



283 Woodbridge Legion
Squadron
Standing Orders
2023

283 Woodbridge Legion Squadron
Standing Orders

23 January 2023

These orders are prepared for the Staff and Air Cadets of 283 Woodbridge Legion Squadron, and amplify the orders found in the CATOs and CRCOs. It is important that all cadets and parents or legal guardians are familiar with the content of this document as a cadet's continued participation and membership in 283 Squadron is dependant upon their adherence to these regulations.

All cadets will sign the attestation form indicating that they have read and will abide by the orders pertaining to the Canadian Cadet Movement, in particular, 283 Woodbridge Legion Air Cadet Squadron.

Errors, omissions or suggestions for future revisions should be forwarded to the Commanding Officer.

Captain Peter C. Ferguson, CD
Commanding Officer
283 Woodbridge Legion Royal Canadian Air Cadet Squadron

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SECTION A ADMINISTRATION

General Requirements for Joining

1. An applicant must be 12 years of age at the time of their enrolment and must not have passed their 19th birthday during their membership in the squadron. All cadets must show proof of age at the time of enrolment. Acceptable items of proof of age are: Birth Certificate, Passport, or similar government-issued documentation.
2. Cadets must be Canadian Citizens or legal residents of Canada.
3. Candidates for membership must provide the squadron Administration Officer (AdmO), with a copy of their birth certificate or other proof of citizenship or immigration status. They must complete a cadet application for enrolment and a Collection of Information Form. They must also provide the squadron with proof of Ontario Health Insurance or an equivalent health insurance program. Cadets will not be permitted to attend any cadet training or function until all paperwork has been completed, submitted and reviewed by the Commanding Officer.
4. Cadets and families must attend a recruiting presentation provided at scheduled times through the year.

Attendance and Membership

5. Attendance is an important part of the cadet program. It is not only important to the Cadet, but it is important to the squadron. Each squadron is marked on its level of attendance. For the Cadet, attendance is an integral part of their training evolution and promotions have a minimum threshold requirement level of attendance. Attendance is also important because promotions have minimum attendance requirements and many activities are based on good attendance as well as performance.
6. Flight Commander (NCO i/c) are responsible for maintaining individual flight attendance. All flight attendance must be submitted promptly to the AdmO. Flight NCO i/c are to utilize flight NCO's to communicate with cadets and encourage proper attendance.

Absence and Excused

7. Cadets who are unable to attend a regular parade are to notify their Flight Commander as well as the squadron of their absence. It is the Cadet's responsibility to ensure they are recorded as excused. Absent Cadets will be phoned and their parent / guardians notified of their absence. For a Cadet to be excused, they must have a valid reason for not attending. Cadets with multiple

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requests for excused training may be counselled for inadequate participation and may be subject to loss of opportunity, rank, appointment or termination of membership.

1) Cadets requesting an excused night of training can notify the squadron by phone at (416) 410-7104, or by logging into the sqn webpage at www.283aircadets.ca and submitting a request for absence using the online form.

8. After three consecutive absences without leave, a Cadet's future with the squadron will be called into question and paperwork will be initiated to strike the Cadet from the squadron strength.

Perfect Attendance

9. Cadets with perfect attendance may be eligible for an award at the end of the year. Perfect attendance awards are available to cadets with 0 absences and a maximum of two excused parade nights.

Arrival Times

10. Cadets are to arrive at all activities on time. For regular parade nights, Cadets should be in uniform and ready to form up at 1845 hours; special activities will have start times posted as required.

Late Arrival

11. Cadets arriving for parade late are to sign in with the duty NCO immediately upon arrival and then join their level. Late Cadets may be assigned extra duties during the night. Cadets who are consistently late may be subject to disciplinary measures or dismissed from the squadron.

12. Cadets who are late for special activities may be left behind and may be prohibited from attending future special activities.

Departure Times

13. All cadets must be off premises by 9:45PM on regular training nights, or as posted for supplemental activities. Parents and Guardians picking cadets up are to ensure that their Cadets are picked up by the departure time. It is very important to the staff of the squadron that our cadets are safely supervised at all times which can be a problem when staff have other commitments following Cadet activities. Cadets who are consistently late in being picked up, may be referred to local agencies or have their membership in the squadron terminated.

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Drop off and Pick Up of Cadets

14. Cadets should be dropped off close to the main entrance of the school for most activities.

Excused Drill and Training

15. Cadets who are unable to attend the squadron for a period longer than two consecutive weeks are to apply for an Excused Drill and Training (ED&T). ED&T must be applied for in advance of the intended absences. Cadets who are on ED&T are not permitted to attend any cadet activities.

Visitors

16. Visitors are not permitted at training events or activities without the approval of the Commanding Officer.

17. Parents are welcome to attend all closing parades. Space will be designated for parents to observe the parade.

18. Former Cadets or other community members are welcome to attend closing parades but are to notify the squadron in advance. They may attend closing parade but are not permitted to be on the premises during training time except during specific situations authorized by the Commanding Officer. For the safety of all Cadets, any person who is not a Cadet, not involved in the Cadet Program, or not specifically invited by the Commanding Officer will be asked to leave. Persons refusing to leave will be reported to the police.

Regular (Local Headquarters) Parades

19. All training nights will be held at the LHQ (St. Jean de Brebeuf High School), unless otherwise advised in advance. "Fall-In" (start of the parade) is at 1845 hours (6:45pm) every Wednesday unless otherwise stated or advised.

20. All Officers will be present by 1830 (6:30pm) on parade nights. Cadets are not permitted in the building without an officer present and supervising. Cadets need to ensure they do not arrive prior to 1830, especially in poor weather as they may not be permitted inside the building prior to the arrival of the staff.

21. Dismissal of the squadron will be at approximately 2130 hours (9:30pm). All Cadets must be off site by 2145 hours (9:45pm).

22. No Cadets may leave the unit between 1900 hours and 2130 hours without first obtaining the permission of the Duty Officer or the Adm O. No cadet may leave class or the training area without obtaining permission and signing out.

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Post-Parade Meetings

23. No Cadet or Officer is to hold a meeting for cadets after Closing Parade without the permission of the Commanding Officer (CO) or Training Officer (Trg O).

24. Post-Parade meetings are to be conducted as quickly as possible to allow cadets and staff to leave the premises promptly.

Post-Parade Duties

25. There are many responsibilities that need to be completed at the end of the night including cleaning and arranging the parade square and classrooms, returning training materials to Supply and other tasks as assigned by the Duty Officer (DO). It is imperative that these duties be completed as quickly as possible and that all Cadets are off site by 2145 hours. All Cadets are to vacate the premises as soon as their duties are completed.

Emergency Procedures

26. In cases of emergency at LHQ, Cadets will exit the building under the direction of Officers and NCO's. Upon leaving, Cadets will form up in the parking lot in their most recent organizational formation. If leaving from the parade square, Cadets will form up in flights. If leaving from classes, Cadets will form up with their class.

27. No Cadets are permitted to leave an emergency scene without clearance from the Officer in Charge (CO, DO, OPI).

28. Emergency procedures while training on other sites will be reviewed prior to commencement of any activity.

Special Parades and Activities

29. From time to time, Cadets will be asked to participate in special events. These events may include mandatory and optional activities. Mandatory activities will be clearly indicated. Cadets must be aware that participation in mandatory exercises may be a requirement for promotion or appointments within the squadron.

30. Optional activities are those which complement the Cadet program and may include community service projects, extra or enhanced training or entertainment events. While participation in optional activities is not mandatory, Cadets that sign up for and then do not attend the activities will be subject to disciplinary measures.

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Signing Up for Activities

31. Squadron activities will be announced during Closing Parades and on the squadron website.
32. Cadets wishing to attend an activity must ensure that they are eligible. To sign up, register on the website. Only those Cadets who register online will be accepted.
33. Following the submission deadline, Cadets will be selected for the activity based on the predetermined criteria which may include: merit, attendance, age, qualification, order of submission or other criteria as announced.
34. Cadets who register for and are selected to attend an activity are required to attend. If they are unable to attend, they must notify the activity OPI as quickly as possible. Cadets who do not show up for activities they have signed up for may be subject to disciplinary consequences.

Commanding Officer's Parades

35. Commanding Officer's Parades, as well as being a source of information, improve drill and uniform standards of the Cadets' respective flights and the squadron as a whole. Cadets are to ensure that they arrive on time and that their uniform is in top condition for these parades.

High School Volunteer Hours

36. School volunteer hours are based on participation in community service activities with the squadron.
37. Only Volunteer hours for training events or fundraising events that have a community service component that does not directly benefit the Cadet or the squadron will be considered.
38. Cadets are to bring their individual school volunteer community service hours forms on the day of the activity. Cadets are to fill in all appropriate information prior to having the OPI sign. Forms will be signed once the activity has been completed.
39. The squadron **will not** be responsible for maintaining community service hours after the current training year and Cadets will not be credited with community service if there is not adequate documentation of the specific events in which the hours were accumulated.

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Fundraising

40. Fundraising is how the squadron raises the money to conduct the training and entertainment activities that cadets enjoy. It is mandatory for all Cadets to participate fully in fundraising. Cadets who do not participate in fundraising may be ineligible to participate in optional cadet trips and activities.

Quitting and Retirement

41. Cadets who decide to leave the squadron are required to contact the administration officer prior to their departure. All squadron uniform parts and training materials must be returned cleaned and in good repair. Each Cadet leaving will fill out a Clear Out Survey.

Retirement

42. Cadets are considered to retire from the squadron when the following conditions have been met. They:

- a. have completed level five;
- b. are in the training year during which they turn 19; and
- c. have a record of excellent squadron participation.

43. Cadets who have completed the other conditions but leave before the age of 19 for the purpose of attending post-secondary education may be considered as retiring.

44. Cadets not meeting the above criteria who leave the squadron are considered to have quit.

45. Cadets retiring from the squadron are eligible for mention by the CO and a Squadron March-Past.

Retirement Recognition

46. Cadets retiring at the rank of Warrant Officer Second Class (WO2), Warrant Officer First Class (WO1) or Flight Sergeant (FSgt) while in the position of Squadron Warrant Officer (SWO) may be eligible for a retirement recognition. This policy will be reviewed and updated.

SECTION B COMMUNICATIONS

47. The success of the squadron is dependent upon the efficiency of communications. All members are to ensure that they are familiar with and utilize appropriate communication methods.

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Phone List Call Out

48. The squadron phone list is the primary method of direct communication.

Concept

49. The phone list is designed so that the Commanding Officer (CO) can initiate communication and receive confirmation from every member in the squadron in a timely manner.

50. When the CO or designate contacts the SWO with a message, the SWO in turn relays the message to the NCO i/c's who pass it along to the designated NCOs in their flights. The NCOs call their individual cadets and report back to their NCO i/c with confirmation of who was contacted and what any response may have been. The NCO i/c reports to their flight officer, passing along the information. The Flight Officer will report the information to the CO or designate.

Phone List vs Email

51. Participants in the Call Out are welcome to send email IN ADDITION to the call out but are still expected to make and receive phone calls.

Failure to Participate Effectively in Phone List Call Out

52. Participation in the squadron Phone List Call Out is a basic, yet critical activity for squadron operations. It is also an immediately measurable standard of practical leadership. Members not engaging effectively in the Call Out will be subject to disciplinary action, and may not be considered for leadership or rank advancement.

Squadron Website

53. The Squadron Website is an important asset for communication with Cadets, parents and the community.

54. All staff and Cadets are responsible for information posted on the webpage and are expected to check the site once per week.

Calendar

55. An online calendar of all squadron events will be maintained on the website.

Publishing access

56. Only members of the staff, sponsors and specific Cadets will have the ability to publish on the site.

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57. The Training Officer is responsible to ensure that details of all training activities are posted and that relevant documents are online.

58. The Squadron Warrant Officer is responsible to ensure that all announcements are published in a timely manner.

SECTION C TRAINING

Concept of Cadet Training

59. Air Cadet Training is broken down into distinct developmental phases that include mandatory training, complementary training and summer training.

60. The Cadet Program operates in five levels that coincide with the first five years of a Cadet's training. Each Cadet must successfully complete all aspects of the current training year in order to progress to the next. Cadets that miss elements of their training year must complete it when available before they can advance.

61. Cadets will be issued a level badge only when the Training Officer has verified the successful completion of the level.

62. Cadets who do not complete a level due to poor attendance or academic failure will be ineligible for promotion or appointment.

Complementary and Recreational Activities

63. The squadron participates in several complementary and recreational training programs and activities. It is important that all Cadets understand the difference between the different types of activities and their responsibilities for participating in them.

Registration for Non-LHQ Training and Activities

64. All Cadets wishing to participate in an activity must submit a permission form by the submission deadline. Permission forms must be the specific form downloaded from the website or obtained from the OPI. Handwritten notes will NOT be accepted.

65. OPIs will make every effort to have the submission date for permission forms two weeks prior to the activity.

66. Cadets registering for an activity are expected to attend. Cadets who find themselves unable to attend must notify the OPI immediately by calling the

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squadron phone number at 416-410-7104. Cadets should also submit an absence report explain why they can no longer attend. Cadets who do not show up for an activity they had registered for may be denying another Cadet an opportunity to attend and therefore, may impact their selection for participation in future activities.

67. Cadets who do not show up for activities for which the squadron has a financial commitment may be held responsible for any fees that are incurred on their part.

Summer Training

68. Cadets wishing to attend summer training are responsible to ensure they meet all requirements and qualifications. Cadets will not be allowed to apply for a course for which they are not qualified, or do not meet the selection criteria.

69. Cadets are responsible to obtain, complete and return the summer training application forms by the posted deadlines. Late submissions will not be accepted for any reason.

70. Summer training recommendations will be made on the basis of merit and eligibility. A Cadet's placement on the priority list will be determined by their seniority, attendance, contribution to the program and performance.

71. Cadets selected for training programs will be notified as soon as the information is available.

Chain of Command

72. The chain of command within the squadron follows: The CO delegates authority to Officers, Civilian Instructors (CI), Civilian Volunteers (CV) and Cadets to carry out orders. The ladder of leadership (Chain of Command) for a cadet is to their NCO, Flight NCO Warrant Officers, Flight Officers, the Deputy Commanding Officer (DCO) and finally the Commanding Officer (CO).

Following the Chain Of Command

73. In normal circumstances, a Cadet should address the next highest link in the Chain of Command. For example, it would NOT be appropriate for a Cadet to contact the Commanding Officer or the Squadron Warrant Officer for information about uniform care or details about an activity. It would be appropriate for a Cadet to ask the NCOs in their flight or their Flight Sergeant for information pertaining to such issues.

74. Cadets are permitted to 'jump' the chain of command, and encouraged to speak to the Commanding Officer if they have any concerns about safety,

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harassment or their performance as a Cadet. Cadets are also encouraged to use the suggestion box on the squadron webpage if they have any ideas that might help the squadron improve.

Parents / Guardians Contacting Officers

75. Parents / guardians are discouraged from contacting Officers on their Cadet's behalf for routine matters. As part of our program of encouraging responsibility within each Cadet, we expect them to contact the appropriate leader in their Chain of Command themselves.

76. Parents / guardians are encouraged to contact the Commanding Officer directly with regards to any serious situation including but not limited to, safety, public relations or concerns about the squadron or their Cadet's performance.

Promotions and Appointments

Promotion Requirements

77. Senior NCO Promotions and squadron appointments rely heavily on a Cadet's participation and leadership in the squadron.

78. To be promoted, each **Cadet must be recommended by their Flight Officer** and must meet the National rank criteria. Cadets should be aware that the time requirements are minimums and promotions are not automatic. Summer, missed training, ED&T and stand down time are not included in time calculations.

79. The promotion requirements for each rank are as follows:

- a. Cadet: - successful completion of the recruit intake and training;
- b. LAC: - five months satisfactory service as a recruit/cadet;
- c. Cpl: - Successful service as an LAC; and
- successful completion of Level One training.
- d. FCpl: - successfully complete six months as a Cpl; and
- successful completion of Level Two training;
- e. Sgt: - successfully complete of six months as FCpl; and
- successful completion of Level Three training.
- Sgt candidates will be tested on Drill and Uniform preparation.
- f. FSgt: - successfully complete of six months as a Sgt;
- successful completion of Level Four training;
- achievement of enhanced proficiency in subject areas; and
FSgt candidates will be tested on leadership and instructional techniques.
- g. WO2: - successfully complete six months as a FSgt;

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- be identified as a successful candidate through a Merit Review Board process; and
 - demonstrate enhanced proficiency in Levels One - through Four of squadron training.
- h. WO1: - successfully complete six months as a WO2;
- be identified as a successful candidate through a Merit Review Board; and
 - demonstrate an outstanding dedication and ability to lead the cadets of 283 Squadron.

Promotion Applications

80. Cadets who feel they are ready to be considered for promotion are to complete a promotion application form which will be verified and reviewed by a promotion board appointed by the Commanding Officer. The forms will be posted at specified times during the year.

81. For Cadets being considered for senior promotions, a panel will be convened that comprises of squadron staff as well as members of the Sponsoring Committee, Detachment and other external persons.

Cadet Positions of Authority

82. There are several Cadet positions of authority that a Cadet may be appointed to.

83. Cadets may be appointed to standing or routine appointments. Standing appointments are those that last for an indefinite period of time such as a parade position. Routine appointments are those that are for specified duties such as an NCO/IC of an exercise or activity.

84. All appointments are made by the Commanding Officer with recommendations from the staff and in some cases the Squadron Warrant Officer or other Senior Cadets.

85. The following are standing appointments at 283 Squadron:

- a. Squadron Warrant Officer
- b. Deputy Squadron Warrant Officer
- c. Squadron Standards Warrant Officer
- d. Training Warrant Officer / Non-Commissioned Officer
- e. Administration Warrant Officer / Non-Commissioned Officer
- f. Supply Warrant Officer / Non-Commissioned Officer
- g. Flag Party Non-Commissioned Officer in Charge
- h. Flag Bearers
- i. Flag Guards

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- j. Drum Major
- k. Flight Non-Commissioned Officer in Charge (NCO i/c) and Second in Charge (2 i/c)
- l. Other appointments as required

Routine Appointments

86. Routine Appointments include, but are not limited to;
- a. Duty NCO
 - b. Activity NCO i/c
87. The Responsibilities of the Duty staff are outlined at Annex B.
88. Other appointments may be assigned by the Commanding Officer as required.

Conduct and General Expectations of Cadets

Basic Expectations

89. As a member of the Air Cadets, there are certain expectations regarding dress and conduct. The basic expectations of Cadets in the squadron are outlined below. Every Cadet is expected to maintain high standards of courtesy, respect for self and others, discipline and attendance at all Cadet functions.

Uniform and Personal Bearing

90. All Cadets are expected to model excellent behaviour. Members who exhibit behaviour that reflects poorly on the squadron may be disciplined or dismissed. Every Cadets is expected to always adhere to the highest standards of manners and conduct.

91. Cadets in uniform are to always carry themselves in a way that shows respect for the uniform, the squadron and Cadets Program. Uniforms must always be clean, ironed and in good repair. They must always be worn properly and completely.

92. During all activities, Cadets are forbidden from wearing any clothing which does not convey the highest respect to self and others.

Wearing the Cadet Uniform

93. The highest standard of dress must be maintained at all times. The only way the public has of judging a Cadet is by his/her appearance. A high order of deportment must also be maintained, not only on parade, but at any time the individual wears the uniform, such as proceeding to and from a training session or

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at any Cadet function. Cadet Administration Training Orders (CATO's), Section 55-04, Air Cadet Dress Regulations take precedence over these Standing Orders where relevant.

94. All properly enrolled Air Cadets are entitled to wear the Air Cadet uniform at prescribed times (i.e. Cadet functions and events or in circumstances where prior permission has been given by the Commanding Officer);

95. Once a Cadet has received their issue of clothing and signs acceptance of responsibility and the individual loan card, the Cadet must not appear on parade in any other dress than the regulation uniform, except by special permission. A mix of uniform and civilian is not permitted except for drill practices or when authorized by the Commanding Officer. Uniform parts are not to be worn outside of Cadet functions;

96. The uniform must be laundered, clean and pressed. Dry cleaning is not necessary for Cadet uniforms. Footwear will be black boots and gray or black socks only. Parade boots must be highly polished before appearing on parade or in public. Multipurpose boots which forms part of the green FTU uniform are to be blacked;

97. Parents/guardians are asked to cooperate regarding dress regulations since it is exceedingly important that Cadets appear in public and on parade properly attired. Jeans, running shoes and sweat shirts or sweat pants are not allowed to be worn on regular parade nights unless otherwise approved by the Commanding Officer;

98. Worn out and poorly fitting articles of clothing should be returned immediately to the Supply Officer for exchange;

99. When engaged in sports, regular sports and safety equipment (supplied by the Cadet) may be worn;

100. Summer Camp clothing may be issued by the squadron prior to the summer camp. (Cadets must report to camp in their squadron issued uniform);

101. Officers, instructors and NCO's are to report any improperly dressed Cadet to Squadron Standards Warrant Officer;

102. Cadets will be instructed in the correct method of wearing headdress, necktie, knotting, badge placement, lacing of boots, etc;

103. Clothing loss or wilfully damaged clothing or equipment will not be tolerated. The Cadet uniform is Crown Property and the Cadet may receive disciplinary notice that may result in removal from the squadron;

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104. A Cadet wishing to wear his/her uniform other than at designated times must obtain permission from the Commanding Officer;

105. Each Cadet will ensure that each piece of equipment or article of clothing is properly labelled with his/her name and the 283 squadron number;

106. Cadets may not put articles in uniform pockets which distort the neat appearance of the uniform. Cadets may not wear or use electronic devices such as smart phones, audio headphone or electronic devices during Cadet activities.

107. Excessive jewellery will not be worn by cadets while in uniform. Cadets may wear wrist watches, identification bracelets or medic alert. Cadets with pierced ears may wear conservatively styled stud earrings;

108. Cadets when in uniform, shall not wear excessive makeup of any kind including nail polished or eye shadow;

Haircuts

109. The standard haircuts will be as follows:

110. Male Cadets: Hair should be kept free from the neck to a distance of 2.5 cm above the shirt collar. Sideburns should not extend below a link horizontally bisecting the ear, and shall be squared off horizontally at the bottom edge. Hair, including sideburns, should be taper trimmed to conform to overall neatness.

111. Female Cadets are not required to cut long hair, however, when in uniform any Cadet with long hair shall have it neatly as indicated in the CATO 55-04. Combs, barrettes and other hair adornments must not be visible.

Dress Standard

112. The standard of dress for the squadron and the Royal Canadian Air Cadets as identified in CATO 55-04;

113. If for some reason the Cadet cannot wear his/her uniform, the alternative dress is as follows:

- a. Males: White dress shirt, black tie, black dress pants (no jeans) and dress shoes.
- b. Females: White blouse, black tie, black dress pants, black dress shoes (heels no more than 3 cm. high).

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114. Cadets who have been issued with a uniform and do not wear it on a cadet night may be sent home if they do not have a valid excuse. No Cadet will occupy a parade position if not in full uniform; and

General Conduct

115. No Cadet shall **NOT**:

- a. horseplay, or behave in an immature or non-professional manner;
- b. fight or argue with any Cadet, military or civilian person;
- c. utilize foul language or language that would be disagreeable to any person listening; or
- d. behave in any manner which would reflect poorly on the Cadet, the squadron or the Canadian Cadet Organization.

Courtesies

116. Courtesies must be paid by all members of the squadron to those of higher rank or title.

117. It is often difficult for Cadets to accept the different relationships in Cadets and outside of the squadron. The successful Cadet will be able to note the difference between a relationship with a friend at school and an NCO at a Cadet Function. Regardless of the relationship outside of the squadron, proper protocol must be observed at the squadron.

118. Officers, Warrant Officers, Civilian Instructors will be addressed by rank and surname, i.e. "Warrant Officer Jones", or "Mr. Brown", or "Sir/Ma'am";

119. Civilian Instructors, Volunteers and Sponsoring Committee members will be accorded the same as courtesies as Officers (without saluting);

120. Cadets will address all Flight Sergeants, Sergeants, Flight Corporals and Corporals by rank and surname; and

121. Cadets will be addressed by superiors as "Cadet" and surname or as "LAC" and surname (rank & surname).

Saluting

122. Cadets will salute all Commission Officers of the Canadian and any other Armed Forces, whenever and wherever they are recognized, whether the officer is in uniform or not.

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123. Cadets will salute when passing a national flag or a cenotaph. Upon entering any squadron sectional offices (including Supply), Cadets will salute and request permission to enter. They will also salute when leaving. Cadets on interview in the Commanding Officers office, after saluting will remain at "Attention" until the interview is over or they are instructed otherwise. They will salute leaving.

Cadets will NOT salute:

- a. when not in uniform;
- b. when not wearing headdress;
- c. when driving in a vehicle;
- d. in messes or canteens;
- e. when in public buildings;
- f. on any flight line (Canadian Forces or any other); and
- g. when in special circumstances, an Officer instructs that there should be no saluting until advised.

Non-Fraternization & Boundary Rules:

124. No member of the squadron shall engage in conduct which would be considered to be of sexual or suggestive nature.

125. Adult staff and cadets are not to have any social contact outside of specific approved cadet activities.

126. Cadets need to be cognizant of the liabilities involved in social or personal relationships within the hierarchy of the Cadet Organization. Relationships that compromise the ethics, morale or efficiency of the squadron may result in all parties being removed from the squadron.

127. Personal relationships between peers must not be noticeable in the Cadet Program or impact on any aspect of the squadron.

128. Family relationships must not have any impact on squadron operations.

129. No Officer or Cadet shall touch a Cadet except in the following circumstances:

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- a. for the purpose of fitting a uniform and then only in the presence of an Officer/adult and another Cadet of the same sex;
- b. for the purposes of adjusting a uniform fit while on parade, in the presence of others of both sexes and only after the Cadet has been asked beforehand and has given "Permission to Touch"; or
- c. for the purpose of ensuring safety or instructing a physical skill and then only under proper supervision and in an appropriate fashion.

130. No Officer or Cadet shall enter the living or sleeping quarters or any area reserved for personnel of the opposite sex.

131. Staff, sponsors or Cadet should never be in a situation where they are alone in an enclosed area with a single Cadet.

Drug and Alcohol Policy

132. The possession and/or consumption of illegal drugs or alcohol by Cadets are unlawful. Cadets found to be using, in possession of or passing to another minor either alcohol or illegal drugs, will be reported to both parents/guardians and police authorities. Cadets found with drugs while on a military establishment will be reported to the military police as well as the civilian authorities.

133. Similarly, Officers and other staff members are subject to DND Drug Policy. No 283 Squadron Officers shall consume alcohol at any 283 Squadron activity, exercise or event, nor in any circumstance where Cadets may be encountered after the consumption of alcohol by that Officer or staff member.

Smoking

134. Smoking is not permitted by Cadets or staff while in uniform during Cadet Activities.

Harassment, Abuse and Suicide Disclosures

135. 283 Woodbridge Legion Squadron has a zero-tolerance policy on harassment.

136. Any disclosures of harassment must be reported to an officer immediately.

137. All Cadets and staff are to be annually trained in abuse and harassment prevention.

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Duty to Report

138. All Cadets and staff have an obligation to report to the CO or another responsible Officer any incident which:

- a. Threatens the safety of themselves or another Cadet, Officer or civilian;
- b. Issues of harassment or abuse of themselves or another person;
- c. Incidents of theft or vandalism;
- d. Violations of any civil law, military or squadron regulation; or
- e. Any event or incident which might reflect poorly on the squadron or the Canadian Cadet Movement.

Disciplinary Actions

139. Cadets who do not behave appropriately or who commit infractions of standing, routine or issued orders may be subject to disciplinary action. For minor transgressions, such action can include participation in duty flight or extra assigned duties. For more serious infractions, the following sequence of events will ensue:

140. **Initial counselling.** Initial counselling consists of an interview and written report of the actions leading to the counselling. Initial counselling is usually prescribed for inadequate performance of a Cadet. This may include uniform inadequacies or problems with conduct. The Cadet will have an opportunity to respond in writing to the incident. The record of counselling will be placed onto the Cadet's file.

141. **Recorded Warning.** A recorded warning of the behaviour or infraction will be prepared and placed in the Cadet's file. The Cadet will be advised that they may be terminated from the squadron if they do not improve.

142. **Counseling and Probation.** Cadets may be subjected to demotion, denial of privileges, probation and mandatory counselling with staff. Cadets may be placed on probation for violations of regulations or for refusing corrective actions by Officers or NCOs. Probationary Cadets may appeal to meet with the Commanding Officer after a specified period to demonstrate their willingness to adhere to squadron policies.

143. **Termination.** A Cadet who has not responded to Initial Counselling or a Recorded Warning will be terminated in consultation with the Area Cadet Detachment. Cadets found to have committed serious infractions of regulations may be terminated without prior warnings or counselling.

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Music Training

Concept of Training

144. The band exists for several purposes including the enhancement of squadron morale, the provision of optional training for interested cadets, provision of music for routine and special parades and the improvement of squadron public relations.

145. All members of the band must be active members of 283 Woodbridge Legion Squadron, with excellent attendance and participation.

146. All band members are required to maintain an excellent level of dress, drill and deportment. Band members not meeting or maintaining the standard of high expectations may not be permitted to form up with the band.

Provision of Instruments

147. The squadron maintains a stock of several instruments. These may be signed out to Cadets as long as they are active in the band and playing the instruments during squadron functions.

All instruments must be returned on the demand of the Supply Officer or the Band Officer.

148. Cadets with excellent squadron participation and fundraising may have rentals subsidized by the squadron at the discretion of the Commanding Officer, the Band Officer and the Sponsoring Committee Chair. Families who are prepared to rent an instrument for their cadet may be issued a donation receipt from the squadron if arranged ahead of the rental.

149. Cadets signing out instruments from the squadron or renting instruments through the squadron account are responsible for the upkeep and safe keeping of the instruments. Missing or damaged instruments will be charged to the Cadet.

Field Training

150. The Field training section of these orders is being revised.

Dances and Social Activities

151. Squadron dances and social activities are conducted in cooperation between the training cell and the Sponsoring Committee. As such, all squadron regulations apply to dances just as they do with other squadron activities.

152. Cadets must have a completed permission form from their parent / guardian to attend a squadron social activity.

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153. Cadets must adhere to the activity start and end times, and may not leave the supervised area during the activity without parental permission.

Dress

154. Cadets attending dances and other activities must adhere to acceptable standards of dress.

155. No Cadet may wear clothing that is revealing or sexually suggestive in nature.

156. No Cadet may wear clothing that might be reasonably considered offensive to other people.

157. Specific dress requirements may be issued for various functions (mess dinners, formal ball, etc.) that must be adhered to.

Conduct

158. Cadets are expected to conduct themselves according to the conduct guidelines set out in these orders. While dances and social functions are more relaxed than parades, rank and responsibility is NOT to be compromised.

159. Conduct at social functions can result in disciplinary actions just as it would at a regular training night.

Eligibility

160. Because a Cadet social function is an authorized Cadet event, the regulations that apply to other Cadet activities apply here as well.

161. No person under 19 years of age may attend a Cadet social function who is not a current, parading registered Cadet with 283 Squadron unless:

- a. they are a member of another squadron whose CO has approved in writing, their attendance; or
- b. they are a member of another credited youth organization and are under the supervision of a qualified adult in possession of a VSS records check and only with the approval of the detachment.
- c. they have been approved by the Commanding Officer or designate and provide proper identification and parental contact information.

162. No adult (person over the age of 19) may attend a squadron social function unless:

- a. they are a member of the squadron staff or sponsoring committee;

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- b. they are an active CIC Officer from another unit;
- c. they are a parent / guardian accompanying their own Cadet to a family event;
- d. they have a valid Vulnerable Sector Screening records check and have been approved by the detachment; or
- e. they have been approved by the Commanding Officer or designate

SECTION D SUPPLY

Issue of Cadet Uniforms

163. The Cadet uniforms are worth in excess of \$800.00. While they are loaned free of charge to the Cadet, each cadet and their parent / guardian are responsible to ensure that they are kept clean and in good repair and returned when a Cadet leaves the squadron.

164. A Cadet must sign for each item issued and take full responsibility for each item.

165. To be eligible for issue of Cadet uniforms, a Cadet must:

- a. have submitted all enrolment forms and documents;
- b. be actively involved in the recruit training course or level on training; and
- c. make an appointment to be sized by the supply staff.

166. Uniform Parts that must be ordered may take several weeks to be delivered.

Uniform Exchange

167. Cadets can exchange uniform parts that have been outgrown or that have worn out.

168. Appointments for exchange must be made to the Supply Officer by the exchange request form on the squadron webpage, or by arrangements with the Supply Officer.

169. Exchange appointments will be conducted on evenings and weekends pre-determined by the Supply Officer

170. All items being returned for an exchange must be properly laundered and ironed.

171. Tunics must be returned with the shoulder flashes and belts still on them. All other badges are to be removed.

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Lost or Damaged Items

172. Cadets who have lost uniform parts must have a Lost Item Form completed and signed by their Flight Officer. Lost item forms are to be submitted to the Supply Officer once complete. Cadets may be held accountable for any item lost.

173. Damaged items must be returned to Supply for uniform exchange. Cadets who have damaged items wilfully or through neglect may be held accountable.

Temporary Loans

174. Any item signed out from Supply that is not on a Cadet Clothing Card is considered Temporary Issued (TI). Typically, Cadets will not receive TIs of Cadet clothing due to forgetting an item at home.

175. All requests for temporary loans must be made to the Supply Officer in advance of the date/time required.

176. A Cadet Temporary Issue Card must be completed for each loan made. Cadets and staff are financially responsible for any items signed out on temporary loan.

Issue of Band and Flag Party Equipment

177. All instruments, music and equipment that Cadets will be taking away from the LHQ must be signed out as a temporary loan.

178. Cadets are permitted to keep their instruments at home during the week in order to practice.

179. Cadets are financially responsible for the loss of any band equipment.

Issue of Training Materials

180. Cadets or staff requiring training materials for classes must coordinate with the Training Officer or Supply Officer at least one week prior to the requirement.

181. The Training Officer will either sign out the items from the Supply Officer, or direct the individuals to sign out the materials with the Supply Officer.

182. All requests for training materials must be made to the supply and be approved at least 24 hours prior to the time needed.

183. Training materials must be returned in good condition at the time specified in the loan.

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Issue of Ceremonial Accoutrements

184. All ceremonial accoutrements must be issued on a Temporary Issue Card.

185. The issue of accoutrements must be approved by the Supply Officer.

Return of Uniform and Materials

186. All uniform parts and squadron materials must be returned when a Cadet leaves the squadron.

187. All uniforms returned must be freshly cleaned and ironed.

188. Cadets are responsible to see that their Clothing Card and Temporary Issue Cards are updated showing the returns.

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Annex A – Responsibilities of the Duty Cadets

Responsibilities of the Duty Cadets

*****NOTE: It is the responsibility of the Duty Senior NCO to ensure that all of these tasks are completed correctly. The Duty Senior NCO can and should delegate responsibilities to the Duty Junior NCO. This Sheet MUST be read in full BEFORE at the beginning of the training night.**

Annex B – Responsibilities of the Duty Officer

Responsibilities of the Duty Officer

*****NOTE: It is the responsibility of the Duty Officer to ensure that all of these tasks are completed correctly. The Duty Officer can and should delegate duties to the Duty Senior NCO. This Sheet MUST be read in full before starting all duties.**

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283 Squadron Standing Orders
Annex C – Supply Request / Lost Uniform Report

Last Name	First Name	Rank	Flight
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A. Use this box for a uniform exchange request.

- All items returned to supply must be cleaned and ironed and put in a bag with your name on it.
- The Supply Officer will notify you when your appointment is for exchange.

Item to be exchanged	Size	Condition	Size Req	Reason for exchange
Item to be exchanged	Size	Condition	Size Req	Reason for exchange
Item to be exchanged	Size	Condition	Size Req	Reason for exchange
Item to be exchanged	Size	Condition	Size Req	Reason for exchange

B. Use this Box to report a lost item

- You may be held financially responsible for any lost items.
- Your Flight Officer must sign and approve this form.

Item Lost	Date of Loss
Details of lost or damage (how, why, where, etc.).	
Signature of Cadet	Date
Signature of Flight Officer	Date
Supply Officer's Comments:	
Signature of SupO	Date
Signature of CO	Date

Annex D - Squadron Organization Chart

Annex E – Flight Organization Chart

Annex E - Flight Organization Chart

Flight #

