



638 Algonquin Squadron

HANDBOOK

Welcome to the Royal Canadian Air Cadet Program. By joining **638 Algonquin Royal Canadian Air Cadet Squadron**, you have joined one of Canada's truly premier youth organizations. In Ontario, there are about 8,000 young people between the ages of 12 and 18 enrolled in 114 Air Cadet Squadrons. Across Canada there are 26,000 Air Cadets in some 454 squadrons.

On behalf of the Air Cadet League of Canada, The Department of National Defence, The Ontario Provincial Committee, and the Squadron Sponsoring Committee; the Commanding Officer, and staff of 638 Algonquin Squadron, would like to congratulate you on your choice to join the Air Cadet program and welcome you to 638 Algonquin Squadron!

THE BEGINNING

The Air Cadet program started in 1941, as part of the war effort, when a group of civilian volunteers set up a country-wide organization to help stimulate an interest in flying and aviation, with an eye to the requirements of the Royal Canadian Air Force. Many cadets eventually entered wartime service with the RCAF (Army and Sea Cadets were already in existence).

Following the end of the war, the Air Cadet program remained solidly in place. Its role changed to adjust to the changing needs of Canadian society and its young people.

Today the aims of the Air Cadet program are:

- To develop in youth the attributes of good citizenship and leadership
- To promote physical fitness
- To stimulate the interest of youth toward the aviation and aerospace fields, including the air element of the Canadian Armed Forces

Be completely assured that cadets are not military, nor is there any expectation for them to join the military. The Air Cadet program is focused on providing Canadian youth with the skills, knowledge and inclination to become effective leaders, good citizens and, healthy well-adjusted persons.

Although there are significant costs to run the Air Cadet Program, and fundraising is necessary, there are no costs to join the program and everything we do in Air Cadets can be summed up in the motto of the program:

To Learn, To Serve, To Advance.

THE PARTNERSHIP

The Royal Canadian Air Cadet Program, part of the largest Federal Government youth program, is a unique **partnership** between the Federal Government's Department of National Defence and the Air Cadet League of Canada, the latter a civilian not-for-profit organization.

Each squadron is sponsored by a local organization, in our case it is our **Squadron Sponsoring Committee**. The Sponsoring Committee is responsible for: securing and paying for the squadron facilities for training, parades, office and storage; funding certain elements of the program such as a band, optional training and social events; attracting recruit cadets, adult leaders, and supporters; ensuring registration and screening of volunteer adult supporters; public relations; fund raising; managing the squadron finances; and, for other functions in concert with the Commanding Officer.

Each **squadron** is staffed by a group of officers, civilian instructors and volunteers under the direction of the **Commanding Officer (CO)**. The CO is responsible for organizing and supervising the operation of the squadron, with the staff, for the cadets, and for the implementation of the training program. The squadron staff organize the training program according to nationally set standards. They plan and implement the various training activities throughout the year.

At the provincial and national level, the Department of National Defence/Canadian Armed Forces and the Air Cadet League work cooperatively to provide the necessary oversight and resources to support the squadrons. This includes provision of uniforms, training for officers and cadets, aircraft and gliders for the flying program, as well as administrative support for squadrons and sponsoring committees.

CADET RESPONSIBILITIES

There is no cost involved with joining our Air Cadet Squadron and uniforms are provided at no charge. However, there may be some costs involved in activities that are partially funded by DND or solely Squadron Funded such as the ski trip and year end trip. From time-to-time cadets may wish to bring spending money on certain activities which will be identified on the permission forms. The squadron sponsoring committee runs a canteen on regular training nights, cadets should require no more than \$1 to \$5 to purchase items from the canteen during their break period.

There are expectations for all cadets these include:

🚫 Attend all regular training activities and participate as often as possible in the optional activities. Cadets who do not attend training nights regularly will fall behind in their training and will not be as successful. The same applies for weekend training. If your child has a legitimate reason why they cannot attend a squadron activity, call the Squadron Office (343-369-8257).

🚫 Cadets must sign the attendance register when arriving at all cadet activities. This is the record that will be used for entering attendance into our system and this record will be used in case of an emergency to check who is in attendance (i.e. evacuation of the Armoury, etc...). If a cadet arrives late to an activity, it is their responsibility to seek out the attendance register to sign in.

NOTE that by attending all activities over the years, cadets will easily accumulate the **Community Service hours** required to graduate from high school. Cadets wanting to document their Community Service hours are to make a request to the Commanding Officer through their Flight Commander and must complete all fields on the Community Service hours form except for the signature block.

 **Cadets or their parent/guardian must call the Squadron office at 343-369-8257 or email the Administration Officer at 638air@cadets.gc.ca in order to be marked excused.**

MESSAGES POSTED ON FACEBOOK

WILL NOT ACCEPTED!

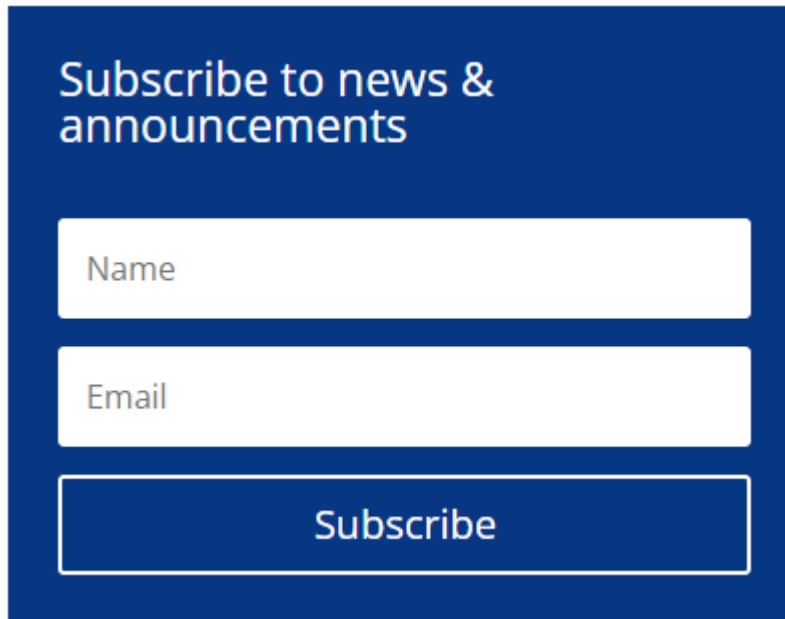
 **Keeping informed on upcoming activities.**

The cadets are expected to keep informed on current and upcoming activities. They do this by remembering information passed on at training nights, reading/keeping various handouts, and reading the announcements that are posted weekly on the Squadron's Website. Cadets are encouraged to check their assigned Squadron Gmail accounts on a regular basis to keep up to date. They must share all information with parents/guardians. In addition, parents/guardians are encouraged to attend the closing parade at 9:00 PM on regular training nights when information is announced to cadets and to **Subscribe to News and Announcements** on the Squadron Website (www.638aircadets.ca). Some ongoing activities include drill team, biathlon, and marksmanship training. Many other special activities take place; don't miss them!

❗ **Information is regularly updated on the Squadron's Website**

www.638aircadets.ca

To stay informed and up to date with what is happening everyone (cadets included) is encouraged to subscribe to news & announcements through our website. Once subscribed, news and announcements will automatically be delivered to your email as they are posted to the website. This is our main form of communication.



Subscribe to news & announcements

Name

Email

Subscribe

❗ **638 also has a Facebook page where pictures and secondary information will be posted such as expected return time from activities. Everyone is encouraged to join our Facebook page as well as signing up for our Squadron Website.**

<https://www.facebook.com/groups/638algonquinsquadron/>

To join the Facebook group simply click on "Join Group"

❗ **It is important to note that the Squadron's Website will be the main source of information and communication to Parent(S)/Guardian(S).**

TAKING CARE OF THE UNIFORM

Each cadet will be issued 2 uniforms (Field training uniform (FTU) and Blue Dress uniform) that they must maintain throughout their cadet career. They will be taught how to shine their parade boots and blacken their combat boots (worn with FTU), iron their shirts, tunics and pants. The uniforms are supplied by the Department of National Defence and are on loan to the cadet for the duration of their membership in the Squadron. Uniforms must be returned promptly to Supply when a cadet ceases to be a member of the Squadron.

New cadets will receive a blue T-shirt upon joining the squadron. It shall be worn, tucked into the trousers, during regular training and parades. It will be considered their uniform until one is issued.

While in uniform in public, cadets must wear the **complete** uniform at all times (including headdress) and behave as good citizens and good ambassadors for the cadet program and for 638 Algonquin Squadron. A cadet should never be seen on the street or in a public place wearing only part of a uniform and/or behaving in an inappropriate manner. **Cadets in uniform are representing the best youth program Canada has to offer and should wear that uniform with pride!**

WEARING THE UNIFORM

The uniform shall be worn in a clean, neat, professional manner at all times:

- Replacement of lost or too small articles of clothing is the responsibility of the individual cadet. To replace an item your cadet must see the supply officer (no cost involved).
- Cadets are to wear the issued overcoat/toque/gloves as applicable to the weather conditions. The wearing of suitable civilian heavy winter coats and black gloves over the uniform is authorized if a cadet has not been issued the uniform equivalent.
- All issued clothing is to be clearly marked with the cadet's name.

It is important to note, that wearing of the uniform is exclusive to cadet activities. Under certain circumstances cadets may request permission from the CO to wear their uniform while attending non-cadet ceremonies or functions such as weddings, baptisms, funerals, and Remembrance Day services at school. **Prior approval from the CO is mandatory.**

Uniform parts are not to be worn in combination with civilian clothing (e.g. The cadet parka cannot be worn with civilian clothing). The only exception to this rule as noted above would be if a cadet has not yet been issued a Parka.

! Cadets who show up to an activity out of uniform will be required to go home. The only exception to this rule is if they have a uniform piece on order with supply and wearing their uniform without the missing uniform piece would not be appropriate. For example if a cadet is missing his tunic he could still attend the activity in summer dress, but a cadet who is missing a pair of pants could not be expected to wear their uniform.

CIVILIAN CLOTHING

Cadets often wear civilian dress for optional activities.

- Clothing worn will be appropriate to the activity.
- Clothing is to be clean, and in good repair.
- Pyjamas are not to be worn to activities.

! No revealing clothing or inappropriate slogans or graphics are tolerated.

PIERCINGS

Earrings - Cadets in uniform may have multiple ear piercings as well as ear gauges / spacers of no more than 2.5 cm square or diameter. Depending on the activity whether for ceremonial or safety reasons, the number of earrings may be restricted.

Nose rings - Cadets in uniform may have a single nose piercing, as associated with cultural, religious, or spiritual belief. Septum piercings are not permitted.

The only authorized piercing above the shoulders are those on the ears and nose.

! No deviation from this policy will be accepted. Cadets who do not adhere to this policy will not be allowed to participate in the program. These regulations apply to cadets in uniform and in civilian attire.

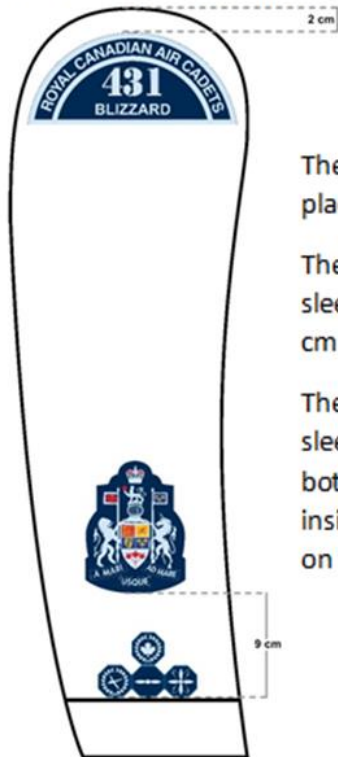
CADET BADGES

We frequently receive questions from parents about badge placement (especially after promotions). We encourage the cadets to sew on their own badges but occasionally they could use some assistance.

The following images are taken from CJCR Dress instructions, which can be found here:

[Cadets and Junior Canadian Rangers Group \(CJCR Gp\) Dress Instructions - Canada.ca](https://www.canada.ca/en/canadian-heritage/department/cjcr-dress-instructions)

Figure 3H-6 - Right Sleeve Insignia Placement

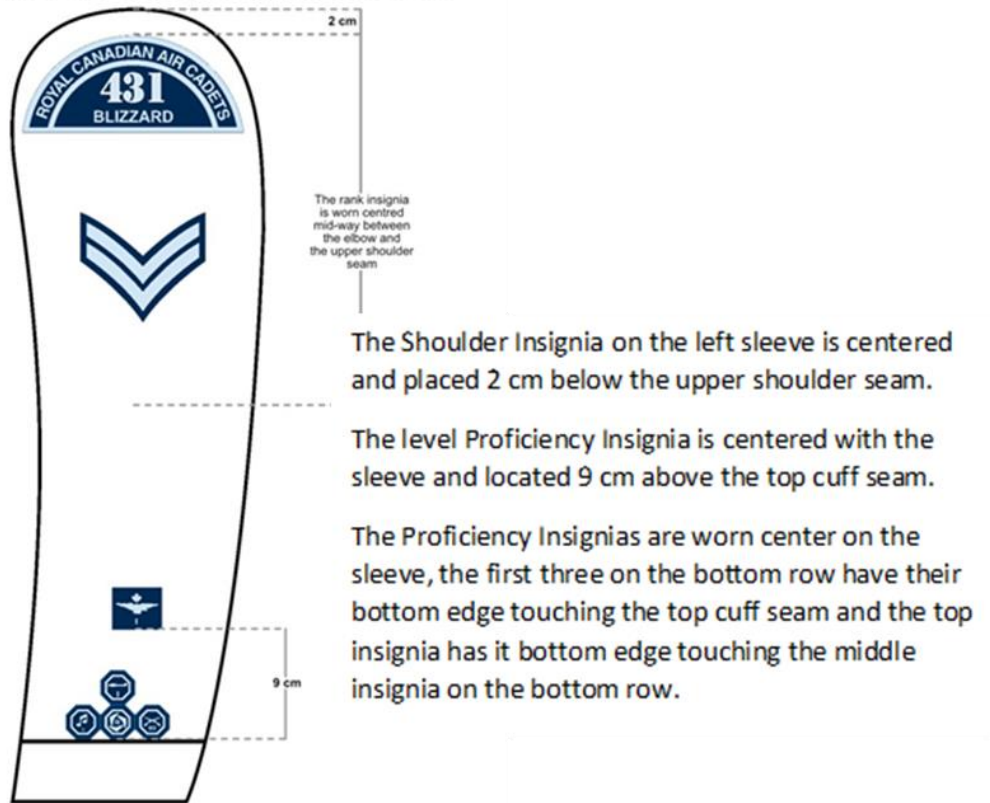


The Shoulder Insignia on the right sleeve is centered and placed 2 cm below the upper shoulder seam.

The WO2 and WO1 rank insignias are centered on the sleeve and the center bottom of the insignia is located 9 cm above the top seam of the cuff.

The CTC Qualification Insignias are worn center on the sleeve, the first three on the bottom row have their bottom edge touching the top cuff seam and the top insignia has its bottom edge touching the middle insignia on the bottom row.

Figure 3H-5 - Left Sleeve Insignia Placement



SQUADRON SPORT NIGHTS

The Squadron holds a sports night the first Thursday of each month. This is a regular training night, and all cadets are encouraged to attend. Please note, that Physical Fitness Testing which is a mandatory component for promotions will be conducted twice yearly on Sports nights. Cadets must participate in at least one Physical Fitness Testing session in order to be promoted. Testing will be noted on the squadron calendar and included in the weekly announcements prior to being conducted.

⚠️ Dress for the event will be appropriate civilian sports gear, running shoes, and your Squadron t-shirt. Cadets are not required to arrive in PT gear. They may change at the Armoury.

SQUADRON T-SHIRT

! Cadets are highly encouraged to purchase a Squadron t-shirt.

The t-shirt costs \$15.00 and can be purchased from the Squadron's canteen. The t-shirt is worn to team competitions, certain activities, and should be worn on all Squadron sport nights.

! It is mandatory for all cadets participating in a Regionally Directed Activity (i.e. Marksmanship, Biathlon, Drill Team, etc...) when not in uniform to wear Squadron clothing (i.e. red t-shirt, jacket, hoodie, etc...) to properly identify them as members of 638 Squadron. This is especially important during the awards ceremony.

COMMANDING OFFICER'S PARADE

CO's Parades are typically held on the last Thursday of every month. Refer to the Squadron's website calendar to confirm dates and times. The parade provides an opportunity for the CO and invited guests to inspect the Squadron, recognize special achievements, and to address the Squadron. Cadets are required to be in full uniform (i.e. tunic, dress shirt, tie, etc...). Parent/guardian(s) are encouraged to attend, and seating will be available.

FOLLOWING ALL RULES AND REGULATIONS

At all times the dress and deportment of cadets reflects upon the squadron and the Royal Canadian Air Cadets. Upon enrolment all cadets sign a code of conduct agreeing to obey these rules. The cadets thus become aware of their responsibilities, the expectations, rules they must obey and the consequences should they not be followed.

CADET CODE OF CONDUCT

[\(5019-6 Annex A - Cadet Code of Conduct - Canada.ca\)](#)

1. The Cadet Code of Conduct applies to all cadets in the Sea, Army and Air Cadet Program.
2. The Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive program where everyone feels valued and is able to achieve their maximum potential. Treating each other with respect and fairness, and acting and making decisions in the best interests of others, are integral to maintaining a positive environment; free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour. Your behaviour, during activities whether in person or online, impacts this atmosphere.
3. Regulations, policies, directives, orders, and instructions have been or will be communicated to you through training.
4. This code of conduct has been developed to provide an opportunity for you to:
 - a. review and discuss key behaviour expected of you as a cadet.
 - b. confirm your responsibility to continue to learn and follow regulations, policies, directives, orders, and instructions; and
 - c. confirm that you agree to behave in a way that aligns with the values of the CJCR and abide by the laws of Canada, including the *Canadian Human Rights Act* and the *Canadian Charter of Rights and Freedoms*.

5. While participating in the Cadet Program and during all related communications and activities, you must:

- a. Set a positive example by your conduct and be kind and considerate of the impact of your actions and behaviour on others;
- b. Be honest and treat others fairly, respecting physical boundaries, personal property and privacy;
- c. Comply with all laws, regulations, policies, directives, orders and instructions;
- d. Follow the decisions and directions of your leaders;
- e. Use a calm and reasonable tone of voice when interacting with others, particularly when giving instructions or addressing concerns;
- f. Ensure that you always act in a safe manner, looking out for the safety of yourself and others;
- g. Request the assistance of a senior cadet or adult staff member when you need help, and report any wrongdoing to an adult staff member as soon as possible;
- h. Be respectful of the environment and your surroundings;
- i. Behave in a way that is consistent with this code of conduct while using electronic communications, including your use of social media, email, instant messaging, online chatting, websites, and texting, when communicating about cadet activities or members of the Cadet Program, even on your own personal time;
- j. Take care of clothing, materials and equipment loaned to you, and ensure that you are wearing your uniform as outlined in the *Cadet and Junior Canadian Rangers Dress Instructions*;
- k. Speak only about your own Cadet Program experiences and not act as a spokesperson for the CJCR to the media or within any public forum on any topic without permission from your chain of command;
- l. Keep personal opinions, improper comments and speculation regarding CJCR policies and programs to yourself or share only within your chain of command. Do not share these in any public forum, whether in person, written or online; and

m. Refrain from behaviours that are illegal AND DO NOT:

(1) Intentionally make comments either verbally or in writing, that are critical or disrespectful of any person's race, national or ethnic origin, skin colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics;

(2) Engage in conduct of a sexual nature that causes or could cause harm to others, including jokes, remarks or advances of a sexual nature, harassment of a sexual nature, and viewing, accessing distributing or displaying sexually explicit material;

(3) Touch any other cadet or their belongings without their permission, except when necessary, in an emergency;

(4) Attempt to harass, bully, shame or socially isolate others;

(5) Take, distribute, or share pictures of others without consent;

(6) Act in a way that is considered to be hateful or racist. This includes, but is not limited to, using words, symbols or images that cause or encourage, justify or promote violence or hatred against others;

(7) Use or consume, tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs, with the exception of over the counter drugs provided by your parent/guardian (i.e. Tylenol, Advil etc.);

(8) Possess, purchase, or sell tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs;

(9) Share prescription medication with any other person;

(10) Engage in romantic, sexual, or intimate conversations or relationships with persons in a position of authority over you; and

(11) Have any knife, gun, weapon, or ammunition in your possession unless authorized for use during a cadet activity.

6. Your failure to abide by this code of conduct and regulations, policies, directives, orders, and instructions may result in administrative or legal action, termination of membership in your cadet corps/squadron and/or involvement of the military or civilian police.

Cadets will be required to sign a copy of the code of conduct at the squadron which will be placed in their file.

Here are a few rules specific to our squadron:

- ❗ Energy drinks are not permitted at any cadet activity.**

- ❗ Cadets are not to arrive at the Armoury prior to 18:30 on regular training nights unless directed otherwise.**

- ❗ Along with their health card cadets must also have a water bottle in order to participate in all Squadron activities that take place away from the Armoury.**

- ❗ Cadets requiring an EpiPen and/or other life saving medication must have it on their person at all times. This will be checked and cadets not adhering to this policy will not be allowed to participate in training.**

- ❗ Cadets should label all their issued and personal items (i.e. uniform parts, water bottle, notebook, etc...) with their first and last name.**

- ❗ Cadets may not use cell phones, mp3 players, ipods, etc. during cadet training. These devices may be used during free time only. A phone will be made available to your cadet should it be required (ie. illness, homesick, etc.).**

- ❗ Theft, unfortunately, is a fact of life. Please ensure that your cadet leaves their valuable items at home. The Squadron does not take any responsibility for lost money or personal belongings.**

! Inclement Weather-There may be a requirement to cancel a regular training night and or activity from time to time due to weather conditions. Every effort will be made to publicize the cancellation on the Squadron's website and Facebook page no later than 1 p.m on the day in question. We encourage all cadets and parent/guardian(S) to check these two sources for updates. As always parents and/or guardians should use their judgment when deciding whether to venture out on the roads to bring their cadet to cadets.

! Cadets must pay proper compliments to officers, staff, and senior cadets.

Salute when:

- approaching an officer
- being approached by an officer
- entering an office or classroom where an officer is present

Come to attention when:

- approaching/being approached by a staff member that is not an officer (i.e. officer cadet, non- commissioned member, or civilian)
- approaching/being approached by a senior cadet (FSgt, WO2, or WO1)
- entering an office or classroom where a staff member or senior cadet is present

PROMOTING HEALTHY AND SAFE EXPERIENCES (PHASE)

PHASE affirms the youth rights as defined in the UN Convention on the Rights of the Child and allows for an open dialogue in which youth can explore what healthy relationships look like. The program provides youth the ability to help themselves or a friend in situations such as bullying, harassment, dating violence and abuse. PHASE provides guidance on how to be an ally, intervene as a bystander and get help. This program aligns with the CAF's priorities for promoting mental health and stress management to its members and their families. PHASE helps create, maintain and support safe space within the cadet and JCR programs.

Attending PHASE training is mandatory for every cadet.

The objectives of the PHASE program are to prepare cadets to:

- interact positively with others;
- accept personal responsibility for actions and choices;
- deal with interpersonal conflict;

- stay safe in the face of select harm and risks; and
- Seek assistance from available resources when needed.

It should be noted that if a cadet has a situation, they are free to talk to whomever they feel comfortable with, be it an officer, another cadet, parent...should they choose to do so.

❗ 638 Squadron has adopted a “hands off policy.” Cadets should never have their hands on another cadet without the permission of the other cadet and for good reason.

Taking part in fundraising activities

Although there is no cost to join the squadron, cadets are fully expected to take part in fundraising efforts such as Tag Days and promoting **Air Cadet League Lottery Tickets and 50/50 draw tickets sold online** (www.aircadetleague.on.ca).

These activities raise some of the necessary funds that make it possible for the squadron to plan and conduct various training, citizenship and social activities.

Cadets are expected to participate in at least one tagging shift during our tag days.

Paperwork, paperwork, paperwork! And Documents!

There are permission forms for weekend training and other approved activities such as the year-end or other trips; there are also summer training applications, information bulletins, training schedules, etc. This information is sent home for the benefit of the cadet and parent/guardian(s). Please ensure that forms are properly completed and returned prior to deadlines.

❗ There is a requirement for the cadet to have their Health Card on their person during all cadet activities. Cadets will NOT be able to board a bus leaving on an activity without their health card. This includes summer training. Photocopies of Health Cards will not be accepted!

⚠ At the beginning of the training year the Squadron must verify the information we have on each cadet. Validation forms are printed from our system (i.e. Fortress) and distributed to cadets. These forms must be reviewed and returned to the Squadron no later than the specified deadline. Cadets who do not hand in their validation form by the deadline will not be allowed to participate in training until the form is completed and returned.

⚠New this year**-** Specific questions with regards to sharing personal information with Leagues, and the use of images and videos has been added to validation forms. Preference must be selected in order for the form to be complete.

Note: if there is any change to a cadet's medical history a detailed health questionnaire must be filled out and the cadet will not be able to parade until the questionnaire is reviewed by the Regional Medical Liaison Officer in Borden. The cadet/parents will be notified as soon as the cadets medical file has been cleared and the cadet is able to return to parading.

⚠ The Squadron Handbook is updated at the beginning of every year it is important for both Parents and Cadets to read through the Handbook. The Acknowledgement Page (will be sent home with validation forms) of the handbook must be signed by both a parent and cadet and returned along with the validation form. Failure to do so will result in a cadet being unable to participate in training until the form is completed and returned.

PROMOTIONS

Rank Promotion is a progression model directly linked to the Leadership Team Model wherein cadets may be recognized for proficiency in the training program and awarded suitable advancement opportunities. Promotion is not automatic, and a cadet may only be awarded one rank at a time. The specific criteria for all ranks is established to:

- A. ensure that all cadets who receive a rank promotion possess the same basic qualifications / similar experience;
- B. ensure that merit and the successful completion of squadron training serve as the common standard on which all cadets are evaluated; and
- C. ensure that every cadet is given the same opportunity to advance.

Additional leadership attributes that are considered when recommending whether or not a cadet should be promoted include:

- A. dress and deportment;
- B. conduct, discipline, and attitude;
- C. participation;
- D. response to direction;
- E. ability to interact positively and comfortable with others;
- F. ability to make sound judgements regarding their own actions;
- G. willingness to accept responsibility;
- H. ability to solve problems effectively;
- I. ability to communicate effectively;
- J. ability to set a positive example for others; and
- K. initiative

Cadets wanting to be promoted to the rank of Flight Sergeant (FSgt), Warrant Officer Second Class (WO2), and Warrant Officer First Class (WO1) must comply with the Merit Review Board process. The aim of the Merit Review Board process is to:

- A. establish an equitable and transparent process, able to withstand scrutiny, by which COs can establish the most suitable cadet(s) for promotion;
- B. establish a prioritized pool of eligible cadets for future promotion; and
- C. Identify specific individual deficiencies, so that unsuccessful cadets can be briefed and provided with additional training opportunities to improve to a standard at which they satisfy expectations and might become eligible for promotion.

It is the mandate of the Merit Review Board to make recommendations for review by the CO regarding the cadets most deserving of senior rank promotions and to prioritize potential candidates if required. Merit Review Boards will consist of two parts: a file review and an interview. The interview will be a board type interview consisting of a minimum of 3 people to a maximum of 5 people.

For more information on Merit review boards please refer to CATO 13-02 Annex B - Merit Review Board on Canada.ca.

[13-02 Annex B - Merit Review Board - Canada.ca](#)

The decision to promote a cadet is made by the Commanding Officer in consultation with other members of the squadron staff and sponsoring committee. For more information about promotions, please refer to CATO 13-02 on Canada.ca

[Cadets and Junior Canadian Rangers Gp Policies and Guidance - Canada.ca](#)

Rank	Abbreviation
Warrant Officer First Class	WO1
Warrant Officer Second Class	WO2
Flight Sergeant	FSgt
Sergeant	Sgt
Flight Corporal	FCpl
Corporal	Cpl
Leading Air Cadet	LAC
Air Cadet	AC

SUMMER TRAINING

Each year, some ten thousand Air Cadets have the opportunity to attend summer training throughout Ontario and Canada. Courses run 4 days, 7 days, three, six, seven weeks and cover a wide range of subjects from basic training to music, athletics, leadership, aviation, gliding/power flying, and many more.

There is no cost to attend summer training however the available spaces are finite. There are more Air Cadets who want to attend summer training than there are spaces. Nevertheless, our squadron has done very well in sending most applicants to training.

It is important that cadets who apply to go to summer training be committed to go if and when their selection is announced. Cadets should apply with commitment and declare right away if circumstances dictate a change.

A priority list is prepared for each summer training course. A cadet's position on the priority list is determined by a number of qualifying factors variously including the cadet's age, interest and aptitude in the particular course, previous summer training for more advanced cadets and level of participation in local squadron activities. The final decisions as to which cadets go to a particular course are not made by the squadron staff but are made at the regional and national levels.

In order to apply for summer training, each cadet needs to fill out an application form indicating their selections. Announcements will be posted on the Squadrons Website when summer training applications open for a given training year.

🚫 Cadets wishing to be considered for the Glider Pilot Scholarship (GPS) or the Power Pilot Scholarship (PPS) must participate in the Air Cadet Online Ground School. This is an online course that consists of at least 45 hours of self-paced content, practice exam and a qualifying exam to be considered for selection. Access to the Air Cadet Online Ground School is restricted to cadets who meet the eligibility criteria for the respective flying course.

More information on Summer Training can be found here:

[Cadet Summer Training 2023 - Canada.ca](https://www.cadets.ca/cadet-summer-training-2023)

 **Please note that just because you apply for summer**

training doesn't guarantee that you will be selected for a summer training course. Approximately one third of cadets are selected for summer training each year.

CADET TEAMS

Drill Teams (Drill without Arms and Drill with Arms)

The 638 Squadron drill team practices yearlong for the area cadet drill team competition. Any member of the squadron may apply for membership on the Team, but only those who display dedication and competence will remain. In addition to learning the movements and performing the drill, this team has a lot of fun and creates close bonds with friends.

Flag Party

The Flag Party is a hard working team that does many special events. To be a part of the Flag Party it takes a dedicated team player that has a desire to hone their self-discipline, confidence, stamina, drill and leadership potential. A solid understanding of basic drill movements, dress and deportment are required to try out.

Marksmanship Team

Marksmanship is one of the most popular cadet training activities. Cadet marksmanship had its roots in familiarization training with the Canadian Forces. Its current focus, however, is on teaching cadets the proper use and safe handling of firearms for recreational purposes only. The marksmanship program has been specifically designed for youth and is based on Olympic-style competition.

Biathlon Team

The Squadron Biathlon program is an introduction to the two sports of rifle shooting and skate skiing.

638 Algonquin Squadron trains on weekends. The physical training is to build upon an individual's endurance and strength. Range training will teach the cadet proper handling, basic knowledge of the Daisy Air Rifle, the Anschutz rifle and range safety. Safety is of the utmost importance throughout all training.

Biathlon is a sport that offers a true test of individual stamina and endurance as well as the disciplined art of rifle handling and skiing.

AWARDS

There are quite a few awards that may be presented to recognize the efforts put forth by our cadets. The award descriptions are included in this handbook so that parents can further motivate their child to put forth their best effort.

Major G.F. Ireland Award

This award is presented to the cadet, that shows the most promise in drill, deportment, and attitude during their first year with the Squadron.

Junior NCO Award

This award is presented to the cadet who is of a junior rank and who is presently completing the junior levels of training as prescribed by the Air Cadet Training Standard. Deportment, attitude, and bearing all play a part in selecting this candidate for this award.

Senior NCO Award

This award is presented to the cadet who is of a senior rank and who is presently completing the Senior levels of training as prescribed by the Air Cadet Training Standard. The recipient exemplifies a cadet who has worked diligently with their superiors and subordinates to ensure that a high degree of efficiency and standards are upheld in the Squadron. The recipient portrays superior skills as a senior cadet and always sets a good example.

Outstanding Sportsmanship Award

This award is open to cadets of all ranks. The recipient best represents the cadet who excels in sports activities within the Squadron and who excels in inter-Squadron competitions (i.e. Exertion, etc...). The cadet's deportment during all sporting events is an integral part in consideration for this award.

Marksmanship Trophy

This award is presented to the cadet who scored the highest mark at the Zone 21 Marksmanship Competition in North Bay.

Citizenship Award

This award is presented to a cadet who best demonstrates the attributes of good citizenship by being involved in the Squadron and in the community. As well, the recipient is involved in extra-curricular activities with the Squadron and their school. This award is open to cadets of all ranks in the Squadron.

Best Dressed Award

This award is presented to the cadet who has shown the highest level of dress during the past training year

Outstanding Cadet Award

Usually presented to a higher rank, the award recognizes outstanding cadet performance in all aspects of internal Squadron operation. Outstanding leadership abilities, as well as dress and deportment of excellent calibre are prerequisites in order to be considered for this award.

Most Improved Cadet Award

Presented on behalf of the 638 Squadron staff, this trophy acknowledges the cadet who through hard work and self-determination shows a great degree of improvement in overall dress, deportment, and attitude. This award is open to all ranks. Improvement of self through discipline is stressed in the Squadron's training.

Highest Mark on the Flying Exam

This award is presented to the cadet who has attained the highest mark on the flying or gliding examination given by the Regional Cadet Air Operations office each year. Cadets participate in many hours of ground school instruction with various subjects being taught such as principles of flight, air navigation, and meteorology. As part of the selection process, this select group of cadets must pass written exams to determine which of them will be selected for the Power Pilot Scholarship Course or the Glider Pilot Scholarship Course.

W.E. Parr Memorial Trophy

This award is presented to the cadet who has demonstrated a similar conviction in support of the evolution of the Squadron for a common good. Normally given to a senior NCO, the recipient of this award is someone who devotes a great deal of time and energy on the "behind the scenes" work which is often unnoticed by the cadets. The recipient of this award is considered by his or her peers as a mature and reliable individual who can be counted on to provide the necessary guidance and direction to those under their care. This, in turn, is balanced by the staff's faith in the recipient's ability to foster a safe environment in all Squadron activities.

Lord Strathcona Medal

The recipient must have a complete knowledge of the activities of the cadet movement and must meet the following requirements: have a high level of physical fitness, have qualified to a training level not below Level 3, have met all requirements of their squadron's mandatory training program, attended at least 75 per cent of the scheduled training parades in the year of nomination, have met all requirements of their squadron's optional/support training program and participated in at least 50 percent of scheduled activities in the year of nomination, have completed three years as a cadet, and be regarded by peers and supervisors as exemplifying the model cadet.

Royal Canadian Legion Medal of Excellence

The main objective in awarding the RCL Cadet Medal of Excellence is to emphasize the citizenship aspects of the cadet program. To be eligible for consideration, a cadet must meet the following conditions: met all requirements of the squadron's annual mandatory and optional training programs; participated in a minimum of three community service events, in addition to those supported by the cadet squadron; regarded by peers and superiors as exemplifying the model cadet; and enhanced the cadet squadron through: cooperation with peers and subordinates, comradeship, promoting goodwill and morale within the squadron, aiding in the development of group identity and cohesiveness, supporting and assisting fellow unit members, and his/her involvement in the local community.

Drill Team Award (In Honour of Amanda and David John)

Presented annually to the single most deserving member of the competition drill team. The criteria for the award includes; attendance, teamwork, commitment and achievement. This award is chosen by the members of the drill team and presented by the primary coach of the team.

Perfect Attendance Pins

Cadets with perfect attendance (i.e. no absences and/or evenings where they are excused) during mandatory parade nights will be recognized at the Cadet/Parent Annual Dinner and Awards Ceremony.

HOW CAN PARENTS HELP THEIR CADETS?

- ❖ You can do a great deal to help your son/daughter become successful in the Air Cadet Program.
- ❖ The most important thing is to show an interest in their success and training and to support them during the year. There are many other ways that you can help your son/daughter be successful.

These include:

- ❖ Helping them organize and manage their after-school time so that there will be time for both Air Cadets and schoolwork.
- ❖ Teaching them to look after their own uniform.
- ❖ Ensuring all paperwork is returned to the office in a timely manner, such as permission forms, participation applications and validation forms.
- ❖ Including Air Cadet activities such as weekend training on the family calendar. Trying to avoid family scheduling conflicts with major activities such as Annual Ceremonial Reviews.
- ❖ Ensuring that valuables are not brought to any cadet activity as the squadron is not responsible for lost or stolen items.
- ❖ Transporting your son/daughter (and maybe their friends) to training nights/cadet activities and picking them up promptly at the end. The squadron staff make an effort to meet all scheduled timings but occasionally things do run late. Please be understanding. Please arrive on time for pickups so that the staff can leave promptly after events as well.
- ❖ Encourage them to participate in squadron activities. The more they put into the squadron, the more they will get out of it.
- ❖ Purchase online Lottery Tickets and participate in the 50/50 draws conducted by the Air Cadet League Ontario Provincial committee (www.aircadetleague.on.ca) **Please do not forget to select 638 Squadron.**

OTHER WAYS ADULTS/ PARENTS CAN HELP

There are many ways that adults can get involved with the Air Cadet Program.

Become an occasional volunteer.

Ask the Commanding Officer if there is a need for more occasional volunteers. Some events require adult volunteers to drive for weekend activities or help in some way with special activities.

Become a Volunteer Staff Instructor.

If you can devote time on a regular basis to the squadron, or if you have special skills (flying, first aid, photography, music, etc) you could become a Volunteer Staff Instructor, or in some circumstances a paid Civilian Instructor.

Become a CIC Officer.

The Cadet Instructor Cadre officers are members of a special component of the Canadian Forces whose sole duties are as youth development leaders. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered. CIC officers receive pay, uniforms and training through the Canadian Forces and are eligible for promotion after meeting national standards.

Join the Squadron Sponsoring Committee.

The Sponsoring Committee provides support for the squadron and has many functions, including fundraising, providing facilities and promoting the squadron activities. If you have particular skills (event organizer, fundraising, public relations, etc) you think might be useful to the Sponsoring Committee or simply want to help, please contact the Sponsoring Committee Chairperson or the CO.

Any adult who wishes to work (volunteer) with an Air Cadet squadron must be registered and screened. This process includes an interview, a reference check, and a police/criminal records check with vulnerable sector screening.

MORE WAYS PARENTS/ FRIENDS CAN HELP 638 ALGONQUIN SQUADRON SPECIFICALLY

We know from experience that some parents/ guardians/ friends can sometimes tap into companies/ workplace/ clubs/ associations/ etc. for **items that the squadron needs**. This could be donations (money, or goods, including for the canteen, or products to be used or raffled, etc.), the use of facilities for squadron activities, and perhaps other 'goodies'. If you can help in that regard, please speak to a member of the Sponsoring Committee or the Commanding Officer.

The Squadron Sponsoring Committee is a **Registered Charity** with Canada Revenue Agency. As such, if you or someone you know wishes to make a donation, we can issue an official **income tax receipt**.

In addition, if you regularly **donate through your workplace** each pay, you may wish to direct your contribution in whole or in part to our charity. This could also apply to one of your relatives, a friend, neighbour, ex-air cadet you know, etc. For details on the name and number of our Registered Charity, contact a member of the Sponsoring Committee or the staff.

When donating to the United Way please consider directing your donation to a local charity.

#638 Algonquin Squadron

Charity Registration Number 130387665 RR 0036

Simply identify #638 Algonquin Squadron and our charity number when making your donation.

42 FIELD REGIMENT (LANARK AND RENFREW SCOTTISH), ROYAL CANADIAN ARTILLERY

We are fortunate to be a lodger unit in the Pembroke Armoury which is home to 42 Field Regiment. The unit provides office and storage space for the Squadron.

It is important to note that as an artillery regiment their "colours" are their guns (i.e. 105mm Howitzer). A regiment or independent battery of artillery on a ceremonial parade with its guns, "is equivalent to a battalion with its Colours, and is to be saluted accordingly." We ask cadets and parents not to lean on the guns inside the Armoury or to put items on them.

Where can I find information about regulations?

Many regulations come in the form of Cadet Administration Training Orders, more commonly referred to CATOs, CANDTGENS, and group policies which can be found at Canada.ca under Cadets and Junior Canadian Rangers Gp Policies and Guidance

Important CATOs:

13-02 Cadet Rank Promotions

[13-02 – Merit-Based Cadet Rank Promotions – Corps/Squadron - Canada.ca](#)

13-02 Annex B - Merit Review Board

[13-02 Annex B - Merit Review Board - Canada.ca](#)

Dress Regulations

[Cadets and Junior Canadian Rangers Gp Policies and Guidance - Canada.ca](#)

Code of Conduct

[5019-6 Annex A - Cadet Code of Conduct - Canada.ca](#)

Summer Training

[Cadet Summer Training 2023 - Canada.ca](#)

638 SQUADRON HISTORY AND TRADITIONS

(Please note: this section is under construction and more will follow year to year)

The Squadron was formed on January 15, 1957 and had their first Annual Ceremonial Review (ACR) (then called an Annual Inspection) in June 1957.

638 Squadron's affiliated unit is 450 Tactical Helicopter Squadron.

The Squadron's mascot is Woodstock. Woodstock is a fictional character in Charles M. Schulz's comic strip Peanuts.



CONCLUSION

Making the decision to join the Air Cadets is a big step for a young person. The demands of the program are significant, but the rewards are absolutely worth it. As parents, you can indeed do a lot to support your child as they proceed through the Air Cadet Program or the Squadron in general.

If you have any questions about the information included in this publication, please contact the Squadron Office. Squadron Staff will be able to answer your questions and provide you with additional information about squadron procedures, the Air Cadet program, and the Air Cadet League of Canada.

CONTACT INFORMATION

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Commanding Officer
mcginleyg@638aircadets.ca

638 Algonquin Squadron
343-369-8257

Regular training:
Thursday, 6:30-9:15pm
Pembroke Armoury
177 Victoria St.
Pembroke, ON

Squadron Mailing Address:
638 RC(Air)C Squadron
P.O. Box 1201
Pembroke, Ontario
K8A 6Y6

Squadron e-mail Address: 638air@cadets.gc.ca

Website: 638aircadets.ca

Facebook Group: <https://www.facebook.com/groups/638algonquinsquadron/>



638 Algonquin Squadron Cadet Event Calendar

For upcoming dates check out the Squadron's calendar at:

<http://638aircadets.ca/calendar/>

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ACKNOWLEDGEMENT

This must be signed by the cadet and parent/guardian(s) and returned to the Squadron.

I acknowledge that I have read and understood the contents of this handbook and agree to abide by the direction provided within.

I also acknowledge that I have paid specific attention to the Code of Conduct and that I fully understand what is required of me as a cadet.

Cadet's Name (PLEASE PRINT)

Cadet's Signature

Date

1ST Parent/Guardian's Name (PLEASE PRINT)

1ST Parent/Guardian's Signature

Date

2ND Parent/Guardian's Name (PLEASE PRINT)

2ND Parent/Guardian's Signature

Date