



# 222 Shuswap Royal Canadian Air Cadet Squadron

## Welcome New Recruit!



- ✓ Squadron Information
- ✓ Membership Requirements
- ✓ Sponsoring Committee
- ✓ Training- Band, Range, etc
- ✓ Cadet Training Centres
- ✓ Promotions
- ✓ Receive up to 12 High School Credits

New Recruit Handbook 2018-19



## 222 Shuswap RCACS

### CONTACT NUMBERS: 250-833-0222

#### STREET ADDRESS:

HILLCREST ELEMENTARY SCHOOL  
1180 20<sup>TH</sup> ST SE  
SALMON ARM, BC

#### MAILING ADDRESS:

RCAC 222 SHUSWAP SQN  
BOX 176  
SALMON ARM, BC V1E 4N3

SQUADRON PHONE (250) 833-0222 (TEXT OR MESSAGE)

WEBSITE [www.222air.com](http://www.222air.com)

EMAIL [222air@cadets.gc.ca](mailto:222air@cadets.gc.ca)

FACEBOOK PAGE [www.facebook.com/222RCACS](http://www.facebook.com/222RCACS)

### CONTACT INFORMATION:

#### DND STAFF

Commanding Officer	Capt Don Ennis		<a href="mailto:Donald.Ennis@cadets.gc.ca">Donald.Ennis@cadets.gc.ca</a>
Training Officer	Capt Brad Justason	(250) 419-1541	<a href="mailto:Brad.Justason@cadets.gc.ca">Brad.Justason@cadets.gc.ca</a>
Administration Officer	Lt John Manning	(250) 540-6574	<a href="mailto:John.Manning@cadets.gc.ca">John.Manning@cadets.gc.ca</a>
Training Staff	Capt Geri Stewart		<a href="mailto:Geri.Stewart@cadets.gc.ca">Geri.Stewart@cadets.gc.ca</a>

#### BC AIR CADET LEAGUE STAFF

Sponsoring Committee Chair	Mrs. Madeleine Eames	(250) 833-6652	<a href="mailto:chair@222air.com">chair@222air.com</a>
BC Air Cadet League Representative	Mrs. Maureen Woolliams	(250) 832-3114	<a href="mailto:mwcornermo4@gmail.com">mwcornermo4@gmail.com</a>
Okanagan Wing Chair	Mr. Larry Calvert		<a href="mailto:Calvert.aircadets@gmail.com">Calvert.aircadets@gmail.com</a>



## 222 Shuswap RCACS

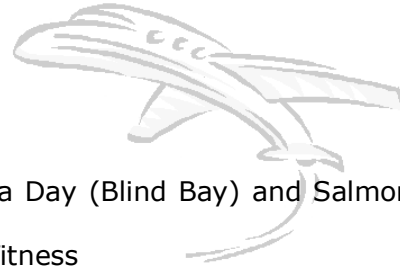
### **BASIC INFORMATION**

#### **What is Air Cadets?**

- Cadets is a national movement for youth aged 12-18
- The Air element aims to promote leadership, citizenship, physical fitness and an interest in aviation and the air element of the Canadian Forces

#### **Why join 222 Shuswap RCACS**

- Make new friends
- Outdoor Survival Activities
- Citizenship Trip/Tours
- Range Team & Competition
- Summer Training (2 - 7 weeks in duration)
- Participation in Parades on Remembrance Day, Canada Day (Blind Bay) and Salmon Arm Fall Fair
- Local Training in Leadership, Citizenship and Physical Fitness
- Several Glider and Power Aircraft Familiarization Flights
- Receive up to 12 High School Credits (BC Air Cadet League – Form BCF08)



#### **PLUS**, an opportunity to...

- Attain a Glider and/or Flying Scholarships which results in a Transport Canada glider pilot or private pilot's licence!

#### **How much time does it take?**

- 222 Shuswap Squadron meets every Wednesday from September to June, from 6:15 p.m. – 9:15 p.m. for mandatory training at Hillcrest Elementary School, 1180 20<sup>th</sup> St SE
- 2 Mandatory Weekend Survival Exercises per year.
- Flying and other optional training occurs on the weekends, or on other weeknights.
- Summer training, which is not mandatory, occurs during July & August

#### **Does it Cost Anything?**

- NO. There are NO REQUIRED FEES associated with mandatory training at this time. Participation in fundraising by all cadets is expected to help raise funds for Squadron Activities.
- Mandatory training, participation in cadet activities, attendance at camp and the uniform (on loan) are all provided at no charge
- Cadets are asked to make an annual donation to the Sponsoring Committee to help offset our annual assessment fee of \$150/cadet.

#### **Who Can Join?**

- Any youth between the age of 12 and 18 who are Canadian citizens

**Where to find more information:** [www.222air.com](http://www.222air.com)

The website hosts our yearly calendar, and resources for cadets. You can also sign up for our email list, and text Message Alerts!

The password for the *Current Cadets* page is: **222cadet**



## **222 Shuswap RCACS**

### **SQUADRON INFORMATION**

#### ***About 222 Shuswap***

222 Shuswap Royal Canadian Air Cadet Squadron was formed in 1993 to provide an Air Cadet Squadron to the Youth of Salmon Arm and the Shuswap Region.

The Squadron takes its name from Royal Air Force (RAF) 222 (Natal) Squadron. This Squadron was originally formed from a Royal Navy Squadron in April 1918 during WWI, as prior to this date the RAF did not exist. RAF 222 Squadron was then disbanded in February 1919. It was reformed in October 1939 and existed until it was disbanded November 1957. Post WWII saw 222 briefly reformed as a surface to air missile unit from May 1960 to June 1964. Aircraft flown included Camels, DH4s, and DH9s during WWI. Blenheim bombers, Spitfires, and Tempests were flown during WWII. Post WWII aircraft consisted of both Meteor and Hunter jets.

In 2007 the Squadron was granted its own Crest which incorporates the Spitfires originally flown by the RAF 222 (Natal) Squadron, as well as RAF 222's motto "Pambili Bo" which is a Zulu phrase meaning "Go straight ahead".

#### ***Weekly Parade Nights***

222 Shuswap Squadron meets at the Hillcrest Elementary School, 1180 20<sup>th</sup> St SE on Wednesday evenings between 18:15 hrs (6:15) and 21:15 hrs (9:15 p.m.).

#### ***Squadron Office***

The Squadron office is open during parade hours and during optional training such as during drill team and ground school. The office phone number is **(250) 833-0222** and will be answered during the hours noted above. At other times an answering machine is available to record your message.

### **AIR CADET MEMBERSHIP**

#### ***Membership Requirements***

To be eligible for membership in the Royal Canadian Air Cadets, a candidate must:

- have reached his/her 12<sup>th</sup>, but not 19<sup>th</sup> birthday;
- not belong to another Cadet unit (Sea, Army or Air); and
- normally be physically capable of undergoing training
- cadets with physical and/or medical challenges may join Air Cadets, however, they may be excluded from certain activities and functions if safety becomes a concern.
- a cadet, however, may have a rewarding career despite the limitations noted. Please consult the Promotion Policy for more detailed information.
- new cadets must provide the Squadron with their original medical card and birth certificate or passport. A certified copy will be produced and the originals returned to you. An application and medical form must be completed and signed by parent/guardian before a recruit will be permitted to begin training.
- parents should note that if a cadet is not able to attend weekend training exercises the cadet *may not* be eligible for promotion or participation in some optional training such as familiarization flying, citizenship trip, and summer camp.



## **222 Shuswap RCACS**

### ***Aims of the Royal Canadian Air Cadets***

The three aims of the Air Cadet movement are:

- to develop in youth the attributes of good citizenship and leadership
- to promote physical fitness
- to stimulate interest in aviation and the Air element of the Canadian Armed Forces

*Please note that while the Squadron Staff may be members of the Canadian Forces Reserve, cadets are **NOT** members of the Canadian Forces nor are they under any obligation to join the military.*

*Royal Canadian Air Cadet Motto....*

**....To Learn - To Serve - To Advance**

*222 Shuswap Squadron Motto....*

**....Attitude, not Aptitude, Attains Altitude**

### **AIR CADET PARTNERSHIPS**

Primarily, two organizations have formed the partnership which supports the Air Cadet Movement in Canada. Each partner has its own responsibilities within this relationship and the duty of each is outlined below:

#### ***Department of National Defence (DND)***

DND is responsible for the:

- Hiring and training of the Cadet Organization, Administration & Training Support (COATS) Staff
- Mandatory training programs and cadet training centres
- Supply of uniforms

#### ***Air Cadet League of Canada (ACL)***

The ACL is responsible for:

- Providing gliders and tow planes for gliding exercises
- The selection of candidates for the Glider and Power Scholarships
- Public relations

#### ***Parent's Squadron Sponsoring Committee (SSC) – YOU!!***

- Budgeting for the training year in cooperation with the CO
- Fundraising to meet the Squadron's program needs
- Securing a suitable meeting location through the local Sponsoring Committee
- Local public relations
- Recruiting Cadets and Officers
- Screening of non-DND staff

The Air Cadet League is represented by the Sponsoring Committee at the local level. All parents/guardians are expected to contribute time throughout the year in support of Squadron activities.

Responsibilities include fundraising, public relations, recruiting, special events, and transportation whenever cadets participate in activities outside of the Squadron Headquarters. (for example : flying/gliding exercises, competitions, survival exercise, parades, and more)

**To Learn, To Serve, To Advance**  
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The Parents Sponsoring Committee usually meets on the first Wednesday of every month at the Parade Location. The elected executive meets the last Wednesday of every month. All parents are encouraged and welcome to attend and participate.

### FUNDRAISING

One of the major activities of the SSC is fundraising. There are numerous activities that take place during the training year as well as the summer.

#### **Co-op Gas Rebate Cards #**

If you buy gas at Co-op this is a great way to support the Squadron

#### **Canadian Tire Money**

Which is used to buy survival supplies

#### **Bottle drives/collection**

We have bottle drives two to three times per year (September, January, and occasionally the Spring) as well as regularly collecting from An Diamo, Pie Company, Recline Ridge, and the Salmon Arm Airport. Bottles can be dropped off at our tent located at the Huyter Residence. Please contact the SSC for the exact address. Cadets are expected to help out with sorting at the bottle drives.

#### **Poinsettia Sales**

Occur during the month of November with delivery early December.

#### **Hanging Planter Sales**

Occur the month of April and make great Mother's Day gifts as well as getting a jump on the planting season

#### **Banquet Serving and Clean-up**

Often we are asked at community groups (Legion, Rotary, Elks, etc) to help serve and clear dishes during their banquets/fundraisers. Not only is it a great community service activity but also a great way to showcase the cadets in the community. Both cadets and parents can help out.

#### **Summer Raffle**

We usually raffle off a significant item such as a quad, fishing boat, lawn tractor, car, etc. We start in late April or early May and the final draw is at the Salmon Arm Fall Fair in early September.

#### **Donations**

Donations of cash and goods in kind for the program are always welcome from parents, officers, and members of the general public with donation tax receipts issued. We cannot issue tax receipts for donations of services unless the SSC pays you and then you donate the payment back to us (as per Revenue Canada). One interesting way to donate your Air Miles and Rewards points is to redeem them for gift cards for the Squadron. Not only can the Squadron purchase items with them and you get a tax receipt.

#### **Grants**

The SSC applies for numerous grants during the cadet year. One of the first ones is the Community Gaming Grant from the BC government which has a deadline of November 30<sup>th</sup>. This money can be used for the rent and anything else program related. Other major grants include the City of Salmon Arm and the Shuswap Community Foundation.



## **222 Shuswap RCACS**

Donations may also be solicited from service groups (Rotary, Lions, Elks, Royal Purple, Knights of Columbus, Salmon Arm and Chase Legion).

### **Assessment Fee**

The Squadron asks for an annual donation of \$150/cadet. This helps offset our annual assessment paid to the BC Air Cadet League which is used to support the flying program.

### **Endowments**

The SSC currently has two endowments through the Shuswap Foundation. The first is the **Royal Canadian Air Cadet 222 Shuswap Squadron Endowment**. The primary purpose of this endowment is to cover the minimal hours of required flying time for successful 222 Air Cadet power pilot graduates for their first year after graduation. Secondly is to cover other Squadron program expenses.

The second endowment is the **Bill and Peggy Kernaghn Endowment** set up by the Kernaghn family to specifically help cover training expenses.

**We are always looking for new and creative ways to raise funds!**



### ABOUT AIR CADET TRAINING

This section will provide more detailed information on the Mandatory Training that each cadet will undertake and be responsible to complete in order to successfully finish the Air Cadet Program.

#### ***Mandatory Training***

Mandatory training is completed at the Local Headquarters (LHQ) and consists of five levels. Within each level, cadets are exposed to various aspects of the Air Element of the Canadian Armed Forces and in fact, this is what makes Air Cadets unique from the Sea and Army elements. To successfully complete each level, which normally takes one training year (September to June); a cadet must pass each of the Performance Objectives (PO). The PO's for each level are outlined on our website, [www.222air.com](http://www.222air.com). Completion of Senior Levels (3, 4, & 5) are eligible for high school credit in British Columbia.

#### ***Parade Timetable***

The mandatory training is completed during the regular Wednesday night parades which follow the timetable outlined below:

1815 – 1830 Arrival  
1830 - 1845 Opening Parade  
1845 - 1920 First Period  
1925 - 2000 Second Period  
2000 - 2015 Break  
2015 - 2050 Third Period  
2050 - 2115 Dismissal

The Air Cadet training program offers a wide range of activities and instruction to develop the interests of the cadets.

#### ***Annual Ceremonial Review***

The Annual Ceremonial Review (ACR) is the responsibility of the Parent Committee and is usually held at the end of May or beginning of June of each year. The Parent's Committee organizes a reception and participates in the planning of the ACR. The ACR is **mandatory** for all cadets to attend. A Reviewing Officer is invited to attend and will inspect all cadets. Normally, at the ACR is the presentation of Senior Awards, a presentation by the Rifle Demonstration Squad, Drill team, Band and visual displays are available for viewing, which is then followed by a reception. Special guests and military dignitaries are invited to speak at the ACR.

As part of the ACR, a BC Provincial Committee (BCPC) "League Inspector" is appointed to attend the ACR. During the training year RCAC Shuswap Squadron Sponsoring Committee is awarded marks/points for submitting reports, meeting minutes and other paperwork on time and correctly. These marks/points form the basis for the awarding of trophies to the "Top Sponsoring Committee", "Top Squadron" and other awards at the Annual General Meeting (AGM) in Kamloops at the end of September each year.

It is important that Cadets attend ACR due to the Squadron's qualifications for staffing, summer camp spots, gliding times and other activities for the following year being awarded based on an average number of cadets in attendance at various times. Cadets must be absent only for legitimate reasons and must provide advance notice (preferably in writing with the reason) for their absence. Cadets without prior notice will be noted as AWOL (Absent Without Leave) in their permanent record.

**To Learn, To Serve, To Advance  
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## **222 Shuswap RCACS**

### ***Optional Training***

In addition to the mandatory training, all cadets are expected to participate in events throughout the training year that take place outside of the classroom. These events include such activities as community service, fund raising, gliding/flying and survival exercises. This optional training will be outlined.

Specialized. Cadets are encouraged to participate in optional programs of interest so that their skills may be furthered in an area of interest that provides specialized training. 222 Shuswap Squadron currently offers cadets an opportunity specialization in the following areas:

- Ground School
- Drill Team
- Band
- Range

Please note: Specialized programs offered will vary from year to year depending on cadet interest and instructor/officer availability.

Flying. Air Cadets also can experience the thrill of flight, with at least one glider flight each training year. On weekends, weather permitting, qualified Air Cadet pilots take their fellow cadets gliding at the Salmon Arm Airport in the early fall and possibly the spring – weather permitting.

Community Service. In addition to regular parades and activities, 222 Shuswap Squadron participates in the following activities



- Remembrance Day Poppy Sales and Parade (October/November)
- Airport Appreciation Day (June)
- Canada Day Parade – Blind Bay (July 1)
- Other activities approved by the CO



## RANKS AND PROMOTIONS

Leading Air Cadet		<p><b>Promotion to Leading Air Cadet (LAC):</b></p> <ul style="list-style-type: none"> <li>(1) participate in the first year of the phase Proficiency Level Training Program for a minimum period of five months, and</li> <li>(2) be recommended by the appropriate flight commander of the Squadron</li> </ul>
Cadet Corporal		<p><b>Promotion Corporal (Cpl):</b></p> <ul style="list-style-type: none"> <li>(1) hold the rank of LAC,</li> <li>(2) successfully complete year one of the Air Cadet Proficiency Level Training Program, and</li> <li>(3) be recommended by the appropriate flight commander of the Squadron</li> </ul>
Cadet Flight Corporal		<p><b>Promotion to the rank of Flight Corporal (FCpl):</b></p> <ul style="list-style-type: none"> <li>(1) completed at least six months of service at the rank of Cpl,</li> <li>(2) have successfully completed the second year of the Air Cadet Proficiency Level Training Program, and</li> <li>(3) be recommended by the appropriate flight commander of the Squadron</li> </ul>
Cadet Sergeant		<p><b>Promotion to the rank of Sergeant (Sgt):</b></p> <ul style="list-style-type: none"> <li>(1) completed at least six months service at the rank of FCpl,</li> <li>(2) have successfully completed the third year of the Air Cadet Proficiency Level Training Program, and</li> <li>(3) be recommended by the appropriate flight commander of the Squadron</li> </ul>
Cadet Flight Sergeant		<p><b>Promotion to the rank of Flight Sergeant (FSgt):</b></p> <ul style="list-style-type: none"> <li>(1) completed at least six months service at the rank of Sgt,</li> <li>(2) have successfully completed the fourth year of the Air Cadet Proficiency Level Training Program,</li> <li>(3) have achieved enhanced proficiency in most subject areas including leadership and instructional techniques, and</li> <li>(4) be recommended by the appropriate flight commander of the Squadron</li> </ul>



<p>Cadet Warrant Officer 2nd Class</p>		<p><b>Promotion to the rank of Warrant Officer Second Class (WO2):</b></p> <ul style="list-style-type: none"><li>(1) completed at least six months service at the substantive rank of FSgt and</li><li>(2) be identified as a successful candidate through the merit review board process, and</li><li>(3) be recommended by the appropriate flight commander of the Squadron</li></ul>
<p>Cadet Warrant Officer 1st Class</p>		<p><b>Promotion to the rank of Warrant Officer First Class (WO1):</b></p> <ul style="list-style-type: none"><li>(1) completed at least six months service at the substantive rank of WO2, and</li><li>(2) be identified as a successful candidate through the merit review board process.</li><li>(3) be recommended by the appropriate flight commander of the Squadron</li></ul>

CATO 13-02

**PROMOTIONS:**

Please note the above are guidelines. Cadets must complete the mandatory training requirements for their level to be eligible for promotion. Promotion is ultimately determined at the discretion of the CO, and may include other factors not listed here. If a cadet has concerns regarding their promotion or lack thereof or would like to review their training record they need to arrange a time to meet with the CO to discuss.



## Cadet Training Centres

Cadets joining the squadron prior to March 1<sup>st</sup> of any training year are eligible for summer training. Each course has a set of selection requirements and this information is available through the Squadron Training Officer. Particular attention should be paid to the application requirements as physical, medical and height/weight limitations may restrict the availability of a particular course to some cadets. There is no charge to parents of cadets attending summer camp and in fact, each cadet receives a stipend (\$60/week) while undergoing training. The Department of National Defence provides all transportation, meals, accommodation and training to cadets undergoing summer training. Senior cadets may also apply for paid Staff positions at the training centres.

Completion of 3 or 6 week advanced specialty courses or staff cadet position qualify a cadet for up to 4 high school credits each. Contact the SSC chair for more info and forms!

In November, parents of all cadets wishing to attend summer camp **must** attend a course registration meeting. Otherwise, the cadet will not be considered for summer training.

The Air Cadet Summer Training Programs are designed to enhance the knowledge acquired at the Local Headquarters (LHQ). The Cadets have the unique opportunity to learn in a dynamic learning environment focussing on demonstration performance methods of instruction. Cadets will return from these courses with an enhanced knowledge of different air, leadership, survival or music related subjects and a developed sense of teamwork and self-confidence.

A list of all summer courses is available on our Website: [www.222air.com](http://www.222air.com)

### Local Standards

Attendance. Attendance at weekly Parades is mandatory!

- In addition to passing performance checks in each subject, a cadet must be present for 60% of the classes in any given subject to successfully complete them
- If a cadet is unable to attend a parade night it is his/her responsibility to phone the Squadron prior to 1815hrs to inform the Duty NCO of his/her absence
- Acceptable reasons for absence include schoolwork, illness or parental request and must be accompanied by written documentation during the next parade attended
- Attendance at weekly parades and certain functions (citizenship, fund raising activities, weekend exercises) is required to progress from one training level to the next
- Attendance is also used as a criterion from promotion and camp selection
- Three consecutive unexcused absences may result in release from the Squadron
- Exceptional circumstances can be discussed with the Commanding Officer
- A special leave of absence may be granted by the Commanding Officer for unexpected personal reasons such as bereavement or prolonged sickness
- Attendance is recorded as follows:

Present	A cadet is physically present for the entire Parade and answers to the roll call (100%)
Late	A cadet arrives after the roll call is completed at 1835 hrs (50%)
Excused	A cadet advises the Duty Officer prior to 1815 hrs and has an acceptable reason for being excused (AWL)



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Absent	A cadet is absent and has not advised the Squadron (AWOL)
No Uniform	A cadet is present but not in uniform (NU)
LOA	A cadet has received a leave of absence from the Commanding Officer

### **DRESS and HAIR REGULATIONS**

Uniforms will not be issued until the cadet has proven him or herself to be genuinely interested in the cadet program and has attended a minimum of three regular parades. To immediately issue a uniform to a cadet who decides the program is not for him or her causes a considerable administrative burden and losses do occur.

Uniforms are loaned at no charge by the Department of National Defense for the duration of a cadet's involvement in the cadet program and must be returned immediately when the cadet ceases to attend regular squadron parades. After three consecutive absences you will be notified and asked to return your cadets uniform on the next scheduled parade night. Failure to do this will elicit another phone call to arrange for pick up of the uniform by a squadron officer or sponsoring committee member. You must appreciate that these uniforms are part of Crown assets and as taxpayers we cannot afford too many losses.

The issued uniform **must** be worn during regular parades and the order of dress will be specified by the Routine Orders or Flight Commander. Not only must your dress and deportment be above the rest, but your attitude, attendance and your drill will play a major role in your success in the Squadron. Your uniform should follow these specific outlines AND WILL BE ENFORCED BY DRILL STAFF. Failure to meet the minimum standard could result in disciplinary action, the failure of a training level and exclusion from consideration for summer training and awards.

#### **Wedge:**

- The buttons on the wedge should be turned so that the birds are flying straight and level
- Centre your wedge directly above your nose
- The cap brass is looking upwards, three fingers above your right ear, four above your left
- BE SURE TO DE-LINT YOUR WEDGE

#### **Hair:**

##### *Males*

- Hair must **not** touch your ears or hang in front of your wedge
- Hair must be uniform (i.e. when you take you wedge off your hair must not stand out)
- We recommend that you get a short haircut
- You must be clean shaven at all times

##### *Females*

- Hair must **not** touch your ears.
- If your hair touches the bottom of your tunic collar, you have to put it in a bun or pin it up
- Use gel and hairspray to keep it up
- "Messy" ends will NOT be tolerated



**Jewellery**

*Males:*

- You are **NOT** permitted to wear jewellery while in uniform
- Watches, grad rings and wedding rings are permitted

*Females:*

- You may wear one stud in each ear
- Watches, grad rings, and wedding rings are permitted

**Tie:**

- Your tie must have a **double** Windsor knot
- Your tie will be de-linted each week



**Shirt:**

- Your shirt will be cleaned and ironed each week
- There is a single crease in each sleeve from the centre of the epaulette to the edge use starch moderately
- Your crease WILL be sharp

**Boots:**

- Your boots are to be **SHINY!**
- Kiwi polish applied with a kiwi cloth and cold water

ASK YOUR FLIGHT COMMANDER!

**Tunic:**

- Your tunic is **not** to be ironed.
- There are to be **no** creases in your tunic
- If you have an old tunic the creases are to be sharp and distinct
- The belt is to be centered on the tunic
- Any extra belt material will be doubled back out of sight
- DE-LINT YOUR TUNIC

**Badges:**

- All your badges are to be sewn on securely
- DO NOT GLUE ON YOUR BADGES.
- You must have new badges sewn on the following week
- Badge Placement Guidelines are available on the website: [www.222air.com](http://www.222air.com)
- Improperly Placed Badges will be removed

**Pants:**

- Pants are to be clean and ironed each week
- A single crease will run straight from the belt loop on either side of the fly to the bottom of your pants
- A single crease will run from the centre belt loop to the bottom of each pant leg
- All creases are to be sharp and distinct without train tracks or "double creases"

**222 Shuswap RCACS**  
**UNIFORM CARE:**



**Dry Clean Only Uniform Parts:** Wedge & Tie

**Machine Washable Uniform Parts:**

<b><i>Tunic</i></b>	Machine wash 50 C normal setting, Do not chlorine bleach, tumble dry at low temperature, Iron at medium setting 150 C
<b><i>Shirt</i></b>	Machine wash 50 C normal setting, Do not chlorine bleach, tumble dry at medium temperature, Iron at medium setting 150 C
<b><i>Pants</i></b>	Machine wash 50 C normal setting, Do not chlorine bleach, tumble dry at low temperature, Iron at medium setting 150 C
<b><i>Socks</i></b>	Machine wash 50 C normal setting, Do not chlorine bleach, tumble dry at medium temperature, Iron at medium setting 150 C
<b><i>All Season Coat</i></b>	Machine wash 40 C normal setting, Do not chlorine bleach, tumble dry at medium temperature, Iron at medium setting 150 C

Parent/Guardian Responsibility for Uniforms

- The Department of National Defence provides uniforms to cadets at no cost to their parents/guardians
- Cadets and their parents/guardians are responsible for all items on loan. Please ensure that no items are lost
- The approximate value of a complete cadet uniform is \$350.00 plus the 3 in 1 parka which is approximately \$200.00
- Any part of the uniform which the cadet outgrows will be replaced through Supply.



## **222 Shuswap RCACS IMPORTANT POLICIES**

### **Smoking, Alcohol and Drugs**

In accordance with DND, the Ministry of Transportation regulations, and School District #83, smoking and/or the consumption of any drugs or alcohol are prohibited in the Squadron Headquarters.

- In accordance with the aims of the Air Cadet Dress Regulations and 222 Shuswap Standing Orders, cadets are **prohibited** from smoking and/or the consumption of any drugs or alcohol **at any cadet activity** whether in or out of uniform
- Officers, Civilian Instructors, Volunteers and Parents are prohibited from smoking and/or the consumption of any drugs or alcohol in the presence of cadets

### **Fraternization**

Under no circumstances shall members of the Squadron display or engage in any act of a sexual nature. To be specific, activities such as hand holding, kissing, and other such behaviours are forbidden during any cadet activity whether in uniform or not. NCOs are strongly encouraged not to engage in social relationships with cadets, as the relationship may be confused and lead to allegations of Abuse of Authority.

### **Harassment and Abuse**

Under no circumstance will any cadet or officer of RCAC 222 Shuswap Squadron or parent exhibit conduct that demeans, belittles, humiliates or demoralizes another member of the Unit. All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) or CATO 13-24 (Harassment Prevention and Resolution) will be reported to one of the following:

- a. Unit Cadet Conflict Management Advisor (UCCMA); and/or,
- b. Commanding Officer.

Under no circumstance shall members of the Squadron abuse or be abused by another person (officer, parent or cadet), whether that is emotionally, physically or sexually. All infractions of CATO 13-24 (Harassment Prevention and Resolution) may be reported to one of the following:

- a. Unit Cadet Conflict Management Advisor (UCCMA);
- b. Commanding Officer; and/or,
- c. Anyone you feel comfortable with.

All cases of Abuse will be reported to the Regional Cadet Support Unit (Pacific) and the BC Ministry for Children and Families.

Additional resources:

Kids Help Phone Line 310-1234, from anywhere in BC

Canadian Forces Member Assistance Program (CFMAP) 1-800-268-7708

### **Grievances**

Cadets and parents are encouraged to follow the chain of command however if a parent or cadet is uncomfortable or unsure where to turn, 222's BC Air Cadet League Liaison – Mrs. Maureen Woolliams can assist with this process. Her contact information is on Page 2.

### **Screening Policy**

All officers have had their Vulnerable Sector Screening (VSS) done and confirmed through DND. Parents and public members cannot be members of the Squadron Sponsoring Committee without an application, interview, and their VSS form. It protects the cadets, the Squadron, and you. Parents must wear their screening card when they are present at headquarters, approved cadet activities, and fundraising activities so that cadets, officers, and other parents know that you have

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## **222 Shuswap RCACS**

been screened and you are considered "safe" to be around cadets. As we are in a multi-use facility where the public can wander in at will, the importance of having and wearing your screening card will become necessary. If you cannot produce a screening card or come up with a good reason why you are at headquarters you will be asked to leave. The CO has the ultimate authority as to who may or may not be at HQ, whether they are screened or not. The application for the Squadron Sponsoring Committee is available from the Executive. Screening fees at the RCMP detachment are the responsibility of the individual being screened.

Screening also protects you if there is an incident. As a member of the Sponsoring Committee you are protected under the Society Act if the Sponsoring Committee is sued for some reason. If you are not a member there is no protection under the Society Act and you may be named in a lawsuit as an individual.

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## ***Awards and Scholarships available through the Canadian Cadet Organization (CCO)***

Cadets can receive a few awards for their performance, community service or even bravery. Cadets are also able to receive any Canadian Order, Decoration or Medal that is available to Canadian citizens, such as the Medal of Bravery. Cadets also have several scholarships that they can apply for to assist them with post-secondary education costs. For more information on Canadian Medals, visit the Governor General's website at: [www.gg.ca](http://www.gg.ca).

### **Cadet Medal of Bravery:**

The Cadet Medal of Bravery is awarded by the Canadian Forces to Cadets who perform outstanding deeds of valour involving risk of their own lives in saving the lives or property of others. Due to the nature of the award its presentation tends to be infrequent.

### **Lord Strathcona Medal:**

The Lord Strathcona Medal is awarded in recognition of exemplary performance in physical and military training. It is presented annually in each squadron at the Annual Ceremonial Review if there is an eligible candidate. An individual may only be awarded this medal once. An individual may not receive the Legion Medal of Excellence in the same year.

Criteria include:

- a. Attendance of 75% at regular training nights
- b. Participation in squadron outings, weekend exercises, or cultural visits
- c. Preferably attended at least one national or regional cadet summer training course
- d. Participated in squadron citizenship projects
- e. Demonstrated a high degree of physical fitness
- f. Demonstrated high standards of uniform dress and deportment
- g. Attained a high standard of proficiency in qualifying to level 3, 4 or 5

### **Royal Canadian Legion Cadet Medal of Excellence:**

The RCL Cadet Medal of Excellence is presented in recognition of endeavours of a citizenship nature which meet or enhance the aims and objective of the cadet movement. It is awarded annually in each squadron at the Annual Ceremonial Review if there is an eligible candidate. An individual may only be awarded this medal once. An individual may not receive the Lord Strathcona Medal in the same year.

Criteria include:

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## **222 Shuswap RCACS**

- a. Met the requirements of the annual mandatory training program
- b. Met the requirements of the support and/or elective training
- c. Participated in a minimum of three community service events in addition to those supported by the squadron through their program
- d. Be regarded by their peers and superiors to exemplify the model cadet and enhance their squadron through
  - Cooperation with their peers and subordinates
  - Comradeship
  - Promoting goodwill and morale within the squadron
  - Aiding in the development of the group identity and cohesiveness
  - Supporting and assisting fellow squadron members
  - Enhancing the image of the Canadian Cadet Organization in the local community

### **Air Cadet League Air Cadet Long Service Medal:**

This medal is presented to cadets by the Air Cadet League of Canada for four continuous years of service. A bar is also presented every year after that for additional years of service. Application information: Use form ACC56, available from the BC Air Cadet League website or Air Cadet League of Canada website. The CO and SSC Chair must both sign the application and then submit to the BC Provincial Committee when four continuous years have been completed.

### **Perfect Attendance Pins:**

Perfect attendance pins are available for cadets who have perfect attendance from September to CO's parade in June. Cadets joining after January 1<sup>st</sup> would be eligible the following June.

## **RCAC 222 Shuswap Squadron Awards**

222 Shuswap Awards are selected by a Committee including the Commanding Officer, Training Staff, and a representative of the SSC Executive such as the Chairperson. Any Adults deemed to be in a conflict of interest, such as having a child eligible for an award, will be asked to excuse themselves from that selection process. In decisions where the panel cannot come to a consensus, the deciding authority rests with the Commanding Officer.

### **Best Attendance:**

This award is selected and presented to the cadet with the best attendance at Mandatory Activities as shown in FORTRESS (the national cadet database) at the time of selection in Early April.

### **Most Improved Cadet:**

This award is presented annually at the Awards Night in May. It is selected by the Commanding Officer, and is awarded to a junior cadet who has shown strong development in any of the areas of cadet training, including but not limited to: leadership, citizenship, professionalism, and/or enthusiasm.

### **Best Bandsman:**

This award is presented at the Awards Night in May. It is presented to the cadet who has had the largest influence on the success of the squadron band, be that through musical skill, leadership, or enthusiasm. This award is selected by the Band Officer.



## **222 Shuswap RCACS**

### **Top Marksman:**

This award is presented at the Awards Night in May. The recipient is the highest scoring cadet at the regional competition from the 222 Range Team. This award is selected by the Range Officer.

### **Esprit de Corps:**

This award is presented at the Awards Night in May to a 222 cadet whose attitude, teamwork, and leadership have led to a general improvement of Squadron morale. The selected cadet is generally involved in mandatory and optional training activities, and usually brings a positive attitude. This award is selected by the Commanding Officer.

### **Salmon Arm Flying Club Trophy:**

Is presented annually at Awards Night in May to the 222 cadet who scores the highest percentage that year on either the Transport Canada gliding or power licensing exam. It is presented annually at either the Annual Ceremonial Review or Airport Appreciation Day on the years that it is held.

### **J. B. Millar Trophy – 222 Top Cadet:**

Is presented annually at the ACR in May/June of each year to the top cadet chosen by the Commanding Officer with input from the Squadron Commander and Sponsoring Committee Chair. An individual may receive the Top Cadet Award over successive years. They can also receive the Lord Strathcona Medal or the RCL Cadet Medal of Excellence in the same year. Factors taken into consideration are attendance, leadership, and citizenship activities both within the cadet program as well as outside the program.

### **J. B. Millar Flying Continuation Scholarship:**

Is presented to the 222 cadet who has earned his/her power pilot's licence the previous summer. Its purpose is to help obtain hours to keep the recipient's power licence current. It is only presented in the years where there is a successful power pilot candidate.

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## **WHAT NOW?**

Now that you know what Air Cadets is, how it operates, and how to ensure that you and your cadet get the most from the program, please drop by on Wednesday night and pick up the registration forms listed below. You can use this page as a checklist so that you do not miss any of the required forms and are able to start parading right away!

### *Required Forms*

- CF 1158 – Available at; [www.222air.com/join-us](http://www.222air.com/join-us)
- Birth Certificate
- Provincial Health Card

*The information in this handbook was in effect at the time of production and as such, the Commanding Officer or delegate may insert, edit, or delete the information without prior notice to ensure its compliance with National, Regional and Local Directives or Policies. This handbook was created by the 222 Shuswap Training Department to answer some of the commonly asked questions about the Squadron and the Royal Canadian Air Cadet Movement. Please do not hesitate to ask for clarification on any part of the text.*

*The Parent Sponsoring Committee encourages all parents to become involved in the activities offered by the Squadron. Your ideas and participation are always welcome.*

*Special thanks to Capt Steve Rose and 147 Airwolf Squadron - Chilliwack  
Last updated 31 Aug 2018*

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