#1913

The Ontario Regiment
Oshawa, ON

Royal Canadian Army Cadet Corps

“Fidelis et Paratus”
(Faithful and Prepared)

Unit

Standing Orders

Effective June 9th, 2016

Issued under the Authority of the Commanding Officer 1913 RCACC
June 2016

Notice:

1. #1913 The Ontario Regiment RC(Army)CC Standing Orders are issued under the authority of the Commanding Officer. This issue supersedes all previous directives and staff instructions.

2. The purpose of these Orders are to provide direction to the Staff and Cadets regarding operations and functions of the unit.

3. Suggestions for amendments are to be forwarded to the Commanding Officer of 1913 RCACC.

4. All Staff and Cadets will read these directives. Necessary amendments will be published as required.

Unit History

#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 redesignated 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. The Regiments alliance is to the British Army, The Royal Regiment of Wales – The Royal Welsh

Issued under the Authority of the Commanding Officer 1913 RCACC
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.

Onter Cap Brass: Gules on a bar a cat statant guardant irate Or, the whole within an annulus Gules fimbriated and inscribed with the motto FIDELIS ET PARATUS in letters Or and surmounted at the base by a bezant fimbriated and charged with a fillet saltire Sable the base quarter removed, and beneath the annulus a scroll Or with the words ONTARIO REGIMENT inscribed in letters Sable, and above, encircling the annulus, a wreath of nine maple leaves autumnally coloured, the centre one in chief ensigned by the Royal Crown proper. The Symbolism: The badge is based, in part, on the cat from the Clan MacGillivray familial crest, a member of which commanded the regiment in the early 1900s. After the First World War, the cat was redesigned into a fierce or fighting pose echoing the experience of the regiment’s members in the war. The maple leaves, nine in total, reflect the nine provinces that contributed soldiers to the First World War battalions which the regiment perpetuates. The three quarters of a disc in the base of the badge represents the old regimental Militia number "34". "ONTARIO REGIMENT" is a form of the regimental title and "FIDELIS ET PARATUS" (Faithful and Ready) is the motto of the regiment.

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.

Issued under the Authority of the Commanding Officer,

J.J. Bell CD
Major
Commanding Officer
1.0 POSITIONAL TERMS OF REFERENCE:

All positions will include the following common directives:

a. Ensuring that safety is incorporated in all aspects of the corps and that he/she support the region’s general safety program;
b. Ensuring that environmental stewardship is incorporated in all aspects of the corps and that he/she supports the region environmental policy;
c. Ensuring that a harassment free corps is maintained and that he/she supports the department harassment policy;
d. Ensuring that ethical behaviour is incorporated in all aspects of the corps and that he/she supports the department ethics policy;
e. Ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
f. Leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme.

1.1 Commanding Officer (CO)

The Commanding Officer shall carry out all duties as outlined in CATO 11-36 ANNEX S.

He/she is responsible to the Regional Cadet Officer (RCO), through the Detachment Commander (Det Comd), for all matters, training and administration of Cadet Instructor Cadre (CIC) Officer, Civilian Instructors (CI), and Cadets (Cdt) serving with the Corps.

1.2 Command and Control

With respect to matter of Command and Control, the Corps Commanding Officer shall:

1. Comply with the regulations and orders as issued by the Minister of National Defence and the Canadian Forces;
2. Keep CIC Officer, CIs, and Cdts of the Corps fully acquainted with the regulations and instructions issued by a higher authority;
3. Be responsible for the professional development of all Corps CIC Officers and CIs including him/herself and ensure they receive the training required by their appointments and terms of Service;
4. Direct and Supervise all duties of personnel under his/her control;
5. Appoint qualified Officers to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
   a. Deputy Commanding Officer (DCO)
   b. Supply Officer (Sup O)
   c. Training Officer (Trg O)
   d. Administration Officer (Adm O)
6. Appoint and reassign Cadets to cadet duties and responsibilities within the Corps;
7. Ensure that proper supply, administration, financial and training orders and procedures are carried out;
8. Bring to the notice of the RCO any CIC Officer or CI who:
   a. Are distinguished for proficiency in their duties;
   b. From incapacity or apathy, are deficient in the knowledge or execution of their duties;
   c. Do not afford him/her the support which he/she has the right to expect; and
   d. Conduct themselves in a manner detrimental to the Corps efficiency or in a manner that would bring discredit to the Corps and/or the Canadian Forces;
9. Ensure an Officer (i.e. DCO) is familiar with all Corps procedures and is prepared to assume command either upon succession or during periods of prolonged absence of the Commanding Officer;
10. Ensure a thorough turnover to a successor; and
11. Undertake other duties assigned by the RCO, the Det Comd or other lawful Canadian Forces authorities.

1.3 Administration and Training

1. In consultation with the Sponsors, recommend enrolment, appointment, promotion, posting, transfer, and release of CIC Officers;
2. Recommend and document the appointment and release of CIs;
3. Ensure that Cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;
4. Immediately report the death of a CIC Officer, CI or Cdt of the Corps to the RCO and the ACO and advise the Sponsoring Committee chairperson;
5. Immediately document and report to the ACO and the sponsoring Committee any injury incurred during Corps training that requires medical treatment, that may result in permanent disability, and any other injury except a minor injury such as a superficial cut or bruise;
6. Report any significant incident/occurrence that may cause public interest to the RCO; and
7. Ensure that funds provided by DND or other assisting agencies and any money provided by the Sponsoring Committee or raised by the Corps is properly used for the benefit of the Cadets.
8. Manage the Cadet Training Plan
9. Ensure all RSS information is completed along with support requirements with in the CTP.
10. Act as Chief Training Officer, unless one is appointed, and have direct oversight in the administration and execution of the CTP and liaison with the Corps Training Officer and Training Coordinator to ensure effectiveness of the training program.
1.4 Supply

1. Be appointed Supply Customer Account Representative;
2. Immediately upon discovery, report the loss or damage of DND equipment to the respective support base/station;
3. Ensure that material on loan from support base/station is returned promptly;

1.5 Deputy Commanding Officer (DCO)

The Corps Deputy Commanding Officer shall be responsible to the Corps Commanding Officer for carrying out all assigned duties.

Shall carry out all duties as contained in 1913 TERMS OF REFERENCE and;

1. To assist the Commanding Officer with carrying out his/her duties;
2. To carry out all duties of the Corps Commanding Officer in his/her absence;
3. Carry out all other duties as assigned to him/her by the Commanding Officer.

1.6 Chief Training Officer (C Trg O)

The Corps Training Officer shall be responsible to the Corps Commanding Officer for carrying out all assigned duties.

Shall carry out all duties contained in 1913 TERMS OF REFERENCE and also:

1. Implementing the training program in accordance with established cadet directives (i.e.: A-CR-CCP-003/PT-001);
2. Assisting and supervising Star Level Training Officers (S Trg O) in execution of their duties; See S Trg O terms of reference.
3. Maintaining accurate and on-going training records on each cadet in FORTRESS DATABASE
4. Maintain the assigned training schedule and assign qualified instructors and provide advance warning reminders to Officer instructors.
5. Assisting, evaluating and supervising officer instructors, in the preparation and presentation of their instructional periods, if required, and if recommended by standards or the Commanding Officer;
6. Collection of lesson plans from all instructors, 1 week prior to instruction at a minimum, and review each plan to determine adherence to the QSP in accordance with regulations and directives
7. Collection and review of all instructor evaluations for officers and cadets and implementation corrective action/ remedial training, if required
8. Arranging for guest speakers and other voluntary instructors to supplement corps staff;
9. Advising the CO on and coordinate the Corp’s special training projects, exercises and citizenship tours;
10. Review demands for training aids for conflicts
11. Ensuring the corps is in possession of all required training material and reference manuals;
12. Evaluate, in conjunction with standards, officer instructors for development and improvement
13. Ensuring that an adequate system of examinations/tests are used to monitor individual cadet's progress, if required in the QSP;
14. Ensuring training forms are utilized as per the QSP for each level; (ie. Air Rifle handling test)
15. Ensuring that the training program is completed within assigned time frame;
16. Submit recommendations for cadet promotions, as required;
17. Monitor a minimum of 1 class each training night;
18. Performing other duties as assigned by the CO/DCO

1.7 Training Resource Officer (TRO)

1. Providing technical and analytical support for the CUTP / training schedule template with established cadet directives (i.e.: A-CR-CCP-003/PT-001);
2. Prepare/Submit into Fortress Summer Camp and Expedition Applications and engage cadets to these opportunities as necessary;
3. Maintain the Corps Cadet merit listing system

1.8 Administration Officer (Adm O)
The Corps Administration Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

Carry out all duties as contained in 1913 TERMS OF REFERENCE and:
1. Enter cadet attendance monthly in Fortress for all activities
2. Register and file all incoming and outgoing mail;
3. Confirm that all paid staff complete monthly pay Registrar;
4. At the end of each month submit all necessary documents regarding pays to the Commanding Officer for his/her signature;
5. To complete applications, memos and letters assigned by the Commanding Officer;
6. Maintain/update Fortress Admin Data, Call em all, email distribution lists;
7. Initiating and maintaining personnel files on each cadet including name, date of enrolment and departure, address changes, training courses, weekend exercises, training progress, awards, recognitions and any other pertinent information.
8. Ensuring prompt and proper submission of all claims arising from corps exercises, hand over to the Commanding Officer

9. Ensuring all officers are in possession of a valid Canadian Forces Reserve Identification Card or League ID Card for volunteers, action as needed

10. Carry out all other duties as assigned by the Commanding Officer.

1.9 Star Level Training Officers

Primary Duties:
The S Trg O is responsible for matters concerning the implementation of the Corps star training program and will perform the following duties outlined in the 1913 TERMS OF REFERENCE: and

a. Good conduct of the cadets and instructors,
b. Supervision and Evaluation of Instructors.
c. Implementation of the Training Program
d. Ensure that knowledge is learned and retained.

1. The S Trg O duties also include but are not limited to the following:

a. Provide notification / follow up, in advance, to cadet instructors to help maximize cadet instructor awareness of instructional assignments.
b. Assisting cadet instructors in the preparation and presentation of their classes, if needed;
c. Ensure lesson plans are used by cadets during execution of lessons and followed as per the QSP in relation to topics, format, and teaching points.
d. Assist cadet instructors in obtaining training aids & instructional aids
e. Recommend guest speakers and other voluntary instructors to supplement Corps staff through the C Trg O;
f. Ensure and regulate, through the C Trg O and Sup O, training aid request forms, including whiteboard re-location requests for instructors in advance
g. Ensure cadet instructors are in possession of all required training material and reference manuals as needed for each lesson;
h. Ensure examinations/tests or lack of, by cadet instructors are in accordance with the QSP;
i. Continuously look for ways to improve the cadet training experience
j. Manage weekly training progress with each cadet's progress and forward to C Trg O for fortress updating and end of year. See QSP for standards.
k. Recommending cadet promotions, as required;
l. Performing other duties as assigned by the CO

1.10 Supply Officer (Sup O)

The Corps Supply Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.
1. Ensure all Cadets who have completed their enrolment and have demonstrated an interest in remaining with the Corps are issued uniforms;
2. Prepare all necessary documents to acquire equipment and uniforms for Commanding Officer’s signature;
3. Maintain an updated record of all public property on the Corps Distribution Account and all uniforms parts belonging to the Corps (issued and non-issued);
4. Shall inform the Commanding Officer immediately of any lost or stolen public property or uniforms; and
5. Responsible for Ordering cadet uniforms and maintaining Corps Equipment
6. Carry out all other duties as assigned to him/her by the Commanding Officer.

1.11 **Duty Officer (Duty O)**

The following delegated responsibilities are to be carried out by the Duty Officer, as scheduled;

a) Arrive at the LHQ NLT 1800 Hrs for mandatory LHQ Training, or have designated Officer assist if delayed;
b) Set up Operations area and obtain required documents from admin
c) Ensure Correction NCO’s conduct tasks as assigned; Observe and Coach if needed;
d) Oversee Duty NCO in all duties and ensure that all are carried out in a timely fashion;
e) Conduct Post and Pre-site Inspections of Facility – Complete Form – forward form to the CO;
f) Act as OPI for end of night clean up and announce duty Troop; Supervise to ensure completion; Liaison with any required staff. ie Sup O.
g) Patrol Armoury Throughout evening, question unfamiliar/security bystanders, if needed;
h) Ensure all absent cadets are called, including NES for uniform returns;
i) Ensure all cadets have physically left property or are in the care of their parents at the completion of the training night before reporting off duty. This means the duty officer is the last officer to leave.
j) Any other duty as assigned

1.12 **Range Safety Officer**

1. The Range Officer (RO) shall be responsible to the corps Commanding Officer (CO), reporting to the Trg Officer.
   a. Ensure all safety measures and briefings have taken place
   b. Operate the marksmanship program on scheduled dates;
   c. Develop the Corps marksmanship team and prepare for Range Competitions in accordance with rules and regulations governing the cadet Marksmanship Program;
   d. Performing other duties as assigned by the CO.
1.13 **Band Officer**

The Band Officer (BandO) shall be responsible to the corps Commanding Officer. The Band Officer (BandO) /NCO shall be responsible for the following:

a. Train musicians and create a Brass & Reed band that will parade with the Corps and as required,

b. Maintain an attendance roll;

c. Maintaining the following records affecting the accounting of instruments/supplies on temporary loan to the each cadet:
   1. Voucher register,
   2. Voucher files,
   3. Customer account, and
   4. Individual loan cards;

d. Demanding and receiving all equipment upon the departure of any band member;

e. Conducting cadet instrument & uniform inspections as required, prior to inspections and/or performances;

f. Ensuring the security and care of all uniforms and instruments;

g. Ordering, receiving, issuing, and exchanging equipment, supplies and educational material as needed;

h. Undertaking measures for recovering all instruments/supplies/uniforms from cadets no longer parading with the corps;

i. Ensuring all uniforms are in good condition, reporting any repairs/cleanings to the Support Committee.

j. Complete an Inventory list, ensuring all equipment accounted for.

k. Ensure all equipment/supplies are returned at end of training year.

l. Produce a yearend inventory check list to the Support Committee.

m. Maintain musical trg records and ensure awards are made as appropriate;

n. Ensure data for which they are responsible for with Fortress is maintained as current as possible and no more than two weeks following a change. All officers must adhere to CATO 11-35

**BAND INSTRUCTOR (if other than Band Officer)**

1. The Band Instructor shall be responsible to the corps Commanding Officer, reporting to the Band Officer.

2. The Band Instructor shall be responsible for the following:
   a. Train musicians and create a Brass & Reed band that will parade with the Corps and as required.
   b. Implement and teach … CATO … required level… testing….etc.

1.14 **Regimental Sergeant Major (RSM)**

The RSM shall be responsible to the Commanding Officer only for carrying out all assigned duties and is part of the Command Team. The RSM is Responsible for the Command, control and safety of the Corps, and Implementation of the Corps Training Plan among the cadets. The RSM’s Primary Duties;

1. Discipline and functioning of the Corps,

2. Ensuring that a high standard of dress and deportment are maintained
With in the Corps in all orders of dress and civilian attire,
3. Ensuring that a high standard of drill is maintained within the Corps,
4. Ensuring adherence to the Unit Standing Orders,
5. Ensuring that safety regulations are adhered to,
6. Supervision and direction of the Troop Warrants,
   (And give assistance when needed)
7. Ensure an accurate parade state is submitted to the AdmO & CO NLT 1930hrs,
8. Ensuring that Duty NCO’s are within the Corps areas of responsibility at all times,
9. Preparing the Corps for inspection by the CO as required,
10. Assisting the TrgO in the conduct of training,
11. Ensure timings for the movement of the Corps are strictly adhered to,
12. Attending O Groups as required,
13. Conducting NCO briefings on performance, motivation and corrective discipline if required
14. All other duties as assigned by the Commanding Officer.

1.15 **CORPS APPOINTMENTS**

See Monthly Routine Orders.

1.16 **EXERCISE OPI / NCOIC**

In order to effectively pass information internally within 1913 RCACC for activities, exercises, and events, any OPI (Officer of Primary Interest), and NCOIC (Non-Commissioned Officer of Primary Interest) as appointed by the Commanding Officer or designate shall complete an operations order for all unit events for which they fall under. Examples would be Field Training Exercise, Community Events, Organized unit Sports nights etc. Information shall include; Situation, Mission, Execution, Administration and logistics, and Command and Signals. Templates can be requested and found on the Corps Website. Some operation orders will require more detail than others. Operation Orders are required with a minimum of 2 weeks in advance of the activity for approval. The OPI does not have authority to cancel an exercise unless they consult with the Commanding Officer and make that recommendation stating justification. If the CO cannot be contacted by phone/email, the OPI may cancel an exercise/event if required but must state reasons for cancellation and information sources and forward it to the CO. This will allow the CO to contact funded parties and explain the circumstance with information on hand for the cancelation.

2.0 **CORPS ROUTINE ORDERS**

Routine orders will be published on a monthly basis. RO’s shall include appointments, TOS and SOS cadets and staff, Duty Appointments, upcoming events and will also be a venue to provide clarification and reminders on items of SOs, publicize upcoming events and to inform of changes to routine.
2.1 **Membership Restriction and Star Training Requirements**

Membership in 1913 is governed by Canadian Forces policies. Refer to Central Region Cadet Orders and Cadet Administration and Training Orders for details. Cadets joining at age 14 or older may be given an accelerated program.

2.1a **Late Joining Cadets**

The CO may combine Star training to accelerated program for a cadet joining late. The decision will be by case by case assessment into an age-appropriate star level. These cadets represent the exception. The cadet’s assessment will determine if they are mature enough to undergo such training. The CO will contact the RCSU for the fortress request along with supporting details. Due to the progression in Mandatory Training and the complementary nature of summer training, no cadet must be allowed to undergo a given star level of LHQ training without first qualifying with the previous star level.

2.1b **Cadets not meeting minimum Star Level of Qualification (Proficiency)**

Cadets who do not meet the minimum qualification standard shall be given a reasonable opportunity to complete the training missed. If, by the end of the training year, the cadet still has not successfully attained any PO, the Corps CO may waive the minimum qualification standard. When waiving any PO requirement, the cadet Corps CO should consider the overall performance of the cadet and the legitimacy of their reason for failing to attain the PO. In granting a waiver, the CO must also consider the cadet’s attendance and behaviour.

2.2 **1913 LHQ – The Armoury – 53 Simcoe St N, Oshawa, Ontario**

1. The Armoury is out-of-bounds to Cadets not participating in authorized training. This includes grounds and approaches.

2. Entry to and from the Armoury may only be from the main ground level entrance. Use of the side door is for operations and not exit and entry.

3. All areas of the Armoury are to be considered out of bounds to cadets during regular training, with the exception of those areas utilized for training for cadets and Corps Operations.

4. Cadets will not approach the Corps Orderly area, unless specifically requested to do so. Cadets will use the chain of command to have their questions answered. ALL PARENTAL QUESTIONS WILL BE DIRECTED TO THE ADMIN OFFICE OR DUTY DESK.

5. Any cadet found in an unauthorized area will be asked to leave that area and further action may be taken at the discretion of the Duty Officer/Ops O.
6. Use of cell phones at the LHQ/Corps during activities is prohibited for cadets. Answering phone calls or messages are authorized on a designated break and out of site from all junior ranking cadets.

Cadets are to arrive on time as posted in Routine Orders. The Corps Routine Orders will be posted on a monthly basis on or before the first Parade Night of the month, and shall be read by all personnel.

2.3 Fire Orders
It is mandatory that all personnel familiarize themselves with the following fire orders.

General
All buildings are equipped with smoke detectors and heat-activated devices. Tampering with these devices is prohibited. Do not jeopardize life by tampering with fire detectors or equipment.

No open flames of any kind will be permitted within any part of the LHQ. All shall maintain housekeeping to high standard. All refuse material is to be placed in waste receptacles and emptied after each training night to the outside disposal containers.

IN CASE OF FIRE
IMMEDIATELY SHOUT “FIRE! FIRE! FIRE!”
Pull the nearest fire alarm station
Call 911 from a safe location

Designated rally point for attendance: Parking Lot

2.4 Reporting Loss, Theft or Damage

Theft of personal or public articles is considered a serious offence and will be dealt with accordingly. The appropriate Troop Warrant will be advised if corrective action is required.

Any loss, theft or damage of personal or public property shall be immediately reported to the Duty Officer. The Duty Officer will then make out a written report and then submit it to the Deputy Commanding Officer, who will then inform the Commanding Officer and complete any administrative action.

2.5 Internet Control

Properly used, the Internet can be a tool used to obtain information quickly and easily. Out of context and without proper background, visually presented or partially recreated written information can be easily misinterpreted.

Incidents of this nature can bring a negative outlook onto the unit and the CCM. For these reasons uploading cadet related photos and/or video to public forums such as
facebook, youtube.com, myspace.com, etc is prohibited without expressed written consent from the Commanding Officer. Furthermore, intimate discussion of cadet activities in similar forums is strictly prohibited.

All members of the unit are asked to leave camera phones, video recorders, etc at home for events such as weekend trips, field exercises and other cadet activities not only to prevent the loss or damage of these expensive devices, but to also keep in accordance with this policy.

Sending emails, messages or files over the internet containing any combination of names including photos with names, addresses, phone numbers of cadets is strictly prohibited.

Setting up websites or chat groups using the Cdn Forces, DND, Army Cadet league or 1913 brand is prohibited. Setting up websites or chat groups for the purposes of corps activities, discussion, or file exchanges must be authorized by the CO before posted to the internet.

2.6 **DUTY OFFICER**

The Duty Officer will be appointed and posted in routine orders. Assigned staff acting as Duty Officer will hold that appointed for the entire week as outlined in the Routine orders. This includes LHQ training nights (Wednesday Night), and Optional Training Nights. The Duty Officer is required to report for duty on Optional Training at the LHQ if required due to Optional Staff OPI absence and carry out the activities.

2.7 **Smoking**

Existing federal law prohibits the sale of tobacco products to minors. In keeping with the intent of this law, smoking by cadets at LHQs during cadet activities and at CSTCs is to be discouraged and breaks will not be offered. Smoking by cadets is permitted in accordance with the guidelines in CATO 13-22 which applies to cadets. All Cadets, Staff, (CIC, CI’s & Volunteers), shall not smoke in the presence of cadets.

2.8 **Alcohol**

No Staff member or Cadet shall consume or be in possession of an alcoholic beverage or be intoxicated during any and all Corps and other cadet related activities. e.g. Summer Training

2.9 **Drugs**

No Staff member or Cadet shall be under the influence of or be in possession of any illegal drug of any sort.

The Commanding Officer will immediately notify the proper local authorities if any one is found to be in violation of the section above.

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2.10 **Harassment**
Under no circumstance will any member of 1913 Corps exhibit conduct that offends, demeanes, belittles or humiliates another member of the Unit.

All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) will be reported to the Commanding Officer or the immediate Supervisor (Officer) of the harassed.

The UCCMA must be notified of all cases involving harassment. The name of the UCCMA is posted in the Monthly Routine Orders.

2.11 **Abuse**
Under no circumstance shall members of the Corps abuse or be abused by another person, whether that is emotionally, physically or sexually. All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to the Commanding Officer or the immediate Supervisory (Officer) of the abused. The UCCMAO must be notified of all cases involving abuse. The name of the UCCMAO is posted in the Monthly Routine Orders.

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

2.13 **Conflict Resolution**
It is recognized that conflict among NCO’s and Staff can arise. Conflicts occur when people (or other parties) perceive that, as a consequence of a disagreement, there is a threat to their needs, interests or concerns. Although conflict is a normal part of organization life, providing numerous opportunities for growth through improved understanding and insight, there is a tendency to view conflict as a negative experience caused by abnormally difficult circumstances. Disputants tend to perceive limited options and finite resources available in seeking solutions, rather than multiple possibilities that may exist ‘outside the box’ in which we are problem-solving. Staff and NCO’s should consult with all parties involved within the chain of command when conflict is present. A witness will help to ensure that there are no misunderstandings in communication in an attempt to solve a problem. This should be a higher rank if needed. If a problem cannot be resolved, it must be noted to all parties that the Commanding Officer or their designate will be involved so all can prepare a statement and there are no surprises. If the conflict involves the Commanding Officer, staff and NCO’s should address the issues directly with the Commanding Officer and another staff member in an attempt to resolve the problem. Procedures are in place should a complaint or problem are required to be reported to the detachment. At all times, Corps conflict should be attempted to be resolved at the local level first if possible before outside mediation is required. All staff and NCO’s where conflict is observed, should have an opportunity to explain any course of action on their part and be advised of complaints or conflict concerns in their name.
3.0 **CHAIN OF COMMAND**

**General**
All personnel shall use the chain of command at all times. Cadets shall know the name and phone number for their Troop Warrant and 2IC and communicate with them should any problem or question arise. At no time will any personnel address anyone more than one line up the chain of command except for Troop Warrants, Duty NCOs or unless directed by an Officer. Should a Cadet have a complaint or problem with his or her Troop Warrant, he/she may address the problem to the CSM. No Cadet shall directly address an Officer without addressing their inquiry to an NCO first. All Corps personnel shall demonstrate good manners at all times to Superiors, Subordinates and acquaintances alike.

**NCO Structure**

![NCO Structure Diagram]

4.0 **ADMINISTRATION**

4.1 **Attendance**
Parade nights are on Wednesday and all personnel on strength are to be in attendance unless excused. All Cadets are encouraged to maintain a 90%+ attendance and participation record, allowing for occasional absence with good cause. Cadets with less than 50% attendance or absent for more than 30 days, shall be deemed Non-Effective Strength (NES) and could be released. If attendance is not improved, the cadet shall be struck off strength (SOS). Cadets must phone their local HQ no later than 1900 (7pm) on that Wednesday evening and leave a message with your name, rank, and the reason for your absence. Prior notice absences are to be reported to their Troop Warrant. Cadets are expected to arrive 15 minutes before the time instructed and shall be ready to commence the parade or training activity at the scheduled time.

Mandatory Support and Optional training such as Tagging, Poppy Sales, Outdoor activities, Special parades and other events that the **Cadet signs up for**, are now considered MANDATORY. In the event that a Cadet can no longer attend an event that
they signed up for, the Cadet is required to call the Corps prior to the event so a replacement can be made to save resources.

4.2 Procedure for Late Arrival

If a Cadet is late on a parade night and has missed the roll call, then that Cadet must report to the Administration Officer to have his/her name added to the attendance register. This is the cadet’s responsibility or they may be marked absent.

5.0 DEPORTMENT

Cadets are reminded that on or off base they are to conduct themselves in a manner to reflect favourably on the Army Cadet Movement. Any misdemeanour by a Cadet reflects on all Cadets; appropriate disciplinary actions can and may be taken, even if away from the LHQ on your way home.

5.1 General

- Troop Warrants are responsible for the deportment of those under their command and cadets are accountable to their Troop Warrants for their deportment.
- Cadets shall conduct themselves as model Canadian Citizens at all times.
- Foul language, abuse, fighting, insolence and rudeness shall not be tolerated.
- Personnel shall not touch the property of others without expressed permission.
- Personnel shall address each other by rank and surname.
- All personnel shall ensure they have all their belongings with them prior to leaving the building.
- NCO’s shall at all times maintain exemplary deportment.
- All personnel are expected to read the Routine Orders (RO) posted, and shall follow the timetable included as well as being familiar with the items the ROs contain.
- Chewing gum, spitting, slouching, sauntering, hands in pockets, smoking, walking arm in arm and similar deportment which detracts from the military appearance is unacceptable for personnel while on Cadet time.

Paying of Compliments

5.2 Paying Compliments

Compliments will be paid in accordance with current regulations. Saluting at Corps activities will be in accordance with the following:

a) Headdress is mandatory while in uniform and saluting is required throughout the Armoury/LHQ. (staircases exempt from salutes)

b) If practiced - During raising (Opening Parade) and lowering (Closing Parade) of the flag ceremonies when in uniform. All Staff and Cadets will face the flag and salute; the flag will not be saluted while in a stationary
position throughout the night on the parade square. Only while in transition. (Moving)

c) Entering the direct proximity of Officer work station areas

d) NCOs/Cadets when wearing headdress and addressed by an Officer; and

e) Subordinate and junior Officers wearing headdress and addressed by a senior Officer, in or out of uniform

f) No Saluting in **hallways or Stairways** unless being directly question by a commissioned officer. All military courtesies apply outside the Corps, including the parking area and front waiting areas of the armoury.

**5.3 Individual Paying of Compliments**

Compliments shall be paid to an officer whether they are in uniform or not! When an individual passes an Officer or a group of Officers a proper salute shall be given accompanied with an appropriate eyes right or left. The salute shall be initiated 5 paces ahead of reaching the officer and the salute brought down 1 pace after passing the officer, so as to allow the officer to return the salute before the member has passed him. When an Officer passes an individual Cadet or a group of Cadets not formed up, the senior cadet shall call the cadets to attention, then salute. If there are no senior cadets or no one takes the initiative, all come to attention and give a proper salute if in uniform and wearing headdress.

When a senior ranking person enters or exits a room, the senior ranking individual already in the room shall call “room” bringing all personnel in the room to attention (whether sitting or standing), all personnel shall remain in this position until told to “Carry on”. This DOES NOT apply to classes undergoing instruction. **INDIVIDUALS wishing to enter a room in which an Officer is already present shall halt at the door, knock, give a proper salute and ask permission to enter. Individuals leaving a room in which an Officer is present shall face into the room, come to attention, give a proper salute and march off**. Individuals wishing to enter a room in which an NCO is present will do it the same as above, except they will not salute. When not formed up for the parade ceremony, personnel on the parade square shall stand at attention for all general salutes and march-pasts. During domestic and foreign National Anthems, Royal Salutes, Vice-Regal Salutes, the marching on and off of the Flags, the raising and lowering of the Canadian Flag on the mast and while the Flags pass on a March Past, such personnel come to attention and salute. All other compliments shall be paid as listed in the Drill Manual (A-PD-201-000/PT-000)

Acknowledging rank and use of verbal greetings in non-saluting areas is acceptable and encouraged. **Appropriate compliments & courtesy shall be paid to officers and civilian staff regardless of whether in or out of uniform. Standing at attention when addressing or being addressed by a superior rank not only shows respect but also demonstrates an atmosphere of professionalism. When a superior rank passes in a non-saluting area, you should come to attention.**
**Subordinate Officers:** OCdts are not entitled to a salute. However if an OCdt is saluted then they will return the salute.

**Junior Officers:** 2Lt to Captain are to be saluted the first and last they are seen on a parade night and anytime they are approached.

**Senior Officers and General/Flag Officers:** Major and above are to be saluted every time they are seen.

### 6.0 MOVEMENTS

#### 6.1 General

- **Individuals** – all personnel who find it necessary to move from one area of the building to another shall do so by marching properly in a single file or two abreast down the far right side of all halls and remembering to pay all respects as necessary.
- **LHQ / Troops** - when moving from one area to another, Troops will be marched by the Troop Warrant in single file or in 2 ranks.
- **Canadian Forces Base** – Troops shall not exceed two Cadets abreast (not including Supernumeraries) and shall have a point person fifteen paces both to the front and rear of the Troop. (Outside buildings ie. Roads)

#### 6.2 Marching and Walking on Roadways

Cadets walking singly or in small groups are to walk on the sidewalk, where applicable, or on the right side of the road against on coming traffic, not more than two abreast.

Formations will march on the right side of the road. The NCO in charge of formations shall post one point person approximately fifteen paces in front of and one point person to the rear of the formation. The point person will wear fluorescent safety vests. Troop NCO’s in charge of formations will march two paces to the rear of the left file of the formation will be marched in a single or double file.

### 7.0 UNIT EXERCISES

All cadets that sign up for posted exercises (Mandatory Support & Optional training) are expected to participate and are considered mandatory for that cadet unless specified by the CO. Permission forms will be sent out for all Mandatory Support & Optional training exercises. All cadets will have their health card on their possession at all times. There is NO EXCEPTION to this order. Photocopies will be acceptable, if recently lost. If lost, a Department of health replacement notice is required. This applies to all LHQ training taking place at the Armoury as well.
8.0 **DRESS (CATO 46-01 Highlights)**

The highest standard of dress will be maintained. Dress of the day will be published in the monthly Routine Orders or the Operations Orders for the Mission or Field Training Exercises. Cadets are subject to these dress regulations. Cadets will wear clean clothing for every parade night. Shirt and pants will be pressed and footwear will be polished. NCO's not in uniform for the night are expected to wear black pants, white dress shirt with their rank slip on pinned to the right side of their shirt. All new recruits will follow the same dress with the exception of the rank slip-on. Corps Shirts may replace the white dress shirt.

8.1 **Berets**
- To be worn evenly on the head with the sweatband 2.5cm above the eyebrow, badge centred over the left eye.
- Crown of beret shall be pulled downwards to the right and rear.
- Drawstrings tucked inside the gap of the band.
- Berets are to be removed during the following times only:
  a) On entering a mess, canteen or consecrated building;
  b) In non-service buildings, including civil courts;
  c) By pallbearers only for the period during which the casket is actually being carried;
  d) While relaxing in a non-public lounge, eating or drinking;
  e) While on a Troop line;
  f) When instructed to do so by a senior rank;

- Berets shall not be removed when:
  a) In public including public transit and elevators (even when seated);
  b) On Parade night except while eating, drinking or while in a classroom;
  c) By duty personnel.

8.2 **Cadet Toque**
- The cadet toque may be worn during training when weather conditions warrants with the embossed RCAC cap badge centred on the forehead;

8.3 **Hair – Males**
- Neatly groomed;
- Taper-trimmed at the back, the sides above the ears to blend with the hair style (a straight cut at the nape of the neck is permissible when this tapered appearance is maintained);
- Not more than 15cm (6 inches) in length and short enough that when hair is groomed and headdress is removed no hair touches the ears or collar or falls below the top of the eyebrows;
• Sideburns shall not extend below a line horizontally bisecting the center of the ear and be squared off horizontally;
• Cadets shall be clean shaven;
• Moustaches may be grown, with the permission of the Commanding Officer. They must be well trimmed and do not extend below the corners of the mouth; and
• Hair must be of the natural colour; under no circumstances may a Cadet change the colour of their hair without the permission of the Commanding Officer.

8.4 Hair – Females

• Hair shall be kept neat and well groomed and shall not extend below the lower edge of the Tunic collar. Any style within these limits is allowed but styles shall not be exaggerated or bizarre (including those with extreme fullness, height or more than a single colour) nor shall any interfere with the wearing of military headdress. Hair ornaments shall not be worn and bobby pins and other similar objects used to secure hair will not be visible; and
• Hair must be of the natural colour

8.5 Jacket – Tunic, CF Cadet

• Shall be worn at all times unless authorized by an Officer;
• Shall be fully buttoned, except the top button may remain undone, the belt must always be fastened;
• Shall be clean and free of lint and wrinkles;
• Shall be pressed flat, arms roll pressed NO CREASES
• The pockets shall not bulge; and
• No “duck Tails” are to be pressed into the uniform.

8.6 Sweater, Turtleneck, Long sleeve

• Sweaters may be worn with or without the jacket but the jacket shall be worn when going to and from the corps location. Sleeves shall not be rolled or pushed up the arm;

8.7 Shirt, Short Sleeve, Neck tie

• May be worn with tie, ascot or open neck, with or without jacket. Rank slip-ons shall be worn with short sleeve shirt;
• Tie shall be knotted neatly using a Windsor or four-in-hand knot and
• The top button of the shirt shall remain fastened while wearing the tie;
• Shall be clean and free of lint and wrinkles; and
• When the jacket is removed the tie shall not be tucked in.
8.8 **Trousers, CF Mens/Womens**

- The bottom of the legs shall come down to between the second and third boot lace;
- The trousers shall be clean and free of wrinkles;
- A belt shall always be worn;
- The trousers shall be well pressed with two creases on each leg;
  - One from the outer side of the first belt loop with a crease running straight down the length of the leg, down the centre of the pant leg; and
  - One from the inner edge of the back pocket with the crease running the length of the leg straight down with centre of back pant leg.

8.9 **Belt, Trouser**

- A regulation uniform issued black belt (nylon) shall be worn with the trousers;
- The buckle shall be highly polished and free of marks;
- The belt shall be fed through the belt loops in an anti-clockwise direction;
- Nylon belts are to be kept clean;
- Nylon belts are not to be cut.

8.10 **Socks – Grey Wool**

- Must be worn with boots and running shoes. A cadet may elect to wear his own personal socks, grey or black, wool, cotton or nylon, in lieu of the grey wool socks provided with the uniform;

8.11 **Boots – Ankle Service**

- Boots shall be clean and black, polished to a high gloss shine on all surfaces;
- The welts shall be kept black and free from dirt;
- Boots shall be laced horizontally; and
- Eyelets shall be painted black, if required.

8.12 **Overcoats / Parkas**

- To be worn over the uniform when weather conditions dictate;
- The coat / Parka shall be worn properly, except the coat top button may be left undone. (Overcoat)
- The overcoat shall come between 7cm to 10cm below the knee; and
- When carried, the coat/parka shall be draped over the left arm with the buttons / zipper facing outwards.
8.13 **Belts and Lanyards**

Authorized for wear by cadets holding command positions on parade, by the guard and by the band. A brass buckle must anchor the belt. Only those brass buckles with the Army Cadet badge, the affiliated unit badge or without badge are allowed. Lanyards may also be authorized for drill teams and bands participating in competitions. The lanyards are worn on the left-hand side, must measure from 72 to 78 cm in length and must be of conservative pattern and colour. The wear of the red and green coloured lanyard available through the Army Cadet League website is authorized, if purposed.

8.14 **Body Adornments**

Women may wear make-up for cultural reasons. When wearing uniform, or when wearing civilian clothes on duty, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, coloured nail polish, bright or vivid lipstick and excessive facial make-up.

Visible and non-visible body piercing adornments, with the exception of women’s earrings and ear sleepers described in sub-paragraph 6.a., shall not be worn by members either in uniform or on duty in civilian clothing. Male personnel shall not wear earrings or ear-sleepers on the ears while in uniform or on duty in civilian clothes. The meaning of the term “on duty”, for purposes of dress and appearance, is Interpreted in A-DH-265-000/AG-001 Chapter 1, paragraph 20.

8.15 **Perfume**

- Perfume/Cologne will not be worn, Scent Free Environment applies.

8.16 **Eye-glasses/Sun glasses**

- Eye glasses and prescription sun glasses of a conservative style may be worn whenever conditions dictate only by Cadets requiring the use of them; and
- Personnel may wear personal sunglasses of an approved conservative design as conditions dictate and at the Commanding Officer’s discretion.

8.17 **Jewellery**

- Jewellery shall not be worn while in uniform except Canadian Forces Identity Disks, Medic Alert, wrist watches, Cadet, school, signet, engagement and wedding rings;
- Only female personnel may wear plain gold stud earrings, but only one set and must be centered on the earlobes; and
- Religious necklaces may be worn under the uniform and out of sight.
8.18 Civilian Clothing

- Civilian clothing shall not be worn on parade nights, on tour or when instructed to wear a uniform except by Cadets who have not yet been issued with a uniform or awaiting new orders;
- Civilian clothing shall not be worn with the uniform, unless directed to do so by the Commanding Officer;
- NCO’s not in uniform shall wear a white shirt (or Corps Shirt), black tie, black dress pants, and appropriate shoes;
- Blue jeans are not permitted at all;
- On nights other than parade, or public activities Cadets may wear any civilian dress providing:
  o It is in good repair;
  o Clean and wrinkle free
  o Free from obscenities; and
  o Personnel wearing civilian dress shall present a neat and clean appearance.

8.19 Operational Clothing (Combats – Field Training Uniform)

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 unless directed. There must be a purpose to this dress. Ie Range nights, outdoors etc.

- the OG107 olive green field uniform, as scaled in CFS-8 D08-111; and the “Cadet Field Uniform” available for procurement through the website of the Army Cadet League of Canada.
- 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;
- Other forms of combat headdress may be worn while in training, but only the beret shall be worn in public or on the working side (top side) of a base.
- Boots shall be clean, black and cross laced; and
- Knives may be worn as authorized by the Training Officer through the Commanding Officer, but shall never exceed legal limits and shall be worn only in the designated training area.

8.20 Badges and Insignia

- All badges shall be sewn to the uniform using polyester or cotton thread of a colour that will not show up against the uniform or the badges;
• Stitching should not be visible and shall be tight enough that badges cannot be
picked off;
• Threads shall not hang off any part of the uniform; and
• No badge shall be worn on the uniform unless it has been duly earned by and
presented to the Cadet. In the case of qualifying for a qualification badge listed in
the optional training manual and earned outside Cadets, the badge shall not be
worn on the uniform until the permission of the Commanding Officer is obtained.

8.21 Drill Canes & Pace Sticks
• For use exclusively by cadets holding the positions of Regimental Sergeant
Major and Sergeant Major.
• The pace stick is a training aid, and as such can be used by all drill instructors.
For ceremonial purposes, only those cadets holding the positions of Regimental
Sergeant Major and Sergeant Major can carry them.
• (Below is temporary On Hold pending Regional CO Approval)
As a rich and noble tradition carrying decorum and prestige, the use of a
ceremonial sword for parade purposes is sometimes authorized for Army Cadets.
The sword must be manipulated with care and in accordance with the procedures
described in the CF Manual of Drill and Ceremonial. The use of a ceremonial
sword must be limited to the cadet commanding the parade, the parade deputy
commander, the cadet commanding the guard and the cadet commanding a
division on parade. The Corps CO must ensure that any cadet being authorized to
handle a ceremonial sword first receives the proper training on procedures. The
sword must always be carried inside its scabbard when not used. It is
recommended that the RSO of the affiliated unit be consulted to determine the
tradition of that unit regarding swords carried by NCOs.

9.0 The Armoury – 1913 Army

<table>
<thead>
<tr>
<th>Parade Location / Mail</th>
<th>The Commanding Officer 1913 RCACC 53 Simcoe Street North, Oshawa, Ontario L1G 4R9 905-721-4000, ext. 4061</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parade Night</td>
<td>Wednesday Evenings 1800-2130 Hrs</td>
</tr>
<tr>
<td>Option Trg / Admin</td>
<td>See Routine Orders</td>
</tr>
<tr>
<td>Affiliated Unit</td>
<td>The Ontario Regiment</td>
</tr>
</tbody>
</table>

9.1 Restricted Access Areas

The aim of this section is to designate the areas and places that are OUT OF BOUNDS,
(except to authorized personnel) in the Corps. This instruction is necessary as personnel
in any out of bounds area may be committing a breach of security.

The following areas are out of bounds, except to authorized personnel or if Officer
supervision is present and entry is authorized:
a. Areas of the Armoury not being utilized for cadet training and other Corps Offices.
b. Regimental Offices and Secure Zones
c. Outside Parking lot unless supervised

9.2 Security

The Commanding Officer will assign an Operations Officer/Duty Officer who is responsible to the Deputy Commanding Officer for the security & operations of all Corps personnel, equipment and facilities.

10.0 PERSONAL HYGIENE

10.1 General

Personnel will protect their own health and goodwill by daily showering and frequently washing their soiled clothing. Cadets may be asked to leave an activity if these conditions are not met.

11.0 PROMOTIONS

11.1 General

GENERAL

If a cadet meets the prescribed criteria and there is a vacancy available, the CO should promote the cadet unless a valid reason not to do so exists. The corps/sqn CO (or designate) is encouraged to discuss areas for improvement with cadets not selected for promotion.

- The promotion of cadets to any rank level is not automatic. While the completion of star training forms the minimum standard by which the majority of all promotions are considered, other criteria include time in rank and the recommendation by corps staff. At more senior levels, rank promotion also includes the consideration of a higher degree of performance (enhanced proficiency) in the star program and recommendations stemming from a merit review board process.

- The Corps rank establishment shall be in accordance with ANNEX A to CATO 13-02.

- All ranks will be substantive. Acting ranks are no longer authorized.

11.2 STANDARDS

- Prerequisites for promotion in rank are based on:
• **NATIONAL STANDARDS** – standards of **qualification** as laid out in CATO 13-02.

• **RECOMMENDATIONS BY STAFF** – Based on criteria at each rank level.

11.3 **SELECTION PROCESS**

• Major promotions for each training year will be made no later than the last training parade of December. In addition, cadets may be promoted around the last training parade of April, if a vacancy exists.

• Cadets must meet **National Standards** of promotion in accordance with CATO 13-02 for the rank that the cadet is eligible for and have the recommendation of a supervisory Officer.

The selection process for promotion are as follows:

• **Promotion to Lance Corporal (LCpl)**
  
  • participate in the first year of the start training program for a minimum period of five months, and
  
  • be recommended by the appropriate Troop Warrant or Supervisory Officer, See Note 1.

• **promotion to Corporal (Cpl):**
  
  • hold the rank of LCpl
  
  • Have participated in the Cadet Fitness Assessment during the current training year,
  
  • successfully complete year one of the Star training program, and
  
  • be recommended by the appropriate Troop Warrant or Supervisory Officer, See Note 1.

• **promotion to the rank of Master Corporal (MCpl):**
  
  • completed at least six months of service at the rank of Cpl
  
  • have successfully completed the second year of the star training program, and
• Have participated in the Cadet Fitness Assessment during the current training year,

• be recommended by the appropriate Troop Warrant or Supervisory Officer, See Note 1.

• **promotion to the rank of Sergeant (Sgt):**

  • completed at least six months service at the rank of MCpl,
  
  • have successfully completed the third year of the star training program, and
  
  • Have participated in the Cadet Fitness Assessment during the current training year,
  
  • Have achieved a minimum of “completed without difficulty” in the Leadership PO for the appropriate level of training
  
  • be recommended by the appropriate Troop Warrant or Supervisory Officer; See Note 1.

• **promotion to the rank of Warrant Officer (WO):**

  • completed at least six months service at the rank of Sgt,
  
  • have successfully completed the fourth year of the applicable star training program,
  
  • Have participated in the Cadet Fitness Assessment during the current training year,
  
  • Have achieved a minimum of “completed without difficulty” in the Leadership PO for the appropriate level of training
  
  • have achieved enhanced proficiency in most subject areas, * including leadership and instructional techniques, and
  
  • be recommended by the appropriate Troop Warrant or Supervisory Officer; See Note 1.

**Note 1: Supervisory Officer Recommendation Guidelines and criteria:**

a. dress and deportment;

b. conduct, discipline, and attitude;

c. participation;

d. response to direction;

e. ability to interact positively and comfortably with others;
f. ability to make sound judgments’ regarding their own actions;
g. willingness to accept responsibility;
h. ability to solve problems effectively;
i. ability to communicate effectively;
j. ability to set a positive example for others; and
k. initiative.

- promotion to the rank of Master Warrant Officer (MWO):
  • completed at least six months service at the substantive rank of WO, and
  • Make request/application for merit review process and submit narrative as required. See Application Form
  • be identified as a successful candidate through the merit review board process and point system. CRCO 1845 Annex A
  • Have participated in the Cadet Fitness Assessment during the current training year,
  • Have achieved a minimum of “completed without difficulty” in the Leadership PO for the appropriate level of training

- promotion to the rank of Chief Warrant Officer (CWO):
  • completed at least six months service at the substantive rank of MWO, (Does not include acting time in rank) and
  • Make request/application for merit review process and submit narrative as required. See Application Form
  • be identified as a successful candidate through the merit review board process and point system. CRCO 1845 Annex A

12.0 INTERVIEWING AND COUNSELLING

12.1 General
When interviewing or counselling, Staff and NCO’s are not to leave themselves open to the possibility of physical or verbal abuse charges. When interviewing or counselling a Cadet, have a witness present of the same sex during the interview or counselling session. If this is not possible due to the requirements for privacy, conduct the session in sight of others but not hearing range (i.e. on the parade square). Above all, use common sense and avoid the possibility of being unjustly accused.
DISCIPLINE (Source Information)
CATO 15-22
Corps Discipline Flow Chart
Corps Discipline Behaviour Chart
All cadets either existing or recruits will read, understand, and sign the Cadet Code of Conduct. Preference must be given to positive corrective measures, such as extra training, which has the purpose of reinforcing training. Repressive or degrading measures, as well as endless drill, are strictly forbidden. The Code of Ethics and code of conduct must be obeyed at all times. Any member of the staff may give a warning to a cadet who commits a minor fault and order him/her to correct his/her fault or impose a corrective measure on him/her. This first step in the disciplinary process may be repeated once or twice, according to the seriousness of the fault and the opinion of the supervisor, before going on to the next step. We may, however, go directly to a further step when the seriousness of the offence so requires All breaches of discipline by a Cadet shall be reported to the Commanding Officer in writing using the following protocol:

12.2 Protocol
Defaulters Parade, PHYSICAL ACTIVITY or the use of DRILL for disciplinary actions will NOT be used at 1913 Corps. The following process will ensure that all discipline situations are investigated in accordance to orders, regulations & fair to the cadet.

Fault. Verbal Corrective action by staff / Any NCO (May be repeated)
This should include a solution to the action and a mentorship approach.

Stage 1. Cautionary Notice(s) – Completed by WO, MWO’s, CWO, & All Staff. Other NCO’s can make a request using the Chain of Command with justification to have a Cautionary notice completed.

Stage 1a. Written Warning – Officer Staff Only

Stage 2. Meeting with Parents – Interview Form (CO or Designate Only)

Stage 2a. Suspension of Training (CO Only, consult with TrgO)

Stage 3. Membership Termination (CO Only)
12.3 1913 RCACC DISCIPLINE ENFORCEMENT FLOW CHART

Infraction Occurs

Is it Major? No

Correct Verbally

Does it Continue?

Yes

Stage 1
Cautionary Notice Issued by WO/MWO/CWO
Officer Must Sign

Continue?

No

Stage 1A.
Written Warning (Officers Only)

Continue?

Yes

Cadets LHQ File

Stage 2.
Meeting with Parents
Interview Form

Continue?

No

Yes

Stage 2.
Admin Discipline By CO

Continue?

No

Yes

Stage 3.
Membership Termination

End