

142 MIMICO DETERMINATION) SQUADRON

Established July 2nd, 1942

ROYAL CANADIAN AIR CADETS

STANDING ORDERS



Better Citizens Through Air Cadet Training

142 Mimico Squadron Standing Orders

10 Sep 2016

Forward

1. 142 RC(Air)CS Standing Orders are issued under the authority of the Commanding Officer. This issue supersedes all previous directives and staff instructions.
2. The purpose of these orders is to provide direction to the Staff and Cadets regarding operations and functions of the Squadron.
3. All Staff and Cadets will familiarize themselves with and comply with these directives. Failure to comply with these directives may result in administrative and/or disciplinary action.
4. All suggestions for amendments to the Standing Orders are to be forwarded to the Commanding Officer of 142 Mimico Squadron through the Chain of Command and may be amended at the discretion of the Commanding Officer.
5. Necessary amendments will be published as required.

R. Rangel-Bron
Major
Commanding Officer

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1.0 TERMS OF REFERENCE

1.1 Commanding Officer (CO)

The Commanding Officer shall carry out all duties as outlined in CATO 11-36 ANNEX S. He/she is responsible to the Commanding Officer, Region Cadet Support Unit Central (CO RCSU (C)), through the Detachment Commander (Det Comd), for all matters regarding training and administration of Cadet Instructors Cadre (CIC) Officers, Civilian Instructors (Paid or Volunteers) (CI), and Cadets (Cds) serving with the Squadron.

Command and Control

With respect to matters of Command and Control, the Squadron Commanding Officer shall:

1. Comply with the regulations and orders as issued by the Department of National Defence (DND) and the Canadian Armed Forces (CAF);
2. Keep CIC Officers, CIs, and Cadets of the Squadron fully acquainted with the regulations and instructions issued by a higher authority;
3. Be responsible for the professional development of all Squadron CIC Officers, CIs and CV's, including him/herself and ensure they receive the training required by their appointments and terms of Service;
4. Direct and supervise all duties of personnel under his/her control;
5. Appoint qualified Officers to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
 - a. Deputy Commanding Officer (DCO);
 - b. Supply Officer (SupO)
 - c. Training Officer (TrgO)
 - d. Administration Officer (AdminO)
 - e. Unit Security Officer (SecO)
6. Appoint and re-assign Cadets to Cadet duties and responsibilities within the Squadron;
7. Ensure that proper supply, administration, financial and training orders and procedures are carried out;
8. Bring to the notice of the RCSU any CIC Officer, CI or CV who:
 - a. Are distinguished for proficiency in their duties;
 - b. From incapacity or apathy, are deficient in the knowledge or execution of their duties;
 - c. Do not afford him/her the support which he has the right to expect, and;
 - d. Conduct themselves in a manner detrimental to the Squadron's efficiency or in a manner that would bring discredit to the Squadron and/or the Canadian Armed Forces;
9. Ensure an Officer (i.e. DCO) is familiar with all Squadron procedures and is prepared to assume command either upon succession or during periods of prolonged absence of the Commanding Officer;
10. Ensure a thorough turn over to a successor, and,
11. Undertake other duties assigned by the RCSU, the Det Comd or other lawful Canadian Armed Forces authorities.

Administration Responsibilities (Commanding Officer)

1. In consultation with the Sponsor, recommend enrolment, appointment, promotion, posting, transfer, and release of CIC Officers;
2. Recommend and document the appointment and release of CI's and CV's;
3. Ensure that Cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;
4. Immediately report the death of a CIC Officer, CI, CV or Cdt of the Squadron to the RCSU and the ACO and advise the Sponsoring Committee Chairperson;
5. Immediately document and report to the Area Cadet Officer (ACO) and the Sponsoring Committee any injury incurred during Squadron training that requires medical treatment, that may result in permanent disability, and any other injury except a minor injury such as a superficial cut or bruise;
6. Report any significant incident/occurrence that may cause public interest to the RCSU; and,
7. Ensure that funds provided by DND or other assisting agencies and any money provided by the Sponsoring Committee or raised by the Squadron is properly used for the benefit of the Cadets.

Supply Responsibilities (Commanding Officer)

1. Be appointed Squadron Supply Customer Account Holder;
2. Immediately, upon discovery report the loss or damage of DND equipment to the respective support base/station; and,
3. Ensure that material on loan from a Support Base/Station is returned promptly.

1.2 Deputy Commanding Officer (DCO)

The Squadron Deputy Commanding Officer shall be responsible to the Squadron Commanding Officer. The DCO shall carry out all duties contained in CATO 11-36 ANNEX T, and:

1. Acting as a Second – In – Command of the Squadron;
2. Keeping the CO informed of all events and occurrences;
3. Acting as an intermediary between the CO and Officers, CI's CV's and others in all matters that do not require the direct attention of the CO;
4. Ensuring a high standard of discipline, dress and efficiency is maintained at all times;
5. Ensuring the cleanliness of the establishment and grounds by conducting rounds of the Squadron during training parades;
6. Initiating and supervising unit Duty Officers;
7. Advising and supporting the TrgO with regards to the training programme and class allocations; and,
8. Carry out all other duties as assigned to him/her by the Commanding Officer.

1.3 Training Officer (TrgO)

The Squadron Training Officer shall be responsible to the Squadron Commanding Officer. The TrgO shall carry out all duties contained in CATO 11-36 ANNEX U, and:

1. Developing a training programme in accordance with the established Cadet Training Directives as found in the CATOs and CPU;
2. Preparing and maintaining the annual training charts, DND 1964s, Individual Training Records, Training Files, FORTRESS and other associated records;
3. Planning the yearly training schedule and assigning qualified Instructors to individual classes and Level Officers;
4. Assisting and supervising Instructors and senior Cadets in the preparation and presentation of their classes;
5. Ensuring Lesson Plans are completed by Instructors for each course and class;
6. Maintaining and filing lesson plans and handouts for each course and class;
7. Arranging for guest speakers and other voluntary Instructors to supplement Squadron Staff;
8. Advising the CO on, and co-ordination of the Squadron's non-mandatory training, exercises and citizenship tours;
9. Selecting and submitting demands for training aids, office supplies and materials to carry out objectives of training programme;
10. Ensure the Squadron is in possession of all required training material and reference manuals;
11. Supervise the Squadron Warrant Officer (SWO) in organizing Squadron drill, ceremonial parades and inspections;
12. Ensure that the training programme is complete;
13. Distribute preliminary applications for summer training course to all Cadets who show an interest in applying;
14. Ensure a succession plan is in place to prepare another staff member to assume this position at the completion of tenure;
15. Liaise with the Squadron Music Director;
16. Arranging Fire Drills as per the
 - Capt Hutcheson Armoury's Fire Drill Regulations;
 - Toronto Police College Fire Drill Regulations; and,
 - Toronto District School Board's Fire Drill Regulation;
17. Carry out all other duties assigned to him/her by the Commanding Officer.

1.4 Administration Officer (AdminO)

The Squadron Administration Officer shall be responsible to the Commanding Officer. The AdminO shall carry out all duties as contained in CATO 11-36 ANNEX V, and:

1. Updating all Cadet, CI, CV and CIC Officer personnel files;
2. Updating Cadet data on FORTRESS;
3. Maintain accurate records showing the attendance of each Officer, CI, CV and Cadet;
4. Initiating and maintaining personnel files on each Cadet;
5. Ensuring all new Cadets meet necessary joining requirements;
6. Ensuring all new Cadets receive enrolment documentation and return the documentation within one week, complete and accurate;

7. Advising the Supply Officer of names of Cadets enrolled and released from the Squadron;
8. Register and update hardcopy orders and regulations such as CATOs, CRCOs, CRCOs from the internet website:
<https://portal-portail.cadets.gc.ca>
9. Register and file all incoming and outgoing mail;
10. Organizing the correct circulation of all incoming and outgoing correspondence, orders and directives;
11. Maintaining the Squadrons filing system;
12. Maintaining adequate stock of forms required for the administration of the Squadron;
13. Maintaining the custody and control of all relevant publications and entering amendments on receipt;
14. Confirm that all paid staff complete monthly pay/TAA sheet on 4th week of the month and submit all necessary documents regarding pay to the CO for his/her signature;
15. Ensure all outgoing correspondence complies with standard DND formats;
16. Ensure all security measures are observed at the LHQ with respect to handling of protected information;
17. Carry out all other duties assigned to him/her by the Commanding Officer.

1.5 Unit Security Officer (SecO)

The Unit Security Officer shall be responsible to the Commanding Officer. The SecO shall carry out all duties as contained in the Capt Hutcheson Armoury Security Orders and other DND/CAF Security Orders & Regulations.

1.6 Supply Officer (SupO):

The Squadron Supply Officer shall be responsible to the Commanding Officer. The SupO shall carry out all duties contained in CATO 11-36 ANNEX W, and:

1. Ensure all Cadets who have completed their enrolment and have demonstrated an interest in remaining with the Squadron are issued a serviceable uniform;
2. Prepare all necessary documents to acquire equipment and uniforms for CO signature;
3. Maintain an updated record of all public property on the Squadron Supply Customer Account and all uniforms parts belonging to the Squadron (issued and non-issued);
4. Inform the Commanding Officer immediately and document any lost or stolen public property or uniforms; and
5. Ensuring the care and security of all material and items belonging to the Squadron, i.e.: uniforms, rifles, band equipment, flags, etc.;
5. Carry out all other duties assigned to him/her by the Commanding Officer.

1.7 Unit Cadet Conflict Management Advisor (UCCMA)

Shall be assigned to the position by the Commanding Officer and shall carry out all assigned duties in accordance with CATO 13-24 and / or CATO 13-25.

1.8 Squadron Cadet Commander (SCC)

Shall be responsible to the Commanding Officer for carrying out assigned duties, and:

1. To assist in the implementation of the Squadron Training Programme;
2. Enforce all regulations, rules and policies outlined in these Standing Orders and other DND/CAF regulations pertaining to all Cadets in the Squadron;
3. Ensure that a high standard of dress and deportment is maintained by all Cadets of the Squadron;
4. Maintain a high standard of drill at all times;
5. Bring forth concerns and suggestions of fellow Cadets to the appropriate staff members;
6. Keep all Cadets informed of all events and happening through appropriate Flight Commanders;
7. Ensuring the calling of all absent Cadets; and,
8. Carry out all other duties as assigned by the Commanding Officer, Officers, CI's or CV's.

1.9 Squadron Cadet Deputy Commander (SCDC)

Shall be responsible to the Squadron Cadet Commander for carrying out all assigned duties, and:

1. To assist the SCC with the carrying out of his/her duties;
2. To carry out all duties of the SCC in his/her absence;
3. Responsible for ensuring accurate attendance on weekly training night and at training activities;
4. Informing Cadets of WROs and highlighting pertinent information to all subordinate Cadets;
5. Carry out all other duties as assigned by the Commanding Officer, Officers, CI's or CV's; and,
6. Ensure the appropriate dress of all Cadets.

1.10 Squadron Warrant Officer (SWO)

Shall be responsible to the Deputy Squadron Warrant Officer for carrying out all duties, and:

1. To assist the SCDC with the carrying out of his/her duties;
2. To carry out all of the duties of the SCDC in his/her absence;
3. Responsible for ensuring an accurate application of the Squadron Security SOP's at weekly training activities;
4. Responsible for the duty personnel, schedule, and the LHQ running of administrative tasks;
5. Ensuring the appropriate and proper drill of all Cadets; and,
6. Carry out all other duties as assigned by the CO, Officers, CI's or CV's.

1.11 Flight Commander

Squadron Flight Commander shall be responsible to the Squadron Warrant Officer for carrying out all assigned duties, and:

1. Ensure Cadets are informed of all events and any changes to the previously announced events, including but not limited to confirmed weekly communication with Cadets (ie. weekly calling);
2. Ensure Cadets in their flights are in proper dress and well turned out for training nights;
3. Supervise all Cadets in their flight;
4. Handle minor disciplinary problems in their flight;
5. Carry out other duties as assigned;
6. Ensuring the appropriate dress and deportment of all Cadets in the flight.

1.12 Deputy Flight Commander

Squadron Deputy Flight Commander shall be responsible to the Squadron Warrant Officer for carrying out all duties, and:

1. Assist their respective Flight Commander in his/her duties;
2. Carry out all duties of their Flight Commander in his/her absence;
3. Carry out other duties as assigned;
4. Ensure the proper drill of all Cadets in the flight.

2.0 SQUADRON WEEKLY ROUTINE ORDERS

By Order of the Commanding Officer, Weekly Routine Orders (WROs) will be published and/or announced weekly. WROs shall include the upcoming duty roster for Orderly Sgt's, Duty Officers and Duty Flights; publish Taken On Strength (TOS), Struck Off Strength (SOS) Cadets as well as promotions and appointments. WROs will also be a venue to provide clarification and reminders on items of Standing Orders (SOs), publicize upcoming events and to inform of changes to routine.

2.1 Fire Orders

It is mandatory that all personnel familiarize themselves with the following fire orders as per:

- a. Toronto District School Board Fire Drill Regulations; and,
- b. Fort York Armoury Fire Drill Regulations.

If you discover a fire, you must do the following:

1. IMMEDIATELY SHOUT "FIRE! FIRE! FIRE!"
2. Pull the nearest fire alarm station
3. Call 911 from a safe location, and identify the type and location of the fire.

If you hear the fire alarm, or "FIRE! FIRE! FIRE!" you should exit the building via the nearest exit or as instructed and re-group in Flights on the north side of Birmingham Street, in front of Campbell's Soup. The AdminO will bring the attendance rosters to confirm that all personnel are present. No one is to re-enter the building until instructed to do so by Fire Department authorities.

2.2 Squadron Security Orders

Cadets assigned to Security Detail are to accomplish the following set tasks in the following order:

1. Report to NCO fall-in at the determined time by the TrgO, then the SecO;
2. Report to the SCC after dismissal to see if any work details exist for that specific night;
3. Pre-dismissal, establish an Observation Point (OP) in the front foyer of the LHQ. This OP will consist of a desk, two chairs, and the Cadet sign-in sheets;
4. Staff the OP at all times during the night. At no point should the OP be unmanned unless ordered to by the SecO. The OP will be manned in two person shifts to allow for relief in the event that assistance is needed elsewhere;
5. Direct visitors to Squadron facilities to the Orderly Room to sign in with the Squadron AdminO and/or SecO;
6. Sign-in, escort, and sign-out visitors to Squadron facilities as assigned by the SecO;
7. Collapse the OP once the Duty Flight has completed duties and/or released by the SecO;
8. Check washrooms after final parade; and,
9. Fulfill security duties assigned.

The above is a guideline as to what should be accomplished throughout the night. The following is a list of further duties the Security Detail is responsible for once the OP is setup and manned:

1. Patrol the halls after fall-in, during transitions, break, and prior to dismissal. Security is responsible for ensuring Cadets are:
 - Marching
 - Wearing their uniform properly
 - Marching in a single file line
 - Not talking loudly or causing a disturbance
 - Not littering
2. Conduct hourly patrols to ensure the following:
 - Fire exits are not blocked
 - The LHQ is clean and is in the same order, or better, than the arrival of Cadets that night.
3. Check classrooms and other areas for garbage and remedy the situation if need be (i.e. detail the Duty Flight or take out the garbage) prior to Squadron facility being secured for the night.
4. Ensure Cadets do not leave the Squadron LHQ without authorization of the AdminO or SecO.
5. Other duties as assigned by the SecO, Duty Officer or SCC.

If all of the above tasks are completed within the given night, the Security Detail are to return to the OP. Cadets assigned to this duty are not to be "playing" or "texting" on personal electronic devices. Cadets assigned to the Security Detail are to maintain a high level of vigilance and professional appearance at all times.

If there are any questions as to what the Security Detail is to accomplish throughout the duty assignment, they are directed to contact the SecO for guidance.

3.0 SQUADRON POLICIES

3.1 Smoking

Under no circumstances shall Cadets smoke or be in possession of tobacco products, including e-cigarettes.

3.2 Alcohol

No Officer, CI, CV, SSC member or Cadet shall consume or be in possession of an alcoholic beverage or be intoxicated during any Squadron activities or event. This includes any trips or activities to jurisdictions where the legal drinking age may permit consumption. An example of this is where members may travel on a Cadet activity to the Province of Quebec where the legal drinking age is 18.

3.3 Drugs

No Officer, CI, CV, SSC member or Cadet shall be under the influence of or be in possession of any illegal or prohibited narcotic or drug. The Commanding Officer, or his/her designate, will immediately notify law enforcement authorities in all instances.

3.4 Harassment

Under no circumstance will any Officer, CI, CV, SSC member or Cadet of 142 Mimico Squadron exhibit conduct that demeans, belittles, humiliates or demoralizes another member of the Unit.

All infractions of CFAO 19-39 (Canadian Armed Forces Policy of Harassment) or CATO 13-24 (Harassment Prevention and Resolution) will be reported to one of the following:

- a. Unit Cadet Conflict Management Advisor (UCCMA),
- b. Commanding Officer.

3.5 Abuse

Under no circumstance shall any Officer, CI, CV, SSC member or Cadet of the Squadron abuse or be abused by another person, whether that is emotionally, physically or sexually.

All infractions of CATO 13-24 (Harassment Prevention and Resolution) may be reported to one of the following:

- a. Unit Cadet Conflict Management Advisor (UCCMA);
- b. Commanding Officer;
- c. Anyone you feel comfortable with.

All cases of Abuse will be reported to the Cadet Detachment and the Children's Aid Society.

Additional resources: Kids Help Phone Line 1-800-668-6868
Canadian Armed Forces Member Assistance Programme (CFMAP) 1-800-268-7708,

3.6 Fraternization

Under no circumstances shall any Officer, CI, CV, SSC member or Cadet of the Squadron display or engage in any act of a sexual nature. To be specific, activities such as hand holding, kissing, and other such behaviors are forbidden during any Cadet activity whether in uniform or not.

NCOs are strongly encouraged not to engage in social relationships with other Cadets, as the relationship may be misunderstood or confused and lead to allegations of Abuse of Authority.

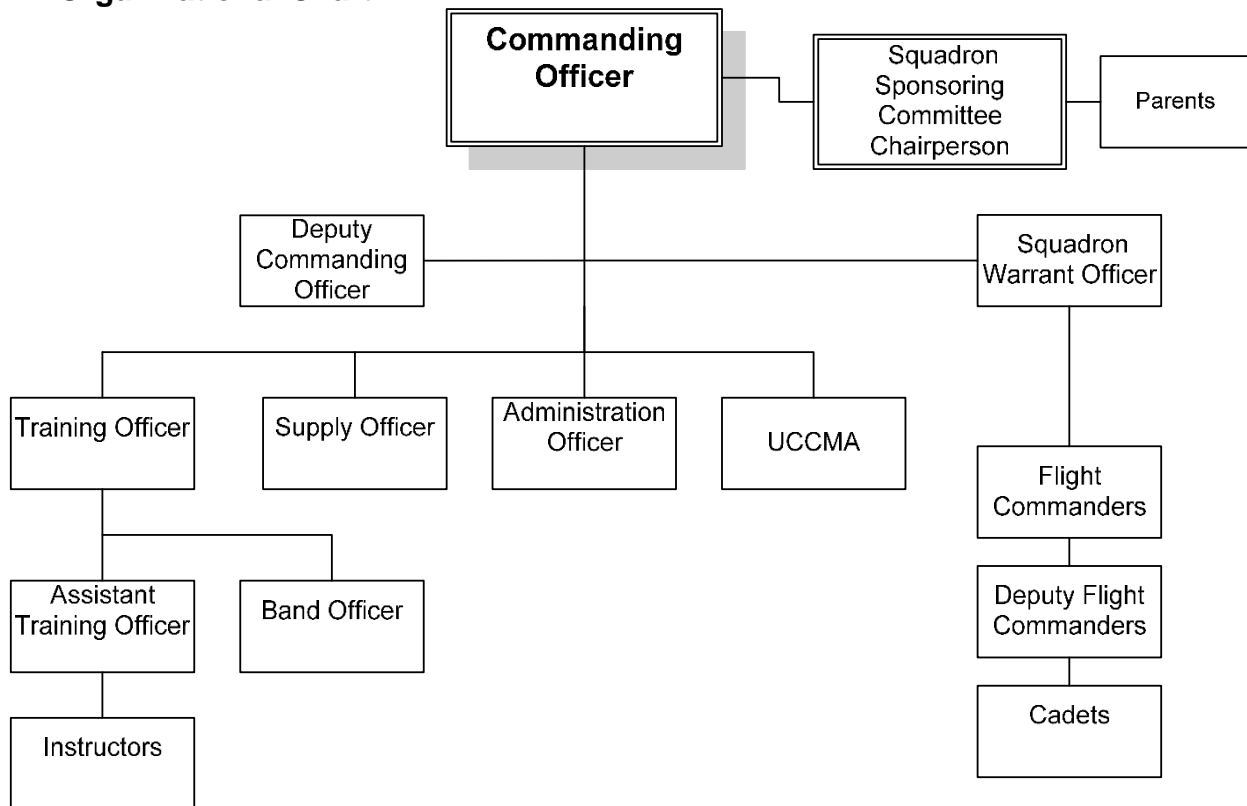
4.0 SQUADRON ORGANIZATION

4.1 Chain Of Command

All personnel shall use the chain of command at all times. Cadets shall know the name and phone number for their Flight Commander and Flight Second-In-Command (2IC) and communicate with them should any problem or question arise. At no time will any personnel address anyone more than one line up the chain of command except for Flight Commanders, Duty NCMs or unless directed by an Officer.

Should a Cadet have a complaint or problem with his or her Flight Commander, he/she may address the problem to the Squadron Warrant Officer. No Cadet shall directly address an Officer without addressing their inquiry to an NCO first.

4.2 Organizational Chart



4.3 Weekly Training Schedule

TIME	EVENT
1815 hrs (6:15 p.m.)	NCO Fall - In
1830 hrs (6:30 p.m.)	Squadron Fall-In (Attendance and Uniform Inspection)
1850 hrs (6:50 p.m.)	Opening Parade
1900-1935 hrs (7 – 7:35 p.m.)	First Period of Instruction
1940-2015 hrs (7:40 – 8:50 p.m.)	Second Period of Instruction
2015 hrs - 2030 hrs (8:15 – 8:30 p.m.)	BREAK
2030 hrs - 2105 hrs (8:30 – 9:05 p.m.)	Third Period of Instruction
2110 hrs-2130 hrs (9:10 – 9:30 p.m.)	Closing Parade Announcements, Clean Up

5.0 ADMINISTRATION

5.1 Ontario Health Insurance Plan (OHIP) Cards

All Cadets are required to carry their OHIP Card while attending any Cadet activity or event, either in or out of uniform. This includes Parade Nights. Failure to be in possession of - will result in the Cadet being restricted from participation in activities and/or being sent home.

5.2 Attendance

Thursday nights are Regular Parade Nights. Attendance for Regular Parades is **MANDATORY** as part of your commitment to this organization. All Cadets, to have the greatest potential for success, are highly encouraged to maintain 100% attendance.

If you need to be excused, you must go to the Squadron website (www.142sqn.ca) no later than 1800hrs on Thursday evening and create your request to be excused on the Excused Absence Form detailing your name, rank, Flight, and the reason for your absence.

Fall-in shall be called at 1830hrs. Cadets should arrive at least 10 minutes before that time to ensure that they are properly dressed, 'de-linted', and ready to go.

Cadets will be dismissed no later than 2140 hrs. The Duty Officer and Duty NCOs will be expected to be available and to ensure the LHQ is vacated promptly and efficiently.

5.2.1 The 30 Day Rule

The Squadron has been directed to more rigorously enforce the provisions of CATO 13-30, Cadets Excused Absence from LHQ Training and CATO 13-01 Cadet Membership.

Current Regulations require that Cadets who are absent – without being excused – for more than 30 days are to be Struck Off Strength (SOS); in other words, released from the Squadron and the Canadian Cadet Movement.

Effective immediately, the Flight Officers will begin calling Cadets who are past the 30 day absentee limit and advise them of their choices:

- a. Return to Parading with the Squadron immediately; or
- b. Apply for Excused Absence if they are eligible; or
- c. Return their uniform and accept Release from Air Cadets.

This action is not to penalize absentees. It is necessary to demonstrate the importance of regular and consistent attendance at mandatory training sessions, in order to successfully participate in the Canadian Cadet Movement.

5.2.2 Excused Absence

If a Cadet is unable to Parade with the Squadron for an extended period of time – due to compassionate, health, family, school, travel or work related circumstances – they may make application to the Commanding Officer for Excused Absence. The CO may approve absences of up to 120 days.

Excused absence is not granted automatically upon request and is at the discretion of the Commanding Officer.

While on Excused Absence, a Cadet:

- a. Is still counted on the effective strength of the Squadron;
- b. May participate in special activities within in the local community, as authorized by the CO;
- c. May be considered for summer courses in competition with other members of the Squadron;
- d. May apply for staff Cadet positions at a CSTC;
- e. May retain their uniform.

5.2.3 Mandatory Events

The Commanding Officer may make other events mandatory. These events will be published in WROs. Mandatory events will include but not be limited to the following:

- a. Tagging;
- b. Poppy Distribution;
- c. Remembrance Day Parade;
- d. Annual Mess Dinner; and,
- e. Annual Review.

If you sign-up for an optional activity, such as a weekend exercise, you are expected to attend unless you are excused by the CO, DCO or activity OPI due to an adequate reason.

Calling as late as an hour before departure shall be avoided whenever possible. While we understand that school must take priority, we meet one mandatory night per week. Continued or frequent occurrences will be monitored and addressed.

5.3 Procedure for Late Arrival

If a Cadet is late on a parade night and has missed the roll call, that Cadet must report directly to the Orderly Room upon arrival and ask the AdminO to have his/her name added to the registered attendance, after which the Cadet must go directly to his/her class.

We call all Cadets reported "Absent" on the attendance register. If you are late, you must ensure that you report to the Orderly Room to ensure that we do not call your home. We call for safety reasons and a call home could cause unnecessary alarm if a Cadet did not take responsibility and observe this procedure.

6.0 DEPORTMENT

Cadets are reminded that whenever they are participating in a Cadet activity or event, at the LHQ, military facility or in the community, they are to conduct themselves in a manner to reflect favourably on the Canadian Cadet Movement, the Squadron and themselves. Any misbehavior by a Cadet reflects poorly on ALL Cadets; appropriate disciplinary actions will be taken, including a written letter placed on the Cadet's file and may result in their suspension or dismissal from the Squadron and Canadian Cadet Movement.

6.1 General

- a) Flight Commanders are responsible for the deportment of those under their command and Cadets are accountable to their Flight Commanders for their deportment;
- b) Cadets shall conduct themselves as model Canadian citizens at all times;
- c) Foul language, abuse, fighting, insolence and rudeness will not be tolerated;
- d) Personnel shall not touch the property of others without expressed permission;
- e) Personnel shall address each other by rank and surname;
- f) All personnel shall ensure they have all their belongings with them prior to leaving the training, event, activity or building;
- g) NCOs shall at all times maintain exemplary deportment;
- h) All personnel are expected to read the Weekly Routine Orders (WROs), and shall follow the timetable included as well as being familiar with the items contained in the WROs;
- i) Chewing gum, spitting, slouching, sauntering, hands in pockets, smoking, walking arm in arm and similar deportment which detracts from the military appearance is unacceptable for personnel while on Cadet time.

6.2 Paying of Compliments

All appropriate military courtesies will be shown by all Officers, CI's, CV's and Cadets accordingly at all times.

Acknowledging rank and use of verbal greetings in non-saluting areas is acceptable and encouraged. Appropriate compliments shall be paid to Officers regardless of whether in or out of uniform. CI's, CV's and SSC members shall also be accorded the same courtesies as a Commissioned Officer through the verbal acknowledgement and greeting. Standing at attention when addressing or being addressed by a superior rank not only shows respect but also demonstrates an atmosphere of professionalism. When a superior rank passes in a non-saluting area, you shall come to attention.

Individual Paying of Compliments

Compliments shall be paid to an Officer whether they are in uniform or not!

When an individual passes an Officer or a group of Officers a proper salute shall be given accompanied with an appropriate eyes right or left. The salute shall be initiated 5 paces ahead of reaching the Officer and the salute brought down 1 pace after passing the Officer, so as to allow the Officer to return the salute before the member has passed him.

When an Officer passes an individual Cadet or a group of Cadets not formed up, the senior Cadet shall call the Cadets to attention, then salute.

If there are no senior Cadets or no one takes the initiative, all come to attention and give a proper salute if in uniform and wearing headdress.

When a senior ranking person enters or exits a room, the senior ranking individual already in the room shall call "**room**" bringing all personnel in the room to attention (whether sitting or standing), all personnel shall remain in this position until told to "**Carry on**". ***This DOES NOT apply to classes undergoing instruction.***

INDIVIDUALS wishing to enter a room in which an Officer is already present shall halt at the door, knock, give a proper salute and ask permission to enter. Individuals leaving a room in which an Officer is present shall face into the room, come to attention, give a proper salute and march off.

Individuals wishing to enter a room in which an NCO is present will do it the same as above, except they will not salute.

6.3 Canteen

The Squadron Canteen shall be considered a RELAXED area to allow all ranks to socialize amongst each other and unwind. The chain of command, while respected, is much more relaxed in the Canteen for this very reason. ALL Cadets are expected to clean up after themselves. Canteen is a privilege and will be treated as such. When in the Canteen line and consuming food items, Cadets will remove their headdress as this is considered to be a Mess.

The Canteen area will be kept clean and all refuse will be disposed of in the proper waste receptacles.

6.4 Movements

- a) **Individuals** – All personnel who find it necessary to move from one area of the building to another shall do so by marching properly in a single file and remembering to pay all compliments as necessary.
- b) **Formations** - When moving from one area to another, formations will be marched by the Non-Commissioned Officer In-Charge (NCOIC). ***All areas of the building are marching areas except for stairwells.***
- c) **Saluting Areas** – The LHQ Saluting Areas will be as follows:
 - All exterior areas of the Armoury and/or MALC;
 - Interior entrance area to the Armoury and/or MALC;
 - All hallways and corridors of the Armoury and/or MALC; and,
 - The Armoury/MALC Parade Square.

7.0 DRESS

The highest standard of dress will be maintained. Dress of the day will be announced in the WROs or the Operations Order for a specific Mission or Field Training Exercise (FTX). Cadets are subject to the Dress Regulations as per CATO 55-04. Cadets will wear clean clothing for every parade night. Shirt and pants will be pressed and boots will be highly polished. Refer to Annex B and Annex C for detailed Dress Regulations.

7.1 Service Cap, Wedge

- a) To be worn on the right side of the head centered front to back;
- b) The lower bottom of the cap is to be in the centre of the forehead;
- c) The front of cap is to be 2.5 cm (1 inch) above the eyebrows;
- d) Wedges are to be **removed** during the following times only:
 - On entering a Mess, Canteen or consecrated building;
 - In non-service buildings, including civil courts
 - By pallbearers only for the period during which the casket is actually being carried;
 - While relaxing in a non-public lounge, eating or drinking;
 - While on a Flight line;
 - When instructed to do so by a senior rank;
- e) Wedges shall **not** be removed when:
 - In public, including public transit and in elevators (including when seated);
 - On Parade night except while eating, drinking or while in a classroom; and,
 - By duty personnel.

7.2 Eyeglasses/Sunglasses

Conservative style eyeglasses may be worn by Cadets requiring use of them. Prescription sunglasses of a conservative style may be worn whenever conditions dictate only by Cadets requiring the use of them. Personnel may wear personal sunglasses, of an approved conservative design, as conditions dictate and at the Commanding Officer's discretion.

7.3 Jewellery

Jewellery shall not be worn while in uniform except Canadian Armed Forces Identity Disks; Medic Alert; wrist watches; Cadet, school, signet, engagement and wedding rings and/or approve by the CAF Dress Regulations.

Only female personnel may wear earrings, and these shall be plain gold, silver or pearl stud earrings. Only one set may be worn, and must be centered on the earlobes; Religious necklaces may be worn under the uniform and out of sight.

7.4 Civilian Clothing

Civilian clothing shall not be worn on parade nights or when instructed to wear a uniform except by Cadets who have not yet been issued with a Cadet uniform.

Civilian clothing shall not be worn with the Cadet uniform, unless directed to do so by the Commanding Officer. Exceptions to this is the wearing of an outer upper body garment to protect against the elements should an issued Cadet parka not be available.

Cadets who have not yet been issued a uniform shall wear a clean and pressed dress white shirt, black tie, black or dark blue dress pants and black dress shoes.

On nights other than parade, Cadets may wear any civilian dress providing:

- It is in good repair;
- Clean and wrinkle free
- Free from obscenities or other markings;
- Of a conservative nature in styling; and,
- Be neat and clean in appearance.

7.5 Combat Clothing – Olive Green (OG107) Pattern

- OG107 Combat clothing may be privately purchased and worn by Cadets when on field operations and while travelling to or from, and on a Canadian Armed Forces Base or other training area for purposes of such training if authorized by the Commanding Officer;
- No headdress or brass shall be worn unless a complete OG107 Combat uniform is worn;
- Complete OG107 Combat clothing consist of Beret with the Air Cadet Cap Badge, OG or midnight blue tee-shirt, combat shirt, combat pants, CAF issued belt or para belt, issued grey socks, CAF combat boots and the issued Air Cadet rank slip-on;
- Other forms of combat headdress may be worn while in training, but only the beret shall be worn in public or on the working side (Garrison) of a Base.
- Boots shall be clean, black and cross laced;
- Other camouflage clothing may be worn by Cadets. If the camouflage clothing is surplus clothing from another nation, the clothing cannot bear a flag of any nation. Cadet insignia, badges or headdress cannot be worn in this dress;
- Knives may be worn as authorized by the Commanding Officer. If authorized, such knives shall not exceed legal limits (6 inches) and shall be worn only in the designated training area; and
- CADPAT (or facsimile) is not authorized for wear by Cadets, CI's or CV's.

8.0 PROMOTIONS

The standards for promotion are contained in CATO 13-02. Promotion to ranks up to and including Flight Sergeant (F/Sgt) will be awarded on the basis of level qualification and good standing in training. Promotions to Warrant Officer ranks will be based on qualification, merit and the recommendation of an interview board. Promotion to any rank is **not automatic**, regardless of the Cadet's qualifications.

Except under exceptional circumstances, a Cadet will only be promoted one rank at a time.

ANNEX A

142 Mimico 'Determination' Squadron Band Standing Orders

Overview

These procedures are being written in order to facilitate the operation of the 142 Mimico 'Determination' Squadron Band in any eventuality. These procedures are a guideline and any discrepancies, misunderstandings, or points of confusion are to be brought to the attention of the undersigned immediately.

Disclaimer

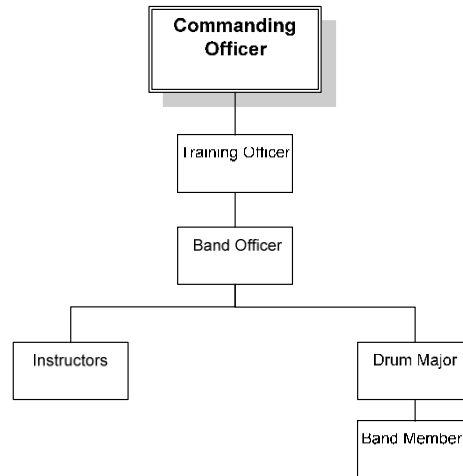
This order is a guideline and is not to be taken as the final authority on the 142 Mimico 'Determination' Squadron Band. The final authority on the operation of the Band is the Commanding Officer, or designate. This Order does not, in any way, conflict or supersede any CATO, CRCO, QRO, etc. that govern the conduct and operation of all Cadet Bands in the Canadian Cadet Movement.

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Section 1

Band Organizational Chart



Section 2

Terms of Reference

Section 2.1 Band Officer

- 1) The Band Officer (BandO) is responsible to the CO through the TrgO, for all aspects of the Squadron's music training regardless of the location or duration;
- 2) All orders issued by the BandO will be cleared by the CO or their designate;
- 3) The BandO will provide and post a detailed schedule for all Band activities a minimum of four (4) weeks prior to the event or class;
- 4) Will design, record and manage the musical training syllabus to aid the band members through the Cadet Musician levels of certification through organization, management, administration and efficiency;
- 5) To provide to the TrgO, a list for the required acquisition and maintenance of the Band equipment, instruments, folios, lyres and maces;
- 6) To catalogue and control, all music and musical equipment;
- 7) Provide direction to the Drum Major who conducts the band during practices to ensure that the band is well rehearsed and prepared to perform at the Regional Band Competition, Annual General Review and other events through requests and entrances;
- 8) To maintain proper dress and deportment and Drill Standards for the Squadron Band members as per CATO 55-04 (Dress) and CFP 202 and CFP 201 (Drill); and,
- 9) Discipline and welfare of band;

Section 2.2 Drum Major

Responsibilities:

- 1) Helps to ensure that proper dress and deportment, drill and behavior standards are maintained;
- 2) Recruiting for band members;
- 3) The Drum Major is responsible to the BandO;
- 4) Maintains control of the band at practices, parades and other functions;
- 5) Ensures that the Band members are prepared having the proper music in order and helps to maintain the instruments and folios;
- 6) The Drum Major ensures that attendance is taken at practices and events;
- 7) Contacts band members to inform them of the time and location of all practices and events;
- 8) Maintain and update nominal role, advises Squadron AdminO of any changes

Section 2.3 Band Instructors

- 1) Are Responsible to the BandO;
- 2) Are to ensure the level of musicianship in the band is of the highest possible level;
- 3) To assist any Cadets who may be having difficulties with their playing abilities during optional training hours;

Section 3: Procedure Notes

Section 3.1 Supply Procedures

- 1) All items on loan, issued by BandO or designate, will be recorded on a CAF Temporary Issue Card. The Cadet and parental/guardian will be required to sign the CAF Temporary Issue Card;
- 2) Band equipment stored in a Band room are under control of the BandO;
- 3) Band equipment stored in the Squadron Stores are under the control of the SupO;
- 4) All equipment is to be returned to the Squadron prior to summer stand down;
- 5) Should a Cadet leave the Band, all equipment on loan must be returned immediately;
- 6) The Drum Major's 'sash' and 'mace' are to be signed out from SupO only as required for performances, parades or practices;
- 7) Hand out standard music needed by all Cadets: General Salute, The Royal Anthem, the National Anthem, RCAF March Past, the Act of Remembrance (Trumpets/Bugles only), the Airman's Prayer, and demonstration piece; and,
- 8) Other music handed out as necessary.

Section 4: Care for Equipment

Section 4.1 Care for Music

- 1) All music sheets issued to Cadets will be returned in the same condition it was issued, exclusive of normal wear and tear;
- 2) All music sheets, when not in use in practice, shall be stored in either a protective folder or sleeve or stored properly in the Cadets' flip book; and,
- 3) All issued music sheets and music protectors (i.e. flip books, folders, etc.) will be returned before summer stand down.

Section 4.2 Care for Instruments and Property

- 1) Any Cadet issued with an instrument will take the utmost care in its use and handling;
- 2) Each Cadet will receive instructions on instrument care from the BandO and/or Drum Major when initially issued with the instrument;
- 3) If a Cadet is having difficult with their instrument, they must bring it to the attention of the BandO immediately; and,
- 4) Any Cadet who breaks, damages, or otherwise misuses an instrument so that it becomes unserviceable, will be responsible for the cost of repairs or replacement of the instrument. This is outlined in the loan agreement signed by the Cadet's parents, the BandO and the SSC Chairperson.

Section 5: Bandsmen Expectations

Section 5.1 Weekly Practice Attendance Requirements

- 1) Cadets are expected to maintain a 70% attendance record at all scheduled Band practices;
- 2) If a Cadet is not going to be at a scheduled practice, they are to contact the Drum Major directly, who in turn will notify the BandO;
- 3) If a Cadet misses three (3) scheduled practices in a row without being excused, they will have a meeting with the BandO and the DCO for counselling related to their absences and commitment to the Band;

Section 5.2 Training Requirements

- 1) Cadets who are in the Band are also expected to maintain the required attendance at LHQ mandatory training nights, FTX's and other activities and/or events. Attendance is taken into consideration for the successful completion of the training year. Participation in the Band, like all other Optional Training Activities is optional for the Cadet to join. The attendance standard at Optional Training Activities is maintained to ensure the optimal performance and success of that specific activity;
- 2) Cadets are also expected to maintain a 60% mark in all of their classes at the LHQ. The standard is the same for all Cadets, whether or not they participate in an Optional Training Activity;
- 3) Cadets are expected to practice approximately 3 hours each week in between scheduled Band practices;
- 4) If they have trouble meeting these practice requirements, they are to inform the BandO in order to seek out assistance in maintaining their skills; and,
- 5) All Cadet Band members are expected to attend a minimum of 80% of all performances outside of the LHQ performances.