



# 691 Hawk

Royal Canadian Air Cadets



“Through Knowledge We Grow”

## Cadet Handbook

### Greetings From The Commanding Officer

Welcome to Air Cadets. If you are a new cadet, my staff and I want to congratulate you on joining the best national youth program in Canada. You will experience different adventures, learn new life skills and gain friendships for life. The Canadian Cadet Movement is a youth group where the sky's the limit. The Squadron staff, and I will do everything we can to assist you in gaining the most from what our program has to offer.

At this time, I would also like to welcome back returning cadets to the Squadron. Some of you attended summer camp and I am looking forward to hearing about your adventures. You are embarking on a new year of growth, learning and fun. **All we ask of you is that you make the commitment to attend regularly, follow the rules, regulations and customs of the squadron, and treat your fellow cadets with courtesy and respect.**

We will use fun and interactive Leadership, Aviation and Physical Fitness activities to establish our senior cadets as leaders and pave the way for junior cadets to have a meaningful cadet experience. In addition to our weekly parade nights, we will continue weekend training days including survival, range and aviation themed activities. We are always looking for new and exciting ways to bring the program to you. If you have a new idea let us know and we will work with you to make it happen. Your ideas can make a difference in the squadron.

Get involved in all the Squadron's activities and make the cadet program better for you. Some exercises are mandatory for level training purposes and some are optional, both will require you to sign up if you are planning to attend. If you sign up for an activity, **please** show up or cancel before the activity starts. All announcements and important information will be posted on the web site [www.691hawk.ca](http://www.691hawk.ca). This will be the place to visit then you have questions about activities and timings. The Parent Support Group and Officers will also communicate with cadets and parents by email and the Facebook group page. Please make sure your email addresses are up to date.

All cadets will have the opportunity to compete for parade positions, awards, summer training courses and scholarships. The cadet's attendance, drill, dress and deportment throughout the year help us to determine which cadets receive these privileges

We are fortunate to be supported by a very dedicated Parent Support Group. With their help we can offer an interesting program, including plenty of outings and other extra events.

Together we will lead this squadron to great things over the year, let's continue on with the successes and traditions, and have another fantastic year!

**Trent Walton**  
Captain Trent Walton, CD  
COMMANDING OFFICER  
691 HAWK SQUADRON  
ROYAL CANADIAN AIR CADETS

## Monday Night Timings

18:45	Officers/Staff arrive
18:50	Squadron Fall in
18:50 – 19:10	Opening Parade
19:10 – 19:40	First Class
19:45 – 20:15	Second Class
20:15 – 20:30	Break
20:30 – 21:00	Third Class
21:05 - 21:15	Closing Parade & Announcements
21:15 - 21:30	Cadet Dismissal/Pick up

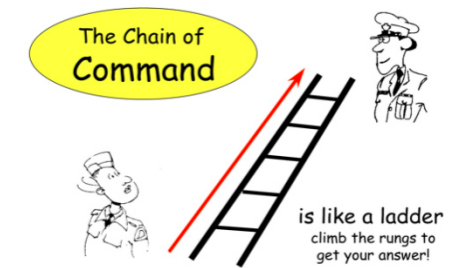
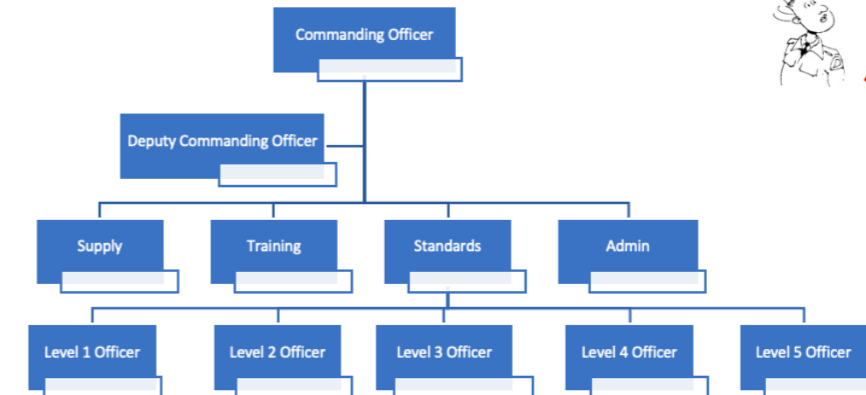
If you are going to be late or absent for a parade night or activity, you must call the office at (306) 695-2795 before the activity starts.



It is your responsibility to check the training board ***and*** listen to announcements each night to see if there are any changes or additions.

## The Chain of Command: Where do you fit in?

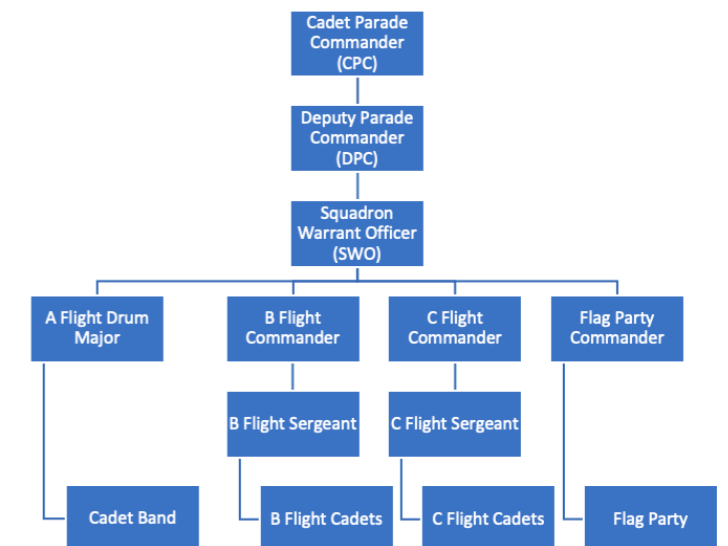
### Officers



The cadet program is modelled after the Canadian Forces and as such there is a chain of command. A chain of command is a hierarchy in which information is passed from top to bottom and bottom to top.

### Cadets

You are going to have questions throughout the year and you should always start at the lowest level in the chain of command. Questions that can't be answered are forwarded up the chain of command until an answer is provided. This helps to ensure consistency and that everyone is a part of the learning and information



As a new Cadet the first link in your chain of command is typically your Flight Sergeant. Their first link is your Flight Commander and so on as illustrated above.

## How Do I Get Promoted?

The criteria for cadet promotions are no longer based on a quota system. Cadets must actively participate in their level training program at the local headquarters and meet other training level criteria in order to be promoted. All Cadets start at the rank of Air Cadet or AC.

With rank comes responsibility and as you are promoted through them, the expectations and tasking's given to you will put into practice what you've learned over the past year(s).

Rank	Standard	Criteria
 Leading Air Cadet	National	- Participate in proficiency level 1 of the LHQ training program for a period of five months. - Recommended by the appropriate Flight Commander
 Corporal	National	- Successfully complete proficiency Level 1 of the LHQ training program - Participate in the Cadet Fitness Assessment - Recommended by the appropriate Flight Commander
 Flight Corporal	National	- Successfully complete six months of satisfactory service at the rank of Corporal - Successfully complete proficiency Level 2 of the LHQ training program - Participate in the Cadet Fitness Assessment - Recommended by the appropriate Flight Commander
 Sergeant	National	- Successfully complete at least six months satisfactory service at the rank of Flight Corporal - Successfully complete proficiency Level 3 of the LHQ training program - Completed PO 303 with a minimum rating of "completed without difficulty" - Participate in the Cadet Fitness Assessment - Recommended by the appropriate Flight Commander
 Flight Sergeant	National	- Successfully complete at least six months satisfactory service at the rank of Sergeant - Successfully complete proficiency Level 4 of the LHQ training program - Completed PO 403 with a minimum rating of "completed without difficulty" - Participate in the Cadet Fitness Assessment - Recommended by the appropriate Flight Commander
 Warrant Officer Second Class	National	- Successfully complete at least six months satisfactory service at the rank of Flight Sergeant - Completed PO 503 with a minimum rating of "completed without difficulty" - Participate in the Cadet Fitness Assessment - Recommended by the appropriate Fit Comd - Identified as a successful candidate through the merit review board process
 Warrant Officer First Class	National	- Successfully complete at least six months satisfactory service at the rank of WOII - Recommended by the appropriate Fit Comd - Identified as a successful candidate through the merit review board process - Dress and deportment, conduct, discipline, Attitude, participation and response to direction - The following skills are also considered: <ul style="list-style-type: none"> <li>- Problem solving</li> <li>- Effective communication</li> <li>- Initiative</li> <li>- Positive Interaction and setting an example</li> <li>- Sound judgement</li> <li>- Willingness to accept responsibility</li> </ul>

### The ABC's of Selection for:

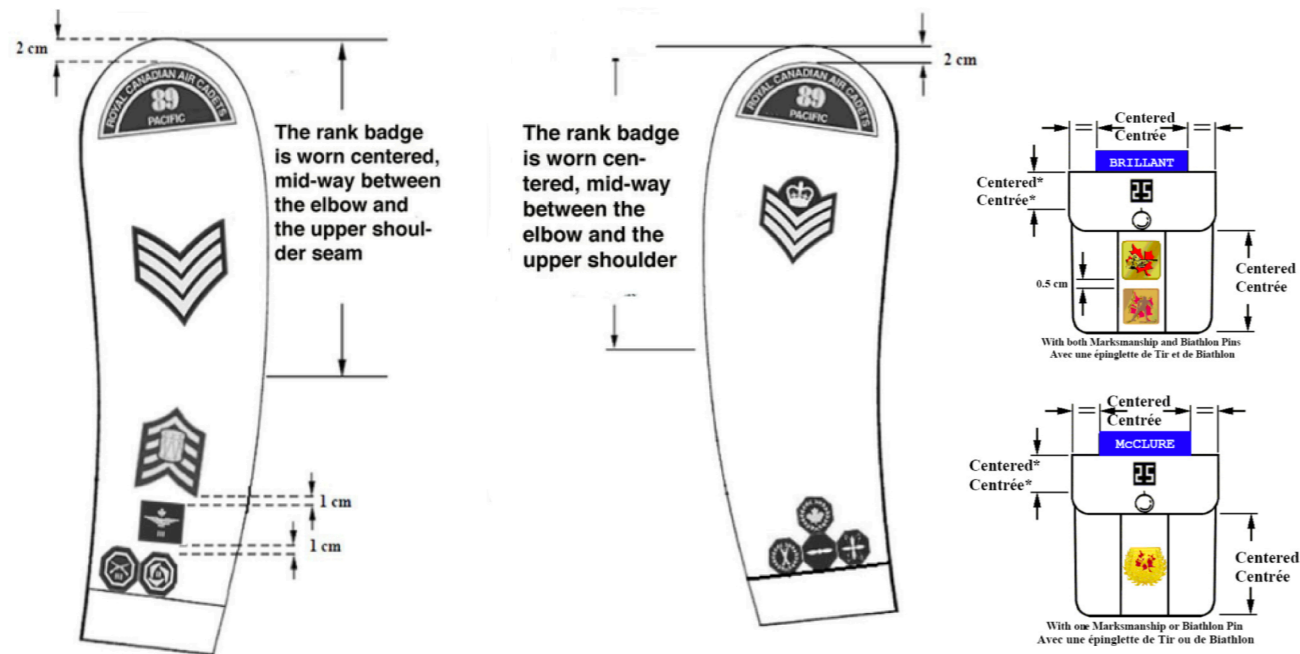
Promotion, nomination for Summer Training, participate in weekend or extracurricular activities

1. **Attendance** 90% minimum for mandatory events during the year.
2. **Behavior** during training nights and activities (in class and on the parade square)
3. **Corps Spirit** "Esprit de Corps"- (Team spirit). Are you part of the team/flight?)
4. **Dress** and deportment. This means shiny boots and clean/pressed uniform EVERY NIGHT.
5. **Extracurricular** attendance. Are you attending parades, AND extracurricular events?
6. **Fundraising**. Are you participating in squadron events? It does not matter how much money you personally raise, just that you participate.
7. **Get Involved!** Be known to your Flight Commander and officers. Don't be afraid to volunteer!

## Uniforms

1. **ALL CADETS WILL BE PROPERLY DRESSED EVERY PARADE NIGHT, IN FULL/COMPLETE UNIFORM UNLESS OTHERWISE INSTRUCTED OR AUTHORIZED BY THE STAFF OR THE COMMANDING OFFICER.**
2. **IF YOU CANNOT ATTEND A PARADE NIGHT IN FULL DRESS UNIFORM, YOU MUST WEAR DRESS PANTS AND A WHITE DRESS SHIRT. EXCUSES FOR NOT BEING IN FULL DRESS UNIFORM ON A PARADE NIGHT WILL NOT BE TOLERATED.**
3. **LOST UNIFORM PARTS WILL NOT BE TOLERATED. LOOK AFTER YOUR UNIFORM. CONTINUAL LOSS OR MISPLACEMENT OF ANY CADET UNIFORM ITEMS OR EQUIPMENT, WILL BE SUBJECT TO REVIEW BY THE SUPPLY OFFICER AND THE COMMANDING OFFICER.**
4. **BLUE JEANS ARE NOT ALLOWED ON A PARADE NIGHT.**
5. **IF YOU GROW OUT OF A UNIFORM ITEM, IT WILL BE REPLACED ONCE YOU RETURN THE OLD ITEM. RETURNED UNIFORM PARTS MUST BE RETURNED CLEAN.**
6. **THE CADET TUNIC, PANTS AND SHIRT ARE ALL WASHABLE ITEMS. KEEP THEM CLEAN.**
7. **NO UNIFORM ITEM WILL BE ACCEPTED BACK OR FOR EXCHANGE UNLES IT HAS BEEN FULLY CLEANED.**
8. **CADET SEASONAL OUTER JACKETS – CONSISTS OF AN INNER LINER AND THE OUTER JACKET. THESE WILL BE ISSUED ONCE, AND ONLY ONCE TO CADETS. EXCHANGES WILL BE ALLOWED ONLY WHEN THE CADET GROWS OUT OF THE JACKET. THERE WILL BE NO REPLACEMENTS.**
9. **INAPPROPRIATE CIVILIAN CLOTHING WITH ADVERTISING OR VULGAR WORDS ARE NOT ALLOWED.**
10. **CHEWING GUM IN UNIFORM, OR AT ANY CADET ACTIVITY IS NOT ALLOWED.**
11. **WHEN IN UNIFORM, YOU MUST BE FULLY DRESSED WITH YOUR HEADRESS ON YOU HEAD AT ALL TIMES.**
12. **WHEN IN UNIFORM, AND ARE OUTSIDE THE DRILL HALL, OR ON THE PARADE SQUARE YOU WILL SALUTE ALL OFFICERS AND CANADIAN FORCES PERSONNEL**
13. **WHEN IN UNIFORM, AND UPON ENTERING THE DRILL HALL, YOU WILL SALUTE ALL FLAGS.**
14. **WHEN IN UNIFORM, YOU WILL SALUTE ANY VETERAN YOU SEE.**

## Badge Placement



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

Right sleeve (other than WO1 and WO2)

Left sleeve (other than WO1 and WO2)

If you have any questions, bring it up the chain of command

## Makeup, Jewelry, Tattoos & Body Piercings

**Makeup** Female cadets are authorized to wear a minimal amount of makeup. When wearing the uniform, makeup shall be applied conservatively with the following limitations. False eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, colored nail polish, excessive facial makeup are not permitted.

**Jewelry** The only jewelry that may be worn in uniform shall be a wristwatch, a medical alert bracelet and a maximum of two rings, which are not costume jewelry in nature. In addition, cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe shall be spherical in shape and not exceed 0.6 cm in diameter. No other type of earring shall be worn except for a gold or silver-healing device of similar shape and size, which may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear lobe, may be worn at a time.

**Tattoos & Body Piercings** Cadets shall not acquire visible tattoos that could be deemed to be offensive (e.g. pornographic, blasphemous, racist, etc.) or otherwise reflect discredit on the Canadian Cadet Movement. Cadets in uniform shall not wear visible body piercing adornments (tongue included), except for female cadets, who may wear earrings as described above. Covering the unauthorized piercing with an adhesive bandage (Band-Aid™) is not acceptable.

## Personal Appearance

As per CATO 55-04 Section 32 through 34, a cadet's hair must be neatly groomed and styled as per regulation. It must not have unnatural colors (pink, green, blue, purple etc.) or be excessively high or bulky so that the wedge can sit properly on the head.

The top of the hair must be short enough so that it does not fall below the eyebrows when the cadet's wedge is removed and is never more than 6 inches in length. It must be trimmed so it does not touch the ears. In the back, the hairline should be 1 inch above the shirt collar. A buzz cut, or fully shaved head is acceptable but not required.

### Facial Hair

Sideburns must not come below the middle of the ear and be squared off. Mustaches must not extend past (no handlebar styles) or below the corners of the mouth. They must be kept neatly trimmed at all times.

Generally, beards are not allowed. There are two exceptions – cadets who are Sikh, or if you have a note from your doctor stating why you are not able to shave.

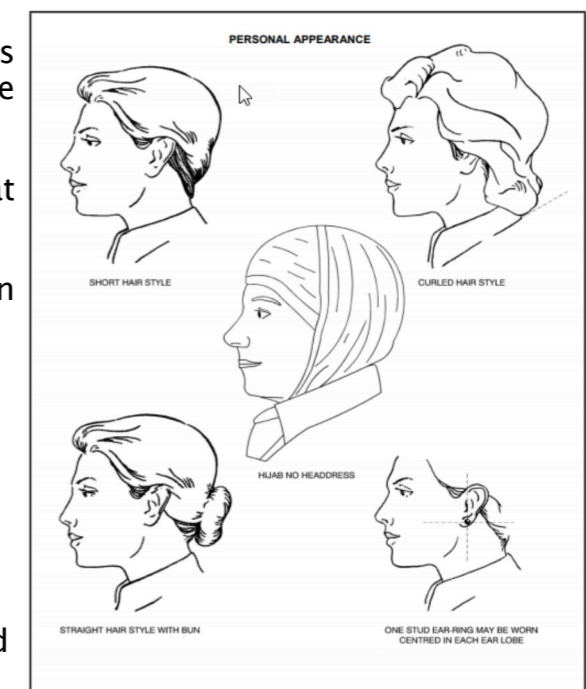
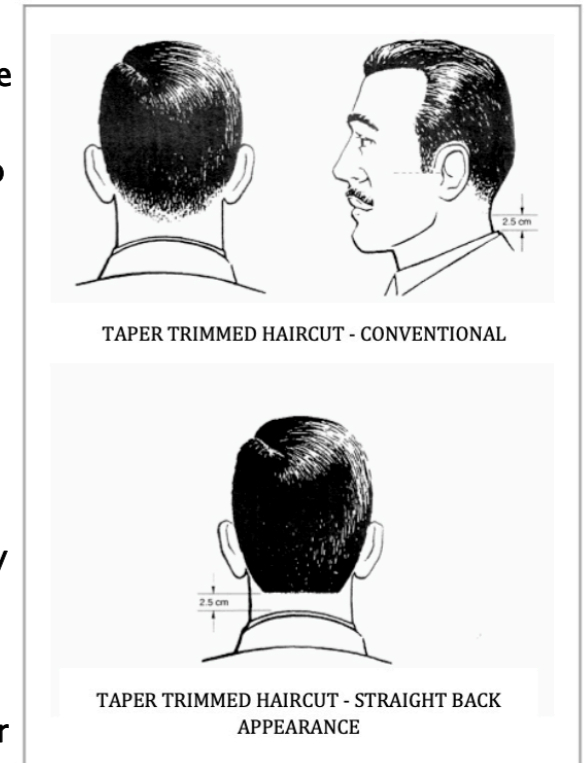
All styles should be neat with no ends sticking out. Gel and bobby pins are essential.

Short – hair must be short enough that it does not touch the shirt collar.

Long – must be pulled into a neat bun or braided as per below.

Braided – one tight French braid down the middle of the back or two tight side French braids coming back over the shoulders. In both cases the braids are not to be longer than the top of the armpits. Braids are not acceptable for ceremonial parades (CO Parade, Remembrance Day, ACR...) Cornrow or multiple braids must be pulled back and gathered into a bun.

Scrunchies should not be worn and only plain clips that blend with hair colour are allowed.



## Uniform Care

Cadets are issued, at no cost to them, a uniform that they must maintain throughout their cadet career. They will be taught how to shine their boots, iron their shirt and press their tunics and pants.

### Blue Dress Uniform



## How to Polish Boots

1. Spread a thick layer of polish over leather to be spit shined. Allow it to dry for 5 minutes. Wrap a soft, clean cloth around your index finger so you will have a smooth area on the end of your finger and dip it in water (we don't really use spit) so it is thoroughly wet but not dripping (see note 1 below). This will be your base coat of polish. A good base coat is extremely important.
2. Using a small circular motion (see note), buff the dried polish with the wet cloth until a shine starts to develop. Then, still using the damp cloth on your finger apply a fine layer of polish in a circular motion and keep rubbing until a hazy shine develops. Keeping the cloth damp, build up the shine with layers of polish applied circles with light pressure until a glossy shine develops.

#### Note:

The reason you use a wet cloth is to stop the fine coats of polish sticking to the cloth and to encourage the polish to stick to the leather. You want to keep on building up layers of polish until you have a completely smooth surface that gives the glossy shine.

3. After the first heavy coat of polish you must use minimal amounts of polish to build up the shine. If you use too much polish, the solvent in the polish you are applying will dissolve the base you have already built up and you will have to start in that area again.

4. When sufficient shine has developed, use a clean, dry, soft cloth to give a final buff and remove any last haze.

Kiwi brand black (not parade gloss and not liquid polish) is ideal for polishing cadet boots.

Your uniform must be cleaned (free from lint and dirt), pressed with a hot iron, and buttoned up (tunic and shirt and pockets).

Boots must be cleaned (no mud), and polished (to a high shine).

**EVERY TIME YOU WEAR IT!**



## Uniform Care

### Field Training Uniform

**Tunic** - When wearing the field training uniform, you must ensure it is wrinkle free, but **do not iron** it. Your tunic/field shirt, t-shirt, and pants should not look like it was sitting in a ball on our floor for the last week. You can keep your uniform wrinkle free by hanging it up after each parade night or after washing. Alternatively, you can steam it in your dryer. If your dryer does not have a steam option throw it in with a damp cloth.

The tunic/field shirt has two sets of strings to "blouse" the tunic. One set is at the waist of the tunic and the second set is at the bottom. To blouse your tunic, cinch and tie your strings together and pull the ends to create two loops. Take these two loops and twist around your finger tightly so it creates a smaller hole. Take your loop and wrap it underneath itself then loop it over your button before buttoning the tunic together. Do the same with the bottom set of strings. No strings should be visible when you're done.

**Sleeves** - may be worn up or down at the direction of the CO. When sleeves are worn up, they should be rolled flat until the rolled sleeve sits just above your elbow. The roll itself should be flat and span about four fingers in width.

Tip: If you use the base of the cuff as a reference when rolling your sleeves up, you should end up rolling it up about 4-5 times and should end up with the right width for the rolled sleeve.

**Pants** - your pants also get bloused but is done slightly differently. The pants have what are called sand traps. This bit get tucked into your boots and the normal pant leg is what gets bloused.

The use of boot bands will create the best, most durable blouse. Boot bands are like mini bungee cords that wrap around your shin at the top of your boots. You then tuck the ends of your pants underneath the band to create the blouse. This type of blousing rarely comes undone. This method is also better if your pants are too long as the excess is just tucked inside. Unfortunately boot bands are not currently available at the squadron. A rubber band can make an effective substitute but please make sure it is not too tight if you're using one.

These pants generally come with a set of strings at the bottom of the pant leg. You can also cinch and tie these strings to create a blouse in the pants. As with the tunic, you should not be able to see strings when you are done so you may need to tuck them into your pants or boots. This style of blousing your pants may come undone easily and you may have to re-do multiple times.

### The FTU's CANNOT be modified/hemmed.

If they do not fit, you need to get them replaced at supply.

**Boots** - You **do not polish** your combat boots. Instead, they are blackened. To blacken your boots, grab some black kiwi polish - not parade gloss and **not the same polish tin you use on your parade boots!** You should not use the same tin of polish as your parade boots as your combat boots will get dirty and dusty and this will get into your boots. A little dust or dirt will not cause any problems for your combat boots but will ruin your parade boots.

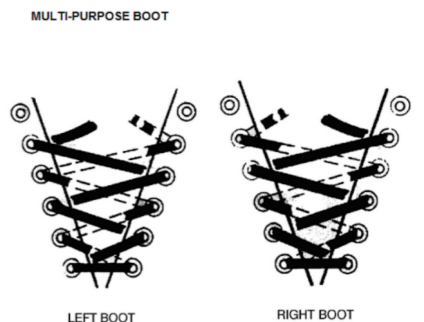


This is a boot brush

Start by unlacing your boots entirely. Grab a boot brush and get a good amount of polish on it and brush it into your boots to create an even coat of matte black. You should blacken the entire boot including the tongue, around the stitching, (a toothbrush can help blacken the stitching groove) and the side of the sole. Your entire boot should have an even coat of matte black everywhere. We blacken boots to weatherproof them.

If your boots are full of mud/caked on dirt, you will need to wash it off before blackening them.

To lace your combat boots, start with the lace that is above your big toe and do a herringbone lace. The lace that started above your big toe should always be the lace on top. Finish off with a reef knot at the top of the boot and tuck the ends of the laces in to the boot.



LEFT BOOT

RIGHT BOOT

## Codes of Dress

As per the training schedule, each activity has a different dress code. Reference the diagrams below to ensure you are wearing the proper uniform.

ORDER OF DRESS  
C1A



**Composition:**

- Wedge
- Blue dress shirt
- Tie
- Tunic
- Blue Trousers
- Belt
- Parade Boots
- Socks
- Medals /pins
- Name tag

Ceremonial dress (ie Remembrance day, ACR,

ORDER OF DRESS  
C2



**Composition:**

- White button dress shirt
- Black bowtie
- Tunic
- Blue Trousers
- Belt
- Parade Boots
- Socks
- Ribbons /pins
- Name tag

Mess Dress

ORDER OF DRESS  
C3



**Composition:**

- Wedge
- Blue dress shirt
- Tie
- Tunic
- Blue Trousers
- Belt
- Parade Boots
- Socks
- Ribbons /pins
- Name tag

Regular service dress (non-CO parades, "winter

ORDER OF DRESS  
C3B



**Composition:**

- Wedge
- Blue dress shirt
- Blue Trousers
- Belt
- Parade Boots
- Socks
- Ribbons /pins
- Name tag

Regular service dress (non- CO parades, "summer dress")

ORDER OF DRESS  
C3E



**Composition:**

- Wedge
- Blue t-shirt
- Tunic
- Blue Trousers
- Belt
- Parade Boots
- Socks
- Ribbons /pins
- Name tag

Regular training dress

ORDER OF DRESS  
C3F



**Composition:**

- Wedge
- Blue t-shirt
- Blue Trousers
- Belt
- Parade Boots
- Socks
- Ribbons /pins

Regular training dress

## Codes of Dress

### C5 - Field Training Uniforms (FTUs)

While the FTUs are new to the Air Cadets standard of dress, they are not new to the Cadet Program. Official dress regulations are yet to be published for Air Cadets so there is not yet a code associated to the Air Cadet FTUs but will likely follow the Army Cadet Dress Code of C-5.

Previously FTUs only issued to Air Cadets on a temporary basis at an Air Cadet Survival summer course. This year we have been issued FTUs for our cadets on to wear and maintain while they are a member of the cadet program. Once you leave the program, like your blue dress uniform, you will be required to return all pieces of this uniform as well.

We will be issuing everyone one set of FTUs and they will become our regular parade night dress.



**Composition:**

Air cadet wedge with insignia, beret/turban with air cadet insignia, toque, or Tilley hat, field shirt (tunic), rank slip ons, dark blue cadet-issue t-shirt, field pants and belt, wool socks, field boots. (Alternative footwear may be authorized when necessary based on the activity)

Sleeves may be worn down or rolled up as directed by the CO.

**Occasions:**

- work, duty, or training dress
- this will be our standard order of dress on regular parade nights once issued.

Same as above. DND is working to get blue berets for all cadets and will be issued in the future. Blue Berets with the air cadet insignia will become the standard headdress with the FTU's on regular parade nights.

**Occasions:**

- work, duty, or training dress
- this will be our standard order of dress on regular parade nights once issued.



**No pins, medals, or badges are worn on your FTUs.** A name tag or name tape may be authorized by the CO for wear on FTUs.

A white braided lanyard or brassard may be worn if authorized by qualification or position.

A brassard indicating rank will be worn on the left arm. All other brassards, including brassards used to identify appointments or other training identifiers, will be worn on the right arm.

A lanyard, if authorized, will be worn on the left arm.

## Air Cadet Summer Training

This is one of the greatest opportunities offered by the Cadet program. Every cadet that comes joins our squadron has the opportunity to attend one of the many Cadet Summer Training Centers across Canada. There is also an international exchange which changes every year. We have seen exchanges from China, New Zealand, the United States of America and more. Please visit the 691 Hawk website for all the latest information about cadet summer training.

**Summer training applications are handed out in late November and due back before the Christmas break.**

**General Training (Air)** The General Training Course provides cadets who have recently joined the Cadet Program an introductory summer training experience where they will participate in a variety of activities from each specialty, to include Drill and Ceremonial, Music, Marksmanship, Aviation, Aerodrome Operations, Aircraft Manufacturing and Maintenance, Aerospace, and Aircrew Survival.

### Aviation & Aerospace Courses

**Basic Aviation (Air)** The Basic Aviation Course provides cadets an opportunity to develop the fundamentals of aviation. Activities include radio communication, a familiarization flight, meteorology, and air navigation.

**Basic Aviation Technology and Aerospace** The Basic Aviation Technology and Aerospace Course provides cadets an opportunity to develop the fundamentals of aerospace, airport operations and aircraft manufacturing and maintenance. Activities include aerospace, aerodrome operations, and aircraft manufacturing and maintenance.

**Advanced Aviation** The Advanced Aviation Course provides cadets an opportunity to develop as a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aviation activities within the Air Cadet Program. Activities include instructional technique, radio communication, meteorology, and air navigation.

### Drill and Ceremonial Courses

The Basic Drill and Ceremonial (Air) Course provides cadets an opportunity to build on drill learned at the squadron, participate in advanced drill and ceremonial activities, and to develop leadership skills and knowledge; while performing the role of a team leader. Activities include commanding a squad on parade, drill with arms, flag drill, and marksmanship training.

The Leadership and Ceremonial Instructor (Drill and Ceremonial Instructor) course provides cadets an opportunity to develop the skills and knowledge to become an instructor and team leader during drill and ceremonial activities. Activities include advanced drill, instructional techniques and leadership.

### Survival Courses (air)

The Basic Survival Course provides cadets an opportunity to develop aircrew survival skills. Activities include field training, navigation and ground search and rescue.

The Survival Instructor Course provides cadets an opportunity to develop as a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aircrew survival activities within the Air Cadet Program. Activities include instructional technique, first aid, survival and field training, and ground navigation.

### Fitness and Sports Courses (all elements)

The Basic Fitness and Sports course provides cadets an opportunity to participate in fitness and sports activities, and to develop knowledge and skills on how to perform the duties of a Fitness and Sports Assistant. Activities include following a personal fitness routine, leading warm-up and cool-down sessions, assisting with the Cadet Fitness Assessment and assisting with recreational sports.

The Fitness and Sports Instructor Course provides cadets an opportunity to develop as a fitness and sports specialist with the skills and subject matter knowledge required to perform the role of a Fitness and Sports Instructor and a team leader for fitness and sports activities conducted at the corps / squadron during regionally directed activities and/or as a staff cadet at a CSTC. Activities include personal fitness and healthy living, conducting the Cadet Fitness Assessment, and leading recreational sports.

## Air Cadet Summer Training

### Air Rifle Marksmanship Instructor (all elements)

The Air Rifle Marksmanship Instructor Course provides cadets an opportunity to develop marksmanship skills and knowledge, and to instruct and lead air rifle marksmanship activities. Activities include first aid, advanced marksmanship, instructional techniques and coaching.

### Military Band – Basic Musician and Intermediate Musician (all elements)

The Military Band – Basic Musician Course provides cadets an opportunity to participate in music training and military band activities, to prepare them to support corps / squadron music programs. Activities include maintaining a primary instrument, music theory, demonstrating rhythm skills, executing drill as a member of a band, and performing ensemble music as a member of a band.

The Military Band – Advanced Musician Course provides cadets an opportunity to participate in advanced music training and military band activities, to prepare them to lead and instruct corps' music programs. Activities include all the same as basic musician but also include first aid, leadership, and instructional technique.

### Pipe Band – Basic, Intermediate and Advanced Musician Courses (all elements)

The Pipe Band – Basic Musician Course provides cadets an opportunity to participate in music training and pipe band activities, to prepare them to support corps / squadron music programs. Activities include highland dance, maintaining a primary instrument, music theory, demonstrating rhythm skills, executing drill as a member of a band, and performing ensemble music as a member of a band.

The Pipe Band – Intermediate Musician Course provides cadets an opportunity to participate in music training and pipe band activities, to prepare them to support corps / squadron music programs. Activities are the same as above but also includes first aid.

The Pipe Band – Advanced Musician Course provides cadets an opportunity to participate in advanced music training and pipe band activities, to prepare them to lead and instruct corps' music programs. Activities are the same as listed in the above two courses but also include leadership, and instructional techniques

### Air Cadet International Exchange

The Department of National Defence (DND) and the Air Cadet League of Canada (ACL) jointly sponsor an International Cadet Exchange Program with Air Cadet Organizations around the world. As such, Canada is a member country of the International Air Cadet Exchange (IACE) Association.

Select senior cadets are chosen from air cadet squadrons across Canada to participate in International Exchanges and / or Cultural Visits. The following is a list of countries that may partake in these training opportunities:

- Belgium,
- France,
- Hong Kong,
- Netherlands,
- Australia,
- Japan,
- Philippines,
- Singapore,
- Turkey,
- New Zealand,
- United Kingdom; and
- The United States of America.

## How do you get selected for Summer Training?

Our squadron is only allowed to select about 40% of our cadets to send away for summer training. Who decides who gets the opportunity to go and who doesn't? That is a simple answer....

# YOU!

**You** make the choices that will decide whether or not you get selected for camp.

Are you showing up for cadets every Monday? Are you on time?

When you can't make it to a cadet event, do you call the office to let someone know?

Is your uniform clean and pressed, boots shined, and hair cut and kept neatly?

Are you paying attention in class and not being disruptive?

Have you come out to extra events? (Remembrance Day parades, weekend exercises?)

Are you being respectful to the staff, other cadets and officers?

## **Squadron Standing Orders (Condensed)**

### **2.1 Dress**

- 2.1.1** All Members of the Squadron will adhere to the following Squadron Dress regulations:
- All cadets shall conform to the Air Cadet Dress Regulations, CATO 55-04, while in uniform;
  - All CIC Officers shall conform to the Canadian Forces Dress Regulations A-AD-265-000/AG-001, while in uniform, and shall be considered on duty while at the unit, whether in uniform or not;
  - Under no circumstances shall civilian articles of clothing be worn with any part(s) of an Air Cadet or CIC uniform, except in extreme weather conditions or with expressed permission of the Commanding Officer in regards to unavailable articles of issued clothing due to size, availability etc.;
  - All Civilian Instructors and volunteers shall wear appropriate attire during Squadron training nights and training activities

### **2.2 Deportment**

**2.2.1** All members of Squadron including, cadets, civilian instructors, volunteers and CIC officers shall conduct themselves in a professional and responsible manner at all times.

**2.2.2** Cadets and CIC officers, while in uniform, shall not chew gum, slouch, saunter, carry hands in pockets, smoke, walk arm in arm or indulge in similar lapses of deportment that detract from a military bearing in the eyes of the public.

### **2.3 Etiquette**

**2.3.1** 691 RCACS, while a cadet unit, is to be guided by Air Force custom and tradition. Cadets shall be encouraged to adopt air force customs and traditions during all aspects of squadron activities.

**2.3.2** Saluting while indoors is normally not required. Exceptions are:

- when required to do so on the parade square;
- when seeking permission to enter the stage area
- when seeking an audience or interview with an officer;
- when the Canadian flag is being marched directly in front of you; and
- when, as a member of the audience and in uniform, "O Canada" or "God Save The Queen" are played (note: cadets or officers in uniform are not to sing the national anthems).

**2.3.3** When passing officers in hallways cadets are expected to acknowledge the officer by executing an eyes right or left or, if the officer is not engaged in conversation with another person, by saying "Good evening Sir/Ma'am". Exaggerated and noisy displays of greeting are neither expected or welcome.

**2.3.4** Cadets shall refer to squadron officers, warrant officers and flight sergeants by rank and surname, never by surname alone. When cadets are present officers are encouraged to use formal ranks when addressing one another.

### **3.1 Smoking**

**3.1.1** Under no circumstances shall cadets smoke or be in possession of tobacco products during Squadron activities.

**3.1.2** No staff, including civilian instructors, CIC Officers or volunteers, shall smoke in front of any cadet.

**3.1.3** Staff shall endeavor to impress upon cadets the dangers of smoking and to foster an attitude, which encourages cadets to abstain from or quit smoking.

### **3.2 Alcohol**

**3.2.1** No cadet shall consume or be in possession of alcoholic beverages or be intoxicated during Squadron activities.

**3.2.2** No Squadron staff member, including civilian instructors and CIC Officers, shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a CI or CIC Officer. Staff members are expected to abstain from any alcohol for at least eight hours before attending squadron activities.

## **Squadron Standing Orders (Condensed)**

### **3.3 Drugs**

**3.3.1** No member of the Squadron, including cadets, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort. This will also include marijuana now that it has been legalized.

**3.3.2** The Sqn CO shall immediately notify proper local authorities of any breach of para. 3.3.1 above.

### **3.4 Harassment**

**3.4.1** Under no circumstance shall members of the Squadron, including cadets, civilian instructors and CIC Officers, commit any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat, toward any cadet or staff member.

**3.4.2** All forms of hazing, including any coerced participation expressed or implied, improper initiation rites, ceremonies or other events are expressly prohibited.

**3.4.3** Harassment of any form constitutes unacceptable conduct and will not be tolerated.

**3.4.2** Any infraction of DAOD 5012-0 (Harassment Prevention and Resolution) will be reported to the UHRA, the Commanding Officer or the immediate supervisor (officer) of the aggrieved person.

### **3.5 Abuse**

**3.5.1** Under no circumstances shall members of Squadron, including cadets, civilian instructors and CIC Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.

**3.5.2** All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to:

- the UHRA or CO;
- any member of the squadron in a position of authority;
- Child Protection Office, Fort Qu'Appelle - 1-800-667-3260;
- the DND/CF Harassment Help Line at 1-800-290-1019 (English) or 1-800-290-0893 (French);
- the CF Members Assistance program at 1-800-268-7708;\
- Kids Help Phone at 1-800-668-6868

### **3.6 Personal Relationships**

**3.6.1** Under no circumstances shall members of the Squadron display or engage in any act of a sexual nature with, or enter into a romantic, emotional or sexual relationship with any cadet.

**3.6.1** Where adult members of staff are involved in a romantic, emotional, sexual or family relationship the provisions of CFAO 19-38 (Personal Relationships) shall apply.

**3.6.3** Neither cadets nor staff shall openly display acts of affection while engaged in any official squadron activity.

### **3.7 Attendance**

**3.7.1** All Squadron Cadets must maintain a minimum 60% attendance rate throughout the cadet training year.

**3.7.2** Subsequent to para. 3.7.1, any cadet who is absent for three or more consecutive training night, without excuse, may be struck off strength (SOS) and recovery action for uniform undertaken.

**3.7.3** It is the responsibility of the individual cadet to notify the staff of intention of and reason(s) for being absent from a Squadron training night or compulsory training activity. This is done by phoning the office.



## **Positive Social Relations For Youth (PSRY)**

### *(Cadet Harassment and Abuse Prevention)*

The safety and well being of every cadet is of primary importance to the Canadian Cadet Movement (CCM). That's why the Cadet Harassment and Abuse Prevention (CHAP) Program was developed. It's our response to the realities of today's world.

Harassment and Abuse can happen in any organization. This behavior might range from unkind and demeaning remarks to racial slurs to physical and sexual abuse. This behavior is unacceptable in the CCM. The program provides cadets and all adult members of the CCM with the information and training to prevent this behavior and with guidance on what action to take should it happen.

PSRY is a training awareness program built around a series of short, age-sensitive video segments that demonstrate various forms of harassment and abuse. They are designed to facilitate classroom discussion.

#### **DEVELOPED BY A TEAM OF EXPERTS**

PSRY was created by the Department of National Defense / Canadian Forces in cooperation with experts from Consulting and Audit Canada and the Canadian Red Cross Society, in consultation with the Canadian Human Rights Commission and the Secretary of State for Children and Youth. PSRY is specifically geared towards youth and will be delivered at the local Cadet unit and Cadet Summer Training Centers by qualified leaders in the Cadet Instructors Cadre (CIC). Designed for adolescents, the subject matter is divided into two segments:

#### ***The Sensitization Module*** - For all cadets

The Sensitization Module focuses discussion on mutual respect and concern for others. The videos use plain-language material to show how to recognize the different forms of harassment covered under the Canadian Human Rights Act and the four kinds of abuse - emotional, physical, sexual and neglect, defined by provincial and territorial child protection legislation.

#### ***The Leadership Module*** - For Senior and Staff Cadets

The Leadership Module for senior and staff cadets teaches the responsibilities of being a leader. It helps cadets understand the proper use of authority and how to distinguish between discipline and abuse. Cadets learn how to deal with disclosures of harassment or abuse and how to report it. As well, they are shown how to recognize situations that can put them at personal risk and how to prevent them.

With PSRY, the message is clear:

Harassment and Abuse are  
**unacceptable**  
within the Cadet Program



Unit Human Rights Advisors (UHRA):

**Any Officer**

## **The Sponsors Partnership**

The Air Cadet Program is run by a partnership between:

**The Department of National Defense** who provide/support the adult instructors – Canadian Forces Reserve Officers of the Cadet Instructors Cadre (CIC). They provide cadet uniform and funding for training;

**The Air Cadet League of Canada** who provide/support the flying and gliding program, the attraction of cadets and parade facilities; and'

The sponsors – **Royal Canadian Legion** and the **Squadron Sponsor Committee** ("Parent's Committee")– who provide financial support through fundraising for:

- Administrative and training costs not supported by DND;
- Extracurricular trips and activities (sports weekends, Mess Dinner, Christmas party, etc);
- Biathlon, Marksmanship and Band Equipment;
- Computer equipment; and
- Various other needed equipment.

**The Parents and Sponsor Committee** is an integral part of 691 Hawk Squadron and depends on many volunteers. The Squadron Sponsor Committee meets each month to discuss upcoming events, fundraising ideas, and any training concerns they may have with the Commanding Officer. The general meetings are held the second Monday of the month.

Parental input and attendance are greatly appreciated.

**Parents are encouraged to volunteer on the Committee and to attend the monthly meeting so they can keep in touch with the program.**

By working together we can accomplish anything!



## Important Things To Remember

1. If you can't make it to cadets on a Monday Evening, call (306) 695-2795 or email [info@691hawk.ca](mailto:info@691hawk.ca) to be recorded as "excused" and not **absent**. (This helps in selections for camp and promotions)
2. Call your **Cadet Flight Commander** if you have a question; get the names and phone numbers of your flight staff and put them in this book.
3. If you think a cadet night might be cancelled due to bad weather, check the web site and/or Facebook page.
4. Sports nights are generally non-uniform nights, and all cadets are expected to participate. Please be dressed in appropriate sports clothing. Attendance is still important on these nights, if you cannot attend please call!
5. Squadron staff will be checking your uniform every Cadet night. Make sure pants, shirt and tunics are pressed, boots are shined, and your uniform is free from lint.
6. If you have grown out of a uniform part, bring that part to Supply to exchange it. Make sure to bring in the rest of your uniform to wear, once you have received the new part.
7. Cadets are to be on parade each night at 6:30pm. If you are late, report to your Flight Commander on parade and stand on the side to hear the messages. Make sure to report your attendance to the office.
8. The CO is glad to meet with cadets and parents. However, please remember that Cadet nights (Mondays), from 6:30 to 9:30pm is our time for training the cadets, and the CO may not be available! Feel free to call to set up an alternate time to discuss any questions or concerns you may have about your cadet or the cadet program.

### **Air Cadet Motto**

- To Learn
- To Serve
- To Advance



## Squadron Contact Information

Visit the squadron website and Facebook page for important information and announcements!

Weekly announcements will posted Sunday evenings.

Website: [www.691hawk.ca](http://www.691hawk.ca)

Facebook: 691 Hawk Squadron

Office Phone Number: (306) 695-2795

Email: [info@691hawk.ca](mailto:info@691hawk.ca)

### **COMMANDING OFFICER & SUPPLY OFFICER**

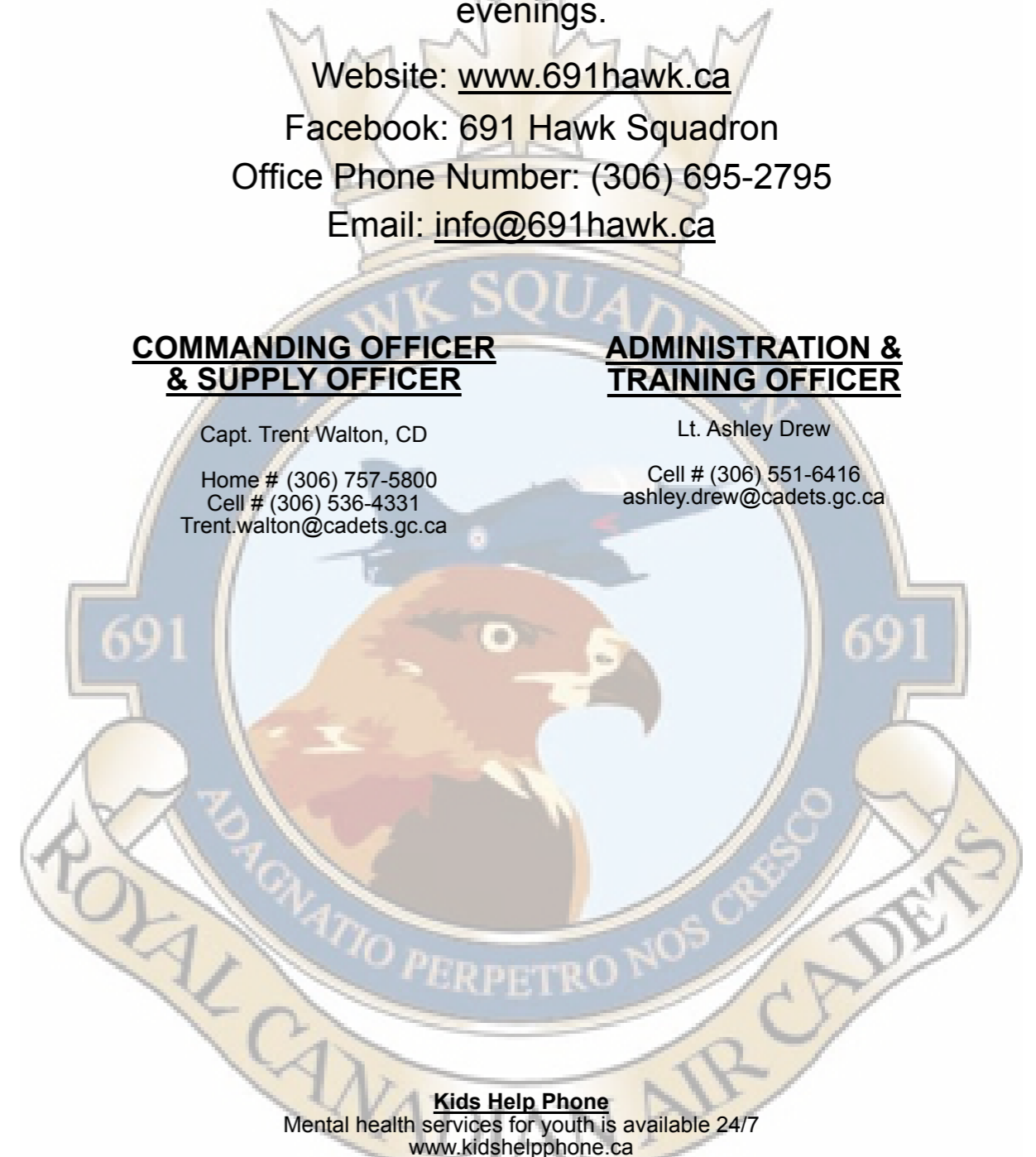
Capt. Trent Walton, CD

Home # (306) 757-5800  
Cell # (306) 536-4331  
[Trent.walton@cadets.gc.ca](mailto:Trent.walton@cadets.gc.ca)

### **ADMINISTRATION & TRAINING OFFICER**

Lt. Ashley Drew

Cell # (306) 551-6416  
[ashley.drew@cadets.gc.ca](mailto:ashley.drew@cadets.gc.ca)



### **Kids Help Phone**

Mental health services for youth is available 24/7

[www.kidshelpphone.ca](http://www.kidshelpphone.ca)

Text - CONNECT to 686868

Call - 1-800-668-6868

Also available on facebook messenger - [kidshelpphone.ca/messenger](https://www.facebook.com/kidshelpphone.ca/messenger)

