



CADET AND PARENT/GUARDIAN HANDBOOK

ISSUED 1 September 2021

TO LEARN TO SERVE TO ADVANCE

23 OPTIMIST

ROYAL CANADIAN AIR CADETS

Location:

81 Lake St, St. Catharines,
ON L2R 5X3

Parade Nights:

Monday Nights from September to June,
1830hrs–2100hrs (6:30 pm – 9:00 pm)

Phone:

905-684-9866

Email:

23AIR@CADETS.GC.CA

Website:

WWW.23SQUADRON.CA

Instagram:

[@23SQUADRON](https://www.instagram.com/23SQUADRON)

Facebook:

[23 SQUADRON SCOOP](https://www.facebook.com/23SQUADRON.SCOOP)

YouTube:

[23SQUADRON](https://www.youtube.com/23SQUADRON)

Want to Join?**Visit us and bring the following:**

A Photocopy of Your Proof of Identity

1. A valid Canadian passport; OR
2. A birth certificate issued by a Canadian provincial, territorial or federal government agency; OR
3. A valid resident card; OR
4. A valid identification card issued by a Canadian federal, provincial, territorial government agency

NOTE: A baptismal certificate will not be accepted as a proof of identity.

A Photocopy Of Your Health Card - Both sides



Check your emails (and spam folder)! We use the email program MailChimp to send out weekly training updates, special events and other communication.

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A NOTE FROM THE COMMANDING OFFICER

Your son/daughter has expressed an interest in joining the Royal Canadian Air Cadets. I would like to take this opportunity to give you a bit more background information, and welcome you to our 23 Squadron Family. We meet every Monday night during the school year from 630-9pm at the Lake Street Armoury in St. Catharines.

Currently, the Royal Canadian Air Cadets is one of Canada's largest national youth organizations, with nearly 30,000 Cadets in over 450 squadrons coast to coast. It is funded largely by the Department of National Defence, but membership in Air Cadets (a civilian organization) does not mean that your son/daughter is a member of the Canadian Forces, and there is no obligation for military service.

Everything we do in Air Cadets can be summed up in the motto of the program: **To Learn, To Serve, To Advance.**

The Squadron staff members are comprised of Reserve Officers, Civilian Instructors, and Civilian Volunteers. They come from many different backgrounds and career paths: business professionals, teachers, police officers, and social and youth workers. The same is true for our civilian partners, the volunteer members of the Air Cadet League that make up our Squadron Sponsoring Committee. All staff and volunteers that work with cadets, complete detailed criminal background checks, and are screened to work in the vulnerable sectors with youth. Staff receive additional training which specifically enhances their ability to work with youth in the Air Cadet program.

As the COVID 19 pandemic continues we understand the hardships families have faced over the last 18 months and counting. Because of the financial effects of COVID, the Squadron Sponsoring Committee has agreed that no assessment fees will be collected this coming training year (September 2021 through June 2022). The assessment fee (in the past \$60/\$65 per cadet/per year) will be raised through squadron fundraising efforts during the coming training year. We accept payments via Canada Helps and give tax receipts for any donation: <https://www.canadahelps.org/en/charities/23-optimist-royal-canadian-air-cadets-squadron-sponsoring-committee/>

The most important thing a parent or guardian can do is to show an interest in their cadet's success and training and to support them during the year. Welcome to 23 Optimist Squadron and we hope you and your cadet enjoy what we consider the best youth organization in Canada.

Sincerely,

Tammy Palumbo, CD
Captain
Commanding Officer
23 Optimist Squadron

ABOUT THE AIR CADETS

The Air Cadet program started in 1941, as part of the war effort, when a group of civilian volunteers set up a country-wide organization to help stimulate an interest in flying and aviation, with an eye to the requirements of the Royal Canadian Air Force (RCAF). Many cadets eventually entered wartime service with the RCAF (Sea & Army Cadets were already in existence). Following the end of the war, the Air Cadet program remained solidly in place. Its role changed to adjust to the needs of the Canadian society and its young people.

Aims of the Royal Canadian Air Cadets (RCAC)

1. To develop in youth the attributes of **good citizenship and leadership**
2. To promote **physical fitness**
3. To stimulate the interest of youth toward the **aviation and aerospace fields**, including the air element of the Canadian Armed Forces.

What does the Canadian Forces do for Air Cadets?

Each squadron is staffed by a group of Canadian Forces commissioned and non-commissioned officers enrolled in the Cadet Instructors Cadre branch of the Reserves as well as civilian instructors and volunteers under the direction of the Commanding Officer (CO). The Commanding Officer is responsible for organizing and supervising the operation of the squadron alongside the staff and sponsoring committee members, for the cadets, and for the implementation of the training program. The program is organized according to nationally set standards.

At the provincial and national level, the Department of National Defense/Canadian Forces and the Air Cadet League work cooperatively to provide the necessary oversight and resources to support the squadrons. This includes provision of uniforms and training for officers and cadets, aircraft and gliders for the flying program, as well as administrative support for squadrons and sponsoring committees. The Air Cadet League is represented locally by our Squadron Sponsoring Committee (SSC).

The five main things that we strive to achieve through the cadet program are these:

- Invite all Canadian Youth aged 12 to 18;
- Instil Canadian Military Values;
- Develop in Youth the attributes of citizenship, leadership and physical fitness;
- Balance safety and challenge; and
- Leave a positive life-long impact through a set of positive youth outcomes.



Motto of the RCAC: To Learn, To Serve, To Advance.

23 Squadron Staff

Commanding Officer	Capt Tammy Palumbo, CD
Deputy Commanding Officer, Administration Officer, Range Safety Officer	Capt Sharlene Wilson
Training Officer & Band Officer	2Lt Kelly McGrath
Assistant Training Officer	Lt Matthew Jovanovic
Assistant Administration Officer & Chief Ground School Instructor	2Lt David Boyd
Supply Officer	CI Bill Mutch
Band Instructor	CV Julie Barker
Ground School Instructor	CV Don Mook
Ground School Instructor	CV Javier Solano
Ground School Instructor	CV Rob Meilleur



23 Squadron Sponsoring Committee

Mrs. Susanne McCarroll
Mrs. Christiana Fixon-Owoo
Mrs. Pam Hughes
Ms. Shannon Edwards

Chair
Co-Chair
Treasurer
Secretary

Mrs. Bonnie Dewitt
Mr. Dave Dewitt
Mrs. Lisa Harris
Mrs. Lani Hildebrandt
Mrs. Sharlene Koziej
Mr. Ed Setford



ONTARIO PROVINCIAL COMMITTEE:

Mrs. Michelle Bourgeois
Mr. Jim Morrison

Squadron Director
Regional Director

SQUADRON LIAISON:

Optimist Club – Mrs. Robbie Davidson
Branch 24 Legion, Branch 350 Legion, Branch 418 Legion

What is the Squadron Sponsoring Committee (SSC)?

The Air Cadet League of Canada is the Royal Canadian Air Cadet program's civilian partner and is jointly responsible for the Air Cadet program with the Department of National Defence (DND).

The Squadron Sponsoring Committee (SSC) is a group of volunteers that is governed by the Ontario Provincial Committee (www.aircadetleague.on.ca). It is responsible for nearly all facets of Air Cadet League mandated programs and services at the local level. An executive committee for each SSC works with the Canadian Forces members to ensure annual plans/activities are in place, fundraising is organized, finances are managed, volunteers are trained and donors are recognized, amongst many other responsibilities.

The SSC Chair, Susanne McCarroll, has regular interactions with the Commanding Officer of the squadron, and both partners work collaboratively to ensure a broad range of programs and experiences are available to the squadron cadets. Whether it is cadet trips, community involvement, Remembrance Day ceremonies, band competitions or Santa Clause parades...there's a long list of exciting and important activities that require dedicated and committed volunteers who are interested in shaping the lives of our youth and future leaders!

We are a non-profit organization that relies on sponsorship and donations from the St. Catharines community. Our current sponsors are: Branch 24, Branch 350 & Branch 418 Royal Canadian Legions (www.on.legion.ca) and the Optimist Club of St. Catharines. 23 Squadron is named after this organization and its commitment to youth for 80 years. Their support has been invaluable!

If you are interested in volunteering your time towards the SSC, be sure to contact any one of the committee members on a training night or contact our Chair, Susanne McCarroll at susanne.m0929@gmail.com

Any help you can give to the Squadron is greatly appreciated. If you are able to donate one or two hours of your time, help with fundraising efforts or at events, or have any amazing ideas we would love to hear from you. With all of us helping collectively we can accomplish great things!



Locally, the Department of National Defence is represented by Canadian Forces Officers and Civilian Instructors, and the Air Cadet League of Canada is represented by the SSC, all volunteers.

PARENT/GUARDIANS

Get Involved As a Parent/Guardian

The Canadian Cadet Organization relies on volunteers in order to fulfill its mandate towards the youth in the program.

There are multiple avenues and time commitments that are available to parents in order for them to get more involved in the success of their youth.

Parents are encouraged to speak to the SSC or a staff member for more information.

How to get more involved and support the success of your cadet:

Subscribe for Announcements

All parents/guardians are asked to subscribe to our email newsletter. When you register and supply your email address we will add you to our weekly mass email communication. Our emails are generated through Mailchimp (www.mailchimp.com) – so check your promotions/spam folder and ensure our email is moved to your inbox. They will be from the Commanding Officer, 23 Squadron.

Join the Squadron Sponsoring Committee

The Squadron Sponsoring Committee (SSC) is a committee of civilian volunteers that are responsible for ensuring the squadron is providing the best possible experience for the cadets. They are responsible for fundraising and work with the Commanding Officer to create an annual budget and allocate funds for squadron activities, deliver the Air Cadet League Effective Speaking program, consult with the Commanding Officer regarding appointments and promotions, as well as provide invaluable volunteer service to our cadets.

Desired skills include: Fundraising, business knowledge, event planning, positive attitude.

Volunteer as a Staff Member

Our civilian training staff are considered our Squadron's specialists. They assist with instruction, supervision, administration, training, supply, and specifically help to deliver specialty areas of learning like our Ground School and Band programs.

Desired skills include: Previous cadet experience, experience working with youth, administration skills, specialized skills like music, drill, aviation, and/or sports.

Your Role as a Parent/Guardian

Joining the Air Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Air Cadet Program.

Parents and/or guardians play a pivotal role in an Air Cadet's career beginning with your consent, on the appropriate forms, for your cadet(s) to become a member of a cadet squadron.

Some way parents and/or guardians support their cadets include:

- **Helping them organize their after-school time**, so that they will have time for Air Cadets, school work, and other family commitments.
- **Reminding them to look after their uniforms** (washing, drying, ironing, polishing, sewing, etc.). However, it is important that the cadet do these things himself and/or herself.
- **Adding Air Cadet training activities on the family calendar**. Most training events (with a few exceptions) are planned well in advance and advertise from the beginning of the training year.
- **Avoiding activities that conflict with major events**, such as Tagging and the Annual Review.
- **Transporting your son and/or daughter** (and maybe some of their friends) or making arrangements with someone dependable and trustworthy to do so. Frequently, parents of close friends share this responsibility with each other to minimize the amount of driving.
- **Encouraging the cadet to participate in squadron teams and activities**. The more they put into the squadron, the more they will get out of the program.

Parents and /or guardians also play an important role in supporting the Squadron Sponsoring Committee. The Committee relies on parents to play an active role by coming to monthly meetings, and volunteering their time to help make fundraising and promotional activities successful. It's not hard to get involved and all of your efforts are directly reflected in the success of the Squadron.



The success of each cadet will mirror the support received from their peers, superiors, and most of all, from their parents and/or guardians.

CADETS

Your Role As A Cadet

Cadets represent some of the finest young women and men in Canada. They are our current and future leaders and demonstrate excellence in their interactions with their peers and superiors and have a high level of dedication to achieving their goals. **As such, we expect you to:**

Join Cadet365

Cadet365 is a Microsoft Office 365 platform that includes familiar products like Outlook, Word, Excel and PowerPoint, as well as collaborative and remote working tools to support chat and video conferencing, like Teams, Planner, OneNote and OneDrive. This platform helps us communicate and facilitate virtual training when conditions mandate it. This will require a GMAIL email account for the cadet. Parent emails cannot be used.

Attend Mandatory Training

Attend all mandatory training activities and training nights and participating as often as possible in the optional activities. This includes maintaining a minimum of 60% attendance in all mandatory training activities in order to pass their Proficiency Level.

Keep up to Date on Announcements

Read the Weekly Routine Orders (WROs) on a regular basis. These are the way we make announcements. The WROs are published in Cadet365, via email by MailChimp and posted on the training board at the entrance to the Armoury.

Take Care of your Uniform

Cadets will be issued a uniform within 3-4 weeks of joining. Cadets will be taught how to shine their boots, iron their shirts, tunics and pants. They will be issued both a Field Training Uniform (FTU) and a Dress uniform (blue).

The uniforms are supplied by the Department of National Defence, and are on loan to the cadet for the duration of their membership in the Squadron. Uniforms must be returned promptly to Supply when a cadet ceases to be a member of the Squadron.



If you have questions regarding how to take care of your uniform, they should be directed to your Flight 2IC. This is a cadet with the rank of Sgt or FCpl.

Wear Your Uniform Properly

Cadets are to wear their uniform in accordance with the dress of the day (outlined in the Weekly Routine Orders/WROs) for that week. Uniforms must be worn properly at all times; the uniform is a representation of all who serve and who have served in uniform for our Country. It creates a sense of pride for all who have worn it, and is a privilege.

See **Air Cadet Uniform** below for more information.

Always Bring Your Health Card

There is a requirement for the cadet to have his/her Health Card on his/her person during all cadet activities. Cadets will NOT be able to board a bus leaving on an activity without their health card. This includes for summer training.

Complete Your Annual Validation Form

At the beginning of the training year the Squadron must verify the information we have on each cadet. Validation forms are printed from our system (called FORTRESS) and distributed to cadets.

These forms must be reviewed and returned to the Squadron **no later than the last Wednesday of October**. Cadets who do not hand in their validation form by the deadline will not be allowed to participate in training until the form is completed and returned.

Abide by the Cadet Code of Conduct

Much like military members and officers must abide by the Military Code of Conduct; Cadets have the Cadet Code of Conduct.

Please see the Cadet Code of Conduct on the last page of the handbook. This needs to be read, signed and handed in with your Registration and Annual Validation Forms.



Cadets represent the best youth program Canada has to offer and should always act in a way that gives credit to themselves, the uniform and the program.

AIR CADET UNIFORM

While in uniform in public, cadets must wear the complete uniform at all times (including wedge), and behave as good citizens and good ambassadors for the cadet program. Civilian clothing shall not be worn with the cadet uniform unless authorized by the Squadron Commanding Officer in special circumstances.

If you want to wear your uniform outside of cadet sanctioned activities, you must request permission from the Commanding Officer. This can include wearing it for a funeral service of a family member that was a member of the Canadian Armed Forces, or to a Remembrance service at your school. Send an email to the Squadron to request permission: 23air@cadets.gc.ca

Fill out and return the **UNIFORM MEASURING CARD AND GUIDE** at the end of this booklet and hand into our Supply Officer, CI Mutch. He will get all of your uniform parts together and hand them out (this is called being issued a uniform). Please note that this process can take a couple of weeks.



If you have questions regarding how to wear your uniform, speak to your Flight 2IC.

Numbered Orders of Dress






C1A – Ceremonial Dress

Worn for CO's Parades, Ceremonial Parades and other special activities

Composition

- Wedge+ Cloth cap badge
- Shirt with Necktie
- jacket with belt
- Trousers
- Belt
- Boots
- Socks
- Medals
- Pins
- Cloth glider/power pilot badge
- Name tag
- Lanyard
- White webbing and gloves

	<p>C2 – Mess Dress Worn for Annual Mess Dinner and other formal dinners</p> <p>Composition</p> <ul style="list-style-type: none"> • Environmental dress shirt (white dress shirt optional) • Necktie (black bow tie optional) • Jacket with belt • Trousers • Belt • Boots • Socks • Ribbons • Pins
	<p>C3 – Routine Training Dress – Service Dress Worn for specific training nights when directed</p> <p>Composition</p> <ul style="list-style-type: none"> • Wedge • Cloth cap badge • Shirt • Necktie • Jacket with belt • Trousers • Belt • Boots • Socks • Ribbons • Pins • Cloth glider/power pilot badge • Name tag • If open necked order of dress is worn, shirt collar shall be outside and over jacket collar <p>C3B – Summer Training Dress</p>

	<p>C3B – Routine Training Dress – Summer Dress Worn for summer parades and during summer training for graduation</p> <p>Composition</p> <ul style="list-style-type: none"> • Wedge • Cloth cap badge • Shirt • Rank slip-ons • Trousers • Belt • Boots • Socks • Ribbons • Pins • Metal pilot/glider wings • Name tag
	<p>C5 – Routine Training Dress – Field Training Uniform (FTU) Worn for regular training nights</p> <ul style="list-style-type: none"> • Wedge or turban with Air Cadet headdress insignia, toque, or wide-brimmed tan summer hat. • Field shirt. • Rank slip-ons. • Blue t-shirt • Field pants and belt • Socks • Field boots (alternative footwear may be authorized when necessary based on the activity) • Appointment brassard • Name tape optional • Lanyard. May be worn to indicate nominations to particular positions at the squadron / CTC. <p>Note: Shirt may be worn with sleeves extended or rolled above the elbows.</p>

Jewelry & Piercings

Cadets may wear a wrist watch, a Medical Alert identifier and a maximum of two rings which are not of a costume jewelry nature.

Cadets in uniform may wear a single pair of plain gold, silver stud, white diamond, or pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and shall not exceed 0.6 cm (1/4 in.) in diameter. In addition to authorized earrings in pierced ears, conservative, non-visible, clear body piercing adornments are permitted to be worn by cadets in uniform or during cadet activities in civilian clothing.

Makeup & Tattoos

Cadets are authorized to wear a minimal amount of make-up. During cadet activities, make-up shall be applied conservatively. The use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, coloured nail polish, bright or vivid lipstick and excessive facial make-up is not authorized.

Cadets shall not display visible tattoos that could be deemed to be offensive or otherwise reflect discredit on the Cadet Program.

Out-of-Uniform Activities

Some activities are out-of-uniform, otherwise known as in civilian attire. Often cadets will wear their 23 Squadron Gear (hoodie and tshirt) as a way to identify themselves as members and to make it easier to figure out what to wear.

Civilian attire must always uphold a positive and professional image of the Squadron and the entire Canadian Cadet Movement. Refusal to abide by the following civilian attire regulations will result in administrative/disciplinary measures as warranted:

- Sleepwear (pajamas, slippers, etc.) is strictly forbidden.
- Clothing must be cadet appropriate, with no vulgar language or offensive imagery
- Hair style and colour must not be bizarre, exaggerated, or unusual in appearance.
- A combination of issued uniform parts and civilian clothing is not permitted.



Hair and Facial Hair



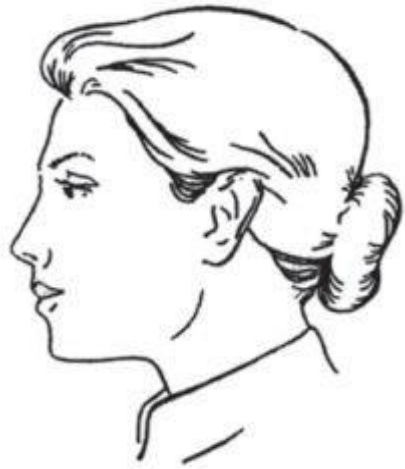
Males

Hair shall be taper-trimmed at the back, sides, and above the ears to blend with the hair-style; be no more than 15 cm (6 in.) in length and sufficiently short that, when the hair is groomed and headdress is removed, no hair shall touch the ears or fall below the top of the eyebrows; be no more than 4 cm (1-1/2 in.) in bulk at the top of the head, gradually decreasing to blend with the taper-trimmed sides and back; and be kept free from the neck to a distance of 2.5 cm (1 in.) above the shirt collar. Taper trimmed square back styles and shaving of all the hair on the head are permitted.

Sideburns: Sideburns shall not extend below a line horizontally bisecting the ear, and shall be squared off horizontally at the bottom edge and taper-trimmed to conform to the overall hair style.

Beards: They shall be worn with a moustache, kept neatly trimmed, especially on the lower neck and cheekbones; not exceed 2 cm in bulk. Cadets shall, on their own accord or upon direction from their Commanding Officer shave off unsuccessful attempts to grow a beard unless beard is grown due to an accommodation.

Moustaches: When moustaches are worn alone, the unshaven portion of the face shall not extend outwards beyond the corners of the mouth. Moustaches shall be kept neatly trimmed; not be greater than 2 cm (3/4 in.) in bulk; not extend below the corners of the mouth.

	<p>Females</p> <p>Hair shall not extend below the lower edge of the shirt collar. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized.</p> <p>Pony Tails: If worn, shall be styled conservatively and tied tightly by a knot or a small unadorned fastener. A pony tail shall be worn in the centre of the back.</p> <p>Braids: If worn, shall be styled conservatively and tied tightly: secured at the end by a knot or a small unadorned fastener. A second small unadorned fastener may be used to secure the top of the braid. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids (cornrows), shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. A second small unadorned fastener may be used to secure the top of the braid. Multiple braids extending below the lower edge of the collar are to be gathered in a bun. With the permission of a COMMANDING OFFICER, a reasonable period may be authorized in order to transition from short to long hairstyles, during which time hair may extend below the lower edge of the shirt collar; all the while maintaining a positive military appearance and subject to the cadet's safety.</p>
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LEVEL TRAINING PROGRAM

Cadets will progress through a proficiency level for every year that they are enrolled in the program (Level 1 through 5, with continual on-the-job training during and after level 5). Subject material learned will differ from level to level to prevent the cadet from learning the same thing more than once. For each level completed, a cadet will receive a promotion to a new rank if they meet the national standards.

Each level will consist of classroom style theory lectures, practical application, and written examinations. Cadets are required to maintain a standard of knowledge in order to successfully complete a level. In the first level, cadets will learn material contained within the following subjects:

Drill, General Cadet Knowledge, Citizenship, Physical Fitness, Sensible Living, Effective Speaking, Aircraft Identification, Aeronautical facilities, Aircrew Survival, Airframe Structure, Shooting, and more!








Rank & Promotions

Promotion in the Air Cadet Program is based on strict criteria. Each cadet begins as a new recruit with the rank of “Cadet” – a plain epaulette for their blue dress shirt and FTU and no rank on the sleeve of the tunic.

Up to the rank of Flight Sergeant, promotion is based on regular attendance, good participation and attitude as well as successful completion of each proficiency level of training. Adherence to the Cadet leadership, and participation in fitness testing is all considered.

For the senior cadet ranks (WOII and WOI): A cadet must first meet certain basic standards such as attendance, time as a cadet and in rank, training levels completed and summer courses attended. The squadron sets additional standards for those senior promotions. These include participation in weekend training, participation in squadron activities, dress, drill and deportment and a willingness and availability to take on leadership and administrative roles.

The decision to promote a cadet is made by the Commanding Officer in consultation with other members of the squadron staff and sponsoring committee. For more information about promotions, please refer to CATO 13-02 or contact the Training Officer.

PROMOTION TO:		NATIONAL STANDARD (The national standard is the MINIMUM required to be considered for a promotion.)
Leading Air Cadet (LAC)		Actively participate in Level 1 at LHQ for a period of 5 months Be recommended by the flight commander
Corporal (Cpl)		Successfully complete Level 1 at LHQ Participate in the Cadet Fitness Assessment Be recommended by the flight commander
Flight Corporal (FCpl)		Complete at least 6 months as a Cpl Successfully complete Level 2 at LHQ Participate in the Cadet Fitness Assessment Be recommended by the flight commander
Sergeant (Sgt)		Complete at least 6 months as a F/Cpl Successfully complete Level 3 at LHQ Achieved a minimum of "completed without difficulty" in PO 303 (Leadership) Participate in the Cadet Fitness Assessment Be recommended by the flight commander
Flight Sergeant (FSgt)		Complete at least 6 months as a Sgt Successfully complete Level 4 at LHQ Achieved a minimum of "completed without difficulty" in PO 403 (Leadership) Participate in the Cadet Fitness Assessment Be recommended by the flight commander
Warrant Officer Second Class (WO2)		Complete at least 6 months as a F/Sgt Achieved a minimum of "completed without difficulty" in PO 503 (Leadership) Participate in the Cadet Fitness Assessment Be recommended by the flight commander Be identified as a successful candidate through merit review board process
Warrant Officer First Class (WO1)		Complete at least 6 months as WO2 Have successfully completed Proficiency Level 5 training Preferably have successfully completed an Advanced Specialty Summer Course Pass a merit review board



If you were not promoted you may request to meet with the CO to discuss the decision in private. A plan will be developed to help ensure your future success.

The Chain-Of-Command for Cadets

Air Cadets mirrors a military organization in a lot of ways. The use of the Chain-of-Command is one of those parts that closely resemble its counterpart. The Chain-of-Command is an important tool that provides a clear approach to management, mentorship, and accountability.

The Chain-of-Command is comprised of Cadet Non Commissioned Officers (NCOs). NCOs are cadets who have been promoted into a position of responsibility and are the back-bone of the squadron. NCOs are leaders, and as such learn a great deal about people management and utilizing resources, as well as developing their ability to make decisions and complete complex tasks.

You must not “short-circuit” the chain of command. If you need information or have a problem, ask your flight 2IC first. If your flight 2IC can’t help, they will find someone who can. **However**, any cadet may approach any officer they feel comfortable with for a confidential interview to discuss any matter of personal importance. Parents have a direct line to both the Commanding Officer and Squadron Sponsoring Committee for any matter they wish to discuss.

Cadet Squadron Commander	Usually a Cadet with Rank WOI (Warrant Officer First Class)
↑	
Deputy Cadet Squadron Commander	Usually a Cadet with Rank WOII (Warrant Officer Second Class)
↑	
Squadron Warrant Officer	Usually a Cadet with Rank WOII (Warrant Officer Second Class)
↑	
Flight Commander	Usually a Cadet with Rank FSgt (Flight Sergeant)
↑	
Flight 2IC (Second In-Command)	Usually a Cadet with Rank Sgt (Sergeant)
↑	
Cadets	Cadets with ranks Cadet, LAC (Leading Air Cadet), Cpl (Corporal) and FCPL (Flight Corporal)

Air Cadet Fitness Assessment

The Air Cadet Fitness Incentive program includes a testing component that provides the cadet with a badge (Bronze, Silver, Gold or Excellence) depending on their results. This testing is performed twice per year to create a baseline and provide opportunity for improvement. This testing is mandatory each year that a cadet participates in the training program and is required for completion of their training level and promotion.

Level Three & Four Aviation Subjects, Flying Scholarships & Ground School

In level three and four of the Air Cadet training program, the cadets receive instruction and testing on all aviation subjects. These are required for completion of the level and subsequent promotion. Each year cadets will receive many opportunities for help with the required information (meteorology, engines, principles of flight etc.) and will be given a chance at a re-write if they are not successful on the first attempt.

For cadets wishing to pursue one of the Flying Scholarship opportunities, this can be a good baseline to establish competencies with aviation subject material and help to determine if a cadet should participate in the (optional) Ground school program provided by 23 Squadron to both our squadron and those of the Niagara Air Group (NAG).

Flying scholarships are in high demand and require extra time and dedication in order to secure a spot on the summer training course. If this is your cadet's goal, have them speak to our Chief Ground School Instructor, 2Lt David Boyd, or a member of the Officer staff, upon enrolment.

Annual Ceremonial Review

The Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. This mandatory event is the opportunity for the cadets to display what they have learned over the past training year to their families and assembled guests. It is also the opportunity for the Squadron to honour deserving cadets by presenting them with various awards.

The ACR is part of Mandatory Training. Cadets must attend this event in order to complete their training level, receive any related rank promotion, and participate in summer training. Each year at our ACR, cadets can be awarded one of many impressive trophies, certificates and/or bursaries. For a complete list, visit our website: www.23squadron.ca

CADET CODE OF CONDUCT

I hereby agree to carry out my duties to the best of my ability and to conform to these rules:



- A. I agree to respect the people around me, my environment, and the belongings of others;
- B. I agree to not purchase, sell, consume or distribute alcohol, narcotics, prohibited substances, drug related paraphernalia, or pornographic material and to not take part in illegal gambling activities;
- C. I agree to not purchase, sell, or distribute tobacco products;
- D. I agree to not consume any prescription or non-prescription medications not specifically prescribed to me for a current health condition;
- E. I agree to not commit theft or to borrow the belongings of others without having been authorized to do so by the owners of the belongings in question;
- F. I agree to not sell, barter, or steal any items belonging to the Department of National Defence or the government or a Cadet League or sponsor;
- G. I agree to respect my peers and supervisors and to conduct myself toward others following the values and regulations of the Cadet Harassment and Abuse Prevention Programme;
- H. I agree to not fight with, shout at, or bully anyone;
- I. I agree to be loyal, honest, courageous, diligent, fair, and responsible;
- J. I agree to respect all rules and regulations and to report to my supervisors any breach of the rules of which I may be aware;
- K. I agree to conform to the approved cadet dress regulations;
- L. I agree to obey proper orders, directives, and instructions issued by persons in positions of authority; and I agree to do nothing that might endanger the immediate safety of other persons; and
- M. I agree to do nothing that might endanger the immediate safety of other persons.

Signed

Dated