



# Central Ontario Area



# Joining Instructions



## **SECTION 1: COORDINATION**

### **Introduction**

These joining instructions are for the Area Directed Activities (ADA) conducted by the Central Ontario Area. ADAs are Area-level, multi-cadet corps/squadron (cc/sqn) training activities. These activities are conducted by the Area, with assistance from cc/sqn staff, as required, and funded by the Cadets and Junior Canadian Rangers (CJCR).

### **Mission**

The mission of ADA's are to provide cadets with enriched opportunities to enhance local training, experience multi-unit activities, network with peers, and expand their shared Canadian Cadet Organizations (CCO) experiences with sea, army, and air cadets.

### **Joining Instructions**

Joining Instructions (JI) will be issued to all participating personnel. The JI's shall be used as a reference to benefit all. The JI shall be divided into two sections:

- **Joining Instructions:** These are generic JIs that will not change from activity to activity.
- **Annex A:** Unique activity details will be published for every activity conducted and to be read in conjunction with the JI's.

## **SECTION 2: DEPLOYMENT TO ACTIVITY**

### **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 according to the kit list (provided through separate correspondence).
- **Forms:** Have their child attend with all their forms signed (hard copy, not digital), provincial health card, and medication for the activity.
- **Social Interaction:** Prepare their child for an activity that has lots of activities, social interactions, and positive / respectful relations between all attendees.
- **Medical:** Should a medical situation arise where the cadet is taken to hospital, the activity staff will contact the parent/guardian listed on the cadet's file. The staff member will brief the parent/guardian on the event leading to the cadet going to the hospital. A staff member will remain with the cadet until such a time when the parent/guardian is able to arrive and custody has been returned to the parent/guardian.
- **Contact Information:** Ensure the cc/sqn has the most up-to-date contact information for the cadet.

### **Dress and Department**

The dress for each ADA will be identified. All participants will be dressed as identified to the standard identified in the respective orders and instructions:

- Cadets: [CJCR Dress Instructions \(Canada.ca\)](#)

- CV/CI: [CJCR GpO 5530-1, Civilian Instructor Management \(para 5.12\)](#)
- CAF: [CFP 265 – CAF Dress Instructions \(Canada.ca\)](#)

The deportment and behaviour of all participants will be positive, inclusive, professional, team oriented, and display the Canadian Cadet Organizations / Canadian Armed Forces in a positive light.

### **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 (or boarding the transport).

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

The responsibility to ensure that the medical limitations for all participating cadets have been reviewed rests with the CC/Sqn CO. Each of the cadets' medical limitations (located in Fortress) will be reviewed to 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.

### **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.

### **Meals / Rations**

Attending personnel will be provided meals based on the activity requirements. Typically, the entitlement is:

- **One day activity:** Lunch only
- **Weekend activity:** Saturday: Breakfast, lunch, dinner / Sunday: Breakfast, lunch
- NOTE: Additional meals may be provided based on the activity location and duration (including travel time)

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Cadets are highly encouraged to bring a refillable water bottle.

CC/Sqn may, in addition to regular meals, request meals that have special dietary needs to include: vegetarian, vegan, halal, and gluten-free. Every effort will be made in the contracting stage to accommodate special meal requests; however, the activity cannot guarantee the contractor can/will accommodate. Should an issue arise, the CC/Sqn will be notified in advanced.

### **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.

### **Drug, alcohol, and Smoking policies**

As per CJCR orders, participants shall not bring, consume, or distributed drugs, alcohol, tobacco, marijuana, vaping, or non-prescription drugs. Any infraction to these orders may result in the participant being sent home. Further discipline as directed by CATO 15-22 as directed.

### **Supervision and Discipline**

Cadets will be traveling to and from their local cc/sqn 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 CJCR 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 under CATO 1522. 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 CJCR Code of Conduct. The details of such will support an inclusive, supportive, and professional environment that is built upon respect, understanding, and military ethos. During the activity, every effort should be made to speak, act, and conduct themselves in a manner that will reflect positively on the Canadian Armed Forces/Canadian Cadet Organizations

- CAF members are reminded that they are subject to the Code of Service Discipline while attending this activity as detailed in the National Defence Act.

### **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 issues, or misconduct. Once a decision has been made to return a cadet to their unit, their parent/guardian will be contacted, along with their CC/Sqn Commanding Officer. If a cadet is sent home due to misconduct reasons, parents/guardians may be responsible to cover the cost associated with getting them home.

### **Fraternization**

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

### **Issue of Kit**

Cadets may be issued (temporarily loaned) military kit to conduct the activity. This kit remains property of the Government of Canada and will be returned at the end of the activity. Kit that is not returned will be considered stolen and may be subject discipline and/or the involvement of military police or local police services.

### **Transportation**

For each activity, there will be a transportation/movements plan created and shared with each cc/sqn. The plan will be the most reasonable, economical, and timely way to move cadets to the activity location. For the Area Office, unless otherwise identified, there will two main methods of transport:

- **Bus:** Cadets will meet at a central location to board a bus within a central, geographical location to their cc/sqn.
- **Parental Drop-Off / Pick-Up:** Cadets with a cc/sqn up to 30-40 minutes away from the activity location may be directed to have parental drop-off and pick up.

### **In Routine**

Upon arrival to the activity each person will be onboarded. This process known as 'in-routine' will, at the very least, require the cadet to:

- Verify their attendance at the activity.
- Show their original provincial health card.
- Verify any medical needs they may have/require.
- Hand in permission slips.
- Hand in CCO Informed Consent (if used for the activity).
- Ensure they are prepared for the activity (kit and/or dress).
- Receive any training materials and/or issued kit they require.
- Receive instructions for the activity.

### **Out Routine**

At the completion of the activity, an offboarding process known as 'out-routine' will be held. Typically, cadets will be tasked to assist with the dismantling of the activity venue and/or assist with clean up. Each cadet will assist as directed by conducting staff to assist prior to dismissal from the activity without exception.

### **Accommodations**

Should overnight accommodations be required, these will be 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 the facilities are maintained.

Everyone is expected to know evacuation points and rallying points while on the premises.

### **Personal Hygiene**

Everyone is expected to follow proper hygiene and personal grooming standards.

### **Cadet365/Teams**

All attending participants 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.

**SECTION 3: POST OPERATION**

**Post-activity Survey**

All personnel (staff and cadets) attending the activity shall complete a post-activity survey. This is to assist with planning and lessons learned for future and upcoming ADA's.



**Annex A To ADA 6/7 Elemental Supported Weekend (May 2026)**

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- Activity Details
- Bus/Parental Drop Off and Pick Up
- Kit List
- Forms (Parental Permission Form)

Air Cadets from Central Ontario Area (COA) will participate in an Area Directed Activity (ADA) Elemental Supported Weekend. This activity will take place from 22 May to 24 May 2026 at Blackdown Cadet Training Centre, 1 Blackdown Road, Borden, ON, L0M 1C0/CFB Borden.

## APPENDIX 1

### ACTIVITY DETAILS

TRAINING OR ACTIVITY	
<b>Exercise</b> ADA 6/7 Air Cadet Elemental Weekend	<b>Location</b> Blackdown CTC 1 Blackdown Rd, Borden, ON, L0M 1C0
<b>Start Date and Time</b> Friday, 22 May 2026 (1800hrs – see transport plan)	<b>End Date and Time</b> Sunday, 24 May 2026 (1400hrs)

TRAINING OR ACTIVITY DETAILS	
<b>Type</b> Training Weekend (two nights)	<b>Risk</b> Low to medium
<b>Meals</b> Saturday: Breakfast, Lunch, Dinner Sunday: Breakfast, Lunch	<b>Medication</b> To be declared
<b>Parental Consent Form</b> Yes. Due at in-routine	<b>CCO Informed Consent Form</b> No.
<b>Medical Limitations</b> There are no limitations to this activity, however: <ul style="list-style-type: none"> <li>Participate at own pace</li> <li>Keep medical equipment/medication on person</li> </ul>	<b>Weather</b> Majority of the activity will be conducted outdoors and in all weather events. A severe storm may cease this operation.

TRAINING OR ACTIVITY DRESS	
<b>Cadet</b> C5 – Training Dress (FTUs)	<b>Staff Cadet</b> C5 – Training Dress (FTUs)
<b>CI/CV</b> Appropriate civilian attire	<b>CAF</b> CADPAT/NECU
<b>Note:</b> <ul style="list-style-type: none"> <li>All participants will review the kit list and pack accordingly.</li> <li>Due to the nature of the activity, everyone shall dress to remain outside for the entire activity.</li> <li>Health and hygiene <ul style="list-style-type: none"> <li>Footwear is mandatory (no bare feet or socks walking around the facility)</li> <li>Reasonable personal grooming is expected of all</li> </ul> </li> <li>The activity is being conducted at a Canadian Armed Forces establishment and are subject to the rules and laws established for such.</li> <li>All personnel will be expected and required to follow all established rules, respect the dignity of all people, and perform according to their signed CCO Code of Conduct.</li> </ul>	

TRAINING OR ACTIVITY MISSION
<b>Mission</b> Air Cadets from Central Ontario Area (COA) will train in aircrew survival and fieldcraft skills in support of Elemental Weekend objectives, while providing exposure to aviation career pathways and fostering teamwork, cohesion, and morale among cadets from multiple units within the same zone.