

# 2018 CADET JOINING INSTRUCTIONS ATLANTIC REGION CADET TRAINING CENTRES



**ARGONAUT CADET TRAINING CENTRE**



**GREENWOOD CADET TRAINING CENTRE**



**HMCS ACADIA CADET TRAINING CENTRE**



**DEBERT CADET FLYING TRAINING CENTRE**



## INTRODUCTION

Congratulations on your selection to attend an Atlantic Region Cadet Training Centre (CTC). We hope you will find your summer experience challenging, rewarding, fun and above all, safe. This booklet provides you with some information about the CTC that you have been selected to attend. These Joining Instructions along with some more interactive content are available at our CTC Facebook Pages and on our CTC websites (under the "What you need to know" section), you can find the links to these resources in paragraph 5 or browse to our regional Facebook Page at <http://www.facebook.com/AtlCadets> which will regularly link to this content during the summer season.

Atlantic Region operates four CTCs throughout the region: Argonaut CTC located in Oromocto, NB; Greenwood CTC located in Greenwood, NS; HMCS ACADIA CTC located in Clementsport, NS; and the Debert Cadet Flying Training Centre, located in Debert, NS. Atlantic Region aims to provide a high calibre of training to all cadets chosen to attend a CTC.

Experience over the many years of operating CTCs has shown the requirement to have well established basic rules and regulations necessary to ensure the good health, safety, and well-being of the cadets. All cadets will be required to conform to these rules and regulations. Parents/guardians must realize that it would not be possible to accommodate those who would cause conflict or obstruct the routine of the CTC. In the rare case where cadets pose a major disciplinary problem they will be returned home after notification by telephone to their parents/guardian, their cadet unit, and Zone Training Officer. It is stressed that such occurrences are rare and that every attempt is made to correct the problem before resorting to this action. It is extremely important that the staffs at the CTC are able to contact the parent/guardian of a cadet at all times. If for any reason your contact number changes please notify the CTC immediately at the numbers indicated in these Joining Instructions.

It is of the utmost importance that all cadets who are attending a CTC follow the instructions contained herein. Enjoy your summer experience and good luck!



L.R.C. Trim  
Commander  
Commanding Officer  
RCSU(A)

## GENERAL

1. Each year, the Regional Cadet Support Unit (Atlantic) (RCSU(A)) authorizes the organization and establishment of Cadet Training Centres (CTCs). The summer training program is meant to compliment the mandatory training that occurs at the local corps/squadron. All courses are designed to challenge cadets both mentally and physically through instruction, practice, and practical application of skills.
2. It is not uncommon for a cadet to want to return home shortly after arriving at the CTC, especially if it is their first time at the CTC. There are a number of things a parent can do to help prevent or lessen homesickness well before your cadet leaves for summer training:
  - a. Have confidence in your cadet's ability to manage the challenge of being away and their ability to beat homesickness. Talk to other parents who have sent their children to summer training.
  - b. Talk to your cadet about the possibility of homesickness, and your own personal experiences with it and how you handled it. Tell them you are confident in their abilities to manage being away.
  - c. Help them become familiar with skills they will need for summer training, such as doing their own laundry, making their own bed, ironing their uniform, showing them pictures of the Training Centre and activities through CTC social media sites.

Parents/guardians are encouraged to contact the Duty Centre at the CTC if their child/ward contacts them wishing to return home so the situation can be discussed and so that every effort can be made to resolve the issue prior to sending the cadet home and/or the parent/guardian coming to pick up the cadet.

3. Each course offered at the CTC has it's own curriculum, with some courses being more hands on while others more academic. While the CTC will do it's best to work with each cadet in order to help them meet all the course objectives, there will be times when cadets will return home with an "incomplete" on their Cadet Participation Evaluation Report. It should also be noted that the Glider Pilot Scholarship is mainly academic, and unfortunately each year there are cadets that are not suited to becoming pilots even though they are highly motivated to the task. The course length and flying hours available are such that some students cannot reach the required standard within the allotted flying time and are sent home without completing the course. It is recognized that given more flying time some of these cadets could reach the standard, but unfortunately the program has limited time and resources.

## PARENTAL/GUARDIAN CONSENT

4. A signed copy of the *Offer of Participation* generated by Fortress must be hand carried by the cadet and presented to Training Centre staff upon arrival.

## CTC WEBSITE INFORMATION

5. Friends and family can find out more about what is going on at each CTC throughout the summer by visiting the CTC Facebook Page, or Twitter Account. The sites include daily updates of pictures, stories, and important events allowing visitors to the site to experience camp life as training is being conducted.

The addresses for each CTCs website, facebook pages are as follows:

- a. **Argonaut CTC:**
  - (1) Facebook: <http://www.facebook.com/ArgonautCadets>
  - (2) Twitter: <http://www.twitter.com/ArgonautCadets>
  - (3) Official hashtag: #CadetsArgonaut
- b. **Greenwood CTC:**
  - (1) Facebook: <http://www.facebook.com/GreenwoodCadets>
  - (2) Twitter: <http://www.twitter.com/GreenwoodCdts>
  - (3) Official hashtag: #CadetsGreenwood

## CTC Cadet Joining Instructions

- c. **HMCS Acadia CTC:**
  - (1) Facebook: <http://www.facebook.com/HMCSAcadiaCadets>
  - (2) Twitter: <http://www.twitter.com/HMCSAcadiaCads>
  - (3) Official hashtag: #CadetsAcadia
- d. **Debert CFTC:**
  - (1) Facebook: <http://www.facebook.com/DebertCadets>
  - (2) Twitter: <http://twitter.com/DebertCadets>
  - (3) Official hashtag: #CadetsDebert

### Sharing your CTC experience with media and online

6. This summer our public affairs team will be publishing content online through official social media sites, official websites, and submitting content to traditional media outlets like your hometown newspaper – we'll even be inviting journalists out to experience cadet summer training opportunities first hand.

As part of your application for membership, cadets agreed to the disclosure of photos, videos, as well as your name, age, home corps or squadron and location, and accomplishments in Cadets, through print and electronic media as part of our efforts to raise awareness about Canada's Cadet Program. If at any time you do not wish your photo or information to be please let our public affairs team know. If there's any other reason you're information cannot be disclosed please inform us as soon as possible.

We also want you to share your experience in Cadets and at our CTC this summer. We encourage you to interact with our public affairs staff, on-site journalist, and to share your CTC experience through personal social media accounts in an appropriate manner that reinforces the aims of the Canadian Cadet Organizations.

Our ongoing hashtags we use each summer include: #CadetSummer, #CTCSummer, and #SummerTrg.

### CTC CONTACT INFORMATION

7. When visiting the CTC all visitors must be able to present the following identification if requested:

- a. Military personnel - Valid NDI 20 or NDI 10 identification card;
- b. Cadets and Staff Cadets – Not required when travelling with a person who is of the age of majority; and
- c. Civilian Visitors – Valid photo identification such as a driver's licence or passport.

8. If you are placing a call to the CTC please be prepared to leave a short message including the full name of the cadet, the course they are taking, your full name and phone number, and the best time to call you back. Due to the locations used for training it could take some time before we can arrange for a cadet to call home. Therefore if the reason you are calling is an emergency (e.g. death or serious illness of a family member) please indicate this in your message and every effort will be made to have your son/daughter/ward call home as quickly as possible.

9. Detailed below is the contact information for each Atlantic Region CTC:

- a. **Argonaut Cadet Training Centre**
  - (1) Location: 310 Nashwaak Ave., 5 CDSG, Gagetown, Oromocto, NB;
  - (2) Duty Office (24 hours/day): 1-888-630-2555 or (506)422-2000, extension 1281;
  - (3) Mailing Address - please ensure a return address is included on all mail in the event the staff members or cadet has already returned home:

## CTC Cadet Joining Instructions

Rank-Initials-Surname  
Course Cadet (or Staff) Argonaut CTC  
PO Box 17000 Stn Forces  
Oromocto, NB E2V 4J5; and

- (4) Email Access: Argonaut CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

### b. Greenwood Cadet Training Centre

- (1) Location: 14 Wing Greenwood, Greenwood (next to Kingston, NS);
- (2) Duty Office (24 hours/day): (902)765-1494 extension 5750 or 5267;
- (3) Mailing Address – please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname  
Course Cadet (or Staff) Greenwood CTC  
PO Box 1300  
Greenwood, NS B0P 1N0; and

- (4) Email Access: Greenwood CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

### c. HMCS ACADIA Cadet Training Centre

- (1) Location: 268 Marine Drive, Cornwallis, NS, B0S 1H0;
- (2) Duty Office (24 hours/day): (902)638-2217;
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname  
Course Cadet (or Staff) HMCS ACADIA CTC  
PO Box 63  
Clementsport, NS B0S 1E0; and

- (4) Email Access: HMCS ACADIA CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

### d. Debert Cadet Flying Training Centre

- (1) Location: Debert Hospitality Center, Debert, NS with flight training conducted at Debert Airport;
- (2) Duty Office (24 hours/day): (902) 662-2936
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname

## CTC Cadet Joining Instructions

Course Cadet (or Staff) Debert Cadet Flying Training Centre  
475 McElmon Rd Unit #2  
PO Box 89  
Debert, NS B0M 1G0; and

- (4) Email Access: The Cadet Debert Flying Training Centre cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

### TRAVEL INSTRUCTIONS

10. Transportation instructions for Atlantic Region cadets and staff proceeding to and from CTCs can be found at Annex B.

### REQUIRED CLOTHING AND EQUIPMENT

11. Cadets are required to travel to and from the Training Centre in uniform (C2). Ribbons not medals are worn with C2 dress. Cadets are to ensure that all uniform items fit properly and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CTC.

12. All items of kit and personal belongings must be clearly labelled, with a permanent marker, with the cadet's name and the cadet corps/squadron number. Cadets are reminded that they are solely responsible for any valuable items brought to the CTC as the Canadian Forces will not be held liable for the loss or damage of valuables brought to the CTC by cadets. Cadets bringing valuables to the CTC are encouraged to obtain personal insurance to cover the replacement cost of these items. To eliminate any valuables being stored or security problem, it is recommended that the cadets not bring jewellery, expensive clothing, etc. to the CTC. Cadets bringing valuable items to the CTC must record such items on the *Record of Valuable Items* Form found at Annex C and pass this form to the CTC staff conducting kit checks.

13. Because of the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property. The main objective of such an inspection is to ensure that each cadet has the necessary clothing and equipment required for his or her use during the CTC program. Prohibited items (see paragraph 20) will be confiscated and secured. These articles will be returned prior to the cadet returning home.

14. Staff Cadets will attend a semi-formal dinner and dance and should bring semi-formal attire.

15. Air Cadets attending the Glider Pilot Scholarship (GPS) in Debert are required to bring:

- a. Medical Certificate (Original Transport Canada medical Certificate obtained from a certified Civil Aviation Medical Examiner (CAME). A local CAME can be found at <http://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/1.aspx?lang=eng>. The cost for obtaining a transport Canada medical Certificate is not reimbursed by DND nor covered by any provincial medical plans.);
- b. Birth Certificate (original);
- c. Passport photo that must include the name and address of the photography studio and date the photo was taken; (if not previously submitted)
- d. Federal or Provincial government-issued photograph identification; and
- e. Funds to cover the following expenses:
  - (1) Transport Canada Exam - \$105.00; and
  - (2) Glider Pilot License - \$55.00.

## CTC Cadet Joining Instructions

16. Air Cadets attending the Glider Pilot Scholarship (GPS) or the Power Pilot Scholarship (PPS) in Debert should bring funds to cover the following optional expenses (approx. \$10.00 per item):

- a. Gliding School badge;
- b. Flight suit nametag;
- c. Solo badge; and

17. Air Cadets attending the Basic Survival or Survival Instructor Courses in Greenwood are required to bring the following items:

- a. Small mirror;
- b. Jacket;
- c. Extra wool socks; and
- d. Long trousers for the bush;

18. The day-to-day dress for all cadets will be uniform. For those cadets attending Sail or Boatswain courses at HMCS ACADIA CTC please bring additional sets of sports gear for wear on the water. Cadets attending Fitness Courses at Argonaut CTC should also bring additional sports gear. For all other cadets, depending on the CTC you are attending you may be permitted to wear some civilian clothing during your leisure time and it is recommended that you bring a few extra civilian t-shirts that are neat, clean, and do not bear any offensive words, pictures, etc. They must be properly fitting and not too revealing. Additionally, you may wish to bring one pair of civilian pants that are neat, clean and properly fitting.

19. All cadets are required to bring the following personal items:

Wear	UNIFORM REQUIREMENTS
	BELT
	BOOTS (Properly fitting and in good condition)
	GREY WOOL SOCKS
	GUN SHIRT (Sea Cadets only)
	HEADDRESS
	JACKET
	LANYARD (Sea Cadets only)
	SHIRT SHORT SLEEVE (Air and Army Cadets only)
	TIE (Air and Army Cadets only)
	TROUSERS

Packed	UNIFORM REQUIREMENTS
	CADET T-SHIRT (2)
	FIELD TRAINING UNIFORM (Army cadets only)
	GREY WOOL SOCKS (1)
	GUN SHIRT (1) (Sea Cadets only)
	SEA TRAINING UNIFORM (Sea Cadets only)
	WEB GEAR (Six week Sea Cadets only)

Packed	MANDATORY ITEMS
	COMBINATION LOCK
	COMB/BRUSH
	DEODORANT
	EYEGLOSS PRESCRIPTION (Extra pair of glasses if possible)
	FACE CLOTHS AND TOWELS (2)
	FEMALE PERSONAL HYGIENE ITEMS
	PAJAMAS
	SAFETY STRAP FOR GLASSES (As required)
	SHAMPOO
	SHAVING KIT (As required)
	SHORTS (min 2 pairs, solid conservative colour (e.g. black, blue, grey), length to fall between top of the knee to approx 5 cm above the knee, spandex is not acceptable)
	SHOWER SANDALS
	SNEAKERS (2 pairs preferred, non-marking soles)
	SOAP AND SOAP CASE
	SPORT SOCKS (7 pairs)
	SWEATER/SWEATSHIRT
	SWEATPANTS/TRACK PANTS
	SWIMSUIT
	TOOTH BRUSH, TOOTHPASTE



## CTC Cadet Joining Instructions

Packed	OPTIONAL ITEMS
	BATHROBE
	CAMERA
	PENS/PENCILS
	RAIN GEAR (Sail cadets only)
	SMALL FLASHLIGHT
	SMALL GYM BAG
	SUNGLASSES (Non-Mirror)
	SWIMMING GOGGLES (1)
	WRITING MATERIAL

	T-SHIRTS
	UNDERWEAR (7 pairs)
	CIVILIAN CLOTHING 2 OUTFITS
	LIP BALM / SUNBLOCK (SPF 30+)
	LINT BRUSH
	LAUNDRY DETERGENT AND FABRIC SOFTENER
	SEWING KIT
	SHOE POLISH KIT AND PRESS CLOTH
	PLASTIC COAT HANGERS
	WATER SHOES (Required by Sail Sea Cdts and Army Cdts)

### FORBIDDEN ITEMS

20. The following table lists items that are prohibited and not allowed at Cadet Training Centres.
- Prohibited by law items will be handed over to the Military or Civilian Police.
  - Prohibited by the CCO items will be confiscated by staff upon discovery and disposed of.
  - Not allowed items will be returned home at the cadet's expense or held by the CTC until the cadet departs.

List of items PROHIBITED by law at Cadet Training Centres	List of items PROHIBITED by the CCO at Cadet Training Centres	List of items NOT ALLOWED at Cadet Training Centres
Firearms (any kind)	Daggers	Gaming Consoles / Stereos / Lap top computers
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade boots / Personal pillows / blankets
Controlled substances	Pornographic materials	Motor vehicles / skateboards
Alcoholic beverages	Laser pointers	Pets
Explosives	Lighters and other fire starting equipment	Food
Weapons (Brass Knuckles, Ninja Stars etc.)	Flammables	Scissors
	Tobacco products	two-way radios (e.g. walkie-talkies);

### GRADUATION PARADES

21. Parents/guardians, friends and family are welcome to attend the graduation parades held for each course. The Graduation Parades will be held for each of the courses as indicated below:

COURSE	DATE	TIME	LOCATION
<b>ARGONAUT</b>			
1 <sup>st</sup> 2-Week Graduation <i>General Training</i>	Thu, 19 Jul 2018	1830 hrs (6:30 pm)	Argonaut Parade Square
1 <sup>st</sup> 3-Week Graduation <i>Basic: Drill and Ceremonial, Expedition, Marksman, Fitness and Sports, and Musician (Pipes and Drums) courses</i>	Thu, 26 Jul 2018	1830 hrs (6:30 pm)	Argonaut Parade Square
2 <sup>nd</sup> 2-Week Graduation <i>General Training</i>	Thu, 2 Aug 2018	1830 hrs (6:30 pm)	Argonaut Parade Square
Final Graduation <i>All 6-week courses and the third serial of the GT and Basic courses.</i>	Thu, 16 Aug 2018	1000 hrs (10:00 am)	Argonaut Parade Square
<b>GREENWOOD</b>			
1 <sup>st</sup> 2-Week Graduation <i>General Training</i>	Thu, 19 Jul 2018	1830 hrs (6:30 pm)	14 Wing Parade Square
1 <sup>st</sup> 3-Week Graduation	Thu, 26	1830 hrs	14 Wing Parade

## CTC Cadet Joining Instructions

<i>Basic: Drill and Ceremonial, Survival, Aviation, Aviation Technology and Aerospace courses</i>	Jul 2018	(6:30 pm)	Square
2 <sup>nd</sup> 2-Week Graduation <i>General Training</i>	Thu, 2 Aug 2018	1830 hrs (6:30 pm)	14 Wing Parade Square
Final Graduation <i>All 6-week courses and the third serial of the GT and Basic courses.</i>	Thu, 16 Aug 2018	1830 hrs (6:30 pm)	14 Wing Parade Square
<b>HMCS ACADIA</b>			
1 <sup>st</sup> 2-Week Graduation <i>GT</i>	Thu, 19 Jul 2018	1830 hrs (6:30 pm)	HMCS ACADIA Parade Square
1 <sup>st</sup> 3-Week Graduation <i>Basic: Drill and Ceremonial, Sail, Seamanship and Musician courses</i>	Thu, 26 Jul 2018	1830 hrs (6:30 pm)	HMCS ACADIA Parade Square
2 <sup>nd</sup> 2-Week Graduation <i>General Training</i>	Thu, 2 Aug 2018	1830 hrs (6:30 pm)	HMCS ACADIA Parade Square
Final Graduation <i>All 6-week courses and the third serial of the GT and Basic courses.</i>	Thu, 16 Aug 2018	1830 hrs (6:30 pm)	HMCS ACADIA Parade Square
<i>Note: Parents/guardians and family members are welcome to arrive at HMCS ACADIA after 1400 hrs (2:00 pm) on the day of the graduation parade to tour the CTC and/or attend the afternoon awards ceremony at the Theatre in the Admiral Desmond Piers Building.</i>			
<b>DEBERT CADET FLYING TRAINING CENTRE</b>			
GPS	Fri, 17 Aug 2018	1300 hrs (1:00 pm)	Debert Airfield
PPS	TBA	TBA	TBA

### PARENTAL/GUARDIAN PICK UP AND DROP OFF

22. If parents/guardians are transporting cadets directly to the CTC they are requested to arrive after 1400 hrs (2:00 pm) and no later than 1600 hrs (4:00 pm) on the Sunday before the course start date. Cadets are to be dropped off at the Duty Office. Cadets must arrive at the Training Centre in uniform as per regulations. Parents/guardians must complete the *Request for Parental / Guardian Pick Up / Drop Off of Cadets* form at Annex D and forward to the Corps/Squadrons Commanding Officer for onward submission to the applicable Movements Officer to the applicable Movements Officer if planning on dropping their child/ward off at the CTC.

23. If you wish to pick up a cadet at the end of a course, you must advise the Training Centre at least 7 days in advance of the cadet's graduation parade by mailing, emailing or faxing a copy of the *Request for Parental / Guardian Pick Up / Drop Off of Cadets* form at Annex D.

24. It is important to note that parental/guardian consent is required to authorize a pick up by someone other than the legal guardian and as indicated on the *Application for Participation form*. Identification of all persons presenting themselves to pick up a cadet will be verified against this authorization at all times. Persons who have not reached the age of majority (19) will not be authorized to pick up a cadet under any circumstance.

25. Cadets will be permitted to depart after their graduation parade and upon completion of their out clearance. It should be noted that wait times will vary depending on the numbers of cadets graduating and being picked up, with the final graduation being the largest and therefore longer wait times should be expected.

### **DAY AND OVERNIGHT PASSES**

26. Parents/guardians, and other authorized persons may come and take your son or daughter on a pass while at the Training Centre. In order to ensure the safety and well being of cadets in our care, please understand that consent of a cadet's parent/guardian is required to authorize a pass as given on the *Application for Participation* or within the cadet's profile info contained in the on-line database (Fortress) and only persons named by the parent/guardian will be permitted to take a cadet out on a pass as indicated. A cadet's Parent/Guardian may authorize additional persons to take a cadet on a pass during the summer by completing a *Request for Parental / Guardian Pick Up / Drop Off of Cadets* form at Annex D. As a minimum, you should advise us at least 48 hours in advance of your intentions to avoid delays.

## CTC Cadet Joining Instructions

27. Day/overnight passes allow a cadet to leave the Training Centre for a period of time and are granted only when the pass does not conflict with training. Passes are generally only approved for weekend days. Approval of the cadets' Flight Commander/Platoon Commander/Divisional Officer is required. Please contact the Duty Office for additional information.

### **CELLULAR TELEPHONES AND COMMUNICATIONS DEVICES**

28. Cadets are authorized to bring cellular telephones to the CTC. The CTC or RCSU(A) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones and blackberries are valuable items. Each CTC will advise Cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of an individual's right to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. While cadets are permitted to bring personal communication devices with them to a CTC, they do so with the understanding that:

- a. Cellular Telephones shall be locked in the Cadet's locker when not in use or charging. The communications device can only be used at designated times, within a designated area, as directed by the CTC. At all other times the cellular telephone must be turned off and secured in the Cadet's locker. Cell phones are considered a phone first and having one turned on during the day as a camera, calculator, music player or watch is not acceptable; Cadets expecting urgent messages during the day must have the message relayed through the CTC.
- b. Communications devices shall not be used at any time where individual privacy must be protected, such as, in washrooms or accommodations because of still photo or video recording features found in these devices. Furthermore, text messaging features shall not be used in such a way as to harass an individual or group of individuals or undermine the efficient operation of the CTC.
- c. Only a limited number of AC outlets are available for cadets to use to charge their communications devices. Charging of such devices will not be done using outlets needed to run fans, air conditioners, or other equipment intended for improving the cadets' quality of life in their accommodations. Furthermore, cadets will be required to "supervise" their device while it is being charged.
- d. Phones found to be turned on at times when they are not supposed to be, or are used to harass or violate the privacy of others, will be confiscated and returned to the cadet upon completion of training. Disciplinary action may be considered depending on the severity of the infraction.
- e. CTCs will not accept any responsibility for the security of any device or any costs incurred because of unauthorized use or loss.

### **MUSICAL INSTRUMENTS**

29. Cadets are permitted to bring musical instruments to the CTC; however, it is not required as the CTC will provide an instrument to each cadet undergoing musical training. The CTC or RCSU(A) does not take any responsibility for the loss, damage or cost of repairs for personal instruments. It is highly recommended that personal instruments brought to the CTC have insurance to cover any damage.

### **DISCIPLINE**

30. Cadets are expected to adhere to the rules of our program, which are designed to teach responsibility and self-worth, keep everyone safe, ensure fairness, and foster acceptance. Attached at Annex F is a copy of the Course Cadet Code of Conduct which each cadet arriving at the CTC is expected to sign and adhere to.

## CTC Cadet Joining Instructions

31. All cadets, regardless of age, are prohibited from purchasing, possessing or consuming alcoholic beverages or mood altering drugs. These substances will result in an automatic return home and could involve charges under the criminal or juvenile laws of Canada. Inappropriate relationships between officers, staff cadets, and course cadets will not be tolerated. An inappropriate personal relationship shall be deemed to mean a relationship of an emotional, romantic, or sexual nature between a staff member (including staff cadets) and cadets and a relationship of a sexual nature between cadets. In all cases, such relationships are strictly forbidden and administrative and or disciplinary action will be taken as deemed necessary in cases where these policies are violated.

### RETURN TO UNIT (RTU)

32. A course cadet may be returned home if he/she:

- a. fails to meet the training standards;
- b. does not meet the prerequisite requirements for the course;
- c. is declared physically or medically unfit;
- d. has requested to leave for compassionate reasons;
- e. is a discipline problem; or
- f. has a parent/guardian who submits a written request for a Return to Unit (RTU).

33. Parents/guardians will be notified in advance if a cadet is to be returned home early. Parents/guardians are encouraged to contact either the Commanding Officer or Deputy Commanding Officer directly by contacting the Duty Office/Orderly Room if their child contacts them wishing to return home so the situation can be discussed and every effort made to resolve the issue prior to sending the cadet home and/or the parent/guardian coming to pick the cadet up. When an RTU is requested by the parent/guardian(s), the parent/guardian will be required to bear the cost of return transportation.

### OUT OF BOUNDS

34. The following areas are out of bounds:

- a. female quarters to all male personnel;
- b. male quarters to all female personnel;
- c. staff quarters to all cadets; and
- d. any other area as designated by the CTC Commanding Officer.

### SMOKING

35. Persons under the age of 19 are prohibited from smoking in Atlantic Region CTCs. The Atlantic Region CTCs or personnel will not sell, supply, or allow cadets to possess tobacco products in accordance with federal and provincial legislation. Use of e-cigarettes or vaporizers at CTC is also prohibited.

### HAIRCUTS

36. Barbering facilities at the CTC are usually limited; therefore, cadets must have their hair cut prior to proceeding to the CTC. The staff will attempt to arrange visits to a barber with the cost of the haircut being the responsibility of the cadet.

### CTC FACILITIES

37. A banking system will be in place for cadet use. Banking services are set up for each course cadet on arrival at the Training Centre. Cadets may draw their money as needed from the finance office. Cadets are encouraged to limit spending money on hand and bank the remainder as a safeguard against loss or theft. It is suggested that spending money brought to the CTC be secured in their tunic breast pocket to allow for easy access during the in routine process. Money is not to be packed in luggage as cadets are normally separated from their luggage on arrival to the CTC.

## CTC Cadet Joining Instructions

38. Light refreshments, a variety of food products, souvenirs, and various laundry items are available at the cadet canteen for purchase by cadets.

39. Pay phones are available within the CTC to allow cadets the opportunity to contact home as necessary. It is recommended that cadets bring pre-paid long distance cards with them to expedite calling home.

### **RATIONS AND QUARTERS**

40. Rations (meals) will be provided at no cost to the cadet. Meals will be designed to provide a well-balanced diet. Those cadets that have special dietary needs are to advise the medical staff upon arrival at the CTC. Cadets will be housed in barrack style rooms and provided with an individual bunk and locker. Sheet exchange will be done weekly.

41. Washers and dryers or laundry services are available at no charge for cadet use. Cadets are to provide their own laundry soap, dryer sheets, and starch, which is available for purchase in the cadet canteen. It is recommended that cadets know how to use a washer and dryer prior to coming to the CTC.

### **MEDICAL AND DENTAL CARE**

42. All cadets are entitled to emergency medical and dental treatment while at the CTC. Additional details can be found in Annex F of the document. Sick parade will be held daily, however, medical treatment is available anytime. If applicable, arrangements and cost associated with orthodontic follow-up appointments while the cadet is at the CTC will be the responsibility of the parent/guardian as these services are not offered at the CTC and any related expenses are not covered by the Department of National Defence (DND).

43. The Canadian Armed Forces (CAF) has neither the mandate nor the resources to provide or guarantee allergen-free food items or preparation conditions. This limitation applies equally to meals provided or paid for by the CAF as to those provided or paid for by local sponsors, third parties or cadets themselves.

44. While it is generally possible to accommodate cadets with special dietary requirements such as vegetarian and/or vegan, this is usually limited to meals provided in the mess halls. Such accommodations are not usually possible for meals taken in the field.

45. Fasting is not compatible with summer training and attending CTC. The CAF are required to accommodate cadets wishing to fast for religious or spiritual reasons, except where the accommodation would cause undue hardship to the CAF or place the cadet's health or safety at risk, or that of others around him/her. Because of the physical requirements placed on cadets during summer training, the CAF's capability to accommodate a cadet or staff cadet wishing to fast even for religious or spiritual reasons may be very limited. Cadets may want to consult their religious / spiritual guides for available options.

46. Parents/guardians and LHQ staff need to be particularly vigilant in order to identify any potential influenza like illness (ILI) symptoms. Any staff or cadet exhibiting such symptoms within 7 days prior to travel to the CTC cannot be allowed to proceed on summer employment or training without first receiving appropriate medical clearance. Depending on the circumstances, opportunities may exist to commence employment or rejoin training once the individual is fully recovered. Unit COs will be responsible for ensuring that parents/guardians, cadets and staff are aware of the symptoms and prevention methods of spreading ILI.

47. Medical screening for all cadets and staff on in clearance at the CTC will include checking for symptoms of ILIs. Personnel showing symptoms of ILI will be isolated from the rest of the population to prevent spread and personnel who are confirmed to have ILI will be sent home if practical to do so (e.g. person is from the mainland and is able to travel). Personnel from NL and those physically unable to travel will remain at the CTC under isolation until they are able to travel or able to commence training.

### MEDICATION

48. The CTC medical staff will interview all cadets on arrival at the CTC. Non-prescription drugs such as aspirin or cough medicine shall not be brought to the CTC. If required, such medicine will be provided. If a cadet requires prescribed medication for a chronic condition, sufficient quantity of the prescription must be brought by the cadet to last the duration of their stay. Cadets taking medication(s) must bring a completed copy of the over the Medical Administration Form at Annex E during in-routine. The medical staff will determine whether or not a cadet is able to safely secure, control, and administer his/her own medication.

49. Cadets who are deemed not able to safely control their own medication will have their medication controlled by staff as appropriate. Parents/guardians may indicate in writing if they wish their child/ward to control their own medications or not. This request will be considered by medical staff.

### COURSE CADET TRAINING BONUS

50. A training bonus of \$60.00 per week of completed training will be paid to all course cadets to a maximum of \$360.00. Where a cadet is, for any reason, unable to finish the authorized activity and is returned to his or her unit (RTU), entitlement for the training bonus shall be determined on a per-diem basis for each day of attendance. Travel days do not count as training days.

### RELIGIOUS SERVICES

51. Protestant and Roman Catholic services will be made available at the CTCs and attendance is on a voluntary basis. Religious services for persons of other denominations may be arranged if required and available.

### REQUIREMENTS CHECK LIST

52. Below is a summary of items that cadets are required to bring to the CTC:

- a. Signed copy of the Offer of Participation;
- b. Kit List as identified in Paragraph 18 (all items labelled);
- c. Extra pair of eyeglasses and safety strap;
- d. Sufficient supply of perscription medication (if required);
- e. Annex B - Completed Record of Valuable Items Form;
- f. Annex D - Medical Administration Form; and
- g. Debert Cadet Flying Training Centre Cadets – Documents and money as identified in paragraphs 14 and 15.

## ANNEX A

### TRANSPORTATION INSTRUCTIONS

#### 1. GENERAL

- a. These instructions apply to all Atlantic Region cadets and staff proceeding to and from CTCs, personnel should print a copy and carry on person while traveling. For the purpose of this document, the term parent refers to parent/legal guardian and the term cadet refers to course and staff cadets.
- b. The responsible Region or Area Movements Officer (Mov O) will arrange all travel for Personnel. Personnel are **NOT** authorized to amend arranged travel; any requests for amendments are to be made to the responsible Mov O in a timely manner, however, changes are not normally authorized.
- c. The Department of National Defence (DND) is not responsible to transport cadets to any location other than their primary unit. In the event of a cadets' primary residence change prior to return from the CTC, amendments to original travel arrangements will be considered. Parents are to ensure that the Mov O is contacted ASAP regarding a change in residence, through their unit.
- d. Cadet Pick Up: Parents are advised that if someone other than themselves will be picking up their child from the training centre, home area upon return, or other location, they must complete the Parent Pick Up form at Annex D. Parents should also be advised that when picking up cadets, they are required to show photo ID. Additionally, parents are requested to contact local Mov Staff, through their unit, ASAP if they choose to transport their son / daughter to or from the CTC in lieu of the provided transportation.
- e. Cancellations: Personnel originally scheduled to attend a CTC and who are unable to attend for any reason are to contact their unit Commanding Officer who will contact the Zone Training Officer, or in an emergency / short notice, please contact the closest Mov O to your area directly (numbers listed below.)
- f. Dress and Deportment While Traveling: Cadets must travel in uniform (C2) at all times. Staff traveling with cadets must travel in uniform. All personnel travelling on DND charters will travel in uniform. Cadets are to be at their best behavior while traveling on all modes of transport.
- g. Assistance While Traveling: Movements Staff meet and assist cadets as required at major centres while making travel connections and on final destination. Movements' staff frequently provide meals at this time. If you are not met within 15 min of arrival at your destination, contact your Movements staff emergency contact listed below.
- h. Emergency contact numbers: For Transportation Inquires only, are provided at the end of this document for Personnel traveling who may otherwise require assistance.
- i. Overnight Transient Accommodation: Some personnel will require overnight accommodation while traveling to a CTC. If accommodations is required in a location which has a Canadian Forces Base / Wing, rations and quarters must be taken on the Base Wing where available. No reimbursement will be made for accommodation / rations costs without first confirming through the responsible Mov O that rations and quarters are not available. If rations and quarters are not available, written confirmation must be received from the Mov O in order to claim any associated costs. Contact the your Mov O to arrange for rations and quarters as required. For cadets, this will be done automatically. Overnight CIC (Cadet Instructor Cadre) supervisors will be provided for cadets.

## ANNEX A

- k. **Claims and Meal Reimbursement:** Cadets are not issued travel claims (DND 99's). Meals are usually provided enroute (e.g. Tim Hortons, Subway, McDonalds) and paid by RCSU(A). Before purchasing a meal, personnel are to check with Escorts. Where meals are purchased by cadets, reimbursement for meals will be made at the CTC shortly after arrival. Reimbursement is normally made according to the travel schedule and receipts are required. Personnel are reminded that they are not to accept reimbursement / submit a claim for any meal(s) provided by Movements or CTC staff, either purchased individually or by group feeding.

## 2. AIR TRAVEL

- a. **ID Requirements:** In accordance with Canadian Aviation Transportation Safety Authority regulations, Photo ID - One piece of valid government issued photo identification or 2 pieces of valid government issued identification is required for passengers 12 years of age or older. See <http://passengerprotect.gc.ca/identity.html> for specific details. Cadets will also be required to show identification when passing through security points. Photo Identification card such as passport, driver's licence, NS ID card are the preferred type of photo identification. It is important to ensure that the name, which appears on your ID, is the name, which appears on your travel documentation.

- b. **Baggage Information:** For travel on most commercial aircraft and DND aircraft, including charters, refer to the information provided below. **Checked Baggage:** A total of one piece of checked baggage will be accepted per Cadet passenger. The weight shall not exceed 50 lbs (23 Kgs) per cadet. Staff and Staff cadets are entitled to two pieces combined total not to exceed 70lbs. Overall dimensions (length plus width plus height) must not exceed 62 inches (157 cm). Baggage is not to be locked while travelling as security personnel may screen it. Below are the links for each of the airlines, however please keep in mind in most cases you will be travelling under DND baggage restrictions.

**\*\* NOTE \*\***You will be responsible for the fees for excess baggage, so take a few minutes before leaving home to determine prior to getting to the airport if you are carrying too much. It will cost you!

Airline sites are as follows:

Air Canada: [www.aircanada.com](http://www.aircanada.com)  
West jet: [www.westjet.com](http://www.westjet.com)  
Provincial Airline: [www.provincialairlines.ca](http://www.provincialairlines.ca)  
Porter: [www.flyporter.com](http://www.flyporter.com)  
Air Labrador: [www.airlabrador.com](http://www.airlabrador.com)

- d. **Carry-on Baggage:** One piece of hand baggage may be carried on board the airplane provided that the dimensions do not exceed 18 inches by 16 inches by 7 inches (46 cm by 41 cm by 18 cm). Garment / Suit bags are not normally allowed as carry on baggage. Carry on baggage must be convenient to be stowed in the passenger compartment of the aircraft and is not otherwise offensive or objectionable to any other passenger.
- e. **Excess Baggage:** There is normally NO entitlement for excess baggage (including, but not limited to, musical instruments and personal items, such as sporting equipment and stereos). Any additional costs incurred as a result of excess baggage will be the responsibility of the traveler. For DND aircraft (including charters), excess baggage is strictly prohibited.



## ANNEX A

- f. Restricted Items: Common items which are prohibited from carrying in carry-on or checked baggage are: containers containing flammable and/ or other hazardous material (look for the symbol on the container) nail polish remover, strike anywhere (wooden) matches, and unidentifiable liquids. Prohibited from carry-on baggage are penetrating objects such as knives, sharp-ended scissors, razor blades and metal nail files. For a complete list of subject items, please access the following link, <http://www.tc.qc.ca/eng/aviationsecurity/page-147.htm>.
- g. Baggage Ownership: Personnel are strictly prohibited from traveling with any baggage not belonging to them. If Personnel are found to be traveling with baggage belonging to other Personnel, the baggage will be confiscated and disciplinary measures will be taken. In addition, Personnel must be fully aware of the contents of their baggage and must ensure that it is never left unattended.
- h. Baggage Type and Identification: All baggage must be suitable, externally identified (full name, destination and home phone #) and packed in suitcases or in similar containers in order to ensure safe and convenient carriage with ordinary care and handling. It is also a good idea to identify the inside of baggage as external ID tags are sometimes torn off during handling. Suggest type of baggage due to weigh would be duffle bag (weigh is less than the common suitcase).
- i. Electronic Devices: Personnel are to ensure that if traveling with any electronic devices, e.g. Cell phones or lap tops, they are to be in serviceable and operating condition (carry chargers). Any items to be found not in accordance with this may be confiscated by security personnel.
- j. Airport Check In: Airport check in 2 hours prior to scheduled departure. Confirm departure time with commercial carrier well before scheduled departure. Check in with the Movements Officer near the check in counter with travel documentation issued by the Mov O and appropriate ID as outlined above.

### 3. COMMERCIAL BUS, TRAIN, AIRLINE TICKETS AND TRAVEL

- a. Tickets will take the form of the travel itinerary provided by your Movements Officer, which must be presented at the mode of transport. Cadets traveling are usually met by Mov Staff to assist with check in. Cadet travel information is emailed to the Unit Contact personnelon.
- b. Charter Bus Travel: No tickets are required for DND charter bus travel. A travel information sheet will be provided detailing the bus departure and return location and timings. Personnel should be at bus pick up point 30 minutes prior to scheduled departure. Personnel are permitted to bring no more than one piece of baggage as per para b above. Any additional baggage will be left behind and if required shipped back to the member's home at the members expense.
- c. Bay Ferry Travel: Reservations and pre payment for ferry travel, are normally made by the Mov O for Ferry travel between Digby, NS and Saint John, NB. An escort will be provided for cadets traveling aboard the ferry.
- d. Marine Atlantic Travel: Ferry reservations will not be booked for Staff who decline DND travel arrangements.
- e. Questions and/or concerns: Should be directed to your Unit Contact Officer if concerns regarding cadet or staff travel. Alternatively, you may contact the Movements' staff in your area.

**ANNEX A**

**4. EMERGENCY TRANSPORTATION CONTACT NUMBERS**

Emergency contact numbers for movements' staff are provided below for your information. In the event that you must contact somebody, contact your movements staff first. These numbers are provided for transportation related issues only and are not linked to any Cadet Training Centres.

<b><u>LOCATION</u></b>	<b><u>OFFICE PHONE #</u></b>	<b><u>CELL #</u></b>
Shearwater NS	(902) 720-1791 (902) 720-1817 (902) 720-1491	(902) 499-3810 (902) 225-9879
St John's NL	(709) 570-4697 (709) 570-4668	
Gagetown NB	(506) 422-2000 Ext: 1407	

If it is necessary to contact a cadet/officer at any Cadet Training Centre please use the contact numbers provided in the respective Joining Instructions or the numbers listed below:

Argonaut CTC 1-(888)-630-2555 or (506) 422-2000 extension 1281

HMCS ACADIA CTC (902) 638- 2217

Greenwood CTC (902) 765-1494 Ext 5750 / 5267

Debert Cadet Flying Training Centre (902)-896-4498

**ANNEX B**

**RECORD OF VALUABLE ITEMS**

**THIS FORM IS TO BE COMPLETED AND BROUGHT TO THE CTC**

Unless serial numbers or a description of the valuable items is properly recorded, it is virtually impossible to identify items reported found, lost, or stolen. Cadets should record their name on their personal belongings and record serial numbers and a description of their valuables.

**PART 1 - IDENTIFICATION**

\_\_\_\_\_  
Surname                                      Given Names                                      Corps / Squadron

SERIAL NUMBER	ITEM AND DETAILED DESCRIPTION

(Use the reverse side of this form if you need more space)

\_\_\_\_\_  
Cadet Signature                                      Date

**PART 2 – ACKNOWLEDGEMENT**

I / we understand that due to the limited means of secure storage available to cadets, the Atlantic Region Cadet organization will not accept responsibility for the security of personally owned valuables and attractive items that may be brought to one of our Cadet Training Centre's. Any such items brought to a Training Centre by your son / daughter / ward must be registered using this form to ensure a record of the property. By signing below you acknowledge that the Atlantic Region Cadet organization will not be held responsible for the security of the listed items and that the item is being brought to Cadet Training Centre at your own risk.

In order for us to maintain a safe a secure environment for all cadets, please understand cadets and staff cadets are not permitted to bring with them certain items identified in these joining instructions. We encourage you to check these lists to ensure your son / daughter / ward is not planning to bring any items that he / she is not supposed to bring with him / her.

\_\_\_\_\_  
Name(s)                                      Parent/Guardian Signature(s)                                      Date

<p style="text-align: center;"><b>CTC STAFF NOTE</b> This form is to be maintained on this cadets personnel file as a record of the listed items being brought to the CTC.</p>
--

**REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS  
DEMANDE D'EMBARQUEMENT/ DEBARQUEMENT DE CADETS PAR UN PAENT  
OU TUTEUR**

<b>SECTION "A" CADET PERSONAL DATA – RESEIGNEMENTS PERSONNELS DU CADET</b>				
CADET CORP/ SQUADRON NO & NAME NO ET NOM DU CORPS/ ESCADRON DE CADETS			LOCALITY (CITY) – LOCALITE (VILLE)	
RANK- GRADE	SURNAME- NOM	FIRST NAME - PRENOMS	SEX-SEXE	TELEPHONE – TELEPHONE
ADDRESS – ADRESSE		CITY – VILLE	PROV.	POSTAL CODE POSTAL
<b>SECTION "B" CADET ACTIVITY – OCCUPATION DU CADET</b>				
EMPLOYMENT – COURSE – EXCHANGE – OTHERS EMPLOI – COURS – ECHANGE – AUTRES			CTC – COUNTRY OF EXCHANGE – OTHERS CIEC – PAYS D'ECHANGE – AUTRES	
<b>SECTION "C" PICK UP / DROP OFF POINT – LIEU DE DEBARQUEMENT/ EMBARQUEMENT</b>				
DROP OFF POINT – LIEU DE DEBARQUEMENT			TIME AND DATE – HEURE ET DATE	
PICK UP POINT – LIEU D'EMBARQUEMENT			TIME AND DATE – HEURE ET DATE	
<b>SECTION "D" AUTHORIZED PERSON – PERONNE AUTORISEE</b>				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISEE A RAMASSER LE CADET			TELEPHONE – TELEPHONE	
(PRINT/LETTRES MOULLEES)			HOME-DOMICILE: ( )	
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISEE A RAMASSER LE CADET			TELEPHONE – TELEPHONE	
(PRINT/LETTRES MOULLEES)			HOME-DOMICILE: ( )	
			WORK-TRAVAIL: ( )	
<b>SECTION "E" PARENT / GUARDIAN SIGNATURE – SIGNATURE DU PARENT/ TUTEUR</b>				
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE			TELEPHONE – TELEPHONE	
(PRINT/LETTRES MOULLEES)			HOME-DOMICILE: ( )	
			WORK-TRAVAIL: ( )	
<b>SECTION "F" SIGNATURE OF COMMANDING OFFICER /DESIGNATE SIGNATURE DU COMMANDANT/ DESIGNE</b>				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISEE A RAMASSER LE CADET			TELEPHONE – TELEPHONE	
(PRINT/LETTRES MOULLEES)			HOME-DOMICILE: ( )	
			WORK-TRAVAIL: ( )	
<b>SECTION "G" SIGNATURE OF PERSON PICKING UP CADET SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET</b>				
To be signed at time of pick up/ signature requise lorsqu'on ramasse le cadet				
(SIGNATURE)	(PRINT/ LETTRES MOULLEES)		(DATE – TIME) (DATE – HEURE)	

\*\*\*NOTES\*\*\*

1. DND is responsible for transporting the cadet from LHA (Local Headquarters Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/ guardian.
  2. The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
  3. Parent/ Guardian authorizing signature (Section E) must be the same authorization in Fortress
  4. Person picking up the cadet must be the person(s) authorized in Section D, be at least 18 years old and must provide picture ID.
  5. This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders and/ or if the person picking up the cadet differs from the person authorized in Fortress.
- 
1. Le MDN est uniquement responsable du transport des cadets entre l'unité locale et le site d'activité autorise. Toute dérogation du plan de transport pré-autorise est sous la responsabilité financière et administrative du parent/ tuteur.
  2. Le fait de compléter ce formulaire ne garantit en rien que le personnel du mouvement sera en mesure de se conformer à la demande.
  3. La signature du parent/ tuteur exerçant l'autorité (inscrit a la Section D) doit être la même que celle apparaissant dans FORTRESS.
  4. La personne qui ramassera le cadet (inscrits à la Section E) doit être âgée d'au moins 18 ans et devra présenter une carte d'identité avec photo.
  5. Ce formulaire doit seulement être complété si le point d'embarquement ou le point de débarquement est différent du point établi dans les ordres de déplacement et/ ou la personne qui ramassera le cadet est différent dans FORTRESS.

**OTC (OVER THE COUNTER) MEDICATION  
ADMINISTRATION  
(MUST BE FILLED PRIOR TO CTC)**

1. Identification of cadet:

\_\_\_\_\_

(Full name and initials, unit and date of birth)

2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

4. Medication and quantity brought by the cadet :

a. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

b. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

(Parent/Guardian/Physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Identification of cadet:

\_\_\_\_\_

Full name and initials, unit and date of birth)

**ADMINISTRATION DE MÉDICAMENTS EN VENTE  
LIBRE  
(REEMPLIR AVANT LE CIEC)**

1. Identification du cadet :

\_\_\_\_\_

(Nom complet, initiales, unité et date de naissance)

2. Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

3. Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

4. Médicaments et quantités conservés par le cadet :

a. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

b. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.

Identification du cadet :

\_\_\_\_\_

(Nom complet, initiales, unité et date de naissance)

Annex D

- c. Name of drug \_\_\_\_\_  
Dosage \_\_\_\_\_  
Administration time \_\_\_\_\_  
Total quantity \_\_\_\_\_
- d. Name of drug \_\_\_\_\_  
Dosage \_\_\_\_\_  
Administration time \_\_\_\_\_  
Total quantity \_\_\_\_\_
- e. Name of drug \_\_\_\_\_  
Dosage \_\_\_\_\_  
Administration time \_\_\_\_\_  
Total quantity \_\_\_\_\_
- f. Name of drug \_\_\_\_\_  
Dosage \_\_\_\_\_  
Administration time \_\_\_\_\_  
Total quantity \_\_\_\_\_

- c. Nom du médicament \_\_\_\_\_  
Dosage \_\_\_\_\_  
Heure d'administration \_\_\_\_\_  
Quantité totale \_\_\_\_\_
- d. Nom du médicament \_\_\_\_\_  
Dosage \_\_\_\_\_  
Heure d'administration \_\_\_\_\_  
Quantité totale \_\_\_\_\_
- e. Nom du médicament \_\_\_\_\_  
Dosage \_\_\_\_\_  
Heure d'administration \_\_\_\_\_  
Quantité totale \_\_\_\_\_
- f. Nom du médicament \_\_\_\_\_  
Dosage \_\_\_\_\_  
Heure d'administration \_\_\_\_\_  
Quantité totale \_\_\_\_\_

---

(Parent/guardian/physician - signature and date)

---

(Père/mère/tuteur/médecin – signature et date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.

# COURSE CADET CODE OF CONDUCT

## CTC Command Guidance

Last Name	First Name	
Course	Home Unit	Year

1. As a cadet undergoing training at \_\_\_\_\_ Cadet Training Centre (CTC), I promise to perform to the best of my ability and I agree to the following:
- a. I will abide by all CTC rules and regulations and will report others who fail to do the same to my superiors;
  - b. I will strive to set a good example of dress, deportment and conduct;
  - c. I will show respect to my peers and superiors;
  - d. I will strive to be honest in my actions and communications with others;
  - e. I will use a calm, firm and reasonable tone of voice when speaking with others, avoiding yelling or swearing;
  - f. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me;
  - g. I will respect the environment and my surroundings;
  - h. I will not deface (e.g. place graffiti on) any property belonging to DND.
  - i. I will keep myself, my belongings and my bed space clean and tidy;
  - j. I will respect the personal property and privacy of others;
  - k. I will not harass any member of the CTC and will avoid any gesture, comment, action or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
  - l. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
  - m. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
  - n. I will not touch other cadets without their permission except when absolutely necessary in an emergency situation;



- o. I will not get involved in fighting, shouting or bullying;
- p. I will not purchase, possess or consume alcohol at any time;
- q. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour;
- r. I will not use, purchase, possess or sell tobacco products (at or off the CTC);
- s. I will stay out of the opposite gender's quarters;
- t. I will not engage in intimate relationships with other course cadets, staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- u. I will not use profanity; and
- v. I will not have knives, guns, weapons or any pornographic materials in my possession.

- 2. I am aware that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a return to unit (RTU). I am aware that I may speak with an officer or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.
- 3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness (Print Name & Sign)



### Eyeglasses, Lenses, Contact Lenses, and Frames

The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the Cadet/JCR therefore, it is strongly recommended that the cadet/JCR or the parent has insurance coverage for repair/replacement of eyeglasses. In addition, cadets/JCRs requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets/JCRs are responsible for the safety of their eyeglasses and must exercise due diligence in preventing loss or damage (wearing retaining straps, etc).

### Dental Services

When a cadet/JCR suffers any injury to the teeth and adjacent orofacial structures attributable to performance of duty, a cadet/JCR is entitled to the treatment that is necessary to restore a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

### Entitlements/Benefits/Compensation

Cadets/JCRs, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces; only CAF members are eligible/entitled to receive such benefits.

The cadet/JCR will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authorities.

The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

### Definition

Throughout this document the term cadet and Junior Canadian Ranger (JCR) also refers to Staff Cadets and Staff Junior Canadian Rangers.

### Parent's Permission

When a cadet/JCR joins the organization, parents are asked to sign a form where they provide consent for a number of things, one of them being "receiving emergency medical and dental care."

### Initial Point of Contact

The initial point of contact for any questions or concerns is the Commanding Officer of the Cadet Corps/Squadron.

### Contact Information – General Inquiries

- Regional Cadet Support Unit (Atlantic) 1-877-494-8164
- Regional Cadet Support Unit (Eastern) 1-800-681-8180
- Regional Cadet Support Unit (Central) 1-877-381-6857
- Regional Cadet Support Unit (Northwest) 1-800-842-1851
- Regional Cadet Support Unit (Pacific) 1-800-661-4255

Navy League of Canada:

1-800-375-6289 or <https://navyleague.ca/>

Army Cadet League of Canada:

1-877-276-9223 or <http://www.armycadetteleague.ca/>

Air Cadet League of Canada:

1-877-422-6359 or <http://aircadetteleague.com/>

## Medical Care for Cadets and Junior Canadian Rangers



National Cadet and Junior Canadian Rangers Support Group



## Medical Care at the Corps/Squadron/Patrol

During authorized cadet/JCR activities throughout the training year, health services are provided by the provincial/territorial health authorities. The Canadian Armed Forces (CAF)/Department of National Defence (DND) and/or League Insurance pays for necessary treatment that is not covered by provincial/territorial health authorities if the injury was not caused by a pre-existing condition and the injury took place during an approved cadet/JCR activity. This is the same level of medical treatment that would be provided to a Reserve Force member on official duty. It is the norm that individuals on-site with first-aid training will provide first aid in the event of an injury.

## How to Report an Injury and Submit a Claim Form

### Step 1—Report an Injury

- Cadets and their parents/guardians can see an adult staff member of the corps/squadron or Cadet Training Centre (CTC) who will complete a DND 2299 "Report on Injuries or Exposure to Toxic Material".
- An adult staff member of the corps/squadron or CTC will submit the completed DND 2299 Report to the Regional Cadet Support Unit (RCSU) within 30-days of the injury.
- The RCSU will forward the DND 2299 Report to the national office of the Navy League, Army Cadet League or Air Cadet League of Canada.

### Step 2— Submit a Claim

- Cadets and their parents/guardians can submit a potential claim for insurance through the applicable national office of the Navy League, Army Cadet League or Air Cadet League of Canada.
- The claim form is available from the website of the applicable national office of the Navy League, Army Cadet League or Air Cadet League of Canada as listed:

- Sea Cadet: Claim Form—Navy League of Canada

<https://navyleague.ca/wp-content/uploads/2016/04/League-Claim-form.pdf>

## Provincial/Territorial Health Cards

All cadets/JCRs must have a copy of their provincial/territorial health and original photo identification card in their possession. Cadets/JCR who live outside the region where the course is being conducted must have a copy of their personal or family health card issued by their respective province/territory.

## Prescription Medication

Cadets/JCRs requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC/ETS. Medications will be logged in and retained by CTC/ETS Medical Staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC/ETS staff, cadets/JCR are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets/JCR must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed Over the Counter/Prescribed Medication Administration form found in CATD 16-04 which is available at the corps/squadron/patrol.

## Over-the-Counter and Patient Medicines

Cadets/JCR are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC/ETS medical staff will administer any appropriate medication. All over-the-counter medication must be accompanied with a completed Over the Counter/Prescribed Medication Administration form found in CATD 16-04 which is available at the corps/squadron/patrol.

## Medic-Alert Bracelets

Cadets/JCRs in possession of a Medic-Alert bracelet must wear the bracelet while attending a CTC/ETS.

- Army Cadets: Claim Form—Army Cadet League of Canada  
<https://fs2formsite.com/actc/insuranceclaim/index.html>

- Air Cadets: Claim Form—Air Cadet League of Canada  
<https://aircadetleague.com/wp-content/uploads/2016/06/acc30.pdf>

- The claim form must be:
  - Submitted within 52 weeks of the date of injury.
  - Filled out accurately and include all required signatures of the claimant, doctor, etc.
  - Must be accompanied by "original" invoices. Copies of invoices will not be accepted by the insurer.

## Clinics at Cadet Training Centres and Enhanced Training Sessions

Cadet Training Centres (CTCs) and JCR Enhanced Training Sessions (ETSs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets/JCR are provided treatment at the CTC/ETS similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications that the cadets/JCRs have when they arrive. Major ailments or injuries to cadets/JCRs beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

There is a screening process completed prior to attending a CTC/ETS to ensure the cadet/JCR is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet/JCR from participating in the directed training. A cadet/JCR with an ailment that cannot be supported by the CTC/ETS is returned home.