



## 872 Kiwanis Kanata Royal Canadian Air Cadets Squadron Standing Orders

Effective Date: April 9, 2019

Issued by 872 Kiwanis Kanata Squadron Commanding Officer.

These standing orders will be effective upon publication.

These Standing Orders will be in effect upon publication. Any suggestions for changes must be made in writing to the Commanding Officer, 872 RCACS.

## PREFACE

1. Squadron Standing Orders are promulgated to set out regulations particular to this squadron.
2. Squadron Standing Orders are regulations pertaining to the personnel, administration, operation, supply, and finances of 872 Kiwanis Kanata Squadron.
3. These orders are effective upon receipt and are applicable to all officers, civilian staff and cadets involved with 872 Kiwanis Kanata, Royal Canadian Air Cadet Squadron (RCACS).
4. All personnel shall acquaint themselves with, obey and enforce these orders. Breaches will be dealt with accordingly and ignorance of the contents of these orders will not be accepted as an excuse for failure to obey them.
5. Personnel are expected to interpret 872 Squadron Standing Orders intelligently, bearing in mind that no order can provide for every situation or emergency or replace sound judgment and efficient supervision. Personnel are expected to use their common sense in unusual or emergency situations.
6. Throughout this publication, the use of generic terms such as he and or his is prevalent. Such words shall be assumed to include females except where the situation so dictates. Also, the use of the term “cadet(s)” shall be assumed to include all cadet ranks, except where the situation so dictates.
7. The master copy of SSOs will be kept on file at the Squadron local HQ training facility. The SSOs are to be reviewed by all members of Squadron prior to 31 Sep of each training year. The most current copy of the SSOs will be posted on the Squadron Website. The Operations Officer will be responsible to ensure that the most current copy of the SSO’s are maintained on the Squadron Web Site and a hard copy available in Rm 106 of AY Jackson for review on Parade nights.

Commanding  
Officer 872 RCACS

Distribution  
Action  
All Staff  
All Cadets

Information  
Sponsoring Committee

## **872 SQUADRON STANDING ORDERS INTRODUCTION**

### **References:**

1. Queens Regulations and Orders Cadets - QR&O (Cadets)
2. Canadian Forces Administrative Orders – CFAO’s
3. Cadet Administrative and Training Orders – CATO’s
4. Defense Administration and Orders DAOD’s
5. Security Orders for the Canadian Forces - A-SJ-100-001/AS-000
6. Canadian Forces Dress Instructions - A-AD-265-000/AG-001
7. Dress Regulations for Royal Canadian Air Cadets – CATO 55-04

### **1. AIM**

These orders are promulgated in order to define the aspects of the unit organization, regulations and terms of reference that do not change frequently and promote the efficient operation of the Squadron.

### **2. BOUNDARIES**

Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron, including the designated areas of the AY Jackson High School and all other locations used from time to time by the Squadron.

### **3. JURISDICTION**

These orders are issued by the CO, 872 RCACS and have effect on all personnel on strength with or attached to this unit while on any Cadet Activity within the boundaries defined above. These orders supplement any orders issued by NDHQ or the Cadet Training Division. These orders also will apply to any visiting Officers or Cadets while in the Squadron areas of the AY Jackson High School and in attendance of a 872 RCACS function.

### **4. DISTRIBUTION AND AMENDMENT**

These orders will be in effect upon promulgation and supersede any previous orders that may have been issued. Copies of these orders are available from the Duty Personnel or from the Squadron Office and it is the responsibility of all personnel to read and become familiar with these orders. These orders will also be posted on the 872 RCACS Web Site. Knowledge of these orders will be assumed from the date of promulgation and lack of such familiarity will not constitute excuse or contravention. These orders will be amended as required. All suggestions for amendment must be submitted to the CO and will be promulgated by the Officer of Prime Importance (OPI). All the above references will apply equally to all amendments.

### **5. CONFLICT**

If a conflict occurs between these orders and an order or regulation promulgated by another Canadian Forces Organization (NDHQ, RCSU (Eastern), etc.) or an authorized civilian organization (Air Cadet League, Police, etc.), the higher authority shall prevail.

**6. AUTHORITY**

The Commanding Officer of 872 RCACS under the authority of QR&O's article 4.20 issues 872 Squadron RCACS Standing Orders.

**7. STANDARDS**

Cadets should learn respect for having honour and character. A cadet should possess such qualities as loyalty, honesty, obedience, perseverance and respect of the rights of others. These desirable qualities will be a product earned through association and training. A strong effort put forth by each cadet in squadron activities and training, will have a profound effect in molding an excellent cadet & good citizen.

## 100 Personnel

### 101. Duties and Responsibilities

1. The Commanding Officer (CO) is directly responsible to RCSU (Eastern).
2. The CO of 872 RCACS is responsible for the command, control, and administration of all 872 RCACS functions and activities whether he/she is present or not. The CO will from time to time delegate command, control, and administrative responsibilities to other officers who will, in return, be responsible to the CO for their actions.
3. A subordinate officer will be delegated by the CO to be Deputy Commanding Officer (DCO) of 872 RCACS when necessary. This officer will be responsible for the operation of the Squadron in the absence of the CO. This officer will be directly responsible to the CO for his/her actions and decisions.
4. All Staff and volunteers are personally responsible for the execution of duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.
5. All Staff are expected to be on duty on training parade nights from 1815 - 2145 hr. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible.
6. All officers and staff are expected to be present at support and optional training activities as required, and as individual schedules permit. These activities include survival exercises, citizenship tours, parades, community support activities and competitions.

### 102. Command and Control

1. The CO should be the only person to directly contact the Regional Cadet Support Unit (RCSU) concerning Squadron affairs. Other personnel may contact RCSU (Eastern) as directed by the CO.
2. Contact with the Air Cadet League concerning Squadron affairs shall be made through the CO. Other personnel must obtain prior permission from the CO before contacting the Air Cadet League in regards to Squadron affairs.
3. Contact with the Parents Committee should be made through the CO. Contact with the Squadron staff by the Parents Committee should be made through the CO. Cadets may contact the Parents Committee directly but the CO must be advised of the subject of said contact.
4. The CO has a right to expect the support of all personnel under his/her command. Personnel are to conduct themselves in a manner that is not detrimental to the

unit's efficiency or in a manner that would bring discredit to the unit and/or the Canadian Forces.

5. In any decision making process the CO may seek suggestions from others and consider those suggestions if the situation warrants. However, it must always be the CO who makes the final decision and bears responsibility for it.

### **103. Chain of Command**

1. The Deputy Commanding Officer (DCO), Training Officer (Trg O), Squadron Operations Order, Administration Officer (Adm O) and Supply Officer (Sup O) report directly to the CO.
2. All other squadron officers report directly to their respective section head and the CO.
3. The Squadron Commander (Sqn Com) reports directly to the CO and the Trg O.
4. The Deputy Squadron Commander (Sqn D/Com) reports directly to the Sqn Com and to the Trg O.
5. The Squadron Warrant Officer (SWO) reports directly to the Sqn Com.
6. The Flight Commander (Flt Com) reports directly to the Sqn D/Com.
7. The Flight Sergeants (Flt Sgt) reports directly to the Flt Com.
8. All other Cadets report through their Flight NCOs and Flt Com to the SWO, the Sqn D/Com and the Sqn Com.
9. All Cadets may request interviews with UCCMA or any other staff member directly.

### **104. Duty Personnel**

1. All Squadron Officers and designated CIs, with the exception of the CO, will perform the duties of the Duty Officer (Duty O).
2. All Squadron Flight Sergeants and Sergeants will perform the duties of the Duty NCOs.
3. The Duty Personnel are directly responsible for the efficient operation of the Squadron. The Duty Personnel are to ensure that the Training is carried out in accordance to the published Parade Schedule. The Duty O is the COs direct representative and will report directly to the DCO any observations of the Squadron operations.
4. The AdmO will maintain a roster for Duty Personnel rotation and promulgate it on a regular basis. Changes to the roster must be reported to the AdmO as soon as

possible if any of the Duty Personnel cannot appear for their duty assignment, the next person on the rotation as promulgated in the MROs will assume the duties

5. The Duty O is to report for duty by 1800 hr on the day of his/her duty and to remain until the last Cadet departs for home.
6. The Duty NCOs will report to the Duty O by 1815 hr and will assist the Duty O in conducting his/her duties. The Duty NCOs are responsible for ensuring that the Squadron attendance is returned to the AdmO no later than (NLT) 1930 hrs.
7. Complete details of the duties and Terms of Reference for all Duty Personnel are contained in Annex A – Terms and Reference document.
8. The AdmO will hold the master copies of the duties of the Duty O, Duty Flight Sergeants, and Duty Sergeants.

### **105. Appointments**

1. Staff and Cadets will be appointed to commanding or supervising positions in the Squadron as required. These appointments may be either permanent or temporary, depending on the nature of the position.
2. The final decision for all appointments rests with the CO.

### **106. Summer Training Selections (National, Regional and Quota Courses)**

1. Summer Training candidate selection will be done by the Commanding Officer in consultation with the Training Staff of 872 Squadron, and the Chairperson of the Sponsoring Committee. Selection will be based on criteria set out by the Department of National Defence and the Air Cadet League of Canada, supplemented by local standards by using a Matrix standard.
2. The Squadron Administration Officer is responsible for creating, publishing, and the coordinating the administrative process and schedule for summer training courses.
3. Cadets are expected to submit all documentation required by posted deadlines. Failure to do so may result in failure of the Cadet to attend the Summer Training Course for which the cadet has applied.

## 200 Squadron Operations

### 201. Squadron Routine

1. The following Parade Schedule shall be followed for regular training parades:
2. 1800 hrs – 1810 hrs Access to School begins
  - 1830 – 1850 FALL IN and OPENING PARADE [attendance, inspections etc.]
  - 1850 – 1900 Flight Time in classrooms.
  - 1900 – 1905 Move to First Period classroom
  - 1905 – 1935 PERIOD 1
  - 1935 – 1940 Move to Second Period classroom
  - 1940 – 2010 PERIOD 2
  - 2010 – 2030 BREAK
  - 2030 - 2035 Move to Third Period classroom 2035
  - 2105 PERIOD 3
  - 2105 – 2110 Move to Parade Square and Fall-in for Closing Parade
  - 2110 – 2130 CLOSING PARADE and announcements
  - 2130 hrs - All Cadets Depart for Home
3. Commanding Officer's Parades
  - a. An inspection by the Commanding Officer will take place monthly as scheduled by the Training Officer.
4. CO's parade will be during Period 3.
  - a. All personnel except for the Duty Personnel shall be on parade during the Commanding Officer's Inspection.
  - b. Dress for this parade is as follows:
  - c. Cadets – C2 – Full Dress Uniform with medals.
  - d. Officers – DEU3 with medals.
  - e. Civilian Instructors/Volunteers – Shirt & tie preferred, no jeans or sneakers
5. The Commanding Officer may invite a civilian dignitary from the community to a Commanding Officer's Parade to act as a Reviewing Officer. Where such is the case, the Reviewing Officer will be accorded all military honours appropriate to a senior officer of the Canadian Forces while on parade.
6. The optional training schedule will be published in the Squadron MROs

## **202. Dress Regulations (Annex B)**

1. All Cadets are expected to be familiar with the contents of, and comply with CATO 55-04.
2. The dress and appearance of Cadets and Officers on all occasions will be such as to reflect credit on the Canadian Forces, the Royal Canadian Air Cadets, and 872 RCACS
3. Seasonal dress changes and forms of dress for ceremonies and special training will be published in MROs
4. Items of the Cadet uniform issued from Supply shall not be worn in combination with civilian dress.
5. Wearing of the Cadet uniform is authorized for official cadet activities, only. Authorization to wear the Cadet uniform at non-Cadet activities, such as School Remembrance Day Ceremonies, must be obtained from the CO
6. Cadets and their parents are to understand that the uniform and equipment issued by Supply is on loan by DND for the duration of their Cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform, so as to return it in a recyclable condition.
7. Haircuts & styles for males/females must comply with the Dress Regulations and present a neat, clean-cut appearance for all cadet activities.

## **202. Deportment**

1. All Officers, CIs and volunteers must be aware of their responsibilities as role models at all times. Behavior when around Cadets shall be above reproach.
2. Cadets and Officer' dress, haircuts, and overall appearance must meet CIC Dress Regulations at all times.
3. CI and Volunteer dress must be neat, clean, and appropriate for the activity. Jeans are not acceptable attire, except for casual activities in which Cadets are dressed in a similar fashion. Dress for monthly COs Parade and other ceremonial occasions should reflect the formality of the event.
4. Cadets, Officers and staff are to address each other by their rank/title and surname, and Cadets by rank and surname, when in the presence of Cadets.
5. Cadets and CIC officers, while in uniform, shall not chew gum, slouch, saunter, carry hands in pockets, smoke, walk arm in arm or indulge in similar lapses of deportment that detract from a military bearing in the eyes of the public.

### **203. Paying of Compliments**

1. While attending any Squadron function, all personnel are to address each other by their rank and last name only. This applies to any function whether in uniform or not. First names will not be used under any circumstances.
2. A high standard of military bearing is to be maintained and proper respects will be observed between all ranks at all times. Compliments will be carried out in a smart and efficient manner.
3. Saluting is showing respect for the Queen's Commission as held by the Commissioned Officers. A Commissioned Officer is any Officer in the Canadian Forces from Second Lieutenant and above.
4. An Officer Cadet is not a Commissioned Officer and thus is not saluted. Coming to attention and checking the arms shall show proper respect. All salutes given, however, shall be returned.
5. All, regardless of rank, will recognize the CO.
6. Cadets will not salute NCOs nor will NCOs salute fellow NCOs. Coming to attentions when addressing one another shall show proper respect. Coming to attention and checking the arms shall show proper respect.
7. All Cadets and Squadron Personnel shall show the proper respect to each other in the following areas:
  - a. Parade square;
  - b. Entering and leaving a Squadron Office; and
  - c. Outdoors
8. Saluting will not be required in the following areas:
  - a. Hallways;
  - b. Stairwells;
9. Proper respect by checking the arms shall be shown in all non-saluting areas to those who would otherwise be saluted.
10. When on exercise or when you find that you are working in close proximity to someone to whom you would pay compliments, the professional military way is to pay compliments the first time you meet the senior person at the start of the day, and again as the last thing you do before parting company or retiring for the night. A good example is if you were working with an officer on a training exercise, you would not pay compliments each time you address him/her, but rather do as described earlier.

## **204. Classroom Upkeep**

1. Classrooms will be maintained in an orderly manner.
2. Classroom instructors shall ensure that they leave the classroom clean, chairs and tables stacked and folded and that all garbage has been placed in the proper receptacles.
3. It is the responsibility of each instructor to ensure that the classrooms are found in better condition than when they entered into them.
4. Instructors will return all instructional aides to training at the end of the training night.

## **205. Use of Private Vehicles**

1. Cadets are not to use private motor vehicles (PMC) on Cadet activities unless specifically authorized by the CO and then only as necessary to perform a specific duty related to the purpose of having the vehicle present.
2. No Officer, CI, VI, Parent or Cadet shall be reimbursed for the use of PMC unless authorized by the CO.

## **206. Disciplinary Procedures**

1. Written record of all disciplinary issues will be maintained using an Cadet Cautionary form, and Disciplinary form.
2. Discipline may be initiated by Sgts and up, but must be reported through the Chain of Command. All concerns shall be dealt with at the lowest appropriate level and are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. At the Flt Coms' discretion, the IR can be forwarded to the Sqn Com. The Sqn Com may then take one of three courses of action:
  - a. Verbal reprimand
  - b. Assign the Cadet to extra duties.
  - c. Forward the concern to the Trg O. All forwarded concerns shall be signed by the Cadet to acknowledge that they have been read
4. Any concerns written regarding a senior NCO will be actioned by the Trg O.
5. IR's presented by the Sqn Com to the TrgO will be reviewed and a suggested course of action will be presented to the CO. The CO will decide on the final course of action. The following courses of action, in order of severity, are available, IAW CATO 15-22 6. The Trg O will ensure the concern is filed in the Cadet's personnel file.

## **207. Positive Social Relationships for Youth (PSRY) Training**

1. All Cadets must complete the PSRY program as soon as possible after joining the Squadron.
2. PSRY Training is also part of the Level 4 training.
3. All Staff are required to take the Staff PSRY Module prior to enrolment.

## 300 Squadron Exercises and Activities

### 301. General

1. An Officer shall supervise all Squadron Exercises and Activities. All personnel are reminded that they are either members of the Canadian Forces or the Royal Canadian Air Cadets and act accordingly.
2. All personnel will be responsible to provide their own transport to the initial meeting point prior to the specified meeting time for that exercise.
3. All personnel will be responsible to provide their own return transport at the conclusion of that exercise at the final meeting point.
4. Continued late pick-up of Cadets after the conclusion of an exercise may result in the Cadet being suspended from future optional exercises.
5. For the duration of any exercise as promulgated in MROs, the exercise area will be regarded as a Training Area of 872 RCACS, and these SSOs shall apply fully.

### 302. Optional Training

1. All optional training activities shall be approved by the Commanding Officer prior to commencing.
2. The Commanding Officer shall approve all optional training locations and ensure that qualified instructors supervise all optional training activities. The CO will also ensure that the required Request For Exercises [RFE's] have signed by him/her and submitted to Detachment for authorization of all activities involving Cadets throughout the Cadet Training year, and that the RFE has been authorized by Detachment prior to the event being allowed to take place.
3. All optional training activities shall be promulgated in the Squadron Training Orders. Required information will include dates and times of each activity. Promulgation in Weekly Routine Orders will constitute approval of the activity.
4. Days and times of optional training activities are subject to change. Any rescheduling of an optional activity is subject to the approval of the Commanding Officer. The Instructor in Charge will announce notices of such changes as far in advance as possible.
5. Additional activities such as parades, base tours, flying, and survival exercises will be promulgated in Weekly Routine Orders, as well as in verbal and written announcements as far in advance as possible.

### **303. Field Training Exercise**

1. All personnel are eligible for participation in all Squadron sponsored activities. Participation in exercises is optional; however, attendance in certain exercises is required for completion of level training, promotion eligibility and summer camp selection.
2. Each exercise will have an Officer of Primary Interest (OPI) and a cadet selected to act as the Cadet of Primary Interest (CPI). Together they shall oversee all aspects of the exercise on behalf of the Commanding Officer including the preparation of an Operations Order. The CPI shall assist in the preparations of all Squadron stores required on the exercise in conjunction with the Supply Officer and the OPI.
3. The OPI and CPI shall be appointed no later than two months prior to the exercise and shall assist in the preparation of the training timetable and appointment of instructors in conjunction with the Training Officer. An RFE shall be submitted for each exercise no later than four weeks prior to the planned date(s).
4. A sign-up sheet will be posted for Cadets to sign for various activities. Normally sign-up will be a minimum of two weeks prior to the exercise.
5. Once a Cadet signs the form online, he/she is committed to attend that exercise. Failure to attend will be considered as an unexcused absence and treated accordingly.
6. Where female cadets are present, a female adult supervisor shall be present on the exercise if possible.

### **304. Permission Forms**

1. Permission Forms will be required for overnight activities and activities where cadets may be required to miss school.
2. Permission Forms must be fully completed and returned to the Squadron administration officer prior to the Cadets participation in these activities. Failure to have the necessary form completed in a timely fashion will result in the Cadet not participating in the activity.

### **305. Kit Lists**

1. All personnel will be issued kit lists for any overnight exercises
2. Cadets are to ensure that they are in possession of all items listed. Failure to have required items may result in the Cadet being unable to attend the exercise.

### **306. Familiarization Gliding**

1. Familiarization gliding of Cadets is conducted for the purpose of promoting an interest in aviation and related activities.
2. Familiarization gliding will be conducted in Air Cadet League gliders at the Smith Falls Gliding Zone during the fall and spring.
3. Priority for gliding shall be as follows:
  - a. Cadets who have never been gliding.
  - b. Cadets who have not be gliding during the current Cadet year.
  - c. All other Cadets.
4. Cadets are not required to fly if they believe they are not fit to undertake such flights.
5. Dress for gliding will be civilian clothes appropriate for the conditions of the day.
6. No item of the air Cadet uniform will be worn on the gliding field.
7. Cadets will conduct themselves with maturity at the gliding field and will pay careful attention to the safety aspect of the operation.
8. Cadets will not wander from the gliding operations on the airport and will only move under supervision.
9. Cadets will ensure that they inform the Ops O or designate at the earliest opportunity if they are not able to meet their commitment to attend a gliding day. Failure to attend will result in being denoted as an unexcused absence.

### **307. Familiarization Flying**

1. Familiarization flying of Cadets is conducted for the purpose of promoting an interest in aviation and related activities. Familiarization flying will be conducted in powered aircraft out of a local Airport or any other airport deemed to be of interest to the Squadron, between September and June.
2. Squadron funded familiarization flights offered by the Squadron are a privilege, not a right.
3. Cadets are not required to fly if they believe they are not fit to undertake such flights.
4. All Cadets will wear appropriate civilian attire when undergoing powered familiarization flying.
5. Familiarization Pilots will be selected based on ability, availability and experience.

All pilots must be approved by the CO. All pilots, in accordance with regulations, shall inform the Sqn Ops O if any condition exists such that they should not fly as a Pilot in Command, they must inform the Sqn Ops O. The Sqn Ops O will forward this information to the CO.

6. Pilots will ensure that maximum training benefit is achieved for Cadets undergoing familiarization flights by:
  - a. Including the Cadet in the planning of the flight
  - b. Including the Cadets in the Daily Inspection (DI) of the aircraft
  - c. Explaining the various instruments and controls
  - d. Providing experience at controlling the aircraft in the air if, in the judgment of the Pilot in Command, that can be done conforming to regulations and safe airmanship
  - e. Explaining the flight plan and ATC procedures.
7. All familiarization flights will be conducted in accordance with regulations set out by the Region Flying Operations Officer. Log Book entries shall be recorded for all flights and cadets flown by the Squadron.
8. All familiarization flight staff shall sign as having read and understood these SOPs before the commencement of flight operations, and annually there-after.
9. The following personnel who meet the required qualifications and are properly checked out, and have been taken on strength with the Squadron, may become familiarization pilots;
  - a. Cadet Instructor Cadre (CIC) personnel
  - b. CIs
  - c. Civilians
  - d. Regular force members

### **308. Range**

1. 872 Squadron members will use only authorized ranges in conducting range training.
2. A qualified RSO will supervise all range activities.
3. All personnel are required to comply with National, Regional and Squadron Range Standing Orders (Annex C) at all times while on 872 Squadron controlled ranges. Range Standing Orders covering private ranges that 872 Squadron utilizes will also apply.
4. All cadets are required to complete a range safety course prior to attending any range activities.

## **400 Uniform and Stores**

### **401. Care and Use of Uniform**

1. No member shall wear a uniform unless on a Squadron activity authorized by the CO.
2. No item shall be glued to a uniform. All items will be sewn and placed in accordance with regulations.
3. Parents are responsible for the loss of items of uniforms and may be subject to reimburse the Crown for losses.
4. Due care will be taken when washing the air Cadet uniform.

### **402. Training Stores**

1. The Sup O shall maintain an inventory and be accountable for all items in the cadet Stores.
2. All items will be signed out of the cadet Stores on a temporary loan card.

### **403. Care and Use of Equipment**

1. All equipment used by Squadron personnel shall be used diligently and only in its prescribed manner.
2. Care shall be taken to ensure that items are returned clean, dry and properly folded

## **500 Facilities**

### **501. General**

1. 872 RCACS will conduct Training Parades on Wednesday Evenings from 1 Sep - 30 Jun of each Training Year at the A. Y. Jackson Secondary School, 150 Abbeyhill Dr, Kanata. The times will be from 1815 - 2130 hrs. Other facilities around Kanata may be used. These must be booked in advance and will be promulgated in Routine Orders.

### **502. Visitors**

1. All visitors to the Squadron are to report in the administration office.

### **503. Other Facilities**

1. 872 RCACS will acquire alternate facilities to conduct training. All personnel will follow the rules governing the use of these facilities by their owners. Failure to do so may cause the Squadron the loss of future use of these facilities.

### **504. Cleanliness and Security**

1. All facilities used by 872 RCACS will be left in a clean condition at all times. All facilities will be properly secured prior to 872 RCACS departing them.

## 600 Security

### 601. General

1. The DCO, by appointment of the CO, is responsible for the overall security of the unit. All personnel shall report to the DCO on all matters regarding security.
2. Every Officers, CIs, VIs and Cadet is responsible for ensuring the security of DND and Squadron property.
3. The disclosure of CF/DND information or personnel information is controlled, and subject to the Need to Know principle. All requests for information from non-DND agencies shall be referred to the RCSU (Eastern) Public Affairs Officer for handling.
4. Good security is accomplished through understanding and compliance. All personnel must be made knowledgeable about security and be motivated to comply with security orders and practices. All new personnel shall, as part of their in-clearance, be briefed by the CO about Squadron security principles and their personal responsibility to preserve unit security.

### 602. Physical Security

1. At the end of each training parade, all Squadron Duty Personnel are responsible for ensuring the Cadet unit filing cabinets and doors are secure before leaving. A check will be made of all Squadron areas, even if they haven't been occupied during the parade.
2. During optional training parades, the OIC shall ensure that the above security measures are followed.
3. The last person to leave the Squadron LHQ will ensure that the office is secure and that the outside door is properly closed.
4. Stores are the responsibility of the Sup O. Material and Equipment is for Squadron use only and shall be signed out by the Sup O to Squadron personnel only, without prior authorization from the CO.

## 700 Administration

### 701. Accidents and Medical Emergencies

1. All precaution will be taken to avert accident or emergency situations.
2. Where a medical emergency occurs, the officer or civilian instructor will take immediate action to avert any additional injuries.
3. Assistance will be sought for medical emergencies. No ambulance or hospitalisation will occur without the consent of the senior officer present or the Commanding Officer.
4. The Commanding Officer will be notified of all accidents and medical emergencies as soon as practical.
5. The officer or civilian instructor will note the date, time, and circumstances and will prepare a CF98. These forms will be forwarded to the Commanding Officer for signature and submission to Eastern Region cadets.

### 702. Fire Orders

1. All personnel should be aware of the locations of fire extinguishers and fire alarms.
2. All hallways and doorways in the building will be kept clear and unobstructed at all times.
3. Tampering with fire and safety equipment will result in disciplinary action up to and including release of the personnel involved.
4. Local telephone number for the City of Ottawa Fire Department is 911.
5. Parade attendance forms will be completed by cadet Flight Sergeants and returned to Cadet Duty NCO before the first training period starts who will in turn deliver them to the Admin O.
6. Evacuation plan – Annex D.

### **703. Correspondence**

1. All correspondence, including memos, newsletters, press releases, and information to parents, must be reviewed and approved by the Commanding Officer.
2. All incoming and outgoing correspondence including electronic correspondence must go through the Administration Office for recording purposes.
3. All warning and operations orders must be reviewed and approved by the Commanding Officer.

### **704. Computers**

1. Computers will be used for their specifically designated purposes only.
2. Only Region IT approved and licensed software will be used on computers supplied from RCSU for use at 872 Squadron.

### **705. Alcohol, Drugs, and Smoking**

1. The use of alcohol or illegal drugs by staff or cadets is not permitted prior to, or at any Cadet activity, or in the presence of Cadets.
2. Smoking is not permitted in the presence of cadets at any cadet activity under the direction of 872 Kanata Squadron.
3. All Officers, Instructors, Volunteers, and Cadets are to comply with the Cadet Drug and Alcohol Policy as per CATO 13-23. Ignorance is no excuse.

### **706. Harassment, Racism, and Abuse Policy**

1. To facilitate a positive environment for all personnel, harassment, racism, and abuse of any nature will not be tolerated in 872 Kanata Squadron.
2. All incidents of harassment, racism, or abuse shall be reported to the UCCMA who will investigate them and advise the Commanding Officer as to what action should be taken.
3. False accusations will be taken very seriously, and may result in dismissal from 872 Squadron of offending person(s).
4. All staff shall complete all required training with regards to harassment, racism, and abuse prior to enrolment in the CIC or as a CI with 872 Kanata Squadron.

### **707. Fraternization**

1. Officers, Civilian Instructors, or adult Volunteers will not fraternize with Cadets on any occasion.
2. Cadets will not fraternize with other Cadets during Cadet activities.
3. Definition:
4. frat-er-nize (fràt er n ìz) verb, intransitive
  - a. To associate with others in a brotherly or congenial way; and
  - b. To associate on friendly terms with a clearly defined group, often in violation of discipline or orders.
  - c. Examples of fraternization include but are not limited to:
    - i. Holding hands;
    - ii. Embracing;
    - iii. Sexual overtures; andOffering favours in advancement of personal relationship. v.

### **708. Theft**

1. Theft will not be tolerated and will result in dismissal from 872 Kanata Squadron. It is the duty of every member of the Squadron to minimize the risk of theft of DND and Squadron property.
2. Squadron personnel are to report any suspicious activity or theft immediately to the Commanding Officer.

### **709. Conduct Prejudicial to the Good Order**

1. The conduct of all Royal Canadian Air Cadets shall reflect the high ideals and aims of the movement: To Learn, To Serve, To Advance. Any conduct prejudicial to the good order of 872 Kanata Squadron will not be tolerated and can result in dismissal.
2. Examples of such conduct, but not limited to are:
  - a. conduct or actions that will undermine morale;
  - b. associations with groups outside of cadets that will undermine the purpose and aims of Air Cadets;
  - c. being found guilty in civil or criminal court action or being an accessory to a crime;
  - d. disobeying a direct order of a superior;
  - e. being improperly dressed or slovenly in dress;
  - f. disobeying orders;
  - g. improper use of equipment/loss of equipment;
  - h. undermining the authority of a superior; and
  - i. disorderly conduct while in uniform or while at a cadet function.
  - j. improper dress, hair, jewellery etc.

## 710. Appeal Mechanisms

1. Should a cadet disagree with any disciplinary measure, the cadet may request a review of the matter through the CO. This may be done verbally or in writing to the CO and reasons for the request must be clearly stated.
2. Should the cadet have concerns after the review by the CO, the cadet may request in writing through the chain of command that the concerns be submitted to the RCSU. The RCSU CO is the final authority.

## 711. Attendance

1. Attendance at weekly training parades is mandatory for all cadets. All cadets are expected to be on parade and ready for inspection by 1830 hrs.
2. If a cadet is unable to attend a parade night it is his/her responsibility to contact the squadron via the absence section of the squadron website along with their flight commander or flight sergeant. The Flight NCO will mark the cadet absent on the nominal roll and include a remark as to the reason. **Only the AdminO or CO can mark a cadet as Excused for a parade night.** Missing a parade night for schoolwork does not count as excused.
3. Attendance at weekly training parades is recorded as follows:
  1. PRESENT – physically present for the entire parade
  2. LATE - arrival after 1830hrs
  3. EXCUSED – cadet contacts Squadron prior to 1700 hrs with a suitable reason (See point 2)
  4. ABSENT - cadet is absent and does not contact the Squadron prior to 1700 hrs
  5. LOA - leave of absence, for an extended period, granted by Commanding Officer
4. Attendance at mandatory support training is a requirement to progress from one training level to the next. It is also a criterion for promotion and selection to summer training courses.
5. Cadets who sign up for mandatory support and/or optional activities are expected to attend. If unable to attend, cadets are expected to contact the OIC or NCO-i/c as per the instructions for weekly training parades.
6. Instructors will ensure that class attendance is taken and submitted to the Level Officer at the conclusion of the class. These records are required to verify that a cadet has successfully met the LHQ Mandatory Training requirements.

## 800 Finance

### 801. Budgets

1. A budget will be created by the Staff and approved by the Commanding Officer who will in turn submit it to the sponsoring committee at the start of each training year. Anyone with an item to be included shall approach the Commanding Officer.
2. The Commanding Officer will use a consultative process to ensure that officers, civilian instructors, volunteers, and cadets have an opportunity to be part of budget creating process.

### 802. Purchases

1. The CO and the Chairperson of the Sponsoring Committee or his/her delegate shall approve all purchases on behalf of the Squadron.
2. No reimbursement for expenditures or purchases on behalf of the Squadron will be made to or by an officer, civilian instructor, volunteer, or cadet unless the Commanding Officer has approved the expenditure.
3. The squadron Re-imbusement form must be completed and submitted to the CO for authorization before being forwarded to the Sponsoring Committee.

### 803. Fundraising Activities

1. All cadets will participate in at least one tag day or fund raising activity on a sign up basis. Participation in these events is considered when determining eligibility for promotion, summer training, or scholarships.
2. No fundraising on behalf of the Squadron will be done by anyone unless authorized by the Commanding Officer and Chairperson of the Sponsoring Committee.

### 804. Special Cases

1. No cadet will be precluded from participating from any Squadron activity solely on the basis of the inability to pay any fees.
2. Families experiencing financial hardship should speak to the Commanding Officer to waive any fees/donations, or to allow for a continuance or grace period to pay the fee/donation. Each circumstance will be judged on an individual basis and allowances made to ensure an objective of maximum participation by all cadets.
3. Application for a waiver or an individual fee/donation payment structure will be made in strict confidence between the applicant and the CO 872 Squadron or his/her designate.