



364 Lancaster Squadron Royal Canadian Air Cadets

To Learn – To Serve – To Advance

New Cadet Entry Program

1. Preface

Congratulations and welcome to 364 Squadron. We are glad that you have made the choice to join us. As a new cadet in the Squadron there will be a learning curve. The goal of this guide is to give you basic information that will be important in your cadet career. This information supplements the content of level one training, and many of the aspects covered in this guide will be explained in full lessons later on. Work hard and good luck on your cadet career.

2. Policies

Cadets are subjected to follow the Cadet Administrative and Training Orders (CATOs), national standing orders for the cadet program. All policies of the cadet program are written out in the CATOs. The Squadron also has specific policies contained in the Squadron standing orders. Both of these resources are available at 364squadron.ca, or the training office. Some select policies:

Attendance: An absence is when a cadet misses a mandatory event (or optional event that the cadet has already committed to) without being excused. In order to be excused, a cadet must inform the Squadron of the reason prior to the event. When planning on being absent for an event, a cadet must be excused. Absences and excessive excused absences will affect opportunities for promotion, awards, opportunities within the Squadron and summer camp acceptance. Furthermore, excess consecutive absences will result in a cadet's automatic release from the Squadron.

Mandatory events include, but are not limited to: regular training nights on Mondays, the Annual Ceremonial Review, the Battle of the Atlantic parade, the Battle of Britain parade and the Remembrance Day parade.

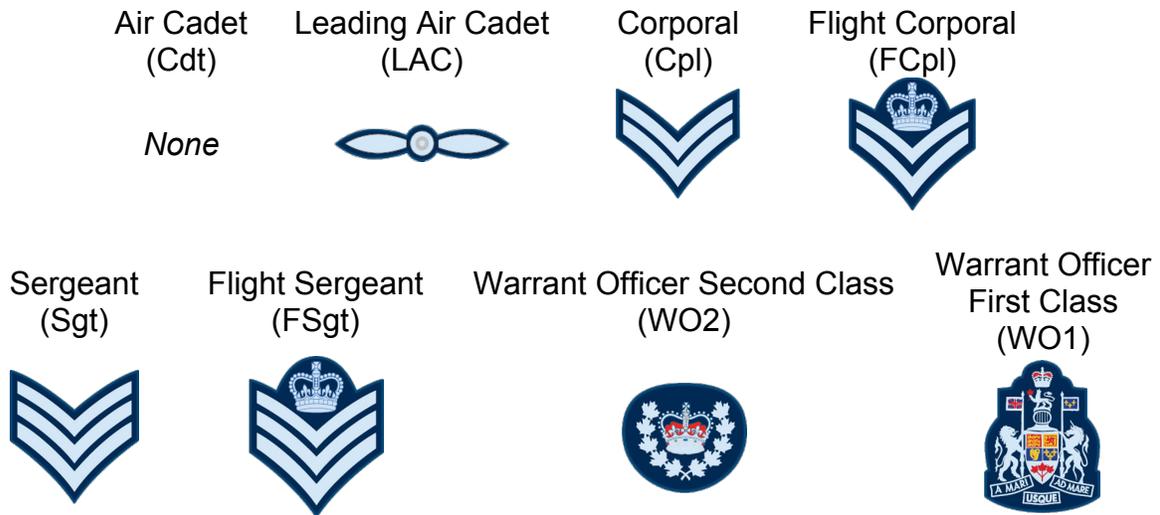
Electronic devices: Cadets are not to be in possession of any electronic devices during any cadet events. The Squadron will not be responsible for any lost or damaged devices.

3. Command and Structure

The cadet program utilizes a paramilitary structure, meaning a military-like structure. Military elements such as ranks, uniforms and the chain of command structure are used. Cadets are not military personnel but officers are. Officers are the adult staff members of the Squadron and belong to the Cadet Instructors Cadre, a subcomponent of the Canadian Armed Forces Reserve.

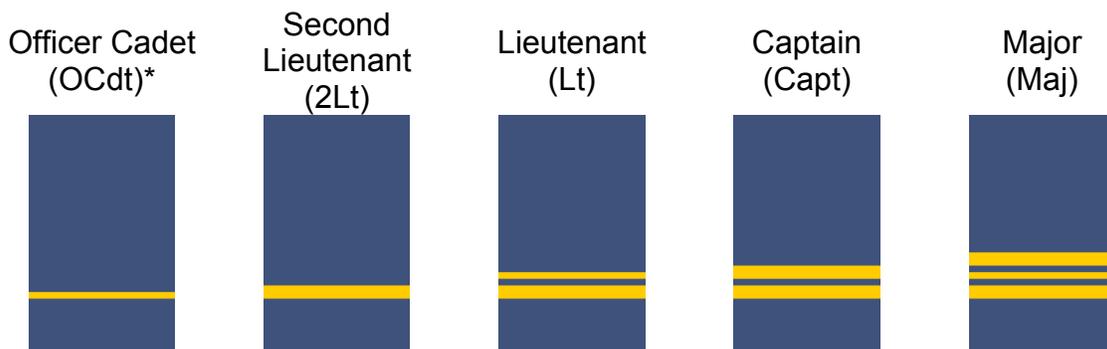
Ranks are earned in this system and everyone is referred to by their rank. As a new cadet you have a rank: Air Cadet (Cdt). This is the lowest rank but you may be promoted based on seniority and merit, as per CATO 13-02.

Air Cadet ranks in increasing order:



Warrant Officers are the two most senior cadet ranks and are referred to as Sir or Ma'am by those of lower rank.

Royal Canadian Air Force officer ranks in increasing order:

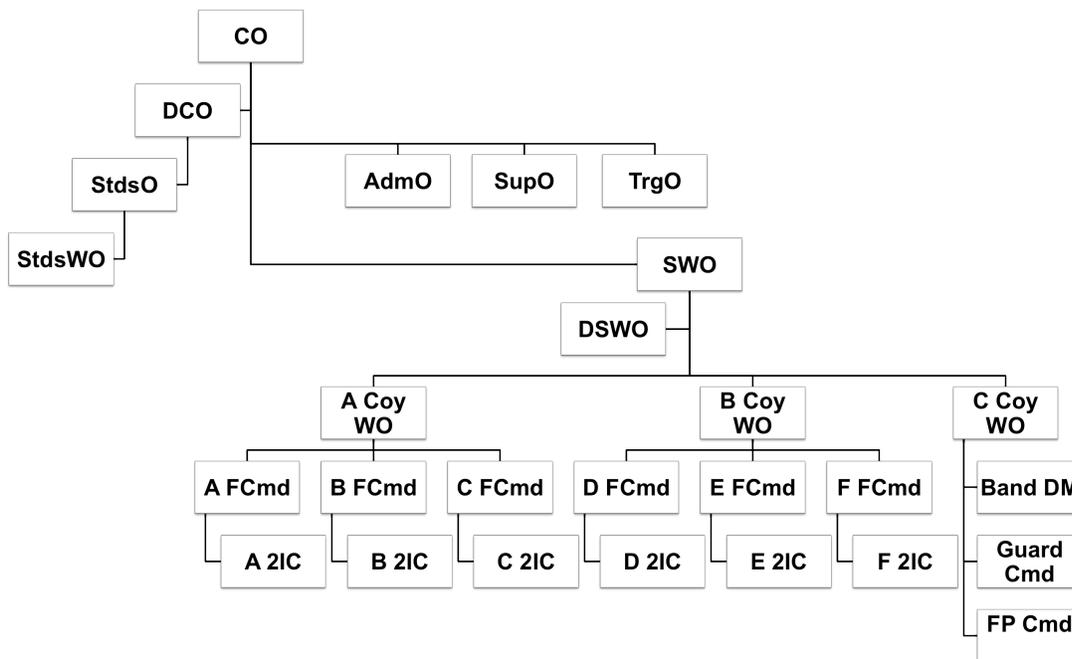


Officers are referred to as Sir or Ma'am and saluted. *OCdt's are not saluted.

Keeping in line with this military structure, you will be addressed to by your rank and last name. When referring to yourself, you must also use your rank and last name (i.e., when someone asks for your name).

The Squadron also incorporates the chain of command element from the military. This allows for orders to be distributed to all members of the Squadron and for everyone to have a direct and accessible leader. This is an extremely important element of the Squadron and is a crucial foundation upon which the program is delivered to you.

As a new cadet, you will start off at the bottom of the chain. You will be assigned to a flight and be responsible to the Flight Commander (FCmd). Your Flight Commander and senior members of your flight will be your first stop for any questions and advice that you seek. You may not ask senior cadets or officers questions of trivial matter.



364 Lancaster Squadron Chain of Command

4. Dress and Department

Note: All dress instructions, pictures, diagrams, videos, uniform care instructions are available online at 364squadron.ca/uniform

A uniform will be issued to you while you are a cadet, and must be returned upon leaving cadets. While waiting for the uniform to be issued please wear a white long-sleeved shirt, black dress pants and dress shoes.

You must conform to the grooming standards at all times while a cadet. Failure to meet the standards will lead to disciplinary action. Hair must be of a conservative colour and style.

Male cadets must be clean-shaven, with short hair that does *not touch the ears* and *be kept free from the neck* to a distance of 2.5 cm (1 in) above the shirt collar. The bulk of the hair and bangs must not interfere with the headdress. The *bulk of the hair (at any area) may not be greater* than 4 cm (1.5 in) in length.

Female cadets must have their hair up in a bun, secured with a hair net and gel. Female cadets who have short hair do not have to secure their hair in a bun, as long as the hair does not extend past the shirt collar.

For jewellery a single silver, gold or pearl stud in each earlobe for female cadets is acceptable. Medical alert bracelets may also be worn. No other types of jewellery are allowed. When wearing the uniform, or when wearing civilian clothes on duty, make-up shall be applied conservatively. The use of false eyelashes, heavy eyeliner, any brightly coloured eye shadow, nail polish, bright or vivid lipstick and excessive facial make-up is not acceptable.

Deportment: a person's manners or behaviours. While in uniform you represent not only yourself but also your Squadron and the Royal Canadian Air Cadets and therefore and act in a professional manner. The following is an excerpt regarding deportment from CATO 55-04, the Air Cadet Dress Regulations:

“Chewing gum, slouching, sauntering, placing hands in pockets, smoking or eating on the street, walking hand in hand, and similar deportment which detracts from a proud and orderly appearance in the eyes of the public is unacceptable for cadets in uniform. The object of this guideline is to project an image of a disciplined and self-controlled group. Thus, as one example, physical displays of affection between uniformed cadets shall be avoided.”

Basics of saluting: Cadets salute commissioned officers (officers above the rank of OCdt), the national flag and the playing of a national anthem (Canada's and other nations'). You only salute when in uniform and wearing a headdress. When a commissioned officer occupies a room you must ask permission to enter first, by coming to attention and if in uniform, saluting. Do not salute indoors in places such as hallways or classrooms (except at the doorway if occupied by an officer). You must salute on the parade square.

5. Training

Your first year will be a lot of fun! Monday nights are regular training nights where you will participate in classes on aviation, leadership, fitness & sports, drill and other topics. There are practices on Sundays for extra-curricular teams such as band, drill, marksmanship and flag party. You are encouraged to join a team as these will open new opportunities for you. You will have the opportunity to go gliding throughout the year and participate in field training exercises (FTXs). You are also encouraged to apply

for a summer training course at one of the Cadet Summer Training Centres (CSTCs) throughout the province.

Throughout the years you will progress in local headquarter (LHQ) training. There are 5 training levels. Each training level takes one year to complete. You are in level 1. Advancement in training levels is independent of rank promotion, for the most part. Rank promotion is based on merit and level completion while level advancement is based off of participation, completion of performance checks and attendance in regular training nights. Higher ranks require further vetting of their merit. Completion of certain training levels is a prerequisite for all summer training courses.

Summer training courses run from 2 to 7 weeks. Courses range from topics such as survival training to fitness to music and to aviation related courses and scholarships. Acceptance for courses, especially national courses such as flying scholarships and international exchanges, are very competitive and only the best cadets are selected.

Weekly training updates will be sent out in a “Flight Plan” – an online newsletter distributed via email. It is the responsibility of the cadet to check it every week in order to keep on track with all of the training updates and Squadron news.

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Cadets is what you make of it, so apply yourself, work hard and have fun!

6. Miscellaneous

Common acronyms:

- 2IC – Second-in-charge
- AdmO – Administration officer
- AWOL – Absent without leave
- CF – Canadian Forces
- CIC – Cadet Instructors Cadre
- Cmd – Commander
- TrgO – Training officer
- WO – Warrant officer
- CO – Commanding officer
- Coy – Company
- DCO – Deputy commanding officer
- DSWO – Deputy squadron warrant officer
- Flt – Flight
- IAW – In accordance with
- NLT – No later than
- SOS – Stricken off strength
- StdsO – Standards officer
- SupO – Supply officer
- SWO – Squadron warrant officer
- TOS – Taken on strength

Military time and date:

The 24 hour time system is used at the Squadron. When the time passes noon, simply subtract 12 to get time in PM.

Dates appear in the DD Month YY format.

Example: 1930 hrs, 25 Jun 13 → 7:30PM, June 25th 2013.