

The Air Cadet League of Canada – British Columbia Provincial Committee
ANNUAL CEREMONIAL REVIEW (ACR) – LEAGUE INSPECTOR MARKING GUIDE

The Points actually allocated on the ACR Marking Report are up to the discretion of the League Inspector dependent upon the individual challenges faced by the Squadron Sponsoring Committee

PROTOCOL AND COURTESIES					
Reviewing Party	0 points	1/2 point	1 point	1 1/2 points	2 points
Written invitation to ACL inspector.	No Invitation received	Verbal Invitation	Basic generic invitation		personalized and mailed or emailed
Special meet and Greet area for Reviewing Party and Dignitaries	No Meet and Greet area	Meet & Greet area but no effort made to be special	Meet & Greet area but only minimal effort (bottled water)	Meet & Greet area neat and tidy – some extra effort involved – basic amenities	Private Meet & Greet area away from the General Public complete with light snacks and beverages
ACL Inspector greeted and attended to throughout the ACR.	ACL not met/ignored	ACL met, not welcomed	ACL met but only given minimal attention	ACL welcomed but left with a designate escort to attend to “important” matters.	ACL welcomed and escorted by the SSC Chairperson for the duration of the ACR
ACL Inspector introduced to RO and Reviewing Party.	No introductions		Some introductions made	Introduced to Reviewing Party	Introduced to the members of the Reviewing Party and Dignitaries at pre-parade reception
Reviewing Party briefed on parade program and protocol.	No briefing	The Protocol Briefing should be a cooperative effort between the Squadron Staff and the SSC. It is done in order to ensure that each member of the Reviewing Party understands the procedure.			Protocol diagram easily visible with a clear description of what was planned.

Public	0 points	1/2 point	1 point	1 1/2 points	2 points
Community dignitary invited.	No Dignitaries invited				Invitations sent
Received Parade program	No Program available	Minimum requirements of the program are laid out on the BCPC Web Site			Received quality looking Program
Post parade reception.	No reception		Minimum effort	Some effort	Extra effort obvious

Parking and Traffic Control	0 points	1/2 point	1 point	1 1/2 points	2 points
Assigned parking for RO and ACL Inspector (or alternate arrangements)	No assigned parking	Parking available – not assigned		Assigned parking	Assigned parking - clearly identifying RO and League Inspector parking locations
Appropriate signage for public parking or traffic control.	No signs or directions		Sign at entrance to facilities parking area		Clearly visible signs at building entrance and on street

Parade Facilities	0 points	1/2 point	1 point	1 1/2 points	2 points
Reserved seating for RO, ACL Inspector and Special Guests	No Reserved seating	Reserved seating – no names	Reserved seating with names – poor quality	Reserved seating with names – nicely done	Reserved seating, with good quality reserved signs – well done
Adequate seating for parents and public.	No seating provided	Inadequate number of chairs. Some guests standing	Barely adequate seating,	Adequate seating with some difficulty seeing ACR	More than adequate seating available with good view of ACR

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COORDINATION OF PARADE					
Printed Programs	0 points	1/2 point	1 point	1 1/2 points	2 points
Program given to League Inspector	No Program				League Inspector received program upon arrival
Biography of RO and ACL Inspector.	Not in Program		Only one Biography		Both Biographies in program
Background of Air Cadet League and Cadet Movement in BC (from BCPC).	Not in Program		BCPC supplied information edited and reduced		Complete BCPC submitted information included
Cooperative role between DND, CIC, ACL and SSC.	Not in Program		Some information included		Detailed and easy to understand
Schedule and order of events	Not in Program		Well organized		Well organized including when to stand and when to be seated.
Reviewing Party listed.	Not in Program				Reviewing Party Listed
Cadet Parade positions listed.	Not in Program				Parade Positions listed
Squadron Officers/Staff/Sqn Sponsoring Committee listed.	Not in Program		Some positions listed		All positions listed
Brief Squadron history.	Not in Program		Some Squadron history but not recent history.		Up to date squadron history.
Recognition of B.C. Gaming Commission and DND (Logos)	Not in Program	Some squadrons do not receive Gaming Grants but the Commission support should be indicated			Gaming Commission and DND support acknowledged
Recognition of Sponsors	Not in Program	The ACL Inspector may not know if ALL the sponsors are listed			Sponsors recognized
Program proofread - names spelled correctly	Mistakes noticed				No errors noted

Master of Ceremonies	0 points	1/2 point	1 point	1 1/2 points	2 points
Adequately prepared	Not prepared	Somewhat prepared	Adequately prepared	Well prepared	Kept audience in formed what was happening at all times including when to sit/stand
Advised public of generous support from League and DND for NST courses	Not mentioned at all	Mentioned but incomplete	Mentioned with some detail	Good explanations	Excellent explanations
Advised audience when to stand/sit	No instruction given	Advised occasionally, needs prompting	Advised to stand, not to sit	Advised to stand and sit - late	Good Guidance
Audio Quality	MC cannot be heard		MC can be heard but NOT understood		MC clearly heard and understood.

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Overall Impression	0 points	1 point	2 points	3 points	4 points
How much effort did SSC put into the ACR?	Minimal Effort	Basic Effort	Some Effort	Good Effort	Maximum Effort

Sponsoring Committee Annual Report		5 points
SSC Annual Report to be emailed to the BCPC Office.	The SSC Annual Report is to be emailed directly to the BCPC. The League Inspector is requested to simply reaffirm that this report was emailed to the BCPC OFFICE. Deadline for submission is May 20, 2017.	SSC Annual Report will be marked by the BCPC Office

This League Inspector Marking Guideline has been developed to create consistency in marking of the Annual Ceremonial Reviews. It can be used as a guide or printed and taken with you to an ACR to be used for marking an ACR prior to completing the League Inspector ACR Report.

Marks can be in amounts from a 0 to 2, including 1/2 points. The Sponsoring Committee Annual Report section is the exception. It is worth 5 points, however, please note that the report has to be sent to the BCPC office, taking the onus off the League Inspector and the Chair. *The mark for the SSC Annual Report will be administered by the BCPC Office.*

There are many spaces where no expectations are mentioned. You can still assign marks in these spaces if you wish but generally marks suggested should cover most circumstances.

When completing the League Inspector ACR report please explain why marks are deducted. This will help to inform the Sponsoring Committee where and why they lost marks and how they can improve for next year.

Thank you for the time you devote to the Air Cadets.

Created March 2017