

Includes Cadet Joining Documentation
&
Parent's Information



The
2814
(Hamilton)
Service Battalion
Cadet Corps
Founded 1967

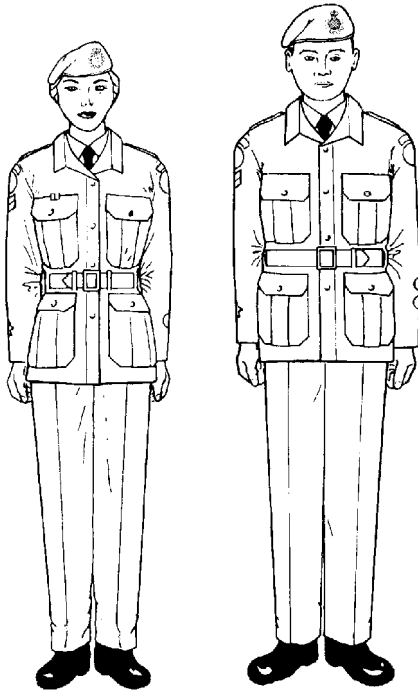
Recruit Handbook

December 5, 2000

Compiled By Captain Richard Butson

www.hsbcadets.ca

Welcome: Your interest in joining the 2814 (Hamilton) Service Battalion Land Cadet Corps / Lt Col John McCrae Caledonia Satellite Corps is your first step on a road of personal development through an innovative adventure based training program. Every cadet corps has a history and a character, and ours has a long history of high quality uncompromised cadet training. Membership in this corps is a privilege that should not be taken for granted. Cadets in our corps are expected to maintain a high level of attendance, dress, behavior and attitude. Maintenance of this standard will ensure you and all of the cadets around you achieve all that they can achieve from the Army Cadet Training Program. Enjoy your time with the cadet movement and strive to achieve everything that we have to offer you!



THIS RECRUIT HANDBOOK BELONGS TO:

Cadet _____

IF I CAN'T MAKE IT TO CADETS I SHOULD CALL MY SECTION COMMANDER:

AT PHONE NUMBER:

OR THE CORPS ADMINISTRATION OFFICE AT:

(905) 546-1737

OR E-Mail to:

admin@hscadets.ca

The unfailing formula for production of morale is patriotism, self-respect, discipline, and self-confidence within a military unit, joined with fair treatment and merited appreciation from without... It will quickly wither and die if soldiers come to believe themselves the victims of indifference or injustice on the part of their government, or ignorance, personal ambition, or ineptitude on the part of their military leaders.

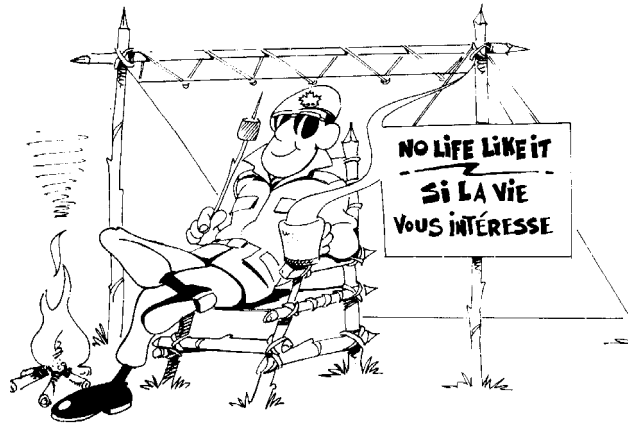
Douglas MacArthur
June 30, 1933

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I. INTRODUCTION

Your decision to become a member of the Royal Canadian Army Cadets is a big one. The cadet program is a national program, from the Atlantic to the Pacific. Through your involvement in cadets locally, and during the summer at our regional summer camps, you will experience new adventures and meet new friends. The friendship between those who have shared the challenge of cadet training is a strong one, and is one that becomes a life long bond. The leadership skills and self-discipline you learn from cadets give you a qualification that will allow you to stand out from the crowd. However, in order to gain the benefits available to you from the cadet system, you have to be dedicated and disciplined, and strive to reach a level of personal excellence. This handbook is a collection of important information that every new cadet needs to know. It is a cadet's first textbook and you are expected to read it thoroughly.



2. HISTORY AND AIM OF THE CADET MOVEMENT

The Royal Canadian Army Cadets are the oldest youth organization in Canada. We trace our origin to the year 1862, five years before confederation, when "associations for drill and musketry" were formed in schools in response to Fenian raids. In those days drill was not just a parade square exercise but the method of maneuvering troops on the battlefield.

In 1887 the government began issuing arms and equipment to schools that agreed to form drill associations, now called "Cadet Corps". By 1908 the government was training teachers as army reserve officers to conduct physical training, drill, and musketry in schools. Provincial departments of education agreed to encourage cadet training, and this partnership contributed to the development of physical education programs in Canadian schools.

The Canadian Cadet Organization, which includes Royal Canadian Sea, Army, and Air Cadets, enrolls both males and females and currently has enrolled about 70,000 cadets across Canada of which about 25,000 are army cadets.

The officers who train cadets are members of the Cadet Instructors Cadre, a branch of the Canadian Forces Reserve. Cadets, however, are legally civilians; **they are not members of the Canadian Forces**, have no obligation to perform military service, and are not subject to military discipline. Nevertheless, by joining a cadet corps young people agree to cheerfully obey their officers and superior cadets, to attend cadet training each week, to observe military standards of grooming and conduct, and to care responsibly for all uniforms and equipment entrusted to them. Parents and guardians show that they agree with these obligations when they countersign a cadet Enrollment application.

The mission of the Royal Canadian Army Cadets is to foster citizenship, leadership, and physical fitness, and to introduce our members to career opportunities in the Canadian Forces. This aim is achieved in a structured adventure based training environment where young people develop self-reliance self-discipline, initiative, responsibility, decision making, mutual respect, and lasting friendships. In selecting cadets for promotion we seek to reward and encourage personal excellence. According to their rank, senior cadets may lead a section, platoon, or company, teach classroom lessons, and plan field training exercises. Army Cadets learn such things as drill, small arms safety, map using, first aid, and bushcraft. They take part in sports, cultural tours, weekend field training, and special events like Remembrance Day.

3. THE 2814 CORPS NUMBER, AND HISTORY

Every Cadet Corps has a number as part of its name. Ours is 2814 (pronounced twenty eight fourteen). Since 1863 Hamilton has had a cadet corps, the first being the Central Public School Cadet Corps. Our Cadet Corps was formed on 18 November 1967 by Major R. Johnson, CD at the Burlington Street Armories, Hamilton. We moved to our present location at CFRB Hamilton when the Canadian Forces were amalgamated in 1976. In 1984 the corps adopted a satellite platoon in Caledonia, South of Hamilton. The Caledonia satellite platoon was formed in June of 1982 by Major E. Butson, CD in the attempt to form the first Medical Cadet Corps in Canada. This corps has been titled The Lieutenant Colonel John McCrae Cadet Corps named after the well known author of "In Flanders Fields". In 1997 our corps took on a leadership roll in the redesign of the Army Cadet training program nationally where many of the adventure initiatives in the current national training program are a result of the pioneering efforts of 2814.

4. SPONSORSHIP AND AFFILIATION

Every cadet corps has two "parents", one military, the other civilian. At the national and provincial levels the Army Cadet League of Canada acts as the supervising civilian sponsor for all Royal Canadian Army Cadets. The Army Cadet League was formed in 1971 to manage charitable funds on behalf of cadet corps and advises the Department of National Defence on all aspects of the Army Cadet program. Anyone who would like to discuss a matter concerning army cadets may contact the Executive Director, Army Cadet League of Canada (Ontario). The Executive Director will arrange for a League representative to meet with anyone who wants to pursue a matter at length.

On the military side, most cadet units in Ontario belong to Central Region with headquarters at CFB Borden. The units between Windsor and Niagara report to the Area Cadet Officer at Central Region Cadet Detachment London. The Department of National Defence provides uniforms, equipment, summer camps, and regulates cadet training. Our affiliated unit, who is also our local sponsor, is the 23 Hamilton Service Battalion. We have a secondary affiliated unit, the 23 Hamilton Medical Company which is affiliated to our Caledonia Satellite Corps.

5. CAP BADGE AND MOTTO

Cadets with the 2814 Hamilton Service Battalion Cadet Corps are authorized to wear one of three cap badges. The first is the badge of the Royal Canadian Army Cadets. The RCAC cap badge symbolizes our loyalty to Her Majesty the Queen. The Latin motto on the badge is *Acer Acerponi*. This Latin motto is translated as, "As

the Maple, So the Sapling". That's what the cadet system is all about; cultivating in Canadian youth those values and attitudes which will make them mature Canadians.

Our corps also has the privilege and honour of wearing the cap badges of our affiliated units. These badges are the logistics cap badge which is worn by our cadets in Hamilton and the Canadian Forces Medical Services cap badge which is worn by our cadets in Caledonia. 2814 derives its crest, found on the front cover, from a modified version of the 23 Hamilton Service Battalion crest.

The Logistics Cap Badge



The Royal Canadian Army Cadet Cap Badge

The Canadian Forces Medical Services Cap Badge



On this crest the horseshoe represents the golden horseshoe, of which Hamilton is a part. The water represents our closeness to Lake Ontario and the bucket is pouring molten steel, a symbol of our historical steel industry in Hamilton. The Queen's crown, representing allegiance to The Monarch, is found atop the badge with a wreath of Maple Leaves, Canada's national symbol, surrounding it. *Semper Industrius* is Latin for "always working," something our affiliated unit is well known for. This corps is proud to represent the 23 Hamilton Service Battalion and 23 Hamilton Medical Company and is honored to be allowed to wear its symbols.

6. ORDERS

a. Verbal Orders: Because cadets are not members of the Canadian Armed Forces, they are not subject to military law and have no obligation to perform military service. Nevertheless, if any organization is going to work well, some people have to be in charge and give instructions, and others have to follow those instructions. It is a mark of maturity both to give and to obey orders in a way that is reasonable, courteous, and efficient. As a Royal Canadian Army Cadet, you must obey lawful orders of officers, civilian volunteers, and ranking cadets with respect to cadet activities; you should do so in the same spirit that you may some day expect others to obey you.

b. Written Orders: There are two types of written orders that you are expected to read and know; Standing Orders and Routine Orders. The Standing Orders don't change very much; they are policy statements about how a Cadet Corps is to be run, and what is expected of various members. Routine Orders are produced periodically and include:

- a. *Duties:* duty officer and duty cadet
- b. *Routine:* times and places of parades and exercises.
- c. *Upcoming Events:* exercises, ranges, CO's parades
- c. *Special Announcements:* concerning dress, etc.

7. ATTENDANCE, CONDUCT, AND GROOMING

Joining the Cadet Corps involves certain commitments, and when you make a commitment, you are expected to keep it. If you do not participate in cadets in an acceptable manner in relations to attendance or behavior you may not be allowed to continue in cadets. Here are some important issues:

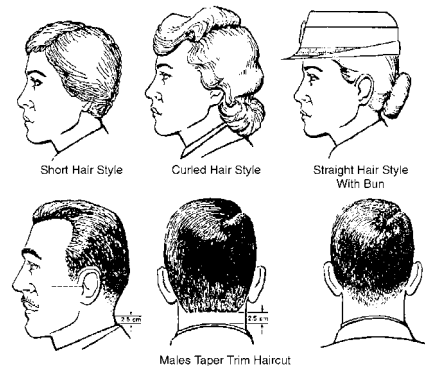
a. Attendance: Attendance is important. What you will gain from cadets will be directly related to what you put into it. Attend all regular training sessions, special parades, weekend exercises, etc., unless you have a really good reason for being absent. We understand on rare occasions school work, family commitments or sports may get in the way of your attending cadets, however, "Not feeling like attending" is not a good reason. Failure to attend training may result in your being restricted from attending many fun events. Plan to arrive 10 minutes early for all activities, and be sure that your attendance is recorded when you arrive. If you must be late or absent, telephone your section or platoon commander ahead of time; if you cannot reach him or her, **telephone the administration office 546-1737 on or before the night of the parade** and leave a message. If you are going to miss cadets for a prolonged period of time such as several weeks in a row, submit a letter to the corps outlining your reason for being unable to attend. By calling or submitting a letter you will be marked excused on our attendance roll. It is better to be marked excused than absent. Failure to attend cadets for three weeks will result in your name being taken off of our membership.

b. Conduct in Public: It may be unfair, but it's a fact of life, people are far more critical of childish or rowdy behavior in cadets than in other young people. Therefore, the reputation of the Cadet Corps and indeed the reputation of the Canadian Armed Forces, is affected by how you look and act in public: on the busses, on the street, in restaurants. Always walk in a soldierly manner with your hands outside of your pockets, and keep your voice pleasant and dignified. Always be smartly dressed: don't remove your head dress (except in a restaurant) unbutton your jacket, or loosen your tie in public. Don't throw litter on the streets. Don't walk around with cigarettes, food, etc. in your hands. Always be careful that the conduct between cadets does not give you or us a bad name. Cadets should not hold hands or show other displays of affection in uniform.

c. Personal Grooming:

Male cadets must have short haircuts tapered at the back, with the sideburns not more than halfway down the ear. Male cadets may **not** wear ear rings at any time while in uniform. Those cadets who have ear rings must remove them during cadet activities, or if they can not be removed, due to a risk of infection, they will be covered with a band aid during cadet time.

Except for medic-alert bracelets, and wristwatches, jewelry is not worn when in uniform, except that females may wear one pair of small, plain, spherical, gold stud earrings centered in the earlobe. Female cadets with long hair must wear their hair up off the collar when in uniform. If females wear eye make-up or other cosmetics, they must use it sparingly; nail polish, if worn, must be clear, not coloured.



8. FORBIDDEN ITEMS AND BEHAVIOR

a. Forbidden Items: A number of items are not permitted to be brought to cadets. These items are common sense and possession of them will be dealt with severely and may involve the legal authorities. Items not permitted by this corps include; illegal drugs, alcohol, firearms, and switchblade and non-pocket type knives.

b. Theft: Theft in our society, while unpleasant, is an unfortunate fact of life. Although the corps takes what steps it can to protect personal belongings, there still remains the risk that items left unattended will go missing during cadet training. You must ensure you take care of your personal items and kit that is issued to you. Ensure that you leave your valuable kit at home, especially during summer camps where kit security is very difficult. Valuable kit you do bring with you must be watched or locked up so ensure you have a lock available. **The corps does not assume any responsibility for lost money or personal belongings**, although we will take reasonable action to try to recover lost or stolen kit. Ensure that if you are a victim of theft you report it to your officer. Cadets who are found to be stealing from other cadets will be interviewed with their parents by the Commanding Officer in order to decide if continued membership in the corps will take place.

c. Smoking: Cadets are not permitted to smoking during cadet training due to the indisputable health risks associated with smoking. Cadets found to be smoking during cadet training will be disciplined for breaking this rule.

d. Swearing: Swearing by anyone is unacceptable behavior and is not the type of behavior expected of cadets. Swearing makes the originator look bad and adds nothing to what is being said.

e. Search of Kit: Cadets personal kit is their own property. However, when a case of theft is reported or when forbidden kit is suspected, staff members may require cadets to submit to a search of their personal kit by a commissioned officer or member of the military police. Kit searches are rare but may occur.



9. YOU AND YOUR CORPS OFFICERS

There are many different officers in a cadet corps and each one has a job to perform. As a general rule you will not deal directly with most corps officers. You are directly responsible to a senior cadet and they are responsible for you. If you have a problem or a question you should see that senior cadet first.

a. Commanding Officer: The Commanding Officer is responsible for the overall running of a cadet corps. This officer is the one that normally looks after corps funding, public relations and deals with your parents concerns. All other officers in a cadet corps report to this officer and this officer reports to our Central Region Cadet Detachment in London.

b. Officer Commanding Caledonia Satellite: The Officer Commanding the Caledonia Satellite Platoon is responsible for the overall running of the Caledonia location of the cadet corps. This officer deals with the training and administrative matters specifically involving the Caledonia cadets.

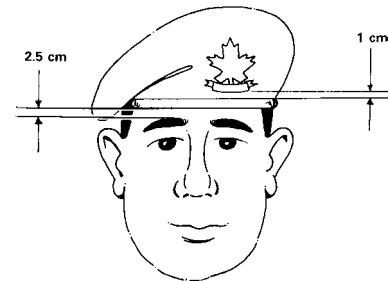
- c. Administration Officer:** The Administration Officer is the officer that deals with all of the paperwork that a cadet corps is required to complete. This officer is the officer you see to hand in your cadet joining forms and your birth certificate or to ask for a leave of absence from cadets.
- d. Training Officer:** The Training Officer is responsible for running the corps training program which includes weekly and weekend training. This officer gives direction to Senior Cadets and your Star Level Officer and is often seen watching cadets while they train.
- e. Star Level Officer:** Your Star Level Officer is the Recruit Level Officer, until you complete your recruit training. Star Level Officers are directly responsible for the successful training of their star level. Your star level officer is available to answer any questions you may have about your star level training.
- f. Supply Officer:** The Supply Officer takes care of issuing uniforms and maintaining and issuing corps equipment. After you have completed your recruit training you will be issued a uniform like the one shown in the beginning of this handbook.

10. DRESS

All army cadets wear the CF green ("rifle green") uniform. The basic uniform consists of boots, trousers, shirt, tunic, necktie, beret, and plastic name tag. When you pay for your uniform you are paying a deposit on the uniform as well as for the first issue of your nametag and a corps t-shirt for use during PT. Unlike Scouts, your uniform is on loan to you free of charge, but it, and any other equipment issued to you by the Cadet Corps, does not belong to you. You have to sign for almost everything you receive from the Supply Officer. Your signature is your promise to take care of the item, and to return them from where you got them. When you return items, don't give them to "just anybody"; make sure that your signature is marked off, or that you get a receipt. When an item is found to be missing, or is needlessly damaged, a bill will be passed on to the parents of the cadet who is at fault. To prevent loss of uniform items write your name and cadet number on them with a clothing marker and remember not to leave your clothing lying around unattended. Get your uniform ready the day before you need it. Don't expect your mother to do your washing, ironing, sewing, or shining for you! If the uniform fits right and is properly cared for, it can look very smart. If you purchase combat clothing it must be Canadian Forces pattern. You may not mix items of combat clothing with your regular uniform. The following paragraphs explain how to care for and wear the various items of your uniform.

a. Head dress

All cadets will wear an issued beret while in uniform. You wear your beret evenly on your head. The leather sweatband is to be 2.5 cm (about the width of two fingers) above your eyebrow. The crown of the beret is to be pulled downwards to the right and rear. Be sure your cap badge is centered over your left eye. Draw strings are to be tucked inside the gap of the sweatband. If your hair hangs down on your forehead you should be sure to tuck it under your beret when in uniform.



You will have to form your beret to your head. This is done most easily by soaking the beret in hot water, then put on the beret with the badge over your left eye and the leather band level front and back, pull the excess material down over the right side and back. Tie the strings at the back of

the beret to ensure the band is the right size. Continue to wear the beret until it is reasonably dry. Your cloth cap badge must be sewn on over the hardened cardboard surface in the front of the beret. Ensure you match the thread to the colour of the badge background and do a neat sewing job.

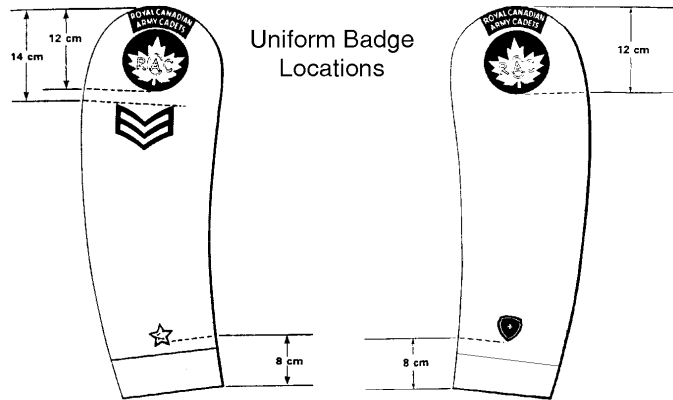
During cold weather training the cadet toque may be worn in leau of the beret. The cadet toque may be worn with civilian clothing during corps field exercises. The cadet toque is worn with the RCAC badge centered on the forehead.

b. Laundering, Ironing and Dry Cleaning,

Your uniform is machine washable and will require ironing. For special occasions you may wish to take it to a dry cleaner to be professionally pressed. When ironing your pants and tunic you should use a pressing cloth. A pressing cloth may be a towel, a pillow case, or other piece of cloth or even an open brown paper bag. The pressing cloth will prevent your tunic and pants from becoming shiny due to ironing. You should also use a pressing cloth when ironing your necktie. The creases in your trousers/slacks sharpen by use of a moist pressing cloth or by wetting the crease itself.

c. Tunic & Insignia,

When wearing the tunic you will always keep all pockets buttoned. Be sure all front buttons (except the top one) are also fastened. Replacement buttons can be obtained from the Supply Officer. You should keep your tunic well pressed, however, it should not have any creases. Be sure your belt is even with no twists. The black buckle of your tunic belt is to be centered. The pockets of your tunic should not bulge. A tunic fits correctly if it is not too loose or tight, the cuffs just cover the wrist, and the bottom hem just touches your finger tips when you hold your arm down and lightly close your hand.



Insignia shall be positioned as shown in the diagrams. The Hamilton Service Battalion Cadet Corps shoulder title is worn flush with the shoulder seam and centered on the epaulette, with the Royal Canadian Army Cadets maple leaf below it. Insignia must be sewn neatly with matching colour thread. **Do not use glue.**

The name tag is worn centered above the right pocket with the bottom of the name tag just touching the top of the pocket.

d. Trousers

Your trousers should be well pressed. Creases should be sharp but take care to avoid double creases (called railroad tracks). Creases pants go up the front centre of each leg and extend to the waist, inside the first belt-loops. Rear creases extend up the corner of the pocket. Rear creases extend up the centre of the pant leg and meet in the back at the waistband, forming an upside-down "V". Your trouser/slacks should reach the point where the crease will be slightly broken on the top of the boots. Trousers fit when the waist, crotch, and hips are comfortable,

and the cuffs are long enough to conceal your socks and the tops of your boots, and they hang straight and don't bunch up on top of your boots. Your belt is a part of your uniform and will be worn with your cadet pants.

e. Shirt

Your shirt should be neatly pressed when worn. The only crease in the shirt should be down the centre of each arm beginning at the centre of each epaulette. It may be helpful to starch the collar of the shirt to prevent it from becoming limp. Shirts are worn with a rank slip-on on each epaulette.

f. T-shirt (Green)

The green T-shirt is worn at Cadet Corps and summer camp and may be worn with the sweater or with combats

g. Turtleneck

You will wear your turtleneck sweater during the winter. It is worn with the neck band neatly folded down. The turtleneck is ironed with no creases. Turtlenecks are worn without rank badges.

h. Socks

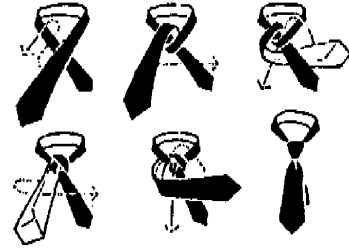
You will wear the gray wool socks which are issued to you by the Cadet Corps. If you are allergic to the material in the socks, you may wear other socks made of a suitable material and colour. Another option is to place sports socks under your issue gray socks.

i. Overcoat

Your overcoat may be worn when the weather requires it. Overcoats have removable liners so that they may be worn during cold and warm weather. Cadet rank slip ons will be worn on the epaulets of the cadet overcoat. Your overcoat is to be kept buttoned (except the top button) whenever it is worn.

j. Necktie

You will normally only wear a necktie on parades such as the Commanding Officer's Parade. Your necktie should be ironed and tidy. The knot should be compact and the tie done up to the collar when worn. There must be no shirt button showing above the knot. Both ends should be the same length, but the narrow end should not show behind the wide end. Ties must be tied with a Windsor knot, which can be taken off without untying it.



Windsor Knot

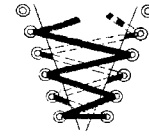
k. Boots

To shine your boots follow the following steps. Remove dust and dirt from the boot with a soft damp cloth (do not use this cloth for polishing as grit on the cloth will scratch the finish of your polish). Use an old toothbrush to remove dirt from the welts. Use the toothbrush, with polish, to blacken the welts. Place some cold water in the lid of your polish tin and wrap a soft Kiwi cloth around the end of your finger. Dipping your finger into the water from time to time, to keep the polish hard, apply a moderate amount of Kiwi Parade Gloss Polish to the area of the boot you will polish first. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works in to the boot. Continue with the circular motion until you can no longer see the circles formed by the polish. If you see small scratch marks developing in the shine switch to a clean location on your polish cloth. You will have to continue applying coats of polish in this way until the boots have a high gloss. It will take many coats of polish and lots of patience to get the desired gloss. Polishing your boots while you watch your favorite TV program will help make polishing easier but be careful not to get the polish on anything. Considerable patience is required with new or previously unpolished boots. Many short cuts have been tried but none beat plain old elbow grease. Remember to ensure you remove all water from the top of your polish tin to avoid rusting. Also remember to cover your boots when they are not in use to avoid dust build up. The simple practice of covering your boots can save you lots of time later on. Lace your boots horizontally using the Straight Across Method.

Boots Ankle, Straight-Across Method



Boots Combat, Herring-Bone Method



I. Responsibility for the Uniform

You are responsible for all parts of your uniform. Do not leave your uniform lying around. **Mark your name and cadet number in every piece of your uniform.** Return damaged or poorly fitting parts of your uniform to the Cadet Corps supply, and get new parts. If you lose any part of your uniform ensure you report the loss to the Supply Officer as soon as possible.

You must return your uniform promptly if you leave the Cadet Corps. Be sure that you receive a receipt for any parts of your uniform which you return.



II. CHAIN OF COMMAND

Every organization has its chain of command, like a ladder, with the senior and junior members positioned on the upper and lower rungs. But this does not mean that junior members are less important: the Cadet Corps exists for every member, not just for those at the top of the ladder! The chain of command is simply a way of organizing people so that orders get passed down, jobs get done, and problems



get passed back up to people who can help you with them. Do not "short-circuit" the chain of command; when you need information or have a problem, ask your section commander first. If your section commander can't help you, they will find someone who can. Any cadet may directly request a meeting with the Commanding Officer to discuss a matter of importance. Our chain of command can be found at the end of this handbook. Fill in the blanks on these pages to indicate who holds the various positions in the corps.

12. BADGES OF RANK

A cadet's rank, indicated by a distinguishing badge, is his level of authority. You must learn to recognize the various badges of rank and how to address persons holding various ranks. The ranks held by Royal Canadian Army Cadets are gold in colour and are shown. The location of rank badges changes depending on the uniform and whether one is an officer or an NCM. Officers rank badges are usually worn on the epaulets or on the lower sleeve. NCM's rank badges are generally worn on the collar or the upper or lower sleeve. Officers and NCM's in the Navy use the same rank badges, however, their rank badges are called different names, and you will learn these titles in the future. Remember that if you see someone with bars, salute!!

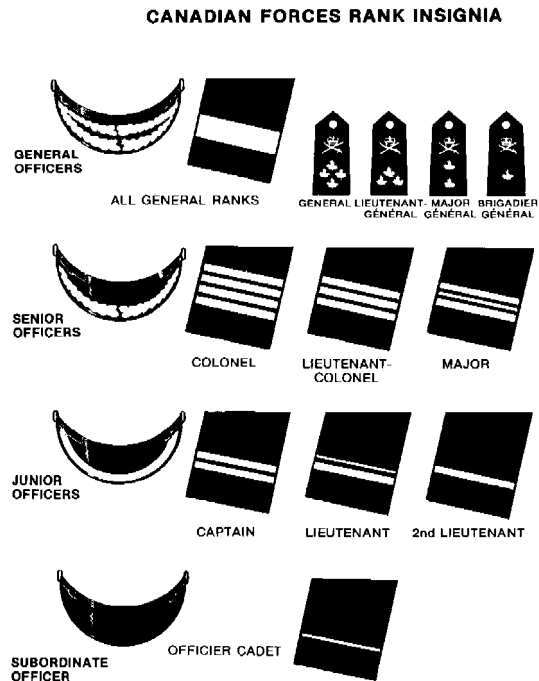
13. SALUTING AND FORMS OF ADDRESS

Good discipline must become a habit, not a chore. To help build that habit, the military uses various ways of showing trust, loyalty, and respect. These include standing at attention, saying "Sir" or "Ma'am", and saluting.

The salute, dates from medieval times, when knights showed their friendly intentions by raising their weapon hand, empty, and opening the visor of their helmet.

When you salute officers, you acknowledge that they hold their rank by virtue of a commission from Her Majesty the Queen. That is why they are called "Commissioned Officers". As citizens of a democracy, we look our superiors in the eye when we salute because, though we may differ in rank, we are all equals before the law.

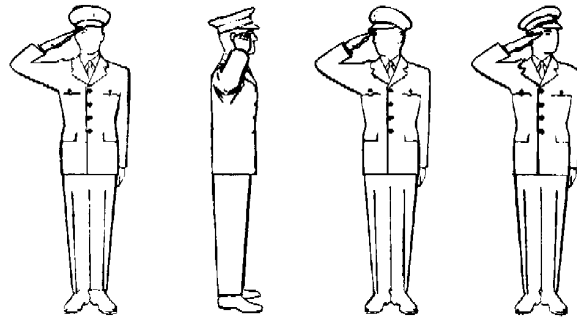
The trust, loyalty, and respect on which good discipline is built must be natural, not just one-sided. In civilian life, when someone says "Thank you", we return the courtesy by replying, "You're welcome". Similarly, when you show your trust, loyalty, and respect for an officer by saluting, they "return" the salute to show their trust, loyalty, and respect for you.



WHEN SHOULD YOU SALUTE?

a. Conversations With Officers: Stand at attention, and salute at the start and end of a conversation with an officer.

b. Passing An Officer: If you are standing still when an officer passes you, come to attention and salute. If you are on the move, and you pass an officer, turn your head in his direction and salute. But keep marching; you don't have to halt to salute. It is courteous to add a greeting, such as "Good evening, sir".



Position of Salute at the Halt

c. Out Of Uniform: In Commonwealth forces, unlike the American forces, if you are not in uniform, or if you are in uniform but do not have your headdress on, you do not salute. Just stand to attention or turn your head, as the situation requires. If you are wearing a civilian hat, lift or touch the brim courteously; do not turn this gesture into a drill movement. Add a polite greeting whenever possible.

d. In A Unformed Group: In an "unformed" group (i.e. when a bunch of you are just standing around or walking together), all members of the group will salute an officer. If you pass a group of officers, only the senior officer will return the salute.

e. In A Formed Group: In a "formed" group (i.e. when you are formed up in ranks), you come to attention to speak with an officer or NCM. You do not salute when in ranks. If it is necessary for a squad to pay compliments, the person in charge will call the squad to attention and salute. When a squad passes a junior officer, the person in charge will salute. When passing a senior or general officer, the person in charge will order an Eyes Right or Eyes Left; officers on parade, or the NCM in charge, will salute.

f. Indoors: One salutes when entering or leaving an officer's office, or interrupting his classroom. You will salute within an armory or drill deck as one would outdoors.

g. Civilians: As a mark of respect, one may salute civilian ladies and gentlemen whom one meets on the street, or before and after receiving a presentation from a civilian on parade.

h. Music: When in uniform and in an "unformed body" face the direction of the band and salute during the playing of "God Save the Queen", "O Canada", "Last Post", or "Reveille".

i. Flags: When in uniform and in an "unformed body" face the direction of the flag when the National Flag is raised or lowered, Regimental Colours, or the Royal Canadian Army Cadet flag is paraded past.

j. Other Nations: Pay similar compliments to the Heads of State, officers, anthems, flags and ships of another friendly nations.

MILITARY TITLES: Address officers and Chief Warrant Officers as "Sir" or "Ma'am". Address Master Warrant Officers as "Master Warrant Officer", Warrant Officer as "Warrant", Sergeants as "Sergeant", Corporals as "Corporal", and Privates as "Private". All ranks may be addressed by their rank and last name. A warrant officer holding an appointment as sergeant-major may be called "Sergeant-major", with or without their last name.

I4. LOCAL TRAINING

Local Headquarters Training is the cadet training that is conducted during the school year in your local community. It is composed of several elements including, weekly meetings (either at CFRB Hamilton or at the Caledonia Legion), optional range nights, optional pipe band involvement, membership in specialty teams which may practice from time to time during the week, a Saturday or Sunday a month of training and a weekend a month of training. Lack of attendance on your weekly training night may well result in being restricted from attending fun weekend activities, so don't miss any parade nights.

Weekend field training exercises are conducted on the average of once every two months. Citizenship tours, special parades, and competitions with other Cadet Corps may also be held from time to time. Due to the cost, there may be a small fee for attending an optional activity such as a indoor climbing, a corps citizenship tour and for trips to places such as Canada's Wonderland.

Training at the corps level is taught through a series of four star levels each taking one year to complete. In your first year of training you learn the Green Star training level. The green star level is the basic block on which all other phases of training have been built and includes; Drill, Firearm Handling, Public Speaking, Bushcraft, Range Courses, Field Exercises, and Fundamental Training. Remaining time is taken up with optional subjects such as; Communications, Cadet Fitness, First Aid, Sports, Abseiling, etc... After your first year of training you will move through the Red, Silver and Gold Star levels. Each star level builds on the one prior to it and teaches cadets new skills. Upon completion of the Gold Star level a cadet writes the National Star Certification Examination which is a once a year national examination. Successful completion of the components of this examination is required before a cadet can attend an advanced summer camp course or exchange. Successful completion of a star level authorizes a cadet to wear the corresponding coloured badge on their uniform.



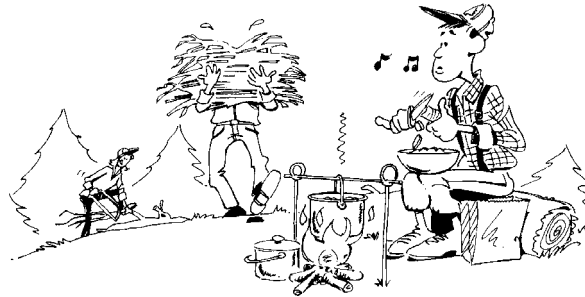
I5. FIELD TRAINING

Army Cadets participate in a number of field training camping exercises during the course of our training year. During these exercises you will be given practical experience living in the outdoors. While a well prepared cadet can easily live in the field in comfort, a poorly prepared cadet will be cold and uncomfortable. The key in most cases to a fun and comfortable weekend exercise is preparation. You can often find more information on our training activities on our web page, so check it often for information prior to an exercise and for photos following the exercise.

a. Types of Exercises: There are several different types of exercises we hold and knowing what type of exercise you are attending will help you to prepare. For example, if you are attending a bushcraft exercise you will be sleeping outside usually in improvised shelters, a cold weather indoctrination exercise will be held outdoors in the winter. On the other hand a range or sports weekend is usual held outdoors but we usually sleep indoors. A citizenship tour is always conducted as day trips from a central indoor barracks.

b. What to Bring: What you will bring on an exercise will depend largely on the type of exercise and what we will be doing on it. Always find out what you are going to be doing so you can be prepared. Some basic items you should bring include:

- A wash and hygiene kit including a towel, soap, shampoo, deodorant, toothbrush & paste.
- A pair of good boots is usually better than a pair of running shoes
- A sweater and coat appropriate to the weather conditions
- A hat. In the summer a baseball cap or wide brim hat or in the winter a toque
- A pair of sunglasses. You need these in the summer AND in the winter
- A change of clothing
- A raincoat or poncho
- Gloves and scarves should be brought in cold weather
- Sunscreen
- Sleeping bag may be required



c. Cadet Combat Clothing: Cadets are permitted to wear combat clothing, however, this must be Canadian Combat Pattern and must have a Royal Canadian Army Cadet Badge worn on the sleeve with no Canada combat shoulder titles or flags on it. Combat clothing has the advantages of quick drying, lots of pockets, warmth, and durability. Combat boots are particularly a good investment. Combat clothing can be purchased privately or through the corps Supply Officer.

d. Weather Conditions: Always check the weather report prior to a weekend exercise to ensure you have the proper clothing for the weekend. And always be prepared for the unexpected.

e. Food On Exercises: We eat many different types of food on our exercises, everything from Individual Meal Packages, where the meal is entirely self contained, to meals you will be cooking over a fire. You need to know what we are eating so you can know if you need to bring your Knife, Fork, Spoon, Plate, Cup, Bowl. Don't forget it or you may be eating with your fingers. Cadets are permitted to bring munchies with them on an exercise, however, remember that our furry friends also like your food and that the kit you bring is the kit you carry, so before bringing a big bottle of pop with you, ensure you don't have to carry your kit for a long distance.

f. Our Environment: Nature is a resource we all share. What you leave behind is what someone else has to arrive to. Check your kit carefully to ensure all of your kit is with you prior to departing your camping area, that includes your garbage. Just like you don't want to sleep in someone else's garbage, someone else does not want to sleep in yours.

g. Hygiene: Remember that just because you are not at home does not mean you can let your stinky index reach critical. Cadets are required to wash daily and wash their hands prior to meals. If you do not wash properly there is a good chance you may feel sick in the days following the exercise. Remember that washing, while more inconvenient in the field, is very important and must not be skipped.

h. Where We Train: We train in many different locations in the local area. Ensure you let your parents know where you are going so that they can reach you if necessary. Also ensure you let your parents know what time you will be returning from your exercise and arrange to call for your ride once you arrive back as we may be late returning from our weekend.

18. APPOINTMENTS AND ADVANCEMENT

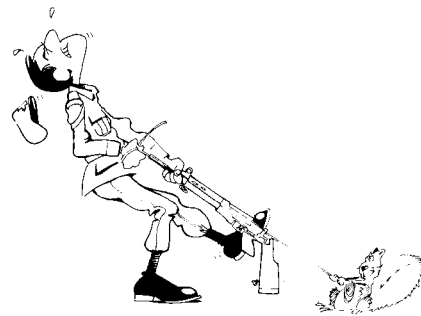
We operate on the MERIT SYSTEM. That means that you will advance when you deserve to do so, provided that a suitable vacancy exists. Appointments refer to a position a cadet is assigned by the awarding of a rank level or a position. (In the Canadian forces an appointment to a rank level is referred to as a promotion, this term, while not entirely accurate, is generally used to refer to an appointment to an applicable rank level.) Appointments, either to a position or a rank, are recommended by your own cadet officers and NCM's. In considering a cadet for appointment, we look for such qualities as leadership ability, personal drill and quality of dress, performance during local headquarters and summer camp training, reliability, maturity and initiative, a demonstrated interest in the cadet corps, consistency of performance and attendance. Cadets who do well at summer camps may expect to advance faster. Cadets who have passed the National Star Certificate Examination may expect to take the top positions in the corps. In all cases cadets must show a firm commitment to the corps through regular attendance at all corps events.

Year	Training Level	Summer Camp	Rank
1	Green Star	Familiarization Training Camp:	Private
2	Red Star	NCM Training Camp	Corporal
3	Silver Star	Warrant Officer Training Camp	Master Corporal
4	Gold Star	Central Region Expedition	Sergeant
5	National Star Certification Exam	Advanced Training Camp	Warrant Officer
6	Master Cadet / Corps Instructor	Staff Cadet	Master Warrant Officer

16. SMALL ARMS SAFETY

From time to time cadets handle and use firearms. We will take all possible care to ensure that you use them safely. Here are some very important rules to memorize and follow:

- a. Never touch a firearm unless told to do so.
- b. When you pick up a firearm or give it to someone, **DO A SAFETY CHECK**, open the action to prove that it is empty and the weapon is safe.



- c. NEVER point a firearm near or at anyone, not even in fun.
- d. NEVER let a firearm you have been issued out of your sight.
- e. REMEMBER TO ALWAYS TREAT A FIREARM AS IF IT IS LOADED

17. SUMMER CAMPS

The Local Headquarters program is only one part of the Cadet Training System. Cadets are also authorized to attend summer camps, where vacancies are available, based on a progressive system. When a cadet submits a camp application form that cadet is ranked against their peers and a “priority list” is submitted with the completed camp applications. To make sure you are high up on the priority focus on making sure you have good attendance, participation in activities, dress, and deportment.

Year 1: Familiarization Training (2 or 3 Weeks)

Basic Army Cadet;

Basic Army Cadet Pipes and Drums

Basic Army Cadet Band

Basic Army Cadet Marksman

Year 2: NCM Qualifying (6 Weeks)

Army Cadet Leader;

Army Cadet Leader Band

Army Cadet Leader Marksman;

Army Cadet Leader Pipes and Drums

Year 3: WO Qualifying (6 Weeks)

Army Cadet Leader Instructor:

Army Cadet Leader Instructor:

- Drill and Ceremonial;

- Marksman;

- Adventure Training;

- Band;

- Smallbore Coach;

- Pipes and Drums

Year 4: Central Region Cadet Adventure Expedition (6 Weeks)

Year 5: Advanced Training (6 or 7 Weeks)

Army Cadet Advanced Band;

Outward Bound Exchange (UK or USA);

Army Cadet Advanced Pipes and Drums;

Maple Leaf Exchange (UK);

National Army Cadet Pipes and Drums;

Federal Republic of Germany Exchange;

Army Cadet Leadership and Challenge;

International Exchanges (Europe)

Army Cadet Bisley Team;

Year 6: Staff Cadet or Advanced Training (6 or 7 Weeks)

Army Cadet Bisley Team;

Army Cadet Parachutist

Not every cadet will follow this progression. For example 14 year old cadets who complete their red star can receive a waiver and start their summer camps at the Year 2 level. If you wish to find out further information about summer camps see your star level officer.

19. BASIC DRILL GUIDE

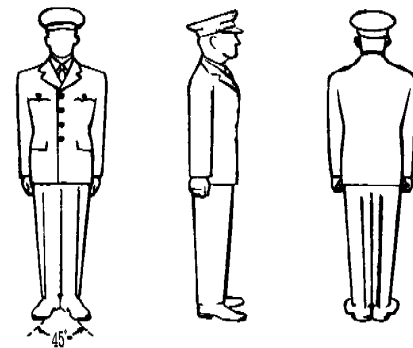
Drill is an important part of cadet training. It teaches the individuals in a group how to act as a uniform body. While on the parade square taking part in drill a cadet has only to follow instruction in a smart manner. Even when one makes a mistake on the parade square as long as one does not move after it there is little chance anyone watching the squad will notice. However, with practice, as with any endeavor, cadets drill is able to reach the same level as that of any regular force drill team.

Remember that when you do drill you may not be moving for extended periods of time. This will cause you to become faint if you do not take steps to avoid this. It is important to have a good nights sleep and a meal before going on parade and also to drink plenty of liquids. In hot weather an active person can loose a liter and a half of water each hour through perspiration. Also ensure you keep your blood flowing by flexing the muscles in your legs, also wiggle your toes and shift your weight between the front and back of your feet. The tough part is making sure no one can see you move! If you do feel ill or faint on parade drop down onto one knee and wait for someone to help you off of the parade square.

a. POSITION OF ATTENTION- The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important. The position of attention is the position adopted by officers and cadets when addressing a superior.

The position of attention is as follows:

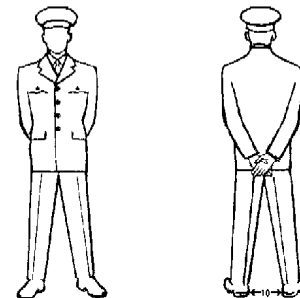
- a. heels together and in line;
- b. feet turned out to form an angle of 30 degrees;
- c. body balanced and the weight evenly distributed on both feet;
- d. shoulders level, square to the front;
- e. arms hanging as straight as their natural bend will allow with elbows and wrists touching the body;
- f. wrists straight, the back of the hands held outwards;
- g. the fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers; and
- h. head held erect, neck touching the back of the collar, eyes steady looking their height, and straight to the front.



Position of Attention

Note: No part of the body should be strained when in the position of attention. Straining your body will only make you uncomfortable; try to relax, while maintaining the position of attention. Muscles should not be tense, merely held in position.

b. POSITION OF STAND AT EASE- The stand at ease is an intermediate position between attention and stand easy. It allows no relaxation, but can be maintained without strain for a longer time than the position of attention.



Position of At Ease

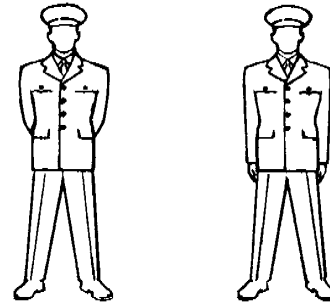
c. STAND AT EASE FROM ATTENTION –On the command *STAND AT – EASE*:

- a. bend the left knee,
- b. carry the left foot to the left, straightening it in double time, and place the foot flat on the ground smartly, with the inside of the heels approximately 25 cm apart,
- c. at the same time, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended,
- d. balance the body with the weight evenly distributed on both feet.

Note: The term “Bend the Left, or Right, Knee” as applied in this section of the Recruit Handbook means to bend the knee so the foot will hang at its natural angle with the toe pointed downwards 15 cm off the ground and directly underneath the knee.

d. STAND EASY- The position of stand easy is ordered when it is desirable to permit troops to relax. This command is only given when the squad is in the position of attention. On the command *STAND – EASY*:

- a. close the hands and bring the arms to the position of attention,
- b. observe a standard pause, and
- c. relax



Position of Stand Easy

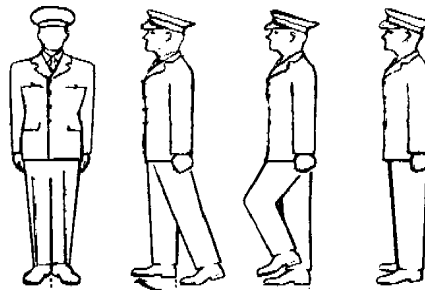
When standing easy, you may adjust clothing and equipment, but you will not move your feet, or talk.

e. STAND AT EASE FROM STAND EASY – On the command *SQUAD*, squad members shall assume the position of stand at ease.

The command *SQUAD* may be substituted with *GROUP*, *CORPS*, *PARADE*, *ETC...*

f. ATTENTION FROM STAND AT EASE –On the command, *ATTENTION*:

- a. bend the left knee and shift balance to the right foot.
- b. straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned,
- c. simultaneously, with a quick motion, bring the arms and hands to the position of attention.



Position of Right Turn

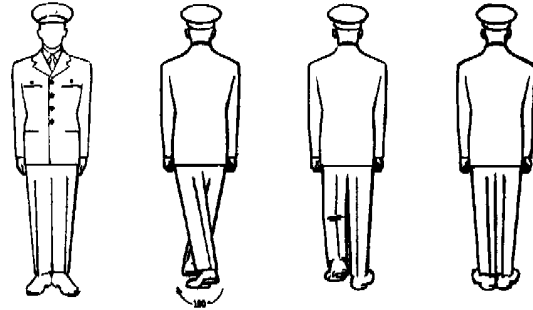
g. TURNS AT THE HALT-Turns and inclines are executed to change direction: right or left turns change direction by 90 degrees, about turns by 180 degrees. On the command *RIGHT – TURN*

a. keeping both knees braced, arms at the sides, body erect, squad members shall turn 90 degrees to the right by pivoting on the right heel and left toe and raising the left heel and right toe simultaneously. On the completion of the movement the weight of the body is placed on the right foot, and the left leg braced with the heel off the ground.

b. observe the standard two pause

c. members shall bend the left knee, straighten it in double time, and place the left foot by the right smartly to assume the position of attention.

On the command *LEFT – TURN*, The drill as described in the right turn is followed except that the details of moving the feet and direction are reversed.



Position of About Turn

On the command *ABOUT – TURN* the drill as described on the right turn is followed except that the pivot to the right is made through 180 degrees. Balance is maintained by bracing the legs and locking the thighs.

h. DRESSING A SQUAD- On the command, *RIGHT – DRESS*:

a. the right –hand cadet of the front rank stands fast;

b. the remainder takes a 35 cm pace forward by shooting the left foot forward, bending the right knee, and adopting the position of attention;

c. observe the standard pause;

d. the right file of cadets stands fast;

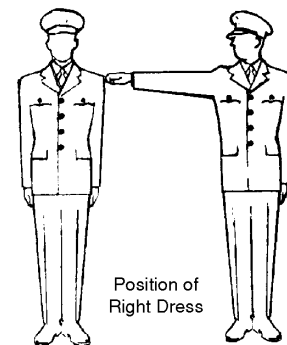
e. the remainder turn head and eyes to the right as far as possible without straining;

f. at the same time, the front rank, except the right-hand cadet, shoots the right arm its full extent behind the shoulder of the cadet on his/her right. The hand is closed as in the position of attention, back of the hand facing up, and arm parallel to the ground;

g. observe the standard pause;

h. the right-hand cadet of the front rank stands fast; and

i. the remainder, take up correct alignment, distance, and covering by taking short, quick paces until they are in the correct position. Movement starts with the left foot.



Position of Right Dress

Note: As a guide to taking up correct alignment, each cadet in the squad except the right-hand cadet moves to a position from which they can just see the lower portion of the face of the second cadet to their right. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is touching the left shoulder of the member on the right.

The timing for this movement is I-2-2-3-ARMS-2-3-MOVE

On the command, *EYES – FRONT*, you will snap the head and eyes to the front and cut the right arm smartly to the position of attention without slapping the thigh.

i. Calling the Roll – On the command, *ATTENTION/ANSWER TO YOUR NAME/ STAND AT – EASE* each member will come to attention as his/her name is called and answer in one of the following ways:

- a. “Sir” or “Ma’am” if the person calling the roll is an officer, a chief warrant officer, or a master warrant officer;
- b. “Warrant” when the roll is called by a warrant officer;
- c. “Sergeant”, “Master Corporal” or “Corporal” when the roll is called by a cadet holding one of these ranks.

When the roll-call is supervised by a person senior in rank to the person calling the roll, you will answer to your name with the correct response for the rank of the supervisor. (For example if a master warrant officer is present when the roll is called by a master corporal you will answer to your name with “Sir” or “Ma’am”.)

