

Welcome to



704 Air Force City Squadron
Royal Canadian Air Cadets

New Cadet and
Parent/Guardian Information
Package
Updated August 2019

This information package and all of the attached materials are extremely important. Be sure to read everything very carefully and keep it for future reference.

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Welcome to 704 Air Force City Squadron

A WELCOME FROM THE COMMANDING OFFICER

I want to personally welcome you and your family to the Canadian Cadet Organization (“CCO”), Canada’s premier youth organization.

As a former Air Cadet, who earned my “Wings” while in the program, I can tell you that the opportunities afforded to a Cadet are endless. Some of the activities our Cadets can take part in are: gliding, precision drill, sports, public speaking, leadership training, first-aid training, camping/survival training, marksmanship, summer courses and many other rewarding activities.

The staff and volunteers of 704 Squadron will do their very best to ensure the success of every single Cadet.

This Handbook will serve as your guide. In it, you will find information about our Squadron, how the program works, who pays for all of this, what do all these acronyms mean, and how you can help the program further.

I look forward to working with you and your family. Please feel free to approach and engage our Squadron staff as well.

G A Watts

G A Watts
Captain
Commanding Officer
704 Air Force City Air Cadet Squadron
Royal Canadian Air Cadets

MEET THE SQUADRON STAFF

Commanding Officer.....	Captain Garret Watts
Administration Officer.....	Captain Deanna Kendall
Assistant Administration/Training Staff	Mrs. Lisa Comerford
Training Officer.....	Lieutenant Al McDonald
Training Staff	Officer Cadet Pauline Paul
Training Staff.....	Officer Cadet Leigh-Anne Frederick
Training Staff	Ms. Laura McDonald
Training Staff	Mr. Erik Fernandes
Supply Officer	Mrs. Edie Kendall
CAF Volunteer	Lieutenant-Colonel Sylvain Gazaille
CAF Volunteer	Captain Nick Bosse
CAF Volunteer	Master Corporal Brian Hogg
CAF Volunteer	Corporal Zeus Magallanes

Supervising Air Cadets

Officers and civilian instructors who work with the squadron supervise Air Cadets during all training exercises. The officers are members of a branch of the Canadian Forces Reserve known as the Cadet Instructor Cadre (CIC). Civilian Instructors and CAF Volunteers who have special knowledge or skills that help enhance the cadet-training program assist the CIC Officers. Many of the officers and civilian instructors are former cadets themselves; others are individuals who have become interested in the Air Cadet program for various reasons. Officers, Civilian Instructors, Civilian Volunteers and Regular Force Volunteers have been screened and completed vulnerable sector checks.

ABOUT THE SQUADRON

Air Cadet League History

The Air Cadet League of Canada is a national charitable, non-profit organization that was formed in April 1941 with the idea to create “a select corps of teen-aged youths who would devote some of their spare time to preparing for the day when they would take their places as aircrew in the ranks of the RCAF.” (from the Air Cadet League of Canada website, August 27th, 2006). After World War II, the League continued to provide aviation training and citizenship activities for Canada’s youth in partnership with the Royal Canadian Air Force (1941-1968) and later with the Department of National Defence (1968 – present). In July 1975, participation by girls in the cadet movement was approved by Parliament and female cadets now account for about 30% of the total air cadet enrolment across Canada. For more information about the League, please see their website at www.aircadetleague.com.

Aims of the Air Cadet Program

The aims of the Air Cadet program are:

- To develop in youth the attributes of good citizenship and leadership;
- To promote physical fitness; and
- To stimulate an interest in the air element of the Canadian Armed Forces.

The Motto for the Air Cadet program

To Learn - To Serve - To Advance

704 Air Force City Squadron History

Early in 1960, at an executive meeting of 413 Air Force City Wing of the Royal Canadian Air Force Association (RCAFA) it was suggested that Len McGaughey, President and Tom Heatherington, Treasurer, approach Group Captain Williams, Base Commander of CFB Trenton, with the intent to form an Air Cadet Squadron at the base. Supporting Air Cadets was one of the prime aims of each Wing of the RCAFA. G/C Williams was enthusiastic and offered training facilities and offices in the old Seaplane Hanger. In a short period of time there were a number of boys from the sponsors and from children of base personnel joining the Squadron. With the help of Group Captain Ross, from Kingston, the Squadron applied for a charter, naming the Squadron “Air Force City”. A group of mothers formed a Ladies Auxiliary and held functions to raise money in aide of the Squadron. Although they had been meeting for several weeks on November 3, 1960, they received their charter and Flight Lieutenant Radcliff was appointed 704 Squadron’s first Commanding Officer. 2010 marked the Squadron’s 50th Anniversary and in May 2011, 704 Squadron was granted Freedom of the City by the City of Quinte West.

Air Cadets has proven to be a very valuable program for many young Canadians. The skills that are learned in the program are some of the essential ones used throughout life. The Air Cadet organization prides itself on its ability to train young people to accept responsibility as they develop leadership skills in the various tasks that they perform. Opportunities open to Air Cadets are numerous. Few organizations offer training to their members as extensive as that offered to Air Cadets. The chance to become a pilot, learn about airport operations, train as a leader, develop as a musician, learn valuable bush survival skills, or travel to foreign

countries – these are only a sampling of the opportunities. It is up to the cadet to choose which programs will be pursued, and a cadet's career will develop around individual interests. In short, the Air Cadet movement has a lot to offer those who are ready to dedicate themselves to gaining the valuable experiences offered in the many programs.

704 Squadron is dedicated to the development of its cadets. In the past, we have proven ourselves as a very successful squadron. Above all, our cadets become very proud of their involvement in the squadron and enjoy the feeling of success after a lot of hard work, dedication, and determination. Our belief in the abilities of our cadets is evident in their involvement in the operation of the squadron. We provide a balanced training program for our cadets, allowing plenty of room to develop personal strengths within a team environment.

704 Air Force City Squadron has something to offer everyone, so we welcome you to COME FLY WITH US!!!

Squadron Funding

This program is supported by the Air Cadet League of Canada, the Department of National Defence (DND) and the Squadron Sponsoring Committee (SSC). Each partner offers different support for the program; for example, the Air Cadet League funds the pilots, airplanes and gliders. DND supports some of the staff cost and summer training courses. The SSC provides limited financial support to assist with facilities and operational costs as well as handling all financial operations.

Although there are no fees involved in becoming an Air Cadet, it is important to realize that the squadron must raise money in order to operate. 704 Squadron has a Squadron Sponsoring Committee (SSC) and Parents Association that is responsible for providing much of the funding necessary for the squadron's activities. The SSC organizes various fundraising activities throughout the year and cadets are expected to participate in these events.

Parents and cadets are asked to do their part by volunteering with different events and supporting Ontario Provincial Committee (OPC) ticket sales and tag day sales. Additionally, 704 is always willing to accept monetary donations; all donations will receive tax receipts.

Operation of the Squadron

Highly qualified officers of the Cadet Instructors Cadre (CIC) staff at 704 Squadron are assisted by several dedicated CAF Volunteers, Civilian Instructors and Civilian Volunteers. The Commanding Officer (CO) leads this group of specially trained men and women as they perform the administrative, support and training tasks needed to help the cadets of 704 Squadron successfully complete all of the year's training objectives and activities. To this end, the squadron is organized into 3 main departments: Administration, Training and Supply, each led by a CIC officer or dedicated Civilian Instructor. Other officers and civilian instructors have additional responsibilities such as Band Officer or Range Officer.

Administration:

The Administration department is responsible for all of the paperwork relating to cadet records including enrolment, attendance, promotions, summer camps, awards, etc. They also handle all of the correspondence and critical files maintained by the squadron. This is where you go for information about joining or leaving the squadron. If you have moved, be sure to let the Administration Officer know your new address, phone number and e-mail address so we can contact you! Each September when regular training parades begin, you will be asked to check and update your contact information and medical information if anything has changed.

Also, a summer contact officer is appointed each year to oversee the summer training process and to work closely with the Administration Officer to make sure that all of the applications are complete, accurate and submitted on time, and that the cadets receive and understand all of their summer camp travel information.

Training:

The Training department is responsible for delivering the entire training program each year, including all of the mandatory, support and optional training for all cadet levels. The Training Officer coordinates instructors, including officers, civilian instructors and senior cadets, as they teach everything from basic drill, range safety and uniform care to principles of flight, meteorology and leadership. This is the group that arranges field training exercises and makes sure the maximum number of cadets get to go on familiarization flights each year. They also arrange all of the special training events like sports activities, effective speaking, and physical fitness testing.

Supply:

The Supply department is where you go for all of your uniform needs. Throughout your cadet career, you will be in and out of Supply every time you outgrow your boots, wear out your grey wool socks, or when you find your pants or tunic sleeves are just way too short – again! If you damage or lose any part of your uniform, this is where you go to immediately report the problem and request replacement of the pieces you need. The Supply Officer also makes sure there are plenty of rank insignia (badges) on hand whenever promotions take place! And when you turn 19 and have to leave the cadet program, or whenever you decide to leave the squadron, this is where you go to return your clean uniform.

TRAINING INFORMATION

Weekly Squadron Training (Mandatory Training)

704 Squadron parades (meets) on Monday nights, September through June, from 1800 hrs (6:00 PM) to 2100 hrs (9:00 PM). Weekly parades are mandatory for all cadets. If cadets cannot attend a parade night or special activity, it is imperative that they (*the cadet, not their parents*) call the squadron office telephone at (613) 921-7047, or fill out the notice of absence on the website (http://704aircadets.ca/absence_e.php) indicating their name, rank, what flight they are in, and the reason for not attending before the evening training commences.

During weekly training, the cadets participate in a variety of activities. As a cadet progresses through the program, new and different classes are introduced – such as leadership and instructional techniques – to help the cadet develop the various skills necessary to advance through the Air Cadet program. All classes are designed to enhance a cadet’s knowledge in accordance with the aims of the Air Cadet program.

Standard Monday Training Night Timetable

Timings	Action
1800 to 1810	Cadets arrive and fall in on parade
1815 to 1830	Opening Parade
1835 to 1905	Period 1 Classes
1910 to 1940	Period 2 Classes
1945 to 2000	Break
2005 to 2035	Period 3 Classes
2040 to 2100	Closing Parade

Mandatory Support and Optional Training

In addition to weekly training, 704 Squadron offers a number of mandatory support and optional training activities to further a cadet's skill development and interests. These activities take place on weeknights or weekends, depending on the type of activity. Most of these activities are optional to cadets who wish to participate in them. However, some are requirements in order for a cadet to move on to the next level of training (see section titled "Air Cadet Mandatory Level Training Program" on page 12). Support/Optional training activities may include:

- Band
- Biathlon
- Citizenship tours & activities
- Drill team
- Effective Speaking
- Field training exercises (FTX)
- First aid training
- Gliding
- Ground School
- Marksmanship
- Orienteering
- Sports Nights

Summer Training Opportunities

A number of summer training opportunities are available to eligible cadets. Each squadron is allotted a limited number of positions in the various courses. Decisions on which cadets are to attend summer courses are based on the cadet's efforts and attendance during the training year. A cadet must be enrolled in the squadron by December 31st to be eligible for a summer course the following summer. Living and transportation expenses to and from summer course are paid for the cadets by the Department of National Defence (DND). The current categories and summer training opportunities offered to Air Cadets are:

Category	Summer Training Course Name	Duration
General	General Training	2 Weeks
Drill/Leadership	Basic Drill and Leadership	3 Weeks
Drill/Leadership	Leadership and Ceremonial Instructor	6 Weeks
Sports/Fitness	Basic Sports	3 Weeks
Sports/Fitness	Fitness and Sports Instructor	6 Weeks
Survival/Camping	Basic Survival	3 Weeks
Survival/Camping	Survival Instructor	6 Weeks
Marksmanship	Air Rifle Marksmanship	6 Weeks
Music	Military Band – Basic Musician	3 Weeks
Music	Military Band – Intermediate Musician	6 Weeks
Music	Music Course - Levels 4 and 5	6 Weeks
Music	Pipes and Drums – Basic Musician	3 Weeks
Music	Pipes and Drums – Intermediate Musician	6 Weeks
Music	Pipes and Drums – Levels 4 and 5	6 Weeks
Aviation	Basic Aviation	3 Weeks
Aviation	Basic Aviation Technology and Aerospace	3 Weeks
Aviation	Advanced Aviation	3 Weeks

Unfortunately, not all cadets can attend summer courses, but it is an excellent opportunity for those who do apply and are selected. It is important to remember that attendance at summer courses is a privilege that must be earned through hard work and dedication throughout the training year.

In addition to summer courses, a number of advanced training (scholarship) courses are available to Air Cadets. The Air Cadet League assists with the selection of qualified cadets through a thorough application and interview process. The most deserving cadets are privileged to attend these courses.

The current advanced training (Scholarship) courses are:

Category	Summer Training Course Name	Duration
Aviation	Glider Pilot Scholarship	6 Weeks
Aviation	Power Pilot Scholarship	7 Weeks
Aviation	Advanced Aerospace	6 Weeks
Technical	Advanced Aviation Technology Course – Airport Operations	6 Weeks
Technical	Advanced Aviation Technology Course – Aircraft Maintenance	6 Weeks
Exchange	International Air Cadet Exchange (Australia, Belgium, France, Hong Kong, Netherlands, New Zealand, Singapore, Sweden, Turkey, U.K, or U.S.A.)	2 - 3 Weeks

Senior cadets can also apply for on-the-job training as a staff cadet at a summer training centre. They may be involved directly in training junior cadets or in a training support role. These cadets are paid a daily rate.

What Is Included In Air Cadet Training

During the training year, the young men and women who are members of the squadron participate in both theoretical and practical classes. Some of these classes include:

Community Service: To encourage cadets to become more active in their communities through participation in a community service activity as a member of a group. Contributes directly to the achievement of the program aim of developing the attributes of good citizenship, and the participant outcome of proactive citizenship.

General Cadet Knowledge: To provide cadets with information on the opportunities inherent in the Air Cadet Program, and provide them the basic skills to allow the cadet to integrate comfortably as members of the squadron. Contributes directly to the achievement of the program aim of stimulating an interest in the air activities of the CF and the participant outcome of understanding the CF.

Leadership: To train cadets to embrace the role of a follower while participating in activities as a member of a team. Contributes directly to the achievement of the program aim of developing the attributes of leadership and the participant outcome of social competence.

Personal Fitness and Healthy Living: To encourage cadets to set and pursue personal goals that contribute to active living. Contributes directly to the achievement of the program aim of promoting physical fitness, and the participant outcome of physical well-being.

Aerodrome Operations Activities: Introduces the cadets to ground-based aviation opportunities and augment the cadet's knowledge of the operations necessary at most aerodromes and to further stimulate an interest in ground-based aviation opportunities.

Aerospace Activities: Introduces the cadets to notions of aerospace. Contributes to the achievement of the participant outcomes of social competence, cognitive competence, and proactive citizenship.

Aircraft Manufacturing and Maintenance: Introduces the cadet to specialized aspects of the aviation industry.

Aircrew Survival: Trains the cadets how to successfully sleep out-of-doors in a supervised simulated aircrew survival group activity. Proficiency Level Two aircrew survival is to further develop the cadet's survival skills.

Air Rifle Marksmanship: To familiarize the cadet with range operations and the firing of the cadet air rifle. Contributes indirectly to the achievement of the program aim of developing the attributes of good citizenship and leadership through the use of competitive shooting as a network for the development of self-discipline and teamwork.

Aviation Activities: Introduces the cadets to aircraft and their components and aviation history.

Biathlon: Provides the cadet with an opportunity to enhance individual marksmanship skills and personal fitness while introducing cadets to the sport of biathlon.

Canadian Armed Forces Familiarization: Introduces the cadet to rank structure and opportunities available within the Canadian Air Force.

Canadian Aviation, Aerospace and Aerodrome Operations Community Familiarization: Gives the cadets an opportunity to participate in activities within the subject communities. Achievement of the participant outcomes of social competence, cognitive competence, and proactive citizenship.

Drill: Teaches new cadets the skills required to competently participate in an Annual Ceremonial Review (ACR) parade and the participant the outcome of social competence through participation in a team activity.

Orienteering: Teaches cadets navigational skills using a map and compass to navigate from point to point in diverse and usually unfamiliar terrain whilst moving at speed.

Principles of Flight: Teaches the cadets the rudiments of how aircraft fly.

Propulsion: Introduces the cadet to propulsion systems used in aviation.

Radio Communication: Shows the cadets how to communicate effectively in the field and while participating in familiarization flights using the phonetic alphabet.

Aerospace: Augments the cadet's notions of aerospace.

Recreational Sports: To encourage cadets to actively participate in recreational sport activities and contribute directly to the achievement of the program aim of promoting physical fitness and the participant outcome of physical well-being.

Positive Social Relationships For Youth Training (PSRYT) Program.

The safety and wellbeing of every cadet is of primary importance to the Canadian Cadet Movement. That's why the Positive Social Relations for Youth (PSRY) Program was created and implemented several years ago. Attending PSRY training is mandatory for every cadet in Level 1 and Level 4.

The objectives of the PSRY program are to prepare cadets to:

- Interact comfortably within the cadet community
- Interact positively with others
- Exercise sound judgment
- Accept personal accountability for actions and choices
- Deal with interpersonal conflict
- Seek assistance from available resources when needed

It should be noted that if a cadet has a situation outside of cadets, they are still free to talk to whomever they feel comfortable with, be it an officer, another cadet, parent --- should they choose to do so.

Air Cadet Mandatory Level Training Program

Each cadet must successfully complete all weekly training and mandatory support training in each level in order to move into the next level. It is the cadet's responsibility to ensure that all aspects of the training are complete. Examples of topics included in the first three levels of cadet training are below.

LEVEL ONE:	Weekly Training	Support Training
	Citizenship	Physical Fitness Activity
	Community Service	Gliding or Familiarization Flying
	Leadership	Weekend Field Training Exercise
	Personal Fitness and Healthy Living	Range Practice
	Recreational Sports	Annual Inspection
	Air Rifle Marksmanship	
	General Cadet Knowledge	
	Drill	
	CF Familiarization	
	Canadian Aviation, Aerospace and Aerodrome Operations	
	Community Familiarization	
	Radio Communication	
	Aviation Activities	
	Aerospace Activities	
	Aerodrome Operations Activities	
	Aircrew Survival	

LEVEL TWO: **Weekly Training**
Citizenship
Community Service
Leadership
Personal Fitness and Healthy Living
Recreational Sports
Air Rifle Marksmanship
General Cadet Knowledge
Drill
Aviation History
Principles of Flight
Propulsion
Aerospace
Aerodrome Operations
Aircraft Manufacturing and
Maintenance

Support Training
Citizenship Activity
Physical Fitness Activity
Weekend Field Training Exercise
Annual Inspection
Gliding or Familiarization Flying

LEVEL THREE: **Weekly Training**
Drill
Drill Instruction
General Cadet Knowledge
Citizenship
Physical Fitness
Sensible Living
Leadership
Instructional Techniques
Propulsion
Navigation
Radio Communications
Aircrew Survival

Support Training
Citizenship Activity
Physical Fitness Activity
Gliding or Familiarization Flying
Weekend Field Training Exercise
Annual Inspection

LEVEL FOUR: **Weekly Training**
Positive Social Relations
Act as a Team Leader
Marksmanship
Serve in an Air Cadet Squadron
Command a Flight on Parade
Instruct a Lesson
Principles of Flight
Aero Engine Systems
Meteorology
Air Navigation
Aerospace Structures
Aircrew Survival Exercise

Support Training
Citizenship
Community Service
Physical Fitness
Biathlon
Canadian Armed Forces Familiarization
Radio Procedures for Aviation
Aerodrome Operations
Aircraft Manufacturing
Aircraft Maintenance
Career Opportunities

LEVEL FIVE:	Weekly Training	Support Training
	Lead Cadet Activities	Citizenship
	Serve in an Air Cadet Squadron	Community Service
	Instruct Cadets	Physical Fitness
	Attend Workshops	Flight Simulator
	Pursue Individual Learning	Aerospace Technology
		Aerodrome Operations
		Aircraft Manufacturing and Maintenance
		Aircrew Survival Case Study

CHAIN OF COMMAND

Our Squadron utilizes 3 interlinked sections to the Chain of Command: Officers, Warrant Officers and Senior NCM's. The Chain of Command is used to pass information as easily as possible up and down the squadron's hierarchy. It can be compared to the rungs on a ladder that sit one atop another. The Chain of Command is simply the best way of organizing people so that orders and information get passed from one person to the next.

The CIC Officers are responsible for the day-to-day operations of the squadron. The top of The Officer Chain of Command is the Commanding Officer (CO). The CO is also in charge of liaising with the Air League of Canada, the Detachment Commander (Det Comd) in Trenton, the Zone Training Officer, and the Regional Cadet Support Unit (RCSU Central) in Borden.

The Warrant Officer is a senior cadet in the Chain of Command and is in charge of daily operations at the squadron (with officer guidance, mentorship, and support). The Warrant acts as a liaison between the officer staff and the cadets.

The Senior NCM's are senior cadets holding the rank of FSgt and Sgt. They are there to support the junior cadets and the WO. All matters that cadets may have need to be addressed to these people first and they will send information up the chain in a timely fashion and return all information back to you.

There are a large number of things that are required to happen in order to have the squadron run effectively. These 3 sections to the chain of command are crucial to ensuring information is passed along, training is effective, and to solve problems in a timely and efficient manner.

It is very important to follow your Chain of Command. They can answer your questions, offer guidance and support and keep you informed.

The Role of Senior Cadets at 704 Squadron

In meeting the aims of the Air Cadet program, 704 Squadron believes that well-trained cadets are able to accept many of the various responsibilities within the squadron. As our cadets progress, they learn many valuable life skills such as leadership, communication, self-discipline, organization, and teamwork. These skills enable them to become directly involved in the weekly operation of the squadron. Senior cadets instruct classes, supervise cadets, conduct parades, and organize support-training activities, along with many other important tasks. Under the supervision of the officers and civilian instructors, the senior cadets play an integral role in the operation of the squadron.

Cadet Squadron Rank Structure

Cadet (Cdt)

Upon enrolment - must be 12 years of age to enroll - No rank badges worn

Leading Air Cadet (LAC)

Cadets can be promoted to Leading Air Cadet after 5 months.



Corporal (Cpl)

Cadets can be promoted to Corporal after 6 months as LAC. Corporals are required to have good drill and uniforms. Completion of Level 1



Flight Corporal (FCpl)

Cadets can be promoted to Flight Corporal after 6 months as Corporal. It has more responsibilities than a Corporal and has new challenges. Completion of Level 2



Sergeant (Sgt)

Cadets can be promoted to Sergeant after 6 months as a Flight Corporal. Sergeants are required to have excellent drill and uniforms. Sergeants are given duties like teaching assistant and answering general questions. Completion of Level 3



Flight Sergeant (FSgt)

Cadets can be promoted to Flight Sergeant after 6 months as a Sergeant. Flight Sergeants are put in charge of a flight (a group of cadets). Completion of Level 4



Warrant Officer 2nd Class (WO2)

A WO2 is someone who has had a great deal of training and has a lot of responsibility within a squadron. He or she has been a cadet for 5 - 6 years. The WO2 is addressed as "Sir" or "Ma'am".



Warrant Officer 1st Class (WO1)

There can only be one WO1. He or she is a proven leader and is in charge of all cadets in the squadron. The WO1 is also responsible for all drill and parades. The WO1 is addressed as “Sir” or “Ma’am”. This person is also known as the Squadron Warrant Officer, SWO or Cadet Squadron Commander.



Promotions

Air Cadet Rank Promotion policies appear in CATO 13-02 and can be found on the Squadron’s webpage at www.704aircadets.ca

CONDUCT & DISCIPLINE

General Information

The cadet program is based on military discipline, which is a system that promotes efficient action and protects the individual. Cadets are expected to display high standards of behaviour and strict discipline shall be enforced to maintain this high standard. Canadian Armed Forces members, including Officers, are subject to the Code of Service Discipline along with all international, federal, provincial and municipal laws. A Civilian or a cadet is not subject to the Code of Service Discipline, but by consenting to participate in the Canadian Cadet Organization, shall be considered to have agreed to conform to regulations, orders and instructions issued by competent authorities.

704 Air Force City Squadron also requires that cadets sign a Code of Conduct upon joining the unit. Failure of a cadet to follow these codes of conduct or violation of orders shall result in administrative or disciplinary measures being taken.

Cell Phones

Cadets may bring cell phones to cadet training and activities. However, they do so at their own risk. Cell phones must have the ringers turned off while on parade or in class. Cadets shall not use their cell phones while on parade or during training or classroom instruction. Cell phones may be used during breaks and for emergencies. Cadets who violate this policy shall have their cell phones confiscated and returned to their parent at the end of the cadet training activity. Cadets should not take cell phones out on field training activities but may do so at their own risk.

Paying Compliments

The salute is a mark of respect and courtesy for an officer’s commission and/or higher rank of other officers, for the Canadian Flag, or the National Anthem. Salutes are not performed if the individual is not wearing a headdress (including wedges or tuques); instead they are to stand at attention.

WHO to Salute: Only commissioned officers (Second Lieutenant and above) receive salutes. Officers can be recognized by the silver braid rank they wear around the sleeves of their uniform jackets or on their shirt epaulettes on the shoulders (for examples, see the Rank Structure examples provided in this handbook). When you recognize an officer, who happens to be in civilian attire, you DO salute them when you are in uniform.

WHO NOT to Salute: Do **NOT** salute cadets (regardless of rank), Officer Cadets and Non-Commissioned Members, Civilian Instructors, or other civilians.

The following areas are deemed saluting areas within our squadron:

- Outside of the buildings
- The Parade Square
- Upon entering or leaving an officer's office when there is an officer present.

Compliments will be paid to officers while in hallways or narrow spaces by means of turning your head and eyes and a proper greeting "Good Evening Ma'am/Sir". All adults will be addressed as Ma'am or Sir (including cadet's parents) while at the squadron.

Smoking

Under **NO** circumstances shall cadets smoke or be in possession of tobacco products while at or travelling to/from cadet activities. Adult staff shall not smoke in front of cadets.

Alcohol

No cadet (regardless of age) shall consume or be in possession of alcoholic beverages or be intoxicated during squadron activities. No squadron staff member, including civilian volunteers, civilian instructors and Officers, shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a CV, CI or Officer.

Drugs

No member of the squadron, including cadets, civilian volunteers, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort.

The squadron Commanding Officer shall immediately notify proper local authorities of any breach of the above paragraph.

Awards handed out at Annual Ceremonial Review

Outstanding Junior Cadet

Awarded to the Cadet up to the rank of Flight Corporal who has shown outstanding dedication, participation and contribution to the Squadron.

Outstanding Senior Cadet

Awarded to the Cadet from Sergeant and above who has shown outstanding leadership, motivation and dedication to the Squadron.

Most Dedicated Cadet

Awarded to the Cadet who has shown their commitment to the Squadron by accumulating the most points for Mandatory Support Training and extra curricular activities.

Most Improved Cadet

Awarded to the Cadet who has shown a marked improvement throughout the current training year

in all aspects of the Air Cadet Program.

Charlie Hannon Award for Esprit de Corps

Presented to the Cadet who displays the most enthusiasm & dedication to the Squadron and the Air Cadet Program. This Cadet's positive attitude becomes infectious to other Cadets. This Cadet both encourages and inspires their peers to be proud of themselves & of the Squadron.

Award of Excellence

Awarded to the Cadet who has demonstrated the highest level of commitment and embraced a great number of responsibilities while displaying all the qualities desired in an Air Cadet at 704 Squadron.

Lord Strathcona Medal

Awarded to the Cadet in recognition of exemplary performance in physical and military training based on the guidelines provided by the Air Cadet Program.

Royal Canadian Legion Cadet Medal of Excellence

Awarded to the Cadet nominated by the Squadron who has excelled in demonstrating the attributes of leadership and citizenship based on the guidelines provided by the Air Cadet Program.

Air Cadet Service Medal

Presented to those cadets that have served four continuous years in the Air Cadet Program.

Air Cadet Service Medal Bars

Presented to those cadets that have served five or more continuous years in the Air Cadet Program.

Other Awards Handed out during the year or at the Banquet

Level Proficiency Badges

Awarded to the cadets that have successfully completed the required training for their current level.

Marksmanship Qualification Badges

Awarded to the cadets that have successfully achieved a marksmanship qualification.

First Aid Badges

Awarded to the cadets that have successfully completed the required first aid training.

Cadet Fitness Badges

Awarded to the cadets that have successfully achieved a Cadet Fitness qualification.

Survival/Outdoorsmanship Award

Awarded to the cadet that has made the greatest contribution to the survival training within the Squadron.

Athletic/Sportsmanship Award

Awarded to the cadet that has made the greatest contribution to sports and fitness within the Squadron.

Range Award

Awarded to the cadet that has made the greatest contribution to the Squadron's range program.

Aviation Award

Awarded to the cadet that has made the greatest contribution to aviation within the Squadron.

Most Dedicated Musician

Awarded to the most dedicated cadet musician in the Squadron band who combined leadership with music.

Level Proficiency Awards (One through Five)

Awarded to the cadet that has demonstrated superior achievement in their respective level training and participates in Squadron activities.

Tice Award

Awarded to the flight with the highest score in inter-flight competition.

Commanding Officer's Commendations

Awarded to those cadets who, at the CO's discretion, are deserving of special recognition for contributions made to the Squadron, community or the Air Cadet program.

Attendance Certificates

Attendance is calculated from training nights and all mandatory activities during the entire training year and cadets must have joined the squadron on or before 31 October of each training year. There are 4 categories.

Excellence: 96% - 100%

Gold: 91% - 95%

Silver: 86% - 90%

Bronze: 80% - 85%

GENERAL CADET INFORMATION

Online Information

There are a lot of websites with information about cadets in general and air cadets in particular. Here are a few to get you started:

- Official national website of the Canadian Cadet Organizations: www.cadets.ca
- Website for 704 Squadron: <http://704aircadets.ca>
- Facebook: <https://www.facebook.com/704aircadets>
- Official website for the Air Cadet League of Canada: www.aircadetleague.com
- Ontario Provincial Committee of the Air Cadet League: www.aircadetleague.on.ca

Getting into the Cadet Lingo

There are numerous expressions used. Please feel free to ask any Staff or your Cadet if in doubt.

Annual Ceremonial Review ("ACR")

- The *Annual Ceremonial Review* is also called the *Annual Review* or *Annual Inspection*.
- It is an event that all cadets must go to.

- The event shows all of the work the cadets have learned over the year.
- Some well-known people are invited to the Annual Inspection such as: military staff, federal, provincial, and local politicians and invited guests.
- The cadets are looked over from head to toe by the Reviewing Officer to make sure that haircuts are an appropriate length; uniforms are clean and ironed, badges are in the right places, boots are polished and so on.
- Awards are given to cadets that have done very well in an activity.
- After the Annual Inspection, everyone can visit displays that the cadets have done. The displays show the different activities the cadets have mastered over the training year.

Mess Dinner

- Mess dinner is usually around Christmas time.
- It is a formal dinner with some fun rules.
- Cadets wear the uniform but not the wedge. (All cadets may substitute the shirt and tie with a collared white shirt and bow tie)
- After the dinner there are speeches and some cadets are given promotions and awards.
- All cadets must attend.

Parade square

Each night the Squadron forms up as a single unit twice, once at the beginning of the night and once at the end. The purpose of this is to take attendance and give announcements in an orderly fashion. While “on Parade” the cadets are not allowed to talk or look around at will and must be listening to the flight commander or the senior NCO’s or officers that are issuing the commands, instructions or announcements. Each “parade square” has a line that is painted around the perimeter. This line represents the boundaries of where the cadets will be marching or participating in other drill movements. Therefore, all other people are asked to stay off the parade square while the opening and closing parades are going on.

HQ / Headquarters

HQ stands for Headquarters. This is the building or location used as a central area for Squadron Operations.

Fall In

This is a command used to have the Cadets form in to their Flights (groups) in order to start the night or a parade.

CI/CV

These are Civilians who lend their particular expertise or skills to train the Cadets. They are both cleared by Police Background checks and the Air Cadet League.

Answers to Some Commonly Asked Questions About Air Cadets

- *What are the requirements to join Air Cadets?*

You must have reached your 12th birthday, but not be older than 18 in order to become an Air Cadet. You must also be a Canadian Citizen or landed immigrant. You will be required to fill out some paperwork, which must be signed by your parents/guardian, and we will need your Ontario Health Card number and a photocopy of your birth certificate.

- *What forms do I have to fill out when I join?*

For new cadets, we need to make a photocopy of your birth certificate (passport or permanent resident card)

and you need to fill out several forms.

- ***How long must I stay in Air Cadets once I join?***

A cadet is free to leave the Air Cadet program at any time; however, you are encouraged to try the program for at least six months before you make your decision. The Air Cadet program is probably different than anything you've done before, and while many cadets feel quite comfortable with things right from the beginning, others take a few weeks or months to get a true feeling of everything. Once you've been involved for a few months, get used to the program, and make a few friends, we're sure you will find that you really enjoy being an Air Cadet. We will teach you everything you need to know as an Air Cadet, but just to give you an idea of what will be expected, we will explain some of the requirements of an Air Cadet. You must learn to care for your uniform, pressing it and polishing your boots; you must learn to act maturely and responsibly; you must attend weekly parades regularly and inform the squadron when you will not be able to attend the parades; and you must be willing to work and learn in a team environment, accepting challenges and learning from mistakes. This may seem like a lot, but we're always here to help and you will have plenty of time to learn these important skills.

- ***Do I have to join the Canadian Forces after I'm done cadets?***

No. There is absolutely no obligation to serve in the Canadian Forces. Some Air Cadets do choose to join the Canadian Forces and their cadet training does help them, but it is strictly their choice.

- ***Do I have to buy my uniform or any special equipment?***

You are issued a uniform on loan from the Department of National Defence. You do not have to pay for it; however, it is your responsibility to care for it and return it once you leave the squadron. As a new cadet, you will need to purchase a name tag at a cost of \$2.50 each. It is suggested that you purchase two (one for your shirt and one for your tunic). As far as special equipment goes, you will need to purchase shoe polish for your boots, and possibly some equipment and clothing for weekend exercises (campouts) if you don't already have it.

- ***Are there any other costs in being an Air Cadet?***

If you are a male, you may need a haircut more often than before! The squadron also has a kit shop, and there is a canteen at break each week that sells drinks and healthy snacks. We *may* also on occasion order squadron clothing for those cadets who are interested. It is up to you if you want to purchase any of these items. If the squadron goes on a tour out of the city or province, you would have to provide your own spending money – how much is up to you and your parents.

- ***Do I have to do lots of marching?***

Lots of new cadets worry about this. Marching and drill is definitely a part of a cadet's training because it helps develop teamwork and discipline. But it is only one part. There are plenty of other courses that you will be taking. Many cadets find that they actually enjoy doing drill once they learn more about it.

- ***How often can I go flying?***

Generally, our squadron goes gliding twice a year, and is of course dependant on the weather. Occasionally we are offered flights in CAF aircraft, depending on availability.

- ***How often do we go on field training exercises?***

We try to organize two or three weekend bush survival courses per training year. These courses are open to all cadets to attend.

- ***When can I start participating in the squadron's activities?***

Once your paperwork is completed, you can participate in all the activities offered to your level of training. Your paperwork, however, is not complete until your parents/guardian(s) have signed the permission forms and we have your Ontario Health Card number and a photocopy of your birth Certificate. Cadets will also be required to have their valid Ontario Health Card with them at all offsite events.

- ***How do I find out about the activities that are available to me?***

At the end of every parade night, the announcements are read. It is very important that you listen to these, as they will provide you with all the information about upcoming events. You can also find out about the activities on the squadron website, which you can find at <http://704aircadets.ca>. Parents/Guardians are welcome and encouraged to come in for closing parade each night so that you too can hear the announcements, sign up for our Newsletter on the website and keep up on what's happening. Parents/Guardians are strongly encouraged to attend Parent Sponsoring Committee meetings to find out more about the activities in which their cadet is involved.

- ***How do I become involved in these activities?***

For every activity, we have sign-up sheets for cadets who are interested in attending. If you want to attend an activity, you must sign-up. It is important that you sign up because we base our quotas for food, accommodation, and transportation on this sign-up. Also, if you can't make it to an activity, you should either take your name off of the sign-up list or call the squadron headquarters at (613) 921-7047, Email or Facebook Message to cancel, as there may be a waiting list of other cadets who would like to go if you cannot.

- ***What if I can't make it to a parade?***

If cadets cannot attend a parade night or special activity, it is imperative that they (the cadet, not their parents) call the squadron office telephone at (613) 921-7047, or email indicating their name, rank, what flight they are in, and the reason for not attending before the evening training commences. Being absent with excuse will not harm your attendance record, however, unexcused absences will. It should be noted that any absences, excused or not, will have an effect on your training as you will be missing classes, so you should make every effort to make it to parade.

- ***Who do I talk to if I have a question or a problem?***

Every new cadet is assigned to a Flight with a more senior cadets and a Flight Commander who is responsible for that cadet. Your Sergeant or Flight Commander should be able to answer your questions or find the answers to your questions. This person will be a big help to you in becoming familiar with the squadron. If your Flight Commander can't answer your question, he/she will ask the next highest cadet in the chain of command. This way, cadets can feel comfortable talking to other cadets that are approximately the same age. Uniformed officers and civilian instructors are also available at all times to help cadets with any problems.

CADET DRESS

Cadet Uniform Dress Standards

1. The uniform of the day will be worn in its entirety for the duration of the event. The only acceptable excuse for being out of uniform is that you do not have one (this applies to new cadets). New cadets who have not yet received their uniforms are asked to wear black pants and a white shirt until such time as a uniform is issued to them. If a situation arises that you must attend a parade night in civilian clothing, appropriate civilian attire will be expected (i.e. No jeans, spaghetti straps, exposed midriffs or flip-flops). Your civilian attire should be equitable to the uniformed dress of the day.
2. Cadets are to wear the issued parka/toque/gloves as applicable to the weather conditions.
3. All issued clothing is to be clearly marked with the cadet's name.
4. Replacement of lost or ill-fitting articles of clothing is the responsibility of the individual cadet. To replace an item, you must see the supply officer.
5. Nametags may be worn with all ceremonial and service orders of dress. Nametags shall **not** be worn on the outside of parka.
6. Cadets shall not wear the uniform except when
 - a) on training, or proceeding to or from their place of training; or
 - b) attending a military function or ceremony at which the wearing of the uniform is appropriate, and the CO has granted permission for this to occur. (In other words, the cadet uniform is NOT to be worn as a Halloween costume)
7. Cadets require the permission of the CO to wear any order of dress on any occasion other than an authorized cadet function. This includes events such as weddings, baptisms, funerals, and Remembrance Day services at the cadet's school. Uniform parts shall never be worn in combination with civilian clothing. For example, the uniform jacket (tunic) is never worn as a jacket with civilian clothes. The cadet parka is never worn over civilian clothes and civilian overcoats should NOT be worn over the uniform.
8. Undergarments will be worn with all orders of dress and shall be of an appropriate colour so as not to be visible through uniform items of clothing.
9. While in uniform in public, cadets must wear the complete uniform at all times, and behave as good citizens and good ambassadors for the cadet program. A cadet should never be seen on the street or in a public place wearing only part of the uniform and/or behaving in an inappropriate manner.

Dress Regulations

It is up to the cadet to keep the uniform nice and ready to wear. This guide is meant to help you understand how your cadet should wear his/ her uniform.

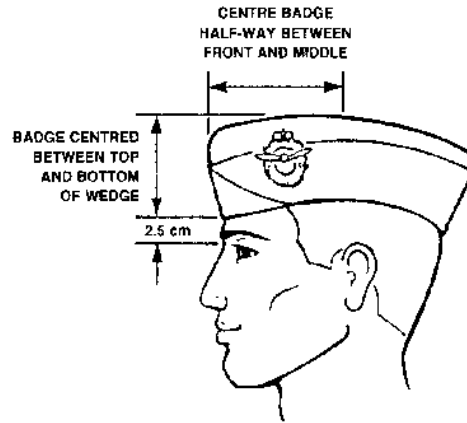
It is important that cadets learn and follow the descriptions below. If your cadet has questions, please send him/ her to ask a FCpl or Sgt.

The following Uniform codes are the most commonly used during the training year and full details for each of them can be found at the end of this handbook:

- C-1 Uniform is worn for CO's Parades and other important parades
- C-2 Uniform is worn on regular training nights when we are in winter dress (usually mid-October to May)
- C-2B Uniform is worn on regular training nights when we are in summer dress

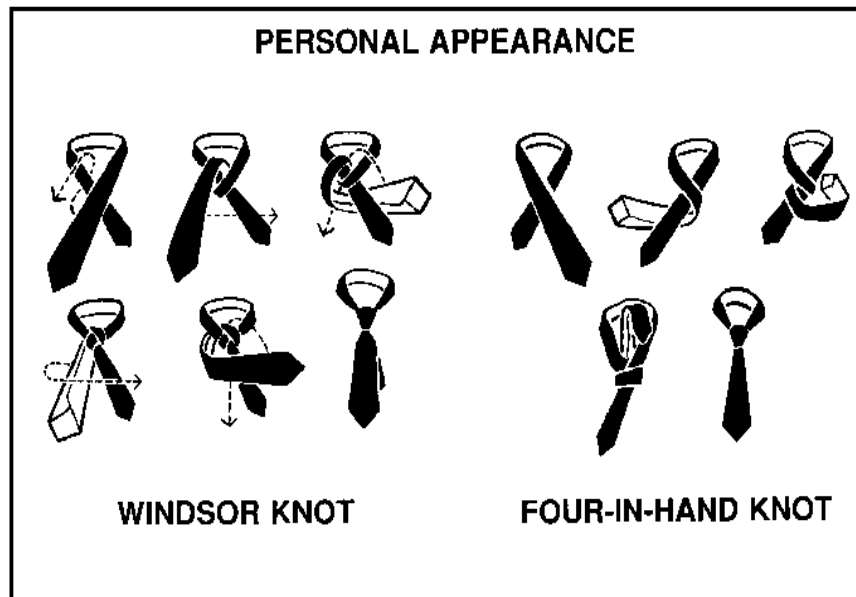
Wedge

The hat cadets wear is called a wedge. The wedge is tilted to the right about 1/2". It should be lint free with the cap badge at the front.



The Tie

The only way to teach someone to tie a tie is to show him/ her. To help a bit, use the pictures below. If your cadet has any questions have him or her ask a Corporal or Flight Corporal.



Dress Shirt

The dress shirt is very easy for your cadet to iron. S/he should:

- Start with the collar and soak in water (starch this is optional)
- Lay an old pillow case or a clean thin rag over the collar and iron it flat until dry
- Then lay one side of the front of the shirt on the ironing board and iron it until there are no wrinkles and continue around the shirt until all of it has been ironed
- Finish off with the arms. Fold the arm in half so that the seam is flat. The crease should then start right in the middle of the epaulet
- Iron the crease flat so that it will stand out when worn

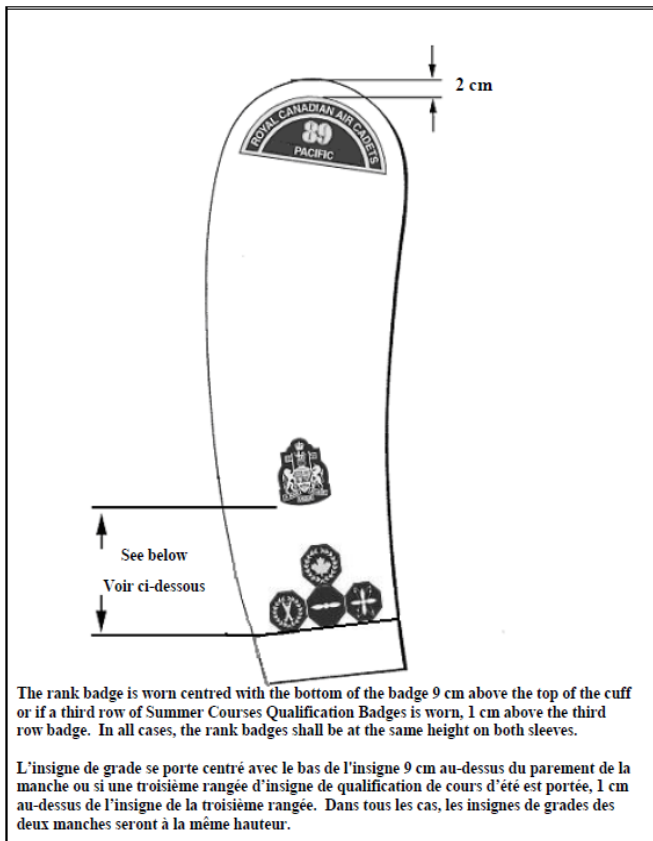
Tunic

The tunic is just like a suit jacket. To make it look good cadets should:

- Keep it lint free
- Be sure there are no wrinkles (the best way is to hang it up when it is not being worn)
- Iron the collar and pockets from the back (You may use starch but please note it will turn white when the iron touches it)
- Do not iron any creases into the sleeve
- Do up all the buttons except for the top middle button

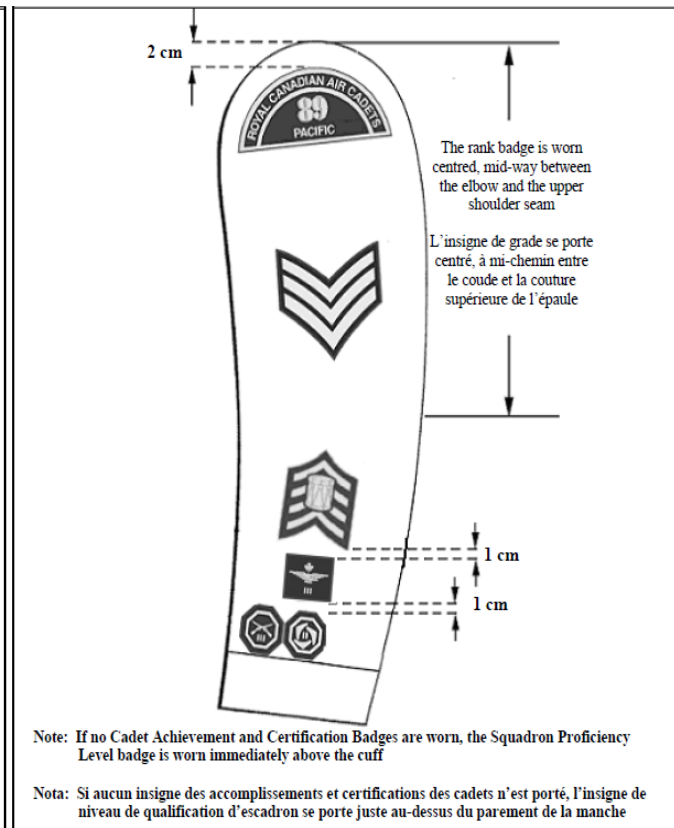
Badges

Right Sleeve



Right sleeve (WO1 and WO2)
Manche droite (Adj 1 et Adj 2)

Left Sleeve



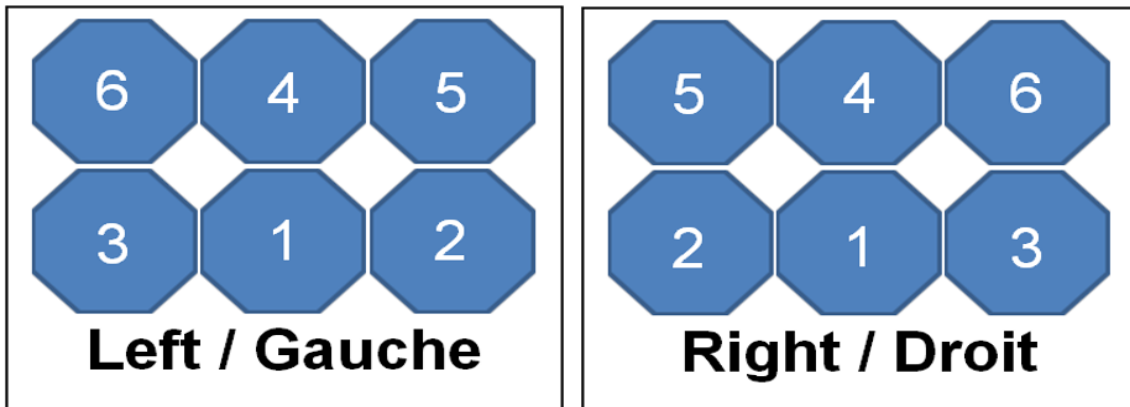
Note: If no Cadet Achievement and Certification Badges are worn, the Squadron Proficiency Level badge is worn immediately above the cuff

Nota: Si aucun insigne des accomplissements et certifications des cadets n'est porté, l'insigne de niveau de qualification d'escadron se porte juste au-dessus du parement de la manche

Left sleeve (other than WO1 and WO2)
Manche gauche (autre qu'Adj 1 et Adj 2)

Badge Placement

- **Achievement and Certification badges will be worn above the left cuff.**
- **Summer Courses Qualification badges will be worn above the right cuff.**
- **Badges are sewn to the tunic in the following order: centre (1), front(2), rear(3), centre(4), front(5), rear(6)**



Pants

The creases in the pants are very easy to iron. Most pants will already have creases in them. Here's how to tell if the creases are in the right spot;

- a) Place the seams together, at the bottom the crease should be at the half way point from one seam to the other (front and back)
- b) The crease should then run straight up touching the first belt loop at the top of the pants in the front
- c) In the back they should go up and connect at a "v" at the bottom of the waist band

Boots

It takes practice to get the boots to shine. Below is one way that cadets can start out with:

1. Remove dust and dirt from the boot with a soft damp cloth (do not use this cloth for polishing)
2. Use an old toothbrush, with polish, to blacken the welt (creases in the boot)
3. Apply a little bit of polish to the part of the boot being polished first. Wrap a polish cloth around the index finger and dampen it in cool water. Work on one section of the boot at a time.
4. The cloth should be moist and the area that is being shone on the boot should be moist too. Either use a spray bottle or a bit of spit to do this.
5. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works into the boot. Do this until there are no more circles formed by the polish.

Cadet Civilian Dress Standards

Normally cadets wear their issued uniforms to Squadron related parades, training and activities. However, there will be times when wearing appropriate civilian attire is directed. The following policy will apply:

Swim wear. When swim wear is required:

- Female cadets shall not wear a bikini. Female cadets shall wear a one-piece swim suit.
- Male cadets shall not wear a skimpy “speedo” type suit. Male cadets shall wear a shorts style swim suit.
- Cadets who do not adhere to this dress requirement will be given a t-shirt to wear over their swim suit or will be sent home.

Appropriate Civilian Attire is civilian clothes which must be clean and free of rips and tears. The attire shall be free of any obscene language or slogans that could be offensive. The dress must bring credit to the squadron and the entire cadet organization.

Shorts must be mid thigh or just above the knee. Lower than the knee is also acceptable. Shirts must cover the shoulders and have sleeves. **No** “midriffs” shall be exposed.

Undergarments and buttocks portions shall not be exposed. The wearing of muscle shirts, spaghetti straps, miniskirts, plunging neck lines (where cleavage is exposed), tube tops or spandex clothing is absolutely forbidden.

Pants and shorts must be secured on or above the waist.

Foot wear shall be running shoes or closed heel and toe shoes. Flip flops, flats, and open toed sandals are not appropriate as they do not offer enough foot protection.

Cadets who do not adhere to the acceptable civilian attire policy will be given a red chit for their personal file. They will also be requested to change or be sent home.

Business Casual is the more formal dress used in lieu of a uniform for more formal events.

Business Casual

Male:

Males shall be in dress shirt (collared shirt), dark dress pants and dress shoes. Under no circumstances are running shoes, shorts or t-shirts acceptable with any of the dress items listed above. Jackets and ties are optional at the wearer's discretion, except at a mess dinner or ceremony. At that time jacket and tie are required. Jewelry will be subjugated to the standard of the CAF.

Female:

Females have the option to wear either an appropriate skirt or dress pants. These will be worn with a blouse or dress shirt and either dress shoes or heels. At no time are flip flops appropriate foot wear in business casual dress. Dress shirts and blouses will show no cleavage or any part of the shoulders. Make up will be of natural look only as per CAF regulations. Jewelry will be subjugated to the standard of the CAF.

Personal Appearance

- Neatness is a prime virtue. Therefore, every cadet shall strive for it, beginning with their own personal appearance and dress.
- The deportment and standard of personal dress, appearance and grooming of all cadets in uniform shall on all occasions reflect credit on the individual and project a positive appearance on the Cadet organization. It is the responsibility and duty of all senior cadets to ensure that, by their vigilance, actions and example that the policies, regulations and instructions are adhered to.
- Cadets in uniform shall present themselves well groomed, with footwear cleaned and shone, and uniform cleaned and properly pressed. In particular; buttons, fasteners, and zippers shall be kept closed, pockets shall not be bulged, nor shall items such as glasses, sunglasses, pens, pencils, key rings or paper be visible, extend or protrude from pockets or be suspended from waist belts or pockets.
- Behavior such as chewing gum, slouching, leaning on walls, sauntering, hands in pockets, smoking, walking hand in hand or arm in arm, and similar deportment detracts from a military appearance and is unacceptable.
- The regulations are not intended to be overly restrictive. The intent is to ensure the maintenance of a high standard.

Hair:

Hair on the head shall be neatly groomed and conservatively styled. The length, bulk and style of hair shall not preclude the proper wear of the wedge (bulk is the distance that the mass of hair extends from the skin, when groomed, as opposed to the length of hair). In particular, style and colour shall not be bizarre, exaggerated or unusual appearance. Unusual colours such as green, bright red, orange, purple, etc are not permitted. Hair must be secured or styled back to reveal the face and any accessories used to secure or control hairstyles shall be as unobtrusive as possible. Hair ornaments shall not be worn, except for female cadets' conservative barrettes that blend with the hair colour.

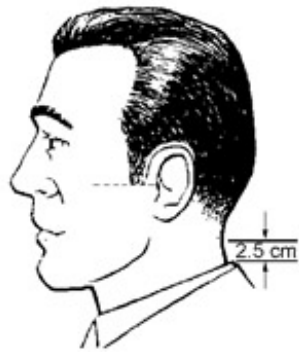
MALE

The following additional details apply to male cadets:

- a. hair must be taper trimmed at the back, sides, and above the ears to blend with the hairstyle; be no more than 15 cm (6 in.) in length and sufficiently short that, when the hair is groomed and wedge 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;
- b. 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 hairstyle;
- c. 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 and not protrude beyond the width of the mouth; and
- d. beards: beards shall be worn with a mustache; it shall be neatly trimmed, especially on the lower neck and cheekbones; and it shall not exceed 2 cm in bulk. A Cadet will, on their own accord or upon direction from their commanding officer or commanding officer's designate, shave off unsuccessful attempts to grow a beard.



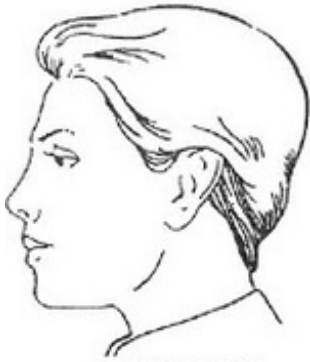
TAPER TRIMMED
HAIRCUT CONVENTIONAL



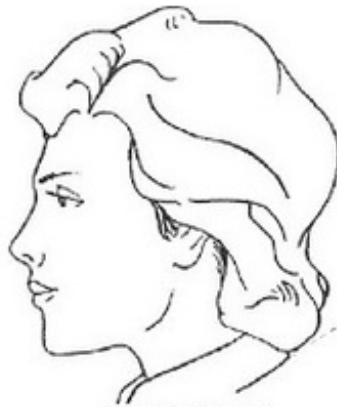
TAPER TRIM HAIRCUT
STRAIGHT BACK APPEARANCE

FEMALE

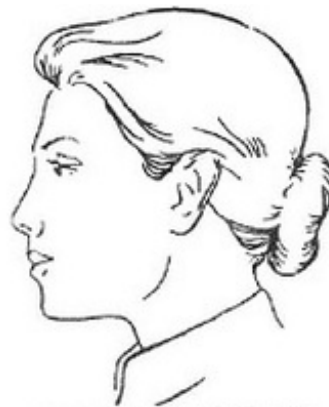
The following additional details apply to female cadets. Hair shall not extend below the lower edge of the shirt collar (see exception below). Exaggerated styles, including those with excessive fullness or extreme height, are not authorized. Braids, if worn, shall be styled conservatively and tied tightly; secured at the end by a knot or a small-unadorned fastener. 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 and/or 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. Multiple braids extending below the lower edge of the collar are to be gathered in a bun. With the permission of the sqn CO, 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.



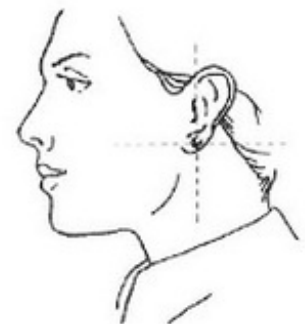
SHORT HAIR STYLE



CURLED HAIR STYLE



STRAIGHT HAIR STYLE WITH BUN



ONE STUD EAR-RING MAY BE WORN
CENTRED IN EACH EAR LOBE



Makeup


Female cadets are authorized to wear a **minimal** amount of make-up (neutral foundation, blush, mascara). When wearing uniform, make-up shall be applied **conservatively**. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up. Wearing make-up is a privilege and failure to comply will result in this privilege being revoked.


Jewelry (males and females)


- All personnel are authorized to wear a watch, medical-alert bracelet/necklace, and a maximum of two rings - one per hand. Rings must not be of a costume nature.
 - Necklaces, including religious medallions are to be removed while on parade or in uniform where the chain can be observed. Medical alert necklaces and bracelets should be worn on parade and while under training.
 - In the interest of safety, all jewelry - rings, watches, necklaces - are to be removed when working with rope or machinery. Medical alert bracelets and necklaces should be secured inside clothing while engaged in such activities
 - Female cadets are authorized to wear only one pair of earrings at a time, in the centre of each ear lobe. They must be plain gold or silver studs (spheres), clear diamonds or white pearls less than ¼ inch in diameter. Male cadets are not authorized to wear earrings at cadet functions.
- Any piercing other than standard ear lobe is considered unauthorized and is not allowed (including tongue), subsequently covering unauthorized piercing with a band aid is not acceptable.


ANNEX A – AIR CADET UNIFORM – NUMBERED ORDERS OF DRESS


**AIR CADET UNIFORM – NUMBERED ORDERS OF DRESS
UNIFORME DES CADETS DE L’AIR – TENUES NUMEROTÉES**


C-1	COMPOSITION	OCCASIONS
<p style="text-align: center;">CEREMONIAL DRESS TENUE DE CEREMONIE</p> 	<p>Wedge, shirt with necktie, jacket, trousers or slacks with belt, boots and grey wool socks.</p> <ol style="list-style-type: none"> 1. Worn with medals and pins on the jacket 2. Worn with cloth or embroidered pilot wings on the jacket but not the metal pilot wings 3. Name tag may be worn on the jacket at the discretion of the sqn CO <hr/> <p>Calot, chemise avec cravate, veste, pantalon avec ceinture, bottes et bas de laine gris.</p> <ol style="list-style-type: none"> 1. Porté avec les médailles et épinglettes sur la veste 2. Porté avec les ailes de pilote brodées ou en tissu sur la veste mais pas les ailes de pilote en métal 3. La plaquette d'identité peut être portée sur la veste à la discrétion du cmdt d'esc 	<ol style="list-style-type: none"> a. formal ceremonies or parades b. guard of Honour c. church services or parades d. funerals e. other occasions as ordered <hr/> <ol style="list-style-type: none"> a. cérémonies ou parades officielles b. gardes d'honneur c. cérémonies et processions religieuses d. funérailles e. autres occasions selon les ordres reçus


C-2	COMPOSITION	OCCASIONS
<p data-bbox="285 233 646 321">ROUTINE TRAINING DRESS TENUE COURANTE POUR L'ENTRAÎNEMENT</p> 	<p data-bbox="768 233 1344 289">Same as C-1, except that the medal ribbons replaces the medals.</p> <hr data-bbox="814 703 1220 706"/> <p data-bbox="768 743 1272 799">Comme la C-1, sauf que les rubans de médaille remplacent les médailles.</p>	<p data-bbox="1377 233 1934 545">a. routine training dress for day to day b. routine parades c. appropriate social occasions d. must be worn while travelling to and from the CSTC e. other occasions as ordered</p> <hr data-bbox="1423 703 1829 706"/> <p data-bbox="1377 743 1902 1088">a. tenue courante pour l'entraînement de tous les jours b. parades routinières c. rencontres sociales appropriées d. doit être porté lors des déplacements au et du CIEC e. autres occasions selon les ordres reçus</p>


C-2A	COMPOSITION	OCCASIONS
<p data-bbox="285 233 646 321" style="text-align: center;">ROUTINE TRAINING DRESS TENUE COURANTE POUR L'ENTRAÎNEMENT</p> 	<p data-bbox="768 233 1115 261">Same as C-2, without the jacket.</p> <ol data-bbox="768 298 1350 610" style="list-style-type: none"> 1. Rank slip-ons shall be worn on the shirt 2. Medal ribbons and the Cadet Certificate of Commendation pin may be worn on the shirt 3. Metal wings may be worn on the shirt, but not the cloth or embroidered pilot wings 4. Name tag may be worn on the shirt at the discretion of the sqn CO <hr data-bbox="814 735 1220 740"/> <p data-bbox="768 776 1079 803">Comme la C-2, sans la veste.</p> <ol data-bbox="768 841 1350 1247" style="list-style-type: none"> 1. Les pattes d'épaules amovibles de grade doivent être portées sur la chemise 2. Les rubans de médaille ainsi que l'épinglette de la citation pour cadets peuvent être portés sur la chemise 3. Les ailes de pilote en métal peuvent être portées sur la chemise, mais pas les ailes de pilote en tissu ou brodées 4. La plaquette d'identité peut être portée sur la chemise à la discrétion du cmdt d'esc 	<ol data-bbox="1377 233 1923 451" style="list-style-type: none"> a. may be authorized, all year round, for indoor training b. not to be worn when travelling or outside of the sqn training area c. other occasions as ordered <hr data-bbox="1423 735 1829 740"/> <ol data-bbox="1377 776 1934 993" style="list-style-type: none"> a. peut être autorisée, toute l'année, pour l'entraînement à l'intérieur b. ne peut être portée lors des déplacements ou à l'extérieur des locaux d'entraînement de l'esc c. autres occasions selon les ordres reçus

C-2B	COMPOSITION	OCCASIONS
<p data-bbox="283 203 646 292">ROUTINE TRAINING DRESS TENUE COURANTE POUR L'ENTRAÎNEMENT</p> 	<p data-bbox="766 203 1102 235">Same as C-2A, without the tie.</p> <hr data-bbox="814 737 1220 740"/> <p data-bbox="766 776 1123 808">Comme la C-2A, sans la cravate.</p>	<p data-bbox="1375 203 1827 235">a. during summer dress period at the sqn:</p> <ul style="list-style-type: none"> <li data-bbox="1417 267 1858 300">(1) routine training dress for day to day, <li data-bbox="1417 332 1690 365">(2) routine parades, and <li data-bbox="1417 397 1774 430">(3) appropriate social occasions. <p data-bbox="1375 462 1732 495">b. year round for indoor training</p> <p data-bbox="1375 527 1690 560">c. other occasions as ordered</p> <hr data-bbox="1423 737 1829 740"/> <p data-bbox="1375 776 1858 808">a. lors de la période de tenue estivale à l'esc:</p> <ul style="list-style-type: none"> <li data-bbox="1417 841 1921 906">(1) tenue courante pour l'entraînement de tous les jours, <li data-bbox="1417 938 1711 971">(2) parades routinières, et <li data-bbox="1417 1003 1795 1036">(3) rencontres sociales appropriées. <p data-bbox="1375 1068 1900 1101">b. toute l'année pour l'entraînement à l'intérieur</p> <p data-bbox="1375 1133 1816 1166">c. autres occasions selon les ordres reçus</p>

C-3	COMPOSITION	OCCASIONS
<p data-bbox="285 233 646 321">ROUTINE TRAINING DRESS TENUE COURANTE POUR L'ENTRAÎNEMENT</p> 	<p data-bbox="768 233 1268 293">Same as C-2, except that the crewneck sweater replaces the shirt and tie.</p> <hr data-bbox="814 732 1220 737"/> <p data-bbox="768 776 1318 836">Comme la C-2, sauf que le chandail à col ras le cou remplace la chemise et la cravate.</p>	<p data-bbox="1377 233 1881 483">a. routine training dress for day to day, in cold weather b. routine parades c. appropriate social occasions d. other occasions as ordered</p> <hr data-bbox="1423 732 1829 737"/> <p data-bbox="1377 776 1902 1026">a. tenue courante pour l'entraînement de tous les jours, par temps froid b. parades routinières c. rencontres sociales appropriées d. autres occasions selon les ordres reçus</p>

C-4	COMPOSITION	OCCASIONS
<p data-bbox="285 233 646 321">ROUTINE TRAINING DRESS TENUE COURANTE POUR L'ENTRAÎNEMENT</p> 	<p data-bbox="768 233 1344 289">Same as C-2, except that the dark blue T-shirt replaces the shirt and tie.</p> <p data-bbox="768 363 1344 513">Note: Starting in September 2011, the light blue cotton T-shirt shall be gradually replaced by the dark blue cotton T-shirt (see photo). Cadets shall be authorized to wear the light blue cotton T-shirt during the transition period</p> <hr data-bbox="814 703 1220 706"/> <p data-bbox="768 743 1344 799">Comme la C-2, sauf que T-shirt bleu foncé remplace la chemise et la cravate.</p> <p data-bbox="768 873 1344 1023">Nota: Dès septembre 2011, le T-shirt bleu pâle de coton sera remplacé graduellement par le T-shirt bleu foncé (voir photo). Le port du T-shirt bleu pâle de coton par les cadets sera autorisé lors de la période de transition</p>	<p data-bbox="1377 233 1793 451">a. routine training dress for day to day b. routine parades c. appropriate social occasions d. other occasions as ordered</p> <hr data-bbox="1423 703 1829 706"/> <p data-bbox="1377 743 1898 993">a. tenue courante pour l'entraînement de tous les jours b. parades routinières c. rencontres sociales appropriées d. autres occasions selon les ordres reçus</p>

C-4A	COMPOSITION	OCCASIONS
<p data-bbox="285 237 646 326">ROUTINE TRAINING DRESS TENUE COURANTE POUR L'ENTRAÎNEMENT</p> 	<p data-bbox="764 237 1115 261">Same as C-4, without the jacket.</p> <ol data-bbox="764 302 1226 581" style="list-style-type: none"> No badges are to be worn on the T-shirt No rank slip-ons No medals and medal ribbons No pilot wings, nopins No pilot wings, nopins <p data-bbox="764 618 1472 740">Note: Starting in September 2011, the light blue cotton T-shirt shall be gradually replaced by the dark blue cotton T-shirt (see photo). Cadets shall be authorized to wear the light blue cotton T-shirt during the transition period</p> <hr data-bbox="814 797 1220 802"/> <p data-bbox="764 841 1077 865">Comme la C-4, sans la veste.</p> <ol data-bbox="764 906 1352 1185" style="list-style-type: none"> Les insignes ne doivent pas être portés sur le T-shirt Pas de pattes d'épaules amovibles de grade Pas de médailles et de rubans de médaille Pas d'ailes de pilote, pas d'épinglettes Pas de plaquette d'identité <p data-bbox="764 1222 1472 1344">Nota: Dès septembre 2011, le T-shirt bleu pâle de coton sera remplacé graduellement par le T-shirt bleu foncé (voir photo). Le port du T-shirt bleu pâle de coton par les cadets sera autorisé lors de la période de transition</p>	<p data-bbox="1493 237 1654 261">Same as C-2B</p> <hr data-bbox="1541 797 1818 802"/> <p data-bbox="1493 841 1675 865">Comme la C-2B</p>

C-8	COMPOSITION	OCCASIONS
<p style="text-align: center;">MESS DRESS TENUE DE MESS</p> 	<p>Same as C-2, except that the white collar dress shirt with black bow tie replaces the shirt and tie.</p> <ol style="list-style-type: none"> 1. Medal ribbons may be worn on the jacket 2. Name tag may be worn on the jacket at the discretion of the sqn CO <hr/> <p>Comme la C-2, sauf que la chemise blanche habillée avec collet et le nœud papillon noir remplace la chemise et la cravate.</p> <ol style="list-style-type: none"> 1. Les rubans de médaille peuvent être portés sur la veste 2. La plaquette d'identité peut être portée sur la veste à la discrétion du cmdt d'esc 	<ol style="list-style-type: none"> a. mess or formal dinners b. other occasions as ordered <hr/> <ol style="list-style-type: none"> a. Dîner formels ou régimentaires b. autres occasions selon les ordres reçus