

REGIONAL CADET SUPPORT UNIT (PACIFIC)

CADET TRAINING CENTRE

JOINING INSTRUCTIONS 2022



COURSE & STAFF CADETS



Updated: 6 Jun 22

COMMANDING OFFICER'S MESSAGE

1. Congratulations on being selected to attend a Cadet Training Center (CTC) as either a course cadet or a staff cadet. Selected Air, Army and Sea Cadets from British Columbia as well as other parts of Canada will have the opportunity to attend either Vernon CTC or HMCS QUADRA CTC this summer.
2. As we continue to respond to COVID, we will be implementing a scaled down version of CTC training experiences this summer. Therefore, we will see a shift from previous years in the numbers of cadets and staff as well as the types of training conducted at CTCs. Training courses chosen this summer are focused on skill development that is fun, safe and engaging and will help us strengthen the cadet program as we re-engage after COVID shut downs.
3. The Joining Instructions below will guide you and your parents while you prepare to attend a CTC. If you have any questions, please do not hesitate to reach out to your corps or squadron staff. Again, congratulations on your CTC selection and please have a positive and memorable experience.

S.R. Gresmak

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Commander
Commanding Officer

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NOTE TO PARENTS

We are pleased that your cadet has been selected to attend a training course or as a Staff Cadet at one of our Cadet Training Centres (CTC) located in British Columbia. We hope that you are proud of their selection for this opportunity to learn valuable new skills along with over a select group of other Sea, Army and Air Cadets.

The enclosed Joining Instructions contain very important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety. It is important that you review the forms at the various annexes below.

Our planning includes ensuring appropriate COVID precautions are in place. COVID safety has been central to our preparation for all upcoming activities and we recognize that each cadet and parents comfort level varies. The number of cadets participating at CTCs this summer has been reduced in order to ensure a safe and manageable environment. As we move forward we have planned to ensure we can adapt to COVID including ensuring adequate distance while sleeping and training as well as fully integrating COVID safety into our CTC culture.

All cadets and adult staff at CTC's during 2022 will be required to be fully vaccinated and be able to provide proof of vaccination upon request as detailed in Canadian Cadet General Order 005/22 - *COVID-19 Vaccination Requirements for Cadets*. This direction notes that youth are considered fully vaccinated 14 days after they have received their primary series (two doses) of a Health Canada (HC) approved vaccine. Additionally cadet activities will continue to adhere to local, provincial/territorial, and federal guidelines regarding public health measures including the use of non-medical masks (NMM).

The form at Annex F is only required if the pick up or drop off point differs from the pickup of drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form. If a cadet is being picked up, it will be necessary for the adult who is picking them up to provide identification. This is done as a precaution to protect cadets.

Please be sure to check through the kit list enclosed carefully and help your cadet ensure that they have packed everything that they need for their course and that they are leaving extra items at home. It is important that all items brought to the CTC are properly labelled with the cadet's last name and first initial. Past experiences have proven that eyeglasses and running shoes are the most frequent casualties of kit, so please ensure that these extensively used articles are in good condition before your cadet leaves for the CTC.

Cadets sometimes experience symptoms of homesickness. We encourage cadets to stay in touch with their families through phone calls home so sending them with the knowledge of how to make a collect/calling card call will provide them with some reassurance. When your cadet calls home feeling homesick, ask them about their friends at the CTC and encourage them to keep themselves busy. Help them to remember all of the highlights of the time they have spent here and give them some encouragement to keep going. Usually, these feelings pass when they stick it out.

The staff at the CTC are here to look after your cadet's well-being and we do our very best to help them along their way. Our first priority is the safety of the cadets and then we want to make sure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact the CTC through the numbers provided in the Joining Instructions.

Sometimes, a cadet is unable to complete the training course for various reasons. If it is necessary for your cadet to be returned home for any reason, we will contact you first to make arrangements.

In order to successfully pass their training course, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult (the adult must be authorized by the parent/guardian); however, this may only occur as the training schedule permits or in emergency situations. We appreciate your understanding and cooperation in this.

We look forward to having your cadet at one of our CTCs this summer. If you have any questions after reading this package, please check with the officers at your cadet's home corps/squadron

GENERAL

1. Congratulations on being selected to attend one of British Columbia's Cadet Training Centres (CTCs). Summer training courses provide opportunities to gain new experiences while you develop skills that will be useful in the Cadet Program and throughout your life. Our courses are built around leadership, discipline, and academic and physical endeavour. You will find your course challenging and you should also find it to be an extremely rewarding experience.
2. These Joining Instructions provide you with information you need to prepare for your CTC experience and it is important that you and your parent/guardian read through these instructions entirely.
3. All cadets will participate in physical fitness activities that might include a variety of physical activities and sports.
4. Cadets attending a CTC are considered undergoing training. Parents are reminded that course activities occur seven days a week commencing as early as 0600 hrs daily and concluding at 2200 hrs following a varied and active training day.
5. Cadet Training Centre specific daily routine and training schedules will be published at the CTC.
6. Cadets and Staff Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult. The adult(s) must be authorized by the parent/guardian and noted on the parental consent form found at Annex H. Completed forms are to be brought to the CTC by the cadet. Leave authorization is dependent on training requirements or in emergency situations. Leave passes are generally not available to cadets attending two-week courses.
7. Staff Cadets may have the opportunity to take day outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example. Authority must be authorized by the parent/guardian and noted on the parental consent form found in Annex H. Completed forms are to be brought to the CTC by the staff cadet.
8. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail, by fax or by email.
9. Leave periods vary according to the training requirements at each CTC and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.
10. All cadets will be responsible for any training missed.

CODE OF CONDUCT

11. All staff and cadets involved in any aspect of the Canadian Cadet Organizations are expected to support and foster a workplace and a training environment that is harassment free, respectful, and safe for everyone. To that end, all staff and cadets working at or attending training at a CTC will be expected to read, understand and implement all aspects of the applicable Code of Conduct. Parents are encouraged to review the applicable Code of Conduct with their cadet and discuss the points included.

12. Cadets / Staff Cadets are to bring a signed copy of the Code of Conduct with them to the CTC. Note that the Code of conduct must be signed by the cadet and the parent/guardian. Course Cadets and Staff Cadets will use Annex D - Natl CJCR Sp Gp Staff Cadet / Cadet / JCR Code Of Conduct.

SPECIAL INSTRUCTIONS FOR STAFF CADETS

13. Staff cadets will be pre-selected for their assigned position prior to their arrival at the CTC. Selections will be based on a file review drawn from the cadet personnel database “Fortress” which consists of their cadet record and their application preferences. Once Staff Cadets arrive at the CTC they can expect to participate in a CTC site orientation and evaluation to determine if any changes in positions are required. Staff Cadets will subsequently commence training designed to build on and develop necessary job based skills allowing them to be successful over the course of the

TRANSPORTATION - GENERAL

14. The Regional Cadet Support Unit (RCSU) Movements staff arranges all transportation for cadets to and from CTC. Details will be forwarded to the Corps/Squadron who will provide cadets with the necessary instructions and/or documents. Cadets traveling in groups are normally escorted and movements’ staff will meet cadets who must change aircraft, busses, etc. during their journey. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (Pac) Movements Office is: 1-866-668-8388 otherwise please liaise with your corps/squadron staff.

15. **Cadets are required to travel in accordance with the instructions found in the movement orders.** It is permissible for cadets to be dropped off and/or picked up by a parent or guardian, but this decision must be communicated to the RCSU J4 Movements Officer through the corps/squadron staff.

16. Cadets shall travel to and from the CTC in Service Dress C3 (tunic, trousers etc.). The dress and deportment of all cadets shall be above reproach at all times.

17. Cadets aged 12 – 15 must have either **1 piece of government issued photo identification (Passport, BC ID) OR 2 pieces of government issued non-photo identification (Birth Certificate, Care Card).**

18. Cadets aged 16 and over **MUST** have **1 piece of government issued photo identification (Passport, BC ID, BC Drivers Licence)** and their provincial medical card in their possession while travelling.

19. The name on the photo ID must exactly match the name on the travel orders. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them no matter the method of transportation. School identification or corps/squadron ID cards are not accepted.

20. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the RCSU (Pac) Movements staff through the Corps/Squadron Commanding Officer/summer contact. **If a parental/guardian pick-up is to be made at the end of the course, the Request for Parental/Guardian Pick Up/Drop Off of Cadets form (Annex G) must be completed and signed by a parent/guardian.** Only the person authorized to pick up a cadet on this form will be permitted to transport the cadet away from the CTC. The person picking up a cadet will need to ensure that the proper out routine is done prior to taking the cadet from the CTC. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of all involved.

BAGGAGE

21. Baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying your name, address, telephone number and corps/squadron number;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not take irons or ironing boards to training centres with you;
- d. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged; and
- e. all aerosol cans should be placed in your checked luggage. Some airlines do not allow any aerosol cans on board (checked or carry on) without a pressure release valve.

22. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc), it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. RCSU (Pac) shall assist in locating the lost baggage and failing that, shall assist in the initial reporting to the carrier. Subsequent dealings with the carrier are the responsibility of the traveler.

23. A good practice is to make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC. It is highly recommended that cadets arrive with a list of make, model and serial number for any electronic devices brought.

24. Always have your Travel Orders and identification available.

25. Meals appropriate to the time of day are normally provided enroute if a cadet's travel extends over a meal period.

IN-ROUTINE

26. All cadets are processed through an in-routine upon arrival at the CTC. Cadets will be required to provide the following:

- a. course attending;
- b. Provincial Health card;
- c. eyeglass and other prescriptions (if applicable);
- d. signed copy of 'Offer and Participation Training and Activities' form;
- e. Parental Consent Form – Day/Overnight/Weekend Pass (Cdt #161) (if applicable); and
- f. any travel documents/tickets.

27. For cadet safety and hygiene and because of the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property upon arrival and at other times during the training session. The main objective of such inspections is to ensure that each cadet has the necessary clothing and equipment required for his or her use during the CTC program, as per CATO 12-50, Searches and Inspections of Cadets.

28. A list of items that are prohibited or restricted by law or unauthorized by Canadian Armed Forces (CAF) policy can be found below.

29. Prohibited and unauthorized items shall either be confiscated for the duration of the training or activity or sent back to the cadet's home at the parents' expense, whichever is more practical and economical, except for companion animals which shall be sent back.

PROHIBITED & RESTRICTED ITEMS	UNAUTHORIZED ITEMS
alcoholic beverages	altered ankle/parade boots
controlled substances (i.e. illicit drug or prescription medication not in the cadet's name)	cutlass or sword
	knife or dagger
	laser pointer
explosive substance and ammunition	lighter, combustible product and fire starting product or equipment
pornographic material	
weapons (i.e. firearm, knife, brass knuckles, ninja stars, nun chucks, etc. and handcuffs)	machete, axe or saw
	motor vehicle (any type)
Tobacco/cannabis products	any animals
	electronic cigarette, including a cartridge containing nicotine solution
	reusable razor blades normally used in safety or straight blade razors

KIT REQUIRED

30. Military and civilian clothing and equipment requirements are detailed below. All items should be clearly marked with the cadet's name and initials in permanent ink.

31. Cadets **MUST** ensure that all cadet issued items of clothing, especially footwear, fit properly before departing for training. CTCs are not equipped to exchange clothing that is issued at the corps/squadrons. Any necessary clothing exchanges must be completed at the local corps/squadron.

32. There are very few opportunities, if any, for cadets under training to wear civilian clothing while at a CTC, therefore cadets are encouraged to bring minimal civilian clothes. If civilian clothing is authorized, it must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them that is offensive in nature. It should be noted that all clothing requirements not provided by the cadet corps/squadron is the responsibility of the cadet.

33. A formal mess dinner will not be held at either training centre this summer. Staff Cadets will wear either C2 Mess Dress. Additionally, civilian suits/dresses/gowns will not be worn as in the past - staff cadets should not bring these items nor will they be expected to wear or purchase them for wear at the CTC.

34. Personal storage space within CTC accommodations is limited. Cadets are therefore discouraged from bringing any items not specifically included in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items form (Annex E) which should accompany the cadet to the CTC.

35. To ensure a certain level of uniformity and standard of dress, all cadets are to bring at least two pair of shorts to be worn during physical activities and at other times as designated in the CTC orders. The shorts are to be dark blue, black or grey in colour, fit comfortably while not being too tight and extend from mid-thigh to the knees.

36. Civilian “hoodies” and/or jackets shall not be worn over uniforms. If you do not have a Cadet All-Weather Jacket with fleece liner, please speak with your Corps/Squadron.

37. A general kit list is attached Annex I.

ADMINISTRATION PAY AND CADET 365

38. Course cadets will receive a training bonus of ten dollars (\$10.00) per day starting on the first day of in-person training up to a max of sixty dollars (\$60.00) per week. The maximum per training course is three- hundred and sixty dollars (\$360.00). The bonus will be paid by direct deposit by instalments dependant on the length of their course and the remainder on departure.

39. Cadets must have a bank account in their own name to receive the training bonus.

40. On arrival to CTC, Cadets must hand in the *Cadet Training Allocation form* provided in the Joining Instructions found in Annex J. A Banking Information sheet or Void Cheque must be attached to the form prior to submission.

41. All Cadets are highly encouraged to bring a debit card to access their funds and purchases at cadet canteens. Cadets are discouraged to bring cash. The canteens are equipped to accept debit and credit cards.

42. Where a cadet is unable to finish their training course for any reason and is returned home, 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.

43. Staff cadets will receive an advanced training allocation. The advanced training allocation is paid on the 15th and the 31st (or last day) of each month via direct deposit. Direct deposit should be set up in advance of arrival at the CTC to ensure pay will be deposited in a timely manner. This will be done by providing bank account information to the J1 Staffing cell at RCSU (Pac). A debit card is required to withdraw any portion of pay received.

44. Cadets should complete the onboarding process for Cadets 365 prior to attending the CTC. Onboarding info is available from their local cadet corps/squadron.

ACCOMMODATION, MEALS AND RELIGIOUS SERVICES

45. Cadet accommodations are multi-occupant, gender-specific and access-restricted with designated space for transgender cadets. Sleeping equipment consists generally of bunk beds. All bedding (sheets, blankets, pillows) is provided. Bed linen is exchanged weekly, and additional linen is available if required between linen exchanges. Security for cadets’ personal belongings is provided by “barracks boxes” or steel lockers similar to those in school. Cadets

are expected to bring their own padlocks. Combination padlocks are recommended and cadets may provide the combinations to staff during intake in case forgotten, staff can then provide the combinations to the cadet.

46. Washroom facilities are not located in all of the quarters; however, separate gender or dedicated transgender facilities are located close by. Cadets are required to bring appropriate clothing for the outdoor walk to the washroom facilities.

47. A free laundry service is available to all cadets at our CTCs. This service operates under a claim check system. As a large capacity of clothing is cleaned at any one time, all clothing is to be marked in permanent ink or labels with the cadets' last name. Course cadets are not to bring laundry soap.

48. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day plus snacks throughout. All meals are supervised. The menu is pre-planned to provide a well-balanced diet and menu items vary allowing cadets a choice of dishes.

49. CAF facilities do not offer allergen-free foods or food preparation conditions, and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, and shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

50. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. It may be possible for CTC Operations Staff to hold a small amount of food items for a cadet if facilities exist for storage. The food items must be consumed in a designated area away from the living quarters.

51. Not all the CTCs have chapels or religious facilities. Where onsite facilities do not exist, arrangements may be made for cadets who wish to attend religious services at local places of worship upon request and if the CTC is able to accommodate. CTC Chaplains will be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

52. CTCs employ cadet support personnel who are available to provide youth counselling support upon request. This can include issues such as homesickness, anxiety, or any concerns about adapting to the CTC routine and lifestyle

MEDICAL AND DENTAL

53. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local corps/squadron staff prior to departure. If a new medical condition occurs prior to CTC training, that was not reported on the Detailed Health Questionnaire (DHQ) submitted in the fall at the Corps/Squadron, parents/guardians must notify the Corps/Squadron Commanding Officer who will liaise with the Regional Medical Liaison Officer (RMLO). Examples of a new medical condition include a new cast, recent surgery, admission to hospital, or a diagnosis requiring treatment. **If your cadet has a cast on or is on crutches (even if your family doctor states**

they are OK to attend), they are not allowed at the CTC and they should not be sent as they will be returned home shortly after arrival.

54. All pre-existing medical conditions, medications being taken and special circumstances (including diet) must already have been disclosed on the DHQ submitted earlier in the training year. These health questionnaires are reviewed during the year by the RMLLO to provide corps/squadron/CTC staff with continual precautionary or permanent medical limitations assessments on training possibilities.

55. As we build up to the upcoming Cadet Training Centre (CTC) season, globally there are large measles outbreaks in various countries and we note that there are confirmed cases of measles infections within Canada in various geographic regions. Due to the close quarters and close contact the Cadets experience during the CTC, if the virus is introduced into the camp, there is a higher probability of spreading the virus than would be seen in many other settings. **Please ensure the Cadet carries their immunization record booklet with them to the CTC.**

56. Each CTC is staffed with medical personnel, including a physician, nurses and medical technicians who are available during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions related to cadet training. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment. The appropriate Provincial Medical Plan will pay for treatment received from civilian medical providers; therefore, **cadets will be required to have their Provincial Health Plan card in their possession (a copy is adequate).**

57. On arrival, the medical staff will screen and question each cadet to ensure that they are fit and to establish whether adequate treatment for controllable medical conditions can be provided during their stay. If after arrival at the CTC the cadet is considered unfit for training because of non-disclosure of new injuries, illness or special medical needs that would require excessive visits to the Medical clinic, they may be sent home after the parent/guardian has been notified.

58. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC. This medication must **NOT be expired**. Medications will be logged in and retained by CTC medical staff, together with dispensing instructions and provided to the cadet at appropriate intervals. Although proper dosages and frequency are supervised by CTC staff, cadets are expected to be aware of, and understand, their own medication requirements. To ensure that the correct dose of medication is given in a timely manner, it is recommended that medications be brought in a seven-day “blister pack” available through local pharmacies. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet’s name, dosing information and expiry date and must be accompanied with the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at Annex C. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. The Cadet Medical Clinic will not pay for refilling prescriptions that are used on a regular basis, they will pay for medications and care related to cadet duties at the camp only.

59. If a cadet takes allergy medication or some other over the counter medication on a regular basis for a chronic condition, parents are to ensure that they have completed and signed the Over the Counter (OTC) / Prescribed Medication and Administration form found at Annex C which must be hand carried by the cadet to the medical staff for their intake parade.

60. **DO NOT send non-prescription medications** such as an aspirin or cough medicine to the CTC. If such medication is required, it will be provided through the CTC Clinic at no cost to the cadet.

61. Cadets will not be allowed to take any medication or supplements that arrive at the training centre in packaging that is not from the manufacturer or having a legal pharmacy label on it. These labels must be in one of the official Canadian languages (French or English).

62. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their **TWO** of their prescribed **NOT EXPIRED** Epi Pens with them. Parents must also ensure that the Epi Pens **DO NOT EXPIRE** while the cadet is at summer training.

63. Cadets with known medical conditions (diabetes, allergies, etc.) **must wear a Medic-Alert** bracelet/necklace while attending training. Cadets with diabetes will be given close attention at camp and have limitations placed on them to ensure that they are safe and well. There have been instances where the cadet falsifies their blood sugar levels. If this is discovered, consideration will be given to returning the cadet home as soon as possible for their own safety and the safety of those around them. The limitations are outlined below but not limited to:

- a. Cadet requires follow up at the CTC Clinic every one, two or three days. This will be established during the in-routine screening;
- b. Cadet must be directed to the CTC Clinic if they become sick (headache, nausea, or vomiting, or complain of any other medical symptoms; If this occurs after hours the cadet is to be assessed by a civilian Health care provider/ER;
- c. Cadet requires regular meals, access to snacks, water and rest;
- d. Cadet requires the opportunity to monitor his condition;
- e. Cadet requires medication on a regular basis and is self-regulating; and
- f. Cadet requires closer supervision.

64. The CTC clinic is open daily for those cadets who require a medical consultation.

65. Eyeglasses, lenses and frames are the personal property of the cadet. Cadets are responsible for the safety of their spectacles and to safeguard them against damage or loss. If the cadet has taken proper measures to safeguard the spectacles (i.e. using a retaining strap during adventure training), and they are broken or lost during training, DND may assist in repairing or replacing them as per CATO 16-07. It is strongly encouraged that parents have insurance

coverage for the repair/replacement of eyeglasses and that the cadet should have in their possession two pairs of eyeglasses and a copy of the prescription.

66. Cadets who suffer injury or illness, which would make them unable to continue their training and/or requires multiple visits for the same condition to the CTC Clinic or off site medical clinics may be returned home as they will not be able to fully participate in CTC training. In these cases, the Medical Officer or Senior Medical Authority will provide the parent/guardian such information as is permitted by law and regulation.

67. **PARADE BOOT ISSUE** - A frequent medical issue for cadets at CTCs is foot blisters and ingrown toe nails. These generally are a result of poor fitting parade boots. With cadets growing rapidly in their teen years, often the cadet parade boot sizing is overlooked. Parents are encouraged to take a close look at these boots prior to sending their cadet to the CTC. If new boots are required that will need to be arranged through your home Corp/Squadron as replacements are not available at the CTC.

68. Emergency dental care is available in the event of accident or injury related to duty or approved activities. Dental care is limited to restoring 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.

69. Information on the medical and dental care can be found at Annex H.

CELLULAR PHONES

70. Cadets are able to bring cellular phones / portable devices to the CTC. RCSU (Pac) and the CTCs will not be held liable for the loss/damage or long distance, roaming, or data charges associated with its use. Each CTC will advise cadets on the policy for securing and use of cellular telephones. If the cadet is unable to comply with the appropriate restrictions after two warnings, the cell phone may be held in a secure lockup or may be sent home at the expense of the parent/guardian. Parents/Guardians are encouraged to discuss appropriate use of cell phones and social media with their cadet prior to departure. Cadets who do bring a cellular phone to the CTC will be subject to the following restrictions for its use:

- a. may only be used or possessed during non-training hours;
- b. use in washrooms and cadet quarters for photography, recording, or video function is strictly prohibited; and,
- c. any use of a cell phone must conform with the expectations detailed in the CTC Course/Staff Cadet Code of Conduct.

PERSONAL APPEARANCE

71. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are

expected to ensure a standard of grooming consistent with cadet standards while participating in training.

DISCIPLINE

72. Regulations and standards have been developed to ensure the safety, efficiency and well-being of everyone. These requirements are not difficult to meet, and a willingness to abide by the rules will contribute greatly towards an enjoyable summer for all cadets. When regulations are ignored, it causes unreasonable hardship for both cadets and staff, and must be addressed through a fair and transparent process.

73. Upon arrival at the CTC, cadets are required to sign a Youth Code of Conduct declaration found at Annex D in which they acknowledge the standards of conduct and behaviour expected of them while participating in training. Parents/guardians should review this Code of Conduct with their cadet prior to departure to the CTC.

SMOKING, CANNABIS ALCOHOL AND DRUGS

74. CTCs have a NO SMOKING policy for all cadets. Smoking includes the use of tobacco and cannabis products as well as e-cigarettes. Course cadets and staff cadets are not permitted to smoke tobacco / cannabis or consume alcohol either on or off the CTC property. If a cadet attends a training centre with a tobacco smoking addiction, parents are expected to provide their cadet with tobacco smoking cessation products.

75. Drugs, other than prescription medication, are forbidden at the CTC. This includes any substance known to competent medical authorities as an intoxicant, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

RETURN TO UNIT (RTU)

76. Return to unit (RTU) is a process of sending a cadet home early and is considered a measure of last recourse. As per CATO 13-26, cadets and staff cadets may be returned to unit under the following circumstances:

- a. medical reasons;
- b. does not meet age prerequisites;
- c. unable to meet the course prerequisites or standard;
- d. compassionate reasons;
- e. parents/guardians or the cadet request;
- f. misbehaviour;
- g. unsatisfactory performance; or
- h. any other action violating the Course/Staff cadet Code of Conduct.

GRADUATION AND RETURNING HOME

77. Our CTCs conduct a full ceremonial Graduation Parade at the conclusion of each training serial. Parents, family and friends are welcome, and encouraged, to attend. Details are located in the applicable CTC annexes.

78. Cadets do not depart immediately following graduation parades as they need time to conduct a pre-departure out-clearance procedure including transportation arrangements which are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

Parents/guardians expecting to pick up their cadet on the final Friday of their course, should expect that they will not be free to depart until after 1500 hrs typically, or, a minimum of two (2) hours after the conclusion of the graduation parade. Each CTC will communicate their exhaust schedule for parental pick-ups (PPUs) and will provide an updated timeline at the final graduation parade.

79. It is imperative that parents desiring an early departure with their cadet advise the applicable CTC well in advance of graduation day. In order to expedite the process and in an attempt to reduce lengthy delays, parents/guardians are obliged to complete the Parental Pick-up Form found at Annex G. Completed forms must be sent to RCSU Movements staff through the Corps/Squadron Commanding Officer/summer contact as soon as possible. If circumstances change, a substitute form may be sent by email, fax or mailed to the CTC, or arrangements may be made by telephone.

80. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person to indicate that they are indeed the parent or individual identified on the cadet's Parental Pick-up Form. CTC staff is obliged to exercise due diligence and not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

CTC CONTACT INFORMATION

81. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their cadet or to a Training Centre should refer to CTC contact information below. All mail should be annotated with the cadets' course, or simply annotated "Staff Cadet".

82. When contacting a CTC, it's important to know that staff cadets are tasked in various capacities. In many cases, the first person you speak with may be a cadet versus a member of the adult staff. Please be respectful at all times when contacting a CTC. When requesting to speak with a member of the staff, please be aware that they may not be readily available by telephone. Staff will take a message and pass it along to a member who will return the call as soon as possible. In the event of an emergency, Training Centre staff will take all necessary action to contact the member.

83. Contact information is contained in the CTC specific annex.

SOCIAL MEDIA, PHOTOS

84. The following social media streams are used to post daily activities and imagery from the Cadet Training Centres and the Cadet Program in BC. Please note that we will not be able to accommodate parent requests to see individual cadets on the social media streams.

a. Facebook Pages:

- (1) National: @Cadets Canada
- (2) Vernon Cadet Training Centre: @Vernon Cadets
- (3) HMCS Quadra Cadet Training Centre: @HMCS Quadra Cadets

b. Twitter Feeds:

- (1) National: @Cadetsca
- (2) Vernon Cadet Training Centre: @VernonCadets
- (3) HMCS Quadra Cadet Training Centre: @HMCSQuadraCdts

c. Instagram: @cadetsca

Annex A – HMCS QUADRA CADET TRAINING CENTRE

1. HMCS QUADRA Cadet Training Centre is situated on a 19 Wing Comox, Canada's most western Royal Canadian Air Force Base. Specifically it is located on an area of Comox Harbour called "Goose Spit" and is approximately 230 km north of Victoria on Vancouver Island.
2. During the upcoming summer up to 200+ cadets and staff cadets from various parts of Canada will attend HMCS QUADRA. Based on age, experience and personal choice of subject matter focus, cadets participate in training in-person courses of 2, 3, and 6 weeks in length. Additionally we plan to house air cadets attending the Power Pilot Training Course offsite. The following training courses are provided during its summer operation:
 - a. Sail 1 Course (1 Serial);
 - b. Sail 2 Course (1 Serial);
 - c. Seamanship Course (2 Serials);
 - d. Mountain Bike Instructor Course (1 Serial);
 - e. Music (Military Band) Course (2 Serials); and
 - f. Power Pilot Training Course (1 Serial).
3. In addition to the cadets, HMCS QUADRA staff includes around 75 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, and DND public servants.
4. The following Graduation Parades will take place at HMCS QUADRA. Family and community members are invited to attend:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
July 29, 2022	10:00 am	Seamanship Course (Intake 1) Graduation
Aug 5, 2022	10:00 am	Music (Military Band) Course (Intake 1)
Aug 12, 2022	10:00 am	Seamanship Course (Intake 2) Graduation
Aug 26, 2022	10:00 am	Final Graduation Parade for: Music (Military Band) Course (Intake 2) Sail 1 Course Sail 2 Course Mountain Bike Instructor Course

		Power Pilot Training Course (Location may change)
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5. All mail to the Training Centres should be annotated with the cadets first and last name and the course that they are attending and labeled “cadet.”
6. Mailing Address.

 HMCS QUADRA
 RANK, FULL NAME, INITIAL
 PO Box 1000 Station Main
 Lazo, BC V0R 2K0
7. Phone number. To contact the staff of HMCS QUADRA, please call 1-844-592-2772 or (250) 890-3500 or email quadra@cadets.gc.ca.
8. Staff In-Routine. All staff are to report to the Ship’s Office, building Q52 upon arrival. Instructions for your in-clearance, including accommodation assignments and welcome packages will be issued at this time.

HMCS QUADRA
COMOX, BC

MAP OF CADET FACILITIES

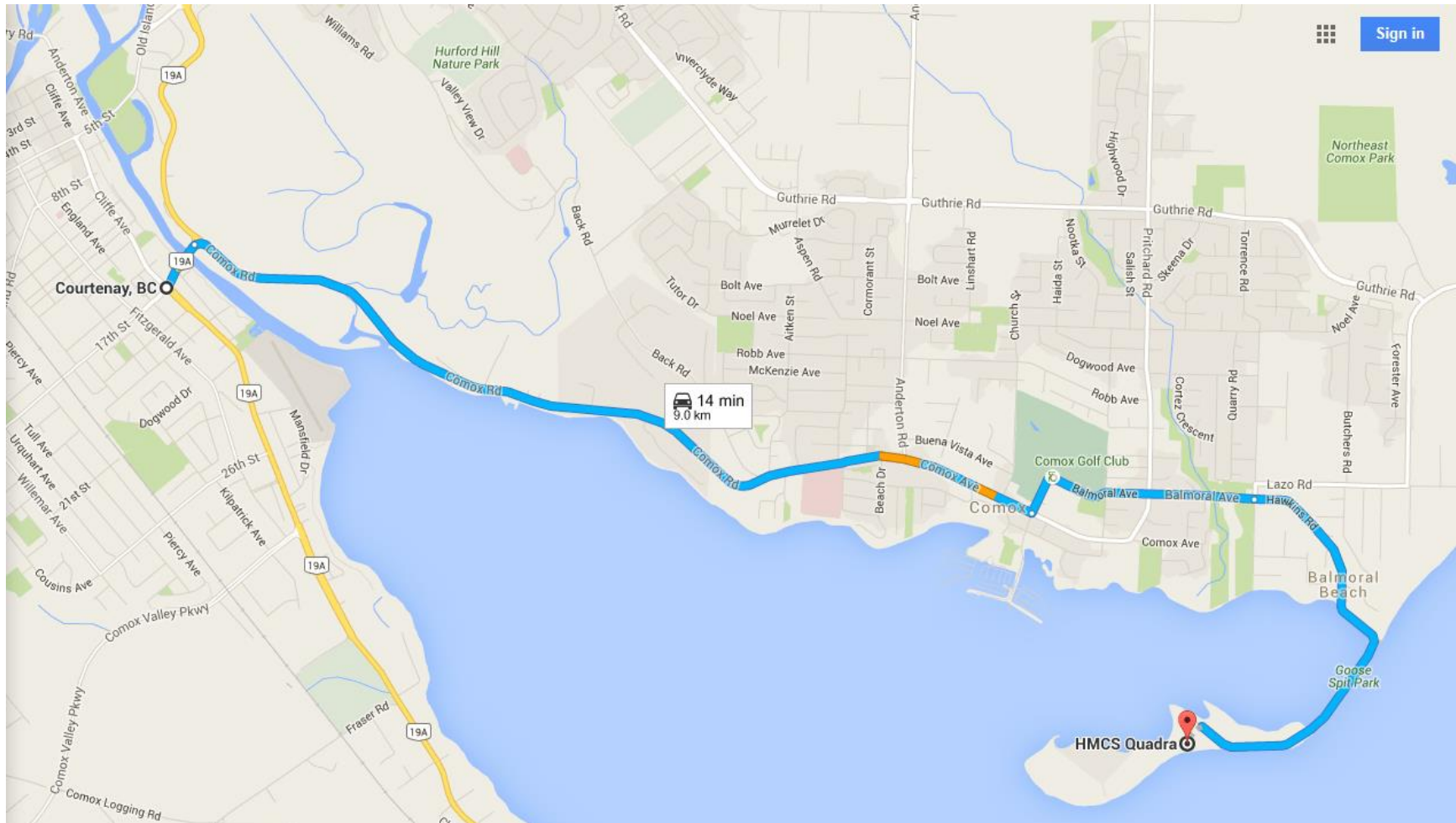


BLDG #	BUILDING
Q20	Operations
Q22	Breezeway
Q33	Cadet Barracks
Q34	Cadet Barracks
Q35	Cadet Barracks
Q38	Sea Survival School
Q46	Cadet Barracks
Q52	Ship's Office
Q53	Supply
Q67	Adult Barracks
Q70	Galley and Dining Halls
Q71	Boat Storage
Q73	Training Office
Q91	19 Wing Staff Barracks & CTC Offices



HMCS QUADRA Driving Map

Goose Spit (end of Hawkins Rd)



Annex B – VERNON CADET TRAINING CENTRE

1. Vernon Cadet Training Centre is located on the southern outskirts of the City of Vernon in the North Okanagan. During the summer months over 180 cadets attend from various parts of Canada for various time periods. The following training courses are provided during its summer operation:

- a. Drill & Ceremonial Instructor Course
- b. Fitness and Sports Instructor Course; and
- c. Air Rifle Marksmanship Instructor Course.

2. In addition to the cadets, Vernon staff includes a staff of over 75 Cadet Organization and Training System personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.

3. The Graduation Parade will take place on either Dieppe Parade Squares at Vernon Cadet Training Centre, on the dates and times shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
Aug 5, 2022	10:00 am	Final Graduation Parade for: Drill and Ceremonial Instructor Course Fitness and Sports Instructor Course Air Rifle Marksmanship Instructor Course

4. All visitors must report to the Reception Centre in building B-35.

5. Adequate hotel and motel accommodation is available in Vernon; however, due to several major events conducted in Vernon during the summer, it is recommended that reservations be made in advance.

6. Access for visitors will be on foot only, through the tunnel. Parking will be available in the lot located west of highway 97 and south of 15th Avenue. Guests are directed to the reception centre located immediately to the right in building B35. Guests will NOT be permitted vehicle access.

7. All mail to the Training Centres should be annotated with the member's rank, name and annotated "Adult Staff".

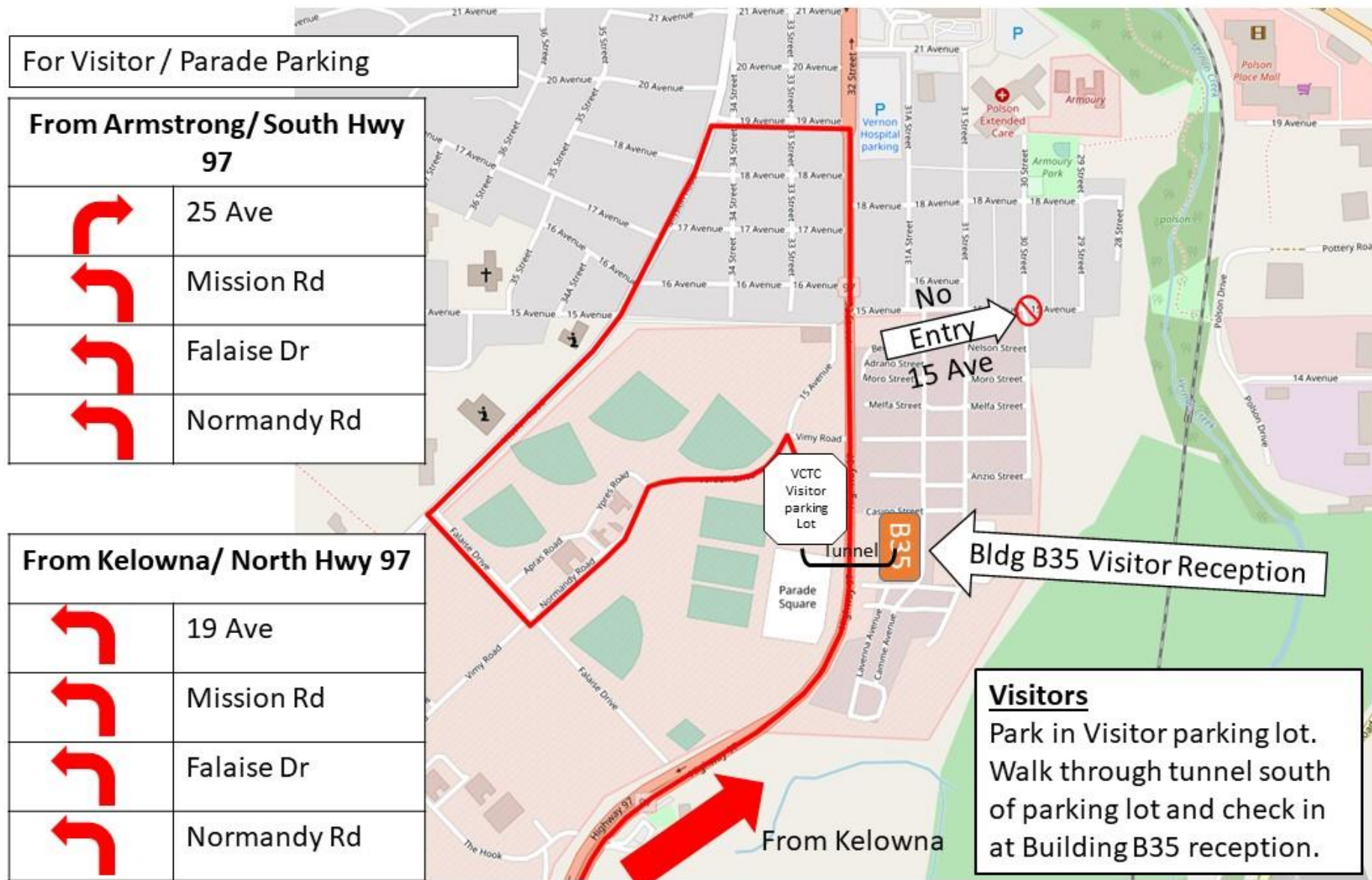
Mailing Address.

Vernon Cadet Training Centre
RANK, FULL NAME, INITIAL
3100 15th Ave, Bldg B3
Vernon, BC V1T 0A6

8. Phone Number. The telephone number to contact staff at Vernon is 1-888-530-2288 or (250) 549-5800 or email vernon@cadets.gc.ca.

9. Staff In-Routine. All staff are to report to the Orderly Room, located in the HQ building, upon arrival. Instructions for your in-clearance, including accommodation assignments and welcome packages will be issued at this time.

Vernon



**Annex C - OVER THE COUNTER (OTC) / PRESCRIBED MEDICATION
ADMINISTRATION (MUST BE FILLED PRIOR TO CTC)**

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

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

Identification of cadet:

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

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

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.

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)

Identification du cadet :

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

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

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.

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)

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)

- 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 _____

(Parent/guardian/physician - signature and 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 ou sous plaquettes thermoformées si possible.

Identification du cadet :

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

- 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 _____

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

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

Annex D –YOUTH CODE OF CONDUCT



CADETS AND JUNIOR CANADIAN RANGERS YOUTH CODE OF CONDUCT

Rank	Last Name	First Name	Home Corps / Squadron / Patrol
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1. Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive environment where adult staff, cadets and Junior Canadian Rangers (JCRs) feel valued and can develop to their maximum potential. Treating every person within our organization with respect and fairness, acting and making decisions in their best interest and working objectively within the parameters of CJCR orders, policies and directives are at the core of our daily operations. We foster supportive relationships with cadets/JCRs within appropriate boundaries in order to promote and maintain a culture free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour.

2. Your behaviour, at all training activities whether in person or virtual, impacts this environment. CJCR orders, policies, and directives have been developed and provided to you through training programs to ensure you are successful in maintaining this positive environment. In addition, this Code of Conduct has been developed, for you as a cadet/JCR, in order to provide an opportunity for you to:

- a. review, reflect on and discuss the key behaviours that are expected of you as a cadet/JCR;
- b. acknowledge your commitment and responsibility to continuing to learn about and abide by all CJCR orders, policies, and directives; and
- c. acknowledge that you will continue to align your behaviour with the values of the organization and respect the Laws of Canada, including the Canadian Human Rights Act and the Charter of Rights and Freedoms.

3. Codes of conduct are read, discussed and signed at the start of summer training. Signing this code means you are committed to doing what is right and demonstrating courage to challenge inappropriate actions and behaviour. It also means you recognize the requirement to continue to behave in ways that align to CJCR policies, values, and direction. A summary of expected behaviours is provided below. Please note this list does not include all behaviours.

4. As a cadet/JCR I understand I am responsible to:

- a. set a positive example for conduct. My actions and behaviours will be kind.
- b. be respectful of others, including their physical boundaries, personal property, and privacy.
- c. be honest;
- d. treat everyone fairly;
- e. follow the decisions and direction of my leaders;
- f. use a calm and reasonable tone of voice when interacting with others, particularly when giving instruction or addressing concerns;

- g. ensure that I am always acting in a safe manner when participating in cadet/JCR activities; looking out for my own safety and the safety of others;
- h. report any wrongdoing that I am aware of to an adult staff member as soon as possible;
- i. think about how my actions will impact others and the environment before deciding how I will behave;
- j. be respectful of the environment and my surroundings at all times;
- k. behave in a way that is consistent with this code while on social media sites and any other electronic communications, such as CADET365, even on my personal time¹;
- l. ensure my uniform is clean and in good repair and that I am wearing it as outlined in dress regulations;
- m. request the assistance of a senior cadet/JCR or adult staff member when I need help;
- n. take care of all clothing, materials and equipment that are loaned to me;
- o. refrain from behaviours that are illegal and are forbidden by policy. **I WILL NOT:**
 - (1) intentionally violate orders, policies and directives,
 - (2) be offensive or make derogatory remarks towards any person's race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics (through comments made verbally or in writing, as well as by electronic communications and on social media),
 - (3) behave in a way that is of a sexual nature or has sexual undertones (through verbal or written comments, electronic communications, gestures, displays or physical contact),
 - (4) have pornographic materials in my possession,
 - (5) access pornographic materials including through the use of computers or other electronic devices,
 - (6) touch other cadets/JCRs and/or their belongings without their permission except when absolutely necessary in an emergency situation,
 - (7) take pictures of other cadets/JCRs without their consent,
 - (8) distribute or share pictures of others on social media without their consent (via email, text or other means),
 - (9) use or possess tobacco, while participating in cadet/JCR activities, except for approved ceremonial purposes,
 - (10) purchase or sell tobacco, e-cigarettes, or cannabis products while participating in cadet/JCR activities,

¹ This includes communication by email, instant messaging, online chatting, and texting and via social media.

- (11) consume, purchase, possess or sell alcohol while participating in cadet/JCR activities,
- (12) use, purchase, possess or sell illegal or non-prescription drugs that would alter behaviour while participating in cadet/JCR activities,
- (13) share medication that is for my treatment with any other person, and
- (14) have knives, guns, weapons or ammunition in my possession other than those provided for participation in approved activities.

5. I understand that my actions and behaviours have impacts. Any that negatively affect others or takes us away from our mission of creating an environment free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour, will not be tolerated.

6. By signing this Code of Conduct, I acknowledge that I have read, discussed and understand the Code of Conduct. I understand that through my positive behaviour I will help make CJCR a safe place where all members feel welcomed, valued and included. I understand that failure to comply may result in corrective and/or disciplinary action as necessary and outlined in policy and law. This may include administrative action, or legal action, termination of membership and may include involvement of the military or civilian police.

Date

Cadet / JCR Signature (Print Name and Sign)

I have reviewed the Code of Conduct with the above cadet/JCR and clarified their understanding of the content within.

Date

Adult Leader (CAF member ²/ CI Signature) (Print Name and Sign)

² Term inclusive of Regular Force, Primary Reserve, COATS and Canadian Rangers.

Annex E – RECORD OF VALUABLE ITEMS

Department / Course: _____

Last Name: _____ First Name: _____

I have brought the following items to _____ CTC:

Item	Serial #	Description (i.e. Make, Model, Colour)

Unless serial numbers and descriptions of personal items are properly recorded, it is almost impossible to identify items reported as lost, found or stolen. All cadets are required to record their names on their personal belongings and to record serial numbers and a description of their valuables.

I fully understand the responsibility of safeguarding my own private property and will assume responsibility for the loss of these items should they be lost, stolen, or damaged. Recording the description and serial numbers does not shift responsibility to Cadet Training Centre or the Canadian Cadet Organization.

If these items are lost, I will report their loss through my Chain of Command immediately. The Military Police will not become involved unless there is obvious Break-and-Enter.

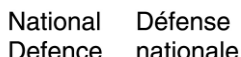
Date

Owner's Signature



Annex F – REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS
DEMANDE D'EMBARQUEMENT/DÉBARQUEMENT DE CADETS PAR UN PARENT OU TUTEUR

SECTION "A" - CADET PERSONAL DATA - RENSEIGNEMENTS PERSONNELS DU CADET					
CADET CORP/SQUADRON NO & NAME NO ET NOM DU CORPS/ESCADRON DE CADETS			LOCALITY (CITY) - LOCALITÉ (VILLE)		
RANK - GRADE	SURNAME – NOM	FIRST NAME – PRÉNOMS	SEX – SEXE	TELEPHONE - TÉLÉPHONE ()	
ADDRESS - ADRESSE		CITY – VILLE		PROV.	POSTAL CODE POSTAL
SECTION "B" - CADET ACTIVITY - OCCUPATION DU CADET					
EMPLOYMENT - COURSE - EXCHANGE - OTHERS EMPLOI - COURS - ÉCHANGE - AUTRES			CTC - COUNTRY OF EXCHANGE - OTHERS CIEC - PAYS D'ÉCHANGE - AUTRES		
SECTION "C" PICK UP/DROP OFF POINT - LIEU DE DÉBARQUEMENT/EMBARQUEMENT					
DROP OFF POINT - LIEU DE DÉBARQUEMENT			TIME AND DATE - HEURE ET DATE		
PICK UP POINT - LIEU D'ÉMBARQUEMENT			TIME AND DATE - HEURE ET DATE		
SECTION "D" AUTHORIZED PERSON - PERSONNE AUTORISÉE					
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISÉE À RAMASSER LE CADET _____ (PRINT/LETTRES MOUILLÉES)			TELEPHONE - TÉLÉPHONE HOME-DOMICILE: () WORK-TRAVAIL: ()		
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISÉE À RAMASSER LE CADET _____ (PRINT/ LETTRES MOUILLÉES)			TELEPHONE - TÉLÉPHONE HOME-DOMICILE: () WORK-TRAVAIL: ()		



***** NOTES *****

- 33/41

**Annex G – PARENTAL CONSENT FORM – CADET DAY / OVERNIGHT / WEEKEND PASS PACIFIC
REGION CADET TRAINING CENTRE**

IMPORTANT: This form must be completed in full and brought by the cadet to the CTC.

1. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult specified below.
2. The amount of time a cadet may be authorized to be away from the CTC will vary according to the training requirements and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the CTC.
3. All cadets will be responsible for any training missed.

Cadet's Surname:	Given names:
Corps/Squadron:	Course:

CONSENT FOR SUPERVISED DAY / OVERNIGHT / WEEKEND PASS (Course or Staff Cadets)

Authority is granted for my cadet to proceed away from the CTC on a supervised day / overnight / weekend pass.
☐ Yes ☐ No

If authority is granted, they will be under the supervision of:

Name	Relationship to Cadet	Address	Phone number(s)

FOR STAFF CADETS ONLY – UNSUPERVISED DAY TRIPS

Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example.

Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.
☐ Yes ☐ No

PARENT/GUARDIAN'S SIGNATURE

Parent/Guardian's Name:	Relationship to Cadet:
The information provided above is complete and accurate to the best of my knowledge.	
Signature:	Date:

Annex H – MEDICAL CARE FOR CADETS

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.

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.armycadetleague.ca/>

Air Cadet League of Canada: 1-877-422-6359 or

<http://aircadetleague.com/>

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.

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 CATO 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 CATO 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.

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 oro-facial 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.

Making a Claim

In order to make a claim, Cadets must go to the applicable League website below and fill out / submit the claim form online:

Sea Cadets: [Claim Form - Navy Cadet League of Canada](#)

Army Cadets: [Claim Form - Army Cadet League of Canada](#)

Air Cadets: [Claim Form - Air Cadet League of Canada](#)

Annex I - GENERAL KIT REQUIREMENTS – ALL CADETS

ITEM	QUANTITY TO BRING	PACKED BY CADET
Provincial Health Card (photocopy or original)	1	
Combination Lock	2-3	
Toothbrush, toothpaste and dental floss	as required	
Soap/soap dish	as required	
Face cloth/towels	2	
Toiletries/shampoo	as required	
Comb/brush	as required	
Shaving kit	as required	
Undergarments	7	
Sports bra	as required	
Athletic supporter	as required	
Socks (not grey wool)	7 pairs	
Socks, athletic cotton white (<i>fitness & sports courses</i>)	5-7	
Swimsuit (of conservative nature)	1	
Running Shoes	2 pair	
Gym/sports shorts (dark blue, black or grey in colour)	2-3 pairs	
Gym/sports shirts	3-4	
Warm sweater/Sweatshirt	1	
Shower sandals	1 pair	
Sleeping attire	2 pair	
Boot polishing kit	1	
Sewing kit	1	
Eyeglass prescription	as required	
Hangers	5	
Small day-backpack	as required	
Eyeglass safety strap	as required	
Sunglasses (conservative style, non-reflective)	as required	
Prescription medications (<i>preferably blister-packaged</i>)	as required	
Sweat suit/Jogging suit	optional	
Water shoes/boots (<i>sailing & expedition courses</i>)	optional	
Walking/hiking boots (<i>expedition courses</i>)	optional	
Camera	optional	
Small flashlight	optional	
Soccer cleats (<i>fitness & sports courses</i>)	optional	
Knee pads (<i>fitness & sports courses</i>)	optional	
Signed Offer of Participation (received from Corps/Sqn)	1	

ISSUED KIT REQUIREMENTS

(to be issued by the home corps/squadron and brought to the Cadet Training Centre)

SEA CADET REQUIREMENTS		
ITEM	QUANTITY TO BRING	PACKED BY CADET
C1A/C3 Order of Dress:		
Dress tunic with belt	1	
White top and cap talley	1	
Lanyard	1	
Medals/pins/ribbons (if applicable)	1	
Tie	1	
Gun Shirt /white Shirt	1-2	
Trousers with belt	1	
Boots	1	
Socks	2-3	
Rank slip-ons	1-2	
Nametag	1-2	
C5 Order of Dress:		
Postman blue shirt	1-2	
Issued ball cap or wide-brimmed tan summer hat	1	
Black t-shirt	1-3	
Rank slip-ons (repeated from above)	1-2	
Trousers with belt (repeated from above)	1-2	
Socks (repeated from above)	2-3	
Boots (repeated from above)	1	

ARMY CADET REQUIREMENTS		
ITEM	QUANTITY TO BRING	PACKED BY CADET
C1A/C3 Order of Dress:		
Dress Tunic with belt	1	
Collared short sleeve shirt	1-2	
Barret or regimental headdress	1	
Medals/pins/ribbons (if applicable)	1	
Trousers with belt	1	
Boots	1	
Socks	2-3	
Rank slip-ons (repeated from above)	1-2	
Nametag	1-2	
C5 Order of Dress:		
Field shirt	1-2	
Beret / turban or wide-brimmed tan summer hat	1	
Green t-shirt	1-3	
Rank slip-ons	1-2	
Field pants with belt (repeated from above)	1-2	
Socks (repeated from above)	2-3	
Field boots	1	

AIR CADET REQUIREMENTS		
ITEM	QUANTITY TO BRING	PACKED BY CADET
C1A/C3/C3F Order of Dress:		
Dress tunic with belt	1	
Collared short sleeve shirt	1-2	
Blue t-shirt	1-2	
Wedge	1	
Medals/pins/ribbons (if applicable)	1	
Tie	1	
Trousers with belt	1	
Boots	1	
Socks	2-3	
Rank slip-ons (repeated from above)	1-2	
Nametag	1-2	
C5 Order of Dress:		
Field shirt	1-2	
Beret / turban or wide-brimmed tan summer hat	1	
Blue t-shirt (repeated from above)	1-3	
Rank slip-ons	1-2	
Field pants with belt (repeated from above)	1-2	
Socks (repeated from above)	2-3	
Field boots	1	

Annex J – CADET TRAINING ALLOCATION

Cadet Training Allocation Form *(Form to be handed in on arrival to CTC)*

Part A – Cadet Identification

First Name: _____

Last Name: _____

Phone Number: _____

Email: _____

Corps/Sqn number & location: _____

Summer Training Centre attending (Quadra or Vernon): _____

Course: _____

Part B – Direct Deposit Instructions

CHOOSE OPTION 1 OR 2

1. Attach a Preauthorized Direct Deposit form

You can request this form from your financial institution or your online banking website. *Form must be in the Cadets name.

2. Attach a VOID cheque

*Cheque must be in the Cadets name.

Part C – Authorization (To be completed by the Cadet and Guardian)

1. I hereby authorize Regional Cadet Support Unit Pacific to make deposits to my bank account for the purpose of receiving the Cadet Training Allocation. I will advise you of any change in this regard, and the authorisation is to remain in effect unless cancelled in writing.
2. I am aware that my banking information will be entered into *PaymentStream* to allow for direct deposit to my bank account.

Cadet Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Annex K – COVID-19 Vaccination Requirements for Cadets

CANCDTGEN 005/22

Canadian Cadet General Order (CANCDTGEN)

COVID-19 Vaccination Requirements for Cadets

Refs.

- A. [CDS/DM Directive on DND/CAF Operating and Reconstituting in a Persistent COVID-19 Environment](#)
- B. CJCR Directive for Sustained Training Activities in a COVID-19 Environment (2021-2022 Posture), 29 October 2021
- C. [Vaccines for Children: COVID-19](#)
 - 1. Evidence indicates that the vaccines used in Canada are very effective at preventing severe illness, hospitalization and death from COVID-19. As part of our layered risk mitigation strategy to protect our personnel, all cadets who participate in overnight summer training or ship deployments must be vaccinated against COVID-19.
 - 2. Youth in Canada are considered fully vaccinated 14 days after they have received their primary series (two doses) of a Health Canada (HC) approved vaccine.
 - 3. Cadets will show proof of COVID-19 vaccination at the time of applying for the applicable activity. Corps and squadron staff will record in Fortress that proof has been shown. Cadets must be prepared to show their proof of vaccination when they arrive at the start of the activity.
 - 4. Cadets attending in-person day-training activities will continue to adhere to local, provincial/territorial, and federal guidelines regarding public health measures including the use of non-medical masks (NMM) as detailed at [Ref B](#). In some circumstances, government-issued proof of vaccination may still be required by certain facilities used to support cadet activities as part of local, provincial/territorial, or federal public health measures (e.g. museums, aerodromes, commercial air or rail travel).