



# Cadet Guide

## VERSION 2

This document is intended to be a guide throughout the training year and the first point of reference to find answers to the most common questions. However, Cadets should not shy away from using their chain of command if they need further assistance or guidance. When used in this manner, this system can work very well in ensuring all Cadets at 588 Eric Simms Royal Canadian Air Cadet Squadron are positioned for success.

This Guide belongs to:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Training Level: \_\_\_\_\_ Flight: \_\_\_\_\_

**Training Address:**  
Église Saint-Hippolyte  
1415 rue Filion  
Saint-Laurent, QC  
H4L 4E7

**Mailing Address:**  
588 Eric Simms Squadron  
PO Box 53542 STN Norgate  
Saint-Laurent QC  
H4L 5J9

**Telephone:** (438) 934 – 5882  
**Email:** 588aviation@cadets.gc.ca  
**Web:** <http://www.facebook.com/588simms>



## Table of Contents

---

### Section I Squadron Operations

Commanding Officer's Message .....	5
Squadron History .....	5
Squadron Crest and Motto .....	6
Squadron Crest .....	6
Squadron Motto .....	6
Communications with Parents and Cadets .....	6
Monthly Routine Orders.....	6
Squadron Facebook Page.....	7
Squadron Bulletin Board.....	7
Weekly Phone Chain .....	7
Emails to Parents/Guardians.....	7
Cadet Guide .....	7
Cadet Intranet Portal .....	8
Commanding Officer Parades.....	8
Optional Activities.....	8
Military Music - Band .....	8
Precision Drill Team .....	8
Ground School (Flying Scholarship Programs).....	8
Effective Speaking.....	8
Daily Routine (Tuesday Night) .....	9

### Section II Squadron Policies

Introduction.....	11
Attendance Policy .....	11
How to Request to be Excused from Training.....	11
How to Request a Leave of Absence .....	12
Policy on Chronic Absences or Cadets being Absent without Leave .....	12
Reporting Late for Training.....	12
Cadet Code of Conduct.....	12
Cadet Code of Conduct.....	12
Vandalism.....	13
Fundraising.....	13
Paying Compliments and Addressing Other Members.....	14
When to Pay Compliments.....	14
How to Properly Address Other Members.....	14
Completion of Training Levels .....	14
Promotions .....	14
Summer Training Selection.....	16

Use of Cellular Phones .....	16
Visitors.....	16
<b>Section III Dress and Appearance</b>	
Department.....	17
Dress Code .....	17
Personal Grooming – Male Cadets .....	17
Personal Grooming – Female Cadets .....	18
Categories of Authorized Dress .....	20
C-1 Ceremonial Dress .....	20
C-2B Routine Training Dress.....	20
C-4 Routine Training Dress .....	21
Civilian Attire.....	21
Care and Upkeep of Uniform.....	21
<b>Section IV Awards and Merit Based Selections</b>	
Overview of Cadet Honors and Awards .....	25
General Eligibility Requirements .....	25
Squadron Level Awards .....	25
Best Cadet of the Month.....	25
Top Flight of the Month.....	25
OAJ Dubuc Trophy .....	25
Ian Geddes Memorial Award.....	25
588 Committee Fundraising Award .....	25
Attendance Award .....	26
Best Level 1 Cadet .....	26
Best Level 2 Cadet .....	26
J.C. Cochrane Leadership Award (Best Level 3 Cadet) .....	26
Mentor Award (Best Level 4 Cadet) .....	26
Top Flight Award .....	26
Commanding Officer's Trophy (Best Level 5 Cadet).....	26
Captain T. Mooney Memorial Award .....	26
Baltins Remembrance Award.....	26
LCol EE Simms Citizenship Award .....	27
National Cadet Honours and Awards.....	27
Air Cadet Service Medal.....	27
Royal Canadian Legion Medal of Excellence.....	27
Lord Strathcona Trust Fund Medal.....	27
Merit Based Selection .....	28
Participation Record .....	28
Physical Fitness.....	28

Community Leadership..... 28  
Qualifications ..... 29  
Participation in Optional Activities ..... 29  
Participation in Squadron Fundraising ..... 29  
Participation in L'Auto Cadets ..... 29  
Completion of Mandatory Training (Performance Objectives) ..... 29  
Uniform Inspection Marks..... 30  
Merit Review Board/Interview..... 30  
Conduct and Discipline ..... 30  
Point Calculation..... 30

**PAGE LEFT BLANK INTENTIONALLY**

## SECTION I – SQUADRON OPERATIONS

### Commanding Officer's Message

---



I would like to take this opportunity to welcome you as a member of the 588 Eric Simms Squadron. Without dedicated staff and cadets like yourself, this squadron could not continue to operate and offer first class training opportunities in a safe and caring environment.

As a member of the Royal Canadian Air Cadets you are becoming a member of one of Canada's finest youth programs. You will be given the chance to participate in activities and will learn to be a better citizen. Our program is designed to provide you with tools and skills that you can use to succeed in your current and future academic studies, but far more importantly, that will provide you the necessary mindset, values and leadership skills to help you throughout your entire life.

You will learn to:

**Appreciate the ethical values that underlie good citizenship.** The Cadet program is committed to carrying out its programs according to shared Canadian and military values of Loyalty, Professionalism, Mutual Respect and Integrity.

**Develop leadership potential and learn to live and work cooperatively with others.** Teamwork and leadership, within teams and groups, are essential to the smooth operation of any organization. You will learn leadership skills not only in terms of your ability to take charge and lead others, but also in how to work as an effective and valued member of a team. Community service, drills, challenges and other opportunities make learning teamwork and leadership both challenging and fun.

**Develop personal management abilities.** You will be able to assess your skills and learn to make more logical, positive decisions and choices. You will learn how to set goals and develop an action plan that will help you to achieve those goals.

**Become familiar with Canada's proud military history and the current role of our military.** You will learn about the past contributions and current ongoing role of the Canadian Armed Forces, especially our Air Force, to international security and our security at home.

I personally challenge each of you to ensure that regardless of your rank, that you look after one another, stay informed, be punctual, set the example and assist others in achieving that standard whenever possible. Create a strong team bond with all of your fellow cadets that will allow everyone to put their trust in each other and will allow us to work together to achieve great things. **Remember, TEAM - Together Everyone Accomplishes More.**

**Captain John Wylie**  
Commanding Officer

### Squadron History

---

Royal Canadian Air Cadet Squadron Eric Simms was formed in 1954 with the support of Canadair. The Squadron was originally formed to serve the English speaking employees and their families. This was the first time an industrial company had sponsored a squadron in the Montreal area. The officers were drawn from Canadair employees who had previous military service, and all of the recruits had to be sons of an employee (this is before girls were allowed to join Cadets). The Squadron was originally housed in the Flight Hangar, Plant 2. The Squadron quickly gained an inevitable reputation within the Air Cadets community, quickly growing to over 115 Cadets. The Squadron's vision was based on Eric Simms dream of forming a squadron of young men who would be trained in the art of good citizenship through the medium of the Air Cadet League of Canada.

In 1998 the Squadron's name was changed to 588 Bombardier Aerospace, as Canadair was acquired and merged into Bombardier's operations. In 2009, the Squadron's name was changed once again to the current name, 588 Eric Simms, in recognition of its founder and first Commanding Officer, Squadron Leader Eric Edward Simms.

## Squadron Crest and Motto



### Squadron Crest

The Squadron Crest was designed to reflect the vision of its founder Eric Simms, and the close ties that the Squadron has to the Saint-Laurent community.

The **Grill** (red and gold strips) represents the long-standing ties the Squadron has had with Ville de Saint-Laurent. This grill was taken from the original Coat of Arms of the Saint-Laurent community that was in use when the Squadron was founded.

The **Cogged Wheel** symbolizes the industrial nature of the Saint-Laurent Community and the roots of 588 Eric Simms. The squadron was originally formed as 588 Canadair Squadron. The squadron was the first air cadet group in the Montreal area to be sponsored by an industrial concern. Its officers were drawn from Canadair (an aircraft manufacturer) personnel with Air Force experience and all of its cadets were required to be sons of Canadair employees.

The **Albatross** has been a long-standing symbol of the Royal Canadian Air Cadets and the Air Cadet League of Canada. The Albatross is represented on the crest in recognition the close ties held between both organizations and the Squadron's first Commanding Officer, Eric Simms.

The **Canadian Cornet** (Crown featuring the Maple Leaf) is an adaption of the traditional British duke's coronet. This symbolizes the long-standing ties the Royal Canadian Air Cadets has had with the British Monarchy, with Prince Philip, the Duke of Edinburgh having served as the Air Commodore-in-Chief of the Royal Canadian Air Cadets since 1953.

### Squadron Motto

The Motto "Youth with a Purpose" harkens back to the philosophy of the Squadron's namesake, Eric Simms, who believed that organizations like the Royal Canadian Air Cadets should train the future citizens, men of tomorrow – for tomorrow, capable of helping Canada to continue as a world leading nation. Our goal is to develop within our cadets a sense of a common purpose to become the better citizens and leaders of tomorrow.

## Communications with Parents and Cadets

### Monthly Routine Orders

The day-to-day working of the squadron are controlled by a set of instructions called "Routine Orders" or "ROs" for short. Every Officer, Civilian Instructor and Cadet is made aware of them and they form the basis of a controlled and orderly lifestyle that everyone in the Squadron can understand, obey and profit from. These orders contain specific information such as upcoming announcements, duty schedules, promotions, activity handouts, etc., and are prepared and published by the Commanding Officer at the beginning of each month on our Facebook page. Hardcopies are also posted at the Squadron.



## Squadron Facebook Page

The Squadron uses Facebook to post pictures, announcements and other important information. Cadets should make a habit of checking the Squadron Facebook Page at least twice a week. Our Facebook Page address is, <https://www.facebook.com/588simms>.

## Squadron Bulletin Board

Copies of important information and orders are also posted on the Squadron Bulletin Board located at the entrance to the parade square (main hall in the basement). Information will be updated regularly for the cadets and parents to read.

## Weekly Phone Chain

Cadets should receive weekly calls from a Senior Cadet in the Flight. This will likely be their Section Leader or their Flight Commander. These calls are intended to allow Senior Cadets to give their Cadets important information about the upcoming week, and to give cadets a chance to ask questions. These calls should be attempted by 2030 hours (8:30 pm) of each Sunday.

In the event a cadet does not receive a call, or misses the call, they are responsible for calling/emailing their Section Leader/Flight Commander to get the information they need for the upcoming week. Therefore, we encourage each cadet to write down their Section Leader or Flight Commander's contact information (in pencil) in the space provided below:

Name of Flight Commander: _____
Phone Number: ( _____ ) _____ - _____.
Email: _____
Name of Section Leader: _____
Phone Number: ( _____ ) _____ - _____.
Email: _____

## Emails to Parents/Guardians

Parents may receive emails throughout the year from the Commanding Officer or the Sponsoring Committee. These emails are intended to keep parents up to date on important activities or fundraising efforts at the Squadron.

## Cadet Guide

The Cadet Guide is an important tool for all of the members of the Squadron. Each Cadet is expected to have their Cadet Guide with them each parade night. If the Cadet Guide is lost, the Cadet must replace it as soon as possible. The Cadet may have to pay for the cost of replacing their copy of the Cadet Guide.

---

## Cadet Intranet Portal

---

There is a wealth of resources to help cadets. On the internet, there is a file repository that contains national and regional orders and regulations that govern cadets, as well as provide links to other resources like Instructional Guides and other materials that can be used by instructors to complete their lesson plans. In order to access this site, you must type in the following address: <http://portal.cadets.gc.ca> and then enter in the following information:

**Username:** 588ericssimms1

**Password:** cadets588!

---

## Commanding Officer Parades

---

The Commanding Officer and the Chairperson of the Parent's Committee will inspect the Squadron on the last Tuesday of every month. Following this inspection, the Commanding Officer will give out monthly awards, promotions and complete any special presentations to members of the squadron.

---

## Optional Activities

---

The Squadron has a variety of optional training opportunities that cadets can take part in. These opportunities, while optional, do require the cadet to make a commitment to regular attend activities. Activities run throughout the year, at various times and on various days of the week. Upcoming optional training opportunities are published in Monthly Routine Orders. Below are the optional training opportunities that are planned for .

### **Military Music - Band**

Cadets interested in learning to play a musical instrument, or who already know how to play, can join our joint military band with Escadron 621. Cadets will learn music theory, refine playing abilities and have the opportunity to participate in regional workshops, competitions and perform at local events (like Remembrance Day). Practices are on Saturdays from 0900 hours – 1200 hours at the Saint-Laurent Centre des Loisirs located at 1375 rue Grenet.

### **Precision Drill Team**

The Precision Drill Team is an opportunity for cadets to refine their skills in military drill and to learn new skills through advanced drill movements and routines. Cadets practice a compulsory routine and develop a custom silent routine (where no commands are called). The team competes at a regional competition against over 20 Air Cadet Squadrons. The drill team meets on Thursdays from 1900 hours – 2100 hours at the Squadron Headquarters.

### **Ground School (Flying Scholarship Programs)**

The Ground School program is designed to give cadets a greater interest and knowledge of meteorology, principles of flight, airport operations and other necessary information in order to prepare for the mandatory provincial exams used during the Glider Pilot and Power Pilot Scholarship selection. Cadets who want to become Glider or Power Pilots must attend ground school. The Ground School meets on Thursdays from 1900 hours – 2100 hours at the Squadron Headquarters.

### **Effective Speaking**

In the Air Cadet program, we use words such as leadership, teamwork, self-discipline, self-confidence and good citizenship. Cadets who participate in the effective speaking program will learn all of these things. The skills they learn here will help them immeasurably in other areas of their life as well, whether they are making class presentations in secondary school, or later, interviewing for admission to professional faculties at universities, making presentations to colleagues at work, leading volunteer organizations, running for public office. The effective speaking program meets once a month. The dates and times for this activity are determined by the Training Officer and are published in Monthly Routine Orders.

## Daily Routine (Tuesday Night)

The following table outlines the normal schedule for Tuesday Night Training:

TIME	ACTIVITY	COORDINATING INSTRUCTIONS
1815 – 1830	Arrival of Adult Staff and Senior Cadets	Staff to begin set up of Squadron
1830 – 1840	Arrival of Junior Cadets	Cadets asked to arrive NLT 1840 hrs
1840 – 1855	Flight Commander's Period	Period devoted to administrative, clothing and other matters.
1855 – 1900	Opening Parade	General announcements about the night and dismiss cadets to classrooms.
1905 – 1935	First Period of Instruction	Late Cadets must report to the Squadron Orderly Room before going to class
1940 – 2010	Second Period of Instruction	Late Cadets must report to the Squadron Orderly Room before going to class
2010 – 2020	Break	Canteen services available to cadets.
2020 – 2050	Third Period of Instruction	Late Cadets must report to the Squadron Orderly Room before going to class
2055 – 2100	Closing Parade/ Announcements & Dismissal	Briefing to be conducted by the Cadet Commander. Duty section to remain, rest of cadets dismissed.
2110	Dismissal of Duty Section	Duty NCO to ensure building/classrooms are clean
2130	Closure of the building	Officers to be released at 2130 hrs.

## Restricted Access Areas (Out of Bounds)

There are several areas and places at our primary training location that are OUT OF BOUNDS in the Squadron. The following areas are out of bounds, except to authorized personnel:

- Squadron Administration and Training Office
- Squadron Stores
- Main Floor of Church

**PAGE LEFT BLANK INTENTIONALLY**

## SECTION II – SQUADRON POLICIES

### Introduction

---

Cadets are expected to maintain a high level of professionalism that includes an ability to obey orders and instructions given to them by cadets and officers of a higher rank, to refrain from the use of vulgar language, to treat others with mutual respect, and to act with integrity and a sense of responsibility. Cadets who act inappropriately will be warned and if the behaviour continues may be sent home, suspended or terminated from the program.

We are committed to ensuring that every cadet is corrected appropriately and in a manner that serves to correct the problem and not to demean or belittle the individual. We are also committed to ensuring that parents are informed early on about their child's behaviour if it starts to become problematic.

The following section outlines the important policies that guide our operations. It is expected that each Cadet will become familiar with all of these policies.

### Attendance Policy

---

One of the expectations of every Cadet is that they attend mandatory training nights (Tuesdays) as much as possible and attend other mandatory training activities as ordered by the Commanding Officer, which include (but are not limited to) Bagging Fundraisers, Remembrance Day parade and Annual Ceremonial Review.

Attendance is an important factor in the quality of training you receive and your overall cadet experience. The greater the amount of activities you attend, the more knowledge and ability to practice important skills you'll have available to you. Participating in optional activities and mandatory weekend exercises also gives you the chance to make new friends and strengthen friendships you've already made at the Squadron.

Your personal attendance is also important to the Squadron. The amount of money allocated to the squadron for uniforms, officers and equipment and the number of summer training billets available to us is directly determined by our collective attendance numbers.

It is also important for you directly as attendance will play a significant factor in the selection of promotions, appointments (jobs), awards and summer training opportunities. Progress to the next training level is also dependent on cadets completing the mandatory courses and performance checks as well as maintaining a minimum attendance rate of 60%. On average, a Cadet Squadron has about 40 mandatory training activities a year, therefore in order to maintain a 90% attendance average a Cadet may not miss more than 4 of these activities in the training year.

If you are unable to make an activity because you have a good reason (sick, death in the family, etc.) it is important that you call in and let us know you are not coming. It is better to be marked as 'Excused' from training than be marked 'Absent without Leave (AWOL)' because you just decided to not show without calling.

### How to Request to be Excused from Training

It is the Cadet's (not the parent's) responsibility to phone the Squadron to notify us of any absence before the start of the activity; on Tuesday nights that means phoning the squadron no later than 1800 hours (6 PM). The Squadron Phone Number is 438-934-5882.

In the event a Cadet can no longer attend a mandatory event such as Bagging, Poppy Campaign, Special Parades or Mandatory Supported Weekends that they signed up to attend, the Cadet is required to call the Squadron no less than 48 hours in advance of the activity when at all possible; ideally as soon as possible.

There is a voicemail, so if you do not get an officer, you are expected to leave a message clearly indicating your full name (first and last name), the date that you will be absent and the reason. Any absence for family emergencies or serious illness will be taken into consideration, but we must be notified so that your absence

can be marked as excused. **If no prior arrangements have been made by you (the Cadet), you will be marked as AWOL.**

## How to Request a Leave of Absence

If you have to be excused for a longer period of time (3 or more weeks) because of a chronic illness, or because of problems at school you need to take an academic leave of absence, you need to speak with your Level Officer and complete an Application for Excused Absence. The request will be reviewed and approved by the Commanding Officer. It is important to note that approval is not automatic and requests can be denied.

## Policy on Chronic Absences or Cadets being Absent without Leave

**All of our Cadets are expected to make regularly attending mandatory training nights and weekend activities a priority in their life.** All Cadets are encouraged to maintain a minimum attendance rate of 80% for all mandatory training activities. Cadets who have attendance rates below 70% will likely receive a training counselling session for absenteeism. Cadets who have their attendance rate below 50% will have their file reviewed by the Commanding Officer to determine if they will have their membership terminated.

Cadets who are Absent without Leave for four consecutive training weeks may have their membership terminated at the discretion of the Commanding Officer.

## Reporting Late for Training

If a Cadet is late on a parade night and has missed the roll call, (arriving after 1855 hours), then that Cadet must report to the Administration Officer to have his/her name added to the attendance register and then the Cadet must go directly to his/her class. Whenever possible, Cadets should call the Squadron ahead of time to let us know to expect them to be late.

## Cadet Code of Conduct

---

As a member of 588 Eric Simms Squadron you are expected to be committed to applying the highest ethical standards in all the decisions and actions you take, whether you are in uniform or not in uniform. In order to help guide you in making appropriate decisions or actions, the following Code of Conduct was developed. You are expected to adhere to these rules and thereby bring honour to our squadron. Each Cadet will read and sign this Code of Conduct at the start of each training year.

### Cadet Code of Conduct

As a member of 588 Eric Simms Squadron I hereby agree to carry out my duties to the best of my ability and to conform to these rules:

1. I agree to respect the people around me, my environment, and the belongings of others;
2. I agree not to purchase, sell, consume and/or distribute alcohol, narcotics, prohibited substances, drug related paraphernalia, or pornographic material and not to take part in illegal gambling activities;
3. I agree not to purchase, sell, and/or distribute tobacco products;
4. I agree not to consume any prescription and/or non-prescription medications not directly prescribed to me for a current health condition;
5. I agree not to commit theft nor to borrow the belongings of others without having been authorized to do so by the owners of the belongings in question;
6. I agree not to sell, barter, or steal any items belonging to the Department of National Defence, the Government of Canada, the Air Cadet League or a Sponsor;
7. I agree that any kind of fraternization or sexual activity shall not be tolerated during any Cadet activity;

8. I agree to respect my peers and supervisors and to conduct myself towards others following the values and regulations of the Positive Social Relations for Youth program;
9. I agree not to fight with, shout at, or bully anyone;
10. I agree to be loyal, honest, courageous, diligent, fair and responsible;
11. I agree to respect all rules and regulations and to report to my supervisors any breach of the rules of which I may be aware;
12. I agree to conform to the approved cadet dress regulations;
13. I agree to obey proper orders, directives, and instructions issued by persons in positions of authority;
14. I agree to do nothing that might endanger the immediate safety of other persons; and
15. I agree that when/if using information technologies, including cellular telephones, internet, Facebook, YouTube, and all other such applications, I shall do so in a responsible manner and will not engage in any activity that may bring into disrepute the Cadet Movement, Department of National Defence, the Cadet Leagues, or any individual associated with the Cadet Movement.

I understand these rules do not only apply when engaged in authorized cadet activities, but also in situations where my conduct outside of cadets may be prejudicial to the proper operation or maintenance of discipline within the Squadron.

I further acknowledge that a breach of one or more of the foregoing rules may result in administrative measures including release from my Cadet Unit or Training Centre in accordance with Cadet Administrative and Training Order (CATO) 15-22.

## **Vandalism**

---

588 Eric Simms parades out of a Communal space of a church used by several other community groups. As such, it is very important that all Cadets respect the building and items contained therein. Any Cadet implicated in an act of vandalism may be asked to pay for repairs to correct the vandalism carried out, and may be asked to perform community service as part of the restorative justice process.

## **Fundraising**

---

The Air Cadet movement is run in joint partnership between the Department of National Defence (DND) and the civilian Air Cadet League of Canada. While, DND does provide funding for many things in the Air Cadet movement it does not cover all our expenses. Therefore, it is necessary for the Air Cadet League of Canada and every Air Cadet to fundraise in order to cover the costs of some mandatory training, like flying, and the cost of optional activities, like band.

L'Auto-Cadets is the major fundraising campaign held during the year. It is a mandatory activity that each cadet must participate in. This campaign involves selling tickets for a series of lottery draws for prizes like cars and large cash prizes. Each cadet is given a set amount of tickets that they must sell. The money raised from this campaign support the gliding program and are used to pay for flying scholarships among other things.

Bagging is another fundraising campaign that cadets are expected to participate in. It involves spending time at local grocery stores bagging people's groceries in exchange for a donation. The money raised from this campaign is used to directly support what we do at the squadron. This money helps to pay for new sports equipment, helps to cover the cost of the band program, the rental fees for our training facility and the cost of optional activities, like reward weekends.

Cadets who do not participate in fundraising events may be preclude from optional activities or receiving other benefits not paid for with DND funds.

## **Paying Compliments and Addressing Other Members**

---

It is important to pay the correct compliments and to address individuals correctly. The following guidelines outline when compliments are given and how to address members of the Squadron.

### **When to Pay Compliments**

1. When speaking to a Commissioned Officer (Second Lieutenant and above), the Cadet shall stand at the position of attention after approaching the Officer. The cadet will then give a salute and remain at the position of attention unless otherwise directed. When the conversation is completed the Cadet shall come to attention and give a proper salute, execute a right turn and march away smartly.
2. When speaking to a Commissioned Officer (Officer Cadet), Civilian Instructor or a Senior Cadet (Sergeant and above), the Cadet shall stand at the position of attention after approaching the member. When the conversation is completed the Cadet shall come to attention, execute a right turn and march away smartly.
3. Salutes shall be given when cadets are in uniform with headdress and pass a Commissioned Officer, except when they are in the basement stairway at the Squadron Headquarters which is designated as a non-saluting zone.
4. Individuals wishing to enter a room/office in which an Officer is already present shall halt at the door, knock, give a proper salute, hold the salute until acknowledged and ask permission to enter. Individuals leaving a room in which an Officer is present shall face into the room, come to attention, give a proper salute and march off.
5. When a senior ranking person enters or exits a room, the senior ranking individual already in the room shall call "Room" bringing all personnel in the room to attention (whether sitting or standing), all personnel shall remain in this position until told to "Carry On".

### **How to Properly Address Other Members**

1. Officers shall be addressed by their rank and surname, or by Sir or Ma'am.
2. Cadets shall be addressed by rank and surname or in the case of Warrant Officers, Sir or Ma'am.

## **Completion of Training Levels**

---

Every Cadet is required to maintain an attendance rate of at least 60% for all mandatory training activities in order to be eligible to complete their level. Every Cadet must also complete all of their mandated performance checks. It is the responsibility of the Squadron Training Officer and the Flight Officers to follow and assist cadets in making these two requirements by the end of the year. A Cadet may be granted 1 waiver for an incomplete performance objective, however, this is not automatic and will be at the discretion of the Commanding Officer. Cadets with a waiver will be required to complete the missing training the following year in addition to all of the requirements of their current training level.

## **Promotions**

---

In order to be promoted, you have to meet the requirements for promotion as laid out in Cadet Administrative Training Order 13-02. These requirements are laid out in the table found on the following page.

Meeting these requirements, however, does not mean that a promotion is automatic. There must also be a need for you to hold that rank either to fulfill an appointment and there may be a need to place limits on the number of cadets with a particular rank in order to maintain the correct distribution of ranks in the squadron. In order to equitably decide which cadets are promoted and which are not, the squadron uses a point system that takes into account your cadet experience, your attendance, your community service, your participation in optional activities, your fundraising and your training proficiency. Based on this point system, the cadets with the highest point total are prioritized over those other eligible cadets with lower point totals.



Rank	Rank Promotion Criteria		
	Service	Training	Other
Cadet	Rank is assigned upon enrolment into the program.		
Leading Air Cadet (LAC)	Five months of service	N/A	Must be recommended by Flight Officer
Corporal (Cpl)	Hold the rank of LAC	Completed Level 1 Training and Participate in Cadet Fitness Assessment	Must be recommended by Flight Officer
Flight Corporal (FCpl)	Hold the rank of Cpl for at least 6 months	Completed Level 2 Training and Participate in Cadet Fitness Assessment	Must be recommended by Flight Officer
Sergeant (Sgt)	Hold the rank of FCpl for at least 6 months	Completed Level 3 Training, Participate in Cadet Fitness Assessment and Achieve "Completed without Difficulty" on PO 303 Leadership Assessment	Must be recommended by Flight Officer or Supervisor
Flight Sergeant (FSgt)	Hold the rank of Sgt for at least 6 months	Completed Level 3 Training, Participate in Cadet Fitness Assessment and Achieve "Completed without Difficulty" on PO 403 Leadership Assessment	Must be recommended by Flight Officer or Supervisor
Warrant Officer 2 <sup>nd</sup> Class (WO2)	Hold the rank of FSgt for at least 6 months	Achieve "Completed without Difficulty" on PO 503 Leadership Assessment	Must be recommended by Flight Officer or Supervisor and be identified as a successful candidate during the Merit Review Board Process
Warrant Officer 1 <sup>st</sup> Class (WO1)	Hold the rank of WO2 for at least 6 months	N/A	Must be recommended by Flight Officer or Supervisor and be identified as a successful candidate during the Merit Review Board Process

A Flight Officer's or the Cadet Supervisor's recommendations are based on the following criteria.

- **Attendance.** The Cadet must have a minimum attendance of 70% for all mandatory training activities for the ranks of Leading Air Cadet to Flight Corporal and a minimum of 80% for the rank of Sergeant and above.
- **Discipline.** The Cadet cannot have received a Written Warning or higher form of corrective measure for misbehavior in the last 10 months.
- **Discipline.** The Cadet cannot have received a Cautionary Notice for misbehavior within the last 3 months.
- **Uniform and Appearance.** The Cadet must maintain a general appearance and maintain their uniform to a satisfactory standard.

- **Maturity and Leadership.** The Cadet must show an ability to demonstrate and willingness to carry out and give direction successfully, and to set a positive example commensurate with the rank they are to be promoted.

## Summer Training Selection

---

Unfortunately, not every cadet who applies can go to summer training as there is only a limited amount of spaces for various courses. In addition, cadets must also meet the academic, medical, physical and age. Training level and other requirements for the courses they wish to take are listed in Cadet Administrative Training Order 51-01. In the case of advanced national courses, there may be additional screening that must be successfully completed by candidates. If you are interested in Summer Training, you should speak with your Flight Officer to get more information.

Once again, in order to fairly select cadets for these spaces, cadets who meet the course prerequisites listed above are ranked based on a point system that takes into account your cadet experience, your attendance, your community service, your participation in optional activities, your fundraising and your leadership.

As the process of applying for summer training can be a complicated activity given this process, you will receive assistance and guidance from your Flight Officer and the Training Officer regarding your eligibility for summer training and the courses to which you are well-suited.

## Use of Cellular Phones

---

Cellular phones can be a valuable communication tool for Cadets and Adult Staff. However, they can also become a distraction and negatively affect training if improperly used. The following guidelines will govern the use of cellular phones on cadet activities:

Cellular phones may be used by Adult Staff and Senior Cadets during cadet activities. However, the use of the cellular phone should be limited and used to aid in the performance of their duties at the Squadron. Junior Cadets are not permitted to use their cell phone during training hours. On Tuesday nights, this means 1840 hours (6:40 pm) – 2010 hours (8:10 pm) and 2020 hours (8:20 pm) – 2100 hours (9:00 pm). Cadets are permitted to use their cell phone during the evening break between 2010 (8:10 pm) – 2020 hours (8:20 pm).

## Visitors

---

All visitors (those who are not members of the Squadron or the Sponsoring Committee) are required to report to the Squadron Orderly Room to sign in. Visitors will be issued a visitor card and will allowed on ground with an escort as designated by the Commanding Officer. Visitors must wear their Visitor Identification Card and it must be visible at all times.

## SECTION III – DRESS AND APPEARANCE

### Department

---

Cadets must conduct themselves in a manner that reflects favorably on the Air Cadet Movement. It may seem unfair, but it's a fact of life – people will be far more critical of childish or rowdy behavior amongst cadets than amongst other young people. The reputation of the whole cadet organization, and even the Canadian Armed Forces, is affected by how you look when you're in public – be that while you're riding the bus, walking on the street, eating in a restaurant, or waiting outside the squadron to be picked up by your parents.

Here are a few things that you should keep in mind when you're in uniform or even in civilian clothing, when you are out on a cadet activity:

1. Keep your hands out of your pockets.
2. Wear your uniform smartly and don't chew gum.
3. Don't remove your wedge in public, except in a restaurant, legion, church or mess hall.
4. Don't smoke.
5. Don't throw litter on the street.
6. Avoid horseplay and keep your voice pleasant and dignified.
7. Do not engage in hand holding and other displays of affection.
8. Present a military bearing by walking with a purpose and not dragging your feet. Never slouch. If you are in a group walking out in public, walk two-by-two or in a proper formation (e.g. flight).
9. Be courteous to others; offer your seat on the bus/metro to elderly or disabled people and hold doors open for others. Make sure to speak to people politely and respectfully, regardless of what they say to you.

### Dress Code

---

The highest standard of dress will be maintained. Our dress code encompasses three areas, 1) personal grooming, 2) categories of authorized dress, and 3) standards related to the wearing and care for issued clothing. These areas are governed by national instructions found in Cadet Administrative Training Orders (CATO) 55-04 Air Cadet Dress Regulations. Adherence with the standards set out in CATO 55-04 is part of the member conditions that every cadet agrees to when completing their Application for Membership.

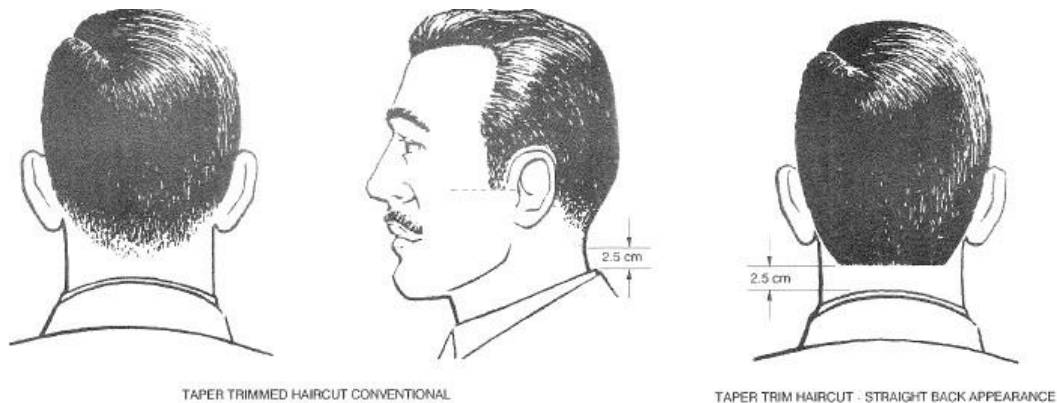
#### Personal Grooming – Male Cadets

Male Cadets are to ensure that the hair on their head is neatly groomed and conservatively styled. The length, bulk and style of hair will not prevent the proper wear of the wedge. In particular, the style and colour shall not be bizarre (an unnatural colour), exaggerated or create an unusual appearance. The following additional guidelines are to be applied by male cadets:

1. Hair must be taper trimmed at the back, sides and above the ears to blend with the hairstyle;
2. Hair must be no more than 6 inches in length and short enough that when the wedge is removed the hair does not touch the ears or fall below the top of the eyebrows;
3. Taper trimmed square back styles and shaving of all the hair on the head are permitted;
4. The back of the neck should be cut so that the bottom of the hair is about 1 inch above the shirt collar;

4. Sideburns will be squared off horizontally at the bottom edge and not extend below the middle of the ear;
5. Moustaches are permitted, but will be kept neatly trimmed, no more than 2 cm in bulk, not extend below the corners of the mouth and will not protrude beyond the width of the mouth; and
6. Only male cadets adherent of the Sikh religion or cadets experiencing recognized medical problems preventing them from shaving may wear the beard. In the latter case, a note from a medical practitioner is required.

Below are images of the typical hairstyle outlined above and the standard approved for cadets.



Male cadets are not authorized to wear make-up or earrings. The only jewelry that may be worn in uniform shall be a wristwatch, medical alert bracelet and a maximum of one ring (not of a costume jewelry nature) per hand.

Male cadets in uniform shall not wear visible body piercing adornments (tongue included). Male cadets shall not acquire visible piercings; covering the unauthorized piercing with an adhesive bandage or Band-Aid is not acceptable. Male Cadets who get their ears pierced may be precluded from training until such time as piercing has healed; as male cadets are not authorized to wear healing devices.

Cadets shall not acquire visible tattoos that could be deemed to be offensive to otherwise reflect discredit on the Canadian Cadet Organization.

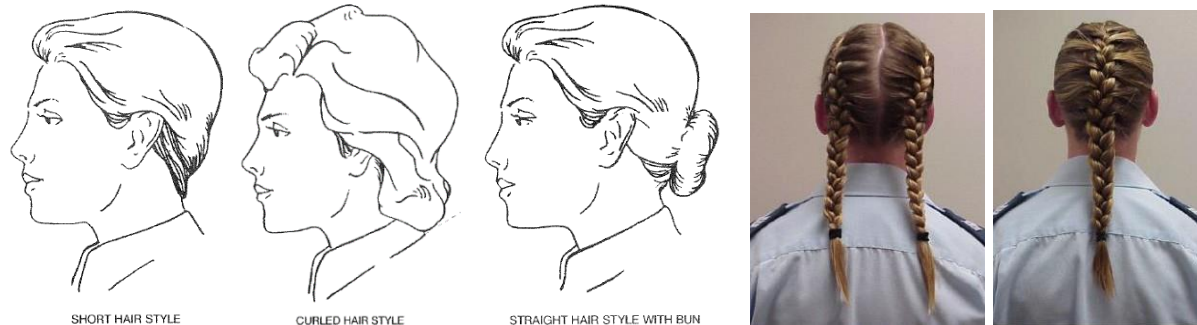
### Personal Grooming – Female Cadets

Female Cadets are to ensure that the hair on their head is neatly groomed and conservatively styled. The length, bulk and style of hair will not prevent the proper wear of the wedge. In particular, the style and colour shall not be bizarre (an unnatural colour), exaggerated or create an unusual appearance. The following additional guidelines are to be applied by female cadets:

1. Females with short hair, must ensure that the hair does not extend below the lower edge of the shirt collar. Female cadets with longer hair must style in a single bun at the back of the head, a single braid worn in the centre at the back of the head, or double braids worn behind the shoulders.
2. Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or small-unadorned fastener.
3. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener.
4. Hair worn in braids/cornrows shall not extend below the top of the armpit. Single or multiple braids extending below the upper armpit are to be gathered in a bun.

5. Female cadets can inform the Commanding Officer of their intention to transition from short to long hairstyles and may be granted time to allow their hair to extend below the lower edge of the shirt collar.

Below are examples of properly styled hair for female cadets:



Female cadets are authorized to wear a minimal amount of make-up. When in uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly colored eye shadow or lipstick, colored nail polish, and excessive facial make-up.

Female cadets may wear a wristwatch, a medical alert bracelet and a maximum of two rings (one per hand), which are not of a costume jewelry nature. In addition, female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. The single stud earring, worn in the center of each earlobe and shall be spherical in shape and not exceed 0.6 cm in diameter. No other type of earring shall be worn except for a gold or silver-healing device of similar shape and size, which may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the center of each ear lobe, may be worn at a time. Apart from earrings, female cadets in uniform shall not wear visible body piercing adornments (tongue included).

Female cadets shall not acquire earrings that do not meet the standard outlined above; covering the unauthorized piercing with an adhesive bandage or Band-Aid is not acceptable. Female Cadets who get their ears pierced may be precluded from training until such time as piercing has healed.

Cadets shall not acquire visible tattoos that could be deemed to be offensive to otherwise reflect discredit on the Canadian Cadet Organization.

## Categories of Authorized Dress

---

There are various categories of dress (types of uniforms) for Air Cadets. At 588, Cadets typically wear the following categories of dress for mandatory Tuesday Training Nights and special ceremonies:



### C-1 Ceremonial Dress

#### COMPOSITION:

1. Wedge, shirt with necktie, jacket, trousers with belt, boot and wool socks.
2. Worn with medals and pins on the jacket.
3. Worn with cloth or embroidered pilot wings on the jacket, but not the metal pilot wings.
4. Name tag worn on jacket (if issued).
5. Cadets can wear their civilian jacket over the uniform provided it does not have offensive or questionable material on it.

#### **NOTE:** NEW RECRUITS (NOT ISSUED UNIFORM)

Cadets who have not been issued a uniform should wear dark pants (preferably not jeans) and a white dress shirt to be tucked into their pants. Cadets can wear running shoes or dress shoes.



### C-2B Routine Training Dress

#### COMPOSITION:

1. Wedge, shirt without tie, trousers with belt, boots and wool socks.
2. Rank slip-ons shall be worn on the shirt.
3. Medal ribbons and the Cadet Certificate of Commendation pin maybe worn on the shirt.
4. Metal wings may be worn on the shirt, but not the cloth or embroidered pilot wings.
5. Name tag worn on jacket (if issued).
6. Cadets can wear their civilian jacket over the uniform provided it does not have offensive or questionable material on it.

#### **NOTE:** NEW RECRUITS (NOT ISSUED UNIFORM)

Cadets who have not been issued a uniform should wear dark pants (preferably not jeans) and a dark blue t-shirt to be tucked into their pants. Cadets should wear running shoes.





## C-4 Routine Training Dress

### COMPOSITION:

1. Wedge, dark blue t-shirt, jacket, trousers with belt, boot and wool socks.
2. Worn with medal ribbons and pins on the tunic.
3. Worn with cloth or embroidered metal pilot wings on the tunic, but not the metal pilot wings.
4. Name tag worn on tunic (if issued).
5. Cadets can wear their civilian jacket over the uniform provided it does not have offensive or questionable material on it.

### NOTE: NEW RECRUITS (NOT ISSUED UNIFORM)

Cadets who have not been issued a uniform should wear dark pants (preferably not jeans) and a dark blue t-shirt (issued by Supply) to be tucked into their pants. Cadets can wear running shoes or dress shoes.

## Civilian Attire

Cadets are permitted to dress in jeans/sweatpants/shorts, t-shirt/sweater and jacket according to the weather as directed by the Commanding Officer.

Shorts should not extend past the mid-thigh and t-shirts must have sleeves that remain rolled down. Short-shorts and mini-skirts are not permitted.

At no time is the midriff (stomach/waist) to be left exposed. Offensive or questionable logos/art or messages are not permitted on any articles of clothing. Low cut neck shirts, blouses, sweaters or dresses are not permitted.

Cadets must keep their appearance to the standards laid out in national regulations.

Males must be clean-shaven. Moustaches must be authorized by the Commanding Officer and if approved, it must be kept neat and clean. Females can wear their hair down, but it must be kept in a ponytail. Makeup must be conservative in nature.

Females are permitted one earring to be placed in the middle of the earlobe. Males are not permitted to wear earrings. Cadets are permitted to wear one ring per hand.

Chains, bracelets and other jewelry can be worn, but it must be conservative in nature. Cadets may be required to take off these items for safety considerations depending on the activities being conducted.

**NOTE:** For certain activities, like survival weekends, a kit list outlining the necessary clothing needed for the activity will be supplied. Cadets should dress according to the instructions given in that kit list or any other information handout for that activity.

## Care and Upkeep of Uniform

The following section outlines important information to help you to make your uniform look its best.

1. **Wedge** – The wedge is the primary headdress. It shall be worn centered on the head, two finger widths above the eyebrows and tilted slightly right.
2. **Short Sleeve Dress Shirt** – The short sleeve dress shirt is worn during the summer with the top button open. It is also worn with the necktie under the tunic on formal occasions. It shall be kept clean and wrinkle-free. The only crease is to be down the center of each sleeve starting at the center of each epaulette. Rank slip-ons shall be worn on the shirt epaulettes. The shirt shall be tucked into the pants at all times.

3. **Dark Blue Sports T-Shirt** – The dark blue sports t-shirt is worn during summer training, including sports activities. It shall be wrinkle free at all times.
4. **Tunic with Cloth Belt** – The tunic is the formal jacket of the cadet uniform. It is worn over the sweater during the winter and is also worn over the dress shirt and necktie on all formal occasions. It shall always be fully buttoned, with the exception of the top button, and shall be kept clean and wrinkle-free. The sleeves of the jacket shall have no creases. The cloth tunic belt shall be worn so the excess of the belt (not more than 8 cm) is on the left side of the buckle. The buckle shall be centered on the uniform. Nothing is to be carried in the tunic pockets, and all pocket flaps shall be buttoned at all times.
5. **Trousers** – The trousers shall be pressed so as to have creases down the center of each leg in the front and the back. Creases in the front shall extend from the first belt loops to the bottom of the legs. Creases in the back shall extend from the back center belt loop to the bottom of the legs. Creases shall not be sewn or glued. Do not carry bulky items in the pockets.
6. **Boots** – Black ankle boots should be cleaned and polished on a regular basis. The whole boot is to be polished, not just the toe. The areas of the boot where the sole meets the leather are to be cleaned and blackened with an old toothbrush and black polish. Boots are to be laced horizontally from side-to-side. When the boot laces are tied, the ends of the laces are to be tucked inside the boot.  
1. **Wool Socks** – Grey wool socks shall be worn with boots. If a cadet suffers from a recognized allergy to wool, the cadet may wear grey cotton or nylon socks with approval from the Supply Officer.
7. **Black Belt with Gold Buckle** – The black belt with gold buckle shall always be worn with the cadet trousers. The buckle is to be centered with the brass end meeting the brass buckle with no black showing between the two. The belt length will need to be adjusted in order for this to occur.
8. **Necktie** – The black necktie shall be worn with the dress shirt under the tunic on formal occasions. It shall be knotted neatly using a Windsor knot and kept tight. When tied, it will extend to the middle of the pants belt buckle. The following diagram shows how to properly tie a Windsor Knot.



9. **Rank Slip-ons** – Rank slip-ons shall be worn on the epaulettes of both shoulders on the short sleeve dress shirt and the all-season jacket, but not the tunic.
10. **Black Gloves** – Issued black gloves or plain black civilian gloves may be worn with the all-season jacket in cold weather.



11. **Nametag** – Nametags are purchased by Cadets. It is worn centered over the right breast pocket of the short sleeve dress shirt and tunic.

When ironing creases into clothing, starch should be used for a crisp look. A pressing cloth made from an old pillow case or thin towel should always be used between the iron and clothing to prevent the fabric from becoming shiny or burning.

Always use steam when ironing. This will help to remove wrinkles.

**PAGE LEFT BLANK INTENTIONALLY**

## SECTION IV – AWARDS AND MERIT BASED SELECTIONS

### Overview of Cadet Honors and Awards

---

The Squadron has several awards that it gives out each year. This include National, Regional and local (Squadron) awards. Below is a brief overview of the awards are typically given to Cadets over the course of a training year by our Squadron.

#### General Eligibility Requirements

In order to be eligible for a squadron award, all cadets must meet the following standards:

1. Conduct – The Cadet cannot receive a written warning or have been suspended over the training year (September – June).
2. Attendance – The Cadet must maintain an overall average attendance of 80% or higher throughout the training year to be recommended for one of the Best Level Cadets

Cadets who do not meet these standards will not be considered for a squadron award.

Additional information for these awards is published in Monthly Routine Orders throughout the year.

### Squadron Level Awards

---

#### Best Cadet of the Month

This award is given at the Commanding Officer's Parade held of the first week of the month to the Level 1 – 3 Cadet who had the highest overall points over the past month for their uniform marks, attendance and conduct over the previous month. To be eligible for this award, the Cadet must have attended all mandatory training activities for the past month.

#### Top Flight of the Month

At each Commanding Officer's Parade held on the first week of the month, the Top Flight of the Month will be announced for the previous month. The winner is the flight with the best overall performance in terms of their overall attendance at all mandatory training activities, uniform marks, conduct and fundraising efforts for the previous month.

#### OAJ Dubuc Trophy

The OAJ Dubuc Trophy is awarded to the Cadet on the Precision Drill Team who demonstrated the best overall performance on the team in terms of their esprit de corps, uniform marks, drill and overview leadership on the team. This award is determined by a weighted score of the uniform marks taken throughout the Tuesday nights (25%), attendance at team practices (25%) and points allocated by popular vote of the team based on leadership, esprit de corps and quality of personnel drill (50%).

#### Ian Geddes Memorial Award

This Award is presented to the Cadet who demonstrated the best overall performance in the band I terms of their musical skills, attendance and overall contribution to the 588-621 Joint Band. The recipient for this award is chosen by the Band Officer.

#### 588 Committee Fundraising Award

The 588 Committee Fundraising Award is presented to the Cadet who sold the most tickets during the current year's l'auto cadet campaign.

## **Attendance Award**

This Award is presented to the Cadets who have maintained an overall attendance rate of 85% or higher for all mandatory activities over the training year. The Cadet cannot have been absent without leave no more than 3 times throughout the year.

## **Best Level 1 Cadet**

This award is presented to the Level 1 Cadet who demonstrated the highest overall level of proficiency throughout the year as determined by their academic performance, attendance, conduct, fundraising and leadership. The recipient of this award is determined by the process outlined in Section 5. In order to be eligible for this award, the Cadet must have joined the Squadron before January 15.

## **Best Level 2 Cadet**

This award is presented to the Level 2 Cadet who demonstrated the highest overall level of proficiency throughout the year as determined by their academic performance, attendance, conduct, fundraising and leadership.

The recipient of this award is determined by the process outlined in Section 5. In order to be eligible for this award, the Cadet must have joined the Squadron before January 15.

## **J.C. Cochrane Leadership Award (Best Level 3 Cadet)**

The J.C. Cochrane Memorial Trophy is presented to the Level 3 Cadet who demonstrated the highest overall level of proficiency throughout the year as determined by their academic performance, attendance, conduct, fundraising and leadership. The recipient of this award is determined by the process outlined in Section 5.

## **Mentor Award (Best Level 4 Cadet)**

The Mentor Award is presented to the Level 4 Cadet who demonstrated the highest overall level of proficiency throughout the year as determined by their academic performance, attendance, conduct, fundraising and leadership. The recipient of this award is determined by the process outlined in Section 5.

## **Top Flight Award**

The Top Flight Award is presented to the Flight with the top overall performance in terms of their overall attendance at all mandatory training activities, uniform marks, conduct and fundraising efforts throughout the year.

## **Commanding Officer's Trophy (Best Level 5 Cadet)**

This award is presented by the Commanding Officer to the Level 5 Cadet who has had the greatest effect upon the squadron through their leadership, comradeship and personal example. A short list of nominees are presented to the Commanding Officer who will make the final selection.

## **Captain T. Mooney Memorial Award**

This trophy is donated by the Canadair Firemen's Department and is awarded annually to the cadet in the Canadair squadrons (588 Eric Simms and 621 St-Laurent Squadron) who obtained the highest total assessment in the Glider Pilot Flying Scholarship nominations.

## **Baltins Remembrance Award**

This Award was donated by Mrs. Baltins, in memory of her son Ray Baltins, who was the first Canadair cadet to join the RCAF and who disappeared on active duty while flying a Canadair built F86 Sabre Jet. This trophy is award to the cadet from 588 Eric Simms and 621 St-Laurent squadrons who obtained the highest total assessment in the Power Pilot Flying Scholarship examinations.

## LCol EE Simms Citizenship Award

The LCol EE Simms Citizenship Award is given to the cadet showing the best Citizenship qualities in his Squadron through their participation in the fundraising activities of the Squadron and the Saint Laurent community through participation in the squadron's community service activities.

## National Cadet Honours and Awards

---

### Air Cadet Service Medal

To be eligible for this medal Cadets must have completed 4 years of continuous honourable service with the Royal Canadian Air Cadets. A gold bar and rosette can be awarded for each additional year of training completed.

### Royal Canadian Legion Medal of Excellence

This award is to provide recognition for individual endeavor in the area of citizenship in meeting and enhancing the aims and objectives of the cadet organization. In order to be eligible for this medal a cadet must meet the following conditions:

1. Met all requirements of the squadron annual mandatory and optional training programs;
2. Participated in a minimum of three community service events in addition to those supported by the squadron;
3. Be regarded by peers and superiors as exemplifying the model cadet; and
4. Enhanced the squadron through their cooperation, comradeship, support given to others, contribution to the squadron's cohesion and morale and involvement in the community.

Selection is completed through a merit review board ideally comprised of a group of officers, parent committee members and representatives of the local Royal Canadian Legion Branch 98 who will nominate a recipient to the Commanding Officer.

### Lord Strathcona Trust Fund Medal

The origin of the Strathcona Foundation dates back to 1909. Lord Strathcona, then High Commissioner for Canada in London, England, wished to improve the physical and intellectual capabilities of youths by encouraging habits of self-discipline, good citizenship and patriotism. To this end, he created the foundation bearing his name. In 1923, a medal was struck and awarded to the most deserving cadet of each corps. The medal is the highest award that can be granted to a cadet.

This medal is awarded based on the following guidelines and eligibility criteria:

1. Only 1 medal may be awarded per squadron;
2. Cadets must write an essay and provide support documentation in order to be considered for the medal;
3. The medal can only be awarded to a cadet once and it is not mandatory to award the medal each year;
4. The Cadet must have a high level of physical fitness (ideally qualify for Gold or Excellence in the Cadet Fitness Assessment in the year of nomination);
5. The Cadet will have qualified to a training level not below Level 3;
6. The Cadet will have attended at least 75% of the schedule training parades in the year of nomination;
7. The Cadet will have participated in at least 50% of the scheduled optional activities in the year of nomination;

8. Have been a cadet for at least 3 complete years; and
9. Be regarded by peers and supervisors as exemplifying the model cadet.

## Merit Based Selection

Selection is completed through a merit review board ideally comprised of a group of officers, parent committee members and representatives of local community organizations who will nominate a recipient to the Commanding Officer.

Merit based selections can be used to determine recipients for awards, priority lists of summer training courses and promotions and other nominations at the squadron. Cadets are assessed in according to the following areas of assessment:

### Participation Record

Attendance at compulsory and complementary activities: This is an easy one! You show up for mandatory training and your officers will calculate the percentage. Make sure that your attendance is recorded. For example, if you are present for 28 of the 30 training sessions conducted by your cadet corps, your attendance percentage will be 93%. You would therefore receive 25 points. Attendance is rewarded as follows:

70%-74%	75%-79%	80%-84%	85%-89%	90%-95%	96%-100%
5 points	10 points	15 points	20 points	25 points	30 points

### Physical Fitness

Points are awarded for the highest level achieved during the Cadet Fitness Assessment. Points are awarded as follows:

Participated	Bronze	Silver	Gold	Excellence
0 points	5 points	10 points	15 points	20 points

Colonel Robert Perron Award: This is a national competition to identify the top cadet athletes (male and female) across Canada. You must register to participate in this competition if you wish to receive points. If you are interested, ask your Level Officer. Points will be awarded for the highest result, as follows:

Participation	Top 3 Male and Female	Top Male and Female
5 points	10 points	15 points

### Community Leadership

Points are awarded to recognize involvement in the community service activities completed through the squadron and outside of the squadron. You must submit a written request, to the corps CO, to have your activities credited. The submission must include a description of the activity; a description of your personal involvement (number of hours, role, challenges, etc.); and a signed letter of recognition from a civilian authority related to the activity. The following are only a few examples of what could be credited: member of the student council, volunteering with the elderly, teaching music to children, running a fundraising campaign, playing music at church, volunteering at cadet championships, etc. Points for community leadership are awarded as follows:

1 Activity	2 Activities	3 Activities	4 or More Activities
5 points	10 points	15 points	20 points

## Qualifications

Marksmanship Qualifications: Points are awarded for the highest level of marksmanship achieved during the current training year as follows:

Marksman	First Class	Expert	Distinguished
5 points	10 points	15 points	20 points

Music Qualifications: Points are awarded for the highest level of music proficiency achieved during the current training year as follows:

Basic	Level 1	Level 2	Level 3	Level 4	Level 5
5 points	8 points	11 points	14 points	17 points	20 points

## Participation in Optional Activities

The intent is to recognize the extra efforts put forth by senior cadets that train for several weeks and months, in preparation for demonstrations and/or competitions. Points are awarded for participation in optional activities as follows:

Effective Speaking	Marksmanship, or Precision Drill	Ground School, or Music
2 points	4 points	6 points

## Participation in Squadron Fundraising

The intent is to recognize the effort and commitment shown to the Squadron through participation in fundraising activities like Bagging, Giftwrapping and other fundraising campaigns (except l'auto cadets). Points are allocated as follows:

1 Activity-Shift	2 Activities - Shifts	3 Activities - Shifts	4 or More Activities-Shift
2 points	4 points	6 points	8 points

## Participation in L'Auto Cadets

The L'auto Cadet campaign is the largest and arguably the most important fundraising event for Air Cadets. Points are given to cadets based on the total number of tickets they sell. Points are allocated as follows:

0-12 tickets	13-24 tickets	25 - 36 tickets	45-59 tickets	60 tickets or more
2 points	4 points	6 points	8 points	10 Points

## Completion of Mandatory Training (Performance Objectives)

As part of the mandatory training program, cadets must complete all assigned performance objectives for their level. Points are allocated with no points being awarded for an incomplete performance objective, 10 points for a completed with difficulty or participated, 20 points for a Completed without difficulty and 30 points for an exceeded standard. An example of the scoring of the Mandatory Training component is shown in the following diagram.

PO 501 Citizenship				
	Incomplete	Participated		
	0 points	20 points		
PO 503 Leadership				
	Incomplete	Completed with Difficulty	Completed without Difficulty	Enhanced
	0 points	10 points	20 points	30 points

In the example above the cadet participated in the citizenship training and completed the leadership testing with an overall grade of Completed without Difficulty. The total score would therefore be 40 points.

### Uniform Inspection Marks

Cadets will have their uniforms and appearance inspected at least once a month. Formal inspections will be done during the Commanding Officer's Parade. The average uniform score of these inspections will be used to calculate a Cadets Uniform Score.

Does not Meet Minimum Expectations	Meets Expectations	Exceeds Expectations
0 points	4 points	6 points

### Merit Review Board/Interview

At the discretion of the Commanding Officer, a Merit Review Board may be called for to better evaluate the Cadets during the selection process. During this interview, Cadets will be asked a series of questions ranging from General Cadet Knowledge questions, leadership scenarios, to specific questions related to the course or opportunity they are being evaluated on. Cadets will receive an overall mark out of 10 based on their responses and their overall communication abilities during the interview.

### Conduct and Discipline

A penalty will be levied for poor misconduct. If a cadet receives a Cautionary Notice the cadet will have 20 points deducted per cautionary notice, and 50 points for every written warning received. For any suspensions, cadets will have 100 points deducted. Cadets will have 2 points removed for receiving a negative Performance Feedback Card and will have 2 points added for receiving a Positive Performance Feedback Card.

### Point Calculation

Based on the results of the individual areas of assessment a final point total is calculated using a table similar to the one shown below. It is important to note that for merit selections involving cadets from various levels, the mandatory training calculation will be removed from the calculation. Instead the remaining areas of assessment will be used to short-list candidates (normally the top 3-5 candidates) and a final group discussion amongst all of the officers and a representative of the parent committee will finalize the overall rankings. In these multiple level selections, the Commanding Officer may also impose quotas by level to ensure a fair and equitable distribution of opportunity is achieved throughout the Training Levels. These quotas will be done in consultation with the Training Officer and the Parent's Committee.



PO 501 Citizenship	Incomplete		Participated				
	0 points		20 points				
PO 503 Leadership	Incomplete	Completed with Difficulty	Completed without Difficulty		Exceeded Standards		
	0 points	10 points	20 points		30 points		
Attendance	70-74%	75-79%	80-84%	85-89%	90-95%	96-100%	
	5 pts	10 pts	15 pts	20 pts	25 pts	30 pts	
Music	Basic	Level 1	Level 2	Level 3	Level 4	Level 5	
	5 points	8 points	11 points	14 points	17 points	20 points	
Physical Fitness	Participated		Bronze	Silver	Gold	Excellence	
	0 pts		5 pts	10 pts	15 pts	20 pts	
Robert Perron Fitness Award	Participated		Top 3 Male or Female		Top Male or Female		
	5 pts		10 pts		15 pts		
Community Leadership	1 Activity		2 Activities		3 Activities		4+ Activities
	5 points		10 points		20 points		30 points
Marksmanship	Marksman		First Class		Expert		Distinguished
	5 points		10 points		20 points		30 points
Squadron Fundraising	1 activity		2 activities		3 activities		4+ activities
	5 points		10 points		20 points		30 points
L'Auto Cadets	12-24 tickets		24-48 tickets		48-59 tickets		60+ tickets
	4 points		6 points		8 points		10 points
Optional Teams:	Total		12 pts (Band and Ground School)				
Uniform Inspection	Does not Meet Minimum Expectations		Meets Expectations		Exceeds Standards		
	0 points		4 points		6 points		
Merit Review Board	Total		7 out of 10				
Discipline	Total Deductions/Extra Awards		+ 20 points				

In this case the cadet would have received 173 points.

**PAGE LEFT BLANK INTENTIONALLY**