



2850 ROYAL CANADIAN ARMY CADET CORPS

LOYAL EDMONTON REGIMENT

NEW CADET GUIDEBOOK

UPDATED: 2017-12-10

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Commanding Officer's Welcome

Welcome to 2850 Royal Canadian Army Cadet Corps. You are joining what I believe is the best youth organisation in Canada that will give you unlimited opportunities.

Through the cadet program you will be able to develop the confidence and many skills that will assist you later in life. I was a Cadet and I truly believe that my experiences as a Cadet prepared me for my time in the Army Reserve and for my career with the Royal Canadian Mounted Police.

Doors will open to you through the cadet programme with hard work and personal discipline. These opportunities include basic and advanced summer training courses, leadership opportunities and regional and international expeditions. Our Cadets have gone on to attend the Royal Military College, become non-commissioned members of the Canadian Forces and members of the Royal Canadian Mounted Police.



Captain Scott Hagarty, CD
Commanding Officer

2850 Attendance Policy

General

Good attendance is a way of demonstrating your level of commitment to an organization. It is important to properly prioritize how we spend our time. Cadets is no exception to this. Academic load, health concerns, or important family events are considered valid reasons to miss training.

Many nominations are heavily influenced by attendance. Cadets with good attendance records are more likely to be nominated for summer camps, awards, medals, and exchanges.

It is expected that you attend a high percentage of your star level classes in order to proceed to the next star level. If you miss too many events in a year – you will not pass your star level and will have to repeat the star level the following year.

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Terms

Excused: where a member of 2850 RCACC misses training and informs the office of their intent to miss training prior to the event taking place.

NOTE: you must email the office PRIOR to the event being missed. If you are not going to make a Wednesday night parade, you must email the office prior to 1900 on that Wednesday night. Once attendance is taken and entered into Fortress it cannot be changed.

Leave of Absence: a pre-determined period of time where a member of 2850 RCACC will not attend mandatory or optional training due to poor health, academic load, work commitments, family circumstances, travel, or special circumstances. A Leave of Absence request must be submitted in writing clearly indicating the starting date, reason for the leave, ending date, and it must be signed by the cadet and a parent.

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Attendance Standards

Cadets are expected to attend a minimum of 75% of mandatory training per month. Mandatory training refers to Wednesday parades, Field Training Exercises and special events such as citizenship functions (those events deemed mandatory by the Training Staff).

If there are unique circumstances, taking a Leave of Absence should be considered. For more information, see below under 'Terms.'

If unable to attend training, email the office and let us know. By doing so, your absence will be noted as 'excused.' If we do not have any information on your status, you may be noted as 'AWOL.'

Absent Without Leave: (AWOL): where a member of 2850 RCACC misses mandatory training but does not provide advance notice of intent to miss training.

Useful Abbreviations

FTX – Field Training Exercise
OIC – Officer in Charge – the officer in overall charge of an activity
OPI – Officer of Primary Importance – the officer who is responsible for an activity or exercise
CO – Commanding Officer
NCM – Non-commissioned Member
RSM – Regimental Sergeant Major
CSM – Company Sergeant Major
PSRY – Positive Social Relationships for Youth
CAF – Canadian Armed Forces
Coy – Company
MRE – Meals Ready to Eat

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Wednesday Night Timetable

2850 RCAC Parades on Wednesday Nights from September to early June each year, and follows the following timetable:

18:15 - 18:30 - Cadets Arrive
18:30 - 18:45 - Fall-In and Inspection
18:55 - 19:30 - First Period
19:30 - 20:05 - Second Period
20:05 - 20:15 - Break
20:15 - 21:00 - Third Period
21:00 - 21:15 – Closing Parade and Dismissal

Quick Contacts

Corps' Office:	780-532-0125
Corps email:	gparmycadets@icloud.com
Corps Facebook Page:	Grande Prairie Army Cadets Unit 2850
Corps Website	www.gparmycadets.ca

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Chain of Command

1. The chain of command is used to make sure that you know where you are supposed to be, when you are supposed to be there, and what you need to bring. By using the chain of command, you will be able to stay informed and get the help and guidance you need to be successful.

Detachment Commander

2. Your first point of contact is your Platoon Commander, they will contact you each week to confirm your attendance and what you need to bring or wear. If you cannot attend a training night, please contact them and inform them.

3. If you have problems with anything that you are issued or required any equipment to participate in training, talk to your Platoon Commander and they will arrange to have those problems solved.

My Platoon Commander is:

I can contact them at:

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Dress and Department

General

6. Your dress and department reflects your personal commitment. While attending cadet activities, you will be expected to have a certain level of appearance.

Hair and Grooming

7. Members shall comply with hair and grooming standards during all training events conducted by the Corps. This means that males shall be clean-shaven and females with long hair shall keep their hair up and secured. Hairstyles shall be conservative in nature and abide by the standards found in the appropriate dress instructions.

8. In accordance with dress instructions, females are authorised to wear braids in all orders of dress except for ceremonial orders where it must be secured in a bun. When worn in braids they shall not proceed past the top of the armpit. While in civilian attire, females may wear their hair down provided it does not interfere with the activity being conducted or pose a safety hazard.

9. Females are authorised to wear neutral colour make-up and nail polish while in uniform.

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Company Sergeant-Major

4. Your Platoon Commander is supervised by the Company Sergeant-Major. If you cannot contact your Platoon Commander for any reason, you can touch base with them to ask questions.

My Company Sergeant-Major is:

I can contact them at:

Commanding Officer

5. Your Platoon Commander the Company Sergeant-Major and the Regimental Sergeant-Major are supervised by your Commanding Officer who is an adult staff member. If at any time you feel unsafe at a cadet function you can go directly to the Commanding Officer (or any Officer).

My Commanding Officer is:

10. Individuals wishing to grow out hair or facial hair in accordance with dress instructions are authorised a transition period where they are exempt from certain grooming standards. Individuals seeking this authorisation are to pass their request through their chain of command for the Commanding Officer to approve.

Civilian Attire

11. Members wearing civilian clothes during cadet activities or in public shall present a neat, clean and well-groomed appearance. This means that clothing shall be free from emblems that may be considered racist, sexist, or pornographic.

12. Additionally, individuals attending activities conducted by the Corps shall not wear clothing that is overly tight or revealing, this will assist cadets to learn what types of clothing is appropriate to wear in the work place.

Conduct

13. Personnel shall ensure that their conduct reflects well on both the Canadian Cadet Organisations and the Canadian Armed Forces. This means that while at Corps functions members shall refrain from profanity and jokes that are crude or may be considered racist, sexist, or blasphemous.

14. Chewing gum, slouching, sauntering, placing hands in pockets, smoking or eating on the street, and walking hand in hand are all considered inappropriate conduct as per dress instructions. Additionally, it is the Commanding Officer's view that cadets shall fall under the same restrictions on intimate behaviour as Canadian Armed Forces members, that is hugs and kisses shall only be used as a form of greeting or farewell while in uniform.

Jewellery, Body Piercings, and Tattoos

15. Members shall abide by dress instructions with regards to jewellery and body piercings. All members are authorised the wear of a watch and medical alert jewellery as well as one ring on each hand.

16. Females are authorised a single silver, gold, pearl or diamond stud to be worn in the centre of the ear lobe. No other body piercings are authorised for cadet activities (including those in civilian attire) and the Commanding Officer does not authorise the use of a Band-Aid to cover over piercings not authorised by dress instructions.

17. Members of the Corps shall refrain from getting tattoos that are visible on the head, neck, face or ears while wearing an open collared shirt. Additionally, tattoos that may be considered pornographic, blasphemous, or racist must be covered at all times during the conduct of cadet activities.

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Uniform Wear

21. Uniform items shall be kept clean and well maintained at all times. At no time shall uniform items be worn with civilian attire unless specifically authorised.

22. Head dress – Shall be worn with all orders of dress except mess dress.

- a. Beret – Worn evenly on the head with the sweatband 2.5 cm above the eyebrows; the badge is centred over the left eye; the crown of the beret is pulled downward to the right and rear; and drawstrings are tacked inside the gap of the sweatband. The beret shall be kept free of lint and clean
- b. Toque – May be worn outside when weather conditions dictate. When the toque is worn, the beret shall be kept in a pocket. The toque may be worn with civilian attire.

23. Jackets

- a. Uniform Jacket - Shall be worn fully buttoned except the top button. Sleeves shall be rolled pressed with no creases. Jackets may be removed in buildings and offices when authorized. The belt

Web and Social Media Conduct

18. Individuals are entitled to speak freely on subjects related to their experience provided they do not reflect poorly on the Canadian Cadet Organisations or the Canadian Armed Forces. Cadets and staff shall be permitted to voice their opinions freely on web and social media provided their log ins do not connect them to the Corps, the Canadian Cadet Organisation, or the Canadian Armed Forces.

19. Cadets should refrain from posting comments critical of the Corps, the Canadian Cadet Organisation, the Canadian Armed Forces, or the Government of Canada if their profile contains a profile picture of them in uniform or lists them as a member of 2850 RCACC. If comments are posted online and the profile does not contain references to the unit then no corrective action shall be administered, and the individual will be counselled not to include unit references on their profile in the future. Individuals that violate this policy shall receive corrective action.

20. Cadets should be aware of what is being shared with their name on it on social media, as this is becoming an increasing issue in the work place.

shall be worn so as the excess of the belt is on the same side as the buttonhole flap. The buckle shall be adjusted so that the excess of the belt is not more than 8 cm.

- b. Parka – The cadet parka may be worn when the weather requires it or when ordered. When worn with the uniform, the parka shall be worn with rank slip-ons on the straps and zipped up so that the parka covers the jacket and shirt underneath. The parka may also be worn with your civilian attire should you not have a proper warm coat, when doing so, remove your slip-ons.
- c. Parka-Liner – The parka liner may be worn with any order of dress where the uniform jacket is not worn. When worn with the uniform, the parka shall be worn with rank slip-ons on the straps and zipped up so that the parka covers the shirt underneath. The parka may also be worn with your civilian attire should you not have a proper warm coat, when doing so, remove your slip-ons.

24. Shirts and Sweaters – Shall be worn when ordered

- a. Short Sleeved Shirt – Shall be free of wrinkles and will have creases in each sleeve starting from

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the centre of the shoulder strap. Rank slip-ons shall be worn.

- b. Utility T-Shirt – Shall be free of wrinkles.
- c. Field Training Uniform Shirt – Shall be free of wrinkles and loose strings. Draw cords at the waist and bottom shall be tied off in a bow and the loops hooked through the buttons nearest to draw cords. Rank slip-on shall be worn.
- d. Cadet Sweater – – Shall be free of wrinkles and lint. When worn in public, the sleeves shall only be worn fully extended.
- e. White Long-Sleeved Shirt – May be worn with No 2 Mess dress and shall be plain front without embellishment.

25. Ties

- a. Necktie – Shall be knotted neatly using a Windsor or four-in-hand knot and shall be kept tight. When the jacket is removed, the tie shall not be tucked into the shirt, unless for safety reasons.
- b. Bowtie – May be worn with No 2 Mess Dress and shall be black and conservative in size.

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- b. Field Training Boots – Shall be laced criss-crossed with the lace from the bottom inside always crossing over on top.
- c. Cleaning – Ankle boots should be cared for by cleaning the welts with an old toothbrush and black boot polish; using a soft cloth wrapped around the index finger, ensuring it is flat against the pad of the finger without any wrinkles; dampening the end of the cloth and applying a moderate amount of black boot polish; applying the polish to the boot in a steady, light circular motion, starting with larger circles to cover the area of the boot and using smaller circles, continuously working the polish into the boot; continuing to rub polish with a circular motion until the circles can no longer be seen; and breathing on the boot often to help work the polish into the boot. Combat boots shall only be brush shone with black polish.

28. Backpacks, bags, and accessories

- a. Backpacks – Civilian pattern backpacks of conservative appearance may either be carried in the left hand or worn suspended from both shoulders and square on the back. No item will be

26. Trousers

- a. Uniform Trousers/Slacks – Will be pressed without starch to have creases down the centre of each leg. Creases shall extend from the top of the leg to the bottom. The length of the trousers should extend to the third eyelet of the ankle boot.
- b. Field Training Uniform Trousers – Shall be free of wrinkles and shall be tucked under themselves at the top of the field training boots using the draw strings or an elastic.
- c. Trousers Belt. – The belt shall be worn so as the excess of the belt, once attached, is on the same side as the buttonhole flap. The buckle shall be adjusted so that the excess of the belt is not more than 4 cm.

27. Boots

- a. Ankle Boots – Shall be laced across horizontally from side to side. Boots shall not be modified by any type of metal cleats, hobnails or other metal attachments to the heel or sole. No varnish other than shoe polish can be used to shine the boots.

suspended from the backpack and straps shall not be left loose.

- b. Purses – The purse must be black and conservative in nature and held in the left hand or suspended over the left forearm. When the purse is carried as a shoulder bag, the strap shall be suspended from the left shoulder with the top of the purse not higher than waist level. The purse shall not be carried as a shoulder bag with the strap shortened to handbag length.
- c. Sunglasses – When worn with uniform, sunglasses shall be conservative in design and colour. Sunglasses with photo chromic or mirrored lenses are not authorized for wear. Sunglasses shall not be worn on parade unless authorized by the Commanding Officer in special circumstances.
- d. Nametag – Can be obtained locally. The standard cadet name tag shall be detachable, made of black and white laminated plastic plate 6.3 cm in length and 1.2 cm in height, inscribed with white lettering 0.6 cm high, and shall indicate the surname of the cadet only.

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- e. Gloves – May be worn when weather dictates or shall be worn when ordered and shall be black in colour.

Paying Compliments

Addressing Cadet Non-Commissioned Members and Subordinate Officers

29. When addressing a cadet non-commissioned member or a subordinate officer, the cadet will stand at the position of attention. As cadet non-commissioned members and subordinate officers do not hold a commission from the Queen, they are not saluted. Throughout the conversation, the cadet shall address the non-commissioned member or subordinate officer by their rank and surname and remain at the position of attention. When the cadet has completed addressing the non-commissioned member or officer, they should dismiss themselves appropriately by turning to the right.

Addressing Commissioned Officers

30. When addressing commissioned officers, the same procedures are followed as when addressing non-commissioned members and subordinate officers except a salute shall be given.

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31. The cadet shall stand at the position of attention after approaching the commissioned officer. The cadet will give the appropriate salute. Throughout the conversation, the cadet shall address the commissioned officer by their rank and surname and always remain at the position of attention unless otherwise directed by the commissioned officer. When the cadet has completed addressing the officer, they should again salute and dismiss themselves appropriately.

Entering an Office

32. When entering an office, the cadet shall:

- a) Stand at the position of attention in the doorway;
- b) Salute if wearing headdress and the office occupant holds a commission; and
- c) Politely ask permission to enter the office.



Leaving an Office

33. When leaving an office, the cadet shall:

- a) Stand at the position of attention in the doorway;
- b) Salute if wearing headdress and the office occupant holds a commission; and
- c) Depart.

Ranks and Promotion Requirements

	<p><u>Cadet Lance-Corporal</u></p> <ul style="list-style-type: none"> • 5 Months as a Cadet • Approved by Command Staff
	<p><u>Cadet Corporal</u></p> <ul style="list-style-type: none"> • Completion of Green Star • Participate in Cadet Fitness Assessment • Approved by Command Staff
	<p><u>Cadet Master Corporal</u></p> <ul style="list-style-type: none"> • 6 months as a Cadet Corporal • Completion of Red Star • Participate in Cadet Fitness Assessment • Approved by Command Staff
	<p><u>Cadet Sergeant</u></p> <ul style="list-style-type: none"> • 6 months as a Cadet Master Corporal • Completion of Silver Star • Participate in Cadet Fitness Assessment • Completed Without Difficulty in Leadership • Approved by Command Staff
	<p><u>Cadet Warrant Officer</u></p> <ul style="list-style-type: none"> • 6 months as a Cadet Sergeant • Completion of Gold Star • Participate in Cadet Fitness Assessment • Completed Without Difficulty in Leadership • Approved by Command Staff

	<p><u>Cadet Master Warrant Officer</u></p> <ul style="list-style-type: none"> • 6 months as a Cadet Warrant Officer • Participate in Cadet Fitness Assessment • Completed Without Difficulty in Leadership • Recommended by Merit Review Board • Approved by Command Staff
	<p><u>Cadet Chief Warrant Officer</u></p> <ul style="list-style-type: none"> • 6 months as a Cadet Master Warrant Officer • Recommended by Merit Review Board • Approved by Command Staff
<p>34. When considering cadets for promotion, officers will be looking for the following attributes.</p> <ol style="list-style-type: none"> a. dress and deportment; b. conduct, discipline, and attitude; c. attendance and participation; d. response to direction; e. ability to interact positively and comfortably 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. 	




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Officer Ranks




Subordinate Officers

	Officer Cadet
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Junior Officers

	Second Lieutenant
	Lieutenant
	Captain

Senior Officers

	Major
	Lieutenant Colonel
	Colonel

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Scale of Issue

This is the list of items you will be issued and responsible for. Any of the items highlighted grey are yours to keep should you out grow them or choose to leave the cadet programme.

	New Cadet	Red-Star Cadet
HEAD DRESS		
Beret, Green	1	
Hijab, Lindon Green (Muslim Female Only)	1	
Turban, Lindon Green (Sikh Only)	1	
Toque, RCAC	1	
JACKETS		
Jacket, Cadet, Green (tunic)	1	
Parka, Cadet, Green	1	
Parka Liner, Cadet, Green	1	
SHIRTS/SWEATERS		
Shirt, CF, Short Sleeved (dress shirt)	1	
Shirt, Field Training Uniform (combat shirt)		1
T-Shirt, Utility, Olive Green	1	
T-Shirt, 2850 unit shirt	1	
TROUSERS		
Trousers, Cadet, Green (dress pants)	1	
Trousers, Field Training Uniform (combat pants)		1

	Cadet	Red-Star Cadet
FOOTWEAR		
Boots, Ankle, Black	1pr	
Boots, Field Training, Black (combat boots)		1pr
Socks, Grey, Wool	2pr	
BELTS		
Belt, Trouser, Green with Brass Buckle	1	
ACCOUTREMENTS		
Royal Canadian Army Cadet Cap Badge	1	
Loyal Edmonton Regiment Cap Badge (Metal)		1
Nametag (initial issue only)		1
Gloves, Black	1pr	
Rank Slip-on	2pr	
Unit Cloth Shoulder Title	1pr	
Royal Canadian Army Cadet Sleeve Insignia	1pr	
Qualification and Rank Badges (as earned)		

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Orders of Dress

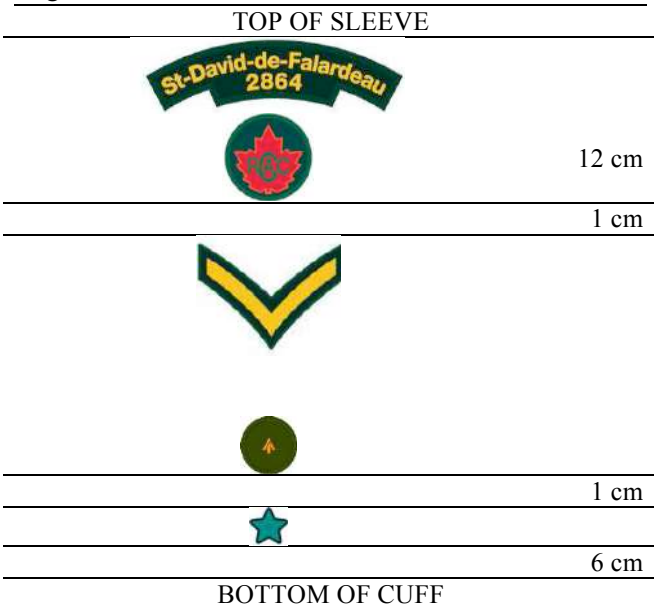
This table lists what is worn with each order of dress. Items that are highlighted grey are optional items that may be worn as desired or when ordered.

	No 1 (Ceremonial)	No 2 (Mess Dress)	No 3 (Winter Dress)	No 3A (Summer Dress)	No 5 (FTU)
BERET W/ RCAC BADGE	X		X	X	X
TOQUE, RCAC	X		X	X	X
PARKA, CADET, GREEN	X	X	X	X	X
PARKA, CADET, LINER, GREEN				X	X
JACKET, CADET, GREEN	X	X	X		
SHIRT, SHORT SLEEVED, LINDON GREEN	X	X		X	
SHIRT, LONG SLEEVED, WHITE		X			
SWEATER, CADET, OLIVE GREEN					X
T-SHIRT, UTILITY, OLIVE GREEN					X

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Badge Placement (Jacket)

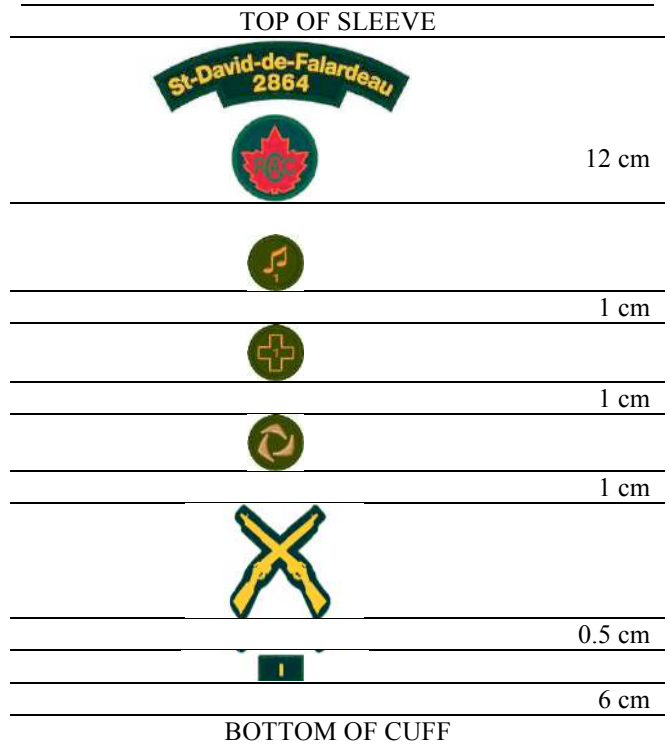
Right Sleeve



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	No 1	No 2	No 3	No 3A	No 5
SHIRT, COMBAT, OLIVE GREEN					X
BELT, TROUSER, GREEN W/ BUCKLE, BRASS	X	X	X	X	X
TROUSER, CADET, GREEN	X	X	X	X	
TROUSER, COMBAT, OLIVE GREEN					X
SOCKS, WOOL, GREY	X	X	X	X	X
BOOTS, ANKLE, BLACK	X	X	X	X	
BOOTS, FTU, BLACK					X
TIE, GREEN	X	X			
BOW TIE, BLACK		X			
GLOVES, BLACK, CADET	X	X	X		X
NAME TAG, BLACK	X	X	X	X	
MEDALS (IF AWARDED)					
UNDRESS RIBBONS (IF AWARDED)	X	X	X	X	
RANK SLIP ONS (ON SHIRT AND PARKA)	X	X	X	X	X

Left Sleeve



How to Lace Boots

Ankle Boot



STRAIGHT ACROSS METHOD

NOTE

No visible undelaces except at the top.

Field Training Boot



LEFT BOOT



RIGHT BOOT

HERRING BONE METHOD

How to Tie a Tie

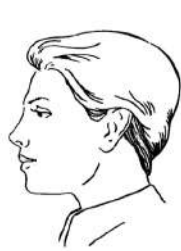


WINDSOR KNOT



FOUR-IN-HAND KNOT

Female Hair Styles



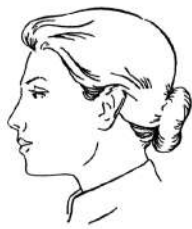
SHORT HAIR STYLE



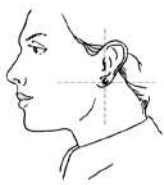
CURLED HAIR STYLE



HIJAB NO HEADRESS



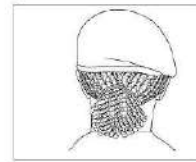
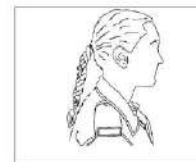
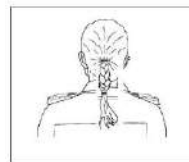
STRAIGHT HAIR STYLE WITH BUN



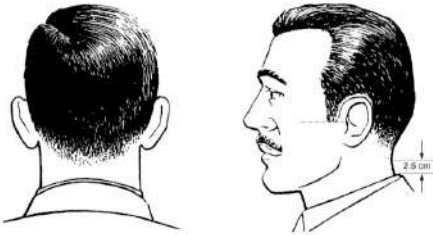
ONE STUD EAR RING MAY BE WORN CENTRED IN EACH EAR LOBE

Female Hair Styles (Braids)

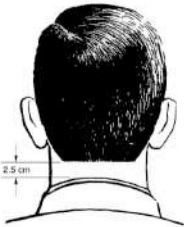
Braids shall not proceed past the armpit



Male Hair Style



TAPER TRIMMED HAIRCUT CONVENTIONAL



TAPER TRIM HAIRCUT - STRAIGHT BACK APPEARANCE

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Badge of the Loyal Edmonton Regiment



Royal Canadian Army Cadet Banner