

ROYAL CANADIAN AIR CADETS

5 CYCLONE SQUADRON



NEW RECRUIT

INFORMATION KIT

<http://www.cycloneairCadets.com>

COMMANDING OFFICER'S ADDRESS



Captain S. Barker. The staff and I would like to welcome you to 5 Cyclone Air Cadet Squadron. I'm delighted that you have joined us!

I have been especially pleased to be a part of this Squadron as it is comprised of some very remarkable Officers, volunteers, and of course, the young men and women who are our Cadets. Since 1941, the Royal Canadian Air Cadet Movement has been an organization in which thousands of Canadians have participated, including the majority of our staff – and I am no exception.

You will no doubt have many questions. This package has been put together to answer as many of them as possible. We want you, the parent, to understand exactly what we do and what you can expect while your child is a member of 5 Cyclone Squadron.

One of the most frequent questions I get is: What is Air Cadets really about? My answer is this: It's about personal achievement. It's about teamwork. It's also about being a part of the largest youth organization in Canada. During his or her Cadet involvement, your child will be taught leadership, self-discipline, self-confidence and citizenship. Additional opportunities also exist, such as learning to fly, playing a musical instrument, participating in exchanges, and much more.

"Many people think of Cadets as preparation for a career in the military, but it is really about preparing for life; about developing the skills, the qualities and the confidence that will allow these young people to prosper and contribute to the Canada of tomorrow."

- the Honourable Art Eggleton, Former Minister of National Defence

Please take the opportunity to look at our website www.cycloneairCadets.com as it contains some very valuable information with regards to the training year and upcoming events. I would also invite you to have a look at the website www.Cadets.ca/aircad/intro_e.asp and www.Cadets.ca to learn more about the Royal Canadian Air Cadets and it's affiliated programs.

TODAY'S YOUTH, TOMORROW'S LEADERS

Scott Barker, CD
Captain
Commanding Officer
5 Cyclone Squadron
Royal Canadian Air Cadets
(613) 889-8425

TRAINING NIGHT

5 Cyclone Squadron meets every Tuesday night from **6:40pm** to **9:40pm** at St. Thomas Aquinas Secondary School, 1211 South Russell Road, Russell Ontario. Below is an outline of a typical Tuesday night.

6:30 pm	Cadets arrive
6:40 pm	Fall-in , role-call, Inspections
6:55 pm	Dismissed to class
7:00 pm	Period 1
7:35 pm	Break
7:50 pm	Break over, move to period 2
7:55 pm	Period 2
8:30 pm	End of Second period
8:35 pm	Period 3
9:10 pm	End of third period
9:15 pm	Closing parade , Announcements
9:40 pm	Final dismissal
10:00 pm	All personnel clear from the school

Cadets arrive at 6:30pm, and may be picked up after Final Parade, at 9:40 pm. Parents are invited to watch the Closing Parade at **9:15pm**. During closing, various announcements are made about upcoming events.

The regular Squadron Training Year runs from September to June. Every month, there are a variety of activities offered. Some are optional, such as Drill Team, Band or Air Rifle Team. Others are mandatory, such as fundraisers, or Remembrance Day Parade. The Air Cadet program is a very active one, but at all times, school comes first.

You can join as soon as you've reached your twelfth birthday and you can remain until you turn 19. Cadets who join the squadron at the age of **14 years or older**, and who joined before January 31st, may be eligible to complete levels One and Two in the same Training year in order to catch up to other Cadets in their age group. In such a case, the Cadet must write a Level 1 exam and be interviewed by the Training Officer. If a Cadet does not pass the Level One exam, they may not be moved to Level 2.

SUBJECTS COVERED

The table below and on the following page outlines the subjects covered in the mandatory Cadet training program, by level.

Code	Subject	Level 1	Level 2	Level 3	Level 4
401	Drill	X	X	X	X
402	Drill instruction			X	X
403	General Cadet Knowledge	X	X	X	
404	Citizenship	X	X	X	X
405	Physical Fitness	X	X	X	X
406	Sensible Living	X	X	X	X
407	First-Aid				
408	Leadership		X	X	X
409	Instructional Techniques			X	X
410	Effective Speaking	X	X		
411	Aircraft Recognition	X			
412	Aeronautical Facilities	X			
413	Meteorology				X
414	Principles of Flight	X			
415	Airframe Structures	X			
416	Propulsion		X	X	
417	Navigation			X	X
418	Radio Communications		X	X	
419	Aircrew Survival	X	X	X	X
420	Staff Duties				X
421	Range/Shooting	X			

STANDARDS OF DRESS

MALES	FEMALES
HAIR	
<ul style="list-style-type: none"> • Hair must not touch your ears or hang in front of your wedge • Hair must be of a “Natural” hair colour • Hair must be kept short & neat (no sideburns reaching past the centre of the ear) • You must be clean shaven at all times 	<ul style="list-style-type: none"> • Hair must be of a “Natural” hair colour • Must be kept neat and off of the collar. Long hair is to be braided or in a bun. All hair must be off the face.

JEWELRY	
<ul style="list-style-type: none"> • You are NOT permitted to wear jewelry while in uniform • Watches, grad rings and wedding rings are permitted 	<ul style="list-style-type: none"> • You may wear one stud in each ear that is gold or silver. They must not measure more than 0.6 cm diameter. • Watches, grad rings, and wedding rings are permitted
CIVILIAN CLOTHING STANDARDS	
<ul style="list-style-type: none"> • Must wear a white Shirt & dark Tie with a dark blue or black pair of slacks or khakis. • Wearing of Jeans and Sweatpants is not permitted • Wearing of Running Shoes, Flip Flops and Sandals are not permitted 	<ul style="list-style-type: none"> • Must wear a white Blouse with dark blue or black slacks or similar pants • Wearing of Skirts, Dresses, Jeans and Sweatpants is not permitted • Wearing of Running Shoes, High Heels, Flip Flops and Sandals are not permitted

UNIFORM STANDARDS
<ul style="list-style-type: none"> • Hair must not touch your ears • If your hair touches the bottom of your tunic collar, you have to put it in a bun, or French braid (females). • The cap brass on the wedge is looking upwards, three fingers above your right ear, four above your left • Your tie must have a double Windsor knot • Boots are to be polished with an even shine. • All your badges are to be sewn on securely DO NOT GLUE YOUR BADGES. • The level one handbook has information in badge placement or ask a senior Cadet. • Your shirt will be cleaned and ironed each week • There is a single crease in each sleeve from the centre of the epaulette to the edge • There are no creases on the tunic • The belt is to be centered on the tunic • Pants are to be clean and ironed each week • A single crease will run straight from the belt loop on either side of the fly to the bottom of your pants • A single crease will run from the rear centre belt loop to the bottom of each pant leg • All creases are to be sharp and distinct without train tracks or “double creases” <p style="text-align: center;">ASK FOR ASSISTANCE!!</p>

MATERIALS

Each Cadet will be issued a **Uniform** and a **Level Handbook** when they join. Both are provided free of charge, but Cadets are expected to keep them in good shape. When required, uniform parts may be exchanged at Supply. When a Cadet leaves the squadron, he or she is expected to return their uniform to Supply, as the uniforms are property of the Crown.

Cadets are expected to wear their uniform every Tuesday Night unless told otherwise, as well as on specific activities as directed. While in uniform, Cadets are expected to present themselves in a professional manner, as they are representing not just our Squadron, but also the entire Canadian Cadet Movement. Cadets will be inspected every Tuesday night. These inspection marks go towards the Cadet, the Monthly Top Flight, as well as, various awards, including Top Flight for the Year.

Further, it is expected that each Cadet come prepared for the Training Night. A notebook, pencil or pen, and a clipboard for Cadets who hold positions of senior leadership, are examples of materials that should be brought from home. Parents should take note that the Squadron runs a Canteen where Cadets may purchase various snack items. The money raised from the Canteen is directly put back into the squadron.

COMMUNICATION

We use five (5) different methods to communicate with Cadets and parents. These methods are:

1. Weekly Phoning – Cadets are phoned weekly, by Friday Evening
2. Website – The Squadron website is updated on a regular basis
3. Newsletter – The Squadron publishes a quarterly newsletter. A hard copy of our events calendar is attached to this newsletter.
4. Evening Announcements – At closing Parade every training night
5. Letters Home – Before every major activity a letter is sent home with Cadets

Cadets have the responsibility of informing the Squadron if they will not be attending a Regular Tuesday training night or an activity that they have signed up for. They are to contact their Flight Commander first, or the Squadron Cell Phone number at **613-889-8425**.

ATTENDANCE

Cadet attendance records are reviewed regularly. If a Cadet's attendance falls below acceptable levels, a meeting may be called to determine if the Cadet will remain in the Squadron. As with uniforms, attendance is counted towards Monthly Top Flight, and various awards. So if a Cadet does not come out, and does not call in, their flight is penalized in the overall standings.



CAMPS

The Canadian Cadet Movement offers a number of summer camps. There are Quota camps, where the squadron is allocated a number of positions based on our unit's size, and the unit decides who has earned the chance to attend camp. And there are National camps, where the squadron is allowed to propose as many Cadet names as we wish, but candidates must meet local criteria and pass a National Exam and Interview Board.

QUOTA CAMPS / CAMPS QUOTA

Basic Summer Camp	2 wks
Introduction to Survival	2 wks
Introduction to Leadership	3 wks
Introduction to Instruction	3 wks
Introduction to Aviation	3 wks

REGIONAL CAMPS / CAMPS RÉGIONAUX

Space Course	3 wks
Technical Training	3 wks
Athletic Instructor	6 wks
Survival Instructor	6 wks

Rifle Coach	3 wks
Service Band	6 wks
Music Pipes & Drums Level 1-5	3 or 6 wks
Music Level Basic-5	3 or 6 wks

NATIONAL CAMPS / CAMPS NATIONAUX

International Exchange	3 wks
Flying Scholarship	7 wks
Glider Scholarship	6 wks
Senior Leaders Course	6 wks
Air Traffic Control	6 wks
Camp Staff	8 wks

Due to space limitations at the various camps, it is unfortunate that not every Cadet whom applies for a summer camp will be able to go. For this reason the squadron has set up a selection process. Some of the selection criteria include: the Cadet's current level, overall in-class average based on all courses, overall attendance on parade nights, and participation in weekend activities. Based on the results of this matrix, each Cadet is assigned a mark and then prioritized by camp.

The selections for the **National Courses** are made in November.
The selections for the **Quota Courses** are made in March.

PROMOTIONS ~ Effective 1 Sep 07

Every Cadet has the opportunity to move up through the ranks. Promotions are based upon a number criteria including behaviour. These criteria outline the **minimum** standard required to be considered eligible for promotion. They **do not** guarantee promotion. Often, more candidates meet the minimum criteria than vacant spots are allowed under regulations. In this case, higher results in uniform, participation, promotion test, narrative, and subjective criteria will be considered more favourably. Promotions are usually held twice a year: Oct-Nov and Apr-May.

The **next** promotions parade for 5 Cyclone air Cadets will be held: **23 October 2007**.

The promotion process is a feedback-intensive one, where all senior cadets and officers review the eligible candidates and the commanding officer reviews the final list submitted to him. The commanding officer is the final authority for **all** cadet promotions. The following table summarizes the promotion criteria for each rank as issued in the Squadron Standing Orders.

PROMOTION CRITERIA

EFFECTIVE September 01, 2007

	NATIONAL CRITERIA	LOCAL CRITERIA <i>(Requirements for Satisfactory Service)</i>
LAC	5 Months active participation in Level 1 Training since enrolment	Automatic Promotion when national criteria are met
Cpl	Level 1 completed	
FCpl	Level 2 completed 6 Months <i>satisfactory service as Cpl</i> Summer Famil Course <i>preferred</i>	70% Attendance or better 70% Uniform average or better Automatic promotion if these are met
Sgt	Level 3 completed 6 Months <i>satisfactory service as FCpl</i> Summer Intro Course <i>preferred</i>	75% Attendance or better 75% Uniform average or better Not automatic
FSgt	Level 4 completed 6 Months <i>satisfactory service as Sgt</i> Advanced Specialty Course <i>preferred</i>	80% Attendance or better 80% Uniform average or better 1 Page narrative & Interview Not automatic
WO2	Level 4 Completed 6 months <i>satisfactory service as FSgt</i> Advanced Specialty Course <i>preferred</i>	90% attendance or better 90% Uniform average or better 1 Page narrative & Panel Interview Not automatic
WO1	Level 4 Completed 6 months <i>satisfactory service as WO2</i> Advanced Specialty course <i>preferred</i>	90% attendance or better 90% Uniform average or better 1 Page narrative & Panel Interview Not automatic

NOTE: *Additional Satisfactory Service criteria that apply to **all** ranks FCpl and up:*

Attitude	Initiative
Disciplinary issues	Professionalism
Displays good followership	Displays leadership potential

CODE OF CONDUCT

1. Major offences such as vandalism, theft, insubordination, fighting, etc., will not be tolerated. Such actions will be investigated through the appropriate chain of command and could result in punishment up to and including dismissal from the unit.
2. Cadets are required to remain and confine their movements/access in the school to the Atrium, assigned classrooms, and other identified boundaries. All other rooms in the school are out of bounds.
3. Fraternization of any kind will not be tolerated at official Cadet Functions. Fraternization of junior, senior Cadets, and/or staff, whether during or outside the course of regular Cadet activities is not encouraged.
4. Chewing gum, swearing, slouching, leaning on walls and other similar deportment that detracts from military appearance is unacceptable for a Cadet.
5. Insubordination and lack of respect at any rank will not be tolerated and will result in disciplinary action.
6. All classrooms shall be cleaned at the end of the night. All the chairs shall be placed on top of the desks and the chalkboards shall be wiped clean. The garbage should be placed in the garbage can.
7. All food and drinks are to remain in the hallway or Atrium. Eating and drinking is not permitted anywhere else in the building. When eating and/or drinking, Cadets shall always remove their headdress. All garbage from the canteen will be placed in the garbage can before classes resume.
8. Smoking, alcohol, and drug use are strictly forbidden at any Cadet activity. Any contravention to this rule will result in disciplinary action including dismissal from the squadron and contacting parents and/or authorities.
9. All Cadets are expected to treat each other, squadron staff, and officers, with care, **dignity and respect**. Teasing, making fun of someone for any reason, criticizing, provoking, and picking on individuals can be construed as harassment. Discriminatory behavior, comments and/or actions based on sex, age, nationality, religion, physical appearance, or for any other reason, are strictly prohibited and will not be tolerated in any circumstances. These actions are unacceptable and will not be tolerated.
10. All Cadets and staff are expected to report any behavior and/or inappropriate actions, including criminal activities. Failure to do so can result in serious action, including possible complicity, liability, and responsibility resulting from the lack of appropriate action taken in a potentially serious/injurious and even criminal situation.