



## **Guidelines for Air Cadet League Inspectors at Squadron Annual Ceremonial Reviews (ACRs)**

Congratulations on becoming an Air Cadet League Inspector at a Squadron's ACR. Here are a few guidelines to assist you in your task:

- a.** You are representing the BC Committee at the Squadron's ACR so please dress appropriately. The Cadets, Staff and Sponsoring Committee are dressed to suit the occasion, so it would be inappropriate for you not to do likewise;
- b.** Arrive at least 20 minutes before the assigned time to get familiar with the facility and the Chairperson of the Squadron. There is usually a briefing held for all the people involved in the Reviewing Party;
- c.** You are marking the efforts of the Sponsoring Committee during the ACR and are not expected to mark the cadets on their dress or drill. You can make comments on your report on your impression of the cadets on parade;
- d.** Do not talk to every cadet you see on parade during the inspection. For larger squadrons, this could consume excessive time standing on the parade square by the cadets;
- e.** You should be invited to present an award or two, this should be told to you at the briefing prior to the parade, but be prepared should there be an unannounced change;
- f.** Keep your speech short; there are a couple of suggested templates available at the BCPC office for reference. Know the names of the Chairperson and the Reviewing Officer and Commanding Officer as well as the BCPC President, prior to the ceremony starting;
- g.** Use the marking guide as your template for marking the SSC during the ACR. The marking report is used to put your marks into the final format;
- h.** If there is something that has resulted in several marks being lost, talk to the SSC Chairperson about it before you leave the event.
- i.** The squadron has put a lot of effort into their ACR, so don't leave right after the event. There is usually a public reception following the parade where you can meet the cadets and other members of the squadron in a less formal format. This event has been scheduled well in advance and you will have known the date for a while, so unless there is something unexpected that requires your immediate attention, it would be seen as rude to leave right away.
- j.** Submit your report to BCPC office as soon as possible after the ACR, do not leave it in your case or car thinking that you will send it later;
- k.** Relax and enjoy the experience.