



National Défense  
Defence nationale



REGIONAL CADET SUPPORT UNIT (NORTHWEST)

Cold Lake Cadet Training Centre – Joining Instructions  
Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Deputy Chief Training Officer

2019-06-05

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## **PURPOSE**

1. The purpose of the joining instructions is to provide cadet candidates, selected staff cadets, and their parents, with the necessary information for course participation. They must be read in full, as it contains important information about the cadet's participation at the Cadet Training Centre (CTC).

## **COURSE DETAIL**

2. Cold Lake Cadet Training Centre (CLCTC) is located at 4 Wing Cold Lake, 300 km northeast of Edmonton, Alberta, close to the Saskatchewan border. CLCTC's primary role is in the provision of a safe and challenging training programme.

3. CLCTC conducts the following six training courses during the summer:

- a. General Training Course, for Air Cadets;
- b. Basic Survival, for Air Cadets;
- c. Basic Fitness & Sports, for Sea, Army, and Air Cadets;
- d. Basic Aviation, for Air Cadets;
- e. Fitness and Sports Instructor, for Sea, Army, and Air Cadets; and
- f. Survival Instructor Course, for Air Cadets.

4. CLCTC is comprised of approximately 250 staff and staff cadets as well as over 1200 course cadets.

## **PREPARATION**

### **PRE-DEPARTURE CHECK**

5. A pre-departure checklist is at Annex A. Please review it and post it on your refrigerator as a reminder to help you prepare to send your cadet away to the Cadet Training Centre. Please ensure that your cadet has all the information in this checklist, as it will assist them with travel and having an enjoyable summer.

### **CLOTHING AND EQUIPMENT REQUIREMENTS**

6. Issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List found at Annex B. All items should be clearly marked with cadet name and initials in permanent ink. Regimental kit and accouterments including, but not limited to, highland dress, patrol dress, and ceremonial white belts, lanyards, and gloves are not required and must not be brought to the CTC.

7. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron.

8. Civilian Clothing. With the exception of PT gear, there is no need for cadets to wear civilian clothing. However, the CO may authorize wearing appropriate civilian clothing during off hours provided it is not defaced, cut, ripped, or has drawings, lettering, or other adornment on it that is offensive in nature. Civilian clothing may be permitted during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt. Appropriate PT gear is outlined in Annex B.

9. Lockers/Personal Storage. Personal storage space within CTC accommodations tends to be limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Armed Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items found at Annex C, which should accompany the cadet.

10. Survival Course. Cadets and Staff Cadets attending the Survival courses will be issued with appropriate clothing for the field-training environment. Any cadet who owns personal military kit or combat uniforms are requested not to bring these items, as they will be confiscated upon arrival. Cadets are also reminded that due to the nature of field training, they may be away from laundry facilities for up to 6 days consecutively and are reminded to bring enough socks and undergarments to cover this timeframe. SIC Cadets are recommended to bring an additional pair of running shoes or a pair of water shoes that will be worn in the water during the canoe-training phase.

11. Course Clothing. Cadets may elect to purchase course specific clothing as a memento of their course. These items are offered for purchase at the individual's expense. The training bonus may be used to offset these costs.

12. Staff Cadet Mess Dinner. The staff cadet mess dinner, dining in, or other alternate activity may be held at the CO's discretion and is designed to develop the traditional social protocols and values of the CAF. The dress for staff cadets at a mess dinner/dining in is Staff Cadet Mess Dress (C2 - Sea Cadets, C6 - Army Cadets and C8 - Air Cadets). The CO may permit staff cadets to wear suitable equivalent civilian attire to the dinner.

## **TRANSPORTATION ARRANGEMENTS**

13. The Regional Cadet Support Unit (Northwest) (RCSU (NW)) Movements staff will arrange transportation to and from the CTC. Details will be made available in Fortress (the administration system of the Canadian Cadet Organizations) to Corps/Squadron's Commanding Officer and Zone Training Officer who will provide cadets with the necessary instructions and/or document. Parents/Guardians must ensure they understand the time & location for dropping off and picking up their cadets. Consult with Corps/Sqn CO if unsure. A contact list of Regional Movements Officers is to be carried by the cadet, and used if required while travelling. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (NW) Movements Officer is:

- a. 1 (855) 761-3747; and
- b. for out of region personnel attending Cold Lake CTC, contact your applicable region movements staff.

14. Uniform while Travelling. When travelling to and from the CTC, army and air cadets shall wear Routine Training Dress C4 and sea cadets are to wear a modified version of Service Dress C3. Cadets shall wear their elemental headdress, elemental t-shirt, jacket (tunic), trousers or slacks with belt, boots and grey wool socks. Dress shirt, tie or gun shirt are to be packed in the cadet's luggage. The dress and deportment of all cadets shall be above reproach at all times. Cadets are NOT to wear ceremonial accoutrements while travelling including but not limited to medals, kilts, white gloves, brass belts, white lanyards for air cadets etc.

15. All cadets must have a valid Government Issue identification card prior to their departure from home to the CTC. The name must be identical to the legal name submitted when they applied for a CTC. For air travel, as a minimum, cadets under age 16 must have either one piece of photo identification or two pieces of identification, one of which specifies gender and date of birth and legal name. Documents such as a health card or birth certificate satisfy this requirement. Cadets aged 16 and over must have identification with photo. In both circumstances, a valid passport fulfills the requirements. School identification or Cadet Corps/squadron I.D. cards are not accepted. Cadets whose 16<sup>th</sup> birthday falls within their summer training period will be required to hold the higher level of documentation for their homeward journey.

16. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Cadets' names as registered with their home Cadet Corps/squadron MUST match the identification being carried.

17. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for. Additional baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying cadet's name, address, telephone number and Cadet Corps number, and must not exceed 50 lbs/22 kg;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not carry breakables in your baggage as DND or the air carrier cannot guarantee they will arrive undamaged;
- d. aerosol, liquids, gels are only permitted in carry-on luggage in limited amounts. In checked luggage the items together cannot exceed: 2L, or 2kg (75 fl. oz.);
- a. due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc;
- b. a full list of permitted and non permitted items allowed on aircraft can be found at the Canadian Air Transport Security Authority [website](#); and
- c. carry-on luggage should be no larger than a school backpack.

18. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc) it is the travelling individuals responsibility to report the loss to the

applicable carrier as the financial responsibility rests with the carrier. The Movements Officer shall assist in making contact with the carrier and assist with the retrieval of the lost luggage.

19. Meals appropriate to the time of day are provided enroute if cadets travel extends over a meal period.

20. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the Cadet Training Centre if prior arrangements are made with the Movements Officer through the Corps Commanding Officer/summer contact person. Parents/Guardians are to complete the Parental Pick Up/Parental Drop Off Form, and submit it to the Movements Officer to ensure all personnel are made aware of the request.

21. Parents who have arranged to drop off or pick up cadets should report to the Blue Rink at the J.J. Parr Recreational Facility, using the Zamboni door at the south end of the facility.

### **TRAVEL TIPS**

22. Always make a checklist of everything in the cadet's checked baggage and carry-on. This will assist the cadet in filing a claim should it become lost. It will also assist the cadet in packing considerations for their next experience at a CTC/CFTC.

23. The cadet must always have their travel orders and identification available and on their person, not packed in their luggage.

### **CADET CODE OF CONDUCT**

24. In order to participate at a CTC, course cadets, and staff cadets must complete and submit upon arrival at the CTC the code of conduct located in Annex D of the joining instructions and arrive with a signed copy of their offer of participation.

### **MEDICAL AND DENTAL CARE**

25. Medical Services. Each Training Centre is staffed with medical personnel, including a physician during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment.

26. Dental Services. Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

27. Further details on prescription medication, over the counter medication, eyeglasses, and making a claim can be found at Annex E.

### **ACCOMMODATION PLAN REQUIREMENTS**

28. Regional Cadet Support Unit (NW) is committed to attempting to resolve requests for accommodations including, but not limited to, gender related requests, except where accommodation would constitute "undue hardship". Common requests in the CCO are for religious, gender, and medical (mental, physical disability, etc.) accommodations.

29. Requests for food related preferences, intolerances, and/or allergies cannot be accommodated. Requests for food related requirements based on religious reasons must be indicated to RCSU(NW) via email below.

30. Until such time as Fortress is able to provide functionality in advising of accommodation plan requirements, RCSU (NW) will implement a regional work process as follows:

- a. cadet corps shall handle requests for accommodations for the local program internally, except in the case of not accommodating based on “undue hardship”, which should only be determined in consultation with their Zone Trg O; and
- b. requests for accommodations for all other activities including CTC should be made with as much notice as practicable to [NorthwestPlans@forces.gc.ca](mailto:NorthwestPlans@forces.gc.ca). If the specifics of the request cannot be emailed, please use email to request follow-up with RCSU (NW) staff by phone.

## **TRAINING CENTRE ROUTINES**

### IN-CLEARANCE

31. All cadets are processed through an in-routine upon arrival and will be required to provide the following:

- a. name;
- b. course attending;
- c. health card (confirmation cadets have it in their possession);
- d. eyeglass and other prescriptions (if applicable);
- e. all required paperwork outlined in the checklist (Annex A); and
- f. any travel documents/tickets.

32. Arriving cadets are subject to a brief interview and health screening examination by medical personnel to help inhibit the possibility of migrating any contagious or communicable condition to other personnel and to ensure the cadet is medically fit for training. Personal luggage will be subject to inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre.

### TRAINING CENTRE SERVICES AND INFRASTRUCTURE

33. Cadet Banking. A banking system will be in place for cadet use. Cadets are encouraged to limit their spending money on hand, and bank the remainder as a safeguard against loss or theft. The training centre provides an on-site banking service. Cadets are encouraged to deposit any large amounts of money they bring with them upon arrival to the training centre. They may withdraw their money as required throughout the summer. Bank accounts are reconciled and the cadet is issued a cheque for the remaining balance upon their departure from the CTC. Cadet Training bonuses are deposited automatically into each cadet account.

34. There are no ATMs (Automated Teller Machines) located within the Training Centre. However, cadets holding their own personal banking cards may be provided periodic opportunities to access an ATM at nearby commercial locations.
35. Canteen. Light refreshments, including soft drinks, chocolate bars, souvenirs, and various sundry and hygiene items are available at the cadet canteen for cash purchase or payment through their cadet bank account.
36. Pay Phone. A pay phone is available at the survival area of CTC for personal calls. A phone is also available for personal use at Training Centre Operations for all other courses. A calling card is required for long distance calls.
37. Haircuts. Course Cadets will have access to haircuts at the CTC on a regular basis. Payment will be done through the cadet's CTC bank account. Staff Cadets are responsible to make their own arrangements for haircuts by using the barber on base or they may elect to go into town.
38. Barracks. Cadet accommodations are multi-occupant, gender-specific, and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Steel lockers, "barrack boxes" or similar to those in schools provide security for cadets' personal belongings. Cadets are expected to bring their own padlocks.
39. Meals. Meals are served to cadets in a cafeteria-style mess-hall environment three times daily. CAF facilities do not offer allergen-free foods or food preparation conditions and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, and shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.
40. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. Upon arrival or after purchase any unfinished food and beverages can be placed in Training Centre Operations where the cadet will have access to retrieve the item(s) later.
41. Postal Services. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their sons/daughters or to a Training Centre headquarters should refer to the address in paragraph 61.
42. Laundry. With the exception of Survival training, full service commercial laundry services are provided to cadets. Cadets in General Training, Aviation and Fitness and Sports do not require their own laundry soap. Survival cadets and staff cadets are required to bring their own laundry detergent or they may purchase it from the cadet canteen. Survival Training Centre has a fully equipped laundry facility and is available for use by survival cadets.
43. Worship Services and Spiritual Guidance. Each Training Centre maintains a multi-denominational staff of chaplains, making every effort to meet the needs of all religious denominations. The centre provides access to both Protestant and Roman Catholic services for those cadets wishing to attend. Those cadets seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.



## **TRAINING BONUS**

44. Course cadets qualify for a training bonus of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week for all courses. The bonus is paid in installments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim instalments are deposited into the cadet's account (detailed above) and the final installment is paid by cheque. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.

## **PERSONAL APPEARANCE**

45. The standards of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating at a Training Centre. Personal appearance will adhere to the applicable elemental policy: CATO 35-01 Sea Cadet Dress Instructions, CATO 46-01 Army Cadet Dress Regulations, or CATO 55-04 Air Cadet Dress Instructions.

## **STAFF CADET DEVELOPMENT TRAINING**

46. Staff cadets will participate in development training during the first week of their course. They will be placed into staff positions based off their interest, experience, qualifications, and previous and current performance.

47. Some staff cadets have been predetermined and selected to fill specific positions based on the position requirement, their experience and qualifications. Staff Cadets pre-selected for positions will complete a staff cadet development training specifically for the positions they were selected for.

48. In preparation, staff cadets are to prepare a lesson plan for an Instruction Techniques Mutual to be conducted during the staff cadet development-training week. Further details can be found in Annex F.

## **VISITS, LEAVE AND PASSES**

49. Cadets attending the Training Centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day.

50. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, authorized by the parent/guardian, and normally identified in Fortress. The names of these individuals can be communicated to Corps/Sqn staff for input in Fortress. Questions on authorized adults stored in Fortress can be directed to your Administration Officer. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

51. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail, fax, or scanned and emailed.

52. Leave periods vary according to the training requirements on each course and parents should consult with the Training Centre Staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

53. Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town. Staff Cadets are to bring with them the Parental Consent Form – Staff Cadet Unsupervised Day Trips indicating if their parent/guardian authorizes unsupervised day trips. The form can be found at Annex G.

## **SMOKING, ALCOHOL, AND DRUGS**

54. Smoking. All Cadet Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off CTC property. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products.

55. Alcohol. All Cadet Training Centres have a NO ALCOHOL policy for all cadets.

56. Drugs. Drugs are prohibited as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

57. Cannabis. To ensure the safety and well-being of all staff and cadets at a CTC, the recreational usage or possession of cannabis will not be permitted on CTC premises, or during CTC sponsored activities that occur outside of CTC premises. This is regardless of the local base policy. The only exception is for prescribed medical cannabis.

58. Failure to adhere to any of the above policies or other the rules at CTC may result in the cadet being Returned to Unit (RTU) and/or referral to the appropriate authorities.

## **CELLULAR PHONE**

59. Cadets are authorized to bring cellular telephones to the CTC. RCSU (NW) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones are valuable items. Each CTC will advise cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. Cadets are only permitted to use their phone during non-training hours. Cell phone use is prohibited in barracks and washrooms.

## **GRADUATION AND RETURNING HOME**

60. CLCTC conducts a full ceremonial review Graduation Parade at the conclusion of each two-, three-, and six-week training serial. Parents and friends are welcome and encouraged to attend. Due to an access-restricted parade square, parents/relatives are requested to notify the training centre at least one week in advance of any persons attending a graduation parade. RSVPs may be sent by email to [ColdLake@cadets.gc.ca](mailto:ColdLake@cadets.gc.ca). Last minute additions may not be possible.

61. Graduation Parade. The graduation parade dates for are as follows:
- a. First Serial – General Training, 19 Jul 19, 1000 hrs;
  - b. Second Serial – General Training, 2 Aug 19, 1000 hrs;
  - c. Third Serial – General Training, 16 Aug 19, 1000 hrs;
  - d. First Serial (3 Week Courses): Basic Survival, Basic Aviation and Basic Fitness, 26 Jul 19, 1000 hrs;
  - e. Second Serial (3 Week Courses): Basic Survival, Basic Aviation and Basic Fitness, 16 Aug 19, 1000 hrs; and
  - f. Six-Week Courses: Fitness and Sports Instructor and Survival Instructor, 16 Aug 19, 1000 hrs.
62. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

#### **PARENTAL PICK UP / DROP OFF**

63. If a parent/guardian would like to choose to drop off their cadet directly at the training centre or to pick them up from the training centre they must complete the Request for Deviation of Travel Parental Pick Up and/or Drop off form located at Annex H. This form is only for cadets in Northwest Region. Cadets from other regions must contact their regional movements section to request a deviation in travel.
64. It is imperative that parents desiring an early departure with their sons/daughters advise the Training Centre as soon as possible. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Request for Deviation of Travel Parental Pick Up and/or Drop Off form located at Annex H. If circumstances change, a substitute form may be sent by emailed to [NorthwestTransport@forces.gc.ca](mailto:NorthwestTransport@forces.gc.ca)
65. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent or individual identified in Fortress, on the cadet's Offer of Participation or Request for Deviation of Travel from. CTC staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

## CLCTC CONTACT INFORMATION

66. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope with their course or department. All mail and parcels MUST have a return address as some of the mail/parcels are received after the cadet has departed the CTC. The mailing address for CLCTC is as follows:

RANK, FULL NAME, INITIAL  
Cold Lake Cadet Training Centre  
4 Wing Cold Lake  
Box 6550 Stn Forces  
Cold Lake, AB T9M 2C6

67. Phone number. To contact cadets and staff cadets at CLCTC call (780) 840-8000 extension 4765. Calls are to be directed to Training Centre Operations for cadets attending General Training, Basic Aviation, Basic Fitness and Sports, and Fitness and Sports Instructor courses or to the Cadet Survival Training Centre (ext 4774) for cadets attending the Basic Survival and Survival Instructor Courses. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

68. Email Address. The email address for CLCTC is [ColdLake@cadets.gc.ca](mailto:ColdLake@cadets.gc.ca).

## CADET TRAINING CENTRE LOCATION

69. CLCTC can be located using the following coordinates: 54°24'47.9"N 110°16'48.6"W or can be found on Google Maps by searching "Cold Lake Cadet Training Centre" or clicking [here](#). 4 Wing Map can found in Annex I.

T.J. Henry  
Major  
A/J35 Deputy Chief Training Officer

### Annexes

Annex A	Check List
Annex B	Kit List - Cadet/Staff Cadet Uniform and Clothing Requirements
Annex C	Record of Valuable Items
Annex D	Code of Conduct for Course Cadets
Annex E	Medical and Dental Care at CTC/CFTC
Appendix 1	OTC (Over the Counter) / Prescribed Medication Administration
Annex F	Staff Cadet Indoctrination Training
Annex G	Parental Consent Form – Staff Cadet Unsupervised Day Trips
Annex H	Parental Pick - Up Form & Consent of Release and Liability
Annex I	CLCTC – 4 Wing Map

CHECK LIST

(Please print and fill in at your own leisure prior to departure for the training centre)

- \_\_\_1. Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing. (1 Month before departure)
- \_\_\_2. Put name on all items brought to the training centre. (Week before departure)
- \_\_\_3. Know travel arrangements and reporting date. (Week before departure).
- \_\_\_4. Pack complete cadet kit and personal kit. (Week before departure)
- \_\_\_5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses. (Week before departure)
- \_\_\_6. Consider amount of spending money for two weeks. (Week before departure)
- \_\_\_7. Label all luggage with name and home address, place name, address and phone number inside of luggage. (Week before departure)
- \_\_\_8. List of medications and dispensing information (dosage, frequency). (Week before departure)
- \_\_\_9. Prescribed medication. (Week before departure)
- \_\_\_10. Get haircut. (Day before departure)
- \_\_\_11. Obtain travel orders and information. (Carry with you)
- \_\_\_12. Proper Identification for Travel. (Carry with you)
- \_\_\_13. Long Distance Calling Card (to call home periodically). (Carry with you)
- \_\_\_14. Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week). (Carry with you)
- \_\_\_15. Bring (carry with you) all required paperwork including:
- \_\_\_16. Bring (carry with you) all required paperwork including:
  - \_\_\_ Signed Offer of Participation
  - \_\_\_ Completed Annex C Record of Valuable Items
  - \_\_\_ Completed Annex D Code of Conduct
  - \_\_\_ Completed Annex E Appendix 1 for Over The Counter Medications
  - \_\_\_ Completed Annex F Staff Cadet IT Mutual (if applicable)
  - \_\_\_ Completed Annex G Staff Cadet Unsupervised Day Trip Consent (if applicable)
  - \_\_\_ Completed Annex H for Parental Pickup (if applicable)
  - \_\_\_ A copy of your Provincial Health Card.

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KIT LIST - CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CTC. Cadets are not to bring any regimental or ceremonial accoutrements, only C-1's are authorised due to limited space.
2. Cadets will be issued PT gear upon arrival at the CTC. All cadets will be issued two pairs of shorts, two elemental t-shirts and a Tilley hat. Cadets will need to bring their own footwear. Footwear must be appropriate for extended outdoor physical activity.
3. The following personal items of kit must be brought to the CTC:
  - a. toothbrush, toothpaste, dental floss;
  - b. soap and shampoo (biodegradable);
  - c. two bath towels and if desired hand towels and face cloths;
  - d. shaving kit (if required);
  - e. hairbrush or comb;
  - f. fingernail clippers or nail file;
  - g. handkerchief or tissue;
  - h. deodorant;
  - i. shoeshine kit;
  - j. sewing kit;
  - k. laundry soap (biodegradable) \* Staff Cadets only;
  - l. writing material;
  - m. two padlocks (combination type);
  - n. several changes of underclothing, T-shirts and socks (enough for one week);
  - o. pyjamas;
  - p. sweat suit and sweatshirts;
  - q. conservative swimsuit;
  - r. sweater;
  - s. hangers;

- t. lint brush;
- u. eyeglass retainer bands for sports (for eyeglass wearers);
- v. shower sandals; and
- w. neutral colour bobby pins/hair accessories (if necessary).

#### ITEMS PROHIBITED AND NOT ALLOWED

4. The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. These items will be confiscated and may be handed to the applicable police agency or disposed of if brought to the training centre:

Prohibited By Law	Prohibited by The CCO	Items Not Allowed
Firearms (any kind)	Daggers / Knives	Gaming Consoles
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade Boots
Controlled Substances	Pornographic materials	Motor Vehicles
Alcoholic Beverages (if under provincial age limit)	Alcoholic Beverages (regardless of age)	Pets
Explosives	Laser Pointers	
Weapons (Brass knuckles, ninja stars, etc.)	Lighters and other fire starting equipment	
	Flammables	
	Tobacco/Cannabis products	

5. The following items are not permitted to be worn in the Mess Hall on 4 Wing Cold Lake. Cadets are not to bring these items:

- a. short shorts/cut off shorts;
- b. t-shirts/sweatshirts/sweaters that are viewed as being racist, sexist, or verbally offensive;
- c. Muscle shirts, halter tops, tube tops, or shirts with torn sleeves of any nature;
- d. Flip flops/shower sandals; and
- e. Yoga pants including tights and leggings.

#### VALUABLES AND DISCOURAGED ITEMS

6. The following items are strongly discouraged from being brought to the training centre:

- a. Smart phones / Cellular Phones;
- b. iPods, MP3 players; and
- c. Tablets / laptop computers.

7. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, iPods, tablets, or other “attractive items” to the CTC. Cadets who bring valuables to CTC are to complete the Record of Valuable Items (Annex C) form and bring a copy of the completed form to the CTC. The form is to be presented to the administration staff during intake. Cadets are also encouraged to take a photo of any valuable items and leave with their parents in the event identification is needed.





**(Left blank intentionally)**

**NATL CJCR SP GP STAFF CADET / CADET / JCR CODE OF CONDUCT**

Rank	Last name	First Name	Home Unit

1. The National Cadet and Junior Canadian Rangers Support Group (Natl CJCR Sp Gp) is committed to providing a safe, respectful, and supportive environment where employees such as Cadet Instructor Cadre officers (CIC officers) or volunteers, adults, cadets and Junior Canadian Rangers (JCRs) can develop to their maximum potential. While every cadet or JCR is valued and unique, we come together as an organization in the best interests of the ones we support. The safety, respect, rights, and well-being of the cadets/JCRs we support are at the core of our daily operations. We facilitate supportive relationships with cadets/JCRs within appropriate boundaries. For these reasons, the Natl CJCR Sp Gp has developed the following Code of Conduct for all cadets/JCRs, including staff cadets. Please note that the expectations detailed below are in effect at all times (e.g., corps/squadron training, regionally directed activities, nationally directed activities and cadet training centre, community level training for JCR Patrols, Enhanced Training Sessions, etc.).

2. As a cadet/JCR in the Canadian Cadet Organizations (CCO), I understand that I must adhere to the cadet/JCR Code of Conduct. I acknowledge that I will:

- a. familiarize myself with and abide by all orders, regulations and directions in relation to my role and responsibilities as a cadet/JCR (specified in the Positive Social Relations for Youth lessons for cadets, and the Preventing Harassment and Abuse through Successful Education for JCRs);
- b. upon seeing any wrongdoing and/or inappropriate actions, stop the interaction (when/where safely able to so) and report the incident immediately to my supervisor;
- c. report any suspicion or knowledge of abuse of a cadet/JCR to my supervisor;
- d. ensure that safety is incorporated in all aspects of my role and responsibilities as a cadet/JCR and ensure the safety and well-being of others;
- e. strive to set a good example of dress, deportment and conduct;
- f. show respect to my subordinates, peers and superiors;
- g. be honest in my actions and communications with others. I will not lie, cheat or make a false declaration;
- h. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- i. not use profanity, vulgarity, or harassing language;
- j. take care of and be responsible for all clothing, materials and equipment that is loaned to me and intervene or report others who are not doing the same;

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- k. respect the environment and my surroundings;
- l. not steal, and I will respect the personal property and privacy of others;
- m. not abuse my authority or inflict any physical or emotional abuse, which includes, but is not limited to, striking, humiliating, ridiculing, or making degrading comments;
- n. request the presence of an adult staff member<sup>1</sup> when a circumstance is beyond my authority or ability;
- o. not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation, gender identity or expression, or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications and social media;
- p. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- q. in order to respect others, maintain appropriate physical boundaries at all times, and I will not touch cadets without their permission except when absolutely necessary in an emergency situation;
- r. not engage in fighting, shouting, bullying, or cyberbullying (email, instant messaging, chatting, social networking, sharing inappropriate photos, inappropriate comments on social media, etc.);
- s. ensure that use of social media sites, even on personal time, does not reflect negatively on the CCO and/or the CAF and that online communications (email, instant messaging, chatting, social networking, social media, etc.) will follow the principles of respect, responsibility and consideration of others;
- t. not disclose any personal information related to any other person by any means, which includes verbally or in writing as well as via electronic communications (email, instant messaging, chatting, social networking, social media, etc.); except when it could affect the health and well-being of the person or the corps/squadron;
- u. not purchase, possess or consume alcohol at any time;
- v. not use, distribute or possess illegal drugs or non-prescription drugs that would alter my behaviour. I will also not share my personal prescription drugs with anyone else;

<sup>1</sup> In the context of this code of conduct, the term "adult staff member" is inclusive all adult personnel involved with Cadets/JCRs, whether they are paid or not.

<sup>2</sup> Will be reviewed and signed every year, and registered in Fortress (cadets) and held on records (JCRs).

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- w. not use, purchase, have in my possession or sell tobacco, cannabis products or e-cigarettes products;
- x. not have knives, guns, or weapons in my possession other than those issued when authorized for approved training activities or required in the performance of my duties;
- y. stay out of the opposite gender’s quarters unless specifically authorized for duty purposes;
- z. not engage in intimate relationships, romantic or sexual conversations with adult staff members<sup>1</sup>;
- aa. maintain appropriate boundaries of behaviour during cadet activities regarding romantic relationships with other cadets; and
- bb. not have pornographic materials in my possession.

3. I acknowledge that any failure to comply with this Code of Conduct may result in corrective action and may lead to disciplinary measure. This may include but not limited to termination of membership in the CCO, administrative action, or legal action, and may include involvement of the military or civilian police.

4. I am aware that I may speak with a NCM/CI/Officer/CR/volunteer at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.

5. I have read the above and by signing below I am agreeing to adhere to this Code of Conduct<sup>2</sup>.

\_\_\_\_\_  
Date Cadet/JCR Signature (Print Name and Sign)

I Acknowledge the above

\_\_\_\_\_  
Date Cadet/JCR’s parent/guardian Signature (Print Name and Sign)

\_\_\_\_\_  
Date Supervisor Signature (Print Name & Sign)

<sup>1</sup> In the context of this code of conduct, the term “adult staff member” is inclusive all adult personnel involved with Cadets/JCRs, whether they are paid or not.

<sup>2</sup> Will be reviewed and signed every year, and registered in Fortress (cadets) and held on records (JCRs).

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## MEDICAL CARE FOR CADETS

### **CLINICS AT CADET TRAINING CENTRES**

1. Cadet Training Centres (CTCs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets are provided treatment at the CTC similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications at hat cadets have when they arrive. Major ailments or injuries to cadets beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

2. There is a screening process completed prior to attending a CTC to ensure the cadet is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet from participating in the directed training. A cadet with an ailment that cannot be supported by the CTC will be returned home.

### **PROVINCIAL/TERRITORIAL HEALTH CARDS**

3. All cadets must have a copy of their provincial/ territorial health and original photo identification card in their possession. Cadets who live outside of Northwest Region must also have a photocopy of their personal or family health card issued by the respective province.

### **PRESCRIPTION MEDICATION**

4. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Medications will be logged in and retained by CTC Medical staff, together with dispensing instructions. Although CTC staff supervise proper dosages and frequency, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

### **OVER-THE-COUNTER AND PATIENT MEDICINES**

5. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant CTC medical staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

6. Medic-Alert Bracelets. Cadets in possession of and/or with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending a Cadet Training Centre.

### **EYEGASSES, LENSES, CONTACT LENSES AND FRAMES**

7. The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the

personal property of the cadet; therefore, it is strongly recommended that the cadet or the parent have insurance coverage for repair/replacement of eyeglasses. In addition, cadets requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.).

## **DENTAL SERVICES**

8. When a cadet suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet is entitled to the treatment that is necessary to restore a state of oral health comparable to that, which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

## **ENTITLEMENTS/BENEFITS/COMPENSATION**

9. Cadets, civilian instructors, and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces: only CAF members are eligible/entitled to receive such benefits.

10. The cadet will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authority.

11. The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

## **ALLERGIC REACTIONS/ANAPHYLAXIS**

12. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date and that it will not expire while the cadet is at the Training Centre. Cadets are to bring a signed copy of their emergency response plan and parent consent form that provided by the Regional Cadet Medical Liaison Officer when they completed a Detailed Health Questionnaire. Questions regarding these forms can be directed to Master Warrant Officer Gerald Power, [Gerald.power@forces.gc.ca](mailto:Gerald.power@forces.gc.ca).

## **MAKING A CLAIM**

13. In order to make a claim, Cadets must go to the applicable league website below and fill out / submit the claim form online:

- a. Sea Cadets: [Claim Form – Navy Cadet League of Canada](#);
- b. Army Cadets: [Claim Form – Army Cadet League of Canada](#); and
- c. Air Cadets: [Claim Form – Air Cadet League of Canada](#).



OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION

MUST BE FILLED PRIOR TO CTC

1. Identification of cadet: \_\_\_\_\_  
(Full name and initials, unit and date of birth)
  
2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.
  
3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.
  
4. Medication and quantity brought by the cadet:
  - a. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
  
  - b. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
  
  - c. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_

Note: The medication needs to be in the original package or (if possible) blister packed.

\_\_\_\_\_  
(Parent/guardian/physician – Printed)

\_\_\_\_\_  
(Parent/guardian/physician – signature)

\_\_\_\_\_  
(date)

Identification of cadet: \_\_\_\_\_  
(Full name and initials, unit and date of birth)

- d. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
- e. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
- f. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_

Note: The medication needs to be in the original package or (if possible) blister packed.

\_\_\_\_\_

(Parent/guardian/physician – Printed)

\_\_\_\_\_

(Parent/guardian/physician – signature)

\_\_\_\_\_

(date)

STAFF CADET DEVELOPMENT TRAINING

1. Staff Cadets will participate in Staff Cadet Development Training the first week they are at the CTC. In order to prepare and maximize time, staff cadets that are interested in filling a training roll as Flight Staff are to prepare an instructional techniques mutual prior to arriving.
2. The following are the parameters for IT Mutuals:
  - a. select an EO from the Phase/Star/Proficiency Level QSPs (any level);
  - b. select Teaching Points to cover a total of 10 to 15 mins, not the full lesson;
  - c. prepare a lesson plan; and
  - d. staff cadets will be provided with appropriate time to develop and create training aids at the CTC prior to the IT Mutual. However, if they wish to create training aids prior and bring them to the CTC, they may do so.
3. Staff Cadets that are eligible to be a CPO2/MWO/WO2 in accordance with CATO 13-28, will be required to complete both an IT mutual as well as a drill mutual within the parameters established in para 2.

**(Left blank intentionally)**

**PARENTAL CONSENT FORM**  
**STAFF CADET UNSUPERVISED DAY TRIPS CADET TRAINING CENTRE**

**IMPORTANT:** This form must be completed in full and brought by the Staff Cadet to the CTC.

Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example.

Staff Cadets will need to request time off through their chain of command in accordance with established CTC policies. Staff Cadets will normally be required to return prior to lights out. Each CTC/CFTC will establish the required return time as indicated in the CTC/CFTC Standing Orders.

Staff Cadets will not normally be permitted unsupervised leave overnight.

<b>SECTION "A" CADET PERSONAL DATA</b>	
CADET'S LAST NAME	GIVEN NAMES
CORPS/SQUADRON	COURSE
<b>SECTION "B" UNSUPERVISED DAY TRIPS</b>	
<p>Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town.</p> <p>Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Comments</p>	
<b>SECTION "C" PARENT/GUARDIAN'S SIGNATURE (AS LISTED IN FORTRESS)</b>	
<p>The information provided below is complete and accurate to the best of my knowledge.</p>	
Parent/Guardian's Name	Relationship to Cadet
Signature	Date

**Staff Cadet to bring to CTC**

**(Left blank intentionally)**

**REQUEST FOR DEVIATION OF TRAVEL  
PARENTAL PICK UP AND/OR DROP OFF**

<b>SECTION "A" CADET PERSONAL DATA</b>				
CADET'S RANK	CADET'S LAST NAME	CADET'S FIRST NAME	CADET'S INIT	TELEPHONE (       )
HOME ADDRESS		CITY	PROV.	POSTAL CODE
CADET CORP/ SQUADRON NUMBER & NAME			CADET CORP/SQUADRON'S LOCALITY (CITY)	
<b>SECTION "B" CADET ACTIVITY</b>				
THE COURSE/EXCHANGE/EMPLOYMENT THE CADET IS ATTENDING			THE TRAINING CENTRE/COUNTRY THE ACTIVITY IS LOCATED	
<b>SECTION "C" PICK UP / DROP OFF POINT</b>				
DROP OFF POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm )	
PICK UP POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm )	
<b>SECTION "D" AUTHORIZED PERSON</b>				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET			TELEPHONE : (       )	
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET (print)			TELEPHONE : (       )	
<b>SECTION "E" PARENT / GUARDIAN SIGNATURE</b>				
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE (See point 4 below)			TELEPHONE : (       )	
(PRINT)				
<b>SECTION "F" SIGNATURE OF PERSON PICKING UP CADET</b>				
(to be signed at time of pick up)			DATE (dd-mmm-yyyy)	
(SIGNATURE)			(PRINT)	

- This form must be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the travel orders and/or the person picking up the cadet differs from the person(s) identified in the national cadet database (Fortress).
- The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
- The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
- Parent or Guardian authorizing name and corresponding signature in Section E of this form must be the same as the name identified in the national cadet database.
- The person picking up the cadet must:
  - be the person(s) authorized in Section D of this form;
  - be at least 18 years old; and
  - possess government issued identification proving to be the individual identified in Section D.
- Completed form is to be emailed to NorthwestTransport@forces.gc.ca.

**(Left blank intentionally)**



Annex I  
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- Intake/Exhaust – report to Building 720 – JJ Par Hockey Rink
- All other personnel/visitors report to the TC Ops office Bldg 166.