



## Central Ontario Area



# Advanced Leadership Program PO 503

# Joining Instructions



6-8 September 2024  
CFB Borden





## Joining Instructions

### Advanced Leadership Project – PO 503

#### **SCOPE**

These Joining Instructions (JI) are directed towards cadets for their participation in the Area Directed Activity (ADA) Advanced Leadership Program – PO 503 hosted by Central Ontario Area (COA).

- CV/CI/CAF members attending as staff and/or supervisors shall refer to these JIs for reference purposes only. Members will be provided direction for any additional requirements through the Activity OPI in separate correspondence.

#### **MISSION**

The PO 503 Leadership Senior Cadet Planning Group (SCPG) training will include creating an exercise proposal, preparing an exercise, and conducting an exercise. All training will fulfill requirements outlined in PO 503.

#### **ACTIVITY DETAILS**

This activity will be conducted:

- Date:** 6-8 September 2024  
**Location:** Blackdown CTC, 1 Blackdown Rd., CFB Borden, Borden, ON, L0M 1C0  
**In-Routine:** Provincial Health Card (Original), Permission Slip, Informed Consent

#### **ATTENDANCE**

All registered cadets are expected to attend the activity (through the method identified in the Warning Order provided to the CC/Sqn CO). Should a cadet be unable to attend, the CC/Sqn CO may identify a designate in their place. The following criteria is placed on the cadet who attends the activity:

- Age:** No age restriction. Must be registered (eligible) into the ALP in Fortress.  
**Registration:** Must be registered in Fortress by their CC/Sqn CO (NLT 4 Sep 2024)  
**Forms:** All cadets must have their Permission Slip (Annex C) and Informed Consent forms (Annex D)  
**Health:** All cadets must bring their original provincial health card

#### **PRE-READING / WATCHING**

Attending personnel are required to be familiar with the following reading and/or videos in order to maximize their participation at this event:

- None for this event

#### **TRAINING**

A detailed training schedule is provided in the Admin Order sent to all CC/Sqn staff. Please speak with your CC/Sqn staff for a copy of the schedule.

#### **DRESS / DEPARTMENT INSTRUCTIONS**

Dress instructions will be promulgated from:

- Cadets** CJCR Dress Instructions ([CLICK HERE TO ACCESS](#))  
**CI/VC** CJCR GpO 5530-1, Civilian Instructor Management – 5.12: When participating in authorized cadet activities, CIs must wear civilian attire appropriate to the type of activity being conducted. CIs will not wear a military uniform.  
**CAF** CFP 265, CAF Dress Instructions ([CLICK HERE TO ACCESS](#))

All cadets are required to attend the workshop in C5 (Sea Training Uniform STU / Field Training Uniform FTU) for the duration of training.

All participants are responsible for bringing adequate personal kit for the duration of this activity. Be advised that the Department of National Defence (DND) will not accept responsibility for lost or stolen personal items. Conference attendees are cautioned to have their valuables clearly identified and to ensure these valuables are covered under their

respective homeowner's insurance. Any articles found not suitable/required during the actual training will be stored in a secured location, however DND cannot be held liable for these items.

### **ELECTRONICS AND VALUABLES**

Personnel bringing personal electronic devices, or other valuables, please record description or serial numbers as appropriate. Each individual is responsible for these items and the Regional Cadet Support Unit (RCSU) will not replace personal items which are lost or damaged during the activity. The RCSU may have rules governing the use of cell phones, smart devices, and any devices with video/audio recording capacity. The expectation is that personnel will follow these rules, or risk losing the privilege of using them during personal time.

### **MEALS AND CANTEEN**

The activity will provide the 5 meals for all participants

#### **Friday, 6 September 2024**

Dinner Not provided

#### **Saturday, 7 September 2024**

Breakfast Provided for all participants

Lunch Provided for all participants

Dinner Provided for all participants

#### **Sunday, 8 September 2024**

Breakfast Provided for all participants

Lunch Provided for all participants

Dinner Only provided to participants who will be arriving at their destination after 1800hrs (6pm)

Cadets may bring additional snacks if so desired to offset nutrition intake.

A canteen will be available at cadets' expense. Credit/debit is available.

Cadets MUST bring a refillable water bottle.

### **TRANSPORTATION**

A detailed transportation plan is included in the Admin Order. Please speak with your CC/Sqn staff for specific timings and drop off/pick up location, or refer to the following link: [ALP Transport Plan - Sep 24.xlsx \(sharepoint.com\)](#)

All transportation of cadets will be done in uniform.

### **TRAVEL**

All members have been scheduled DND transport for travel to and from the activity. As such, no member will be authorized use of their PMV. No claims will be authorized for any other travel.

### **ACCOMMODATIONS**

All personnel will be sleeping in combined areas. These are shared accommodations split by gender and on the needs of the participants.

Every member is fully expected and required to respect the dignity and privacy of everyone involved. Shared accommodations shall be neatly maintained and kit shall be managed to ensure the safety and fire rules of DND property are maintained.

Space is limited and special considerations must be identified to the CC/Sqn CO prior to arrival at the activity. The respect and dignity of all persons shall be paramount.

The CAF/DND facility reserves the operational need to ensure everyone is in compliance with fire orders and overall safety. Everyone is expected to know evacuation points and rallying points while on the premises.

There are bathroom and shower facilities throughout the premises. Everyone is expected to follow proper hygiene and personal grooming standards.

### **MEDICAL AND DENTAL**

All participants will be in possession of their provincial health card and will be asked to show proof that it is in their possession upon arrival to the activity.

All medication and medical requirements shall be declared during the in-routine process

All CC/Sqn Commanding officers (CO's) must read each of their cadets' medical limitations (located in Fortress) and ensure that attending cadets have no limitations that would affect their ability to safely participate. Area office will also review to ensure conformity to this requirement.

**Anaphylaxis protocol** Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away, as this type of reaction can be life threatening. Cadets with serious allergies to insect stings or food must bring two (2) prescribed Anakit/Epi-pen/Allergic with them to this activity. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to this activity and always keep a copy on their person (with their emergency medication).

**Medic-Alert Bracelets / Devices** It is highly recommended that all cadets and adults with known medical conditions requiring immediate identification, wear their Medical Alert devices (bracelets, necklaces, etc.) at all times.

**Provincial Health Cards** Everyone attending must have their provincial health cards.

### **MEDICAL LIMITATIONS**

Due to factors involved with the activity, cadets with the following participation limitations are exempt from this training session:

- None for this activity

### **HEALTH AND SAFETY**

While the event focuses on leadership and planning in line with the three aims of the Canadian Cadet Organizations (CCO), the safety of all personnel are paramount. Everyone is expected to participate, however, only at the rate of their endurance.

### **PARENTAL RESPONSIBILITY**

All parents/guardians with cadets under the age of 18 are asked to:

**Kit List** Ensure their child is packed for the activity as per the kit list

**Forms** Ensure their child has all permission forms signed in hard copy (**not digital**), provincial health card, and medication for the activity.

**Social** Ensure their child is ready for an activity that has lots of activities, social interactions, and positive and respectful relations between everyone.

**Medical** Should a medical situation arise where the cadet is taken to the hospital, the activity staff will contact the parent/guardian listed on the cadet file (NOTE: Ensure the CC/Sqn has the most up-to-date contact information). The staff member will brief the parent on the event leading to the cadet going to the hospital. A staff member shall remain with the cadet until such time as parent is able to arrive and custody has been returned to the parent/guardian.

### **DRUG, ALCOHOL, AND SMOKING POLICIES**

As per CJCR orders, no participant shall bring, consume, or distribute drugs, alcohol, tobacco, marijuana, vapes, or non-prescription drugs.

Any infraction of these orders may result in the participant being sent home. Further discipline as directed by CATO 15-22 may be prescribed.

### **SUPERVISION AND DISCIPLINE**

Cadets will be traveling to and from their local corps/squadrons according to the specific movement orders. Cadets are reminded to be properly dressed at all times and act accordingly.

Cadets attending training are subject to the Cadets and Junior Canadian Rangers Code of Conduct. By consenting to participate in the activity, they have agreed to conform to the orders and instructions issued by the OPI and their staff.

Cadets indulging in inappropriate behaviour, violation(s) of rules/regulations or disrupting the learning experiences of others will be subject to a progressive disciplinary process. Continual poor behavior or serious breaches of discipline may result in the cadet being sent home ahead of schedule. Costs incurred as a result of early removal from the activity may be borne by the cadet's family and not DND.

### **CONDUCT**

All attending personnel, Cadets, CI's, CAF members shall be held to their signed CCO Code of Conduct. The details of such will support an inclusive, supportive, and professional environment that is built upon respect, understanding, and military ethos.

The activity will be held at a military establishment with limited public engagement. Every effort should be made to speak, act, conduct themselves in a manner that will reflect positively on the Canadian Cadet Organization.

Return to Unit - Circumstances may arise during this activity where you may be required to go home. This may be due to personal reasons (parental request, compassionate, medical), performance, or misconduct. Once a decision has been made to return a cadet to their unit, their parent/guardian is contacted, along with their unit Commanding Officer. If a cadet is sent home due to misconduct reasons, parents / guardians may be responsible to cover the cost associated to getting them home.

Fraternization - This is a mixed activity including Cadets and Adult Staff (CAF Members, Civilian Instructors). Inappropriate interactions or relationships, within or among any of these groups is not permitted. Failure to comply will result in immediate Return to Unit and other administrative and/or disciplinary action. Relationships involving Cadets and Adults is strictly prohibited by law. Circumstances of this nature will be investigated by the Chain of Command and the local police service.

### **SOCIAL ACTIVITY / FREE TIME**

Cadets at the training location for the weekend will be expected to conduct themselves as identified above at all times.

Appropriate civilian attire is authorized for the social activities and free time.

### **ACTIVITY SURVEY**

At the completion of every activity, every person who participated (CAF, CI/CV, Cadet) will be asked to complete an activity survey.



[Or click here](#)

### **CADET365/TEAMS**

All attending members must have an active Cadet365 account and the means to use it.

Prior to the activity, all participants will be added to a Team Chat. These Teams chats will be used as the main means of communication for all attendees and staff. In addition, all important documents will be added into the channel for reference and communication.

### **UPDATES TO THIS JI**



Further updates to this JI may be necessary to fit within operational needs. Those messages shall be directed to the individual person(s) and the CC/Sqn + email accounts.

### **OVERALL**

The training exercise is a weekend for cadets in the Canadian Cadet Organizations to network, meet new cadets, experience new ideas, provide feedback, and to rely on their peers for experience-based learning.

Cadets are expected to learn, engage, have fun, and provide insight into their own experiences.

### **CONTACTS**

<b>POSITION</b>	<b>NAME</b>	<b>EMAIL</b>	<b>CONTACT</b>
Activity OPI	Capt Joey Aversa	<a href="mailto:Joey.aversa@cadets.gc.ca">Joey.aversa@cadets.gc.ca</a>	DM – Teams
Activity AdminO	Capt Sam Ewasick	<a href="mailto:Samantha.ewasick@cadets.gc.ca">Samantha.ewasick@cadets.gc.ca</a>	DM – Teams
Area Coordinator	Capt Kate Yap	<a href="mailto:Kathryn.yap@cadets.gc.ca">Kathryn.yap@cadets.gc.ca</a>	DM – Teams

NOTE: Contact with the individuals identified should only be done after going through their CC/Sqn CO.

J. Bonnar, CD  
Maj  
OC COA

Annex A      Kit List  
Annex B      Uniform Details  
Annex C      Parental Consent