



283 WOODBRIDGE LEGION SQUADRON

ROYAL CANADIAN AIR CADETS

STANDING ORDERS

2026–2027 TRAINING YEAR

04 July 2026

These orders are prepared for the Staff and Air Cadets of 283 Woodbridge Legion Squadron, and amplify orders and direction issued by the Cadets and Junior Canadian Rangers Group (CJCR Gp), including Cadet Administrative and Training Orders (CATOs), CJCR Group Orders (CJCR Gp O), CJCR Group Instructions (CJCR Gp Instr), CANCDTGens, and direction from Regional Cadet Support Unit (Central) [RCSU (Central)]. 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 dependent upon adherence to these regulations.

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

Captain Peter C. Ferguson, CD

Commanding Officer
283 Woodbridge Legion Squadron
Royal Canadian Air Cadet

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SECTION A — ADMINISTRATION

General Requirements for Joining

1. An applicant must be 12 years of age at the time of 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, Permanent Resident Card, 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 proof of citizenship or immigration status, and must complete a cadet application for enrolment, a Collection of Information Form, and provide proof of valid provincial health insurance (OHIP) or equivalent. Cadets will not be permitted to attend any cadet training or function until all paperwork has been completed, submitted, reviewed, and entered into Cadet365 by the AdmO or delegated staff.
4. Cadets and families must attend a recruiting/orientation presentation provided at scheduled times.

Attendance and Membership

5. Attendance is an important part of the cadet program, both for the individual cadet and for the squadron, which is measured on its level of attendance. Promotions have minimum attendance thresholds, and many activities are allocated on the basis of attendance as well as performance.
6. Flight Commanders (NCO i/c) are responsible for maintaining individual flight attendance and submitting it promptly to the AdmO, using their Flight NCOs 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 and the squadron of their absence. It is the cadet's responsibility to ensure they are recorded as excused; absent cadets and their parents/guardians will be contacted. Cadets with repeated requests for excused training may be counselled for inadequate participation and may be subject to loss of opportunity, rank, appointment, or termination of membership.
 - a. Cadets requesting an excused night of training are to notify the squadron by telephone or through the squadron website absence-reporting form.
8. After three consecutive unauthorized absences, a cadet's continued membership may be reviewed and administrative action initiated in accordance with squadron and RCSU (Central) direction.

Perfect Attendance

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

Arrival and Departure Times

10. Cadets are to arrive at all activities on time. For regular parade nights, cadets should be in uniform and ready to fall in at 1845 hours; special activities will have start times posted as required.
11. Cadets arriving late for parade are to sign in with the Duty NCO immediately upon arrival and join their level. Late cadets may be assigned extra duties; cadets who are consistently late may be subject to disciplinary measures.
12. Cadets who are late for special activities may be left behind and may be prohibited from attending future special activities.
13. All cadets must be off the training premises by 2145 hours on regular training nights, or as posted for supplementary activities. Parents and guardians are to ensure cadets are picked up by the departure time; cadets who are consistently late being picked up may be referred to local agencies or have their squadron membership reviewed for suspension or termination.
14. Cadets should be dropped off and picked up at or close to the main entrance of the training location.

Excused Drill and Training

15. Cadets who are unable to attend the squadron for a period longer than two consecutive weeks are to apply, in advance, for Excused Drill and Training (ED&T). Cadets on approved ED&T are not permitted to attend any cadet activities during that period.

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.
18. Former cadets or other community members are welcome to attend closing parades but must notify the squadron in advance and are not permitted on the premises during training time except as specifically authorized by the Commanding Officer. Any person who is not a cadet, not involved in the program, or not invited by the CO will be asked to leave; those refusing to leave may be reported to police.

Regular (Local Headquarters) Parades

19. All training nights will be held at the squadron's Local Headquarters (LHQ) unless otherwise advised. 'Fall-In' (start of parade) is at 1845 hours (6:45 p.m.) every Wednesday unless otherwise stated.
20. All officers and staff are encouraged to be present by 1830 hours (6:30 p.m.) on parade nights. Cadets are not permitted in the building without a supervising officer or paid staff member present.
21. Dismissal of the squadron will be between approximately 2115 and 2130 hours (9:15 - 9:30 p.m.). All cadets must be off site by 2145 hours (9:45 p.m.) unless required by a squadron staff member to stay later.
22. No cadet may leave the unit between 1900 and dismissal without the permission of the Duty Officer or AdmO, nor leave a class or training area without permission and signing out.

Post-Parade Meetings and Duties

23. No cadet, staff member or officer is to hold a meeting for cadets after Closing Parade without the permission of the Commanding Officer (CO) or Training Officer (TrgO).
24. Post-parade meetings are to be conducted as quickly as possible to allow cadets and staff to leave the premises promptly.
25. Post-parade duties (tidying and/or rearranging the classrooms, returning training materials to Supply, and other tasks assigned by the Duty Officer) are to be completed as quickly as possible so that all cadets are off site by 2145 hours.

Emergency Procedures

26. In cases of emergency at the LHQ, cadets will exit the building under the direction of officers and NCOs and form up in the designated assembly area in their most recent organizational formation (flights if from the parade square, class groupings if from classes).
27. No cadet is permitted to leave an emergency assembly point without clearance from the Officer in Charge (CO, DO, or OPI).
28. Emergency procedures for training conducted at other sites will be reviewed with participants prior to the commencement of the activity, and the current site-specific emergency response plan and RCSU (Central) risk management/Cadet Safety Program requirements will be followed.

Special Parades, Activities, and Sign-Up

29. From time-to-time cadets will be asked to participate in special events, which may be mandatory or optional. Mandatory activities will be clearly indicated, and participation may be a requirement for promotion or appointment within the squadron.
30. Optional activities complement the cadet program and may include community service, enhanced training, or entertainment events. Cadets who sign up for and then do not attend an optional activity without notice may be subject to disciplinary measures.
31. Squadron activities will be announced during Closing Parades and on the squadron website/communication platform in use for the training year.
32. Cadets wishing to attend an activity must confirm eligibility and register through the squadron's designated on-line sign-up system by the posted deadline; only cadets who register will be accepted unless otherwise granted specific approval from the CO TrgO or OPI.
33. Following the submission deadline, cadets will be selected based on predetermined and communicated criteria (which may include merit, attendance, age, qualification, order of submission, or other announced criteria), consistent with the CJCR Gp Cadet Selection Process where applicable.
34. Cadets selected for an activity are required to attend; if unable to attend they must notify the activity OPI as soon as possible. Cadets who do not show up for activities they signed up for may be subject to disciplinary consequences.

Commanding Officer's Parades

35. Commanding Officer's Parades are a source of information and an opportunity to improve drill and uniform standards. Cadets are to arrive on time with uniforms in top condition.

High School Volunteer Hours

36. School community-service-hour credit is based on participation in eligible community service activities with the squadron.
37. Only volunteer hours for training or fundraising events with a genuine community-service component that does not directly benefit the cadet, or the squadron will be considered.
38. Cadets are to bring their individual school community-service-hours forms to the activity, completed with all appropriate information prior to the OPI signing; forms will be signed once the activity is complete.
39. The squadron will not maintain community service hour records after the current training year, and cadets will not be credited without adequate documentation of the specific events.

Fundraising

40. Fundraising (i.e. tag days) is how the squadron raises money to conduct training and entertainment activities. Full cadet participation in fundraising is mandatory; cadets who do not participate may be ineligible for optional cadet trips and activities.

Quitting and Retirement

41. Cadets who decide to leave the squadron are to contact the Administration Officer prior to departure. All squadron uniform parts and training materials must be returned cleaned and in good repair, and each departing cadet will complete a Clear-Out interview or survey.
42. A cadet is considered to retire from the squadron when they:
 - a. have completed Level Five/the Advanced Leadership Program requirements;
 - b. are in the training year during which they turn 19; and
 - c. have a record of good squadron participation.
43. Cadets who have completed the other conditions but leave before age 19 for 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.
46. Cadets retiring at the rank of Warrant Officer Second Class (WO2), Warrant Officer First Class (WO1), or Flight Sergeant (FSgt) while serving as Squadron Warrant Officer (SWO) may be eligible for a retirement recognition, at the discretion of the Commanding Officer.

SECTION B — COMMUNICATIONS

47. The success of the squadron depends on the efficiency of its communications. All members are to ensure they are familiar with, and utilize, the squadron's designated communication methods.

Emergency Contact / Call-Out

48. The squadron maintains an emergency contact/call-out procedure for time-sensitive communications requiring confirmation from every member of the squadron.
49. When the CO or designate initiates a call-out, the message is relayed down the Chain of Command: CO/designate → Squadron Warrant Officer (SWO) → Flight NCO i/c → individual cadets, with confirmation of contact and any response reported back up the chain to the CO or designate.
50. Participants are welcome to use email or messaging in addition to the call-out but are still expected to participate fully when direct contact is required.
51. Participation in the squadron's emergency contact procedure is a basic, measurable standard of practical leadership. Members not engaging effectively may be subject to disciplinary action and may not be considered for leadership or rank advancement.
52. In addition to the call-out tree at paragraphs 48 to 51, the squadron will post time-sensitive emergency notifications (e.g., activity cancellations, schedule changes, safety advisories) to the official squadron website and the squadron's official social media channel(s), as designated by the Commanding Officer. These platforms supplement, but do not replace, the call-out tree: a posting on the website or social media does not relieve the NCO chain of the requirement to complete direct contact and confirmation under paragraph 49, and members should not rely on social media alone for time-critical safety information.

Squadron Website and Digital Platforms

53. The squadron website (and any associated approved digital platforms) is an important asset for communication with cadets, parents, and the community.
54. All staff and cadets are responsible for information posted on the squadron's digital platforms and are expected to check them at least once per week.
55. An online calendar of all squadron events will be maintained on the website.
56. Only members of staff, SSC (Squadron Sponsoring Committee), and specifically authorized cadets will have the ability to publish content on squadron digital platforms.
57. The Training Officer is responsible for ensuring training activity details and relevant documents are posted online.
58. The Squadron Warrant Officer is responsible for ensuring squadron announcements are published in a timely manner.

SECTION C — TRAINING

Concept of Cadet Training

59. Air Cadet training is organized into mandatory training, complementary training, and summer training, delivered in accordance with the current Royal Canadian Air Cadet Proficiency Level Qualification Standards and Plans (QSPs).
60. The Cadet Program is delivered across five proficiency levels/training years. Each cadet must successfully complete the requirements of the current training year to progress; cadets who miss elements of a training year must complete them, when offered, before advancing.
61. Cadets are issued a level qualification badge only once the Training Officer has verified successful completion of that level.
62. Cadets who do not complete a level due to poor attendance or performance will be ineligible for promotion or appointment.

Complementary and Recreational Activities

63. The squadron participates in complementary and recreational training programs and activities. Cadets must understand the distinction between mandatory and optional/complementary activities and their responsibilities in each.
64. All cadets wishing to participate in an activity outside the LHQ must submit a completed permission/consent form by the posted deadline, using the current form issued by the squadron or RCSU (Central); handwritten notes will not be accepted.
65. OPIs will make every effort to set the permission-form submission deadline at least two weeks prior to the activity.
66. Cadets registering for an activity are expected to attend. Cadets unable to attend must notify the OPI immediately and submit an absence explanation. Cadets who do not show up for a registered activity may be denying another cadet a spot and may affect their selection for future activities.
67. Cadets who do not show up for activities for which the squadron has incurred a financial commitment may be held responsible for the associated fees.

Summer Training

68. Cadets applying for summer training are responsible for ensuring they meet all eligibility requirements and qualifications and will not be permitted to apply for courses for which they are not qualified or do not meet selection criteria.
69. Cadets are responsible for submitting summer training applications by the posted deadlines. Late submissions may not be accepted.
70. Summer training recommendations are made on the basis of merit and eligibility, consistent with the current CJCR Gp Cadet Selection Process, taking into account seniority, attendance, contribution to the program, and performance.
71. Cadets selected for summer training will be notified as soon as the information is available through Cadet365 and squadron channels.

Chain of Command

72. The squadron Chain of Command runs from the Commanding Officer (CO), who delegates authority to Officers, Civilian Instructors (CI), and Civilian Volunteers (CV), to the cadets. For a cadet, the chain runs: Cadet → Section/Flight NCO → Flight Warrant Officer/Senior NCO → Level Officer → Deputy Commanding Officer (DCO) → Commanding Officer (CO).
73. In normal circumstances a cadet should address the next link in the Chain of Command; for example, a cadet should raise a routine uniform or activity question with their Flight NCOs or Flight Sergeant rather than the CO or SWO directly.
74. Cadets are permitted, and encouraged, to bypass the Chain of Command and speak directly to the Commanding Officer regarding any concern about safety, harassment, abuse, or their treatment as a cadet. Cadets are also encouraged to use the squadron's suggestion mechanism for improvement ideas.
75. Parents/guardians are discouraged from contacting officers directly on routine matters, so as to encourage cadet responsibility and self-advocacy, but are encouraged to contact the Commanding Officer directly regarding any serious matter, including safety, harassment, public relations concerns, or concerns about the squadron or their cadet's well-being.

Promotions and Appointments

76. Senior NCO promotions and squadron appointments rely heavily on a cadet's participation and leadership in the squadron.
77. To be promoted, a cadet must be recommended by their Level Officer and must meet the national rank criteria set out in CJCR Gp Order 5511-3, Cadet Promotions – Corps/Squadron. Cadets should be aware that time-in-rank figures below are minimums and that promotion is never automatic. Summer training time, missed training, ED&T, and stand-down periods are not counted toward time-in-rank.
78. The promotion requirements for each rank are as follows:
 - a. Cadet — successful completion of recruit intake and training;
 - b. Leading Air Cadet (LAC) — five months satisfactory service as a recruit/cadet;
 - c. Corporal (Cpl) — successful service as an LAC and successful completion of Level One training;
 - d. Flight Corporal (FCpl) — six months satisfactory service as a Cpl and successful completion of Level Two training;
 - e. Sergeant (Sgt) — six months satisfactory service as an FCpl and successful completion of Level Three training; Sgt candidates will be assessed on drill and uniform preparation;
 - f. Flight Sergeant (FSgt) — six months satisfactory service as a Sgt, successful completion of Level Four training, demonstrated enhanced proficiency in relevant subject areas, and successful completion of a corps/squadron leadership appointment selection process where required; FSgt candidates will be assessed on leadership and instructional technique;
 - g. Warrant Officer Second Class (WO2) — six months satisfactory service as an FSgt, identification as a successful candidate through the Cadet Selection Process for the applicable leadership appointment, and demonstrated enhanced proficiency across Levels One through Four; and

- h. Warrant Officer First Class (WO1) — six months satisfactory service as a WO2, identification as a successful candidate through the Cadet Selection Process for the applicable senior leadership appointment and demonstrated outstanding dedication and ability to lead the cadets of 283 Squadron.
- 79. Cadets who feel ready for promotion are to complete a promotion/appointment application, which will be reviewed by a selection panel appointed by the Commanding Officer in accordance with the current Cadet Selection Process. For senior appointments, the panel will normally include squadron staff and may include members of the Sponsoring Committee, Detachment, or other external persons as the CO directs.

Cadet Positions of Authority

- 80. Cadets may be appointed to standing appointments (indefinite duration, e.g., a parade position) or routine appointments (specific duties, e.g., NCO i/c of an exercise or activity).
- 81. All appointments are made by the Commanding Officer, on recommendation from staff and, where applicable, the Squadron Warrant Officer or other senior cadets, in accordance with CJCR Gp Instruction 50-56, Corps/Squadron Leadership Appointments.
- 82. Standing appointments at 283 Squadron include:
 - 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
 - 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
- 83. Routine appointments include, but are not limited to, Duty NCO and Activity NCO i/c. Responsibilities of the Duty staff are at Annex B.
- 84. Other appointments may be assigned by the Commanding Officer as required.

Conduct and General Expectations of Cadets

- 85. Every cadet is expected to maintain high standards of courtesy, respect for self and others, discipline, and attendance at all cadet functions.
- 86. Members whose behaviour reflects poorly on the squadron may be disciplined or dismissed. Every cadet is expected to adhere to the highest standards of manners and conduct at all times.

87. Cadets in uniform are to always carry themselves in a manner that shows respect for the uniform, the squadron, and the Cadet Program. Uniforms must be clean, pressed, and worn properly and completely.
88. During all activities, cadets are forbidden from wearing any clothing that does not convey the highest respect to self and others.
89. All cadets are required to review and sign the squadron Code of Conduct upon enrolment with the squadron, and again at the commencement of each subsequent training year, as a condition of continued participation. All staff (officers, Civilian Instructors, and CJCR Gp Volunteers) are required to review and sign the Code of Conduct annually. Signed copies are retained on file by the Administration Officer.

Wearing the Cadet Uniform

90. The highest standard of dress must be maintained at all times, both on parade and at any time the individual wears the uniform, including proceeding to and from a training session or any cadet function. CATO 55-04, Air Cadet Dress Instructions, takes precedence over these Standing Orders where the two conflict.
91. All properly enrolled Air Cadets are entitled to wear the Air Cadet uniform at prescribed times (cadet functions and events, or where prior permission has been given by the Commanding Officer).
92. Once a cadet has received their issue of clothing and signed for it, the cadet must not appear on parade in dress other than the regulation uniform, except by special permission. Mixing uniform and civilian dress is not permitted except for drill practices or as authorized by the CO. Uniform parts are not to be worn outside of cadet functions.
93. The uniform must be laundered, clean, and pressed (dry cleaning is not required). Footwear is black boots with grey or black socks only; parade boots must be highly polished, and multi-purpose boots forming part of the field training uniform must be clean of mud/debris and blacked.
94. Jeans, running shoes, and sweatshirts/sweatpants are not to be worn on regular parade nights unless approved by the CO.
95. Worn out or poorly fitting uniform items are to be returned promptly to the Supply Officer for exchange.
96. Regular sports and safety equipment (supplied by the cadet) may be worn when engaged in sports.
97. Summer camp clothing may be issued by the squadron prior to summer camp; cadets must report to camp in their squadron-issued uniform unless otherwise instructed.
98. Officers, instructors, and NCOs are to report improperly dressed cadets to the SWO and/or Squadron Standards Warrant Officer.
99. Cadets will be instructed in the correct method of wearing headdress, necktie knotting, badge placement, and boot lacing, in accordance with CATO 55-04.
100. Clothing loss or wilful damage to clothing or equipment will not be tolerated. The cadet uniform is Crown property, and a cadet may face disciplinary action, up to and including removal from the squadron.
101. A cadet wishing to wear the uniform other than at designated times must obtain permission from the Commanding Officer.

102. Each cadet will ensure that every piece of equipment or clothing is properly labelled with their name and the squadron number (283).
103. Cadets may not place articles in uniform pockets that distort its appearance and may not wear or use personal electronic devices (smartphones, headphones, etc.) during cadet activities except as specifically authorized.
104. Excessive jewellery is not to be worn in uniform. Wrist watches, identification/medic-alert bracelets, and, for pierced ears, conservatively styled stud earrings are permitted.
105. Cadets in uniform shall not wear excessive makeup, including nail polish or eye shadow, and dress and grooming standards will otherwise follow CATO 55-04 and its annexes, including provisions for religious and cultural accommodation (e.g., Sikh or Muslim dress policy).

Haircuts

106. Male cadets: hair kept clear of the collar and neatly tapered; sideburns not extending below a line bisecting the ear, squared off horizontally, and taper-trimmed for overall neatness.
107. Female cadets are not required to cut long hair; when in uniform, long hair must be neatly secured in accordance with CATO 55-04, and combs, barrettes, and other hair adornments must not be visible.

Dress Standard — Alternative Dress

108. Where a cadet cannot wear the uniform, alternative dress is:
 - (a) Males — white dress shirt, black tie, black dress pants (no jeans), black belt, dress shoes;
 - (b) Females — white blouse, black tie, black dress pants (no jeans), black belt, black dress shoes (heels no more than 3 cm).
109. Cadets issued a uniform who do not wear it on a cadet night without a valid excuse may be sent home; no cadet will occupy a parade position out of full uniform.

General Conduct

110. No cadet shall:
 - (a) engage in horseplay or behave in an immature or unprofessional manner;
 - (b) fight or argue with any cadet, military member, or civilian;
 - (c) use foul or offensive language; or
 - (d) behave in any manner that reflects poorly on the cadet, the squadron, or the Canadian Cadet Organizations.

Courtesies and Saluting

111. Courtesies are to be paid by all squadron members to those of higher rank or position. Officers, Warrant Officers, and Civilian Instructors are addressed by rank and surname or 'Sir/Ma'am'; Civilian Instructors, Volunteers, and Sponsoring Committee members receive the same courtesies

as officers (without saluting); cadets address senior NCOs by rank and surname and are addressed by superiors as 'Cadet' plus surname or rank plus surname.

112. Cadets will salute all Commissioned Officers of the Canadian Armed Forces and other recognized armed forces, in or out of uniform, whenever recognized; will salute the national flag and cenotaphs; and will salute when entering or leaving squadron sectional offices (including Supply) and the Commanding Officer's office.

113. Cadets will not salute:

- (a) when not in uniform;
- (b) when not wearing headdress;
- (c) when driving a vehicle;
- (d) in messes or canteens;
- (e) in public buildings;
- (f) on any flight line; or
- (g) when an officer has instructed there be no saluting.

Non-Fraternization and Boundary Rules

114. No member of the squadron shall engage in conduct of a sexual or suggestive nature.

115. Adult staff and cadets are not to have social contact outside of specifically approved cadet activities.

116. Cadets must remain aware of the liabilities inherent in social or personal relationships within the Chain of Command; relationships that compromise the ethics, morale, or efficiency of the squadron may result in suspension or removal of all involved parties.

117. Personal relationships between peers must not be evident within, or impact, the Cadet Program; family relationships must not affect squadron operations.

118. No officer, staff member or cadet shall touch a cadet except:

- (a) for uniform fitting, in the presence of another officer/adult and another cadet of the same sex;
- (b) for parade uniform adjustment, in the presence of others and only with the cadet's prior consent ('permission to touch'); or
- (c) for safety or physical-skill instruction, under proper supervision and in an appropriate manner.

119. No officer, staff member or cadet shall enter living or sleeping quarters, or any area reserved for the opposite sex.

120. Staff, SSC, or cadets should never be alone in an enclosed space with a single cadet.

Substance Use Policy

121. The possession or consumption of illegal drugs, cannabis, or alcohol by cadets is prohibited. Cadets found using, possessing, or providing alcohol, cannabis, or illegal drugs to another minor will be reported to parents/guardians and, where applicable, police authorities; cadets found with such substances on a military establishment will additionally be reported to military police.

122. Officers and other staff members are subject to the current DND/CAF policy on alcohol and cannabis in the workplace. No 283 Squadron officer or staff shall consume alcohol at any squadron activity, exercise, or event, nor attend a squadron activity while impaired, nor be present with cadets after consuming alcohol.
123. Smoking and vaping are not permitted by cadets or staff while in uniform during cadet activities.

Harassment, Abuse, and Duty to Report

124. 283 Woodbridge Legion Squadron maintains a zero-tolerance policy on harassment and abuse.
125. Any disclosure of harassment, abuse, or a risk of self-harm/suicide must be reported to an officer or staff immediately and handled in accordance with current CJCR Gp direction on disclosures and duty to report.
126. All cadets and staff are to complete annual training in harassment and abuse prevention, delivered through the current national PHASE (Promoting Healthy and Safe Experiences) program.
127. All cadets and staff have an obligation to report to the CO, or another responsible officer, any incident that: (a) threatens the safety of any cadet, officer, or civilian; (b) involves harassment or abuse of any person; (c) involves theft or vandalism; (d) violates any civil law, CAF regulation, or squadron order; or (e) might reflect poorly on the squadron or the Canadian Cadet Organizations.

Disciplinary Actions

128. Cadets who fail to conduct themselves appropriately, or who commit infractions of standing, routine, or issued orders, may be subject to disciplinary action. Minor transgressions may result in duty flight or extra assigned duties. More serious infractions follow the sequence below.
129. Initial Counselling — an interview and written record of the actions leading to the counselling, with the cadet given the opportunity to respond in writing; the record is placed on the cadet's file.
130. Recorded Warning — a written record of the behaviour or infraction is placed on the cadet's file, and the cadet is advised that continued conduct may lead to termination from the squadron.
131. Counselling and Probation — the cadet may be subject to demotion, denial of privileges, probation, and mandatory counselling; probationary cadets may request to meet the CO after a specified period to demonstrate improved compliance.
132. Termination — a cadet who has not responded to Initial Counselling or a Recorded Warning will be terminated in consultation with the Area Cadet Officer/RCSU (Central). Cadets who commit serious infractions may be terminated without prior warning or counselling.

Music Training

133. The band exists to enhance squadron morale, provide optional training, supply music for routine and special parades, and improve squadron public relations.
134. All band members must be active members of 283 Squadron with excellent attendance and participation, and must maintain an excellent standard of dress, drill, and deportment; members not meeting this standard may not be permitted to form up with the band.
135. The squadron maintains a stock of instruments that may be signed out to active band members and must be returned on demand of the Supply Officer or Band Officer.

- 136. Cadets with excellent participation and fundraising contribution may have instrument rentals subsidized at the discretion of the CO, Band Officer, and Sponsoring Committee Chair; families renting an instrument through the squadron account may receive a donation receipt if arranged in advance.
- 137. Cadets signing out or renting instruments through the squadron are responsible for their upkeep and safekeeping; missing or damaged instruments will be charged to the cadet.

Field Training

- 138. Field training procedures, including risk management, supervision, transportation, communications, and emergency response for day and overnight field activities, are set out in Annex G, Field Training Standard Operating Procedure (SOP 283-C-01), issued in accordance with current CJCR Gp field training and risk management direction.

Dances and Social Activities

- 139. Squadron dances and social activities are conducted in cooperation between the training cell and the Sponsoring Committee; all squadron regulations apply equally to social activities.
- 140. Cadets must have a completed parent/guardian permission form to attend a squadron social activity.
- 141. Cadets must adhere to posted start and end times and may not leave the supervised area without parental permission.
- 142. No cadet may wear clothing that is revealing, sexually suggestive, or reasonably considered offensive; specific dress requirements for particular functions (mess dinners, formal ball, etc.) must be followed.
- 143. Conduct at social functions may result in disciplinary action as it would at a regular training night; rank and responsibility are not diminished by the more relaxed setting.
- 144. Because a cadet social function is an authorized cadet event, the eligibility rules applicable to other cadet activities apply, including restrictions on attendance by persons under 19 who are not registered 283 Squadron cadets (absent specific written approval or supervision arrangements) and on attendance by adults over 19 who are not staff, Sponsoring Committee members, or otherwise approved by the Commanding Officer.

SECTION D — SUPPLY

Issue of Cadet Uniforms

- 145. Cadet uniforms represent significant public value. While loaned free of charge, each cadet and their parent/guardian are responsible for ensuring items are kept clean and in good repair and are returned when the cadet leaves the squadron.
- 146. A cadet must sign for each item issued and take full responsibility for it.
- 147. To be eligible for uniform issue, a cadet must have submitted all enrolment forms and documents, be actively enrolled in the recruit course or a level of training and have been sized by Supply staff.

148. Uniform parts that must be ordered may take several weeks to be delivered.

Uniform Exchange

149. Cadets may exchange uniform parts that have been outgrown or worn out through an appointment with the Supply Officer, requested via the squadron's exchange request form or by direct arrangement with the Supply Officer.

150. Exchange appointments will be conducted at times pre-determined by the Supply Officer.

151. All items returned for exchange must be properly laundered and pressed; tunics must be returned with shoulder flashes and belts attached, with all other badges removed.

Lost or Damaged Items

152. Cadets who have lost uniform parts must have a Lost Item Form completed and signed by their Level Officer and submitted to the Supply Officer; cadets may be held accountable for lost items.

153. Damaged items must be returned to Supply for exchange; cadets who damage items wilfully or through neglect may be held accountable.

Temporary Loans

154. Any item signed out from Supply that is not recorded on a cadet's Clothing Card is considered a Temporary Issue (TI). Cadets will not normally receive a TI simply for forgetting an item at home.

155. All requests for temporary loans must be made to the Supply Officer in advance of the date/time required, and a Cadet Temporary Issue Card completed for each loan; cadets and staff are financially responsible for items on temporary loan.

Issue of Band, Flag Party, and Training Equipment

156. All instruments, music, and equipment leaving the LHQ must be signed out as a temporary loan; cadets may keep instruments at home during the week to practise and are financially responsible for any loss of band equipment.

157. Cadets or staff requiring training materials must coordinate with the Training Officer or Supply Officer at least one week in advance. Materials must be returned in good condition by the specified time.

158. All ceremonial accoutrements must be issued on a Temporary Issue Card, with issue approved by the Supply Officer.

Return of Uniform and Materials

159. All uniform parts and squadron materials must be returned, freshly cleaned and pressed, when a cadet leaves the squadron, with the Clothing Card and any Temporary Issue Cards updated to reflect the return.

ANNEX A — Responsibilities of the Duty Cadets

[Content to be maintained by the squadron Admin Officer — the current Duty Cadet task list should be reviewed annually and reissued as a standalone job-aid card for use on parade nights.]

ANNEX B — Responsibilities of the Duty Officer

[Content to be maintained by the Deputy Commanding Officer — the current Duty Officer task list should be reviewed annually and reissued as a standalone job-aid card for use on parade nights.]

ANNEX C — Supply Request / Lost Uniform Report

[Retain the existing fillable Supply Request / Lost Uniform Report form, updated only with the current squadron letterhead and training-year date. No content changes identified.]

ANNEX D — Squadron Organization Chart

[Insert the current 2026-27 squadron organization chart, reflecting current CO, DCO, Training/Admin/Supply Officer appointments, and CIC/CV staff establishment.]

ANNEX E — Flight Organization Chart

[Insert the current 2026-27 flight organization chart, reflecting current Flight Officers, Flight NCOs i/c and 2 i/c, and Section Leaders once assigned at the start of the training year.]

ANNEX G — Field Training Standard Operating Procedure

This Annex reproduces SOP 283-C-01, Field Training Activities, in full. It is issued under the Commanding Officer's authority referenced at Standing Orders, Section C, paragraph 136, and governs all squadron field training activities (day and overnight) conducted at the Local Headquarters (LHQ), off-site locations, and as Locally Directed Activities (LDA) under CJCR Gp O 8030-0. Internal cross-references within this Annex to "Section" numbers (1 through 13) and "Annex A" through "Annex D" refer to this Annex's own internal structure, reproduced below as Appendices 1 through 4, and not to the Sections and Annexes of the parent Standing Orders.

ISSUING AUTHORITY

This Standard Operating Procedure (SOP) is issued under the authority of the Commanding Officer, 283 Woodbridge Legion Squadron, pursuant to Standing Orders, Section C, and amplifies the direction contained in current Cadets and Junior Canadian Rangers Group (CJCR Gp) policy. It governs all squadron field training activities (day and overnight) conducted at the Local Headquarters (LHQ), off-site locations, and as Locally Directed Activities (LDA) under CJCR Gp O 8030-0.

This SOP does not, and cannot, lower any standard set by national CJCR Gp policy. Where any conflict exists between this SOP and current CJCR Gp Orders, Instructions, CATOs, or CANCDTGENs, the national direction governs and this SOP is to be amended accordingly.

Captain Peter C. Ferguson, CD

Commanding Officer,
283 Woodbridge Legion
Royal Canadian Air Cadet Squadron

REFERENCES

The following governing publications were current at time of writing and form the regulatory basis for this SOP. All are subject to periodic amendment; the OPI (Training Officer) is to verify the current edition of each before every field training activity via the Cadet365 SharePoint / Canada.ca CJCR Gp Policy pages.

Reference	Title	Relevance to Field Training
QR (Cadets)	Queen's Regulations and Orders for Cadets	Overarching regulatory authority for the Cadet Program, including cadet summer training and CO responsibilities for activity supervision.
A-CR-CCP-930/AG-001	Cadet Program Activity Safety Direction (successor to the Interim Activity Safety Direction (IASD), A-CR-CCP-951/PT-002)	Core national safety direction: General Safety Program requirements and activity-specific safety rules applicable to field training, hiking, camping, and adventure-type training.
CJCR Gp O 8030-0	Corps/Squadron Program (supersedes CATO 11-04)	Defines and classifies training opportunities (Session, Supported Day, Supported Weekend, LDA/ADA/RDA/NDA) — determines how a field exercise must be planned, requested, and funded.
CJCR Gp Instr 80-01	Locally Directed Activities	Procedural direction for planning and requesting an LDA, the classification that will normally apply to a squadron field training exercise (FTX).
CJCR Gp O 5001-0	Supervision of Cadets (supersedes Natl CJCR Sp Gp O 8012-0)	Minimum supervision ratios and supervisor qualification requirements for authorized cadet activities, including overnight activities.
CJCR Gp O 5010-0	Adult Screening	Screening (Vulnerable Sector Screening / Reliability Screening) requirements for all supervisors, CIs, and CJCR Gp Volunteers attending the FTX.
CJCR Gp O 3020-1	Transportation Procedures (supersedes Transportation Policy and Procedures)	Requirements for the movement of cadets to and from an off-site field training location, including supervision during transport.
CJCR Gp O 5019-6	Codes of Conduct	Standard of cadet conduct applicable in the field, consistent with Standing Orders Section C.
CJCR Gp O 5019-3 / CJCR Gp Instr 50-55	Conduct and Performance Interventions – Cadets / Procedures	Process for addressing conduct or performance deficiencies that arise during a field activity.
CJCR Gp O 5018-1 / CJCR Gp Instr 50-13	Casualty Administration, Cadet, Civilian Instructor, and CJCR Gp Volunteer / Procedures (supersedes CATO 12-24)	Mandatory reporting procedure for any injury, exposure, or casualty occurring during the FTX.
CJCR Gp O 2008-3	Issues and Crisis Management	Escalation procedure for any serious incident (injury, missing cadet, disclosure, media interest) arising during the FTX.
CATO 16-02	Application of Cadets with Medical Conditions – Summer Training and NDHQ Directed Activities	Reference framework for assessing a cadet's medical fitness to safely participate in a physically demanding field activity.
CATO 13-29 Annex A / Annex B	Administrative Procedures – Social Issues: Child Abuse / Self-Destructive Thoughts, Attempted Suicide or Suicide	Mandatory disclosure-handling procedure if a harassment, abuse, or self-harm disclosure occurs during the activity, away from LHQ support.
CATO 55-04	Air Cadet Dress Instructions	Authorizes and governs wear of the cadet field training uniform (FTU) during field activities.

CJCR Gp O 5002-6	Cadet Selection Process	Where a field activity has limited spaces (e.g., an FTX with capacity limits), cadet selection must follow this standardized process.
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1. PURPOSE

1. This SOP establishes the mandatory procedures, responsibilities, and minimum standards for planning, authorizing, conducting, and debriefing field training activities (day exercises and overnight Field Training Exercises (FTX)) delivered by 283 Woodbridge Legion Squadron, in accordance with current CJCR Gp policy.
2. This SOP fills the gap left by Standing Orders, Section C, paragraph on Field Training, which previously stated that section was 'being revised.'

2. SCOPE AND APPLICATION

1. This SOP applies to all officers, Civilian Instructors (CI), CJCR Gp Volunteers, senior cadets, and cadets of 283 Squadron participating in any field training activity conducted:
2. at a location other than the squadron's Local Headquarters (LHQ);
3. involving an overnight component (an FTX); or
4. involving hiking, orienteering/land navigation, camping, cooking over an open flame or camp stove, or other outdoor field skills.
5. This SOP does not apply to Regionally or Nationally Directed Activities (RDA/NDA) or to Cadet Summer Training Centre (CSTC) programming, which are governed directly by RCSU (Central) and CJCR Gp Headquarters. It does apply to any Area Directed Activity (ADA) to the extent 283 Squadron staff act as supervisors in support of that activity, in addition to the ADA's own safety plan.
6. Where this SOP is silent, the current edition of the Cadet Program Activity Safety Direction (A-CR-CCP-930/AG-001) and CJCR Gp O 5001-0, Supervision of Cadets, govern.

3. DEFINITIONS

1. Field Training Exercise (FTX): an overnight, off-site training activity conducted by the squadron, normally classified as a Locally Directed Activity (LDA) under CJCR Gp O 8030-0 and planned in accordance with CJCR Gp Instr 80-01.
2. Exercise Commander (Ex Comd): the officer appointed by the Commanding Officer to hold overall command and safety authority for a specific field activity from the point cadets depart the rally point until they return to it.
3. Officer Primary Instructor (OPI): the staff member (normally the Training Officer or an appointed Flight Officer) responsible for the training content, planning, and administration of the activity.

4. Rally Point: the designated location (normally the LHQ) from which cadets depart for, and to which they return from, an authorized field activity; CJCR Gp-approved transportation begins and ends at the rally point.
5. Activity Safety Plan / Risk Assessment: the written hazard identification and risk mitigation document required by the Cadet Program Activity Safety Direction before any field activity is authorized.

4. RESPONSIBILITIES

4.1 Commanding Officer (CO)

1. Authorizes every field training activity prior to execution, having reviewed and accepted the Activity Safety Plan/Risk Assessment.
2. Appoints an Exercise Commander and confirms that all supervisory staff assigned meet current screening requirements under CJCR Gp O 5010-0.
3. Confirms the activity has been correctly classified and, where required, submitted through Cadet365/Fortress within the timelines set by RCSU (Central) for the applicable LDA/ADA request.
4. Remains reachable, or designates a deputy who is reachable, for the duration of any overnight FTX.

4.2 Exercise Commander (Ex Comd)

1. Holds overall safety and command authority for the activity from departure to return to the rally point.
2. Ensures the Activity Safety Plan is briefed to all supervisory staff and senior cadets before departure, and that a copy is carried on-site together with emergency contact information.
3. Is the first point of decision for any deviation from the approved plan (e.g., early termination due to weather) and is responsible for notifying the CO immediately of any such deviation.
4. Ensures an accurate roll (cadets and staff, including any known medical conditions or allergies per CATO 16-02) is maintained and reconciled at every muster point throughout the activity.

4.3 Officer Primary Instructor (OPI) / Training Officer

1. Develops the training plan and lesson content for the activity, ensuring alignment with the applicable Proficiency Level Qualification Standard and Plan (QSP).
2. Prepares the Activity Safety Plan/Risk Assessment for CO review, addressing at minimum: terrain and environmental hazards, wildlife, water hazards, fire, weather contingency, medical/casualty response, and communications.
3. Confirms cadet eligibility (permission forms, medical information, dietary/allergy information) is complete before the activity.

4.4 Supervisory Staff (Officers, CIs, CJCR Gp Volunteers)

1. Must hold current screening under CJCR Gp O 5010-0 before assuming unsupervised contact with cadets at the activity.
2. Maintain the assigned supervision ratio at all times, including during sleep periods, latrine/washroom breaks, and free time.
3. Immediately report any injury, disclosure, or safety concern to the Ex Comd.

4.5 Senior Cadets / Staff Cadets

1. May assist with the delivery of field training under direct supervision, but a staff cadet's role is that of a subject-matter assistant only; supervision responsibility for junior cadets cannot be delegated to a cadet, consistent with CJCR Gp O 5001-0.

4.6 Cadets

1. Must comply with all safety direction given by supervisory staff, remain within designated boundaries, and immediately report any injury, illness, or hazard observed.

5. ACTIVITY CLASSIFICATION AND AUTHORIZATION PROCESS

1. A squadron field exercise is normally classified as a Locally Directed Activity (LDA) under CJCR Gp O 8030-0, and must be planned in accordance with CJCR Gp Instr 80-01, Locally Directed Activities.
2. A day field activity of nine 30-minute periods conducted on a weekend without an overnight component is a Supported Day; an activity spanning two overnight-linked training days is a Supported Weekend. The applicable classification determines CJCR Gp funding and support eligibility and must be confirmed with the Training Officer before planning proceeds.
3. The OPI submits the activity request/training plan (with the draft Activity Safety Plan attached) through the squadron's chain of command for CO review, then through Cadet365/Fortress to the Area/RCSU (Central) for any required support, no later than the submission deadline set by RCSU (Central) for the training year.
4. No field training activity will proceed without the CO's authorization and a completed, CO-reviewed Activity Safety Plan/Risk Assessment on file.

6. RISK MANAGEMENT AND THE ACTIVITY SAFETY PLAN

1. In accordance with the Cadet Program Activity Safety Direction (A-CR-CCP-930/AG-001), every field training activity requires a written Activity Safety Plan addressing, at minimum:
2. A description of the activity, location, dates/times, and rally point;
3. An identification of hazards specific to the site and activity (terrain, water, wildlife, traffic, weather, fire, isolation/remoteness, cellular/radio coverage);
4. Mitigation measures for each identified hazard, including any go/no-go weather criteria;

5. The supervision ratio to be applied (see Section 7) and the names/qualifications of assigned supervisory staff;
6. Emergency response procedures, including the location of the nearest hospital/emergency service and evacuation routes;
7. A communications plan (see Section 9); and
8. Sign-off by the OPI, Ex Comd, and Commanding Officer.
9. The Activity Safety Plan is a living document: the Ex Comd is authorized, and expected, to pause or terminate an activity if conditions on the ground no longer match the plan's assumptions (e.g., deteriorating weather, an injury, or a hazard not previously identified).
10. A copy of the signed Activity Safety Plan, the cadet/staff roster, and emergency contact information for all participants must be left with a designated squadron staff member who is not attending the activity (the 'duty contact'), and a copy carried by the Ex Comd on-site.

7. SUPERVISION REQUIREMENTS

1. Minimum supervision ratios and supervisor qualifications are governed by CJCR Gp O 5001-0, Supervision of Cadets, which sets separate minimums for day activities and overnight activities and requires that, collectively, supervisory staff be adequate to respond to and manage a foreseeable emergency.
2. For a day activity of one day's duration with no overnight accommodation, the historic General Safety Program minimum has been at least one adult supervisor of each gender present for mixed-gender activities, for every 20 cadets.
3. All supervisors, CIs, and CJCR Gp Volunteers assigned to the activity must hold current screening under CJCR Gp O 5010-0 (Vulnerable Sector Screening and any required Reliability Screening) before the activity, and the Ex Comd must confirm this as part of activity authorization.
4. Consistent with CJCR Gp O 5001-0, the squadron will make reasonable efforts to ensure supervisory staff on overnight activities are broadly representative of the cadet participants present, and will not rely on cadets, including staff cadets, to fulfill the adult supervision function.
5. Where the activity occurs at more than one location simultaneously (e.g., a main camp area and a separate activity station), supervision must be maintained at each location independently; supervisors may not be counted toward more than one location's ratio at the same time.

8. CADET ELIGIBILITY, MEDICAL SCREENING, AND SELECTION

1. Cadets must have a completed and current parent/guardian permission form on file, submitted in accordance with Standing Orders, Section C (Registration for Non-LHQ Training and Activities), before attending any field activity.
2. The OPI is to review each participating cadet's on-file medical information and, where a cadet has a disclosed medical condition, consult the framework in CATO 16-02,

Application of Cadets with Medical Conditions, to determine what, if any, accommodation, additional documentation, or activity modification is required. No cadet is to be excluded from participation solely on the basis of a disclosed medical condition without this review having taken place.

3. Where the activity has limited capacity, cadet selection must follow the standardized Cadet Selection Process (CJCR Gp O 5002-6): needs identification, notification to all eligible cadets, application, review, and selection with feedback, consistent with Standing Orders, Section A, paragraph 33.
4. Cadets are to bring only the kit/equipment specified on the activity-specific kit list issued by the OPI; personal weapons, unauthorized bladed tools, alcohol, cannabis, tobacco/vaping products, and fireworks are strictly prohibited, consistent with Standing Orders, Section C (Substance Use Policy).

9. TRANSPORTATION

1. All movement of cadets to and from an off-site field activity must comply with CJCR Gp O 3020-1, Transportation Procedures, and be supervised in accordance with CJCR Gp O 5001-0.
2. Only CJCR Gp-approved transportation methods (contracted carrier, CAF vehicle, or another method specifically authorized by the CO/RCSU (Central)) are to be used; the use of private vehicles to transport cadets who are not the driver's own children requires specific prior authorization and, where required, appropriate insurance and screening of the driver.
3. A departure and return manifest (names of all cadets and staff, vehicle assignments, and expected/actual departure and return times) is to be completed by the Ex Comd and provided to the duty contact.

10. COMMUNICATIONS PLAN

1. Every Activity Safety Plan must include a communications plan identifying: the primary means of communication with the duty contact (cellular, satellite communicator, or radio, as dictated by site coverage); a backup means where primary coverage is uncertain; and a fixed check-in schedule (e.g., on arrival, at a mid-point, and on return, at minimum).
2. Where a site has known unreliable cellular coverage, the Ex Comd must confirm an alternate means of communication (e.g., a satellite messenger device or a pre-arranged relay through a local contact) before the activity is authorized.
3. A missed scheduled check-in triggers immediate action by the duty contact: attempt re-contact, then notify the Commanding Officer, escalating to CJCR Gp O 2008-3, Issues and Crisis Management, procedures if contact cannot be re-established within the period set out in the Activity Safety Plan.

11. ON-SITE STANDARDS AND CONDUCT

1. Standing Orders, Section C (Conduct and General Expectations of Cadets, and Non-Fraternization and Boundary Rules) apply in full during field activities; the more informal field setting does not relax standards of conduct, supervision boundaries, or dress.
2. The cadet field training uniform (FTU), where authorized, is worn in accordance with CATO 55-04; civilian outdoor clothing may be worn only where and as specifically authorized for the activity by the CO.
3. Sleeping arrangements must maintain separation by sex in accordance with Standing Orders, Section C, paragraph on entering living/sleeping quarters of the opposite sex; supervisory staff quarters must be separate from cadet quarters while allowing for effective supervision access.
4. Open flame (campfires, camp stoves) is permitted only where authorized in the Activity Safety Plan, with a designated fire-safety supervisor, appropriate clearance from combustible material, and a means of extinguishing readily available at all times.
5. Any environmentally sensitive site use (protected areas, Crown land, provincial parks) must respect applicable environmental stewardship direction; the OPI is to confirm any site-specific permit or permission requirements before booking the location.

12. EMERGENCY PROCEDURES

12.1 Medical Emergency / Injury

1. The nearest qualified first aider on staff provides immediate first aid; the Ex Comd is notified immediately and determines whether emergency services (911) are required.
2. All injuries, however minor, are recorded and reported through the casualty administration process at CJCR Gp O 5018-1 and CJCR Gp Instr 50-13, Casualty Administration, which supersedes the former CATO 12-24 reporting procedure. The CO must be notified without delay, and the CO is responsible for onward reporting to RCSU (Central) within the timelines set by that Instruction.
3. Parents/guardians of an injured cadet are notified by the Ex Comd or CO as soon as practicable, and in accordance with any RCSU (Central) direction on next-of-kin notification sequencing where a serious injury has occurred.

12.2 Lost or Missing Cadet

1. On discovery that a cadet cannot be accounted for at a muster, the Ex Comd immediately: halts all other activity movement, conducts an area search within a defined safe boundary using paired (never single) searchers, and starts a timer.
2. If the cadet is not located within the time limit set in the Activity Safety Plan (a conservative default, pending site-specific planning, is 30 minutes), the Ex Comd contacts local emergency services and the CO/duty contact without further delay; a squadron search is not a substitute for engaging professional search-and-rescue resources once the time limit is reached.

12.3 Severe Weather / Environmental Hazard

1. The Ex Comd applies the go/no-go weather criteria set in the Activity Safety Plan; where conditions exceed those criteria (e.g., lightning, extreme heat/cold, flooding), the activity is suspended, cadets and staff move to the designated shelter/rally point, and the CO is notified of the decision to suspend or terminate.

12.4 Disclosure of Harassment, Abuse, or Self-Harm Risk

1. Any disclosure received in the field is handled as a duty-to-report matter under Standing Orders, Section C, and the procedures at CATO 13-29 Annex A (Child Abuse) or Annex B (Self-Destructive Thoughts/Behaviour, Attempted Suicide or Suicide), as applicable.
2. The receiving staff member does not promise confidentiality, keeps the disclosing cadet safe and supported, and reports to the Ex Comd/CO immediately; the CO engages CJCR Gp O 2008-3, Issues and Crisis Management, escalation procedures and, where required, local emergency/crisis services, even where this requires terminating the activity early.

13. POST-ACTIVITY REQUIREMENTS

1. On return to the rally point, the Ex Comd reconciles the return manifest against the departure manifest and confirms this with the duty contact before releasing cadets to parents/guardians.
2. All squadron equipment is inspected, cleaned, and returned to Supply in accordance with Standing Orders, Section D.
3. The OPI conducts a post-activity report/debrief within one week, capturing: attendance, any incidents or near-misses (even if minor), lessons learned, and recommended changes to the Activity Safety Plan template for future activities.
4. Any casualty administration or CJCR Gp O 2008-3 reports initiated during the activity are followed through to completion and filed in accordance with the applicable Instruction.

Appendix 1 to Annex G — Activity Safety Plan / Risk Assessment Template

[To be completed by the OPI for each specific field activity and reviewed/signed by the Ex Comd and Commanding Officer prior to authorization.]

Element	Detail
Activity name / dates / rally point	
Classification (LDA/ADA/Supported Day/Supported Weekend)	
OPI / Ex Comd	
Supervisory staff (name, role, screening status)	
Cadet participants (number, selection method if applicable)	
Identified hazards	
Mitigation measures	
Weather go/no-go criteria	
Supervision ratio applied (cite current CJCR Gp O 5001-0 figure)	
Transportation method	
Communications plan / check-in schedule	
Nearest hospital / emergency service	
Duty contact (name, contact info)	
CO authorization (signature/date)	

Appendix 2 to Annex G — Standard Field Kit List (Cadet)

[Base list — adjust per activity, season, and site in the Activity Safety Plan.]

- a. Cadet field training uniform (FTU) or authorized civilian outdoor equivalent
- b. Weather-appropriate layered clothing and rain protection
- c. Sturdy closed-toe footwear broken in prior to the activity
- d. Sleeping bag and sleeping pad rated for expected overnight temperature
- e. Personal mess kit, water bottle/hydration system
- f. Headlamp or flashlight with spare batteries
- g. Personal first aid items (any personal medication, clearly labelled, held by supervisory staff for younger cadets as arranged with parents)
- h. Sunscreen, insect repellent (non-aerosol where site restricts aerosols)
- i. No personal electronic devices beyond an approved communication device, per Standing Orders, Section C

Appendix 3 to Annex G — Emergency Contact / Duty Contact Card

[Printed and carried by the Ex Comd on every field activity; a duplicate held by the duty contact at LHQ.]

Role	Name	Phone
Commanding Officer	Capt Peter C. Ferguson, CD	
Exercise Commander		
Duty Contact (not attending)		
Nearest Hospital		
Local Emergency Services	911 (confirm cellular coverage on-site)	
RCSU (Central) Duty Officer		