

First Year Cadet Handbook

Royal Canadian Air Cadets



To Learn • To Serve • To Advance
Air Cadet League - Saskatchewan
www.SKACL.ca

Congratulations and welcome to Royal Canadian Air Cadets. We are glad that you have made the choice to join us. As a new cadet in the Squadron there will be a learning curve. The goal of this guide is to give you basic information that will be important in your cadet career. This information supplements the content of level one training, and many of the aspects covered in this guide will be explained in full lessons later. Work hard and good luck on your cadet career!

Motto:

- To Learn, To Serve, To Advance

Aims of the Air Cadet Program:

1. To develop in youth the attributes of good citizenship and leadership
2. To Promote Physical Fitness
3. To stimulate an interest in the air element of the Canadian Forces

1. Policies

Attendance: An absence is when a cadet misses a mandatory event (or optional event that the cadet has already committed to) without being excused. To be excused, a cadet must inform the Squadron of the reason prior to the event. When planning on being absent for an event, a cadet must be excused. Absences and excessive excused absences will affect opportunities for promotion, awards, opportunities within the Squadron and summer camp acceptance.

Mandatory events include, but are not limited to: regular training nights (once a week), Field Training Exercises (FTX), Tag Day, Remembrance day, etc.

2. Command and Structure

The cadet program utilizes a military-like structure, which includes ranks, uniforms, and the chain of command structure are used. Cadets are not military personnel, but officers are. Officers are the adult staff members of the Squadron and belong to the Cadet Instructors Cadre (CIC), a subcomponent of the Canadian Armed Forces Reserve.

Ranks are earned in this system and everyone is referred to by their rank. As a new cadet you have a rank: Air Cadet (AC). You will be addressed by your rank and last name.

Air Cadet ranks in increasing order:



Air Cadet (AC)



Leading Air Cadet (LAC)



Corporal (Cpl)



Flight Corporal (FCpl)



Sergeant (Sgt)



Flight Sergeant (FSgt)



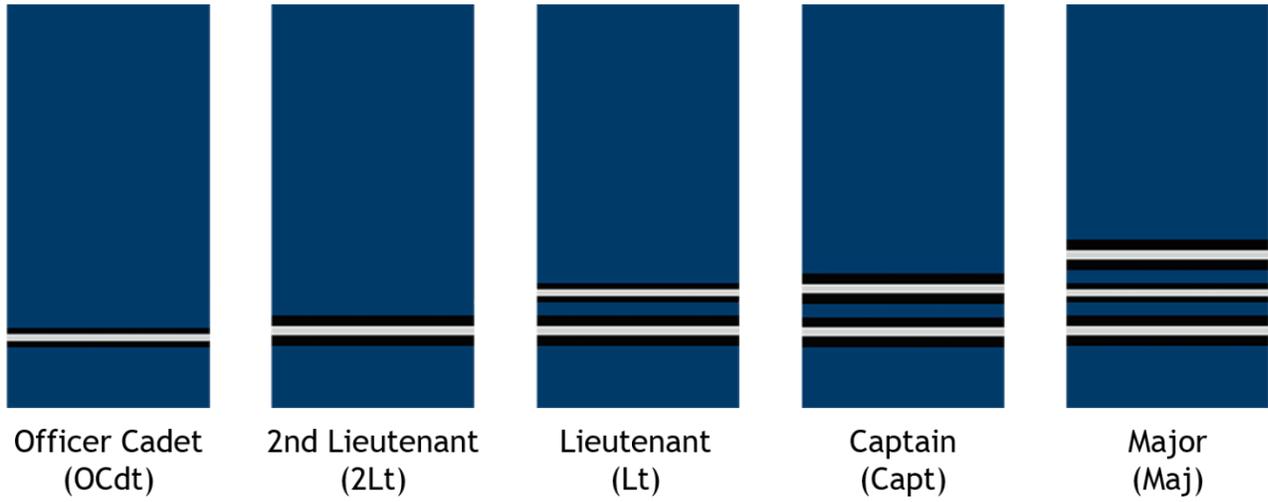
Warrant Officer
2nd Class (WO2)



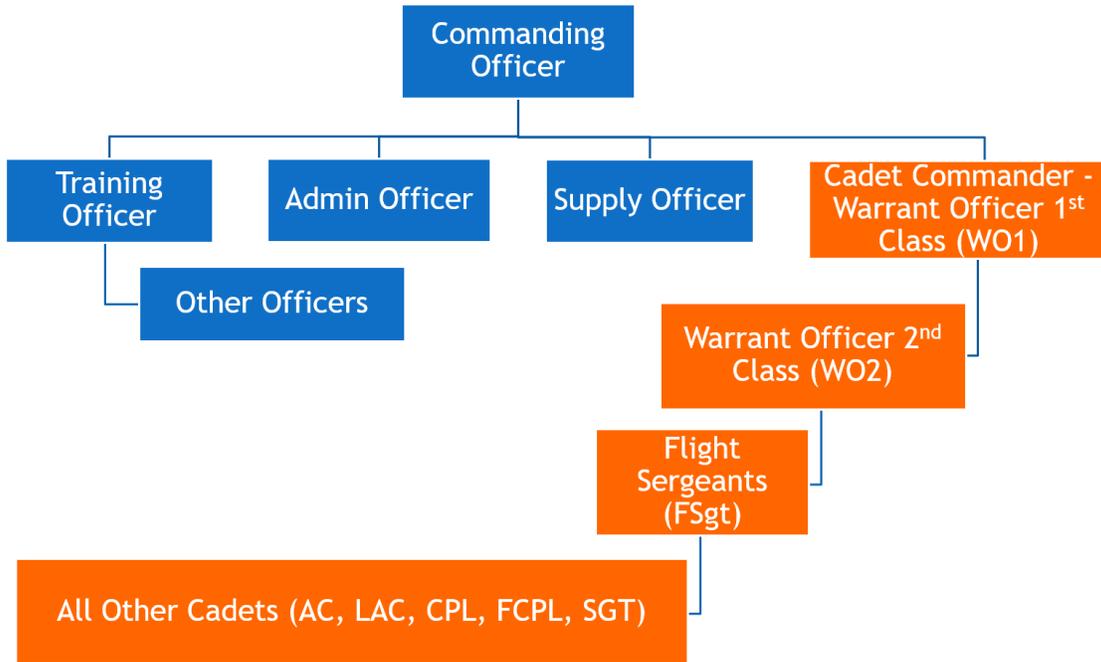
Warrant Officer
1st Class (WO1)

Warrant Officers are the two most senior cadet ranks and are referred to as Sir or Ma'am by those of lower rank.

Royal Canadian Air Force officer ranks in increasing order:



*Officers are referred to as Sir or Ma'am and saluted. *OCdt's are not saluted.*



3. Dress and Deportment

Note: All dress instructions, pictures, diagrams, videos, badge info & placement, and uniform care instructions are available online at www.skacl.ca (under "Resources").

A uniform will be issued to you while you are a cadet and must be returned upon leaving cadets. **While waiting for the uniform to be issued please wear a white long- sleeved shirt, black dress pants, and dress shoes.**

Male cadets must be clean-shaven, with short hair that does *not touch the ears* and *be kept free from the neck* to a distance of 2.5 cm (1 in) above the shirt collar. The bulk of the hair must not interfere with the headdress. The *bulk of the hair (at any area) may not be greater* than 4 cm (1.5 in) in length.

Female cadets must have their hair up in a bun, secured with a hair net and gel. Female cadets who have short hair do not have to secure their hair in a bun if the hair does not extend past the shirt collar. When wearing the uniform, or when wearing civilian clothes on duty, make-up shall be applied conservatively. The use of false eyelashes, heavy eyeliner, any brightly coloured eye shadow, nail polish, bright or vivid lipstick and excessive facial make-up is not acceptable.

Jewelry - The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet and a maximum of two rings, which are not of a costume jewellery nature. In addition, female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. Male cadets are not authorized to wear an earring or earrings.

Deportment - When you are in uniform you should present a good appearance. Chewing gum, slouching, hands in pockets, walking arm in arm, and similar actions are not appropriate for a cadet in uniform. The way you behave in uniform will affect what people think of all cadets. The pride you show in your uniform will affect what people think of all cadets. The pride you show in your uniform reflects the pride you have in yourself and your squadron.

For more info including badge placement and uniform standards, visit www.SKACL.ca

4. Training

Your first year will be a lot of fun! Parade nights are regular training nights where you will participate in classes on aviation, aerospace, leadership, fitness & sports, drill, survival, military, and other topics. There may be practises during weekends for extra-curricular activities such as band, drill, marksmanship, biathlon, effective speaking, and flag party (depending on the squadron). You are encouraged to participate in these optional activities as these will open new opportunities for you. You may have the opportunity to go gliding throughout the year and participate in field training exercises (FTXs). You are also encouraged to apply for a summer training course at one of the Cadet Summer Training Centres (CSTCs) throughout the country. More information about this will be given later in the year.

There are 5 training levels. Each training level takes one year to complete. You are in level 1. Advancement in training levels is independent of rank promotion. Rank promotion is based on merit and level completion while level advancement is based off participation, completion of performance checks, and attendance in regular training nights. Completion of certain training levels is a prerequisite for all summer training courses.

Summer training courses run from 2 to 7 weeks. Courses range from topics such as survival training to fitness to music and to aviation related courses and scholarships. Acceptance for courses, especially national courses such as flying scholarships and international exchanges, are very competitive and only the best cadets are selected.

5. What to Bring Each Week

- **Binder**
- **Pencil & Pen**
- **Paper**

You are now equipped with the tools that you need to become an excellent cadet at your Royal Canadian Air Cadet squadron. While this document cannot teach you everything you need to know, it is the perfect stepping-stone in starting out your cadet career. Remember that the senior cadets and officers around you are experienced to help guide you through your first year, so don't be afraid to ask them for help. It is their primary job to ensure that YOU succeed!

Cadets is what you make of it, so apply yourself, work hard, and have fun!

6. Miscellaneous

a) Common Acronyms

- CO – Commanding Officer
- WO – Warrant Officer
- TrgO – Training Officer
- AdmO – Administration Officer
- StdsO – Standards Officer
- SupO – Supply Officer
- Flt Cmd – Flight Commander
- 2IC – Second-in-command
- CF – Canadian Forces
- CIC – Cadet Instructors Cadre

b) Military Date & Time

- The 24 hour time is used in Air Cadet Squadrons throughout Canada. When time passes noon, simply subtract 12 to get the time in PM.
- Example: 1930 hrs = 7:30 pm