

2019-2020
Parent/Guardian Handbook



396 City of Prince George
Royal Canadian Air Cadet Squadron

TO LEARN ▪ TO SERVE ▪ TO ADVANCE

As parents, we were once where you are now, and had to navigate our way through the year in the life of a Cadet. The expectations were clearly defined however the information didn't always make it home.

We thought it might be helpful to describe the structure of the Cadet Program run by the Squadron Commanding Officer and Staff members, and the very necessary fundraising activities run by the Squadron Sponsoring Committee (SSC).

We have also included information on some of the Cadets' yearly activities. This guide is in no way meant to be a definitive manual on being a part of 396 City of Prince George Squadron, but it is a start. We hope it will continue to be a work in progress. Please feel free to let us know of any information that you wish had been included and we will share it as the guide evolves.

We hope you find the information helpful!

SQUADRON INFORMATION

396 City of Prince George Squadron Headquarters is located in the Connaught Youth Centre located at 1491 17th Ave. Around back of this building you will find blue stairs that lead to the Squadron Headquarters. The Squadron Headquarters (LHQ) is not staffed during the day.

If your Cadet is unable to attend training, it is imperative that a call is made to the Squadron 250-562-0039 (available 24hrs) to leave a message with the Cadet's name, rank and reason for absence - this assists the office staff in maintaining cadet attendance records.

Contact information is as follows:

396 City of Prince George RCAC Squadron

Phone: 250-562-0039

Online Squadron Website: <https://396aircadets.com/>

Squadron Sponsoring Committee email: 396SSC@gmail.com

Facebook Page: <https://www.facebook.com/396-Air-Cadets-Sponsoring-Committee-409737439091232/>

Please like us on FB for our FB posts to filter to your News Feed. Note: You do not require a Facebook Account to see the Facebook page

Welcome to the Air Cadet program and specifically the 396 City of Prince George Squadron! 396 City of Prince George Squadron is one of the strongest youth organizations in the Prince George area with Cadets ranging in age from 12-18 years. Our primary focus is on teaching the Cadets:

- to be more self-confident,
- to teach and develop leadership skills,
- to enhance communication skills, and
- to promote good citizenship practices.

We encourage each Cadet to achieve their own potential through mandatory and optional training programs. As a member of the community since 1948, the Squadron has been associated with hard work and dedication.

SQUADRON OPERATIONS

We parade (meet) every Tuesday at the Connaught Youth Centre from 18:15-21:30 hrs (6:15pm-9:30pm). Weekly parades are mandatory for all cadets. In addition to weekly parade there are several mandatory training opportunities that take place on other nights of the week or weekends (i.e., power or glider flights, survival exercises (FTX), parades). There are also optional opportunities for cadets to get together such as our Cadet Christmas Party and various fitness activities. Please refer to the calendar on our website <https://396aircadets.com/> on the "Home" tab.

Additionally, our cadets compete in a variety of inter-unit competitions and events such as:

- Band
- Biathlon
- Drill Competition
- Effective Speaking
- Marksmanship Competitions
- First Aid

For every activity, there is a sign-up sheet for cadets who are interested in attending. If your cadet wants to attend an activity, they must put their name on the sign-up sheet and they need to inform you as their parent. Practices and competitions occur on other evenings and weekends and is dependent on staff availability. It is important that your cadet signs up because we base our quotas for food, accommodation, and transportation on this sign-up. Also, if they can't make it to an activity, please let the Training Office know in advance, to have your name taken off the sign-up list.

On training nights, the SSC runs a canteen for the cadets. Items range from 50¢ to several dollars. If you wish you can send a small amount of money for your cadet to purchase a snack at break.

SQUADRON STAFF

Each squadron is staffed by a group of officers, civilian instructors and volunteers under the direction of the Commanding Officer. The CO is responsible for the control and welfare and training of the cadets and for supervising the operation of the squadron and the implementation of the training program. The CO and his/her team organize the training program according to nationally set standards and plan and implement various training activities during the week and on weekends. At the provincial and national level, the Canadian Forces and the Air Cadet League work cooperatively to provide the necessary structure, guidance and resources to support squadrons at the local level. This includes provision of uniforms and training for officers and cadets, aircraft and gliders for the gliding program as well as administrative support for squadrons and sponsoring committees. Without this unique partnership, the Air Cadet program would not be as successful as it is today.

Air Cadets are supervised during all training exercises by adult officers and civilian instructors who work with the squadron. Squadron officers are commissioned officers in a branch of the Canadian Armed Forces known as the Cadet Instructor Cadre, or CIC. Many of our officers are former cadets themselves; others are individuals who have become interested in the Air Cadet program for various reasons. Our squadron staff includes uniformed officers, expert instructors and many parent volunteers. All Officers and Volunteers undergo Vulnerable Sector Screening and Police Checks before they are authorized to work on a regular basis with cadets.

CHAIN OF COMMAND

The Canadian Cadet Organization models itself after the Canadian Forces where there are clearly defined lines of communication. In order for the lines of communication to work effectively, they must be adhered to. If a cadet has a question about anything to do with cadets, he/she is made aware of whom they need to ask (typically their Cadet Flight Commander). Squadron staff and senior cadets teach the younger cadets a sense of responsibility by encouraging cadets to ask questions when they do not understand something. It is important that they only approach someone in their designated chain of command. You can help your cadet by encouraging them to seek out information through the proper channels. We've included an organization chart of the squadron in this booklet so you can have a picture of the chain of command. In most situations, it is not appropriate to seek answers from squadron staff directly. Please encourage your cadet to speak to his/her next in command. This is a valuable lesson, and one he/she will use many times during his/her cadet career.

**396 CITY OF PRINCE GEORGE
RCACS
CHAIN OF COMMAND**

Senior Cadet Parade Positions

Cadet Squadron Commander
Cadet Deputy Squadron Commander
Cadet Squadron Warrant Officer
Cadet Flight Commanders
Flight Cadets

Squadron Officer Positions

Commanding Officer (CO)
Administration Officer (Admin O)
Supply Officer (SupO)
Training Officer (Trg O)
Training Dept
Level Officers CIC,
CI & CV Instructors
Cadet Instructors

Secondary & Optional Training Roles

Biathlon Coach
Marksmanship Coach
Range Safety Officer
Drill Team Coach
First Aid Coach
Music Instructor
Ground School Instructor
Flight Simulator Instructor

PROMOTIONS

Promotions are one way that successful progression through the cadet program is recognized in individual cadets. Cadet rank is an indication of how long a cadet has been in the program. It is

also recognition that they have demonstrated a level of responsibility and knowledge such that appropriate tasks may be assigned to them. This second aspect is very important. When 396 Squadron participates in activities with other units, any officer should be able to task our senior cadets without knowing them personally but knowing that they will be able to perform at the level of a Sergeant or Flight Sergeant.

Promotions usually take place on CO's parades. Promotions in the fall are for returning cadets now qualified for promotion. Traditionally this is done in conjunction with assigning positions and appointments for the cadet year. As cadets move up in rank they are also tasked with positions and appointments that are appropriately challenging for their rank. This is particularly important when dealing with ranks of Sergeant and higher.

Promotions in the spring are in preparation for the Annual Ceremonial Review and year-end. Although these are the two primary promotion dates, it is not uncommon to have a need for a few promotions in the middle of the cadet year. Occasionally there can be special situations resulting in the immediate need for promotions. An exception to this is the reclassification from AC to LAC, which will take place immediately after the cadet, is eligible.

Promotion in the Air Cadet Program is based on a number of criteria. In order to be considered for promotion, a cadet must first meet certain national standards (attendance at mandatory training and events, training levels completed, fitness testing and time in rank).

SUMMER TRAINING COURSES

Each year, thousands of Air Cadets could attend courses at summer training centres throughout the country. Courses run two, three and six weeks and cover a wide range of subjects from basic training to music, athletics, leadership and flying. Senior cadets also have the opportunity for summer employment. There is no cost to attend summer courses however the available spaces are limited.

The Commanding Officer establishes a priority list for each summer course. A cadet's position on the priority list is determined by several factors including the cadet's age, interest and aptitude in the particular course, previous summer training and level of effective participation in local squadron activities. This information helps the DND Cadet Region to make the final decision on which cadets go on course.

Cadets need to fill out an application form for summer courses. These forms are usually sent home in November. Please take the time to complete the form fully and return it to the squadron promptly. If you have any questions about the information requested on the form, please contact the Squadron Office.

The Scholarship courses have a more involved application process. The application package is sent home in October or November. Supporting documentation, including a narrative, a transcript from school and other items, must be included in the application package. You can assist your

son/daughter in completing these forms. There is also a written test for flying and gliding candidates in January and an interview for all prospective candidates in February.

PROGRAM COSTS

Although there are no “fees” associated with the Cadet program, the British Columbia Provincial Committee (BCPC) has the local Squadron Sponsoring Committee (SSC) collect \$115 for each cadet. It is important to realize that the Squadron must raise money in order to offer activities in addition to the basic training program as funded by the Department of National Defence (DND). This requires volunteer work from the parents of the Cadets and the Cadets themselves.

DND – Supported training & Resources

- Tuesday night training
- Survival exercises (FTX)
- Gliding days
- Travel to DND supported events
- Uniforms
- DND supported activities

SSC – Supported training & Resources

- All powered familiarization flying
- Squadron office expenses
- Scholarship interview costs
- Squadron effective speaking costs
- Training resources
- Annual Cadet Assessment Fee
- Snacks & meals not covered by DND
- Mess Dinner
- Squadron Trips
- Squadron extracurricular activities costs

396 Squadron is supported by the Squadron Sponsoring Committee (SSC). They need your help in order to raise the money needed. Over 75% of the Squadron’s local operating budget is supported by fundraising efforts. Without these funds many “extra” programs will not be available for the cadets. They require a commitment of family and cadet participation at fundraising events in order to meet that need. Please speak with the SSC Chair if you have any questions or concerns regarding fundraising. You can find their contact info on the last page of this handbook.

The SSC may need assistance in running and organizing other events. Sign up forms will be posted during parade closer to the event and on our Facebook page.

STAYING INFORMED

There are a number of ways to be kept informed about our squadron's activities. First and foremost, we encourage you to join us for closing parade, starting at 9:00 PM every Tuesday night, where our duty officer will announce important dates and events. We also encourage you to check out our squadron's website <https://396aircadets.com/> or Facebook Page : <https://www.facebook.com/396-Air-Cadets-Sponsoring-Committee-409737439091232/> for additional information. If you still require information, do not hesitate to directly ask a member of the squadron staff!

CADET RESPONSIBILITIES

There are expectations for all cadets. These include:

It is important for cadets to attend all mandatory scheduled activities (training nights, training activities and parades). Cadets who do not attend parade nights regularly will fall behind in their training and will struggle to be as successful as other cadets. In extreme circumstances they may also be released from the Squadron. The same applies for weekend training. Attendance at special activities such as mandatory training weekends, Remembrance Day parade, Annual Ceremonial Review (ACR) is critical. If your son/daughter has a legitimate reason why he/she cannot attend the Squadron activity, a call must be made to the Squadron 250-562-0039 (available 24hrs) to leave a message with the Cadet's name, rank and reason for absence

Taking part in fundraising activities: Cadets are expected to take part in fundraising activities.

Taking care of the uniform: Each cadet will be issued a uniform when he/she completes three weeks. It costs the Department of National Defence approximately \$600 to outfit each cadet. The Squadron has a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of his/her uniform, keeping it clean and pressed, and returns it to the Squadron when he/she leaves the Squadron or outgrows the uniform. Until new recruits receive their uniforms, they should dress in nice clothes such as black dress pants and a white shirt. If this is not possible for you, please wear something appropriate. Please do not wear sweatpants, ripped jeans, or sandals and do not wear a hat. If a cadet forgets a piece of their uniform on a regular parade night, we will NOT supply spare "parts". You will be expected to go without for the evening and explain why you are not dressed accordingly. If this occurs on more than one occasion the cadet could also be written up and disciplined.

Paperwork, paperwork, paperwork: There are permission forms for weekend training, summer camp applications, information news bulletins, training schedules, etc. This information is sent home for parents as well as for the cadet. Please ensure the forms are properly completed and returned in a timely manner. Please be sure to inform the Administration Officer of any changes in address, phone number, email addresses, or health card numbers that occur during the training year so that we can ensure our records are always up to date.

Things that make a cadet successful:

- Be on time and ready for attendance at 1815hrs (Tuesday nights)
- Prepare your uniform on or before Sunday nights. If you need help learning how to press your uniform, check out the website <https://396aircadets.com/> under the “CADETS” tab
- Arrive prepared with paper and pencil for classes
- Make sure you have all your uniform parts before leaving home and that they are in good condition. If not see the Supply Officer ASAP
- Learn your Flight Commander’s name and phone number. This is the person you should call if you have questions.
- Obey orders. Some people have higher ranks than you and it is their job to ask you to do things. If you do as they ask and do it as best you can, with a positive attitude, you will have a better chance of advancing.
- Make school your first priority. If a cadet is having a hard time at school, the parent/guardian can ask for a leave of absence through the CO until their grades improve. Cadets are a lot of fun but don’t let it interfere with your schoolwork.
- Get involved – try and sign up for at least one team or optional training program offered. You can only get out of cadets what you put in, so put in a lot!
- Pass on information to your parents. Listen to the announcements at the end of the night and bring home handouts that are provided.
- Ensure the Admin Officer has all your current information and also ensure that when he/she gives you forms to bring home and sign, and that they are returned immediately.

PARENT RESPONSIBILITIES

Parents can help their cadet be successful by doing the following:

- Show an interest in their success and training and encourage your child to his/her best
- Encourage your child to be responsible for their own success
- Help your cadet organize their after-school time so there will be time for Air Cadets and schoolwork.
- If your cadet can’t come to cadets call the Squadron at 250-562-0039
- Remind them to look after their uniforms (washing, drying, pressing, shining boots, etc.) but do

not do this for them!

- Include Air Cadet activities such as weekend training, on the family activity calendar.
- Try to avoid conflicts with major activities such as Remembrance Day parades, and the Annual Ceremonial Review (ACR).
- Transport your son/daughter to parade nights on Tuesday nights and team practices at the designated times (if they choose to sign up for teams) and pick them up promptly at the end of the event. *Please come in to pick up your cadet.* If you are going to be late, please call the squadron 250-562-0039 and notify the staff so they can arrange for a staff member to stay with your cadet.
- Please attend the Closing Parade to hear announcements. If you arrive at 21:00hr (9:00PM) please use the squadron entrance and go downstairs to the gym.
- Encourage them to participate in Squadron team activities. The more they put into the Squadron, the more they will get out of the program.
- Encourage attendance each and every week. Attendance is considered when selections for promotions, summer course selections, and awards are being made. The more cadets attend the higher his/her attendance percentage will be.
- If your child doesn't like Air Cadets, please understand that it isn't for everyone, and don't force them to attend. Maybe they might enjoy Sea or Army Cadets instead. Or maybe cadets is just not for them. Your cadet is free to leave the program, but we ask if they have been issued a uniform that it be returned promptly.
- Bring problems or concerns that you have to the Commanding Officer in an appropriate, timely manner. We can't help correct issues we aren't aware of in time.
- Advise the Administration Officer of any changes including address, phone numbers, email addresses, medical, etc.
- Assist with fundraising initiatives.
- Become a member of the Squadron Sponsoring Committee (our Sponsor)
- Attend SSC Monthly Meetings. Meeting information can be found on the online calendar.

Ways for Parents to get involved:

There are many ways that adults can get involved with the 396 City of Prince George Squadron Air Cadet Program.

Become a Volunteer: Ask the Commanding Officer if there is a need for volunteers. Some

Squadrons use adult volunteers to operate the canteen during training nights or drive for special events like tag days. Volunteers are always needed to assist in the implementation of fundraising activities.

Become a member of the Squadron Sponsoring Committee: 396 RCAC SSC are always looking for members and people to support 396 RCACS.

Become a Civilian Instructor: If you can devote time on a regular basis to the Squadron, or if you have special skills (marksmanship, first aid, physical fitness trainer, etc.) you could become a Civilian Instructor.

Civilian Instructors are considered part of the staff complement of a Squadron and may receive some pay for their efforts.

Become a CIC Officer: The Cadet Instructor Cadre Officers are members of the Canadian Forces whose duties are to instruct cadets. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered through the military. CIC Officers receive pay, uniforms, and training through the Canadian Forces and are eligible for promotion after meeting national standards.

Any adult who wishes to work the Air Cadets must be registered and screened by the Air Cadet League of Canada and the Canadian Forces. This process includes a reference, criminal and vulnerability check.

PARENTAL CONCERNS

Parents/guardians of young cadets are also encouraged to ask questions if they do not understand or have concerns about the program. Similar to the cadets, there are designated people within the squadron to help answer your questions. Parents/guardians can approach the Commanding Officer or the Squadron Sponsoring Committee with their questions. As a parent/guardian, please do not ask questions or challenge any of the other junior/senior cadets. Senior cadets are not equipped, nor authorized, to answer your questions or address your concerns. Please do not put these cadets in the awkward position of being approached by an adult for this reason. If your query is because your son/daughter does not understand something to do with cadets, please encourage them to seek out the information through their own "chain of command". The SSC is often available on Tuesday nights, and can answer your questions or find answers for you. Contact information for the SSC is located on the last page of this handbook.

CONCLUSION

Joining the Air Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Air Cadet Program.

If you have any questions about the information included in this publication, please contact the Commanding Officer or the Chair of the Squadron Sponsoring committee. He/she will be able to answer your questions and provide you with additional information about squadron procedures, the Air Cadet program and the Air Cadet League.

396 RCACS STAFF

Commanding Officer	Capt John A Callaghan	250-640-0218
Training Officer	Lt Dale Evasin	250-617-5019
Amdministration Officer	Capt Cheryl Jackson	250-649-9052
Supply Officer	Capt Eric Callaghan	250-640-0011
Administration	OCdt Deb Mortimer	250-552-4598
Flight Sim Officer	2Lt Erik Fjellgaard	778-899-1612

396 RCAC SQUADRON SPONSORING COMMITTEE

SSC Chair	Cameron Stoltz	250-640-5299
SSC Vic-Chair	Bill Holmes	250-xxx-xxxx
SSC Secretary	Richard Stuetz	250-xxx-xxxx
SSC Treasurer	Sherilynn Porter	250-xxx-xxxx
SSC Tag Days	Karen Beattie	778-349-5143
SSC Screening	Jacqueline Holler	250-xxx-xxxx