

903 SQUADRON STANDING ORDERS

Commanding Officers Message

1. Squadron Standing Orders are promulgated to set out regulations particular to this squadron.
2. The Standing Orders are to be reviewed by all members of the Squadron prior to 31 October of each training year.
3. All personnel shall acquaint themselves with, obey and enforce these orders. Breaches will be dealt with accordingly and ignorance of the contents of these orders will not be accepted as an excuse for failure to obey them.
4. Personnel are expected to interpret 903 Squadron Standing orders intelligently, bearing in mind that no order can provide for every situation or emergency or replace sound judgment and efficient supervision. Personnel are expected to use their common sense in unusual or emergency situations.
5. All Cadets, Civilian Instructors and COATS members who perceive a need to amend the Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, the Standing Orders will be amended accordingly.

These Standing Orders will be in effect upon publication.

903 SQUADRON STANDING ORDERS

INTRODUCTION

References:

1. Queens Regulations and Orders Cadets - QR&O (Cadets)
2. Canadian Forces Administrative Orders – CFAO's
3. Cadet Policies and Procedures
4. Prairie Administrative Instructions – PAI's
5. Cadet Administrative and Training Orders – CATO's
6. Defense Administration and Orders DAOD's
7. Drug and Alcohol Policy for Air Cadets
8. Security Orders for the Canadian Forces - A-SJ-100-001/AS-000
9. Canadian Forces Dress Instructions - A-AD-265-000/AG-001
10. Dress Regulations for Royal Canadian Air Cadets – CATO 55-04 (March 2005)

1. AIM

These orders are promulgated in order to define the aspects of the unit organization, regulations and terms of reference that do not change frequently and promote the efficient operation of the Squadron.

2. BOUNDARIES

Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron and all other locations used from time to time by the Squadron.

3. JURISDICTION

These orders are issued by the CO, 903 RCACS and have effect on all personnel on strength with or attached to this unit while on any Cadet activity within the boundaries defined above. These orders supplement any orders issued by NDHQ or the Cadet Training Division. These orders also will apply to any visiting Officers or Cadets while in the Squadron areas.

4. DISTRIBUTION AND AMENDMENT

These orders will be in effect upon promulgation and supersede any previous orders that may have been issued. Copies of these orders are available from the Duty Personnel or from the Squadron Office and it is the responsibility of all personnel to read and become familiar with these orders. Knowledge of these orders will be assumed from the date of promulgation and lack of such familiarity will not constitute excuse or contravention.

These orders will be amended as required. All suggestions for amendment must be submitted to the CO and will be promulgated by the Officer of Prime Importance (OPI). All the above references will apply equally to all amendments.

5. CONFLICT

If a conflict occurs between these orders and an order or regulation promulgated by another Canadian Forces Organization (NDHQ, RCSU NW, etc.) or an authorized civilian organization (Air Cadet League, Police, etc.), the higher authority shall prevail.

7. AUTHORITY

The Commanding Officer of 903 RCACS under the authority of QR&O's article 4.20 issues.

8. STANDARDS

Cadets should learn respect for having honor and character. A cadet must possess such qualities as loyalty, honesty, integrity, obedience, perseverance and ethical respect of the rights of others. These desirable qualities will be a product earned through association and training. A strong effort put forth by each cadet in squadron activities and training, will have a profound effect in molding an excellent cadet.

Captain Charlie-Mae Wilson
Commanding Officer
903 Strathmore RCACS

TABLE OF CONTENTS

100 Personnel

- 101. Duties And Responsibilities
- 102. Command And Control
- 103. Chain Of Command
- 104. Duty Personnel
- 105. Promotions
- 106. Appointments
- 107. Committees

200 Terms of Reference - Officers

- 201. Commanding Officer
- 202. Deputy Commanding Officer
- 203. Administration Officer
- 204. Supply Officer
- 205. Chief Training Officer
- 206. Operations Officer
- 207. Assistant Training Officer
- 208. Unit Cadet Conflict Management Advisor
- 209. Band Officer
- 210. Assistant Band Officer
- 211. Chief Range Safety Officer
- 212. Range Safety Officers
- 213. Flight Operations Officer/Chief Pilot
- 214. Familiarization Pilots
- 215. Sports Officer
- 216. Color Guard Coordinator
- 217. Drill Team Coordinator
- 218. First Aid Team Coordinator
- 219. Public Speaking Coordinator
- 220. Duke Of Edinburgh Program Coordinator
- 221. Duty Officer

300 Terms of Reference - Cadets

- 301. Squadron Commander
- 302. Squadron Deputy Commander
- 303. Squadron Adjutant
- 304. Squadron Warrant Officer
- 305. Flight Commander
- 306. Flight Sergeant
- 307. Flight Section Leader
- 308. Drum Major
- 309. Color Guard Commander
- 310. Drill Team Commander
- 311. Range Team Commander
- 312. First Aid Team Commander
- 313. Sports Team Commander
- 314. Duty Sergeant
- 315. Duty Corporals
- 316. Duty Flight

400 Squadron Operations

- 401. Squadron Routine
- 402. Dress Regulations
- 403. Department
- 404. Paying Of Compliments
- 405. NCO Mess
- 406. Canteen

- 407. Classroom Upkeep
- 408. Use Of Private Vehicles
- 409. Recruiting
- 410. Commendation Procedures
- 411. Disciplinary Procedures
- 412. Disciplinary Issues
- 413. Defaulters Parade
- 500 Squadron Exercises and Activities
- 501. General
- 502. Exercise Participation
- 503. Permission Forms
- 504. Kit Lists
- 505. Conducting Officer's Responsibility
- 506. Familiarization Gliding
- 507. Familiarization Flying
- 508. Physical Fitness Training
- 509. First Aid Training
- 510. Survival Training
- 511. Band Training/Participation
- 512. Range Training
- 600 Administration
- 601. Correspondence
- 602. Facsimiles (FAXes)
- 603. E-Mail
- 604. Telephone Answering System
- 605. Squadron Internet Web Site
- 606. Photocopying
- 607. Bulletin Boards
- 608. Out Of Bounds Areas
- 609. Attendance
- 610. Fraternization
- 611. Summer Camps
- 612. Scholarships
- 700 Supply
- 701. Hours Of Operation
- 702. Care And Use Of Uniform
- 703. Training Stores
- 704. Care And Use Of Equipment
- 800 Finance
- 801. Budget
- 802. Purchases
- 803. Tag Days/Fund Raising Activities
- 804. Annual Insurance Assessment
- 805. Hardship
- 806. Insurance
- 900 Facilities
- 901. General
- 902. Visitors
- 903. Other Facilities
- 904. Cleanliness And Security
- 1000 Security
- 1001. General
- 1002. Movement Control
- 1003. Document Control
- 1004. Physical Security
- 1005. Communication Security

- 1006. Computers
- 1100 Range
- 1101. Introduction
- 1102. Location And Definitions
- 1103. Range Control
- 1104. Range Safety
- 1105. Emergency And Medical
- 1106. Authorized Weapons And Ammunition
- 1107. Ammunition Control
- 1108. Weapon Maintenance
- 1109. Range Training
- 1110. Firing Procedure
- 1111 Small Arms & Small Arms Ammunition
- NDSI 65 STORAGE AND TRANSPORT OF RIFLES
- 1200 Fire Orders
- 1201. General
- 1202. Unit Fire Prevention Officer
- 1203. Posting Fire Orders
- 1204. Fires
- 1205. Responsibilities
- 1206. Fire Protection
- 1207. Action On Discovery Of Fire
- 1208. Fire Prevention Officer
- 1209. Evacuation Of Building - Assemble And Personnel
- 1210. Fire Duties On Assembly
- 1211. All Clear
- 1212. Fire Fighting Equipment

100 Personnel

101. Duties and Responsibilities

1. The Commanding Officer (CO) is directly responsible to the Commander, Regional Cadet Support Unit (RCSU) Northwest, Winnipeg, MB through the Region Commander and his/her subordinates, the Officer in Charge – Southern Alberta and Zone Training Officers
2. The CO of 903 RCACS is responsible for the command, control, and administration of all 903 RCACS functions and activities whether he/she is present or not. The CO will from time to time delegate command, control, and administrative responsibilities to other officers who will, in return, be responsible to the CO for their actions.
3. A subordinate officer will be delegated by the CO to be Deputy Commanding Officer (DCO) of 903 RCACS when necessary. This officer will be responsible for the operation of the Squadron in the absence of the CO. This officer will be directly responsible to the CO for his/her actions and decisions.
4. All Officers, CIs and VIs are personally responsible for the execution of duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.
5. All Officers are expected to be on duty on training parade nights from 1815 - 2145 hr. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible. Staff members should also be available for admin duties on Mondays from 1830 – 2100 hrs.
6. All officers and staff are expected to be present at support and optional training activities as required, and as individual schedules permit. These activities include survival exercises, citizenship tours, parades, community support activities and competitions.

102. Command and Control

1. The CO should be the only person to directly contact the Regional Cadet Support Unit (RCSU) or the Officer in Charge – Southern Alberta concerning Squadron affairs. Other personnel may contact the Zone Training Officer (ZTO), or Area Elemental Advisor (AEA) as directed by the CO.
2. Contact with the Air Cadet League concerning Squadron affairs shall be made through the CO. Other

personnel must obtain prior permission from the CO before contacting the Air Cadet League in regards to Squadron affairs.

3. Contact with the Parents Committee should be made through the CO. Contact with the Squadron staff by the Parents Committee should be made through the CO. Cadets may contact the Parents Committee directly but the CO must be advised of the subject of said contact.

4. The CO has a right to expect the support of all personnel under his/her command. Personnel are to conduct themselves in a manner that is not detrimental to the unit's efficiency or in a manner that would bring discredit to the unit and/or the Canadian Forces.

5. In any decision making process the CO may seek suggestions from others and consider those suggestions if the situation warrants. However, it must always be the CO who makes the final decision and bears responsibility for it.

103. Chain of Command

1. All Officers report directly to the CO.

2. The Squadron Commander (Sqn Com) reports directly to the CO.

3. The Deputy Squadron Commander (Sqn D/Com) reports directly to the Sqn Com and to the Trg O.

4. The Squadron Adjutant (Sqn Adj) reports directly to the Sqn D/Com and to the AdmO.

5. The Squadron Warrant Officer (SWO) reports directly to the Sqn Com.

6. The Flight Commander (Flt Com) reports directly to the Sqn D/Com.

7. The Flight Sergeants (Flt Sgt) reports directly to the Flt Com.

8. The Flight Section Leaders (Flt Sec Ldr) reports directly to the Flt Com.

9. All other Cadets report through their Flight NCOs and Flt Com to the SWO, the Sqn D/Com and the Sqn Com.

10. All Cadets may request an interview with the Squadron Officers through the Flight NCOs. Such requests shall not be unduly withheld. All requests for interview with the CO or other Squadron Officers shall proceed as follows:

a. If the subject of the request is of a personal nature, it only need be identified as such to the Flight NCO. The Flight NCO must then notify the Sqn Com of the request, who will in turn notify the CO. Request of a personal nature must be forwarded to the CO at the earliest possible opportunity.

b. If the subject is not of a personal nature, the subject of the request must be identified to the Flight NCO. The Flight NCO will then either action the request or send request to the Flt Com who may either action the request or forward it as follows:

i. Training - via the Sqn D/Com to the Trg O.

ii. Administrative - via the SWO to the AdmO.

iii. Supply - via the SWO to the Sup O.

iv. Other - via the Sqn Com to the CO.

c. All Cadets may request interviews with Unit Cadet Conflict Management Advisor (UCCMA) directly.

104. Duty Personnel

1. All Squadron Officers and designated CIs, with the exception of the CO, will perform the duties of the Duty Officer (Duty O).

2. All Squadron Corporals and Sergeants will perform the duties of the Duty NCOs. All Flights will perform the duties of the Duty Flt.

3. The Duty Personnel are directly responsible for the efficient operation of the Squadron. The Duty Personnel are to ensure that the Training is carried out in accordance to the published Parade Schedule. The Duty O is the COs direct representative and will report directly to the DCO any observations of the Squadron operations.

4. The AdmO will maintain a roster for Duty Personnel rotation and promulgate it in Squadron Monthly Routine Orders (MROs). Changes to the roster must be reported to the AdmO as soon as possible. If any of the Duty Personnel cannot appear for their duty assignment, the next person on the rotation as promulgated in the MROs will assume the duties.

5. The Duty O is to report for duty by 1800 hr on the day of his/her duty and to remain until the last Cadet departs for home.

6. The Duty NCOs will report to the Duty O by 1815 hr and will assist the Duty O in conducting his/her

duties. The Duty NCOs are responsible for ensuring that the Squadron Rolls are returned to the AdmO no later than 2000 hrs.

7. Complete details of the duties and Terms of Reference for all Duty Personnel are contained in Section 200 and 300 of these orders.

8. The AdmO will hold the master copies of the duties of the Duty O, Duty Sergeant, and Duty Corporals.

105. Promotion

1. All promotions will conform to regulations set out in the CATO's, and Squadron promotion requirements.

2. The final decision for all promotions rests with the CO.

106. Appointments

1. Staff and Cadets will be appointed to commanding or supervising positions in the Squadron as required. These appointments may be either permanent or temporary, depending on the nature of the position.

2. The final decision for all appointments rests with the CO.

3. Complete details of the duties and Terms of Reference for most Squadron appointments are contained in Section 200 and 300 of these orders.

107. Committees

1. From time to time, special committees will be set up to organize Squadron functions or special events. Committees may be requested by either NCOs or Staff, but must be approved by the CO.

2. All Squadron committees shall either elect or appoint personnel to the following positions:

a. Chairperson

b. Vice Chairperson

c. Recording Secretary

d. Staff or Sponsoring Committee supervisor

3. Minutes shall be recorded at all committee meetings and a final copy of the minutes shall be forwarded to the CO no later than one week following a meeting.

4. All decisions and recommendations made by a committee must be approved and/or authorized by the CO.

5. Any request for funds from a committee must be forwarded through the CO to the Sponsoring Committee.

200 Terms of Reference - Officers

201. CO

1. The CO of an Air Cadet unit shall:

a. Comply with regulations and orders as issued by the Minister of National Defence, and the Canadian Forces;

b. Keep Officers, CIs, CVs, and Cadets fully acquainted with regulations and instructions issued by higher authority;

c. Keep the Sponsoring Committee informed of the progress of the Cadet unit;

d. Bring to the notice of the Sponsoring Committee and the appropriate military authority any Officers or Instructors who are distinguished for proficiency in their duties or who, from incapacity or apathy, are deficient in the knowledge of their duties, or do not afford him the support which he has a right to expect, or who conduct themselves in a manner detrimental to the units efficiency or which would bring discredit to the unit and/or the Canadian Forces;

e. Recommend enrolment, appointment, promotion, posting, transfer, and release of Officers of the Cadet unit;

f. Recommend the appointment and release of CIs and CVs;

g. Appoint qualified Officers to the following particular duties, ensuring deputies are provided during prolonged absence:

i. Administrative Officer (AdmO);

- ii. Supply Officer (Sup O); and
- iii. Training Officer (Trg O)
- h. Supervise and control all duties of personnel under their command;
- i. Ensure that proper supply, administration, and training procedures are carried out;
- j. Maintain records showing the strength of the Cadet unit, the name, age, date of enrolment and departure of each Cadet, the names of Cadets who have joined the Canadian Forces, and such other personnel information as is required to enable periodical returns to be completed;
- k. Maintain records of attendance for instruction and the training progress of each Cadet;
- l. Ensure that prescribed medical examinations and re-examinations are carried out;
- m. Immediately report all injuries (incurred during unit training) that require emergency medical treatment to the ACO;
- n. Report the death of any Officer, CI, VI, or Cadet to ACA;
- o. Ensure that:
 - i. Equipment is not demanded in excess of needs;
 - ii. Equipment is properly safeguarded;
 - iii. Members of the Cadet unit on ceasing active participation in a Cadet organization return all public property issued to them; and
 - iv. Records of equipment are kept in accordance with instructions.
- p. Ensure that returns are promptly and regularly made;
- q. Report loss or damage of DND equipment to support base/station immediately on discovery;
- r. Be the holder of the units Distribution Account;
- s. Foster and maintain good public relations;
- t. Ensure another Officer on the unit staff is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command;
- u. Ensure a thorough turn-over to successor; and
- v. Undertake other duties assigned by lawful authority.

202. Deputy CO (DCO)

1. The DCO will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.
2. DCO shall be responsible for:
 - a. Supervision of overall Squadron operations on behalf of the CO;
 - b. Assist sections as required IAW evaluations;
 - c. Coordinate Squadron ceremonial parades;
 - d. Maintain a high level of discipline, dress and efficiency in the Squadron at all times;
 - e. Ensure that all directives issued by the CO are being carried out;
 - f. Conduct of investigations and enquiries;
 - g. Supervision and control of Squadron staff and cadet discipline;
 - h. Overseeing the operation of the NCO mess; and
 - i. Undertaking such other duties as directed by the CO.
 - j. The DCO shall also act as the Squadron Standards Officer.

3. Administration Officer (AdmO)

1. The AdmO will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties. AdmO shall be responsible for:
 - a. Maintaining an adequate stock of forms required for the administration of the Cadet unit;
 - b. Circulation of all incoming and outgoing correspondence orders or directives;
 - c. The custody and control of all relevant publications and the entering of amendments on receipt;
 - d. The accessibility of reference material to instructional staff;
 - e. Maintaining the units filing system including but not limited to
 - attendance records of CIC officers, CIs and cadets;
 - personal file(FORTRESS) on each member of the cadet unit;
 - mail register ; and
 - phone log

- f. Preparing and expediting all reports, returns, documents, and other correspondence for the COs signature;
- h. Ensuring prompt and proper submission of all claims;
- i. Advising the Sup O and Trg O of names of Cadets enrolled or released;
- j. Initiating a unit duty roster; including Duty Officer, Duty NCOs and its promulgation and
- k. Undertaking such other duties as directed by the CO.
- l. The AdmO shall prepare a budget for the years administrative expenses and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

4. Supply Officer

1. The Sup O will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties. Sup O shall be responsible for:
 - a. Maintaining the following records affecting the accounting of material on issue or temporary loan to the Cadet unit:
 - i. Voucher Register,
 - ii. Voucher Files,
 - iii. Customer Account, and
 - iv. Individual Loan Cards
 - b. Demanding, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;
 - c. Conducting Cadet kit inspections at least once annually;
 - d. Ensuring the security and proper care of all material in particular weapons and ammunitions;
 - e. Issuing, exchanging and receiving material;
 - f. Undertaking measures for recovering uniforms of Cadets no longer parading with unit;
 - g. Arranging for unit Account Verifications at:
 - i. Designated intervals,
 - ii. On appointment of a Sup O' and
 - iii. On change of CO;
 - h. Submitting a written report to the CO on discovery of loss or damage to materiel;
 - i. Preparing and submitting to the CO all write-off documents; and
 - j. Undertaking such other duties as directed by the CO.
 - l. The Sup O shall prepare a budget for the years supply administration and capital acquisition. This budget shall be forwarded to the CO prior to the start of each training year.

205. Training Officer

1. The Trg O will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.
2. Trg O shall be responsible for:
 - a. Developing a training program (Squadron Training Plan) in accordance with established Cadet training directives;
 - b. Preparing and maintaining the annual training charts and records;
 - c. Planning the monthly training schedule and assigning qualified instructors to individual courses;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - e. Maintaining records showing attendance and training progress of each Cadet;
 - f. Arranging to obtain guest speakers and other voluntary instructors to supplement unit staff;
 - g. Advising the CO on exercises and citizenship tours as well as coordinating unit special training projects;
 - h. Selecting and submitting demands for training films and other visual aids;
 - i. Ensuring the Cadet unit is in possession of all required training material and reference manuals;
 - j. Ensuring the ongoing individual training and development of all instructional staff;
 - k. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;

- l. Compiling all training and examination results;
- m. Organizing Cadet unit drill, ceremonial parades and inspections;
- n. Ensuring that the training program is completed; and
- o. Undertaking such other duties as directed by the CO.
- p. The Trg O shall prepare a budget for the years training activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

206. Operations Officer

1. The Ops O will be appointed by the CO and shall be responsible to the DCO for carrying out all assigned duties.
2. Ops O shall be responsible for:
 - a. Procurement of pertinent information for Squadron supplementary training activities from activity OIC's and ensure all required paperwork is submitted to the proper authorities;
 - b. Ensuring that the OPI is afforded sufficient lead time to assign sufficient Officer and NCO staff to attend all non-regular Squadron activities;
 - c. Reviewing the OPIs Operations Order for completeness and forwarding said order to the CO, sufficiently in advance of the activity;
 - d. When required, ensuring an After Action Report is completed by the OPI and submitted within a reasonable time following the activity;
 - e. Ensure that Lvl O's receive Nominal Rolls to enable the recording the attendance by Cadets at all non-regular Squadron activities on the Cadet Training Records; and
 - f. Undertaking such other duties as directed by the DCO or the CO.
 - g. The Ops O may make suggestions on improving the Squadron Training Plan in conjunction with the Trg O.
 - h. The Ops O will be in constant communication with the Trg O and the CO on all matters pertaining to non-regular Squadron activities.

207. Assistant Training Officer

1. The ATrg O will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. ATrg O shall be responsible for:
 - a. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - b. Maintaining records showing attendance and training progress of each Cadet;
 - c. Advising the Trg O on exercises and citizenship tours as well as coordinating unit special training projects;
 - d. Compiling all training and examination results; and
 - e. Undertaking such other duties as directed by the Trg O or the CO.
 - f. The ATrg O may make suggestions on improving the Squadron Training Plan in conjunction with the Trg O
 - g. The ATrg O will be in constant communication with the Trg O on all matters pertaining to the administrating of the Squadron Training Plan and Cadet Training Records.

208. Unit Cadet Conflict Management Advisor (UCCMA)

1. The UCCMA will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties
2. UCCMA shall be responsible for:
 - a. All duties and functions IAW DAOD 5012-0, PAI 102.12 and CATO 13-24
3. All Squadron personnel may seek the advice and guidance of the UCCMA directly, without going through the chain of command, for all matters respecting sexual abuse, harassment, or human rights issues.

209. Band Officer

1. The Band O will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. Band O shall be responsible for:
 - a. Developing and maintaining the band-training program in accordance with established Cadet band training directives;
 - b. Ensuring all band training parades and activities are properly supervised;
 - c. Maintaining records showing attendance and training progress of each Cadet;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - e. Advising the CO on exercises and citizenship tours as well as coordinating band special training projects;
 - f. Ensuring the Cadet unit is in possession of all required band material and reference manuals;
 - g. Ensuring the ongoing individual training and development of all band instructional staff;
 - h. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
 - i. Compiling all band training and examination results;
 - j. Organizing band competitions, concerts and ceremonial parades;
 - k. Assisting and supervising the Drum Major in the organization and preparation of the Band;
 - l. Music selection for all Squadron parades and concerts; and
 - m. Undertaking such other duties as directed by the Trg O or the CO.
3. The Band O shall prepare a budget for the years band activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

210. Assistant Band Officer

1. The A Band O will be appointed by the CO and shall be responsible to the Band O for carrying out all assigned duties.
2. A Band O shall be responsible for:
 - a. Ensuring all band training parades and activities are properly supervised;
 - b. Maintaining records showing attendance and training progress of each Cadet;
 - c. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - d. Ensuring the ongoing individual training and development of all band instructional staff;
 - e. Compiling all band training and examination results;
 - f. Undertaking such other duties as directed by the Band O or the CO.

211. Range Safety Officer

1. The Chief RSO will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.
2. Chief RSO shall be responsible for:
 - a. Developing and maintaining the range training program in accordance with established Cadet range training directives;
 - b. Ensuring all range training activities are properly supervised and that the Range Standing Orders are followed;
 - c. Ensuring all range equipment is properly maintained;
 - d. Timely completion of the DND quarterly stocktaking of small arms;
 - e. Maintaining records showing attendance and training progress of each Cadet;
 - f. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - g. Advising the CO on exercises and citizenship tours as well as coordinating range special training projects;
 - h. Ensuring the Cadet unit is in possession of all required range material and reference manuals;
 - i. Ensuring the ongoing individual training and development of all range instructional staff;
 - j. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
 - k. Compiling all range training and examination results;

- l. Organizing range competitions;
 - m. Assisting and supervising the Range Team Commander in the organization and preparation of the range team; and
 - n. Undertaking such other duties as directed by the Trg O or the CO.
3. The Chief RSO shall prepare a budget for the years range activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

212. Assistant Range Safety Officers

1. The RSOs will be appointed by the CO and shall be responsible to the Chief RSO for carrying out all assigned duties.
2. RSOs shall be responsible for:
 - a. Ensuring all range training parades and activities are properly supervised and that the Range Standing Orders are followed;
 - b. Ensuring all range equipment is properly maintained;
 - c. Maintaining records showing attendance and training progress of each Cadet;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - e. Ensuring the ongoing individual training and development of all range instructional staff;
 - f. Compiling all range training and examination results;
 - g. Undertaking such other duties as directed by the Chief RSO or the CO.

213. Flight Operations Officer / Chief Pilot

1. The Flt Ops O will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.
2. Flt Ops O shall be responsible for:
 - a. Overseeing all Squadron flying activities, including familiarization flying, gliding, flying scholarship training.
 - b. Ensuring all Squadron pilots maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
 - c. Maintaining records showing attendance and training progress of each Cadet;
 - d. Ensuring the ongoing individual training and development of all flying staff;
 - e. Ensuring that there are always sufficient funds at the flying club;
 - f. Provide regular updates to the CO of all moneys spent on flying operations, including prompt submission of receipts; and
 - g. Undertaking such other duties as directed by the CO.
3. The Flt Ops O shall prepare a budget for the years flying activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

214. Familiarization Pilots

1. The Familiarization Pilots (Fam Pilots) will be appointed by the CO and shall be responsible to the Chief Pilot for carrying out all assigned duties.
2. Fam Pilots shall be responsible for:
 - a. Assisting in the operation of all Squadron flying activities, including familiarization flying, gliding, flying scholarship training.
 - b. Ensuring to maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
 - c. Maintaining records showing attendance and training progress of each Cadet;
 - d. Provide regular updates to the Chief Pilot of all moneys spent on flying operations, including prompt submission of receipts; and
 - e. Undertaking such other duties as directed by the Chief Pilot or the CO.

215. Sports Officer

1. The SptsO will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.

2. SptsO shall be responsible for:
 - a. Developing and maintaining the sports training program in accordance with established Cadet training directives;
 - b. Ensuring all sports training parades and activities are properly supervised;
 - c. Ensuring all sports equipment is properly maintained;
 - d. Maintaining records showing attendance of each Cadet;
 - e. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - f. Advising the CO on exercises and citizenship tours as well as coordinating sports special training projects;
 - g. Ensuring the Cadet unit is in possession of all required sports material and reference manuals;
 - h. Ensuring the ongoing individual training and development of all sports instructional staff;
 - i. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
 - j. Compiling all sports training and examination results;
 - k. Organizing sports competitions;
 - l. Assisting and supervising the Sports Team Commander in the organization and preparation of the sports team; and
 - m. Undertaking such other duties as directed by the Trg O or the CO.
3. The Spts O shall prepare a budget for the years sports activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

216. Color/Flag/Guard Coordinator

1. The Clr Grd Coord will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. Clr Grd Coord shall be responsible for:
 - a. Developing and maintaining the annual color guard program in accordance with established Cadet drill training directives;
 - b. Ensuring all color guard training parades and activities are properly supervised;
 - c. Maintaining records showing attendance of each Cadet;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - e. Advising the CO on exercises and citizenship tours as well as coordinating color guard special training projects;
 - f. Ensuring the ongoing individual training and development of all color guard instructional staff;
 - g. Organizing color guard ceremonial parades;
 - h. Assisting and supervising the Color Guard Commander in the organization and preparation of the color guard; and
 - i. Undertaking such other duties as directed by the Trg O or the CO.
3. The Clr Grd Coord shall prepare a budget for the years color guard activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

217. Drill Team Coordinator

1. The Drill Tm Coord will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. Drill Tm Coord shall be responsible for:
 - a. Developing and maintaining the annual drill team program in accordance with established Cadet drill training directives;
 - b. Ensuring all drill team training and activities are properly supervised;
 - c. Maintaining records showing attendance of each Cadet;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - e. Advising the CO on exercises and citizenship tours as well as coordinating drill team special training projects;
 - f. Ensuring the ongoing individual training and development of all drill team instructional staff;

- g. Organizing drill team competitions and ceremonial parades;
 - h. Assisting and supervising the Drill Team Commander in the organization and preparation of the drill team; and
 - i. Undertaking such other duties as directed by the Trg O or the CO.
3. The Drill Tm Coord shall prepare a budget for the years drill team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

218. First Aid Coordinator

1. The FAC will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. FAC shall be responsible for:
 - a. Developing and maintaining the annual first aid team program in accordance with established St. John.s Ambulance first aid training directives;
 - b. Ensuring all first aid team training parades and activities are properly supervised;
 - c. Maintaining records showing attendance of each Cadet;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
 - e. Advising the CO on exercises and citizenship tours as well as coordinating first aid team special training projects;
 - f. Ensuring the ongoing individual training and development of all first aid team instructional staff;
 - g. Organizing first aid team competitions and demonstrations;
 - h. Assisting and supervising the First Aid Team Commander in the organization and preparation of the first aid team; and
 - i. Undertaking such other duties as directed by the Trg O or the CO.
3. The FAC shall prepare a budget for the years first aid team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

219. Effective Speaking (ES) Coordinator

1. The ES Coord will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. ES Coord shall be responsible for:
 - a. Developing and maintaining the annual public speaking program in accordance with established Cadet training and Air Cadet League directives;
 - b. Arranging training for all participating Cadets through the CO and the Sponsor;
 - c. Maintaining records showing attendance of each Cadet;
 - d. Advising the CO on exercises and citizenship tours as well as coordinating public speaking participant special training projects;
 - e. Organizing in conjunction with the CO and the Sponsor, the local level Public Speaking Competition and special demonstrations;
 - f. Undertaking such other duties as directed by the Trg O or the CO.

220. Duke of Edinburgh Program Coordinator

1. The D of E Coord will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. D of E Coord shall be responsible for:
 - a. Developing and maintaining the Squadron Duke of Edinburgh program in accordance with established directives;
 - b. Maintaining records showing the progress of each Cadet;
 - c. Assisting and supervising Cadets in the preparation and execution of the various aspects of the program;
 - d. Advising the CO on exercises and citizenship tours as well as coordinating Duke of Edinburgh special training projects; and
 - e. Undertaking such other duties as directed by the Trg O or the CO.

221. Duty Officer

1. The Duty Officer will be appointed by the AdmO on a weekly rotational basis and shall be responsible to the CO for carrying out all assigned duties.
2. The Duty Officer shall report for duty by 1800 hrs on the day of his/her duty. The Duty Officers duty will be completed at 1800 hrs the following week.
3. Duty Officer shall be responsible for:
 - a. Opening and the office and all required classrooms;
 - b. Inspect the facilities including washrooms prior to use by 903 RCACS;
 - c. Brief the Duty NCOs on the night's routine;
 - d. Supervise and coordinate the activities of the Duty NCOs and Duty Flt;
 - e. Ensuring the building is cleared at the end of the night;
 - f. Along with the Sr. Duty NCO, inspect and secure the facility after use by 903 RCACS, ensuring cleanliness;
 - g. Remain at the LHQ as long as there are Cadets waiting for rides home; and
 - h. Undertaking such other duties as directed by the CO.

300 Terms of Reference - Cadets

301. Squadron Commander

1. The Sqn Com will be appointed by the CO, in consultation with the Squadron Staff and the Sponsor, and shall be responsible to the CO for carrying out all assigned duties.
2. The Sqn Com is the COs Cadet representative to the Squadron and therefore is directly responsible to the CO for the conduct of all NCOs and Cadets in the Squadron.
3. Sqn Com shall be responsible for:
 - a. Contacting the CO weekly, prior to **the phone-out**, for messages and instructions;
 - b. Ensure that all Flt Coms have established phone outs, and that all messages are relayed to the Cadets via said phoning out;
 - c. The conduct and discipline of all Cadets in the Squadron and will exercise all necessary accepted methods to maintain an efficient Squadron;
 - d. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - e. Supervise the activities and account for the whereabouts of all Squadron NCOs;
 - f. Carry out all instructions issued by the CO or their designate in a proper, efficient and prompt manner;
 - g. To carry up the chain of command any problem that cannot be resolved within the cadet chain of command;
 - h. Undertaking such other duties as directed by the CO or their designate.
4. The Sqn Com is normally the senior qualified Cadet in terms of rank in the Squadron.
5. The Sqn Com will normally have successfully completed Level 5 Training.
6. The Sqn Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

302. Deputy Squadron Commander

1. The Sqn D/Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Trg O for carrying out all assigned duties.
2. Sqn D/Com shall be responsible for:
 - a. Contacting the Trg O weekly for messages and instructions;
 - b. Calling all Cadet Instructors prior to the Weekly Parade to relay instructions from the Trg O and to ensure that all lectures will be covered;
 - c. Ensure that the Weekly Training is organized and conducted efficiently with all instructor positions covered;
 - d. Prepare and post the Weekly Training Orders at least two weeks in advance of the Weekly Training Parade;
 - e. The conduct and discipline of all Cadets Instructors in the Squadron and will exercise all necessary accepted methods to maintain an efficient Training Program;

- f. Supervise the activities and account for the whereabouts of all Cadet Instructors;
 - g. Maintain a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - h. Confer with the Trg O on possible amendments to the Training Program for the evening;
 - i. Carry out all instructions issued by the Trg O or his/her designate in a proper, efficient and prompt manner; and
 - j. Undertake such other duties as directed by the CO or their designate.
3. The Sqn D/Com is normally the second senior qualified Cadet in terms of rank in the Squadron.
 4. The Sqn D/Com will normally have successfully completed Level 5 Training.
 5. The Sqn D/Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

303. Squadron Adjutant

1. The Sqn Adj will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the AdmO for carrying out all assigned duties.
2. Sqn Adj shall be responsible for:
 - a. Contacting the AdmO weekly for messages and instructions;
 - b. Calling all Duty NCOs prior to the Weekly Parade to relay instructions from the AdmO and to ensure that all duty positions will be covered;
 - c. The conduct and discipline of the Duty NCOs and will exercise all necessary accepted methods to maintain an efficient Duty Routine;
 - d. Supervising the activities and accounting for the whereabouts of all Duty NCOs;
 - e. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - f. Confering with the AdmO on possible amendments to the Duty Routine for the evening;
 - g. Carrying out all instructions issued by the AdmO or their designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the CO or their designate.
3. The Sqn Adj will normally have successfully completed Level 4 Training
4. The Sqn Adj shall be thoroughly familiar with the SSOs and the Squadron MROs.

304. Squadron Warrant Officer

1. The SWO will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the DCO for carrying out all assigned duties.
2. The SWO shall be responsible for:
 - a. Contacting the Sqn Com weekly for messages and instructions;
 - b. Ensuring that the Weekly Parade is organized and conducted efficiently with all critical parade positions covered. The critical parade positions are the Sqn Com, SWO and Flt Sgts. The noncritical parade positions of Sqn D/Com, Sqn Adj and Flt Com will only be covered on COs Inspections;
 - c. Ensuring that the Flt Sgts take the roll calls immediately after fall-in each week;
 - d. The conduct and discipline of all Cadets on the Parade Square, and will exercise all accepted necessary methods to maintain an efficient Parade Square;
 - e. Maintaining the discipline of all Cadets in the Squadron;
 - f. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - g. Supervising all defaulter parades and submitting defaulters report to the DCO;
 - h. Carrying out all instructions issued by the AdmO or their designates in a proper, efficient and prompt manner; and
 - i. Undertaking such other duties as directed by the CO or their designate.
3. The SWO is normally the third senior qualified Cadet in terms of rank in the Squadron.
4. The SWO will normally have successfully completed Level 4 Training.
5. The SWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

305. Flight Commander

1. The Flt Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Sqn Com for carrying out all assigned duties.
2. The Flt Com is the Sqn Coms representative to the Flight and therefore is directly responsible to the Sqn Com for the conduct of all NCOs and Cadets in the Flight.
3. Flt Com shall be responsible for:
 - a. Ensuring that all Sec Ldrs have established phone outs, and that all messages are relayed to the Cadets via said phoning out;
 - b. Ensuring the flight roll calls have been taken and are complete each week;
 - c. Contacting all AWOL Cadets in their flight prior to the following Weekly Training Parade;
 - d. The conduct and discipline of all Cadets and NCOs in the Flight and will exercise all necessary accepted methods to maintain an efficient Flight;
 - e. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under him/her to follow;
 - f. Carrying out all instructions issued by the Sqn Com or their designate in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Sqn Com or their designate.
4. The Flt Com is normally the senior qualified Cadet in terms of rank in the Flight.
5. The Flt Com will normally have successfully completed Level 4 Training.
6. The Flt Com shall be thoroughly familiar with the SSO and the Squadron MROs.

306. Flight Sergeant

1. The Flt Sgt will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Flt Com for carrying out all assigned duties.
2. Flt Sgt shall be responsible for:
 - a. Falling in the flight under the direction of the SWO;
 - b. Taking the roll call after fall-in every week;
 - c. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under him/her to follow;
 - d. Carrying out all instructions issued by the Flt Com or their designate in a proper, efficient and prompt manner; and
- e. Undertaking such other duties as directed by the Flt Com or their designate.
3. The Flt Sgt is normally the second senior qualified Cadet in terms of rank in the Flight.
4. The Flt Sgt shall be thoroughly familiar with the SSOs and the Squadron MROs.

307. Flight Section Leaders

1. The Flt Sec Ldr will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Flt Coms for carrying out all assigned duties.
2. The Flt Sec Ldr is the Flt Coms representative to the Section and therefore is directly responsible to the Flt Com for the conduct of all NCOs and Cadets in the Section.
3. Flt Sec Ldr shall be responsible for:
 - a. Ensuring that all Section NCOs have established **phone outs**, and that all messages are relayed to the Cadets via **said phone out**;
 - b. The conduct and discipline of all NCOs and Cadets in the Section and will exercise all necessary accepted methods to maintain an efficient Section;
 - c. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - d. Carrying out all instructions issued by the Flt Com or his/her designate in a proper, efficient and prompt manner; and
 - e. Undertaking such other duties as directed by the Flt Com or their designate.
4. The Flt Sec Ldr is normally the second senior qualified Cadet in terms of rank in the Flight.
5. The Flt Sec Ldr will normally have successfully completed Level 2 Training.
6. The Flt Sec Ldr shall be thoroughly familiar with the SSOs and the Squadron MROs.

308. Drum Major

1. The Drm Maj will be appointed by the CO, in consultation with the Band O, and shall be responsible to

the Band O for carrying out all assigned duties.

2. Drm Maj shall be responsible for:
 - a. Falling in the band under the direction of the Sqn Com;
 - b. Taking the roll call before each band practice;
 - c. Assisting in maintaining records showing attendance and training progress of each Cadet;
 - d. Assisting in the preparation and presentation of the Band instruction;
 - e. Assisting in the organization of all required band material and reference manuals;
 - f. Preparing the Band for all competitions, concerts and ceremonial parades;
 - g. Coordinating music selection for all Squadron parades and concerts with the Band O;
 - h. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under him/her to follow;
 - i. Carrying out all instructions issued by the Band O or their designate in a proper, efficient and prompt manner; and
 - j. Undertaking such other duties as directed by the Band O or their designate.
3. The Drm Maj is normally the senior qualified Cadet in terms of music level in the Band.
4. The Drm Maj shall be thoroughly familiar with the SSOs and the Squadron MROs.

309. Flag/Guard Commander

1. The Flag/Guard Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Flag/Guard Coord for carrying out all assigned duties.
2. Flag/guard Com shall be responsible for:
 - a. Falling in the Flag/ guard under the direction of the Sqn Com;
 - b. Taking the roll call before each Flag/ guard practice;
 - c. Assisting in maintaining records showing attendance of each Cadet;
 - d. Assisting in the preparation and presentation of the Flag/ Guard instruction;
 - e. Preparing the Flag/ Guard for all ceremonial parades;
 - f. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under him/her to follow;
 - g. Carrying out all instructions issued by the Flag/Guard Coord or their designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the Flag/Guard Coord or their designate.
3. The Flag/Guard Com is normally the senior qualified Cadet in terms of rank in the Flag/ Guard.
4. The Flag/Guard Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

310. Drill Team Commander

1. The Drill Team Com will be appointed by the Trg O, in consultation with the Training Staff, based on an annual competition, and shall be responsible to the Drill Team Coord for carrying out all assigned duties.
2. Drill Team Com shall be responsible for:
 - a. Taking the roll call before each drill team practice;
 - b. Assisting in the preparation and presentation of the Drill Team instruction;
 - c. Assisting in the organization of all required drill team material and reference manuals;
 - d. Preparing the Drill Team for all competitions and ceremonial parades;
 - e. Coordinating drill routines for the Drill Competition with the Drill Team Coord;
 - f. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under him/her to follow;
 - g. Carrying out all instructions issued by the Drill Team Coord or thier designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the Drill Team Coordinator or their designate.
3. The Drill Team Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

311. Range Team Commander

1. The Range Team Com will be appointed by the Trg O, in consultation with the Chief RSO, and shall be responsible to the Chief RSO for carrying out all assigned duties.
2. Range Team Com shall be responsible for:

- a. Taking the roll call before each range team practice;
 - b. Assisting in the preparation and presentation of the Range Team instruction;
 - c. Assisting in the organization of all required range team material and reference manuals;
 - d. Preparing the Range Team for all competitions;
 - e. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - f. Carrying out all instructions issued by the Chief RSO or their designate in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Chief RSO or his/her designate.
3. The Range Team Com is normally the senior qualified Cadet in terms of shooting level in the Range Team.
4. The Range Team Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

312. First Aid Team Commander

1. The FAT Com will be appointed by the Trg O, in consultation with the Training Staff, and shall be responsible to the FAC for carrying out all assigned duties.
2. FAT Com shall be responsible for:
- a. Taking the roll call before each first aid team practice;
 - b. Assisting in the preparation and presentation of the First Aid Team instruction;
 - c. Assisting in the organization of all required first aid team material and reference manuals;
 - d. Preparing the First Aid Team for all competitions and ceremonial parades;
 - e. Coordinating first aid routines for the First Aid Competition with the FAC;
 - f. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - g. Carrying out all instructions issued by the FAC or their designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the FAC or their designate.
3. The FAT Com is normally the senior qualified Cadet in terms of first aid level in the First Aid Team.
4. The FAT Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

313. Sports Team Commander

1. The Sports Team Commander(s) will be appointed by the Trg O, in consultation with the Training Staff, and shall be responsible to the Sports O for carrying out all assigned duties.
2. Sports Team Commander(s) shall be responsible for:
- a. Taking the roll call before each sports team practice;
 - b. Assisting in the preparation and presentation of the Sports Team instruction;
 - c. Assisting in the organization of all required sports team material and reference manuals;
 - d. Preparing the Sports Team for all competitions;
 - e. Maintaining a high level of dress and deportment at all times. They will be a good example for all Cadets under them to follow;
 - f. Carrying out all instructions issued by the Sports O or their designate in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Sports O or their designate.
3. The Sports Team Commander(s) shall be thoroughly familiar with the SSOs and the Squadron MROs.

314. Duty Sergeant

1. The Duty Sgt will be appointed by the AdmO on a bi-weekly rotational basis and shall be responsible to the Duty O for carrying out all assigned duties.
2. The Duty Sgt will report to the Duty O at 1815 hrs on the day of duty.
3. Duty Sgt shall be responsible for:
- a. Accompanying the Duty O on his/her inspection of the facilities prior to the Squadron using it;
 - b. Ensuring the Duty Cpls understand and carry out their assigned duties;
 - c. Supervise the Duty Cpls;
 - d. Assisting in supervising the break;
 - e. Supervising the Duty Flt during clean up; and

- f. Any other duties as may be assigned.
- 4. A comprehensive listing of the duties of the Duty Sgt are contained in the DUTY NCO BINDER of which the Duty Cpl will obtain when reporting for duty.
- 5. The Duty Sgt will have completed his/her duties when dismissed by the Duty O.
- 6. The Duty Sgt shall be exempt from classes when on duty.

315. Duty Corporals

- 1. The Duty Cpls will be appointed by the Admin O on a weekly rotational basis and shall be responsible to the Sr. Duty NCO for carrying out all assigned duties.
- 2. The Duty Cpl will report to the Duty O at 1815 hrs on the day of duty.
- 3. Duty Cpl shall be responsible for:
 - a. Monitoring the duty desk from 1815 till the start of closing parade;
 - b. Directing all visitors to the appropriate personnel throughout the evening;
 - c. Duty Cpl shall collect the roll sheets from the Flt Coms immediately following inspection;
 - d. Acting as a liaison for the Squadron office;
 - e. Duty Cpl shall ensure that all training is carried out in accordance with the published Weekly Training Orders;
 - f. Duty Cpl shall provide 5 minute warnings to all classes;
 - g. Duty Cpl shall set up the sign up table and sheets prior to break.
 - h. Duty Cpl shall ensure the roll call sheets are turned into the AdmO by 20:00 Hr.
 - i. Duty Cpl shall ensure late Cadets are marked on the roll call sheets.
 - j. Duty Cpl will assist the Duty Flt during clean-up; and
 - k. Any other duties as may be assigned.
- 4. A comprehensive listing of the duties of the Duty Cpls is contained in the DUTY NCO BINDER of which the Duty NCOs will obtain when reporting for duty.
- 5. The Duty Cpls will have completed their duties when dismissed by the Duty O.
- 6. The Duty Cpls shall be exempt from classes when on duty.

316. Duty Flight

- 1. The Duty Flt will report to the Duty O immediately after dismissal.
- 2. Duty Flt shall be responsible for:
 - a. The clean up of all classrooms, hallways and offices at the end of Parade;
- 3. A comprehensive listing of the duties of the Duty Flt is contained in the DUTY NCO BINDER of which the Duty NCOs will obtain when reporting for duty.
- 4. The Duty Flt will have completed their duties when dismissed by the Duty O.

400 Squadron Operations

401. Squadron Routine

- 1. The following Parade Schedule shall be followed for regular training parades:

1815 - 1830 Cadets Arrive at LHQ
 1830 - 1840 Fall-in and Roll Call
 1840 - 1855 Inspection
 1855 - 1900 Move to First Period
 1900 - 1935 First Period
 1935 - 1940 Move to Second Period
 1940 - 2015 Second Period
 2015 - 2030 Break
 2030 - 2105 Third Period
 2105 - 2110 Move to Parade Square
 2110 - 2115 Form up for Dismissal
 2115 - 2130 Announcements and Dismissal

2. The last Wednesday of each month shall be CO's Parade.

402. Dress Regulations

1. All Cadets are expected to be familiar with the contents of, and comply with CATO 55-04 - AIR CADET DRESS REGULATIONS.
2. The dress and appearance of Cadets and Officers on all occasions will be such as to reflect credit on the Canadian Forces, the Royal Canadian Air Cadets, and 903 Calgary RCACS.
3. Seasonal dress changes and forms of dress for ceremonies and special training will be published in MROs or training instructions.
4. Items of the Cadet uniform issued from Supply shall not be worn in combination with civilian dress.
5. Wearing of the Cadet uniform is authorized for official Cadet activities, only. Authorization to wear the Cadet uniform at non-Cadet activities, such as School Remembrance Day Ceremonies, must be obtained from the CO
6. Cadets and their parents are to understand that the uniform and equipment issued by Supply is on loan by DND for the duration of their Cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform, so as to return it in a recyclable condition.
7. Haircuts & styles for all cadets must comply with the Dress Regulations and present a neat, clean-cut appearance for all Cadet activities.

403. Deportment

1. All Officers, CIs and VIs must be aware of their responsibilities as role models at all times. Behavior when around Cadets shall be above reproach.
2. Officers dress, haircuts, and overall appearance must meet CIC Dress Regulations at all times.
3. CI and VI dress must be neat, clean, and appropriate for the activity. Jeans are not acceptable attire, except for casual activities in which Cadets are dressed in a similar fashion. Dress for monthly COs Parade and other ceremonial occasions should reflect the formality of the event.
4. Officers and staff are to address each other by their rank/title and surname, and Cadets by rank and surname, when in the presence of Cadets.

404. Paying of Compliments

1. While attending any Squadron function, all personnel are to address each other by their rank and last name only. This applies to any function whether in uniform or not. First names will not be used under any circumstances.
2. A high standard of military bearing is to be maintained and proper respects will be observed between all ranks at all times. Compliments will be carried out in a smart and efficient manner.
3. Staff cars bearing official flags will be saluted.
4. Saluting is showing respect for the Queen's Commission as held by the Commissioned Officers. A Commissioned Officer is any Officer in the Canadian Forces from Second Lieutenant and above.
5. An Officer Cadet is not a Commissioned Officer and thus is not saluted. Coming to attention and checking the arms shall show proper respect. All salutes given, however, shall be returned.
6. All, regardless of rank, will recognize the CO. Officers of the same rank as the CO are not required to salute the CO unless on parade.
7. Cadets will not salute NCOs nor will NCOs salute fellow NCOs. Coming to attention and checking the arms shall show proper respect.
8. All Cadets and Squadron Personnel shall show the proper respect to each other in the following areas:
 - a. Parade square;
 - b. Entering and leaving a Squadron Office;
 - c. Entering and leaving the COs Office;
 - d. Outdoors
9. Saluting will not be required in the following areas:
 - a. Hallways;
 - b. Stairwells;
 - c. Entrance Foyer and classrooms
10. Proper respect by checking the arms shall be shown in all non-saluting areas.

405. Canteen

1. The 903 Cadet Mess Committee will operate a canteen.
2. The Canteen hours of operation will be as follows:
 - a. Regular Parades
 - ii. 2015 - 2030
3. Any extension of the hours of operation will be subject to the approval of the CO.
4. The Canteen may be opened during optional training activities at the discretion of the CO, in consultation with the Canteen Coordinator and the Sponsoring Committee Chair.

406. Classroom Upkeep

1. Classrooms will be maintained in an orderly manner.
2. Classroom instructors shall ensure that they leave the classroom clean, whiteboards and chalkboards clean, chairs and tables stacked and folded and that all garbage has been placed in the proper receptacles.
3. It is the responsibility of each instructor to ensure that the classrooms are found in better condition than when they entered into them.
4. The Squadron Warrant Officer, shall ensure that a sweep is done of all training areas prior to his/her departure for the evening.

407. Use of Private Vehicles

1. Cadets are not to use private motor vehicles (PMC) on Cadet activities unless specifically authorized by the CO and then only as necessary to perform a specific duty related to the purpose of having the vehicle present.
2. No Officer, CI, VI, Parent or Cadet shall be reimbursed for the use of PMC unless authorized by the CO.

408. Recruiting

1. Recruiting for the Squadron is a responsibility of the Sponsoring Committee.
2. All recruiting drives shall be coordinated with the CO. Cadets shall assist in all recruiting drives. Officers, CIs and VIs are encouraged to assist where duties permit.

409. Commendation Procedures

1. Chits will be written to commend a Cadet for their actions.
2. Chits may be initiated by any NCO but must be reported through the Chain of Command. All chits are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. The Sqn Com will then present all chits to the DCO who will review them, suggest a course of action and present them to the CO. The following courses of action are available:
 - a. No action.
 - b. Verbal commendation during announcements or at a COs Parade.
 - c. Presentation of a Certificate of Commendation at a COs Parade.
 - d. Presentation of a Commanding Officers Commendation at Annual Ceremonial Review.
4. The DCO will ensure the Chit is filed in the Cadet's training file.
5. The Sponsoring Committee Chair may also recommend Cadets for commendation.

410. Disciplinary Procedures

1. Either Chits or Incident Reports (IR's) will be written to report all disciplinary issue.
2. Chits may be initiated by any NCO, Sec Ldr or above, but must be reported through the Chain of Command. All chits shall be dealt with at the lowest appropriate level. All chits are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. At the Flt Coms discretion, the chit can be forwarded to the Sqn Com. The Sqn Com may then take one of three courses of action:
 - a. Verbal reprimand

- b. Assign the Cadet to Defaulters Parade.
 - c. Forward the Chit to the DCO. All forwarded chits shall be signed by the Cadet to acknowledge having read.
 - d. Any Chits written on an NCO will be actioned by (c.) above. NCOs will not be given Defaulters Parade. They will be in charge of defaulter parade
4. Chits presented by the Sqn Com to the DCO will be reviewed and a suggested course of action will be presented to the CO. The CO will decide on the final course of action. The following courses of action, in order of severity, are available:
- a. Defaulters Parade.
 - b. Verbal warning and apology
 - c. Cautionary notice with assignment of extra duties
 - d. Written warning. (in accordance with CATO 15-22)
 - d. Suspension of privileges for up to six (6) months, which includes;
 - i. Loss of break (extra duties will be assigned).
 - ii. Suspension from the NCO Mess (NCOs only).
 - iii. Suspension of pending promotion
 - iv. Removal of position
 - e. Suspension from optional activities.
 - f. Loss of Summer Training.
 - g. Reduction in rank, which includes loss of promotion privileges for up to six (6) months.
 - h. Suspension from ALL Squadron activities including Monday and Wednesday night training for up to six (6) months.
 - i. Release from the Squadron.
 - Actions (d.) through (i.) will be investigated by the DCO. Actions (e.) through (i.) will also result in the notification of the Cadet's parents.
5. The DCO will ensure the Chit is filed in the Cadet's personnel file.
6. The Sponsoring Committee Chair may also recommend Cadets for discipline, but only for events, which occur during a Sponsor run activity such as recruiting or fundraising. Such recommendations will be made directly to the CO.

411. Disciplinary Issues

1. Fraternalization:
 - a. Staff shall not carry on a relationship with a cadet beyond a normal working relationship.
 - b. Cadets while attending a cadet activity shall not carry on a relationship beyond a normal working relationship.
 - c. Any violation of these orders will result in immediate suspension, and disciplinary and administrative action at the discretion of the Commanding Officer.
 - d. COATS Officers will be subject to the Service Code of Discipline.
2. Smoking, Alcohol and Drugs
 - a. Smoking policy shall be IAW CATO 13-22.
 - b. Drug policy shall be IAW CATO 13-23.
 - c. Any Cadet found taking or in possession of illegal drugs or non-prescribed prescription drugs shall be disciplined IAW CATO 15-22 and the proper legal authorities shall be notified.
 - d. Any Officer found taking illegal drugs may be dismissed from the Squadron and disciplined by Northwest Region Cadet Support Unit. The proper legal authorities will also be notified.
 - e. COATS Officers who violate this order shall be subject to the Code of Service Discipline and to the military authorities IA W DAOD 5019-3 and A-AD005-002/ AG-000.
3. Harassment and Abuse
 - a. Harassment and abuse policy shall IAW CATO 13-24 and CATO 15-22
4. Sexual Harassment and Sexual Abuse
 - a. Any Cadet convicted of sexual harassment or abuse are subject to CATO 13-24 and CATO 15-22 and the proper military and legal authorities will be notified.
 - b. Any Officer convicted of sexual harassment or abuse will be released and the proper military and legal authorities will be notified.
 - c. In cases of sexual harassment or sexual abuse, all procedures outlined in **PRCIs** shall be

followed.

5. Theft

- a. It is the duty of every member of the Squadron to minimize the risk of theft of DND and Squadron property and to report any suspicious activity or theft to the CO immediately.
- b. It should be noted that the Squadron, the DND nor the Parent Sponsoring Committee will be held liable for articles that may be lost or stolen while attending a squadron activity. All personnel are to be responsible for their own personal property.

412. Defaulters Parade

1. Defaulters parade will be held promptly after dismissal parade each week.
2. Defaulters parade will be supervised by the SWO.
3. Defaulters will be conducted by NCO's given extra duties
3. Defaulters will be inspected in addition to the parade to ensure a high standard of dress.
4. The DCO's approval is required to place a name on the defaulters parade.
5. Defaulters will not be made to do physical exercises, or physically degrading activities.
6. Suggested remediation for defaulters parade may include but is not limited to:
 - a. Emptying garbage cans.
 - b. Cleaning floors.
 - c. Moving furniture.
 - d. Cleaning office
 - e. Cleaning classrooms.
 - f. Cleaning training stores.
 - g. Sweeping floors.
7. The DCO will maintain a list of all Cadets that have attended defaulters parade.
8. Any Cadet that is placed on Defaulters Parade a second time may be subject to additional disciplinary measures.

500 Squadron Exercises and Activities

501. General

1. An Officer shall supervise all Squadron Exercises and Activities. All personnel are reminded that they are either members of the Canadian Forces or the Royal Canadian Air Cadets and act accordingly.
2. All personnel will be responsible to provide their own transport to the initial meeting point prior to the specified meeting time for that exercise.
3. All personnel will be responsible to provide their own return transport at the conclusion of that exercise at the final meeting point.
4. Continued late pick-up of Cadets after the conclusion of an exercise may result in the Cadet being suspended from future optional exercises.
5. For the duration of any exercise as promulgated in MROs, the exercise area will be regarded as a Training Area of 903 RCACS, and these SSOs shall apply fully.

502. Exercise Participation

1. All personnel are eligible for participation in all Squadron sponsored activities. Participation in exercises is optional, however, attendance in certain exercises is required for completion of level training, promotion eligibility and summer camp selection.
2. A sign up sheet will be posted for Cadets to sign for various activities. Normally sign-up will be a minimum of three weeks prior to the exercise.
3. Once a Cadet signs the form, they are committed to attend that exercise. Failure to attend will be considered as AWOL and treated accordingly. Unless cadet and parent have discussed and been excused by the CO

503. Permission Forms

1. Permission Forms will be required for most activities and all activities where cadets will be required to miss school.
2. Permission Forms must be fully completed and returned to the Squadron prior to the Cadets participation in these activities. Failure to have the necessary form completed will result in the Cadet not participating in the activity.

504. Kit Lists

1. All personnel will be issued kit lists for any overnight exercises.
2. Cadets are to ensure that they are in possession of all items listed. Failure to have required items may result in the Cadet being unable to attend the exercise.

505. Conducting Officer's Responsibility

1. It is the responsibility of the Officer in Charge (OIC) of the exercise to ensure that the exercise is carried out in a safe manner.
2. It is the responsibility of the OIC to ensure that all Cadets have obtained a ride home after the exercise is completed. The OIC or their delegate will not leave the final meeting point until the last Cadet has departed. Cadets are not to be left unsupervised.

506. Familiarization Gliding

1. Familiarization gliding of Cadets is conducted for the purpose of promoting an interest in aviation and related activities. Familiarization gliding will be conducted in Air Cadet League gliders at the Regional Gliding Centre during the fall and spring.
2. All Cadets must partake in a minimum of one glider flight during each Cadet year in order to advance to the next training level.
3. Priority for gliding shall be as follows:
 - a. Cadets who have never been gliding.
 - b. Cadets who have not be gliding during the current Cadet year.
 - c. All other Cadets.
4. Cadets will not fly if they believe they are not fit to undertake such flights.
5. Dress for gliding will be civilian clothes appropriate for the conditions of the day.
6. No item of the air Cadet uniform will be worn on the gliding field except, at the individuals discretion, the blue air Cadet turtleneck may be worn if no other suitable clothing is available.
7. Cadets will conduct themselves with maturity at the gliding field and will pay careful attention to the safety aspect of the operation.
8. Cadets will not wander from the gliding operations on the airport and will only move under supervision.
9. Cadets will ensure that they inform the Flt Ops O or designate at the earliest opportunity if they are not able to meet their commitment to attend a gliding day. Failure to attend will result in AWOL status.

507. Familiarization Flying

1. Familiarization flying of Cadets is conducted for the purpose of promoting an interest in aviation and related activities.
2. Squadron funded familiarization flights offered by the Squadron are a privilege, not a right.
3. Cadets will not fly if they believe they are not fit to undertake such flights.
4. Cadets are expected to participate in fund-raising activities such as tag days. Failure to attend tag days may result in suspension from Squadron funded familiarization flights.
5. All Cadets will wear appropriate civilian attire when undergoing powered familiarization flying.
6. Familiarization Pilots will be selected based on ability, availability and experience. All pilots must be recommended by the Flt Ops O and approved by the CO. All pilots, in accordance with regulations, shall inform the Flt Ops O if any condition exists such that they should not fly as PIC of an aircraft. The Flt Ops O will forward this information to the CO.
7. Pilots will ensure that maximum training benefit is achieved for Cadets undergoing familiarization flights by:
 - a. Including the Cadet in the planning of the flight
 - b. Including the Cadets in the Daily Inspection (DI) of the aircraft
 - c. Explaining the various instruments and controls

- d. Providing experience at controlling the aircraft in the air if, in the judgment of the PIC, that can be done conforming to regulations and safe airmanship
 - e. Explaining the flight plan and ATC procedures.
8. All familiarization flights will be conducted in accordance with regulations set out by the Region Flying Operations Officer. Log Book entries shall be recorded for all flights and cadets flown by the Squadron.
9. All familiarization flight staff shall sign as having read and understood these SOPs before the commencement of flight operations, and annually there-after.
10. The following personnel who meet the required qualifications and are properly checked out, and have been taken on strength with the Squadron, may become familiarization pilots;
- a. COATS personnel
 - b. CIs
 - c. Civilians
12. Pilots shall have a minimum of ½ hour rest after each two (2) hour flying period.
13. Aerobatics and formation flying are prohibited.
14. Before being authorized to fly in the familiarization flight program, the following minimum requirements must be met:
- a. Pilots must be in possession of a valid Canadian pilots license.
 - b. Pilots shall hold a current license validation certificate, and any limitations listed on it shall be followed. If a pilots LVC becomes invalid for any reason, he/she shall advise the Chief Flying Officer or his assistant as soon as possible.
 - c. Pilots shall have a flight time of 40 hours PIC for local daytime flights.
 - d. Pilots shall have a flight time of 50 hours PIC for daytime, long-range navigation exercises.
 - e. Pilots shall have a flight time of 100 hours PIC to conduct night flying operations, in addition to a current night endorsement in accordance with Transport Canada regulations.
 - f. Pilots shall have at least one (1) hour PIC on type within the preceding 60 days. If one (1) hour has not been flown, then a check ride will be scheduled.
 - g. Pilots shall have successfully completed an initial or annual proficiency check with the Chief Flying Officer or his assistant.
 - h. All flight time refers to .Aeroplane. category of aircraft. Note gliders and ultra lights are not considered .Aeroplanes. for this purpose.
 - i. The annual proficiency flight check in item g above will not be paid for out of Squadron funds.
 - j. The annual proficiency flight check may be waived if the pilot has successfully completed a flight test conducted by a Transport Canada Inspector or a Designated Flight Test Examiner or by a recognized Military Course within the preceding six (6) months to upgrade their qualification.

Approved flight tests are:

- i. Commercial pilots license (Aeroplane category).
 - ii. Instructor rating (Aeroplane category).
 - iii. Instrument rating.
 - iv. Multi - engine endorsement.
 - v. Night flying endorsement.
 - vi. Tow plane conversion course.
15. Flight safety shall be the main objective always.
16. Hand starting:
- a. Starting aircraft engines by hand cranking the propeller is not recommended unless a pilot or engineer executes it with extreme caution experienced in hand starting.
 - b. Cadets are absolutely forbidden to hand start any aircraft at any time.
17. All accidents involving aircraft used for Air Cadet operations will be reported to the Canadian Aviation Safety Boards Regional Office, according to current aeronautical publications. The definition of an accident can be found in the Transport Canada Air Regulation 101 (1). The usual way to contact the Canadian Aviation Safety Board is by first contacting the nearest Air Traffic Services Facility, (control tower or flight service station) and passing the information on to them.
18. Notify the Chief Flying Officer when possible if an accident or incident occurs. If the CFO is unavailable, then notify the Assistant Chief Flying Officer.
19. Note the following in case of an accident/incident:
- a. Aircraft type/s and ident/s.

- b. Names of pilot/s involved (and address(es) if possible).
 - c. Number of people involved.
 - d. Names of witness(es) if possible.
 - e. Name of ATC or FSS personnel whom information was passed on to.
 - f. Time of accident/incident.
 - g. Weather at time of accident/incident (get a hard copy if possible)
 - h. Number of injuries or fatalities.
 - i. Where the accident/incident occurred.
20. Each Cadet exercise shall have designated weather minima. No operation involving Cadets shall take place unless the weather is at least:
- a. Ceiling - 2000 feet.
 - b. Visibility 3 nautical miles.
 - c. The weather is forecast to remain at or above these limits throughout the operation.
21. The following weather minima shall be assigned to Cadet exercises:
- a. VFR 1 Ceiling 1000 feet Visibility 3 nautical miles.
 - b. VFR 2 Ceiling 2000 feet Visibility 3 nautical miles.
 - c. VFR 3 Ceiling 3000 feet Visibility 5 nautical miles.
 - d. VFR 4 Ceiling 5000 feet Visibility 10 nautical miles.
 - e. The weather forecast at the time of departure must indicate that the weather will not go below the applicable limit.
22. The following VFR rules pertain to the above table:
- a. VFR 1 shall only be used to ferry aircraft over short distances with no Cadets on board and the pilot can be any pilot that is checked out with the Squadron.
 - b. VFR2 - VFR 4 To be Promulgated
23. If VFR 2 or 3 is in effect and you wish to fly beyond the specified boundaries, you must obtain permission from the CFO. There will be absolutely no IFR flying. There will be no night flying unless approved by nwrscu and the CO.

508. Physical Fitness Training

1. Cadets are required to maintain a fitness level that meets the aims of the movement to promote physical fitness.
2. Cadets will participate in all physical fitness training provided by the Squadron unless specifically excused by the Spt O in consultation with the Trg O.
3. Physical fitness training will be conducted by appropriately trained Cadets, and will include a warmup/stretch period and cool down period.
4. An Officer or CI will be present for all physical fitness/sports training.
5. A first aid kit will be readily available at all sports/physical fitness training.
6. Where Cadets are moving on a roadway, a marker shall be placed 15 feet in front of and at the rear of the group and shall ensure that traffic is controlled for safety. Both shall wear visible fluorescent marker vest that attract attention.

509. First Aid Training

1. It is the suggested objective that all Officers, CIs and VIs as well as all Cadets will undergo first aid training and maintain a minimum of Emergency First Aid qualifications.

510. Survival Training

1. All training taking place overnight shall conform to regulations (CATO 13-12) requiring a supervision ratio of one Cadet Instructor of the appropriate gender to every 15 Cadets.
2. Where female Cadets attend, a female adult supervisor shall be present on exercise.
3. An Officer or CI shall be appointed as First Aid Officer for all exercises and shall be qualified and equipped to carry out emergency first aid in the field.
4. Each exercise will have a Cadet selected to act as Exercise/Camp Warrant Officer and shall oversee all aspects of the exercise in conjunction with the OIC.
5. A Training NCO shall be appointed one month prior to the exercise and shall oversee the preparation of the training timetable and appointment of instruction in conjunction with the Trg O

6. A Supply NCO IC shall be appointed one week prior to the exercise and shall oversee the preparations of all Squadron stores required on exercise in conjunction with the Sup O.

511. Band Training/Participation

1. The Squadron Band is open to all Cadets that have completed their enrolment documentation.
2. We have a parade band only, and all Cadets in the band will also participate in the band competitions.

512. Range Training

1. The Squadron Range is open to all Cadets that have completed their weapons and range safety course.
2. The Chief Range Safety Officer shall forward a list of all Cadets who have completed the range safety lecture to the Trg O, for entry into the Cadet Training Record. This lecture must be done before any Cadet can shoot.
3. Cadets may participate in the range at two levels, as follows:
 - a. General range.
 - b. Range Team.
4. Cadets participation in the general range training, are not required to participate on the Range Team. However, Cadets on the Range Team must participate in general range training.

600 Administration

601. Correspondence

1. All outgoing correspondence, including memos, newsletters, press releases and information to parents, must be reviewed and approved by the CO or their designate.
2. All incoming correspondence must be reviewed by the CO, with the exception of correspondence personally addressed and correspondence to the Sponsoring Committee.
3. All scheduled mandatory and optional training activities, including Operations Orders, must be reviewed and approved by the CO.
4. The CO must approve policy changes.

602. Facsimiles (FAXes)

1. The CO or his/her designate prior to transmissions shall approve all outgoing FAXes. A copy will be forwarded to the AdmO for filing purposes.
2. All incoming FAXes shall be forwarded to the AdmO for action. The AdmO shall forward a copy to the CO for review, with the exception of those personally addressed and those to the Sponsoring Committee.

603. E-mail

1. The CO has their own E-Mail account on CadetNet, and has control of all user names and passwords. The DCO also has access to the user names and passwords.
2. The AdmO has their own E-Mail account on CadetNet, and controls the Squadron general E-Mail account as well as the Administration module on the Cadet Administration System.
3. The Sup O has their own E-Mail account on CadetNet, and has access to the Supply module on the Cadet Administration System.
4. The Trg O has their own E-Mail account on CadetNet, and has access to the Training module on the CadetAdministration System.

604. Telephone Answering System

1. The Administration Officer in accordance with directives set out by the CO will maintain the telephone answering system.

605. Squadron Internet Web Page

1. The Web Site shall not be modified, altered or changed without the specific approval of the CO.

606. Photocopying

1. Copies shall be limited to official use only.
2. When a significant number of copies are being made, paper shall be provided from the Squadron Office.
3. Only Officers, CIs, VIs, and Command Cadets shall use the photocopier unless authorized by the CO or their designate.

607. Bulletin Boards

1. No item will be posted on a bulletin unless authorized by the CO or their designate.
2. Bulletin boards will be kept timely by removal of items after they have been posted for a reasonable period of time.
3. The AdmO will police bulletin boards for cleanliness, timeliness and effectiveness.

608. Out of Bounds Areas

1. The following areas are out of bounds to all personnel unless authorized by the CO:
 - a. Supply.
 - b. Training stores.
 - c. Weapons stores.
 - d. Administration files and cabinet.
 - e. COs office.
 - f. Alternate Cadet Storage Area.

609. Attendance

1. Attendance at weekly training parades is mandatory. All Cadets are expected to be on parade and ready for fall-in by 1830 hours.
2. If a Cadet is unable to attend a parade night it is their responsibility to alert the Squadron HQ online or at 403-289-1617 prior to 1945 hours, and inform the Duty Personnel or AdmO of his/her anticipated absence and the reason.
3. Attendance at weekly training parades is recorded as follows:
 - a. PRESENT - physically present for the entire parade.
 - b. EXCUSED - absent with leave, Cadet phones the Squadron prior to 1945 hours.
 - c. ABSENT - Cadet fails to be present and did not inform the Squadron.
 - d. LOA - leave of absence (for an extended period CO must authorize).
4. Attendance at mandatory support training (i.e. citizenship, fund-raising, survival exercises, etc.) is a requirement to progress from one training level to the next. It is also a criterion for promotion and selection for summer courses. Attendance is therefore mandatory and will be announced.
5. Cadets who sign up for mandatory support and/or optional training are expected to attend. If unable to attend, Cadets are expected to phone the OIC or NCO in charge as per the instructions for weekly training parades.
6. Cadets that fail to be present for mandatory activities, or Cadets who sign-up for optional activity and do not present nor inform the Squadron, will be AWOL.
7. Cadets that are AWOL may be disciplined as determined by the CO. Repeat offences may result in loss of privileges. Three consecutive AWOL offences are grounds for dismissal from the Squadron. Exceptional circumstances may be discussed with the CO. The CO will only grant leaves of absence after approval.

610. Fraternalization

1. Under no circumstances shall members of the Squadron display or engage in any act of a sexual nature.
2. Cadets shall not openly display acts of affection while at a Squadron activities.

611. Summer Camps

1. Summer camp recommendation is done by the CO on advice of the Squadron Staff. Selection will be based on criteria set out by DND and the League and will be supplemented by local standards.
2. Cadets are expected to submit all documentation required by the deadlines. Failure to do so may

forfeit the opportunity to be selected to go to camp.

612. Scholarships

1. Cadets are responsible to apply for scholarships prior to the last parade in November for training the next summer.
2. Cadets applying are required to meet deadlines for submissions of medicals, written applications, qualifications etc, as issued by proper authority.
3. Cadets failing to meet deadlines may forfeit their chance for admission to the scholarship.
4. Where two or more candidates meet the prerequisite national standards for a scholarship and a limit of applicants is imposed, the CO shall be the final authority for the selection of the nominated Cadet. This selection will be at the advice of the Squadron Staff and the Chair of the Sponsoring Committee.

700 Supply

701. Hours of Operation

1. Squadron Supply hours are:
 - a. Regular Parades
 - i. General 1830 -2130 hrs

702. Care and Use of Uniform

1. No member shall wear a uniform unless on a Squadron activity authorized by the CO.
2. No item shall be glued to a uniform. All items will be sewn and placed in accordance with regulations.
3. Parents are responsible for the loss of items of uniforms and may be subject to reimburse the crown for losses.
4. Due care will be taken when washing the air Cadet uniform.

703. Training Stores

1. The Sup O in conjunction with the Trg O shall maintain an inventory and be accountable for all items in Training Stores.
2. The Training Stores room and the off-site locker will be kept locked and restricted access ensured.
3. All items will be signed out of Training Stores on a temporary loan card.

704. Care and Use of Equipment

1. All equipment used by Squadron personnel shall be used diligently and only in its prescribed manner.
2. Care shall be taken to ensure that items are returned clean, dry and properly folded

800 Finance

801. Budget

1. A budget will be created by the CO and submitted to the sponsoring committee at the start of each training year. Anyone with an item to be included shall contact the CO.
2. The CO will use a consultative process to ensure that officers, CIs, VIs and Cadets have an opportunity to be part of the process of creating the yearly forecast of expenditures.

802. Purchases

1. The CO, or the Chair of the Sponsoring Committee or his/her designate will approve all purchases on behalf of the Squadron.
2. An Officer, CI, VI or Cadet will make to or no reimbursement for expenditures or purchases on behalf of the Squadron unless the CO has approved the expenditure.

803. Fund Raising Activities

1. All Cadets will participate in fund raising activities on a sign-up basis. Fund raising activities are regarded as mandatory participation activities. Failure to comply may result in loss of privileges, barring from participation in activities funded solely by the sponsoring committee, and will be considered by the

CO when determining eligibility for promotion, selection for summer camp and scholarships.

2. No fundraising on behalf of the Squadron will be done by anyone unless authorized by the Chair of the Sponsoring Committee and the CO.

804. Annual Insurance Assessment

1. An annual fee is required to be paid by each Squadron to the Air Cadet League of Canada to cover the cost of insuring Cadets and equipment in the event of injury, death or loss. The Sponsoring Committee must raise the fee.

805. Hardship

1. From time to time, families of Cadets may experience financial hardships that will mean they will not be able to afford certain other fees that may be levied to participate in certain Cadet activities. In such cases, exemption from said fees may be granted by the Chair of the Sponsoring Committee in consultation with the CO.

2. Families experiencing financial hardship should contact the Chair of the Sponsoring Committee or the CO to waive any fees, or to allow for a continuance or grace period to pay the fee. Each circumstance will be judged on a case by case basis and allowances made to ensure an objective of maximum participation by all Cadets.

3. No Cadet will be precluded from participating from Squadron activity solely on the basis of the inability to pay any fees. However, where exceptional fees are required, such as for Squadron sponsored international visits, some restrictions may apply.

806. Insurance

1. The Sponsoring Committee maintains an insurance policy on all items belonging to the Squadron purchased by the committee.

2. Anytime an item of value is removed from the building premises for the purposes of training or recruiting, the Chair of the Sponsoring Committee will be advised in writing in order to ensure the insurance company is notified and means are taken to ensure coverage continues. An example would be simulators being moved off premises to a mall for a recruiting display.

900 Facilities

901. General

1. 903 RCACS will conduct Training Parades on Wednesday Evenings from 1 Sep - 30 Jun of each Training Year at the Ag Grounds, Strathmore, Alberta. The times will be from 1815 - 2200 hrs. Other times must be booked in advance and will be promulgated in Routine Orders.

902. Visitors

1. All visitors to the Squadron will be met by the duty personnel, signed in and provided with a Visitor Pass.

903. Other Facilities

1. 903 RCACS will arrange from time to time to acquire alternate facilities to conduct training. All personnel will follow the rules governing the use of these facilities by their owners. Failure to do so may cause the Squadron the loss of future use of these facilities.

904. Cleanliness and Security

1. All facilities used by 903 RCACS will be left in a clean condition at all times. All facilities will be properly secured prior to 903 RCACS departing them.

1000 Security

1001. General

1. The CO is responsible for the overall security of the unit. All personnel shall report to the CO on all matters regarding security.
2. Every Officers, CIs, VIs and Cadet is responsible for ensuring the security of DND and Squadron property.
3. The disclosure of CF/DND information or personnel information is controlled, and subject to the .Need to Know principle. All requests for information from non-DND agencies shall be referred to the Area Cadet Office for handling in accordance with Chapter 29 of SECURITY ORDERS for DND and the CF.
4. Good security is accomplished through understanding and compliance. All personnel must be made knowledgeable about security and be motivated to comply with security orders and practices. All new personnel shall, as part of their in-clearance, be briefed by the CO about Squadron security principles and their personal responsibility to preserve unit security.

1002. Movement Control

1. The following areas designated as restricted areas, and are out of bounds to all personnel, unless authorized by the CO:
 - a. Supply office.
 - b. Training stores.
 - c. Weapons lock-up.
 - d. Administration office, files and cabinets.
 - e. COs office.

1003. Document Control

1. The originator of a designated document is responsible for affixing the proper designation (PROTECTED A or B).
2. Unit personnel are responsible for the protection of designated matter, which is entrusted to them.
3. Designated matter is to be stored in approved containers provided by the CF. At the end of each working session, all unit personnel are individually responsible for securing all designated matter.
4. Protected B designated matter will be destroyed by shredding or burning as required.

1004. Physical Security

1. At the end of each training parade, all Squadron Duty Personnel are responsible for ensuring the Cadet unit filing cabinets and doors are secure before leaving. A check will be made of all Squadron areas, even if they haven't been occupied during the parade.
2. During optional training parades, the OIC shall ensure that the above security measures are followed.
3. Doors to the various rooms shall be left closed and locked at all times unless a facility is in use.
4. The last person to leave the Squadron LHQ will ensure that the office is secure and that the outside door is properly closed
5. Stores are the responsibility of the Sup O. Material and Equipment is for Squadron use only and shall be signed out by the Sup O to Squadron personnel only, without prior authorization from the CO.
6. The CO strictly controls access to the weapons lock-up and ammunition stores. Personnel authorized specifically by the CO will only handle small arms and ammo. A responsible person designated by the CO shall guard weapons being transported continuously.
7. The AdmO will maintain and control all unit keys and access cards by means of a key register and a key press. Lost keys will be reported as soon as possible to the CO for appropriate action (i.e. lock changes).

1005. Communication Security

1. Protected B designated information shall not be discussed on the telephone.
2. Facsimile machine (FAX) transmissions are restricted to Protected A designated information and Unclassified Information.

1006. Computers

1. Computers will not be removed from the building unless authorized by the CO.
2. Computers will be used for their specifically designated purpose only.

3. Only licensed software will be used on computers at 903 RCACS.
4. The computers are password protected, and only the CO and AdmO will know all the passwords.

1100 Range

1101. Introduction

1. These orders are published in order to familiarize all personnel with the safe and efficient operation of the Squadron Range.
2. These orders apply to all Squadron Personnel while on any range activity at the Squadron Range.
3. These orders apply to all visiting Officers, Instructors or Cadets while in attendance at a range activity at the Squadron Range.

1102. Location and Definitions

- 1.. The Range Safety Officer (RSO) is the officer in charge of the range and range safety for the stated exercise. Only Officers and CI's qualified in accordance NWRCSU be appointed as the RSO.
2. The Range Instructors are any Officer, CI or Cadet who is qualified to instruct on the weapon designated for the stated exercise, and has been appointed to that position by the RSO.
5. The Relay Commander is the Officer, CI or Cadet who is qualified to give Relay Commands and has been appointed to that position by the RSO. The Relay Commander may be changed during the exercise at the discretion of the RSO.
6. The Ammunition Controller is the Officer, CI or Cadet who is qualified to control and distribute ammunition and has been appointed to that position by the RSO. The Ammunition Controller may be changed during the exercise at the discretion of the RSO.
7. A Relay is any group of persons who will be firing at the same time.

1103. Range Control

1. All Range exercises will be conducted under the authority of the CO of 903 RCACS.
2. All Range exercises will be promulgated in the 903 RCACS Monthly Routine Orders prior to their commencement. The RSO for each Range exercise will also be promulgated in the 903 RCACS Monthly Routine Orders.
3. A RSO shall be present at all Range exercises and will be responsible for the safe operation of the Squadron Range. The RSO, Range Instructor, Relay Commander and Ammunition Controller may be the same person.
4. The RSO shall complete the Squadron Range Use Register prior to and following each range exercise. The RSO shall also complete the Range Attendance Register and the Ammunition Log following each range exercise.

1104. Range Safety

1. No personnel shall enter or leave the Squadron Range without the authorization of the RSO.
2. Eating, drinking and smoking are prohibited in the range at all times.
3. No Relay shall consist of more than six (6) shooters.
4. There will be no more than two (2) Relays on the Squadron Range when shooting is in progress. One Relay shall be firing, or preparing to fire and the other Relay shall be waiting in the area behind the shooters. All other Relays shall be waiting in the hallway outside while shooting is in progress.
5. Personnel may only proceed to the butts under the instruction of the RSO. The firing point will not be disturbed and the rifles will not be touched while personnel are at the butts.
6. All personnel inside the range MUST wear hearing protection while 0.22 cal weapons shooting is in progress. Hearing protection will also be required for 0.177 cal air rifle shooting.
7. The ventilation fans will be operating whenever 0.22 cal weapons are being used. If the fans are inoperable, no firing will take place.
8. All personnel will remain behind the firing point whenever shooting is in progress and while the red Flag is up.
9. Firing will only be done from the prone position.
10. Firing will not commence until the RSO has determined that it is safe to do so. The red light shall be

turned on whenever firing is in progress.

11. Firing commands shall be given by the Relay Commander, under the direction of the RSO, as outlined under Firing Sequences in these Orders.

12. During firing, the main door to the range will be shut and locked. No personnel will be permitted to enter or leave the range while firing is in progress.

13. All personnel shall abide by the instruction of the RSO. Failure to do so will result in the loss of range privileges by the offending personnel, for a period as determined by the CO of 781 RCACS.

14. The command CEASE FIRE may be given by any personnel on the Squadron Range anytime a safety violation is deemed to be occurring or about to occur.

1105. Emergency and Medical

1. The CO shall be immediately advised of any accident occurring on the Range. This will be done after all appropriate action has been taken to care for any injuries that may have been sustained by participating personnel. In the event that the CO cannot be reached, the DCO shall be contacted.

2. In case of serious injury, a CF 98 Report of Injuries or Immediate Death or DND 2299 (for Cadets and CI's) must be completed.

1106. Authorized Weapons and Ammunition

1. The only weapons authorized for use on the Squadron Range are the issued No. 7 0.22 cal single shot rifle, the Anshutz 0.22 cal single shot target rifle, the Daisy 85C 0.177 cal single shot air rifle.

2. The only ammunition to be used on the Squadron Range shall be the 0.22 cal ammunition issued by the Department of National Defence and 0.177 cal air rifle pellets issued by 903 RCACS. No other 0.22 cal or 0.177 cal ammunition will be used on the Squadron Range.

1107. Ammunition Control

1. The Ammunition Controller prior to distribution of the ammunition will inspect all rounds of ammunition. All ammunition malfunctions and defects will be reported to the RSO, who will then convey the report to the CO of 903 RCACS. **The CO will then inform the Area Cadet Office.**

2. Ammunition that is suspected of having a defect will not be used. When ammunition exhibits a defect during firing exercises, firing will cease and the defective ammunition will be withdrawn and quarantined.

3. The tampering with ammunition for any purpose is prohibited.

4. All spent casings will be deposited in the spent casing storage container.

5. No member may remove any live or blank rounds of ammunition, or empty casings from the range exercise after completion of the exercise. They will be required to state a certification that they do not have any live or blank rounds of ammunition, or any empty casings, in their possession before leaving the range exercise.

1108. Weapon Maintenance

1. All weapons shall be maintained to ensure that they are capable of performing their primary function to the best possible standard. The Maintenance Program shall consist of Operator Maintenance and Scheduled Maintenance.

2. Operator Maintenance shall be performed each time the weapon is used. It shall consist of the mechanical inspection of the weapon, the reporting of any mechanical faults so that the weapon can be repaired by the appropriate tradesman, and the cleaning, lubrication and upkeep of the weapon. The mechanical inspection shall be performed prior to and following each range session during which the weapon is used. Cleaning, lubrication and upkeep of the weapon shall follow each range session during which the weapon is used.

3. In the event of non-use of a weapon, **the weapon shall undergo Scheduled Maintenance at least once a month.** Scheduled Maintenance involves the mechanical inspection of the weapon, the reporting of any mechanical faults so that the appropriate tradesman can repair the weapon, and the cleaning, lubrication and upkeep of the weapon. Scheduled maintenance is performed to prevent corrosion and other forms of material degradation when the weapon is being stored.

4. **A maintenance log shall be kept for each weapon.** The log shall indicate when the weapon was last maintained and when the weapon was last fired.

5. Mechanical inspection by the Operators or the Weapon Maintenance Team shall consist of checking

for the presence, function, fit, security and finish of components. This shall be performed in accordance with the operators manual and applicable equipment publication.

6. Fault reporting is the passage of information from the operator to the RSO or the Weapons Maintenance Officer. The Officer shall enter the fault and the date reported into the weapon.s maintenance log.

7. Cleaning, lubrication and upkeep of the weapons and shall be performed in accordance with operator.s manuals and the applicable equipment publications.

1109 Range Training

1. All Cadets will be required to have attended an elementary training session in weapon handling and have passed an examination prior to firing on the range.

2. Qualified instructors under the supervision of the Squadron RSO, who shall maintain training records of Cadets having successfully passed the tests, will give elementary training.

3. Tests shall be conducted on a yearly basis, at the start of the training year. Refresher training shall be given to all Cadets participating in the Squadron shooting program at the start of the training year and at such other times as the CO deems necessary.

1110. Firing Procedure

1. The firing procedures following shall be followed at every range exercise and shall not be deviated from without prior approval of the CO:

- a. PLACE YOUR TARGETS (by Relay Commander)
 - i. Relay members. pick-up a target and position it on the backstop, then return to the rear of the range.
- b. THIS RELAY - ADVANCE TO THE FIRING LINE (by Relay Commander)
 - i. Relay members advance to the rear of the firing line.
 - ii. RSO turns on the red firing light.
- c. RELAY - NUMBER (by Relay Commander)
 - i. One, Two, Three, Etc (Response by relay members)
- d. TAKE UP THE PRONE POSITION (by Relay Commander)
 - i. Relay members take up position. Relay members do not pick up their rifle.
- e. DISTRIBUTE THE AMMO (by Relay Commander)
 - i. Ammo Controller places loaded ammo blocks to the right of each relay member.
- f. EAR DEFENDERS/EYE PROTECTIONON (by Relay Commander)
 - i. All personnel on the range don safety gear.
- g. POSITIONS READY (by Relay Commander)
 - i. Number One Ready (Response by relay member)
 - ii. Number Two Ready (Response by relay member)
 - iii. Etc.
- h. LOAD
 - i. Relay members pick up the rifle and load the first round and engage the safety. Relay members do not set down a loaded rifle.
- i. ON YOUR OWN TIME, AT YOUR OWN TARGET, (_ROUNDS SIGHTING,) _ROUNDS TARGETING (or GROUPING), FIRE (by Relay Commander)
 - i. Relay members commence firing.
 - ii. If a CEASE FIRE is called, the relay member will IMMEDIATELY unload the rifle, engage the safety and set down the rifle.
 - iii. In the event of a misfire, the relay member will raise their hand. They will not unload nor set down the rifle. The RSO will then unload the rifle and provide a replacement round. A cease-fire is NOT called.
 - iv. In the event of repeated misfires, the rifle shall be removed from service.
 - v. Upon completion of firing, each relay member shall unload the rifle 3 times, engage the safety and set down the rifle.
- j. UNLOAD (by Relay Commander) shall be responsible for:
 - i. Called after all relay members have completed firing.
 - ii. Relay members pick up their rifle, unload three times, engage safety and then set

- down the rifle.
- k. PREPARE FOR INSPECTION
 - i. Relay members raise their rifles for inspection.
 - ii. The RSO inspects each rifle to ensure the rifle is empty and the safety is engaged.
 - iii. Number One Clear (Response by the RSO)
 - iv. Number Two Clear (Response by the RSO)
 - v. Etc.
- l. ALL CLEAR STAND CLEAR
 - i. Relay members stand up to the rear of the firing line.
 - ii. RSO turns off the red firing light.
- m. RETRIEVE YOUR TARGETS
 - i. Relay members pick up their spent casing and ammo blocks.
 - ii. Spent casings are deposited in the spent casing storage container.
 - iii. Ammo blocks are returned to the Ammo Controller.
 - iv. Relay members retrieve their targets and give them to the Range Instructor.

1111 – NDSI 65

CADET AND JUNIOR CANADIAN RANGERS STORAGE AND TRANSPORT OF RIFLES

Effective Date

65.01 This is a new Instruction in its entirety and is effective 01 August 2002.

Scope

65.02 The purpose of this Instruction is to provide baseline standards for the storage and transport of rifles that are used by Cadet Corps or by Junior Canadian Rangers (JCR).

Subject OPI

65.03 The OPI for all matters related to the physical security, storage and transport of rifles used by Cadets and JCR is DPM Secur 4.

65.04 This Instruction addresses the following topics:

Topic

[Policy](#)

[Local Agreements](#)

[Types of Approved Containers](#)

[Minimum Storage Standards](#)

[Container Storage](#)

[Storage Rooms](#)

[Doors](#)

[Windows](#)

[Air Rifles](#)

[Bolt Action .22 and .303 Rifles](#)

[Drill Purpose Rifles](#)

[Two Person Opening Procedures](#)

[Certification, Verification and Inspections](#)

[Transport](#)

Policy

65.05 For the purpose of this policy, the authorized Cadet/JCR rifles are as follows:

- a. The Daisy 853C Air rifle (.177 calibre);
- b. The .22 calibre bolt action rifle; and
- c. The .303 calibre bolt action rifle (Lee Enfield)

Squadron Standing Orders – 781 “Calgary” RCACS

Revision Dated: 19-Mar-07

65.06 All other firearms are to be secured in accordance with the current National Defence Security Policy (NDSP) Chapter 28 – Security of Small Arms, Ammunition and Explosives.

65.07 The Daisy 853C air rifle is not officially classed as a firearm or small arm; however, for DND/CF purposes, the storage and transport of air rifles will be governed by the applicable sections of this Instruction that **shall** take precedence over civilian regulations.

[Local Agreements](#)

65.08.1 Where rifles and ammunition are stored outside of DND/CF establishments, the Commanding Officer must ensure that a written agreement is in place between the Cadet/JRC Corps and the building or organization sponsors. This agreement is to serve as authorization to store/secure these items on site and to inform the sponsor of what is actually being stored/secured there.

65.09 In addition, the local police are to be informed that rifles are being secured within the structure and local fire departments are to be advised that ammunition is held on the site (not applicable to pellets for air rifles).

Types of Approved Containers

65.10 For the purposes of the storage requirements identified in paragraph 65.12 below, “container” includes any of the following:

- a. a sturdy secure cabinet including, but not limited to, standard 2 door lockers or cabinets fitted with one or more locking bars;
- b. a security shell;
- c. a commercial firearms safe/locker;
- d. a locked room within a locked room;
- e. a lockable heavy-duty rifle carrying case (for example, Pelican cases or the JCR Air Rifle Storage and Shipping Cases);

Note: Light weight carrying cases **do not** satisfy these storage requirements.

- f. a two or four drawer filing cabinet fitted with approved locking mechanisms (hasps/bars and locks) for each drawer;
- g. a strong metal box with hasp and locking bars as applicable; or
- h. any other sturdy container deemed to be “secure” and suitable, by the local Security Advisor. The term “**secure**” is defined as something that cannot be easily broken into without tools.

Minimum Storage Standards

65.11 The standards below apply to the Air rifle and the .22 and .303 calibre bolt action rifles.

Containers

65.12 Rifles are to be stored in a securely locked container that cannot be easily broken into, and secured with approved S283 keyed padlock(s).

65.13 Any container storing rifles, rifle components or small arms ammunition that is easily movable (i.e., portable by two persons without tools or accessories) is to be fastened in a tamper-proof manner (bolts, chains, cables etc) to a wall, floor or other suitable fixture to prevent removal.

Alternatively, larger containers may be sufficiently weighted down to prevent removal. The local Security Advisor must be consulted in order to determine if the method(s) used are suitable.

65.14 Where required and necessary, sufficient locking bars and/or hasps must be utilized to ensure that containers cannot be easily pried or broken into. All padlocks used to secure containers are to be rated S283.

65.14 Containers must be stored within a locked room that cannot be easily broken into.

Storage rooms

65.15 There are not to be any markings or indications that rifles are contained within the rooms or containers. The posting of signs for ammunition will be in accordance with the Explosives Safety manual.

65.16 Keys will be administered in accordance with NDSP Chapter 27 Annex B and NDSP Chapter 28 Annex B.

Doors

65.17 Doors leading to rooms housing rifles, essential operating components or ammunition must be constructed in such a manner that they can not be easily broken into. They are to be of solid core (preferable) or metal/plywood clad on the inside, with sufficient (dependant on size and weight of door) interior hinges or exterior hinges that have been made tamper-proof, and be equipped with at least one deadbolt lock (two is preferable).

65.18 Where alterations to doors are not permitted or restricted by building owners/sponsors, additional safeguards must be in place to compensate for the lack of these measures. Each area is to be judged by the local Security Advisor on an individual basis and be based on the local Threat and Risk Assessment (TRA) [NDSI 6 - TRA refers](#).

Windows

65.19 Any room housing containers that secure rifles should be without windows. Where windows are unavoidable and are accessible from grade, they must be lockable from the interior and afforded further protection. This can be accomplished in a number of ways such as interior lockable shutters, grills, bars, plywood that is secured to the interior frame when the room is unoccupied, glazing material (laminated) etc.

65.20 Where this type of physical protection of windows is not permitted by building owners/sponsors, they must at least be equipped with blinds, curtains etc, in order to block the view from the exterior. Methods for added security are to be based on the local TRA and approved by local Security Advisors. There is no need to provide added security to windows 15 feet above ground unless access can be gained easily or the TRA indicates a requirement.

Squadron Standing Orders – 781 “Calgary” RCACS

Revision Dated: 19-Mar-07

65.21 Building owners/sponsors are to provide written confirmation if alterations are not permitted to doors, windows etc. This confirmation will be held on the physical security survey file maintained by the local Security Officer.

Air Rifles

65.22 In addition to the Minimum Storage Standards at paragraph 65.11 the following standards apply to Air rifles within Cadet and JCR facilities:

- a. air-powered rifles are to be unloaded (no pellets);
- b. pellets for air powered rifles may be secured within the same room as air powered rifles only if they are stored in a separate container secured with approved F2S2 padlocks; (Only pellets issued by DND/CF are approved for use in the Air rifle); and
- c. in multi-use facilities and areas such as church basements etc, where several organizations use the area, containers are to be secured in other lockable containers as per paragraph 65.10. The local Security Advisor is to determine the best method available.

Note: Air-powered rifles do not require essential operating components to be removed.

Bolt Action .22 and .303 Rifles

65.23 In addition to the Minimum Storage Standards at paragraph 65.11, the following standards apply to the to bolt action .22 and .303 calibre rifles held within Cadet and JCR facilities:

- a. bolt action rifles are to be rendered inoperable by removing one or more of the essential operating components (bolt, barrel, firing pin, etc);
- b. essential operating components and ammunition may be stored within the same room but are to be stored in separate sturdy containers secured with approved S283 keyed padlocks;
- c. where space is available, essential operating components and ammunition are not be stored in the same room as bolt-action rifles. Under conditions where the bolt-action rifles and the components and ammunition can not be stored in a separate locked room, added security measures must be put into place. The local Security Advisor is to judge each location individually and apply further safeguards deemed necessary. In low threat environments, use of trigger locks, chaining rifles within the container etc, as an additional security measure may be sufficient; and
- d. bolt-action rifles must be stored in locked containers within a locked room that cannot be easily broken into.

Drill Purpose Rifles

65.24 Drill purpose rifles are to be secured in accordance with the standards stated in paragraph 65.11, unless the rifle and operating components are rendered totally inoperable in such a manner as to make the rifle permanently incapable of being restored to operating condition. A totally inoperable drill purpose rifle may be secured within a securely locked and controlled room.

Two Person Opening Procedures

65.25 The Commanding Officer is responsible for ensuring the security of DND/CF assets. To ensure the security of rifles and ammunition, access to these assets must be strictly controlled and an audit

Squadron Standing Orders – 781 “Calgary” RCACS

Revision Dated: 19-Mar-07

trail must be maintained. Unless otherwise fully justified, **and** approved in writing by the local Security Advisor, a two

person opening procedure **will** be in place for the .22 cal and .303 calibre rifles. Even if justified and approved, strict key control must be in place to ensure that no single person ever has unlimited access to the weapons and ammunition.

65.26 Although not mandatory, the two person opening procedure is **highly recommended** for air rifles.

Certification, Verification and Inspections

65.27 All provisions regarding certification, verification and inspection of Cadet and JCR establishments are to be carried out as per NDSP Chapter 28, paragraphs 28.14, 28.18 and 28.23.

Establishments not meeting the minimum standards outlined above, must be provided protection by guards or by having the firearms removed to an adequate secure location.

65.28 The Commanding Officer and the local Security Advisor must ensure that the safeguards outlined within this policy are adhered to in order to protect both DND/CF assets and the general public.

Transport

65.29 When transporting either .22 cal or .303 cal rifles, the rifles shall be made inoperable by the removal of an essential operating component (bolt). In the case of a Daisy Air rifle, ensuring that there are no pellets within the weapon is sufficient.

65.30 Rifles and operating components must be transported separately in two vehicles (in locked containers/cases), or in the case where travel is by bus, members may carry the bolts on their person while the rifles are stored in locked containers in the luggage compartment. During commercial air travel the rifles and operating components are to be transported in separate locked containers and handled as per checked baggage.

65.31 The Cadet Corps Commanding Officer may permit the transporting of rifles in a PMV on written authority. The driver must carry this authority at all times.

1200 FIRE ORDERS

1201. General

1. This order contains fire orders in Squadron, fire orders in the field and fire precautions. These fire orders apply equally to all ranks of 903 RCACS.

1202. Unit Fire Prevention Officer

1. The DCO is the Unit Fire Prevention Officer.

1203. Posting of Fire Orders

1. One copy of these orders will be placed on central notice boards in the following areas:

- On the duty officer and NCOs binder; and
- Posted on the Squadron Orders Board

1204. Fires

1. Fires do not just happen. They are caused. The prevention of fires is of primary importance. The first few minutes of a fire are the most critical from both a life threatening and a property safety point of view. **On the outbreak of fire, all unit fire suppression resources will be put into immediate operation to minimize fire damage. All personnel are personally responsible for:**

- Control of personal fire hazards, i.e. smoking, use of electrical equipment, etc; and
- Knowing what to do when fire occurs.

1205. Responsibilities

1. All personnel, both military and civilian, will know:

- Local fire alarm stations within the building;
- Fire assembly points;
- The telephone number of the fire department;
- The location of the fire fighting apparatus and the proper method of operating extinguishers;
- The action to be taken on the sounding of the fire alarm; and
- What to do when a fire occurs.

1206. Fire Protection

1. The Sup O is responsible for the provision of fire fighting equipment and personnel.

1207. Action On Discovery Of Fire

1. The first person to see or detect a fire will immediately shout FIRE three (3) times. **The person who is closest to the fire extinguisher will use it to the best of their ability. Time is of the essence.**

2. When a class has been informed there is a fire, the instructor will lead the class to safety outside. Cadets will follow the instructor in single file and in total silence. The assistant instructor or a Cadet, as appointed by the instructor, will follow at the end, making sure no Cadets are left behind; he/she will be responsible for closing the doors behind him/her. This procedure must be done quickly, no running or pushing, and in a military fashion. Remaining calm is very important.

1208. Fire Prevention Officer

1. The unit Fire Prevention Officer shall proceed to the fire scene and act as Liaison Officer between the Officer in charge of Fire Fighters and Officer in charge of assembled Cadets. In the absence of the Fire Prevention Officer, the CO will perform this duty.

1209. Evacuation Of Building - Assemble And Personnel

1. During training hours:

- a. If outdoors, all personnel will remain outdoors and assemble at the yellow lions building point F.
- b. If indoors, all personnel will exit through the nearest fire exit and assemble at the yellow lions building point F.

1210 Fire Duties On Assembly

1. The roll will be called as soon as the Squadron has been assembled. The NCO (s) who are Commanding a Flight that evening will call the roll of that Flight.
2. The Duty Officer will bring the roll call sheets outside.
3. The Fire Prevention Officer or his designate will ensure the hall is emptied of all people and will take care of any injuries.
4. Any person not present on the roll call will be reported to the Fire Prevention Officer immediately.

1211 All Clear

1. The ALL CLEAR will be initiated by the Fire Chief or Deputy and passed on through the chain of command.

1212 Fire Fighting Equipment

1. Fire fighting equipment:
 - a. Equipment allotted to the building shall not be tampered with or obstructed;
 - b. Fire extinguishers, fire ladders, etc., shall only be used for fire fighting; and
 - c. Any person using or partially discharging a fire extinguisher will report such use immediately to the immediate supervisor.

1213 Private Belongings

1. Private property and personal belongings:
 - a. DND is not responsible for loss of private property or personal belongings resulting from fire, etc., except as provided in QR & O 210-01; and
 - b. Personnel are required to make their own arrangements for fire insurance of personal property.

1214 – 1299 Not Promulgated