Recruit Handbook

Includes Cadet Joining Information & Parent’s Information

1913 The Ontario Regiment
Royal Canadian Army Cadets

Our Corps was founded in
21 Jan 1943

Parade Night
Wednesday 1800hrs to 2130hrs.

Military Band, Drill Team, Marksman Team, Biathlon Team
Monday 1800hrs to 2100hrs
WELCOME!

Your interest in joining 1913 The Ontario Regiment RCACC Regiment Cadet Corps (located at the Oshawa Armouries) is your first step on a road of personal development through an innovative adventure based training program. Every cadet corps has a history and a character, and ours has a long history of high quality uncompromised cadet training. Membership in this corps is a privilege that should not be taken for granted. Cadets in our corps are expected to maintain a high level of attendance, dress, behaviour and attitude. Maintenance of this standard will ensure you and all of the cadets around you achieve all that they can achieve from the Army Cadet Training Program. Enjoy your time with the cadet movement and strive to achieve everything that we have to offer you!

THIS RECRUIT HANDBOOK BELONGS TO:

CADET: ____________________________________________

IF I CAN'T MAKE IT TO CADETS I SHOULD CALL MY SECTION COMMANDER

NAME: ____________________________________________

PHONE NUMBER: ________________________________

OR THE CORPS ADMINISTRATION OFFICE AT: 905-721-4000 EXT 4061

“The unfailing formula for production of morale is patriotism, self-respect, discipline, and self-confidence within a military unit, joined with fair treatment and merited appreciation from without.... It will quickly wither and die if soldiers come to believe themselves the victims of indifference or injustice on the part of their government, or ignorance, personal ambition, or ineptitude on the part of their military leaders.”

Douglas MacArthur June 30, 1933
INTRODUCTION

Your decision to become a member of 1913 The Ontario Regiment, Royal Canadian Army Cadets is a big one. The cadet program is a national program, from the Atlantic to the Pacific. Through your involvement in cadets locally, and during the summer at our regional summer training centers, you will experience new adventures and meet new friends. The friendship between those who have shared the challenge of cadet training is a strong one, and is one that becomes a lifelong bond. The leadership skills and self-discipline you learn from cadets give you qualifications that will allow you to stand out from the crowd. However, in order to gain the benefits available to you from the cadet system, you have to be dedicated and disciplined, and strive to reach a level of personal excellence. This handbook is a collection of important information that every new cadet and parents need to know. It is a cadet’s first textbook and you are expected to read it thoroughly.

1. HISTORY AND AIM OF THE CADET MOVEMENT

#1913 RCACC was originally formed in 21 Jan 1943 under the designation of 1913 11th Army Tank Regiment (Ontario Regiment) Cadet Corps. In 1948, designation was changed to 1913 11th Armoured Regiment (Ont R) Cadet Corps. In Mar 1949 authority was granted for the Corps to be re-designated as 1913 Ontario Regiment Cadet Corps. The Ontario Regiment RCAC has been sponsor and affiliated unit since the formation in 1943. The old Cadet Corps flag is laid up in St. Matthew's Anglican Church in Oshawa (1980). The Regimental March Dismounted is – John Peel

**Reserve Unit:** The Ontario Regiment (RCAC) is a Primary Reserve armoured reconnaissance regiment of the Canadian Army. The unit is based in downtown Oshawa, Ontario. Formed in 1866, and more commonly known as the 'Ontarios', 'black cats' or 'ONT R' (pronounced "ON-tar"), the regiment ranks among the oldest continuously serving Reserve (Militia) regiments in Canada and is one of the senior armoured regiments in the Royal Canadian Armoured Corps.

Cadets with the 1913 RCACC are authorized to wear one of two cap badges, our affiliated unit – The Ontario Regiment or the badge of the Royal Canadian Army Cadets. The RCAC cap badge symbolizes our loyalty to Her Majesty the Queen. The Latin motto on the badge is Acer Acerpori. This Latin motto is translated as, "As the Maple, So the Sapling". That's what the cadet system is all about; cultivating in Canadian youth those values and attitudes, which will make them, mature Canadians.

Since the late 1800s the Canadian Cadet Program has offered valuable training to young Canadians free of charge. Army Cadets first came into existence in the late 1800s as part of a young militia school program with the mandate of training boys over the age of 12 in military skills and drill. During the First World War, the Army Cadet Organization thrived, with more than 64,000 Cadets enrolled, thousands of whom volunteered to serve Canada overseas. Interest in Army Cadets ebbed between the two wars only to be significantly revived during the Second World War as Canadians looked to their youth to serve their country.

“… the time may come when we can do without armies, but it is not thought that the time will ever come when we shall be able to do without the military virtues of courage, loyalty, qualities of leadership, and the spirit of sacrifice and fair play. Those qualities are best taught through experience of discipline, cooperation, and the habit of obedience, all of which are taught to Cadets.”

– from a Provisional School lecture for qualifying Cadet Instructors, Ottawa, Ontario, 1933.
Around the same time, both the Navy and the Air Force took an interest in developing Canada’s young men along traditional military lines. In 1917, the Navy League of Canada established the Boy’s Naval Brigade to encourage young men towards a seafaring career and to provide basic training in citizenship and seamanship. In 1941, the Air Cadet League of Canada was officially incorporated as a voluntary organization with the mandate of working in partnership with the Royal Canadian Air Force to sponsor young men as future aircrew.

In the 1960s, the Canadian Forces underwent a complete reorganization resulting in the unification of its Navy, Army and Air Force. At this time a Directorate of Cadets was established in Ottawa to set policy and to coordinate the activities of the Sea, Army and Air Cadets. The focus of the Cadet Program changed from training future Canadian Forces members to developing community leaders and good citizens. By the 1970s, administration of the Canadian Cadet Program became standardized across Canada. Other changes occurred around this same time. The Army Cadet League of Canada was officially formed in 1971 to work with the Canadian Forces and the Department of National Defence in support of Army Cadets. That same year, the Cadet Instructors List (now the Cadet Instructors Cadre) was formed. The first female Cadets were introduced to the program in 1975.

Today, the Cadet Program continues to evolve and adapt to meet the expectations of our changing society. With its emphasis on leadership, physical fitness and citizenship, the Canadian Cadet Program helps young Canadians to become active and engaged members of their communities today and prepares them to become the leaders of tomorrow.

**The Cadet Instructor Cadre**

CIC Officers come from virtually all walks of civilian life. Some are students, others are homemakers, doctors, police officers, accountants, construction workers and ex-Regular Force military. But no matter how diverse their backgrounds, CIC Officers do have one thing in common - their dedication to the development of Canada's youth.

The cadet Instructors Cadre (CIC) is a branch of the Canadian Forces and a component of the Reserve Force, consisting of officers whose primary duties are the supervision, administration and training of cadets. All officers are personally responsible for the execution of duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates. It is interesting to note that, with more than 6000 members, the CIC is the largest officer branch in the Canadian Forces.

Without members and volunteers many activities in a Corps would not take place. Members and Volunteers give their time in a variety of ways and come from all walks of life with a wealth of experience in both private and ex-military sectors. The Army Cadet League of Canada welcomes a large number of volunteers at the Corps level and in the Army Cadet Program as a whole. The Army Cadet League of Canada and its partner, the Department of National Defence (DND) jointly support the Royal Canadian Army Cadets, a premier youth organization.

The Army Cadet program is a comprehensive program, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected, initially supervised, well- intended, offer skills which add value and complement the program, and are good role models for Army Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Corps Officers, staff and Sponsoring Committee. A team effort produces the best results for the greater benefit of the Cadet Movement.
2. **SPONSORSHIP AND AFFILIATION**

Every cadet corps has two "parents", one military and the other civilian. At the national and provincial levels are the Army Cadet League of Canada and Army Cadet League of Ontario, which act as the supervising civilian sponsor for all Royal Canadian Army Cadets. The Army Cadet League was formed in 1971 to manage charitable funds on behalf of cadet corps and to advise the Department of National Defence on all aspects of the Army Cadet program. Anyone who would like to discuss a matter concerning army cadets may contact the Executive Director, Army Cadet League of Canada (Ontario) - http://www.armycadetleague.on.ca/ or the National office of the Army Cadet League of Canada - http://www.armycadetleague.ca/. The Executive Director will arrange for a League representative to meet with anyone who wants to pursue a matter at length. Most cadet corps has an official sponsor to assist them in recruitment, accommodation and fundraising events to support their training goals.

In Oshawa, we are fortunate as The Ontario Regiment and are local support committee that supports our cadet corps financially, logistically and morally. Without them we could not offer the quality of the program that we have today. The Sponsoring Committee assists the Commanding Officer with his/her program needs. Parents are expected to assist this committee when called upon which occurs only a couple of times per year. We ask that any parents that can commit to volunteering their time, and meet the requirements, consider becoming a member of this committee. When they meet, it’s to discuss upcoming events, fundraising activities and approve financial expenditures. Military knowledge is NOT required. Please contact the Committee Chair Person if you can spare some time for this worthwhile committee. Without this committee we will have to charge for most activities not funded by DND.

On the military side, most cadet units in Ontario belong to Central Region with headquarters at CFB Borden. 1913 RC(Army)CC reports to the Eastern Ontario Area Cadet Detachment in Trenton. The Department of National Defence provides uniforms, equipment, summer training, and regulates cadet training. They fully support three training weekends per training year (September – June).
3. REMEMBRANCE DAY

All cadet corps participates in a number of community events in support of our sponsors, veterans and the local community. One of the most important parades is the Remembrance Day Parade on November the 11th, to honour our fallen comrades. Below is an article that appeared in the Canadian Forces newsletter ‘The Maple Leaf’.

“Remembrance Day is an occasion for people across Canada to pause in a silent moment of remembrance for the men and women who served our country and gave their lives in wartime.

Originally called Armistice Day, it commemorated the end of the First World War, on Monday, November 11, 1918, at 11 a.m. - the 11th hour of the 11th day of the 11th month. In 1919, communities from coast to coast recognized Armistice Day through their own ceremonies.

In 1921, the Government of Canada declared this day a formal holiday by passing the Armistice Day Act. From 1923 to 1931, Armistice Day was held on the Monday of the week in which November 11 fell; Thanksgiving was also celebrated on this day.

The Royal Canadian Legion mounted a campaign to have Armistice Day declared a formal holiday fixed on November 11. They succeeded in 1931, when the Armistice Day Act was amended so that commemoration would always occur on November 11.

The day was also renamed Remembrance Day at this time. Changing the name to "remembrance" from "armistice” put the emphasis on lives lost and heroism remembered, rather than on a political achievement in which rank-and-file soldiers were less involved.

On Remembrance Day, we wear poppies, pause for two minutes of silence and attend commemorative ceremonies in memory of our wartime dead - as we have for 82 years. In remembering, we pay homage to those who responded to their country’s need. For one day each year, we honour the more than 100 000 who died in Canada’s service in the conflicts that have shaped our history. They gave their lives and their future so that we may live in peace.

Ms. Doucette is a student with the Directorate of History and Heritage at NDHQ.”

The most famous Canadian poetry that came out of the Great War was by LCOL John McCrae from Guelph, Ontario. During the First World War he wrote his famous poem ‘In Flanders Fields’ It can now be seen on the backs of our Canadian 10 Dollar bill!

**In Flanders Fields**

In Flanders fields the poppies blow Between the crosses, row on row, That mark our place; and in the sky The larks, still bravely singing, fly Scarce heard amid the guns below.

**We are the Dead. Short days ago**

We lived, felt dawn, saw sunset glow, Loved, and were loved, and now we lie In Flanders Fields.

Take up our quarrel with the foe: To you from failing hands we throw The torch; be yours to hold it high. If ye break faith with us who die We shall not sleep, though poppies grow In Flanders Fields.
4. ORDERS

a. Verbal Orders: Because cadets are not members of the Canadian Armed Forces, they are not subject to military law and have no obligation to perform military service. Nevertheless, if any organization is going to work well, some people have to be in charge and give instructions, and others have to follow those instructions. It is a mark of maturity both to give and to obey orders in a way that is reasonable, courteous, and efficient. As a Royal Canadian Army Cadet, you must obey lawful orders of officers, civilian volunteers, and ranking cadets with respect to cadet activities; you should do so in the same spirit that you may someday expect others to obey you.

b. Written Orders: There are two types of written orders that you are expected to read and know; Standing Orders and Routine Orders. The Standing Orders don't change very much; they are policy statements about how a Cadet Corps is to be run, and what is expected of various members. Routine Orders are produced periodically and include:

i. Duties: duty officer, duty NCO and duty section.
ii. Routine: times and places of parades and exercises.
iii. Upcoming Events: exercises, ranges, CO's parades
iv. Special Announcements: concerning dress, etc.
v. Promotions: change in rank or appointment

5. ATTENDANCE, CONDUCT, AND GROOMING

Joining the Cadet Corps involves certain commitments, and when you make a commitment, you are expected to keep it. If you do not participate in cadets in an acceptable manner in relation to attendance or behaviour you may not be allowed to continue in cadets. Here are some important issues:

a. Attendance: Attendance is important. What you will gain from cadets will be directly related to what you put into it. Attend all regular training sessions, special parades, weekend exercises, etc., unless you have an exceptionally good reason for being absent. We understand on rare occasions school work etc. may get in the way of your attending cadets, however, “Not feeling like attending” is not a good reason. Failure to attend training may result in your being restricted from attending many fun events. Plan to arrive 15 minutes early for all activities, and be sure that your attendance is recorded when you arrive. If you must be late or absent, telephone your Section Commander or Troop Warrant ahead of time; if you cannot reach him or her, telephone the administration office 905-721-4000 EXT 4061 prior to the start of the parade night or activity and leave a message. If you are going to miss cadets for a prolonged period of time such as several weeks in a row, submit a letter to the corps outlining your reason for being unable to attend. Calling or submitting a letter will mark you excused on our attendance roll. It is better to be marked excused than absent. Being AWOL (absent without leave) in unacceptable and will not be tolerated.

As a cadet you need to attend a minimum of 75% of all activities to be considered for summer training or special training events. Also, don’t forget the annual attendance medals for recognition of attendance of 90% or better.

Failure to attend cadets for three weeks without notice may result in your name being taken off of our membership roll.

b. Conduct in Public: It may be unfair, but it's a fact of life, people are far more critical of childish or rowdy behavior in cadets than in other young people. Therefore, the reputation of the Cadet Corps and indeed the reputation of the Canadian Armed Forces, is affected by how you look and act in public: on the busses, on the street, in restaurants. Always walk in a soldierly manner with your hands outside of your pockets, and
keep your voice pleasant and dignified. Always be smartly dressed: don't remove your head dress (except in a restaurant) unbutton your jacket, or loosen your tie in public. Don't throw litter on the streets. Don't walk around with cigarettes, food, etc. in your hands. Always be careful that the conduct between cadets does not give you or us a bad name. Cadets should not hold hands or show other displays of affection in uniform.

c. **Personal Grooming:** Male cadets must have short haircuts tapered at the back, with the sideburns not more than halfway down the ear. Male cadets may not wear earrings at any time while in uniform. Those cadets who have earrings must remove them during cadet activities, or if they cannot be removed, due to a risk of infection, they will be covered with a band-aid during cadet time. Except for medic-alert bracelets, and wristwatches, jewelry is not worn when in uniform, except that females may wear one pair of small, plain, spherical, gold stud earrings centered in the earlobe. Female cadets with long hair must wear their hair up off the collar when in uniform. If females wear eye make-up or other cosmetics, they must use it sparingly; nail polish, if worn, must be clear, not coloured.

d. **What is Expected of You the Cadet?**

As a cadet you will be expected to work as a member of a team. By cooperating with fellow cadets and instructors you can accomplish just about anything. You should remember that your Commanding Officer and the other Cadet Corps staff are volunteers just like you. They work or attend school and have other commitments also. Therefore, they need all the support and cooperation you can provide. You can help by doing the following:

- **Attend Parades** - as often as possible.
- **Be on Time** - for parades and all training sessions. You should plan to arrive 15 minutes before parade time.
- **Be Well Turned Out** - in both uniform and civilian clothes. This reflects well on your Cadet Corps and the Canadian Forces.
- **Obey orders** - promptly and to the best of your ability. If you feel they are improper, carry out the task and speak with a more senior staff member later.
- **Practice Good manners** - while wearing your uniform and civilian clothes.
- **Keep Fit** - by exercising regularly, participating in team sports and pursuing a healthy lifestyle.
- **Be a Good Citizen** - by supporting community activities outside of cadets. Give assistance to others whenever possible.
- **Support Your Corps** - by working hard and not hesitating to do more than you are asked.
- **Stay in School** - and be a good student as well as a good cadet.

Be a full member of your Corps. When parades, weekend outings or other events have been planned – remember – it has all been organized for **YOUR** benefit. The Commanding Officer depends on your support as a member of the Corps to take an active part in the programme. Help others who may be less able than you. Be loyal, work hard, play fair, and be proud of your Cadet Corps. Your Commanding
Officer will appreciate your efforts and in turn will provide you with his/her full support as you seek and accept new and greater challenges.

6. **FORBIDDEN ITEMS AND BEHAVIOR**

a. **Forbidden Items:** A number of items are not permitted to be brought to cadets. These items are common sense and possession of them will be dealt with severely and may involve the legal authorities. Items not permitted by this corps include; illegal drugs, alcohol, firearms, and switchblade and non-pocket type knives. Pocket knives are only allowed on exercises with permission of the staff.

b. **Theft:** Theft in our society, while unpleasant, is an unfortunate fact of life. Although the corps takes what steps it can to protect personal belongings, there still remains the risk that items left unattended will go missing during cadet training. You must ensure you take care of your personal items and kit that is issued to you. Ensure that you leave your valuable kit at home, especially during summer training where kit security is very difficult. Valuable kit you do bring with you must be watched or locked up so ensure you have a lock available. The corps **does not assume any responsibility** for lost money or personal belongings, although we will take reasonable action to try to recover lost or stolen kit. Ensure that if you are a victim of theft you report it to your officer. Cadets who are found to be stealing from other cadets will be interviewed with their parents by the Commanding Officer in order to decide if continued membership in the corps will take place.

c. **Smoking:** Please refer to the unit standing orders regarding orders and directives

d. **Swearing:** Swearing by anyone is unacceptable behaviour and is not the type of behaviour expected of cadets. Swearing makes the originator look bad and adds nothing to what is being said.

e. **Touching others or Bullying:** Everyone has the right to be free from physical and verbal harassment or abuse. There is no reason to touch another person other than in a formal greeting where you may shake hands. Bullying, pushing, sexual touching etc. will not be tolerated. The perpetrator will be warned and if the behaviour does not stop may be asked to leave the cadet corps.

f. **Search of Kit:** Cadets personal kit is their own property. However, when a case of theft is reported or when forbidden kit is suspected, staff members may require cadets to submit to a search of their personal kit by a commissioned officer or member of the military police. Kit searches are rare but may occur.

7. **YOU AND YOUR CORPS OFFICERS AND STAFF**

There are many different officers in a cadet corps and each one has a job to perform. As a general rule you will not deal directly with most corps officers. You are directly responsible to a senior cadet and they are responsible for you. If you have a problem or a question you should see that senior cadet first.

a. **Commanding Officer (CO):** The Commanding Officer is responsible for the overall Operations of a cadet corps. This officer is the one that normally looks after corps funding, public relations and deals with your parents concerns. All other officers in a cadet corps report to this officer and the CO reports to the Eastern Ontario Area Cadet Detachment in Trenton.
b. **Deputy Commanding Officer (DCO):** The Deputy Commanding Officer is the second in command of the cadet corps. He or she is responsible for the overall running of the corps in the absence of the CO and also deals with most disciplinary matters.

c. **Administration Officer (ADM O):** The Administration Officer is the officer that deals with all of the paperwork that a cadet corps is required to complete. This officer is the officer you see to hand in your cadet joining forms and your birth certificate or to change address or telephone number. Occasionally he is assigned a senior cadet as a Chief Clerk to assist him with the unit administration.

d. **Training Officer (C TRG O):** The Chief Training Officer is responsible for running the corps training program which includes weekly and weekend training. This officer gives direction to Senior Cadets and your Star Level Officer and is often seen watching cadets while they train. There may be more than one training officer appointed to oversee different parts of the training plan.

e. **Star Level Training Officer:** Your Star Level Trg O is the Course Officer. They are directly responsible for the successful training of their star level. They are available to answer any questions you may have about your star level training.

f. **Quarter Master (QM):** The Quarter Master (ie Supply Officer) takes care of issuing uniforms and maintaining and issuing corps equipment. After you have completed your third consecutive week of training, you will be measured for a uniform. You should be issued your uniform, like the one shown in the beginning of this handbook, on your fourth consecutive week of training. You will also be placed in a permanent section and Troop at that time.

### 8. 1913 RC (ARMY) CC ORGANIZATION

The Cadet Corps is organized very similar to an army ARMoured regiment. We have troops & sections that make up a Squadron. You will be assigned to a section and that section to a troop. All troops have a troop warrant and master warrant officer assigned to them. That person will be a senior cadet who reports to a Squadron Commander who will either be an Officer or a Civilian Instructor.

a. **Sections:** A section is made up of a smaller group of cadets and will have a Sergeant or Warrant Officer in charge of it as well as a Master Corporal or Sergeant as the second in command

b. **Troops:** A Troop is a unit, usually commanded by an Officer. It's generally made up of two or more sections. A Warrant Officer or Master Warrant Officer will be appointed to assist the Troop Commander oversee the Troop as the Troop Warrant or Troop Master Warrant.

### 9. DRESS

All army cadets wear the CF green ("rifle green") uniform. The basic uniform consists of boots, wool socks, trousers, shirt, tunic, necktie, beret, and plastic nametag. You do not have to pay for your uniform or PT gear for summer training. Unlike Scouts, your uniform is on loan to you free of charge, but it, and any other equipment issued to you by the Cadet Corps, does not belong to you. You have to sign for almost everything you receive from the Supply Officer. Your signature is your promise to take care of the item, and to return them from where you got them. When you return items, don't give them to "just anybody"; make sure that your signature is marked off, or that you get a receipt. When an item is found to be missing, or is needlessly damaged, a bill will be passed on to the parents of the cadet who is at fault. To prevent loss of uniform items write your name on them with a clothing marker and remember not to leave your
a. **Head Dress:** All cadets will wear an issued beret while in uniform.
You wear your beret evenly on your head. The leather sweatband is to be 2.5 cm (about the width of two fingers) above your eyebrow. The crown of the beret is to be pulled downwards to the right and rear. Be sure your cap badge is centered over your left eye. Drawstrings are to be tucked inside the gap of the sweatband. If your hair hangs down on your forehead you should be sure to tuck it under your beret when in uniform. You will have to form your beret to your head. Soaking the beret in hot water, then put on the beret with the badge over your left eye and the leather band level front and back, pull the excess material down over the right side and back, does this most easily. Tie the strings at the back of the beret to ensure the right size. Continue to wear the beret until it is reasonably dry. Your cloth cap badge must be sewn on over the hardened cardboard surface in the front of the beret. **DO NOT GLUE IT ON.** Ensure you match the thread to the colour of the badge background and do a neat sewing job. During cold weather training the cadet toque may be worn in lieu of the beret. The cadet toque may be worn with civilian clothing during corps field exercises. The cadet toque is worn with the RCAC badge centered on the forehead.

b. **Laundering, Ironing and Dry Cleaning:** Your uniform is machine washable and will require ironing. For special occasions you may wish to take it to a dry cleaner to be professionally pressed. When ironing your pants and tunic you must use a pressing cloth. A pressing cloth may be a towel, a pillowcase, or other piece of cloth or even an open brown paper bag. The pressing cloth will prevent your tunic and pants from becoming **shiny** due to ironing. You should also use a pressing cloth when ironing your necktie. The creases in your trousers/slacks sharpen by use of a moist pressing cloth or by wetting the crease itself.

c. **Tunic & Insignia:** When wearing the tunic you will always keep all pockets buttoned. Be sure all front buttons (except the top one) are also fastened. Replacement buttons can be obtained from the Supply Officer. You should keep your tunic well pressed, however, it should not have any creases. Be sure your belt is even with no twists. The black buckle of your tunic belt is to be centered. The pockets of your tunic should not bulge. A tunic fits correctly if it is not too loose or tight, the cuffs just cover the wrist, and the bottom hem just touches your fingertips when you hold your arm down and lightly close your hand. Insignia shall be positioned as shown in the diagrams. The shoulder title is worn flush with the shoulder seam and centered on the epaulette, with the Royal Canadian Army Cadets maple leaf below it. Insignia must be sewn neatly with matching colour thread. **Do not use glue.** The nametag is worn centered above the right pocket with the bottom of the nametag just touching the top of the pocket.
Right Sleeve

CSTC badges are to be sewn as closely as possible, horizontally and vertically.

Les insignes de CIEC sont cousus le plus près possible, horizontalement et verticalement.
Left Sleeve
d. **Trousers:** Your trousers should be well pressed. Creases should be sharp but take care to avoid double creases (commonly called railroad tracks). Pant creases go up the front centre of each leg and extend to the waist, inside the first belt loops. Rear creases extend up the corner of the pocket. Rear creases extend up the centre of the pant leg and meet in the back at the waistband, forming an upside-down "V". Your trouser/slacks should reach the point where the crease will be slightly broken on the top of the boots. Trousers fit when the waist, crotch, and hips are comfortable, and the cuffs are long enough to conceal your socks and the tops of your boots, and they hang straight and don't bunch up on top of your boots. Your belt is a part of your uniform and will be worn with your cadet pants. You may need to hem your pants a bit in order to fit properly but NEVER cut the material as these pants will be used by someone else when you are finished with them.

e. **Shirt:** Your shirt should be neatly pressed when worn. The only crease in the shirt should be down the centre of each arm beginning at the centre of each epaulette. It may be helpful to starch the collar of the shirt to prevent it from becoming limp. Shirts are worn with a rank slip-on on each epaulette. When the tunic is not worn, the nametag is worn on the right side with the lower edge of the nametag resting on the top edge of the pocket.
f. Socks: You will wear the gray wool socks, which are issued to you by the Cadet Corps. If you are allergic to the material in the socks, you may wear other socks made of a suitable material and colour. **Another option is to place sports socks under your issue gray socks.**

g. All Season Coat: Your All season coat may be worn when the weather requires it. The coats have removable liners so that they may be worn during cold and warm weather. Cadet rank slip-ons will be worn on the epauletts of the cadet overcoat or on the fleece liner when worn by itself. You coat is to be zippered at all times when you are wearing it.

i. Necktie: You will normally only wear a necktie on parades such as the Commanding Officer's Parade. Your necktie should be ironed and tidy. The knot should be compact and the tie done up to the collar when worn. There must be no shirt button showing above the knot. Both ends should be the same length, but the narrow end should not show behind the wide end. Ties must be tied with a Windsor knot, which can be taken off without untying it.

j. Boots: To shine your boots follow the following steps. Remove dust and dirt from the boot with a soft damp cloth (do not use this cloth for polishing as grit on the cloth will scratch the finish of your polish). If you have been issued NEW boots, wash them off with dish soap and hot water before trying to polish. There is an invisible film that must be washed off first. Use an old toothbrush to remove dirt from the welts (where the sole meets the boot). Use the toothbrush, with polish, to blacken the welts. Place some cold water in the lid of your polish tin and wrap a soft Kiwi cloth around the end of your finger. Dipping your finger into the water from time to time, to keep the polish hard, apply a moderate amount of Kiwi Parade Gloss Polish to the area of the boot you will polish first. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works in to the boot. Continue with the circular motion until you can no longer see the circles formed by the polish. If you see small scratch marks developing in the shine switch to a clean location on your polish cloth. You will have to continue applying coats of polish in this way until the boots have a high gloss. It will take many coats of polish and lots of patience to get the desired gloss. Polishing your boots while you watch your favourite TV program will help make polishing easier but be careful not to get the polish on anything. Considerable patience is required with new or previously unpolished boots. Many short cuts have been tried but none beat plain old elbow grease. Remember to ensure you remove all water from the top of your polish tin to avoid rusting. Also remember to cover your boots when they are not in use to avoid dust build up. The simple practice of covering your boots can save you lots of time later on. Lace your boots horizontally using the Straight Across Method.

k. Responsibility for the Uniform: You are responsible for all parts of your uniform. Do not leave your uniform lying around. Mark your name in every piece of your uniform. Return damaged or poorly fitting parts of your uniform to the Cadet Corps supply, and get new parts. If you lose any part of your uniform ensure you report the loss to the Supply Officer as soon as possible. You must return your cleaned uniform promptly if you leave the Cadet Corps. Be sure that you receive a receipt for any parts of your uniform, which you return (Annex B Uniform pricing).
10. **CHAIN OF COMMAND**

Every organization has its chain of command, like a ladder, with the senior and junior members positioned on the upper and lower rungs. But this does not mean that junior members are less important; the Cadet Corps exists for every member, not just for those at the top of the ladder! The chain of command is simply a way of organizing people so that orders get passed down, jobs get done, and problems get passed back up to people who can help you with them. Do not "short-circuit" the chain of command; when you need information or have a problem, ask your section commander first. If your section commander can't help you, they will find someone who can. Any cadet may directly request a meeting with the Commanding Officer to discuss a matter of importance. Our chain of command can be found at the end of this handbook. Fill in the blanks on these pages to indicate who holds the various positions in the corps.

**Senior Cadets:** They are the buffer zone between the NCM of the corps and the officer. If you have a problem always see your Troop Warrant or Section Commander first before you see an officer or staff member. The Cadet Senior Non-commissioned Officer is a wealth of information and should be utilized by the junior ranks. They have got to their position through hard work, determination and professionalism. Look to them for guidance.

11. **BADGES OF RANK**

A cadet's rank, indicated by a distinguishing badge, is his level of authority. You must learn to recognize the various badges of rank and how to address persons holding various ranks. The ranks held by Royal Canadian Army Cadets are gold in colour and are shown. The location of rank badges changes depending on the uniform and whether one is an officer or an NCM. NCM refers to all other ranks than officers (non-commissioned members). They are composed of recruits and privates, Junior Non-commissioned Officers (CPL & MCPL), and Senior Non-commissioned Officers (SGT & above). Officers rank badges are usually worn on the epaulets or on the lower sleeve depending on their element such as Air vs. Army. NCM's rank badges are generally worn on the upper or lower sleeve. Officers and NCM's in the Navy use the same rank badges, however, their rank badges are called different names, and you will learn these titles in the future. Remember that if you see someone with bars or Pips and Crowns, salute!!

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**Canadian Army Officers**

- General (Gen)
- Lieutenant-General (LtGen)
- Major-General (MGen)
- Brigadier-General (BGen)
- Colonel (Col)
- Lieutenant-Colonel (LtCol)
- Major ( Maj)
- Captain (Capt)
- Lieutenant (Lt)
- Second Lieutenant (2Lt)
- Officer Cadet (OCDt)

**Navy and Air Officer Ranks**

- Canadian Forces Rank Insignia
  - General Officers
    - All General Ranks
    - General Lieutenant
    - Major
  - Lieutenant Officers
    - Captain
  - Lieutenant- Colonel
  - 2nd Lieutenant
  - Subordinate Officer
    - Officer Cadet

**Army Cadet and NCO Army Ranks. Note. A Warrant Officer Crown is very large vs a Major Army Crown is very small and requires a salute.**

- Lance Corporal (LCpl)
- Corporal (Cpl)
- Master Corporal (MCpl)
- Sergeant (Sgt)
- Warrant Officer (WO)
- Master Warrant Officer (MWO)
- Chief Warrant Officer (CWO)
12. SALUTING AND FORMS OF ADDRESS

Good discipline must become a habit, not a chore. To help build that habit, the military uses various ways of showing trust, loyalty, and respect. These include standing at attention, saying "Sir" or "Ma'am", and saluting. The salute dates from medieval times, when knights showed their friendly intentions by raising their weapon hand, empty, and opening the visor of their helmet. When you salute officers, you acknowledge that they hold their rank by virtue of a commission from Her Majesty the Queen. That is why they are called "Commissioned Officers". As citizens of a democracy, we look our superiors in the eye when we salute because, though we may differ in rank, we are all equals before the law. The trust, loyalty, and respect on which good discipline is built must be natural, not just one-sided. In civilian life, when someone says "Thank you", we return the courtesy by replying, "You're welcome". Similarly, when you show your trust, loyalty, and respect for an officer by saluting, they "return" the salute to show their trust, loyalty, and respect for you. If they are not wearing headdress, they may simply reply with “thank you”

WHEN SHOULD YOU SALUTE?

a. Conversations With Officers: Stand at attention, and salute at the start and end of a conversation with an officer.

b. Passing An Officer: If you are standing still when an officer passes you, come to attention and salute. If you are on the move, and you pass an officer, turn your head in his direction and salute. But keep marching; you don't have to halt to salute. It is courteous to add a greeting, such as "Good evening, sir".

c. Out Of Uniform: In Commonwealth forces, unlike the American forces, if you are not in uniform, or if you are in uniform but do not have your headdress on, you do not salute. Just stand to attention or turn your head, as the situation requires. If you are wearing a civilian hat, lift or touch the brim courteously; do not turn this gesture into a drill movement. Add a polite greeting whenever possible.

d. In An Unformed Group: In an "unformed" group (i.e. when a bunch of you are just standing around or walking together), all members of the group will salute an officer. If you pass a group of officers, only the senior officer will return the salute.

e. In A Formed Group: In a "formed" group (i.e. when you are formed up in ranks), you come to attention to speak with an officer or NCO. You do not salute when in ranks. If it is necessary for a squad to pay compliments, the person in charge will call the squad to attention and salute. When a squad passes a junior officer, the person in charge will salute. When passing a senior or general officer, the person in charge will order an Eyes Right or Eyes Left; officers on parade, or the NCM in charge, will salute.

f. Indoors: One salutes when entering or leaving an officer's office, or interrupting his classroom. You will salute within an armoury or drill deck as one would outdoors. In the armouries, when arriving at the first of the night and leaving for the night, you will come to attention at the edge of the parade square and salute the battle honours.

g. Civilians: As a mark of respect, one may salute civilian ladies and gentlemen whom one meets on the street, or before and after receiving a presentation from a civilian on parade.
h. **Music:** When in uniform and in an "unformed body" face the direction of the band and salute during the playing of "God Save the Queen", "O Canada", "Last Post", or "Reveille".

i. **Flags:** When in uniform and in an "unformed body" face the direction of the flag when the National Flag is raised or lowered, Regimental Colours, or the Royal Canadian Army Cadet Flag is paraded past or you walk by them.

j. **Other Nations:** Pay similar compliments to the Heads of State, officers, anthems, flags and ships of other friendly nations.

**MILITARY TITLES:** Address officers, Chief Warrant Officers and Master Warrant Officers as "Sir" or "Ma'am" Warrant Officer as "Warrant", Sergeants as "Sergeant", Master Corporals as “Master Corporal”, Corporals as "Corporal", Lance Corporal as "Lance Corporal" and cadets with no rank as “Cadet”. All ranks may be addressed by their rank and last name. A warrant officer holding an appointment as sergeant-major may be called "Sergeant-major", with or without their last name.

13. **LOCAL HEADQUARTERS TRAINING**

Local Headquarters Training (LHQ) is the cadet training that is conducted during the school year in your local community. It is composed of several elements including, parade nights, weekend exercises, competition practices etc. Lack of attendance on your weekly training night may well result in being restricted from attending fun weekend activities or even not being qualified for promotion, so don’t miss any parade nights.

Training at the corps level is taught through a series of four-star levels each taking one-year to complete. In your first year of training you learn the **Green Star** training level. The green star level is the basic block on which all other phases of training have been built and includes; Drill, Firearm Handling, Public Speaking, Bush craft, Range Courses, Field Exercises, and Fundamental Training. Remaining time is taken up with optional subjects such as; Communications, Cadet Fitness, Sports, etc. After your first year of training you will move through the **Red, Silver and Gold Star** levels. Each star level builds on the one prior to it and teaches cadets new skills. Upon completion of the Gold Star level, The National Star of Excellence (NSE) is the most comprehensive challenge offered to Army Cadets. It is designed to capture the level of commitment and performance of senior cadets in all areas of training starting in their fourth year. To achieve that goal, the NSE appeals to the pride and the competitive fibre of cadets as individuals and/or as members of teams.

There are four levels of NSE. To succeed, cadets have to meet a series of challenges, some imposed and others they get to select. Each challenge that they meet successfully earn them points. The better they perform at achieving each challenge and the more points they earn. All Army Cadets across Canada get ranked in accordance with the total of points they accumulate. The highest they rank and the highest their chances are of being selected in priority for advanced summer training opportunities, national and international expeditions, international exchanges, promotions and awards.

The NSE is explained in detail in CATO 47-02. There is also an NSE Cadet Manual that must be read by all cadets that will be joining Gold Star in September. Officers are invited to use the NSE forum in the Army Cadets section of CadetNet to send their comments and questions.
All cadets as well as staff will receive **Positive Social Relation for Youth** training, so that they are aware of their obligations and rights as an individual. If they have any personal problems or problems with other cadets they should speak to one of the two gender specific **Unit Cadet Conflict Management Advisors**.

### 14. FIELD TRAINING

Army Cadets participate in a number of field training exercises during the course of our training year. During these exercises you will be given practical experience living in the outdoors. While a well-prepared cadet can easily live in the field in comfort, a poorly prepared cadet will be cold and uncomfortable. The key in most cases to a fun and comfortable weekend exercise is preparation. You will be provided with more specific information on our planned exercises just prior to the events.

Change 2007: No Cadet is authorized under any circumstance to wear Canadian Forces CADPAT operational clothing according to DCdts under orders and regulations.

**Authorized FTU Dress for LHQ and Field training:** FTU is not an authorized parade uniform.

- the OG107 olive green field uniform, as scaled in CFS-8 D08-111; and
- the “Cadet Field Uniform” available for optional purchase at local Army Surplus stores.
- Other Combat styles may be purchased and worn by Cadets while conducting field operations only and if authorized by the Commanding Officer;
- The Army Cadet Headdress and rank insignias shall not be worn with civilian clothing or with field uniforms from other countries.
- Combats consist of Beret, T-shirt or Corps t-shirt, combat shirt, combat pants, CF issued belt or para belt, issued grey socks, CF combat boots;

***Combat boots are hard to obtain in the cadet system due to operational needs of the country. We recommend that cadets purchase their own combat boot from an army surplus store or SWAT type weather boot. (No side zippers). Boots should be black, however we will accept Tan or Brown***

Please see an Officer before purchase or wear should you have any questions.
a. **Types of Exercises:** There are several different types of exercises we hold and knowing what type of exercise you are attending will help you to prepare. For example, if you are attending a bush craft exercise you will be sleeping outside usually in improvised shelters. Cold weather indoctrination training could be held outdoors in the winter. Other field training exercises (FTX’s) will be held at other times of the year. On the other hand, a range or sports weekend is held indoors and we sleep indoors. Our year end trip depends on where we plan it to be held.

b. **What to Bring (Appendix A):** What you will bring on an exercise will depend largely on the type of exercise and what we will be doing on it. Always find out what you are going to be doing so you can be prepared. Some basic items you should bring include:

A wash cloth and hygiene kit including a towel, soap, shampoo, deodorant, toothbrush & toothpaste.
A pair of good boots is usually better than a pair of running shoes
A sweater and coat appropriate to the weather conditions
A hat. In the summer a wide brim hat or in the winter a toque
A pair of sunglasses. You need these in the summer AND in the winter
A change of clothing
A raincoat or poncho
Gloves and scarves should be brought in cold weather
Sunscreen – minimum SPF 45
Sleeping bag and pillow bag may be required
Water bottle or canteen for all exercises. It’s good to have one that’s good for either hot or cold drinks.

c. **Cadet Combat Clothing:** Combat clothing has the advantages of quick drying, lots of pockets, warmth, and durability. Combat boots are particularly a good investment. Combat clothing can be purchased privately at local surplus stores. To function as a cadet on exercises you do not need combat clothing, but good outdoor clothing will do well. Again, these items are at the cadets expense, if the corps cannot provide to your cadet. Please note, we make every possible effort to issue these items to our cadets.

d. **Weather Conditions:** Always check the weather report prior to a weekend exercise to ensure you have the proper clothing for the weekend and always be prepared for the unexpected.

e. **Food On Exercises:** We eat many different types of food on our exercises, everything from Ready to Eat Meals, where the meal is entirely self contained, to meals you will be cooking over a fire. You need to know what we are eating so you can know if you need to bring your Knife, Fork, Spoon, Plate, Cup, and Bowl. Don’t forget it or you may be eating with your fingers. Cadets are permitted to bring munchies with them on an exercise, however, remember that our furry friends also like your food and that the kit you bring is the kit you carry, so before bringing a big bottle of pop with you, ensure you don’t have to carry your kit for a long distance.

f. **Our Environment:** Nature is a resource we all share. What you leave behind is what someone else has to arrive to. Check your kit carefully to ensure all of your kit is with you prior to departing your training area, which includes your garbage. Just like you don’t want to sleep in someone else’s garbage, someone else does not want to sleep in yours.
g. **Hygiene:** Remember that just because you are not at home does not mean you can let your “stink index” reach critical. Cadets are required to wash daily and wash their hands prior to meals. If you do not wash properly there is a good chance you may feel sick in the days following the exercise. Remember that washing, while more inconvenient in the field, is very important and must not be skipped.

h. **Where We Train:** We could train in different locations in the local area. Ensure your parents get the letters that are sent home so they know where you are going and what time and where to drop you off and pick you up.

15. **ADVENTURE TRAINING**

In recent years the Canadian Cadet Movement (CCM) has been implementing adventure training (rock climbing, x-country skiing, white water rafting, mountain biking etc.) as part of the CCM at all levels. At this time adventure training has been restricted to national and provincial initiatives with few regional opportunities available to cadets. Our cadet corps believes that adventure training is a continued part of all star levels. It is up to the staff to make the training as adventurous as possible.

16. **SPECIAL EVENTS OR TRIPS**

Occasionally we will have an annual trip or special event. These trips and activities are not funded by the Canadian Cadet Movement (CCM), but have to be self-funded. That is why everyone must be involved in the fundraising activities and may in addition pay a fee to attend. The Sponsor Committee helps the cadet staff to raise money and coordinate these activities. Our goal is to keep all optional trips free but it all depends on the cadets efforts thus, fundraising activities are mandatory for all cadets.

17. **APPOINTMENTS AND ADVANCEMENT**

We operate on the **MERIT SYSTEM.** That means that you will advance when you deserve to do so, provided that a suitable vacancy exists. Appointments refer to a position a cadet is assigned by the awarding of a rank level or a position. (In the Canadian forces an appointment to a rank level is referred to as a promotion, this term, while not entirely accurate, is generally used to refer to an appointment to an applicable rank level.) Your own cadet officers and NCO’s recommend appointments, either to a position or a rank. In considering a cadet for appointment, we look for such qualities as leadership ability, personal drill and quality of dress, performance during local headquarters and summer training training, reliability, maturity and initiative, a demonstrated interest in the cadet corps, consistency of performance and attendance. Cadets who do well at summer trainings may expect to advance faster. Cadets who join later in their teens may be suitable for accelerated training in which they would complete more than one star level per year and get promoted faster. These teens would be assessed by the CO to be able to handle the training and the additional responsibility. In all cases cadets must show a firm commitment to the corps through regular attendance at all corps events.
Permission to Wear the ONTAR cap brass: On joining the Cadet Corps the new cadet is known as a Cadet. Once a new cadet passed the Green Star level they are authorized to wear the distinctive ONTAR cap brass. This cap brass is something to be very proud of and must be protected from theft. Cadets may also get promoted at that time.

18. SMALL ARMS SAFETY

Cadets are trained in the use of the Daisy 853C air rifle. Prior to using the rifle cadets will undergo small arms safety training. We will take all possible care to ensure that they are used safely. Here are some very important rules that MUST be memorized and followed:

a. Never touch a firearm unless told to do so.

b. When you pick up a firearm or give it to someone, DO A SAFETY CHECK, open the action to prove that it is empty and the weapon is safe.

c. NEVER point a firearm near or at anyone, not even in fun.

d. NEVER let a firearm you have been issued out of your sight.

e. REMEMBER TO ALWAYS TREAT A FIREARM AS IF IT IS LOADED

19. SUMMER TRAINING

The Local Headquarters program is only one part of the Cadet Training System. Cadets are also authorized to attend summer training, where vacancies are available, based on a progressive system. When a cadet submits a CF51 training application form that cadet is ranked against their peers by the Commanding Officer and a “priority list” is submitted with the completed CF51 training applications. To make sure you are high up on the priority list, focus on making sure you have **good attendance, participation in activities, dress, and deportment**. The corps has a system in place for determining placement on the summer training priority list, check it out before it’s too late.

**Year 1:** (2 Weeks) General Training Course

**Year 2:** (3 Weeks) Basic Marksman, Basic Musician and Pipes & Drums, Basic Leadership, Basic Expedition, Basic Fitness & Sports

**Year 3:** (6 Weeks) Full bore Marksmanship Phase 1, Full bore Marksmanship Phase 2, Drill & Ceremonial Instructor, Army Cadet Expedition Instructor, Intermediate Military Band and Pipes & Drums, Cadet Fitness & Sports Instructor. Cadet Air Rifle Marksmanship Instructor

**Year 4:** (6 or 7 Weeks) Army Cadet Advanced Band; Army Cadet Advanced Pipes and Drums; National Army Cadet Pipes and Drums; Army Cadet Leadership and Challenge Banff; Army Cadet Bisley Team; Outward Bound Exchange (UK or USA); Maple Leaf Exchange (UK); Federal Republic of Germany Exchange; International Exchanges (Europe) and the Army Cadet Parachutist.

**Year 5:** Staff Cadet or Advanced Training (6 or 7 Weeks) Army Cadet Bisley Team;

Not every cadet will follow this progression. For example 14-year-old cadets who complete their red star can receive a waiver and start their summer trainings at the Year 2 level. If you wish to find out further information about summer trainings see the Training Officer.
20. BASIC DRILL GUIDE

Drill is an important part of cadet training. It teaches the individuals in a group how to act as a uniform body. While on the Parade Square taking part in drill a cadet has only to follow instruction in a smart manner. Even when one makes a mistake on the parade square as long as one does not move after it there is little chance anyone watching the squad will notice. However, with practice, as with any endeavour, cadet’s drill is able to reach the same level as that of any regular force drill team.

Remember that when you do drill you may not be moving for extended periods of time. This will cause you to become faint if you do not take steps to avoid this. It is important to have a good nights sleep and a meal before going on parade and also to drink plenty of liquids. In hot weather an active person can loose a liter and a half of water each hour through perspiration. Also ensure you keep your blood flowing by flexing the muscles in your legs, also wiggle your toes and shift your weight between the front and back of your feet. The tough part is making sure no one can see you move! If you do feel ill or faint on parade drop down onto one knee and wait for someone to help you off of the parade square.

A. POSITION OF ATTENTION - The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important. The position of attention is the position adopted by officers and cadets when addressing a superior.

The position of attention is as follows:

a. Heels together and in line;
b. Feet turned out to form an angle of 30 degrees;
c. Body balanced and the weight evenly distributed on both feet; d. shoulders level, square to the front;
e. Arms hanging as straight as their natural bend will allow with elbows and wrists touching the body;
f. Wrists straight, the back of the hands held outwards; the fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers; and
g. Head held erect, neck touching the back of the collar, eyes steady looking their height, and straight to the front.

No part of the body should be strained when in the position of attention. Straining your body will only make you uncomfortable; try to relax, while maintaining the position of attention. Muscles should not be tense, merely held in position.

B. POSITION OF STAND AT EASE - The stand at ease is an intermediate position between attention and stand easy. It allows no relaxation, but can be maintained without strain for a longer time than the position of attention.

C. STAND AT EASE FROM ATTENTION – On the command STAND AT – EASE:
a. Bend the left knee,
b. Carry the left foot to the left, straightening it in double time, and place the foot flat on the ground smartly, with the inside of the heels approximately 25 cm apart,
c. At the same time, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended,
d. Balance the body with the weight evenly distributed on both feet.

Note: The term “Bend the Left, or Right, Knee” as applied in this section of the Recruit Handbook means to bend the knee so the foot will hang at its natural angle with the toe pointed downwards 15 cm off the ground and directly underneath the knee.

D. STAND EASY - The position of stand easy is ordered when it is desirable to permit troops to relax. This command is only given when the squad is in the position of attention. On the command STAND – EASY:
a. Close the hands and bring the arms to the position of attention, b. observe a standard pause, and c. relax
When standing easy, you may adjust clothing and equipment, but you will not move your feet, or talk.

E. STAND AT EASE FROM STAND EASY – On the command SQUAD, squad members shall assume the position of stand at ease.
The command SQUAD may be substituted with GROUP, CORPS, PARADE, ETC.

F. ATTENTION FROM STAND AT EASE – On the command ATTENTION:
a. Bend the left knee and shift balance to the right foot.
b. Straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned,
c. Simultaneously, with a quick motion, bring the arms and hands to the position of attention.

G. TURNS AT THE HALT - Turns and inclines are executed to change direction: right or left turns change direction by 90 degrees, about turns by 180 degrees. On the command RIGHT – TURN
a. Keeping both knees braced, arms at the sides, body erect, squad members shall turn 90 degrees to the right by pivoting on the right heel and left toe and raising the left heel and right toe simultaneously. On the completion of the movement the weight of the body is placed on the right foot, and the left leg braced with the heel off the ground.
b. Observe the standard two pauses.
c. Members shall bend the left knee, straighten it in double time, and place the left foot by the right smartly to assume the position of attention.

On the command LEFT – TURN, The drill as described in the right turn is followed except that the details of moving the feet and direction are reversed.
On the command **ABOUT – TURN**-the drill as described on the right turn is followed except that the pivot to the right is made through 180 degrees. Bracing the legs and locking the thighs maintains balance.

**H. DRESSING A SQUAD**- On the command, **RIGHT – DRESS**: a.
the right–hand cadet of the front rank stands fast;
b. The remainder takes a 35 cm pace forward by shooting the left foot forward, bending the right knee, and adopting the position of attention;
c. Observe the standard pause;
d. The right file of cadets stands fast;
e. The remainder turns head and eyes to the right as far as possible without straining;
f. At the same time, the front rank, except the right-hand cadet, shoots the right arm its full extent behind the shoulder of the cadet on his/her right. The hand is closed as in the position of attention, back of the hand facing up, and arm parallel to the ground;
g. Observe the standard pause;
h. The right-hand cadet of the front rank stands fast; and
i. The remainder, take up correct alignment, distance, and covering by taking short, quick paces until they are in the correct position. Movement starts with the left foot.
Note: As a guide to taking up correct alignment, each cadet in the squad except the right-hand cadet moves to a position from which they can just see the lower portion of the face of the second cadet to their right. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is touching the left shoulder of the member on the right.

**I. Calling the Roll** – On the command, **ATTENTION/ANSWER TO YOUR NAME/ STAND AT – EASE** each member will come to attention as his/her name is called and answer in one of the following ways:

  a. “Sir” or “Ma’am” if the person calling the roll is an officer, a chief warrant officer, or a master warrant officer;
  b. “Warrant” when the roll is called by a warrant officer;
  
  c. “Sergeant”, “Master Corporal” or “Corporal” when the roll is called by a cadet holding one of these ranks.

When a person senior in rank to the person calling the roll supervises the roll call, you will answer to your name with the correct response for the rank of the supervisor. (For example if a master warrant officer is present when the roll is called by a master corporal you will answer to your name with “Sir” or “Ma’am”.)

**21. PHYSICAL FITNESS: ARMY CADET FITNESS PROGRAM**

Physical fitness is one of the primary aims of the cadet movement. It is important for cadets to understand the minimum physical standards required by all cadets. Regular physical activity should be a part of everyone’s routine. It can assist you with weight control, help you manage stress and it enhances personal health and well-being.

The Army Cadet Fitness Test (ACFT) standards are a requirement for many summer training courses and promotions. If you wish to attend one of the advanced training courses some day, you should start training for it now.

The ACFT is based on four fitness performance tests, which will give an overall picture of your general
physical fitness condition. Badges are awarded to you based on your level of achievement. The tests are based on a point system derived from the four main activities, push-ups, sit-ups, standing broad jump and the 20-meter shuttle run or beep-test. The three levels of the ACFT are **Bronze, Silver and Gold**.

Remember the ACFT is part of Army Cadets and regular physical activity should be a part of everyone’s life. You will feel healthier and will be able to perform better as you go about your regular routine.

A high standard of physical fitness is a requirement for many Advanced Summer Camp training courses and Army Cadet International Exchanges. Participation is only required for General Training and for Promotion. Before applying for certain activities including Expedition training, cadets are be required to achieve a certain level on the Cadet Fitness Assessment.

The Cadet Fitness Assessment is comprised of six separate evaluations, which are designed to evaluate cardiovascular fitness, muscular strength, and flexibility. Upon successfully completing one of the four fitness levels cadets are presented with a specific Army Cadet Fitness Badge.
APPENDIX A: ARMY CADET KIT LIST

When our unit participates in field exercises, there is certain kit that they are required to bring depending on weather and whether or not the exercise is DND supported. The following two lists outline the requirements. Cadets will get a letter a week or two before the exercise with more details. All personal kit shall be contained in one backpack. You will be responsible for the care and movement of your personal kit at all times. Remember the phrase ‘One man One Kit’. Most cadet training is outdoors and in tents or improvised shelters and you may be required to carry all your kit plus section stores to the training area. Therefore pack accordingly and dress according to the environment. Ensure your clothing is sub-packed in large zip lock bags/garbage bags to stay dry. The Corps will not be responsible for the loss of any kit. Do not bring radios, CD player’s, Ipods, etc. to training. Most times cadets will NOT require their uniform for exercises. They will be advised if they do. Medications are to be brought in a zip lock bag in the original bottles with the original labels detailing the dose & times.

SUPPORTED EXERCISE
Boots appropriate for the weather & temperature
Winter gloves
Scarf
Wool socks 4 pr
Winter Parka/spring jacket
T-Shirts 3
Rain gear
Warm night sleeping clothes
Water bottle or canteen
Wash cloth
Combat Uniform & green T Shirt
Pencil & Field Message Pad (FMP) issued to Master Corporals upon promotion

Toque or hat (preferably not a ball cap)
Thermal underwear/long johns
Change of underwear 3 pr
Regular socks 4 pr
Sweater 2 warm ones
Running Shoes
Trousers 2 (jeans do not dry fast)
Field pack or Backpack
Personal hygiene kit
Towel
If issued

UNsupported exercise
All kit for supported exercise plus; Pillow, Sleeping bag, Air mattress, dish & cutlery set

UNIFORM
When you are required to bring your uniform, it should be in a garment bag. If you don’t have one you can use a garbage bag upside down with a small hole cut in the bottom middle of the bag. Place this over the hangar and now you have a garment bag. The following check list will help you remember everything you need for your uniform.

Beret
Shirt – check buttons
Tie or Ascot
Nametag, medals, marksmanship pins etc.
Belt
Boots
Parka with slip on rank

Cap badge
Slip on rank
Tunic – check buttons
Trousers – check button
Wool socks
Boot Laces
Lanyard (for Sr. NCO’s)
APPENDIX B: 1913 Ontario Regiment (ARMY) CC CONTACTS

I belong to the following:

Section: ____________________________ Troop ____________________________

My ‘Chain of Command’ goes through the following:

Section 2IC: ________________________ Phone# _________________________

Section Commander: ________________________ Phone# _________________________

Troop Warrant Officer: ________________________ Phone # _________________________

Squadron Sergeant Major: ________________________ Phone # _________________________

Regimental Sergeant Major: ________________________ Phone# _________________________

Sqn Commander: ________________________ Phone #: _________________________

Deputy Commanding Officer: ________________________

Commanding Officer: ________________________

(I realize that I can request an interview with the Commanding Officer at any time.)

Other Contact Information:

Corps Office at Armouries Phone #: 905-721-4000 EXT 4061

Administration Officer: ________________________ Phone #: __________

Quarter Master: ________________________ Phone #: __________

Unit Human Rights Advisor: ________________________ Phone #: __________

Sponsor Committee Contact: ________________________ Phone #: __________
APPENDIX C: UNIT EXPECTATIONS OF ALL CADETS

Fundraising Events:
All fundraising events are MANDATORY. At the time of writing this, there is only one event held twice per year. It is called Tag Day. Tag Day is our only source of income to pay for items not provided by the Department of National Defence. Cadets who miss tag days may be expected to pay towards the cost of league supported activities if space is permitted. Priority will be given to cadets who attend the mandatory requirement. In addition, cadets who are AWOL (absent without leave) for tag days may be given written warnings which can affect such things such as promotions, awards, and priority listing for summer training.

Poppy Day is very similar to tag day except the funds raised are to support our veterans. Poppy Day is also a Mandatory exercise.

The Army Cadet Honour Code:

"I resolve, as a member of the Royal Canadian Army Cadets, that I shall aspire to become a citizen of the highest integrity in my community; I shall strive for success in my studies, to be considerate of all persons and their property, and to achieve the highest physical, mental, spiritual and moral standards as a citizen of Canada."
GET THE 1913 SWAG AT THE KIT SHOP

http://www.cadets1913army.ca/gear.html

With Ontario Regiment Crest - Jackets, Track Suits, Ball caps, Golf Shirts, Ties, T-shirts'.

Ontario Regiment Cap Brass
Embroidered Badges
Ceremonial Rank Badges
Lapel Pins
Books
Art Work
Plaques and Crests

HOURS:
Every Wednesday 6:30 pm to 9:30 pm
Every 2nd Tuesday of the Month 6:00pm - 8:pm
Saturday Mornings 10:00 am - 12:pm
By Appointment Call 905 -924-1957 or debclarke@rogers.com

Contact info
Deb Clarke 905 924 1957
declarke@rogers.com