and have effect on all personnel on strength with or attached to this unit while on any Cadet activity within the Boundaries defined above. These orders supplement any orders issued by NDHQ or the Cadet Training Division. These orders also will apply to any visiting Officers or Cadets while in the Squadron areas of Green Bay Bible Camp and in attendance of a 909 RCACS function.

4. DISTRIBUTION AND AMENDMENT

These orders will be in effect upon promulgation and supersede any previous orders that may have been issued. Copies of these orders are available from the Duty Personnel or from the Squadron Office and it is the responsibility of all personnel to read and become familiar with these orders. Knowledge of these orders will be assumed from the date of promulgation and lack of such familiarity will not constitute excuse or contravention.

These orders will be amended as required. All suggestions for amendment must be submitted to the Commanding Officer and will be promulgated by the Officer of Prime Importance (OPI). All the above references will apply equally to all amendments.

5. CONFLICT

If a conflict occurs between these orders and an order or regulation promulgated by another Canadian Forces organization (NDHQ, RCSU, etc.) or an authorized civilian organization (Air Cadet League, Police, etc.), the higher authority shall prevail.

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100 Personnel

101. Duties and Responsibilities

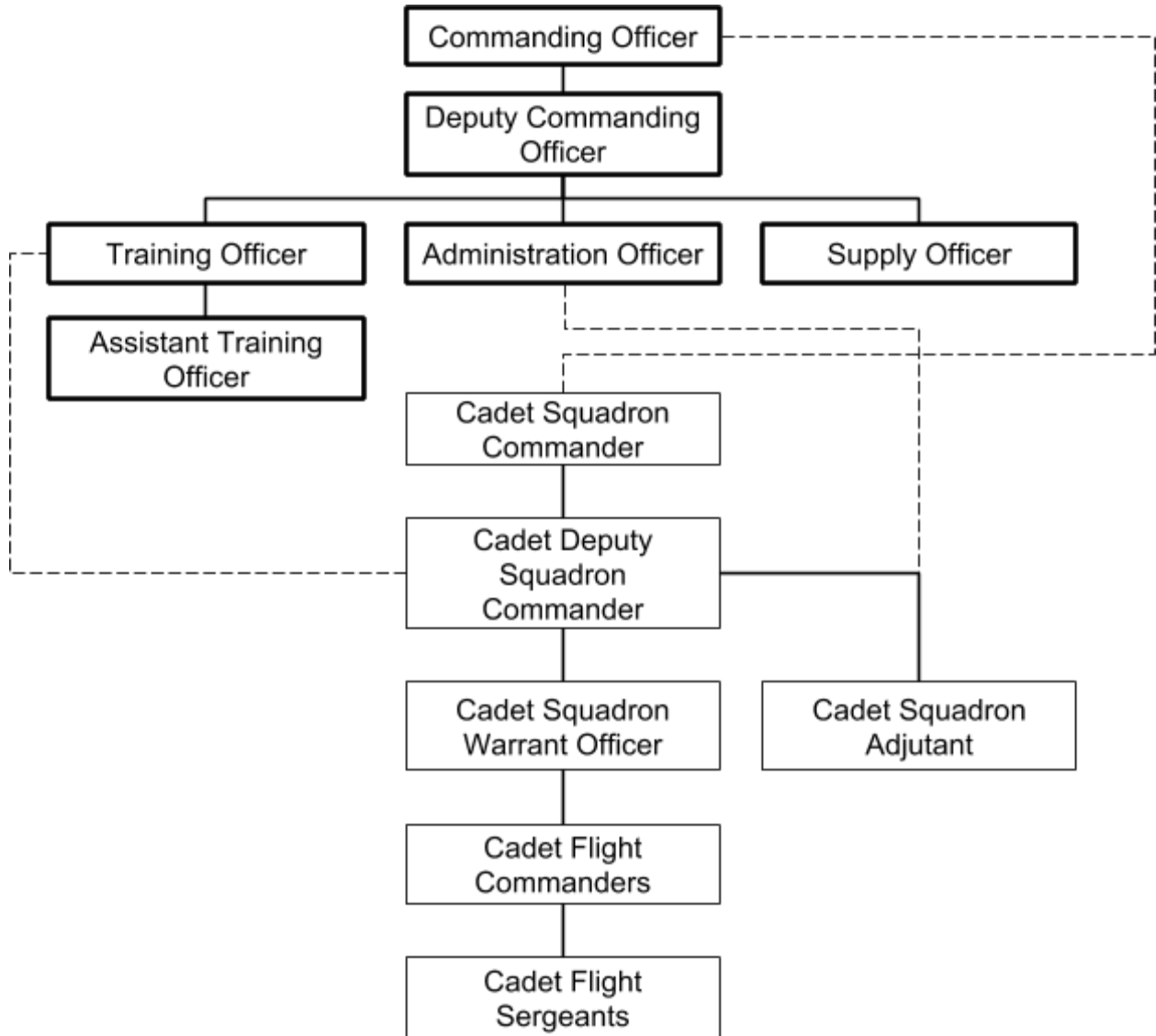
1. The Commanding Officer (CO) is directly responsible to the Commanding Officer of Regional Cadet Support Unit (Pacific) and to them through their subordinates.
2. The CO of 909 RCACS is responsible for the command, control, and administration of all 909 RCACS functions and activities whether she is present or not. The CO will from time to time delegate command, control, and administrative responsibilities to other officers who will, in return, be responsible to the CO for their actions.
3. A subordinate officer will be delegated by the CO to be Second in Command (Deputy CO) of 909 RCACS when necessary. This officer will be responsible for the operation of the Squadron in the absence of the CO. This officer will be directly responsible to the CO for his/her actions and decisions.
4. All Officers, Civilian Instructors (CIs) and Volunteer Instructors (VIs) are personally responsible for the execution of duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.
5. All Officers are expected to be on duty on training parade nights from 1800 - 2145 hours. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible.
6. All officers and staff are expected to be present at support and optional training activities as required, and as individual schedules permit. These activities include survival exercises, citizenship tours, parades, community support activities and competitions.

102. Command and Control

1. All personnel must obtain prior permission from the CO before contacting the Regional Cadet Support Unit (Pacific) in regards to Squadron affairs.
2. All personnel must obtain prior permission from the CO before contacting the Air Cadet League in regards to Squadron affairs.
3. Contact with the Sponsoring Committee shall be made through the CO. Contact with the Squadron staff by the Sponsoring Committee shall be made through the CO. Cadets may contact the Sponsoring Committee directly but the CO must be advised of the subject of said contact.
4. To facilitate better communication a select group of senior cadets referred to as the "Command Group" shall be established to liaison between the staff and the cadets. This group will consist of the Cadet Commander, Cadet Deputy Commander, Cadet Adjutant, all the Flight Commanders (or equivalent) and the Squadron Warrant Officer.
5. The CO has a right to expect the support of all personnel under his/her command. Personnel are to conduct themselves in a manner that is not detrimental to the unit's efficiency or in a manner that would bring discredit to the Squadron and/or the Canadian Forces.

6. In any decision making process the CO may seek suggestions from others and consider those suggestions if the situation warrants. However, it must always be the CO who makes the final decision and bears responsibility for it.

103. Chain of Command



1. All Officers report directly to the Commanding Officer.
2. The Cadet Commander reports directly to the CO.
3. The Cadet Deputy Commander reports directly to the Cadet Commander and to the CO through the Training Officer (TrgO).

4. The Duty NCOs report directly to the Duty Officer (DutyO).
5. All other Cadets report through their Flight NCOs and Flight Commanders up through the Cadet Deputy Commander and Cadet Commander to the Officer Staff.
6. All cadets may request interviews with the Squadron Staff directly, if it pertains to conflict management or topics highlighted in the Positive Social Relations for Youth program. All other requests for interviews with the Squadron Staff should go through the appropriate Chain of Command. No request for consultation with the Squadron Staff should be withheld.

104. Duty Personnel

1. All Squadron Officers will perform the duties of the Duty Officer.
2. All Squadron Corporals and Flight Corporals will perform the duties of the Duty NCOs.
3. The Duty Personnel are directly responsible for the efficient operation of the Squadron. The Duty Personnel are to ensure that the Training is carried out in accordance to the published Parade Schedule.
4. The AdminO will maintain a roster for Duty Personnel rotation and promulgate it in Squadron Monthly Routine Orders (MROs). Changes to the roster must be reported to the AdminO as soon as possible. If any of the Duty Personnel cannot appear for their duty assignment, the next person on the rotation as promulgated in the MROs will assume the duties.
5. The Duty Officer is to report for duty by 1800 hrs on the day of his/her duty and to remain until the last cadet departs the Local Headquarter (LHQ) / Green Bay Bible Camp.
6. The Duty NCOs will report to the Duty Officer by 1815 hrs and will assist the Duty Officer in conducting his/her duties. The Duty NCOs are responsible for ensuring that the Squadron Rolls are returned to the AdminO no later than 1900 hrs.
7. Complete details of the duties and Terms of Reference for all Duty Personnel are contained in Section 200 and 300 of these orders.

105. Promotions

1. Appointments of Rank (hereafter referred to as Promotions) are conducted at the Commanding Officer's Parade as deemed necessary by the Commanding Officer.
2. All promotions will conform to regulations set out in CATO 15-02, ACAOs and Squadron promotion requirements.
3. Promotions will be chosen in consultation with all Squadron Staff. Final authority over all promotions will rest with the CO.
4. Any questions about the individual eligibility for promotion should be directed to the CO.

5. The requirements for promotion to rank will be as follows:

a. Leading Air Cadets (LAC)

- i. Completed a minimum of 5 months in cadets not including summer break or requested leave of absence.
- ii. Attended a minimum of 60% of Squadron regular parades

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- Attendance
- Participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility

b. Corporal (Cpl)

- i. Holds the rank of LAC.
- ii. Successfully completed Proficiency Level One.
- iii. Participated in the Cadet Fitness Assessment as part of PO X04

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- Attendance
- Participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility

c. Flight Corporal (FCpl)

- i. Completed at least six months of service at the rank of Cpl.
- ii. Successfully completed Proficiency Level Two.
- iii. Participated in the Cadet Fitness Assessment as part of PO X04

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- attendance
- participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility
- ability to solve problems effectively
- ability to communicate effectively with subordinates, peers and supervisors
- ability to set a positive example for others
- Initiative

d. Sergeant (Sgt)

- i. Completed at least six months of service at the rank of FCpl.
- ii. Successfully completed Proficiency Level Three.
- iii. Achieved a minimum of “completed without difficulty” in PO 303 (Leadership).
- iv. Participated in the Cadet Fitness Assessment as part of PO X04

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- attendance
- participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility
- ability to solve problems effectively
- ability to communicate effectively with subordinates, peers and supervisors
- ability to set a positive example for others
- initiative
- ability to supervise effectively
- ability to lead small teams to complete leadership assignments effectively
- ability to mentor junior cadets

e. Flight Sergeant (FSgt)

- i. Completed at least six months of service at the rank of Sgt.
- ii. Successfully completed Proficiency Level Four.
- iii. Achieved a minimum of “completed without difficulty” in PO 403 (Leadership).
- iv. Participated in the Cadet Fitness Assessment as part of PO X04

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- attendance
- participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility
- ability to solve problems effectively
- ability to communicate effectively with subordinates, peers and supervisors
- ability to set a positive example for others
- initiative
- ability to supervise effectively
- ability to lead small teams to complete leadership assignments effectively
- ability to motivate team members
- ability to provide effective feedback to team members
- potential for planning, coordinating and conducting larger cadet activities
- potential for executing leadership appointments in which they will manage and mentor a team over a longer period of time

f. Warrant Officer Second Class (WO2)

- i. Completed at least six months of service at the rank of FSgt.
- ii. Achieved a minimum of “completed without difficulty” in PO 503 (Leadership).
- iii. Participated in the Cadet Fitness Assessment as part of PO 504
- iv. Successful completion of a Warrant Officer Merit Board interview

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- attendance
- participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility
- ability to solve problems effectively
- ability to communicate effectively with
- subordinates, peers and supervisors
- ability to set a positive example for others
- initiative
- ability to supervise effectively
- ability to lead small teams to complete leadership assignments effectively
- ability to motivate team members
- ability to provide effective feedback to team members
- ability to plan, coordinate and conduct larger cadet activities
- ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time

g. Warrant Officer First Class (WO1)

- i. Completed at least six months of service at the rank of WO2.

In addition to the above minimum requirements, merit will be assessed on the following:

- dress and deportment
- conduct, discipline and attitude
- attendance
- participation
- response to direction
- ability to interact positively and comfortably with others
- ability to make sound judgements regarding their own actions
- willingness to accept responsibility
- ability to solve problems effectively
- ability to communicate effectively with
- subordinates, peers and supervisors
- ability to set a positive example for others
- initiative
- ability to supervise effectively
- ability to lead small teams to complete leadership assignments effectively
- ability to motivate team members
- ability to provide effective feedback to team members
- ability to plan, coordinate and conduct larger cadet activities
- ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time

106. Appointments

1. Staff and Cadets will be appointed to commanding or supervising position in the squadron as required. These appointments may be either permanent or temporary, depending on the nature of the position.
2. The final decision for all appointments rests with the CO.
3. Complete details of the duties and Terms of Reference for most Squadron appointments are contained in Section 200 and 300 of these orders.

107. Committees

1. From time to time, special committees will be set up to organize squadron functions or special events. Committees may be requested by either NCOs or Staff, but must be approved by the CO.
2. All squadron committees shall consist of the following positions:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Recording Secretary
 - d. Staff or Sponsoring Committee supervisor
3. Minutes will be recorded at all committee meetings and a final copy of the minutes will be forwarded to the CO no later than one week following a meeting.
4. All decisions and recommendations made by a committee must be approved and/or authorized by the CO.
5. Any request for funds from a committee must be forwarded through the CO to the Sponsoring Committee.

200 Terms of Reference - Squadron Staff

201. Commanding Officer

1. The Commanding Officer (CO) of a cadet corps/squadron is responsible to the Commanding Officer Regional Cadet Support Unit (Pacific) through the J3 Area Officer in Charge (OIC) for all cadet matters pertaining to that corps/squadron and for the training and administration of members of the Cadet Organizations Administration and Training Service (COATS), civilian instructors, volunteers and cadets serving with his/her corps/squadron.
2. The Commanding Officer of a cadet corps/squadron is the Commanding Officer of the cadets and the immediate supervising officer of the cadet corps/squadron staff. The CO RCSU (Pac) is the designated Commanding Officer of all personnel assigned to cadet duties in Pacific Region.
3. The Commanding Officer of a cadet corps/squadron shall be responsible for the following:
 - a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
 - b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
 - c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
 - d. ensuring that ethical behaviour is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
 - e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
 - f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the Cadet Program;
 - g. complying with the regulations and orders as issued by the Minister of National Defence and the Canadian Armed Forces;
 - h. ensuring that all assigned CAF members, civilian instructors and volunteers are screened and approved in accordance with current regulations prior to having contact with cadets;
 - i. keeping officers, civilian instructors, volunteers and cadets fully acquainted with the regulations and instructions issued by higher authority;
 - j. being responsible for the professional development of all corps/squadron staff including himself/herself and ensuring they receive the training required by their appointments and terms of service;
 - k. directing and supervising all duties of personnel under his/her control;
 - l. appointing qualified officers to the following duties, ensuring deputies are provided during prolonged absence:
 - i. Administration Officer (Admin O),
 - ii. Supply Officer (Sup O),
 - iii. Training Officer (Trg O), and
 - iv. Unit Cadet Conflict Management Advisor (UCCMA);
 - m. appointing cadets to cadet duties and responsibilities within the corps/squadron;
 - n. ensuring that proper supply, administration, financial and training orders and procedures are carried out;
 - o. bringing to the notice of the CO RCSU (Pac) of any staff members who:
 1. are distinguished for proficiency in their duties,

2. from incapacity or apathy, are deficient in the knowledge or execution of their duties,
 3. do not afford him/her the support which he/she has a right to expect, and/or
 4. conduct themselves in a manner detrimental to the corps'/squadron's efficiency or in a manner that would bring discredit to the corps/squadron and/or the Canadian Armed Forces;
- p. ensuring another officer on the corps/squadron's staff is familiar with all corps/squadron procedures and is prepared to assume command either upon succession of or during prolonged absence of the Commanding Officer;
 - q. ensuring a thorough turn-over to a successor;
 - r. in concert with the Sponsoring Committee, fostering and maintaining good public relations for the corps/squadron and the CCO by:
 - i. encouraging involvement of the corps/squadron in local community activities to enhance its image in the eyes of the public,
 - ii. having good relations with parents or guardians with respect to training, progress of cadets and activities of the corps/squadron and CCO, and
 - iii. ensuring that the dress, deportment and behaviour of both officers and cadets are always a credit to the CCO;
 - s. working cooperatively with the Sponsoring Committee to achieve the maximum advantage to the cadets by encouraging and supporting the efforts of the Sponsoring Committee;
 - t. recommending enrolment, appointment, promotion, posting, transfer and release of officers of the cadet corps/squadron;
 - u. recommending and documenting the appointment and relinquishment of civilian instructors and volunteers in accordance with current policies;
 - v. maintaining the following documents in accordance with current directives:
 - i. personnel records showing the strength of the cadet corps/squadron,
 - ii. personnel records showing the name, age, date of enrolment and departure of each cadet,
 - iii. records of attendance of the instruction and the training progress of current cadets, and
 - iv. such other personnel information as is required to enable periodic returns to be completed;
 - w. ensuring that cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local or summer training;
 - x. immediately reporting the death of a staff member or cadet of his/her corps/squadron to the CO RCSU (Pac) and advising the Sponsoring Committee and/or affiliated unit;
 - y. immediately documenting and reporting to the RCSU (Pac) and the Sponsoring Committee and/or affiliated unit any injury incurred during corps/squadron training that required medical treatment, that resulted in absence from duty for 48 hours or more, that may result in permanent disability and any other injury except a minor injury such as a superficial cut or bruise;
 - z. reporting any significant incident/occurrence that may cause public interest or inquiries to the RCSU (Pac);
 - aa. ensuring that material provided by DND, the affiliated unit or other assisting agency and any monies provided by the Sponsoring Committee or affiliated unit or raised by the corps/squadron is properly used for the benefit of the cadets and the corps/squadron, accounted for, cared for and returned, as applicable, in accordance with terms established by the providing organization;
 - bb. ensuring that reports and returns are made regularly and promptly;
 - cc. being appointed the corps/squadron's Storage Location (SLoc) account;
 - dd. ensuring that:
 - i. clothing and equipment are not demanded in excess of needs or applicable entitlement scales,

- ii. clothing equipment and documents are properly safeguarded,
 - iii. officers, civilian instructors and cadets return all issued DND clothing and equipment once their active participation in a cadet organization has ceased at the corps/squadron,
 - iv. records of equipment issued and returned are kept in accordance with instructions, and
 - v. ensure that supply returns are promptly made;
- ee. immediately on discovery, reporting the loss or damage of DND equipment to the respective support base/station; and
- ff. undertaking other duties as assigned by the CO RCSU (Pac) or the J3 Area OIC as applicable.

202. Deputy Commanding Officer

1. The Deputy Commanding Officer (DCO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The DCO shall be responsible for
 - a. Maintaining a high level of discipline, dress and efficiency in the Squadron at all times;
 - b. Ensuring that all directives issued by the Commanding Officer are being carried out;
 - c. Overseeing the operations of the squadron;
 - d. Assisting the Commanding Officer in the logistical preparation for all tours and survival training exercises;
 - e. Coordinating all non-mandatory training activities;
 - f. Supervising and facilitating the activities conducted by all specialty teams and program coordinators;
 - g. Suggesting to the Commanding Officer for appointment, specialty team coordinators;
 - h. Ensuring he/she is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command and;
 - i. Undertaking such other duties as directed by the Commanding Officer.

203. Administration Officer

1. The Administration Officer (AdmO) is responsible for the overall administrative operations of the cadet Squadron.

TRAINING EVENING (WEEKLY)

2. The term "training evening" refers to the designated evening the Squadron trains.
3. The following will be completed by the end of each training evening:
 - a. Cadet nominal roll;
 - b. Cadet attendance entered into FORTRESS;
 - c. Enter attendance from weekend training events or activities;
 - d. Check post, mail and deliver assigned mail to designate;
 - e. Return outstanding emails from the cadet corps email inbox;
 - f. Return telephone messages or disseminate messages;
 - g. Ensure pay sheets are signed by staff;
 - h. Submit pay sheets monthly;
 - i. Prepare postage;
 - j. Accept new cadet applications; and
 - k. Telephone cadets that are not in attendance to accurately record their status in FORTRESS; and
 - l. Any other duties as assigned.

TRAINING ACTIVITIES

4. The term 'training activities' refers to activities or events that occur outside of the training evening.
5. The following will be completed for every cadet activity:
 - a. Any activities that involve physical fitness or where health may of concern, a copy of cadet medical information card must be available in print;
 - b. Cadet nominal roll;
 - c. Collect any medications from cadets (overnight activities only); and
 - d. Any other duties as assigned.

MONTHLY AND ANNUAL DUTIES

6. The term 'monthly duties' and 'annual duties' refer to duties as assigned by the Regional Cadet Support Unit (RCSU), the Squadron Commanding Officer (CO), and the Zone Training Office (ZTO).
7. The following are assigned tasks to be completed annually
 - a. Accept summer training applications and enter into FORTRESS for CO to approve;
 - b. Maintain cadet records via Annual Validation Form(s) and Health Questionnaire;
 - c. Prepare Monthly Routine Orders for CO's signature and disseminate accordingly;
 - d. Create cadet and officer files accordingly;
 - e. Maintain administrative stock and supplies; and
 - f. Any other duties as assigned.

COMMANDING OFFICER'S NOTES

8. The duties listed above are to maintain the operational efficiency and strength of the Squadron.
9. Other duties may be assigned to assist other unit departments to prepare accordingly to training.
10. Secondary tasks may be assigned not to overwhelm or burden the AdmO, but to assist in the training program.
11. Time management is up to the discretion of the AdmO. If the above duties are not met in the allocated timeline, the CO must be informed.
12. If the duties assigned are not met, appropriate remedial measures may be an appropriate course of action.

204. Training Officer

1. The Training Officer (TrgO) is responsible to the Commanding Officer (CO) for the administration, control and general management of the Air Cadet training program.

TRAINING EVENING (WEEKLY)

2. The term "training evening" refers to the designated evening the Squadron trains.
3. The following will be completed by the end of each training evening:
 - a. Review the training schedule to ensure appropriate resources are available for all instructors;
 - b. Liaise with the Supply Officer (SupO) to arrange equipment (i.e. air rifles) before the training evening so they have adequate time to prepare the required equipment;
 - c. Ensure all instructors are present. If they are not, assign an alternative instructor and follow-up with the instructor;
 - d. Review the 909 Peregrine Outlook mailbox to look for any Regional Directed Activities (RDAs) or National Directed Activities (NDAs) application solicitation. Gain interest from cadets by soliciting their interest and input applications as necessary to FORTRESS;
 - e. Any other duties as assigned.

TRAINING ACTIVITIES

4. The term 'training activities' refers to activities or events that occur outside of the training evening.
5. The following will be completed for every cadet activity:
 - a. Submit the Corps and Squadron Activity Request for each activity at least 50 days in advance;
 - b. Liaise with Cadet NCOIC and Staff OIC for Draft Operation Order to include, the administration, training schedule, and any extenuating budget requests and submit to the Commanding Officer at least 60 days in advance.
 - c. Liaise with SupO to ensure adequate resources and supplies to provide service support during implementation phase of an Operations Order;
 - d. Create and distribute a Cadet Sign-up sheet for activities minimum 30 days in advance;
 - e. Create and distribute all Warning Orders for activities outside the LHQ (i.e. tagging). Distribution includes electronic copies posted to Squadron Calendar at least 30 days in advance;
 - f. Any other duties as assigned.

MONTHLY AND ANNUAL DUTIES

6. The term 'monthly duties' and 'annual duties' refer to duties as assigned by the Regional Cadet Support Unit (RCSU), the corps Commanding Officer (CO), and the Zone Training Office (ZTO).
7. The following are assigned tasks to be completed annually and monthly:
 - a. Create and update the corps weekly training schedule NLT 01 June of each year prior to the start of the new training year;
 - b. Plan and submit dates all funded and non-funded training activities to the Commanding Officer NLT 01 Jun of each year prior to the start of the new training year;
 - c. Monthly distribution of the training schedule to all instructors via email;
 - d. Submit training requirements for the Monthly Routine Orders to the Administration Officer one (1) month prior to the posting date;
 - e. Assign all instructors to the training schedule(s);
 - f. Maintain all cadet FORTRESS training files. All updates are required to be made by 15 Jun each training year;
 - g. Submit recommendations for cadets to attend summer training courses;
 - h. Recommend cadets for promotion to the Commanding Officer;
 - i. Develop the Learning Development Plan IAW CATO/National Group Orders for cadets that are new entries that meet the criteria to be fast tracked;
 - j. Any other duties as assigned.

COMMANDING OFFICER'S NOTES

8. The duties listed above are to maintain the operational efficiency and strength of the Squadron.
9. Other duties may be assigned to assist other unit departments to prepare accordingly to training.
10. Secondary tasks may be assigned not to overwhelm or burden the TrgO, but to assist in the training program
11. Any purchases shall be approved by the CO and submitted to the SSC.
12. If the duties assigned are not met, appropriate remedial measures may be an appropriate course of action.

205. Supply Officer

1. The Supply Officer (SupO) is responsible to the Commanding Officer (CO) for the administration, control and general management of material including, but not limited to logistics, identification of stock and resource management.

TRAINING EVENING (WEEKLY)

2. The term "training evening" refers to the designated evening the Squadron trains.
3. The following will be completed by the end of each training evening:
 - a. Ensure flags and DP rifles are put away properly at the conclusion of the training evening;
 - b. Measure new entry cadets;
 - c. Maintain cleanliness of supply and training stores;
 - d. Maintain accurate cadet records of uniform and temporary loans (DND 638);
 - e. Issue, exchange, and receiving materials and uniforms;
 - f. Ensure training stores equipment is in surplus and well maintained;
 - g. Track Squadron stores and order materials as necessary;
 - h. Assist with training resource distribution; and
 - i. Any other duties as assigned.

TRAINING ACTIVITIES

4. The term 'training activities' refers to activities or events that occur outside of the training evening.
5. The following will be completed for every cadet activity:
 - a. Ensure all cadets have appropriate kit for the training activity;
 - b. Liaise with TrgO to ensure adequate amount of training resources and supplies to provide service support during implementation phase of an Operations Order and;
 - c. Any other duties as assigned.

MONTHLY AND ANNUAL DUTIES

6. The term 'monthly duties' and 'annual duties' refer to duties as assigned by the Regional Cadet Support Unit (RCSU), the Squadron Commanding Officer (CO), and the Zone Training Office (ZTO).
7. The following are assigned tasks to be completed annually
 - a. Maintain supply customer account holdings (SCA) for Squadron;
 - b. Maintain cadet records regarding uniform changes;
 - c. Complete quarterly stock (Serial Number Accounting and Control (SNAC));
 - d. Ensure the return of uniforms;
 - e. Maintain entitlement group codes (scale of issue)
 - f. Perform site inspections and record data in regards to health and safety; and
 - g. Any other duties as assigned.

COMMANDING OFFICER'S NOTES

8. The duties listed above are to maintain the operational efficiency and strength of the Squadron.
9. Other duties may be assigned to assist other unit departments to prepare accordingly to training.
10. Secondary tasks may be assigned not to overwhelm or burden the SupO, but to assist in the training program
11. Any purchases may be delegated to the SupO from the CO after consultation with the SSC.
12. If the duties assigned are not met, appropriate remedial measures may be an appropriate course of action.

206. Assistant Training Officer

1. The Assistant Training Officer (A/TrgO) is responsible to the Training Officer (TrgO) to provide assistance with the administration, control and general management of the Air Cadet training program. All items listed below will be in consultation with the Training Officer.

TRAINING EVENING (WEEKLY)

2. The term "training evening" refers to the designated evening the corps trains.
3. The following will be completed by the end of each training evening:
 - a. Review the training schedule to ensure appropriate resources are available for all instructors two weeks in advance;
 - b. Liaise with the Supply Officer (SupO) to arrange equipment (i.e. air rifles) before the training evening so they have adequate time to prepare the required equipment;
 - c. Ensure all instructors are present. If they are not, assign an alternative instructor and follow-up with the instructor;
 - d. As necessary, enter completed training objectives into FORTRESS for each cadet;
 - e. Any other duties as assigned.

TRAINING ACTIVITIES

4. The term 'training activities' refers to activities or events that occur outside of the training evening.
5. The following will be completed for every cadet activity:
 - a. Liaise with Cadet NCOIC and Staff OIC for Draft Operation Order to submit to the Training Officer.
 - b. Create and distribute a Cadet Sign-up sheet for activities minimum 30 days in advance;
 - c. Create and distribute all Warning Orders for activities outside the LHQ (i.e. tagging). Distribution includes electronic copies posted to Squadron Calendar at least 30 days in advance;
 - d. Any other duties as assigned.

MONTHLY AND ANNUAL DUTIES

6. The term 'monthly duties' and 'annual duties' refer to duties as assigned by the Regional Cadet Support Unit (RCSU), the corps Commanding Officer (CO), and the Zone Training Office (ZTO).
7. The following are assigned tasks to be completed annually and monthly:
 - a. Maintain surplus of training supplies and stationary;
 - b. Plan with the TrgO all funded and non-funded training activities of each year prior to the start of the new training year;
 - c. Monthly distribution of the training schedule to all instructors via email;
 - d. Submit training requirements for the Monthly Routine Orders to the TrgO one (1) month prior to the posting date;
 - e. Assign all instructors to the training schedule(s);
 - f. Maintain all cadet FORTRESS training files. All updates are required to be made by 15 June each training year;
 - g. Submit recommendations for cadets to attend summer training courses;
 - h. Recommended cadets for promotion to the Training Officer;
 - i. Any other duties as assigned.

COMMANDING OFFICER'S NOTES

8. The duties listed above are to maintain the operational efficiency and strength of the corps.
9. Other duties may be assigned to assist other unit departments to prepare accordingly to training.
10. Secondary tasks may be assigned not to overwhelm or burden the A/TrgO, but to assist in the training program
11. Any purchases shall be delegated to the SupO from the CO after consultation with the Branch.
12. If the duties assigned are not met, appropriate remedial measures may be an appropriate course of action.

207. Range Safety Officer

1. The Range Safety Officer (RSO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Range Safety Officer(s) shall be responsible for:
 - a. Developing and maintaining the range and marksmanship training programme in accordance with established cadet range training directives;
 - b. Ensuring all range training parades and activities are properly supervised and that the Range Standing Orders are followed;
 - c. Ensuring all range equipment is properly maintained;
 - d. Timely completion of the DND quarterly stocktaking of small arms;
 - e. Maintaining records showing attendance and training progress of each cadet;
 - f. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
 - g. Ensuring the cadet unit is in possession of all required range material and reference manuals;
 - h. Ensuring the ongoing individual training and development of all range instructional staff;
 - i. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
 - j. Compiling all range training and examination results;
 - k. Organizing range competitions;
 - l. Assisting and supervising in the organization and preparation of the marksmanship team;
 - m. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The RSO shall prepare a budget for the years range activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

208. Optional Team Coordinator (Drill, First Aid, Marksmanship, etc)

1. An Optional Team Coordinator will be appointed by the Commanding Officer and shall be responsible for carrying out all assigned duties.
2. The Optional Team Coordinator shall be responsible for:
 - a. Developing and maintaining the annual team programme in accordance with established cadet training directives;
 - b. Maintain any equipment or supplies used by the team;
 - c. Ensuring all team training and activities are properly supervised;
 - d. Maintaining records showing attendance of each cadet;
 - e. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
 - f. Advising the Commanding Officer on exercises and citizenship tours as well as coordinating team special training projects;
 - g. Ensuring the ongoing individual training and development of all team instructional staff;
 - h. Organizing team competitions and ceremonial parades;
 - i. Assisting and supervising the Team Commander in the organization and preparation of the team; and
 - j. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Optional Team Coordinator shall prepare a budget for the years activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

209. Duty Officer

1. The Duty Officer will be appointed by the Administration Officer on a monthly rotational basis and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Duty Officer shall report for duty by 1800 hrs on the day of his/her duty. The Duty Officer's duty will be completed at the end of the training night.
3. The Duty Officer shall be responsible for:
 - a. Opening the office and all required classrooms;
 - b. Inspecting the facilities including washrooms prior to use by 909 RCACS;
 - c. Supervise the Duty NCOs and sign off on their checklist;
 - d. Inspect and secure the facility after used by 909 RCACS, ensuring cleanliness;
 - e. Staying at Green Bay Bible Camp as long as there are cadets waiting for rides home; and
 - f. Undertaking such other duties as directed by the Commanding Officer.

300 Terms of Reference - Cadets

301. Cadet Squadron Commander

1. The Cadet Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff and the Sponsor, and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Cadet Commander is the Commanding Officer's cadet representative to the Squadron and therefore is directly responsible to the Commanding Officer for the conduct of all NCOs and Cadets in the Squadron.
3. The Cadet Commander shall be responsible for:
 - a. Checking the Weekly Announcements and highlighting important information to remind Cadets about via Slack;
 - b. The conduct and discipline of all Cadets in the Squadron and will exercise all necessary accepted methods to maintain an efficient Squadron;
 - c. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - d. Supervising the activities and accounting for the whereabouts of all Squadron NCOs;
 - e. Carrying out all instructions issued by the CO or his/her designate in a proper, efficient and prompt manner; and
 - f. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
4. The Cadet Commander is normally the most senior qualified cadet in terms of rank in the Squadron.
5. The Cadet Commander will normally have successfully completed Level 5 Training.
6. The Cadet Commander shall be thoroughly familiar with the Squadron Standing Orders (SSO) and the Squadron MROs.

302. Cadet Deputy Squadron Commander

1. The Cadet Deputy Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.
2. The Cadet Deputy Commander shall be responsible for:
 - a. Contacting the Training Officer and Cadet Commander weekly for messages and instructions;
 - b. Reminding Cadet Instructors prior to the Weekly Parade to relay instructions from the TrgO and to ensure that all lectures will be covered;
 - c. Ensuring that the Weekly Training is organized and conducted efficiently with all instructor positions covered;
 - d. Preparing and posting the Weekly Training Orders for the following week at the end of each Weekly Training Parade;
 - e. The conduct and discipline of all Cadets Instructors in the Squadron and will exercise all necessary accepted methods to maintain an efficient Training Program;
 - f. Supervising the activities and accounting for the whereabouts of all Cadet Instructors;
 - g. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - h. Conferring with the Training Officer on possible amendments to the Training Programme for the evening;
 - i. Carrying out all instructions issued by the Training Officer or his/her designate in a proper, efficient and prompt manner; and
 - j. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The Cadet Deputy Commander is normally the second most senior qualified cadet in terms of rank in the Squadron.
4. The Cadet Deputy Commander will normally have successfully completed Level 5 Training.
5. The Cadet Deputy Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

303. Cadet Squadron Adjutant

1. The Cadet Squadron Adjutant will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Administration Officer for carrying out all assigned duties. The Squadron Adjutant will also act as the NCO in charge of Standards at the Squadron.
2. The Cadet Squadron Adjutant shall be responsible for:
 - a. Contacting the Administration Officer and Cadet Commander for messages and instructions;
 - b. Dress, drill, and deportment standards of all Squadron Cadets.
 - c. Coordinating inspections and standards maintenance practices at the Squadron with consultation from the CO.
 - d. Communication to all Duty NCOs prior to the Weekly Parade to relay instructions from the AdminO and to ensure that all duty positions will be covered;

- e. The conduct and discipline of the Duty NCOs and will exercise all necessary accepted methods to maintain an efficient Duty Routine;
 - f. Supervising the activities and accounting for the whereabouts of all Duty NCOs;
 - g. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - h. Conferring with the Administration Officer on possible amendments to the Duty Routine for the evening;
 - i. Carrying out all instructions issued by the Administration Officer or his/her designate in a proper, efficient and prompt manner; and
 - j. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The Cadet Adjutant is normally the third most senior qualified cadet in terms of rank in the Squadron.
 4. The Cadet Adjutant will normally have successfully completed Level 5 Training.
 5. The Cadet Adjutant shall be thoroughly familiar with the SSOs and the Squadron MROs.

304. Cadet Squadron Warrant Officer

1. The Cadet Squadron Warrant Officer will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Deputy Commander for carrying out all assigned duties.
2. The Squadron Warrant Officer shall be responsible for:
 - a. Contacting the Cadet Commander weekly for messages and instructions;
 - b. Ensuring that the Weekly Parade is organized and conducted efficiently with all critical parade positions covered;
 - c. Ensuring that the Flight Sergeants take the roll calls immediately after fall-in each week and double checking the attendance before submitting to the Administration Officer;
 - d. Supervising the activities and accounting for the whereabouts of all Flight Commanders;
 - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - f. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The Squadron Warrant Officer is normally the fourth most senior qualified cadet in terms of rank in the Squadron.
4. The Squadron Warrant Officer will normally have successfully completed Level 5 Training.
5. The Squadron Warrant Officer shall be thoroughly familiar with the SSOs and the Squadron MROs.

305. Cadet Flight Commander(s)

1. The Cadet Flight Commander(s) will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Cadet Commander, Cadet Deputy Commander & Cadet Adjutant for carrying out all assigned duties.

2. The Cadet Flight Commander(s) is the representative to the Flight and therefore is directly responsible for the conduct of all NCOs and Cadets in the Flight.
3. The Cadet Flight Commander(s) shall be responsible for:
 - a. Ensuring that that all messages are relayed to the cadets via the weekly email and/or slack;
 - b. Ensuring the flight roll calls have been taken and are complete each week;
 - c. The conduct and discipline of all Cadets and NCOs in the Flight and will exercise all necessary accepted methods to maintain an efficient Flight;
 - d. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - e. Carrying out all instructions issued by the Cadet Commander or his/her designate in a proper, efficient and prompt manner; and
 - f. Undertaking such other duties as directed by the Cadet Commander or his/her designate.
4. The Cadet Flight Commander(s) will normally have successfully completed Level 3 Training.
5. The Cadet Flight Commander(s) shall be thoroughly familiar with the SSO and the Squadron MROs.

306. Cadet Flag Party Commander

1. The Cadet Flag Party Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Flag Party Coordinator for carrying out all assigned duties. The Cadet Flag Party Commander will be considered the Cadet Flight Commander for the Flag Party.
2. The Cadet Flag Party Commander shall be responsible for:
 - a. Falling in the Flag Party under the direction of the Cadet Commander;
 - b. Assisting in the preparation and presentation of the Flag Party instruction;
 - c. Preparing the Flag Party for all ceremonial parades;
 - d. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - e. Carrying out all instructions issued by the Flag Party Coordinator or his/her designate in a proper, efficient and prompt manner; and
 - f. Undertaking such other duties as directed by the Flag Party Coordinator or his/her designate.
3. The Cadet Flag Party Commander is normally the senior qualified cadet in terms of rank in the Flag Party.
4. The Cadet Flag Party Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

307. Cadet Flight Sergeant

1. The Cadet Flight Sergeant (FSgt) will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Cadet Flight Commander(s) for carrying

out all assigned duties. The Cadet Flight Sergeant "position" is usually held by a Sergeant should not be confused with the Flight Sergeant "rank".

2. The Cadet Flight Sergeant(s) shall be responsible for:
 - a. Falling in the flight under the direction of the SWO;
 - b. Taking the roll call after fall-in every week;
 - c. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - d. Carrying out all instructions issued by their Cadet Flight Commander in a proper, efficient and prompt manner; and
 - e. Undertaking such other duties as directed by their Cadet Flight Commander.

3. The FSgt is normally the senior qualified cadet in terms of rank in the Flight.

4. The FSgt shall be thoroughly familiar with the SSOs and the Squadron MROs.

308. Optional Team Commander (Drill, First Aid, Marksmanship, etc)

1. The Team Commander will be appointed by the Commanding Officer, in consultation with the Training Staff, and shall be responsible to the Team Coordinator for carrying out all assigned duties.
2. The Team Commander shall be responsible for:
 - a. Taking the roll call before each team practice;
 - b. Assisting in the preparation and presentation of the Team instruction;
 - c. Assisting in the organization of all required team material and reference manuals;
 - d. Preparing the Team for all competitions and ceremonial parades;
 - e. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
 - f. Carrying out all instructions issued by the Team Coordinator or his/her designate in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Team Coordinator or his/her designate.
3. The Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

309. Duty NCO

1. The Duty NCO will be assigned by the Administration Officer on a monthly rotational basis and shall be responsible to the Duty Officer, through the Squadron Adjutant, for carrying out all assigned duties.
2. The Duty NCO will report to the Duty Officer at 1815 hrs on the day of duty.
3. The Duty NCO shall be responsible for:
 - a. Accompanying the Duty Officer on his/her inspection of the facilities prior to the squadron using it;
 - b. Bringing the attendance sheets to the gym from the admin office.
 - c. Collecting the attendance sheets from the Cadet Flight Commanders immediately following inspection;

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- d. Providing 5 minute warnings prior to the end of all classes;
 - e. Assisting in setting up canteen
 - f. The clean-up of all classrooms, hallways and offices at the end of Parade;
 - g. Ensuring all new Cadets to the squadron are fully familiar with the facilities by giving tours of the building;
 - h. Directing all visitors to the appropriate personnel throughout the evening;
 - i. Assisting in supervising the break;
4. A comprehensive listing of the duties of the Duty NCO is contained on the Duty Clipboard - which he/she will obtain when reporting for duty.
5. The Duty NCO will have completed his/her duties when dismissed by the Duty Officer.

400 Squadron Operations

401. Squadron Routine

1. The following Parade Schedule shall be followed for regular Thursday training parades:

18:00	Opening and Inspection of facilities by Duty Officer
18:15	NCO Inspection & Cadets arrive at LHQ
18:30	Squadron Falls in for inspection and opening Parade
18:30 - 18:55	Opening Parade and Attendance
18:55 - 19:00	Move to first period
19:00 - 19:30	First Period
19:30 - 19:35	Move to Second Period
19:35 - 20:05	Second Period
20:05 - 20:20	Canteen Break
20:20 - 20:25	Move to Third Period
20:25 - 20:55	Third Period
20:55 - 21:00	Move to Closing Parade
21:00 - 21:20	Closing Parade and Announcements
21:20 - 21:30	Clean up and Parent Pick-up
21:30	LHQ Closed

2. The Commanding Officer's parade will be during Third period on the last Thursday of every month.
3. Weekly optional training schedules will be outlined at the beginning of the Training year and posted to the Squadron Calendar.

402. Dress Regulations

1. All cadets are expected to be familiar with the contents of, and comply with CATO 55-04 - "Air Cadet Dress Regulations", issued 2/95, by the Director of Air Cadets, NDHQ.
2. The dress and appearance of Cadets and Officers on all occasions will be such as to reflect credit on the Canadian Forces, the Royal Canadian Air Cadets, and 909 Peregrine RCACS.
3. Seasonal dress changes and forms of dress for ceremonies and special training will be published in Monthly Routine Orders or training instructions.

4. Items of the cadet uniform issued from Supply will not be worn in combination with civilian dress. Wearing of civilian pattern shoes or jackets while in uniform will be acceptable, but only when awaiting Supply items.
5. Wearing of the cadet uniform is authorized for official cadet activities, only. Authorization to wear the cadet uniform at non-cadet activities, such as School Remembrance Day Ceremonies, must be obtained from the CO.
6. Cadets and their parents are to understand that the uniform and equipment issued by Supply is on loan by DND for the duration of their cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform, so as to return it in a recyclable condition.
7. Cadets are issued one complete uniform. Lost or damaged uniform parts may be replaced at some cost to the Cadet, at the discretion of the Supply Officer and Commanding Officer.
8. Haircuts & styles for males/females must comply with the above mentioned Dress Regulations and present a neat, clean-cut appearance for all cadet activities.
9. On occasions where appropriate civilian attire is the dress of the day, cadets must maintain a professional appearance and wear suitable attire for the training.

403. Deportment

1. All Officers, CI's and Volunteers must be aware of their responsibilities as role models at all times. Behaviour when around cadets must be above reproach.
2. Officers' dress, haircuts, and overall appearance must meet CIC Dress Regulations at all times.
3. CI and Volunteer dress must be neat, clean, and appropriate for the activity. When cadets and staff are in uniform, civilian staff should wear business attire (ie. collared shirt and slacks).
4. All personnel are to address each other by their rank/title and surname, at all times during cadet training.

404. Paying of Compliments

1. While attending any Squadron function, all personnel are to address each other by their rank and surname only. This applies to any function whether in uniform or not. First names will not be used under any circumstances.
2. A high standard of military bearing is to be maintained and proper respects will be observed between all ranks at all times. Compliments will be carried out in a smart and efficient manner.
3. Staff cars bearing official flags will be saluted.
4. Saluting is showing respect for the Queen's Commission as held by the Commissioned Officers. A Commissioned Officer is any Officer in the Canadian Forces from Second Lieutenant and above.
5. An Officer Cadet is not a Commissioned Officer and thus is not saluted. Coming to attention and checking the arms shall show proper respect. All salutes given, however, shall be returned.

6. All, regardless of rank, will recognize the Commanding Officer. Officers of the same rank as the CO are not required to salute the CO unless hold a subordinate position on a formal parade.
7. Cadets will not salute NCOs nor will NCOs salute fellow NCOs. Coming to attention and checking the arms shall show proper respect.
8. All Cadets and Squadron Personnel shall show the proper respect to each other at all times.
9. Saluting of Commissioned Officers SHALL be done in the following areas:
 - a. At all areas outside buildings;
 - b. In the Gym; and
 - c. Entering and leaving the Squadron Office;
10. Saluting will not be required in the following areas:
 - a. In the foyer of the Gym;
 - b. Inside the classroom building; and
 - c. In the washroom of any building.
11. Proper respect by checking the arms shall be shown in all non-saluting areas.

405. Canteen

1. The Sponsoring Committee on Training Parades will operate a canteen.
2. The Canteen hours of operation will be from 20:05 to 20:20
3. Any extension of the hours of operation will be subject to the approval of the CO.
4. The Canteen may be opened during optional training activities at the discretion of the Commanding Officer, in consultation with the Canteen Coordinator and the Sponsoring Committee Chair.

406. Classroom Upkeep

1. Classrooms will be maintained in an orderly manner.
2. Classroom instructors shall ensure that they leave the classroom clean, whiteboards and chalkboards clean, chairs and tables stacked and folded and that all garbage has been placed in the proper receptacles.

407. Use of Private Vehicles

1. Cadets with a valid driver's license are permitted to drive other Cadets to and from Cadet activities with expressed permission from the passenger's parent or guardian.
2. Officer's and Squadron Staff will not drive Cadets to or from Cadet activities without permission from the Commanding Officer and the passenger's parent or guardian. This permission will only be granted when it is authorized travel by RCSU.

3. Cadets are not to use private motor vehicles (PMV) on cadet activities unless specifically authorized by the CO and then only as necessary to perform a specific duty related to the purpose of having the vehicle present.
4. No Officer, Civilian Instructor, Volunteer, Parent or Cadet shall be reimbursed for the use of PMV unless authorized by the CO.

408. Recruitment

1. Recruiting for the Squadron is a responsibility of the Sponsoring Committee.
2. All recruiting drives shall be coordinated with the CO. Cadets shall assist in all recruiting drives. Officers, Civilian Instructors and Volunteers are encouraged to assist where duties permit.

409. Commendation

1. All commendations must be in writing and addressed to the CO.
2. Notes of Commendation may be initiated by any NCO but must be reported through the Chain of Command. All notes are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. The following courses of action are available:
 - a. No action.
 - b. Verbal commendation during announcements or at a CO's Parade.
 - c. Presentation of a Certificate of Commendation at a CO's Parade.
4. The DCO will ensure the note is filed in the cadet's training file.
5. The Sponsoring Committee Chair may also recommend cadets for commendation.

410. Disciplinary Procedures

1. Discipline in the Cadet Program shall be used as a teaching tool to encourage youth to develop appropriate behaviour. It should at all times be respectful of the individual, be effective over the long term and promote character development.
2. Appropriate disciplinary measures will be adopted from CATO 15-22 and will be at the discretion of the CO after appropriate fact finding has been conducted.
3. All disciplinary proceedings should be documented and reviewed with the CO and the individual being disciplined.

411. Personal Relationships

References: CATO 25-05 and DAOD 5019-1

1. "In order to avoid potential, real or perceived conflicts of interest, relationships of an emotional, romantic or sexual nature between a staff member and a cadet, are not permitted."

2. Acceptable personal relationships include, a family relationship between a Staff member and a Cadet, a consensual relationship between two staff members, or a consensual relationship between two cadets.
3. Staff members and Cadets in an acceptable personal relationship shall refrain from conduct that may be considered inappropriate in a military context, during any cadet training or activity. This includes any public displays of affection like holding hands, kissing, or an embrace in a romantic manner.

412. Smoking, Alcohol, and Drugs

Reference: CATO 13-23

1. Smoking
 - a. Under no circumstances are cadets permitted to have in their possession or to smoke cigarettes, pipes, vapes or any other form of tobacco while participating in any cadet activity.
 - b. Cadets found in possession or smoking of tobacco products will have them confiscated. The cadet's Parent/Guardian(s) will be notified. Additionally, further action may be taken at the discretion of the CO.
 - c. Adult Staff members are not permitted to smoke cigarettes, pipes, vapes or any other form of tobacco in front of Cadets and are required to go to a designated smoking area away from training.
2. Alcohol
 - a. Cadets shall not introduce, possess, serve, sell, consume, or be under the influence of alcohol at any cadet activity. Any Cadet suspected of being under the influence or possessing alcohol will be removed from the Cadet activity immediately and the appropriate disciplinary actions will be taken in accordance with CATO 15-22.
 - b. Staff members shall not consume or be under the influence of alcohol while working with Cadets. Any staff member suspected of being under the influence will be removed from the Cadet activity immediately and the appropriate disciplinary actions will be taken.
3. Drugs
 - a. Any personnel found in possession of illegal drugs or non-prescribed prescription drugs will receive disciplinary action, as per CATO 15-22 and the proper legal authorities will be notified.
 - b. Any personnel suspected to be under the influence of drugs will be removed from cadet training immediately and appropriate disciplinary action will be taken.
 - c. Adult Staff members must strictly adhere to the policy on the use of cannabis by CAF members, DAOD 9004-1. All adult staff members are responsible for reporting any breaches of this policy to the CO.

500 Squadron Exercises and Activities

501. General

1. An Officer or Civilian Instructor will supervise all Squadron Exercises and Activities.
2. All personnel will be responsible to provide their own transport to the initial meeting point (normally Green Bay Bible Camp) prior to the specified meeting time for that exercise.
3. All personnel will be responsible to provide their own return transport at the conclusion of that exercise at the final meeting point (Green Bay Bible Camp).
4. Continued late pick-up of cadets after the conclusion of an exercise may result in the cadet being suspended from future optional exercises.
5. For the duration of any exercise as promulgated in Monthly Routine Orders, the exercise area will be regarded as a Training Area of 909 RCACS, and these Standing Orders shall apply fully.

502. Exercise Participation

1. All personnel are eligible for participation in all Squadron sponsored activities. Participation in exercises is optional; however, attendance in certain exercises is required for completion of level training, promotion eligibility and summer camp selection.
2. A sign-up sheet will be available to Cadets to sign-up for various activities minimum one week before the activity.
3. Once a Cadet signs up he/she is committed to attend that exercise. Failure to attend will be considered an unexcused absence.
4. If a Cadet is unable to attend a mandatory activity or an activity they signed up for they must contact the Administration Officer or supervising Officer a minimum of 1 hour prior to the activity.

503. Permission Forms

1. Permission Forms are not actually required as parental signature on the CF1158 authorize Cadets to participate in all approved cadet activities. However the use of "Permission Forms" provides a valuable form of communication and confirmation for the squadron staff. They will therefore be required for all overnight activities.
2. Permission Forms must be fully completed and returned to the Squadron prior to the Cadet's participation in these activities. Failure to have the necessary form completed will result in the Cadet not participating in the activity.

504. Kit Lists

1. All personnel will be issued kit lists for any overnight exercises. The kit lists will typically be attached to the Permission Forms.
2. Cadets are to ensure that they are in possession of all items listed. Failure to have required items may result in the Cadet being unable to attend the exercise. Kit inspections will be conducted prior to departure on all overnight exercises.

505. Conducting Officer's Responsibility

1. It is the responsibility of the Officer in Charge of the exercise (as a delegate of the Squadron CO) to ensure that the exercise is carried out in a safe manner.
2. It is the responsibility of the Officer in Charge to ensure that all Cadets have obtained a ride home after the exercise is completed. The Officer in Charge or his/her delegate will not leave the final meeting point (normally Green Bay Bible Camp) until the last Cadet has departed. Cadets are not to be left unsupervised at Green Bay Bible Camp.

506. First Aid

1. It is the objective that all Officers, Civilian Instructors and Volunteers will hold a valid First Aid certificate.
2. All overnight exercises will have at least one valid adult first aider.

507. Supervision

Reference: Natl CJCR Sp Gp Order 8012-1

1. Adult supervisors shall adequately supervise authorized activities to ensure the safety, good discipline, and well-being of all participants.
2. All authorized activities will be supervised by at least one paid adult staff member.
3. Day Activities
 - a. There shall be at least one adult supervisor for every 20 cadets for activities of no more than one-day duration where no overnight accommodation is required. For groups of more than 20 cadets, a senior cadet may replace an adult supervisor.
4. Overnight Activities
 - a. There shall be at least one adult supervisor for every 15 cadets for overnight activities.
 - b. For groups of more than 15 cadets, a senior cadet may replace an adult supervisor.
 - c. For mixed-gender overnight activities, there shall be at least one supervisor of each gender. This supervisor may be an adult or senior cadet.
5. Specialized Activities

- a. When specialized activities (for example, abseiling, canoeing, or sailing) are being conducted, supervision ratios will be in accordance with the applicable directive (for example, Water Safety Orders, or Adventure Training Safety Standard).

508. Computer Policy

1. The Squadron has a combination of DND owned and Sponsor owned computers. Various programmes are available to the cadets for training on these computers.
2. The DND owned computers are available to the cadets to access the approved programmes and resources. Staff or Cadets accessing the Cadetnet must first read and sign the Cadetnet Virtual Private Network Statement of Compliance.
3. Squadron owned computers will be used to host the flight simulator, aircraft identification, master lesson plans and all other training resources.
4. Level Five Cadets may sign out a Squadron laptop for use during a training night to work on their lesson plans or self directed study.
5. Level Five Cadets are permitted to bring their personal computers to work on their lesson plans or self directed study but it is at the Cadet's own risk. The Squadron will take no responsibility for damage or theft of personal property.
6. The use of computers during Cadet training is for productive use only. Any Cadet found using the computers inappropriately or visiting prohibited sites will lose the privilege of being allowed to use computers at Cadets.

509. Cell Phones

1. Cadets may not use their cell phones during cadet training other than for productive purposes (ie. contacting a parent or quickly checking a lesson plan)
2. Cadets using their cell phones for a productive purpose must ask an Officer and remove themselves from the training for the duration of use.
3. Any Cadets in violation will have their phone confiscated for the duration of training.

600 Administration

601. Correspondence

1. All outgoing correspondence, including e-mails, memos, newsletters, press releases and information, sent on behalf of the Squadron must be reviewed and approved by the CO or his/her designate. A copy will be forwarded to the AdminO Cadetnet account or handed in to the AdminO for filing purposes.
2. All incoming correspondence must be reviewed by the CO and logged in by the AdminO, with the exception of correspondence personally addressed and correspondence to the Sponsoring Committee.

602. Squadron Internet Web Page

1. The Webpage shall not be modified, altered or changed without the specific approval of the CO. The Webpage shall be maintained in accordance with the Cadetnet policies as laid out but the Regional Information Technologies Officer.

603. Photocopying

1. Copies shall be limited to official use only. In the interest of environmental stewardship, anything that can be as effective electronically should not be printed.
2. When a significant number of copies are being made outside the squadron, paper shall be provided from the administration office instead of reimbursing the staff.
3. Only Officers, Civilian Instructors, Volunteers, and Command Group Cadets shall use the photocopier unless authorized by the CO or his/her designate.

604. Security – Out of Bounds Areas

1. The following areas are out of bounds to all personnel unless authorized by the CO:
 - a. Supply.
 - b. Training stores.
 - c. Weapons stores.
 - d. Administration files and cabinet.
 - e. Staff Office.
2. The control of keys, passwords and all security issues are the responsibility of the CO. Authorized personnel will be issues keys and passwords directly by the CO and promulgated in the Monthly Routine Orders. Keys and Passwords will only be issued to those on staff with 909.
3. No Officer or Civilian Instructor is permitted to pass on keys or passwords to anyone not already authorized by the CO to have said keys or passwords.

605. Attendance

1. Attendance at weekly training parades is mandatory. All cadets are expected to be on parade and ready for fall-in by 18:25 (18:15 for FCpl and above).
2. If a cadet is unable to attend a parade night it is his/her responsibility to contact the Administration Officer of his/her anticipated absence.
3. Attendance at weekly training parades is recorded as follows:
 - a. PRESENT - physically present for the entire parade.
 - b. LATE - arrival after 1845 hours.
 - c. LATE EXCUSED - late with a phone call indicating they will be late prior to 1830Hrs.
 - d. ABSENT - absent without leave, cadet fails to be present and did not call in
 - e. LOA - CO approved leave of absence, for an extended period.
 - f. EXCUSED - Cadet has indicated that they are unable to attend
4. Attendance at mandatory support training (i.e. citizenship, fund-raising, survival exercises, etc.) is a requirement to progress from one training level to the next. It is also a criterion for promotion and selection for summer courses. Attendance is therefore mandatory and will be announced.
5. Cadets who sign up for mandatory support and/or optional training are expected to attend. If unable to attend cadets are expected to phone the Officer in Charge as per the instructions for weekly training parades.
6. Cadets that fail to be present for mandatory activities, or cadets who sign-up for optional activity and do not present nor inform the Squadron, will be marked ABSENT.
7. An ABSENT list will be reviewed each month. After three consecutive ABSENCES the AdminO will attempt to contact the Cadet. After best effort, if the AdminO cannot reach the Cadet they will be struck off strength of the Squadron.
8. Exceptional circumstances may be discussed with the CO. The CO will only grant leaves of absence after receiving a written request from the cadet and his/her parents.

606. Summer Camps

1. Summer camp selection is done by the CO on advice of the Squadron Staff and the Chair of the Sponsoring Committee. Selection will be based on criteria set out by DND and the League and will be supplemented by local standards.
2. Cadets are expected to submit all documentation required by the deadlines. Failure to do so may forfeit the opportunity to be selected to go to camp.

700 Supply

701. Hours of Operation

1. Squadron Supply will be available on regular training nights, timing by request.
2. It is the Cadet's responsibility to talk to the Supply Officer if they need to exchange uniform parts.
3. New Cadets getting their initial kit will take priority.

702. Care and Use of Uniform

1. No member shall wear a uniform unless on a Squadron activity authorized by the CO.
2. No item shall be glued to a uniform. All items will be sewn and placed in accordance with regulations.
3. Parents / Cadets are responsible for the loss of items of uniforms and may be subject to reimburse the crown for losses.
4. Due care will be taken when washing the air cadet uniform.

703. Training Stores

1. The SupO in conjunction with the DCO shall maintain an inventory and be accountable for all items in Training Stores.
2. The Training Stores room and the off-site locker will be kept locked and restricted access ensured.
3. All items will be signed out of Training Stores on a temporary loan card.
4. No combustible items shall be stored in supply.

704. Care and Use of Equipment

1. All equipment used by squadron personnel shall be used diligently and only in its prescribed manner.
2. Care shall be taken to ensure that items are returned in the condition they were lent out in.
3. Parents / Cadets will be held responsible for reimbursement for purposeful damage to 909 Squadron property.

800 Finance

801. Budget

1. A budget will be created by the Commanding Officer and submitted to the sponsoring committee at the start of each training year. Anyone with an item to be included shall contact the CO.
2. The CO will use a consultative process to ensure that officers, civilian instructors, volunteers and cadets have an opportunity to be part of the process of creating the yearly forecast of expenditures.

802. Purchases

1. The Commanding Officer or the Chair of the Sponsoring Committee or his/her designate will approve all purchases on behalf of the Squadron.
2. An Officer, Civilian Instructor, Volunteer or Cadet will make no agreements to reimburse for expenditures or purchases on behalf of the Squadron unless the Commanding Officer has approved the expenditure.

803. Fundraising Activities

1. All cadets must participate in a minimum of 3 Squadron fundraising activities per training year. Failure to participate in the minimum of fundraising activities may result in being barred from participation in activities funded solely by the sponsoring committee. For example, activities like Wildplay, E-Exit, WildCat helicopters, Citizenship trips, etc)
2. No fundraising activities on behalf of the Squadron will be done by anyone unless authorized by the Chair of the Sponsoring Committee.
3. No fundraising activities involving staff or cadets will be done by anyone unless authorized by the CO.

804. Insurance

1. The Sponsoring Committee maintains an insurance policy on all items belonging to the Squadron purchased by the committee.
2. Anytime an item of value is removed from the building premises for the purposes of training or recruiting, the Chair of the Sponsoring Committee will be advised in writing in order to ensure the insurance company is notified and means are taken to ensure coverage continues. An example would be simulators being moved off premises to a mall for a recruiting display.

900 Facilities

901. General

1. 909 RCACS will conduct Training Parades on Thursday evenings from 1 September - 30 June of each Training Year at Green Bay Bible Camp, 1441 Green Bay Rd, West Kelowna.
2. The times will be from 1800 - 2130 hrs. Green Bay Bible Camp may be used at other times and days. These will be promulgated in Routine Orders.

902. Visitors

1. All visitors to the Squadron will be met by the duty personnel and escorted to the office. Upon completion of their visit, they shall be escorted to the main lobby.

903. Other Facilities

1. 909 RCACS will arrange from time to time to acquire alternate facilities to conduct squadron training. All personnel will follow the rules governing the use of these facilities by their owners. Failure to do so may cause the Squadron the loss of future use of these facilities.

904. Cleanliness and Security

1. All facilities used by 909 RCACS will be left in a clean condition at all times. All facilities will be properly secured prior to 909 RCACS departing them.

1000 Security

1001. General

1. The Commanding Officer is responsible for the overall security of the unit. All personnel shall report to the CO on all matters regarding security.
2. Every Officer, Instructor and Cadet is responsible for ensuring the security of DND and Squadron property.
3. The disclosure of CF/DND information or personnel information is controlled, and subject to the "Need to Know" principle. All requests for information from non-DND agencies shall be referred to the Area Cadet Office for handling in accordance with Chapter 29 of SECURITY ORDERS for DND and the CF.
4. Good security is accomplished through understanding and compliance. All personnel must be made knowledgeable about security and be motivated to comply with security orders and practices. All new personnel shall, as part of their in-clearance, be briefed by the CO about Squadron security principles and their personal responsibility to preserve unit security.
5. To account for all personnel in the event of a fire a security log will be maintained listing all Staff, Cadets and Visitors, which shall list arrival and departure times.

1002. Document Control

1. The originator of a designated document is responsible for affixing the proper designation (PROTECTED A or B).
2. Unit personnel are responsible for the protection of designated matter, which is entrusted to them.
3. Designated matter is to be stored in approved containers provided by the CF. At the end of each working session, all unit personnel are individually responsible for securing all designated matter.
4. Protected B designated matter will be destroyed by shredding or burning as required.

1003. Physical Security

1. At the end of each training parade, all Squadron Duty Personnel are responsible for ensuring the cadet unit filing cabinets and doors are secure before leaving. A check will be made of all Squadron areas, even if they haven't been occupied during the parade.
2. During optional training parades, the OIC shall ensure that the above security measures are followed.
3. Doors to the various rooms shall be left closed at all times unless a facility is in use.
4. The last person to leave the Squadron HQ will ensure that the office is secure and that the outside door is properly closed.
5. Stores are the responsibility of the SupO. Material and Equipment is for Squadron use only and shall be signed out by the SupO to Squadron personnel only.

6. The CO strictly controls access to the weapons lock-up and ammunition stores. Only personnel authorized specifically by the CO will handle small arms and ammo. A responsible person designated by the CO shall guard weapons being transported continuously.
7. The CO will maintain and control all unit keys, access cards and passwords by means of a key register and a key press. Lost keys will be reported as soon as possible to the CO for appropriate action (i.e. lock changes). Authorized personnel will be issues keys, access cards and passwords directly by the CO. Names of authorized personnel and their areas of access will be promulgated in the Monthly Routine Orders.
8. No Officer or Civilian Instructor is permitted to pass on keys or passwords to anyone not already authorized by the CO to have said keys or passwords.

1100 Emergency Procedures

1101. Fire

1. This contains the fire orders in the field and fire precautions. These fire orders apply equally to all ranks of 909 RCACS
2. The prevention of fires is of primary importance. The first few minutes of a fire are the most critical from both a life threatening and a property safety point of view. On the outbreak of fire, all unit fire suppression resources will be put into immediate operation to minimize fire damage. All personnel are personally responsible for:
 - a. Control of "personal" fire hazards, i.e. smoking, use of electrical equipment, etc; and
 - b. Knowing what to do when fire occurs.
3. Responsibilities
 - a. All personnel, both military and civilian, will know:
 - i. Local fire alarm stations within the building;
 - ii. Fire assembly points;
 - iii. The telephone number of the fire department;
 - iv. The location of the fire fighting apparatus and the proper method of operating extinguishers;
 - v. The action to be taken on the sounding of the fire alarm; and
 - vi. What to do when a fire occurs.
4. The first person to see or detect a fire will immediately shout FIRE three (3) times.
5. When a class has been informed there is a fire, the instructor will lead the class to safety outside. Cadets will follow the instructor in single file and in total silence. The assistant instructor or a cadet, as appointed by the instructor, will follow at the end, making sure no cadets are left behind; he/she will be responsible for closing the doors behind him/her. This procedure must be done quickly, no running or pushing, and in an organized fashion.
6. The roll will be called as soon as the Squadron has been assembled. The Duty Officer will bring the roll call sheets outside.
7. Any person not present on the roll call will be reported to the Commanding Officer immediately.
8. The Commanding Officer shall proceed to act as Liaison Officer between the Firefighters and Officer in charge of assembled cadets.
9. No personnel will re-enter the building until the ALL CLEAR is given. The ALL CLEAR will be initiated by the Fire Chief or Deputy and passed on through the chain of command.

1102. Emergency In Place

1. In the case that there is a hazard or threat to safety outside the building all 909 RCACS personnel will gather together in the gym or in the Flight Simulator room.
2. The Duty Officer will complete a roll call and report any missing personnel to the CO.
3. Personnel will remain in the designated location until the Commanding Officer gives the ALL CLEAR.

1103. Evacuation

1. In case of emergency where personnel are required to evacuate, all personnel will calmly exit the building and report to the rendezvous point.
2. The Duty Officer will complete the roll call and report any missing personnel to the CO.
3. Personnel will remain in the RV point until the Commanding Officer gives the ALL CLEAR.

1104. Medical Emergency

1. If there is a medical emergency, the First Aid Officer will be called immediately.
2. The First Aid Officer will manage the injured person and the most senior person (other than the First Aid Officer) will ensure the safety of any additional personnel and remove unnecessary personnel from the scene.
3. The First Aid Officer may ask someone to call 9-1-1 for emergency services.