

The 2814 (Hamilton) Service Battalion Land Cadet Corps

# STANDING ORDERS

December 1, 2003



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## MEMBERSHIP RESTRICTION

Reference: CATO 13-01

Membership in the 2814 HSB Cadet Corps is governed by QR&O Cadets. The Corps Commanding Officer is the authorizing authority for new membership in the Cadet Corps.

## UNIT PARADE FACILITIES

The 2814 HSB Cadet Corps conducts training at the following facility on a weekly basis:

CFRB Hamilton  
650 Catharine St N  
Hamilton ON L8L 4V7

Administration Office – Building 2 Room 235  
Supply Office – Portable 21

Parade timings are posted in Routine Orders. All staff and cadets are required to read routine orders.

Every Cadet **MUST** observe the following rule with respect to all premises: "Buildings and Property **WILL** be treated with care and respect; no willful damage environmental damage or littering will be tolerated.

## **CANADIAN FORCES RESERVE BARRACKS HAMILTON**

- a. CFRB Hamilton is out-of-bounds to Cadets not participating in authorized training.
- b. Entrance and departure from CFRB Hamilton is only authorized through the main gate.
- c. Every member entering CFRB Hamilton will be in possession of a Cadet or DND Identification Card and may be asked to present it upon entry. Personnel not in possession of a Cadet Identification Card may be refused entry or may be required to sign in.
- d. All areas of CFRB Hamilton are to be considered out of bounds to cadets during regular training with the exception of those areas utilized for training of cadets.
- e. Access to the Cadet Office, Building 1 Room 235, and Supply, Building 21, is restricted to cadets unless on official business.
- f. Any cadet found in an unauthorized area will be asked to leave that area and further action may be taken at the discretion of the Duty Officer.
- g. PARADE NIGHTS ARE POSTED IN ORDERS, ALL ENROLLED PERSONEL WILL BE IN ATTENDANCE!!!
- h. Cadets are to arrive on time as posted in Orders. Posted information is to be read by all personnel.

## RECRUIT JOINING POLICY

1. All joining documentation must be filled out completely. Signature of parent and cadet are required, if either signature is missing cadet will not start training.
2. A photocopy of the birth certificate and health card must be provided.

3. A fifty-dollar deposit must be provided prior to the start of training. May be paid in cash, money order or certified check.
4. Failure to provide any one of these requirements, the cadet will not be loaded on the course.
5. Once all documentation has been checked by admin staff, recruit training DS will send out joining instructions to the candidates.

## **RECRUIT COURSE**

1. Dress for the course will be DEU with sweater and tie for the officers. Cadets will wear dress uniform with shirt and tie.
2. Candidates will not be allowed to wear jeans, khaki or dress pants are required. Collard golf shirt or dress shirts are acceptable.
3. Candidates will be expected to complete all PO,s on the course. A recruit written test and drill test will be administered. Failure to pass the tests will result in the candidate's failure of the recruit course. Candidates will be given one opportunity to re-write the written and drill test. The re –write must be completed within seven days of the failure.

## **WEEKEND FTX AND OPTIONAL TRAINING**

1. Candidates will be able to attend all optional and weekend training while on recruit training. Candidates will be temporarily assigned to a section commander specifically assigned to the recruits for the duration of the training.
2. Candidates will not attend any training until they are loaded on a recruit course and that course has started.

## **ATTENDANCE**

### **WEEKLY TRAINING**

- a. It is the individual responsibility of every cadet to be familiar with upcoming events, their timings, and special administrative information. In cases where new information becomes available, this information is to be passed on to cadets using the chain of command by phone fan out.
- b. Cadets unable to attend training are responsible for reporting this information through the chain of command or if that person can not be reached, by calling the corps Administration Office at 905-546-1737. Reasons for absences are to be recorded on the nightly attendance roll. Where a cadet is absent without reason the cadet responsible for that individual in the chain of command is to find out where the cadet is and report that information on the nominal roll. Depending on the reason for absence the Administration Officer will grant an 'Excused' or 'Absent' status to the cadet.
- c. Any cadet arriving following calling of the attendance roll will be sent to the Administration Office to be recorded as being 'Late' on the nightly attendance roll.
- d. Any cadet who is absent for more than three (3) consecutive parade nights shall be contacted by the Administration Officer to determine his/her intentions. If the cadet is absent for four (4) consecutive parade nights the cadet will be struck off strength. A cadet who is struck off strength may not attend further training with the corps without authorization by the Commanding Officer.
- e. Cadets who need to leave cadets before the end of an activity or for a period during an activity are required to submit a leave request form to the Administration Officer a minimum of three days prior to the activity. In the case of cadets under the age of 18, a parent / guardian's signature is required on the leave request form to request the leave. These cadets will be signed out and on return in the Duty Log.

Failure to have submitted a leave request form will result in the cadet being marked as 'Absent' for the activity. Cadets may only be granted leave with the individual shown on the leave request form or with their parents / guardians.

- f. Cadets who have decided to no longer parade with 2814 will report to the Supply Officer during regular supply hours with their complete clothing issue and any other issue items signed out to the cadet. Cadets who have been issued corps owned items are required to return those items or face legal action to secure the return of the items. Until all issued items are returned, or written off, no cadet shall be struck off strength. Where items can not be obtained the Commanding Officer will be the authority to approve the write off of the items.
- g. When it is known that a cadet has decided to no longer parade with the corps they shall be recorded on the event attendance roll as 'Quit' until such a time as their name is removed from the attendance roll. The cadet will not be called during fan outs once they are marked as 'Quit' on the attendance roll.
- h. A cadet, who wishes to remain a member of the 2814 Hamilton Service Battalion Cadet Corps, receive training, and take part in special activities, MUST have regular attendance!!!

## **ATTENDANCE AND PROMOTION / ACTIVITY ATTENDANCE**

- a. In order to be eligible for promotion a cadet must attend a certain percentage of the corps training program. Specific percentages are given in the corps promotion criteria Annex A.
- b. Failure to attend some activities will result in the cadet being denied optional training opportunities. The following limits to optional training shall be applied based on poor attendance without an excuse.
- c. Where a cadet fails to attend 75% of Monday Night Training over the previous two month period of time, these cadets will not be allowed to attend optional training until such a time as the attendance is above 75% over the previous two months.
- d. Where a cadet is marked absent for a Commanding Officer's Parade that cadet will not be allowed to attend optional training during the following month.
- e. For some activities a cadet may be required to have a reasonable level of physical fitness, in such cases a cadet may be refused attendance if they have not achieved a satisfactory level of the Cadet Fitness Award Program.
- f. Failure to support cadet fund raising activities may result in cadets being charged a higher user fee than cadets who attended fund raising activities to attend non-DND sponsored activities
- g. Cadets are expected to attend NSCE training within one year of completion of the Gold Star training level. The Commanding Officer is the approving authority granting permission for a cadet to delay attempting NSCE.
- h. Failure to attend Annual Review Parade practices may result in the cadet's dismissal from the unit.

## **MANDATORY ATTENDANCE**

The following are mandatory parades and all cadets are expected to attend:

- i) Remembrance Day Parade
- ii) Annual Review Parade

Cadets who are unable to attend a mandatory parade with a good reason are required to advise the Administrative Staff in advance of the activity to be granted an excuse by the Commanding Officer or their delegate. Cadets who are absent for a mandatory parade shall be Struck Off Strength. In the case of cadets

taking part in Green Star Training who are absent for a mandatory parade, the cadet may elect to have a meeting with corps staff to explain their absence and may be reinstated in the corps.

## **DUTY PERSONNEL**

Each parade night a Duty Officer and Duty NCO will be assigned in routine orders. If assigned to be Duty Officer or Duty NCO and unable to perform those duties you are required to find a replacement and advise the Commanding Officer of the change.

### **DUTY OFFICER**

The corps Duty Officer represents the interests of the Commanding Officer and is deemed to be operating with the authority of the Commanding Officer in the Commanding Officers absence. Under normal circumstances the Duty Officer should arrive 15 minutes prior to the arrival time of the cadets to open facilities and brief the Duty NCO.

- a. When rifles (rifle, air rifle, or drill purpose) are drawn for training the Duty Officer is responsible for drawing and returning of rifles. Rifles shall be issued by serial number to an individual who is responsible for the rifles return. The Duty Officer will IMMEDIATELY report to the Commanding Officer any rifles related incident or any loss of rifle. In the case of a missing rifle, no staff or cadets will be permitted to leave the facility until the missing rifle is found.
- b. At the beginning of training, either nightly or exercise, the Duty Officer will brief the Duty NCO on expectations and duties.
- c. The Duty Officer will open and inspect all facilities prior to their use and will close down and secure all facilities following their use.
- d. The Duty Officer will monitor the activities of cadets when they are not under training or when they are under training in Building 40.
- e. The Duty Officer will brief, monitor and dismiss the Duty NCO.
- f. The Duty Officer will act as a staff point of contact for the Senior Cadet and will deal with routine matters in this capacity.
- g. The Duty Officer will complete a duty log at the completion of a duty cycle.

### **DUTY NCO**

The Duty NCO works directly for the Duty Officer and has specific duties as well as duties that are assigned by the Duty Officer. The Duty NCO is responsible for reporting to the Duty Officer prior to the arrival time for cadets. Duties of the Duty Officer:

Duties of the Duty NCO:

- a. The Duty NCO will report to the Duty Officer for a briefing at the start of the training and will report again prior to departing at the end of the training.
- b. The Duty NCO will inform the Duty Officer of any unusual incidents and occurrences.
- c. The Duty NCO will escort guests or visitors, who may arrive, to the Duty Officer.
- d. The Duty NCO will escort new recruits to the Administration Officer, or in that officer's absence, to the Commanding Officer.
- e. The Duty NCO will give new cadets a tour of the facility and will introduce them to other cadets.
- f. The Duty NCO will perform a building check, ensure that all windows are locked, lights are out, doors are closed, the area is clean and tidy and that no personal possessions or corps equipment are forgotten. Forgotten possessions are to be turned in to the Supply Officer.

### **STAR LEVEL / BAND INSTRUCTOR**

- a. Star level instructors are responsible to ensure all instructional spaces used are maintained in a neat and tidy manner and are returned to their original configuration following training.

- b. Prior to departing a training space the star level instructor is to ensure that garbage is empty, the facility is neat and tidy, windows are closed and locked and will lock the door and report to the Duty Officer that they are clear of their classroom.
- c. In cases where a cadet is missing from training, the star level instructor is to report this information to the Duty Officer.

## UNUSUAL INCIDENTS

Any incident deemed to be of an unusual nature is to be reported immediately to the Duty Staff, or in their absence to the most senior staff member present. The reporting member (and potentially witnesses) shall be required to complete a written report on the incident to be submitted in a timely manner to the Commanding Officer. In the case of a significant incident, policy shall be consulted as to action to be taken.

## FIRE

Reference: Pertinent Facility Fire Orders

A designated fire form up point is to be identified at all training sites.

Cadets are to receive a fire briefing at the commencement of any training exercise to include identification of the fire form up point and the fire equipment points.

In the case of a fire the first priority is to remove the cadets from danger. Once cadets are safe available staff is to contact emergency services and attempt to control the fire using available fire suppression equipment until such a time as emergency services may arrive. Corps staff is to render whatever assistance possible to emergency services.

## DRESS

Reference: CATO 46-01

It is the personal responsibility of every cadet to maintain their uniform, be familiar with the cadet dress regulations, and to be able to recognize the various forms of dress by their order of dress as outlined in the cadet dress regulations.

The CATO's set out the minimum standard of dress, and as a result certain amplification of CATO's is provided in this order.

## **GENERAL**

ALL personnel must wear the uniform of the day on all parade nights, Special Parades, Corps outings, and other times as directed by the Commanding Officer.

Combat clothing is permitted to be worn, at the discretion of the Commanding Officer. It is the responsibility of all personnel to ensure that they are in possession of items that fit, and are in good repair. Should changes be necessary, cadets shall use the chain of command to inform the Supply Officer so that a timeing can be arranged for replacement kit issue.

Officers shall deal directly with base supply in regards to the issue, replacement and return of uniform items as required. The corps Supply Officer is not responsible for staff uniform issues.

In the case clothing that is lost or damaged beyond normal wear and tear, the person to whom they were issued must replace the items of. Replacement costs are available from the Supply Officer.

Uniforms are to be worn according to the standard outlined in the reference CATO.

Cadets will be assessed on their uniform and are expected to maintain a rating of 5/10 or higher. Failure to wear a uniform when required is considered to be a 0 on the uniform inspection. Failure to correct uniform problems could result in disciplinary action. Failure to wear the cadet uniform for three consecutive required parades will result in disciplinary action being taken. Note that new uniform items are not to be marked for two weeks after receipt of the item, provided it is identified as new when being inspected.

ALL ITEMS OF UNIFORM WILL BE CLEARLY MARKED WITH THE CADET'S NAME AND CADET NUMBER.

## **TRAINING ORDER OF DRESS**

The following policy shall act as a guideline for the dress of cadets and staff while under training. Dress may take two forms, summer dress and winter dress. The changing between these two forms of dress shall follow the instructions of 23 SVCBN unless an instruction is received from CRCD London. Civilian instructors are to wear a similar form of dress to the military dress worn, ie. DEU = Suit, Combats = Golf Shirt.

1. Dress for the Commanding Officers Parade and other formal parades shall be dress uniform with tie.
2. Dress for an administration event shall be combats or appropriate civilians.
3. Dress for a normal parade night shall be combats.
4. Dress for a practical or field period of instruction shall be combats.
5. Dress for a field training exercise and range use shall be combats.
6. Dress for a sports activity shall be sports gear with cadet corps t-shirt.

It is the responsibility of the corps Training Officer to monitor and amend training dress and to ensure all staff is advised of training dress.

## **COMBAT CLOTHING**

Combat clothing may be worn at the discretion of the Commanding Officer. Combat clothing is to be of the **Canadian Forces design only**. Cadets wearing combat clothing will be clearly identified as cadets by use of the RCAC badge which will be visible on the combat clothing at all times. NO Canada flashes or CF Combat Flags will be worn on Cadet's combat clothing, as cadets are not members of the Canadian Forces.

## **MIXED DRESS**

Items of uniform, whether issued or purchased, WILL NOT be worn as civilian dress or mixed with civilian dress. Mixed dress is NOT permitted, under any circumstances!!

## **BERET**

When in uniform cadets will wear their beret at all times, with the exception of times when cadets are eating and during periods of instruction at the discretion of the instructor.

## **JEWELRY**

Jewelry shall not be worn by cadets in uniform with the exception of wrist watches, ID or Medic Alert bracelets, and rings which are not of a costume jewelry nature.

Earrings are only authorized to be worn by females and are to be limited to a single stud worn in the centre of the earlobe. Multiple earrings and earrings worn by male cadets are not authorized while attending corps activities. However, due to the risk of infection and the piercing closing cadets may wear an earring for a period of 6 weeks immediately following piercing. While in uniform the earring will be covered with a band aid. To avoid abuse of

the six-week grace period, cadets are required to have in their possession their piercing receipt showing the date of their piercing.

## **HAIR CUTS**

Hair cuts shall follow the standards listed in the reference CATO. Cadets are expected to be clean shaven during cadet activities, however, cadets are allowed a mustache and shall be given two weeks of grace to attempt to grow a mustache.

## **MAKEUP**

Makeup may be worn by female cadets, in a conservative manner. Cadets are not authorized to wear eyeliner, or any form of makeup other than conservative natural colours.

## **CIVILIAN DRESS**

From time to time the dress of the day will be civilian clothing. Civilian clothing when worn is required to positively reflect on the Cadet Corps and the Canadian Forces. Ripped clothing, tight or revealing clothing and unusually loud or sloppy clothing is not to be worn. Clothing involving symbolism or symbols of an offensive nature is not to be worn. Chains or other items are not to be dangling off of clothing. Common sense should easily provide the bench mark for the selection of civilian clothing. Remember you are not going to the mall or to school, while with cadets you are representing our organization and are being judged as such. Normal rules for the wearing of jewelry, makeup, shaving and haircuts still apply while in civilian clothing.

## **SPORTS / PHYSICAL TRAINING DRESS**

When undertaking physical training, cadets shall wear their corps t-shirts with appropriate sports shorts or pants and running shoes. Cadets shall not wear street shoes, jeans, or other forms of impractical dress as sports gear.

## **MESS DINNER DRESS FOR SENIOR CADETS**

Mess Dinner dress for Senior Cadets shall be white shirt and bow tie with the normal cadet dress uniform. All other cadets shall wear the normal cadet dress uniform. Name-tags shall not be worn.

## **DRESS WHILE TRAVELING**

When traveling to and from cadet training cadets shall wear the authorized dress of the day, however, white web belts are not to be worn while traveling.

**At all times the standard of personal dress appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations.**

## **UNIT PARADE POSITIONS AND ACOUTREMENTS**

The chain of command for the 2814 RCACC is diagramed in Annex B.

The following acoutrements are the only acoutrements authorized for wear with the cadet uniform:

Regimental Sergeant Major (RSM)  
Flag Party  
Band

Black pace stick  
White lanyard over left shoulder  
Appropriate band acoutrements

## **STAFF CADETS**

Cadets who have achieved a pass standard on the NSCE will be appointed to a position of Staff Cadet in September following achieving thier NSCE.

Cadets who are appointed as Staff Cadets will form a Staff Cadet Platoon which falls onto parade as ranks located three (3) paces to the right of Alpha Platoon.

The RSM shall be selected using the qualification standards for promotion. The Appointment of RSM shall be limited to one (1) year and may be renewed.

The Platoon Commander of the Staff Cadet Platoon will be the acting RSM in the RSM's absence.

Senior cadets who are not qualified to be staff cadets will hold the platoon level parade positions within the unit.

All parade positions form up in accordance with CFP 201 Battalion in line Figure 7-17 page 7-4-2 and Battalion in column of route Figure 7-19 page 7-4-5 found at Annex C to these orders.

## **SMOKING**

Reference: CATO 13-22

Due to the proven addictive and long term destructive effects of smoking, no smoking by cadets is permitted during cadet activities or while in cadet uniform.

Staff members who choose to smoke may do so provided it is out of sight of cadets and such smoking does not leave cadets unsupervised.

## **DRUG & ALCOHOL**

Reference: CATO 13-23

A zero tolerance policy shall apply to the use of drugs and alcohol during or prior to cadet training.

### **DRUG**

Possession or use of illegal drugs will not be tolerated. Where there is reasonable suspicion that a cadet is involved with drugs the cadet will be removed from training and the police will be consulted. Where it has been reasonably proven that a cadet is involved in drugs the cadet shall be removed from the corps until such a time as that cadet can satisfy the Commanding Officer that they are no longer involved with drugs.

### **ALCOHOL**

Alcoholic beverages are NOT permitted at any cadet activity. It is illegal for anyone of cadet age to consume alcoholic beverages. To do so, means that the cadet is breaking the laws of the Province of Ontario, and contravening a direct order of the Commanding Officer. No cadet shall be found in licensed premises for any reason, when that cadet is in uniform. Any cadet found to be in possession of alcohol or consuming alcohol or to have been drinking alcohol prior to attending cadets, shall be suspended pending an investigation and can expected further disciplinary action.

No staff member will provide alcoholic beverages to a cadet during cadet time or outside of cadets. Doing so is an offence under Ontario Law and any reported incident shall be passed on to Provincial authorities.

Cadets attending international exchanges may be exempt from this policy in certain circumstances.

## **PRESCRIPTION MEDICATION**

Responsibility for the holding and dispensing of prescription medication rests with the cadet, no corps staff will dispense medication to a cadet.

In some cases parents or guardians may request that corps staff hold a cadets medication. In such a case the approval for a staff member to hold a cadets medication shall be approved only by the Commanding Officer after consultation with the cadet and the cadet's parent or guardian. Where approval is not granted by the

Commanding Officer the cadet will either have to hold their own medication or will be refused participation at the activity.

It is NOT the responsibility of a staff member to remind a cadet to take medication. Any cadet receiving medication is to ensure that the parent or guardian is aware of this policy.

## DEPARTMENT

- a. The Chain of Command will be used at all times.
- b. Cadets are expected to conduct themselves as model Canadian Citizens at all times so as to reflect credit on the individual and on the Canadian Cadet Organizations.
- c. Foul language, abuse, fighting, insolence, lying and rudeness will not be tolerated.
- d. NCO's are responsible for the department of those under their command.
- e. ALL personnel will demonstrate proper manners to those of superior rank, subordinate rank, acquaintances, and to strangers alike at all times.
- f. Cadets shall not touch the property of others without permission and shall not steal.
- g. Cadets will ensure that they properly secure their kit at all times and are responsible to ensure they have all their kit with them upon leaving a place of training.
- h. All personnel will follow the posted timetable. Exceptions may only be granted at the discretion of the Training or Commanding Officer.
- i. Senior and Junior NCO's will at all times maintain an exemplary department - AT NO TIME will excessive shouting, threatening, or ridicule be acceptable.
- j. Discipline problems of a serious nature, or on-going discipline problems will be reported to the Training Officer, utilizing the Chain-of-Command.
- k. Fraternalization between personnel is not allowed at any time during Unit activities. The "Arms-Length-Plus-One-Inch" rule will be strictly and rigidly enforced.
- l. All movements from place to place will be conducted as a group and at the quick march. All military courtesies will be paid at all times.
- m. Cadets shall not make frivolous threats towards other cadets. This shall include threats of physical harm, legal action, or reporting to higher authorities or the Unit Human Rights Advisor.

## UNIT HUMAN RIGHTS ADVISOR

Every Cadet Corps has an appointed Unit Human Rights Advisor who is available for consultation regarding any issues of harassment or abuse inside or outside of the cadet corps. The name of the Unit Human Rights Advisor is published in Routine Orders. Any cadet may talk to the Unit Human Rights Advisor at any time without going through the chain of command.

## DISCIPLINE

Due to the relationship the Army Cadet movement has with the Department of National Defence a high standard of discipline will be maintained at all times by all cadets. Cadets who fail to meet this standard may be required to perform necessary tasking in lieu of other more favorable activities. Cadets will carry out these tasking when

ordered to do so by a superior. Cadets who fail to carry out such tasking are acting in a manner not in accordance with the implied conditions of membership in an Army Cadet Corps. These cadets will be required to meet with a staff member and explain their actions and will be counseled on how to improve their level of discipline. Cadets who will not take guidance will be struck off strength.

Appeal of unfair treatment by a superior cadet may be reported to the Unit Human Rights Advisor for investigation.

## PERFORMANCE EVALUATION SYSTEM

1. The corps CHIT System is designed to provide a written record of specific incidents to allow staff to determine what cadets are deserving of promotions and appointments at the cadet corps. CHITs record the following:
  - a. Discipline problems
  - b. Exceptional or unacceptable performance / initiative
  - c. Task performance
2. There are three types of chits:
  - a. **Adverse Chits (Red):** are issued by Sergeants and above to record discipline problems.
  - b. **Effective Chits (Blue):** are issued by Master Corporals and above to record exceptional performance / initiative shown by a cadet.
  - c. **Leadership Tasking Chits (Black):** are used to record performance during leadership taskings and use both sides of the Chit Form.
3. All chits are to be handed in to the Senior Cadet on site at the training location who will determine if the chit is valid and will forward valid chits directly to the Training Officer.
4. **Initial Warning** (Issued on Discipline Interview Form): Issued by the Training Officer during counseling a cadet regarding a discipline problem such as:
  - a. Three adverse chits
  - b. A severe incident
5. Staff and NCM's should inform the Training Officer if they feel an initial warning is warranted.
6. **Formal Warning** (Issued on Discipline Interview Form): Issued by the Commanding Officer if a cadet has not improved after issue of a Verbal Warning of for very severe incidents. A second formal warning if issued will be accompanied by disciplinary action at the discretion of the Commanding Officer
7. A copy of Initial and Formal warnings will be forwarded by mail to parents or guardians of the cadet involved.

## WRITTEN WARNINGS

At the discretion of the Training Officer an Initial Warning will be issued to cadets who have received three chits or more. In the case of Senior Cadets an Initial Warning may be issued for less than three chits. Initial Warnings shall be recorded using the Corps Discipline or Problem Interview Form, which shall be placed in the cadets training file with a copy mailed to the cadets guardian.

Following the issue of an Initial Warning the Training Officer shall monitor the cadet to ensure corrective action is being taken. If the cadet does not wish to correct inappropriate behavior a Formal Warning shall be issued by the Commanding Officer or a CIC Officer designated by the Commanding Officer. Formal Warnings shall be recorded using the Corps Discipline or Problem Interview Form, which shall be place in the cadet's permanent administration file with a copy mailed to the cadet's guardian.

Senior NCM's (Sgt+) who receive a chit for failure to perform their duties will be counseled by the Training Officer or designate. Any Senior NCM who receives three chits for failure to perform their duties will receive an automatic six-month delay in their next promotion and may be removed from their appointed position. Further disciplinary action may be taken if deemed necessary.

## DISCIPLINE VS ABUSE

Reference: CATO 13-24

Senior cadets must be aware of their responsibility to provide moral guidance as well as to discipline cadets in an appropriate manner. Abusive leaders have a mistaken understanding of discipline. They confuse discipline with control and may become abusive when a cadet is disobedient or fails to meet demands. The punishment is to make the youth "shape up". Below a comparative chart reviews the principles of discipline as set out in the CHAP Program.

DISCIPLINE	ABUSE
<ul style="list-style-type: none"> <li>• Is related to the misbehavior</li> <li>• Only deals with the misbehavior</li>   <li>• Does not humiliate the cadet</li> <li>• Is thoughtful</li> <li>• Represents no threat to youths well being</li> <li>• Uses action</li> <li>• Means that youth accepts responsibility for the youths actions</li> <li>• Is based on equality and respect</li> <li>• Encourages youth to problem solve</li>   <li>• Demonstrates caring</li> <li>• Teaches the good behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Is not related to the misbehavior</li> <li>• Attacks self esteem by making the cadet feel that they are bad, stupid, inferior, worthless or not adequate</li> <li>• Humiliates the cadet</li> <li>• Is impulsive</li> <li>• Is more severe than warranted</li> <li>• Uses force</li> <li>• Means adults take responsibility for youths actions</li> <li>• Is based on superior dominance control</li> <li>• Assumes only adults can solve youth's problems</li> <li>• Demonstrates hostility</li> <li>• Destroys the cadet</li> </ul>

## PROCUDURES FOR DISCIPLINING

Proper procedures for disciplining a cadet are important.

- 1) Determine if the incident was serious enough to be dealt with at a higher level or if you can deal with the incident. Decide if you need to discipline the cadet or if the cadet did not understand their responsibilities and you simply need to deal with the cadet by educating the cadet.
- 2) In all but minor cases of discipline problems a staff member should be consulted to ensure that proper discipline is being administered. Where a staff member cannot be consulted prior to the discipline session you should bring the completed chit to the staff member following the discipline session and outline what the incident was and what action you took.
- 3) Ensure you clearly identify to the cadet what the cadet did wrong and why it was wrong.
- 4) Outline the acting you are taking and clearly relate it to the original discipline problem.
  - a. For example, if the cadet is disruptive during classes, have the cadet clean the classroom following the class. If the cadet does not want to participate in an activity then assigned the extra duties during the activity. If the cadet talks on parade and disrupts a drill period then give the cadet extra drill during break.
  - b. Do not discipline a cadet in some way unrelated to the problem. If a cadet is out of uniform for the third time it is not acceptable to make them do push ups.
  - c. Also do not over discipline. Before you discipline the cadet consider how you would want to be dealt with if you had made the same mistake as the cadet you are disciplining.

- 5) Outline what action is required in the future to correct the cadet's discipline problem and avoid disciplining.
- 6) Directly supervise all discipline you administer.
- 7) Following the discipline debrief the cadet, complement them on doing a good job and ensure they understand that the incident is closed and will go no further.
- 8) Document the incident on a chit form and include the disciplinary action you took.
- 9) Where repeated problems are occurring pass the problem up the chain of command.

## **MOVEMENTS**

- a. INDIVIDUALS - all personnel who find it necessary to move from one instructional area to another, will do so by marching smartly, in double file, as space permits.
- b. PLATOONS OR SECTIONS - Platoons or sections while being moved from one area to another will be marched in proper formation, observing all aspects of proper movement. Movements of Platoons or Sections on a public road will require the use of pointers and point vests. These vests are available from the Supply Officer

## **COURTESY**

Reference: CFP 201

- a. All cadets will address all Commissioned Officers and Staff as "SIR or MA'AM".
- b. Compliments (Salute) is required when wearing headdress and encountering an Officer.
- c. Cadets entering any Office will come to attention and ask permission to enter before entering any office.
- d. Officer Cadets, NCO's and Civilian Instructors are NOT saluted, but rather are addressed in a courteous manner.
- e. Cadets are to be current with regulations regarding when to engage in military courtesies.
- f. Cadet ranks are to be addressed in the same way as militia and Regular Force Members of the same rank.

## **PROMOTION**

Promotions are not an automatic appointment, they are earned through merit and are awarded based on recognition of exemplary performance where a position is available. Where a cadet meets the criteria at Annex B and feels they deserve promotion, or a staff member considers a cadet to be deserving, the cadet will be recommended in writing using an Application for Promotion and Appointment Form through the chain of command. Periodically the staff will review applications based on their merit. Simple attendance is not justification for promotion. The authorizing authority for promotions and demotions in a cadet unit is the Commanding Officer.

## **ADMINISTRATION**

The Corps Training Officer shall administer any discussion of promotions and will ensure all required attendance records, training files and qualifications records are available for consideration. The Training Officer will supply the Administration Staff with a complete list of promotions and appointments for use to update the cadet database and cadet file.

## **INTERVIEWS**

The Commanding Officer reserves the right to interview any potential promotion candidate prior to consideration for promotion.

## **ACTING RANK**

Where an urgent need exists for promotion, the Commanding Officer may choose to promote a cadet to an acting rank until they meet the criteria in Annex B. Where the promotion to an acting rank is required to support the cadet's appointment to a parade position the acting rank shall be relinquished if the cadet no longer fills the appropriate parade position. Acting ranks shall normally only apply to a promotion that is one rank level above the one the cadet is qualified to occupy.

## **AWARDING OF PROMOTIONS / APPOINTMENTS**

Promotions will normally be awarded during a Commanding Officer's Parade, the Christmas Mess Dinner or an Annual Review Parade practice. A cadet who is absent to receive their promotion shall normally receive it at the next available appropriate event. The originally scheduled date to receive the promotion will be considered to be the Effective Date of Promotion.

## **QUALIFICATION STANDARDS**

In addition to the requirements in Annex B, the following characteristics should be considered when reviewing a candidate for promotion:

- a. Attendance
- b. Leadership ability:
  - o Lead by setting a good personal example for others to follow.
  - o Get to know the cadets in their charge and look after their welfare.
  - o Develop the leadership potential from among the cadets in their charge.
  - o Make sound and timely decisions.
  - o Train the cadets in their charge to work together as a team to complete a task
  - o Communicate ideas and thoughts clearly
  - o Keep the cadets in their charge informed of all activities and developments as they happen.
  - o Take personal initiatives.
  - o Recognizes personal strengths and weaknesses and tries to improve the weaknesses.
  - o Treats the cadet as they would like to be treated.
- c. Personal drill and quality of dress
- d. Performance during LHQ and Summer Camp Training
- e. Reliability and Initiative
- f. A demonstrated interest in the Cadet Corps
- g. Consistency of performance

## **TRANSFERRING CADETS**

Upon transfer to the cadet corps from another cadet corps a cadet shall provisionally retain their previous rank as an acting rank and shall have six months to meet the promotion criteria listed in Annex B. Should a cadet fail to meet the promotion criteria within six months the Commanding Officer may choose to give the cadet a further extension or may choose to demote the cadet to the rank level they are qualified to be awarded. Where no vacancy exists at the rank level of the transferring cadet, the requirement for a vacancy may be waived by the Commanding Officer.

## **REDUCTION IN RANK**

The decision to reduce a cadet in rank is one that requires considerable consideration and may only be authorized by the Commanding Officer. Where a cadet has failed to perform their duties after counseling or has committed a serious infraction a cadet may be demoted to a maximum of two rank levels. The criteria for promotion should be consulted when considering if a cadet should be demoted. Where the cadet is a Senior NCO, CRCD London must be notified of the demotion.

## **CADET DANCES**

Cadet dances may be authorized from time to time by the Commanding officer on recommendation of appropriate dates by the Training Officer. Cadet dances, when conducted, will fall under the area of responsibility of the Corps Sponsoring Committee, however, general guidelines will apply to the event:

- a. The Training Officer is the primary point of contact for cadet dances.
- b. The senior cadet shall be responsible for tasking several cadets to form a dance committee who shall be responsible for liaising with the Corps Sponsoring Committee regarding the dance and will assist with set up, tear down, and advertising the dance.
- c. The Corps Sponsoring Committee will be responsible for booking facilities, arrange for music, prizes, decorations, and rations. Where a charge is levied for entry to the dance or a canteen is run, all monies shall be handled by a member of the Corps Sponsoring Committee.
- d. Dances will start at 1930hrs and will run no later than 2330hrs and may only be run on a Friday or Saturday evening.

## **FEES**

### **TRAINING FEES**

Over the past decade the requirement for fees to be charged to cadet for cadet activities has been avoided. The reality of the funding available to cadet corps requires that some optional activities involve the charging of a fee to cover some of the cost of the activity.

The following activities will be available to cadets at no cost:

- a. Detachment Supported Training
- b. The corps LHQ program as set out by NDHQ
- c. Marksmanship activities
- d. The undertaking of band training, however, some equipment and dress may have to be purchased.
- e. Community support activities and parades
- f. The corps Christmas Dinner
- g. NCO Leadership Training Weekends
- h. Unfunded corps exercises where the subject matter directly relates to the mandatory cadet program
- i. First aid training
- j. Annual review parade preparation and the Annual Review Parade.

During the set up of the corps annual budget the Commanding Officer and the Sponsoring Committee will discuss the appropriateness of charging a fee for some corps activities. Cadets shall normally be expected to pay roughly ½ of the cost of partially cadet funded activities. This amount, however, is simply a guideline and will be determined by the Commanding Officer.

Where a cadet is unable to attend an activity due to financial hardship that cadet or a staff member may request, through the Commanding Officer, that the fee be covered by the Sponsoring Committee.

## **UNIFORM ISSUE FEES**

Cadets joining the corps are required to pay a uniform deposit and fee to be set out by the Commanding Officer. Of this fee a portion shall go towards the purchase of a corps T-Shirt and a nametag. The remaining amount shall be retained by the corps and shall be refunded to the cadet upon the return of their uniform upon leaving the corps. This fee is to be paid prior to the receipt of a uniform.

## **CHEQUE POLICY**

The corps will not accept any cheques. Payments may be made in cash, by money order or by certified cheque only.

## **FINANCE**

The Corps Sponsoring Committee will be responsible for all funds raised by the cadet corps. It is expected that these funds would be maintained using appropriate internal controls and that distribution of these funds would be limited to activities that directly support cadet training. If, at any time, any staff has reason to question the appropriate use of corps funds, this issue is to be directed to the Commanding Officer who will deal with the Army Cadet League of Ontario on the issue.

A petty cash fund shall be maintained at the corps and shall be controlled exclusively by the Commanding Officer and shall not exceed \$500.00.

Where a staff member is required to carry out their duties over a meal hour and where meal hours fall not less than one hour away from commencement or cessation of duties the staff member is eligible for a claim, not to exceed \$15.00 for their meal.

Where a staff member is required to use POMV in support of cadet training, the staff member is entitled to a travel claim which, under normal circumstances, shall be limited to a reasonable estimate of the cost of fuel.

To request funds a staff member shall submit in writing a request using the channel of communication identified by the Commanding Officer. Where required, a staff member may request an advance, however, as soon as practical the staff member is to provide receipts and any excess monies to the sponsor using the channel of communication identified by the Commanding Officer.

Staff is reminded that any funds raised through lotteries may only be used in direct support of the training program.

Due to the cost of processing Non-Sufficient Funds (NSF) Cheques and the administrative burden such cheques create the corps does not accept cheques. Payments may be made in cash, money order or certified cheque only.

## **INDOOR RANGE USE**

During corps use of indoor range facilities the following rules apply:

- a. Cadets not being utilized during a relay will remain outside the range area and will be supervised by the senior cadet present.
- b. Personal are reminded to practice diligent hygiene practices following shooting and are encouraged to use dedicated clothing while on the range.
- c. No food or drink is permitted on the range.

## LIMITED ATTENDANCE ACTIVITIES

In some cases attendance at an activity may be limited to certain groups of cadets. In these cases the criteria for selection shall be posted well in advance of the event and clearly identified to the cadets.

### **DUKE OF EDINBURGH TRIP**

#### **CRITERIA FOR SELECTION:**

- Completed Bronze level of the Duke of Edinburgh Award Program.
- Minimum age 15.
- Minimum rank of MCpl with qualifications to be promoted to Sgt.
- Committed to attending all days of preparatory training for trip.
- Must have completed practice journeys.
- Must be willing to assist with the process of setting up and planning the trip.
- Must have a good attitude and have demonstrated a positive attitude and the ability to get along with others.
- May participate in more than one Senior Cadet D of E Trip.

#### **COST OF INVOLVEMENT:**

- The D of E Senior Cadet Trip usually costs the corps over \$200 per person attending. To reduce the burden on the corps funds cadets are required to pay \$100 / each to cover half the cost of the trip. Payment must be made prior to the Annual Inspection Parade.

#### **SCOPE OF THE TRIP**

- The trip is to incorporate exploration, adventure and physical activity.
- Minimum duration is 4 days and 3 nights.
- Minimum distance is 85 km or equivalent.
- Minimum of 8 hours a day of planned activity

### **DIVE TRAINING**

#### **COURSE OBJECTIVES:**

- ◆ To ensure a high level of physical fitness among the divers
- ◆ To qualify all candidates to the open water dive qualification
- ◆ To Encourage successful candidates to continue on to a higher dive qualifications

#### **COURSE REQUIREMENTS:**

- ◆ Must be recommended by Training Officer and approved by Commanding Officer
- ◆ Must meet gold level cadet fitness standard
- ◆ Must be able to swim a minimum of ten laps in the pool continually
- ◆ Must be able to tread water for a minimum of ten minutes
- ◆ Must meet all requirements of the pre course fitness test (running, swimming, upper body strength, abdominal endurance)
- ◆ Must pass the dive theory written test
- ◆ Must pass all practical dive skill's testing
- ◆ Must pass the open water dive test

#### **COURSE FINANCIAL REQUIREMENTS:**

- ◆ The requested budget for the dive course will be \$2000

- ◆ Cost per diver will be \$200 which includes dive theory classes, pool work, open water test, books , Transport to open water dive site ( paid for by unit)
- ◆ Cost to each candidate will be either purchase or rental of fins, weight belt and snorkel (purchase price ranges from \$100 to \$190) rental price TBA

**COURSE OUTLINE:**

- Phase one; Pre course fitness test conducted by the scuba co-ordinator at CFRB Hamilton and local pool (one day)
- Phase two; Approx. five session's four hours in duration split between theory and practical dive skills in local pool
- Phase three; One day open water practical dive test (Tobermorey Ont)

**AUDIO AND VIDEO ENTERTAINMENT DEVICES**

Audio and video entertainment devices include, walkmans, discmans, video game consoles and other entertainment devices. These devices present problems with communication and are inappropriate during cadet activities and are prohibited.

The cadet corps assumes NO responsibility for lost, stolen, or damaged devices.

**THE UNIT STANDING ORDERS for 2814 Hamilton Service Battalion, Royal Canadian Army Cadet Corps are issued by, and upon the direct authority of the Commanding Officer, 2814 Hamilton Service Battalion, Royal Canadian Army Cadet Corps, Hamilton, Ontario.**

**Amendments may be promulgated as required, from time to time, and will become part of the Unit Standing Orders.**

By Order,

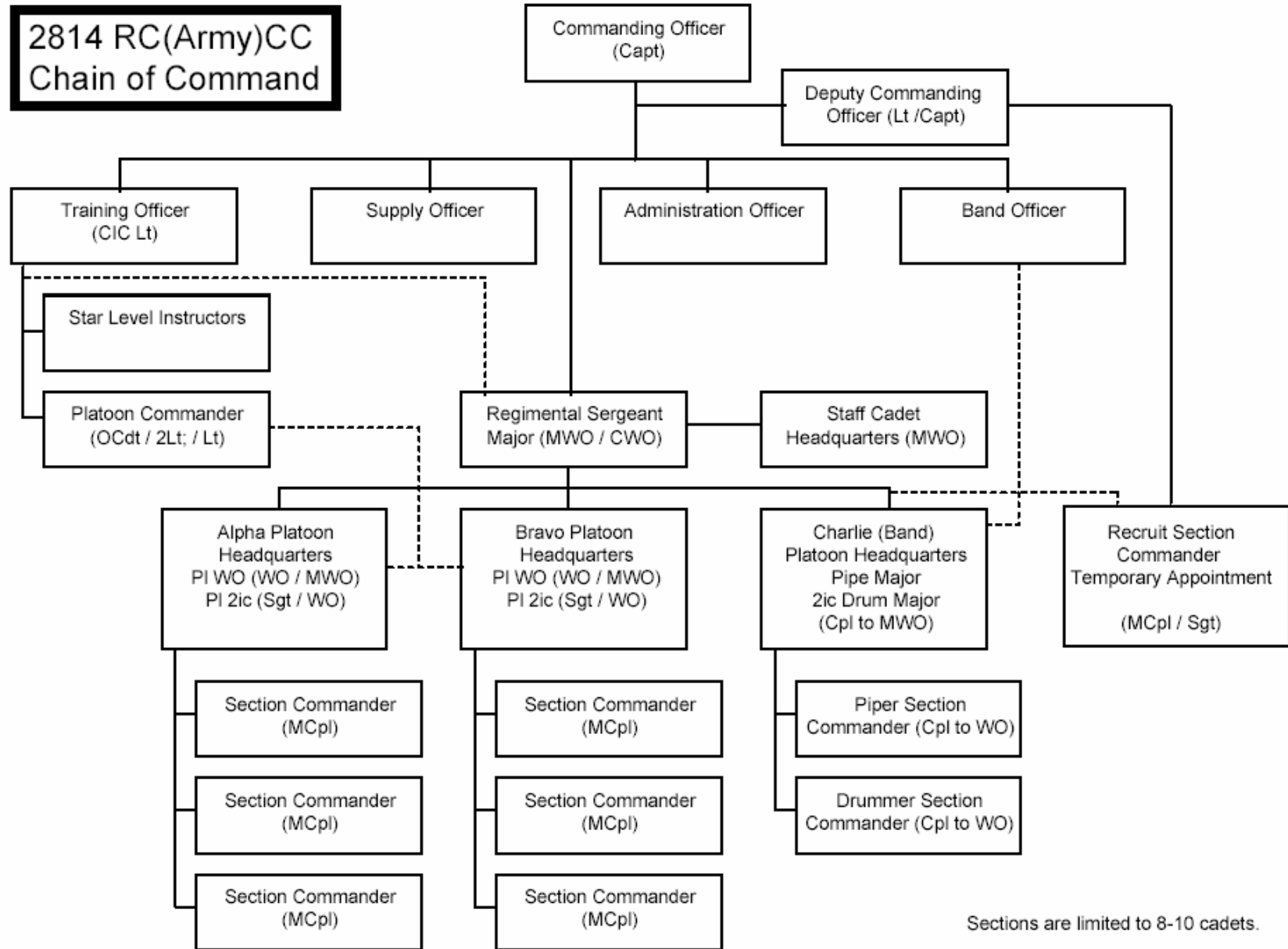
D. Curzi  
 Captain  
 Commanding Officer  
 (905) 546-1737

## ANNEX A - CRITERIA FOR PROMOTION

<b>Rank</b>	<b>Time in Previous Rank</b>	<b>Minimum Star Qualification</b>	<b>Attendance at all Corps Activities</b>	<b>Minimum Criteria</b>
<b>Private</b>	2 Months	Green	70%	<ul style="list-style-type: none"> <li>○ Acts as a follower</li> </ul>
<b>Corporal</b>	6 Months	Green	70%	<ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude towards cadet training and a willingness to act as a follower</li> </ul>
<b>Master Corporal</b> (Sec 2ic / Flag Party Commander)	6 Months	Red	75%	<ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude towards cadet training and demonstrates good leadership potential</li> <li>○ Consistently good uniform turn out</li> </ul>
<b>Sergeant</b> (Sec Comd / Sup NCO)	6 Months	Silver	75%	<ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude towards cadet training and demonstrates good leadership ability</li> <li>○ Consistently good uniform turn out</li> <li>○ Actively participates in corps optional training program</li> </ul>
<b>Warrant Officer</b> (PI 2ic)	8 Months	Silver & WO Qual Camp; or Gold	80%	<ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude towards cadet training and acts as a roll model for other cadets</li> <li>○ Sets an example in drill, dress and deportment</li> <li>○ Completion of corps Leadership Course with a Passing Grade</li> <li>○ Actively participates in corps optional training program</li> </ul>
<b>Master Warrant Officer</b> (PI Comd)	8 Months	Gold	80%	<ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude towards cadet training and acts as a roll model for other cadets</li> <li>○ Sets an example in drill, dress and deportment</li> <li>○ Actively participates in corps optional training program</li> <li>○ Properly prepared for instructional periods and demonstrates an effort to improve corps training program.</li> </ul>
<b>Master Warrant Officer</b> (Staff Cadet Instructor)	September following NSCE Qual	NSCE	80%	<ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude towards cadet training and acts as a roll model for other cadets</li> <li>○ Sets an example in drill, dress and deportment.</li> <li>○ Properly prepared for instructional periods and demonstrates an effort to improve corps training program.</li> </ul>
<b>Chief Warrant Officer</b> (Staff Cadet Instructor Appointed as Commanding Officer)	1 Year	Master Cadet	80%	<ul style="list-style-type: none"> <li>○ Properly prepared for instructional periods and a demonstrated effort to improve the corps training program</li> <li>○ Demonstrates a positive attitude towards cadet training and acts as a roll model for other cadets</li> <li>○ Sets an example in drill, dress and deportment</li> <li>○ Actively participates in corps optional training program</li> </ul>

Note: Cadets are appointed to a Staff Cadet Instructor position in September of the training year following achieving their National Star Certification Examination.

# ANNEX B – CHAIN OF COMMAND

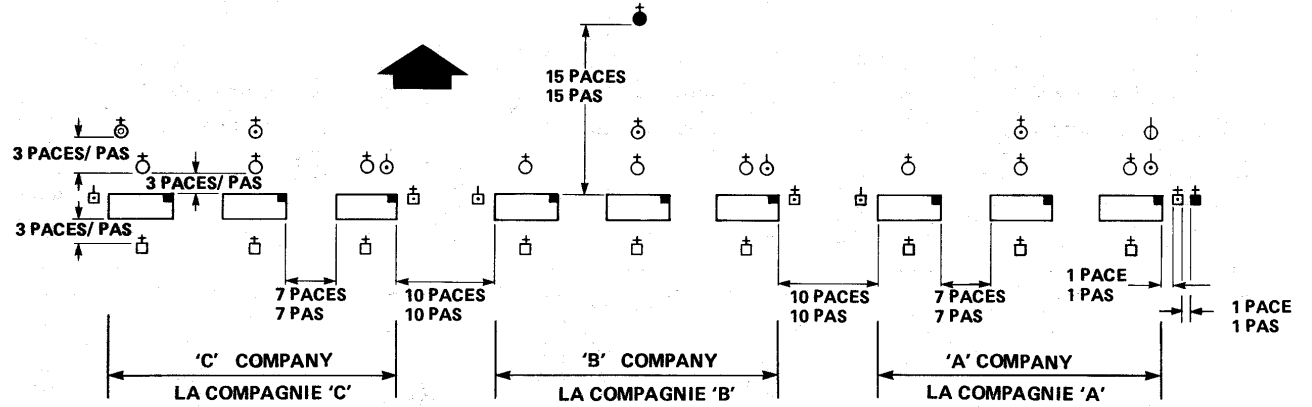


# ANNEX C - PARADE FORM UP POSITIONS

## Symbol Key

⊕ Reviewing Officer Dignitaire	⊕ Drill Sergeant Major L'exercice Adjudant maître
● Battalion Commanding Officer (Bn Co) Commandant de bataillon	⊕ Master Warrant Officer (MWO) Adjudant-maître
⊕ Battalion Deputy Commander (Bn D/Comd) Commandant adjoint de bataillon	⊕ Warrant Officer (WO) Adjudant
⊕ Adjutant (Adj) Capitaine-adjutant	⊕ Platoon Warrant (WO) Adjudant de peloton
⊕ Company Commander (Coy Comd) Commandant de compagnie	⊕ Supernumerary Warrant Officer and Senior NCO Adjudant et sergent surnuméraires
⊕ Company Deputy Commander (Coy D/Comd) Commandant adjoint de compagnie	⊗ Corporal Caporal
⊕ Platoon Commander (PL Comd) Chef de peloton	⊕ Serviceman Militaire
⊕ Supernumerary Officer Officier surnuméraire	⊕ Drum Major Tambour major
⊕ Senior Colour Officer Porte-drapeau principal	⊕ Musicien Musicien
⊕ Junior Colour Officer Porte-drapeau subalterne	■ Marker Guide
⊕ Chaplain Aumônier	▨ Front Rank Rang avant
⊕ Conductor Chef de musique	□ Centre Rank Rang du centre
⊕ Chief Warrant Officer (CWO) Adjudant-chef	▨ Rear Rank Rang arrière

## Parade In Line



## Parade in Column of Route

