



**583 CORONATION SQUADRON
ROYAL CANADIAN AIR CADETS
MAPLE RIDGE, B.C.**

SQUADRON STANDING ORDERS

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These Standing Orders will be in effect upon publication. Any suggestions for changes must be made in writing to the Commanding Officer, 583 RCACS.

James Lee Taylor, CD
Captain
Commanding Officer

DISTRIBUTION LIST

CO	01
Squadron Staff	01
Sponsors	01
Senior NCOs	01
Notice Boards	01
NCOs Mess	01
File	01

583 SQUADRON STANDING ORDERS

INTRODUCTION

- References:
- A. Queens Regulations and Orders Cadets – QR&O (Cdts)
 - B. Canadian Forces Administrative Orders – CFAOs
 - C. Cadet Policies and Procedures
 - D. Pacific Region Cadet Instructions – PRCIs
 - E. Cadet Administrative and Training Orders – CATOs
 - F. National Cadet & Junior Rangers Special Group Orders - Natl CJCR Sp Gp Order
 - G. Area Cadet Administrative Orders – ACAOs
 - H. Drug and Alcohol Policy for Air Cadets
 - I. Security Orders for the Canadian Forces – A-SJ-100-001/AS-000
 - J. Canadian Forces Dress Instructions – A-AD-265-000/AG-001
 - K. Dress Regulations for Royal Canadian Air Cadets – A-CR-CCP-990/Pt-001
 - L. Cadet Program Interim Safety Direction – A-CR-CCP-930/AG-001 and CANCDTGEN 005/19

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. LOCATION

Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron, including the designated areas of the Albion Fairground's LHQ and all other locations used from time to time by the Squadron.

3. JURISDICTION

These orders are issued by the Commanding Officer, 583 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 Comd CJCR Sp Grp and RCSU(Pacific). These orders also will apply to any visiting Officers or Cadets while in the Squadron areas of the Albion Fairground's and in attendance of a 583 RCACS function.

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 Commanding Officer 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 (Comd CJCR SP Grp, RCSU Pac, etc.) or an authorized civilian organization (Air Cadet League, Police, etc.), the higher authority shall prevail.

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100 Personnel

101. Duties and Responsibilities

1. The Commanding Officer (CO) is directly responsible to the Commanding Officer of Regional Cadet Support Unit - Pacific and to him through his/her subordinates, and Staff Officers.
2. The CO of 583 RCACS is responsible for the command, control, and administration of all 583 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 Second in Command (Deputy CO) of 583 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, Military Personnel, Civilian Instructors (CIs) and Civilian Volunteers (CVs) 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 1800 - 2145 hours. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible.
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. All personnel must obtain prior permission from the CO before contacting the Regional Cadet Support Unit - Pacific in regards to Squadron affairs.
2. All personnel must obtain prior permission from the CO before contacting the Air Cadet League in regards to Squadron affairs.
3. Contact with the Sponsoring Committee shall be made through the CO. Contact with the Squadron staff by the Sponsoring Committee shall be made through the CO. Cadets may contact the Sponsoring Committee directly but the CO must be advised of the subject of said contact.
4. To facilitate better communication a select group of senior cadets referred to as the "Command Group" shall be established to liaison between the staff and the cadets. This group will consist of the Cadet Commander, Cadet Deputy Commander, Cadet Adjutant, all the Flight Commanders (or equivalent) and the Squadron Warrant Officer.
5. 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, CCM and/or the Canadian Forces.
6. 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 Commanding Officer.
2. The Cadet Commander reports directly to the CO.
3. The Cadet Deputy Commander reports directly to the Cadet Commander and to the CO through the Training Officer (TrgO).
4. The Duty NCOs report directly to the Administration Officer (AdminO).
5. All other Cadets report through their Flight NCOs and Flight Commanders up through the Cadet Deputy Commander and Cadet Commander to the Officer Staff unless otherwise directed.
6. All cadets may request an interview with the Squadron Officers through their Flight NCOs. Such requests shall not be 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 actual nature of the request need not be revealed to the NCO). The Flight NCO must then notify the Cadet Commander of the request, who will in turn notify the appropriate officer. Request of a personal nature must be forwarded to the Squadron Officers 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 forward the request to the Flight Commander who may either action the request or forward it to the appropriate officer.
 - c. All cadets may request interviews with Unit Cadet Conflict Management Advisor (UCCMA) directly.

104. Duty Personnel

1. All Squadron Officers with the exception of the Commanding Officer will perform the duties of the Duty Officer.
2. All Squadron Corporals and Sergeants will perform the duties of the Duty NCOs. All Flights in turn will perform the duties of the Duty Flight.
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 Officer is the CO's direct representative and will report directly to the CO any observations of the Squadron operations.
4. The AdminO 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 AdminO 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 Officer is to report for duty by 1800 hrs on the day of his/her duty and to remain until the last cadet departs the Local Headquarter (LHQ) / Albion Fairground's.
6. The Duty NCOs will report to the Duty Officer by 1815 hrs and will assist the Duty Officer in conducting his/her duties. The Duty NCOs are responsible for ensuring that the Squadron Rolls are returned to the AdminO no later than 1900 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 AdminO will hold the master copies of the duties of the Duty Officer, Duty Sergeant, and Duty Corporals.

105. Promotions

Ref: CATO 13-02

1. Appointments of Rank (hereafter referred to as Promotions) are held four times a year; at the end of October, December, February and April, or as deemed necessary by the Commanding Officer.
2. All promotions will conform to regulations set out in the CATOs, ACAOs and Squadron promotion requirements. The minimum requirements for promotion to rank will be as follows:
 - a. Leading Air Cadets (LAC)
 - i. Completed a minimum of 5 months in cadets not including summer break or requested leave of absence.
 - ii. Attended a minimum of 60% of Squadron regular parades
 - b. Corporal (CPL)
 - i. Completed at least Six Months Service at the rank of LAC;
 - ii. Successfully completed the level 1 Training Program;
 - iii. Participated in Cadets Fitness Assessment as part of PO X04; and
 - iv. Attendance level of 60% or more of Mandatory Training.
 - c. Flight Corporal (FCPL)
 - i. Completed at least Six Months Service at the rank of CPL;
 - ii. Successfully completed the level 2 Training Program;
 - iii. Participated in Cadets Fitness Assessment as part of PO X04; and
 - iv. Attendance level of 60% or more of Mandatory Training.
 - d. Sergeant (SGT)
 - i. Completed at least Six Months Service at the rank of FCPL;
 - ii. Successfully completed the level 3 Training Program;
 - iii. Achieved a minimum of "completed without difficulty" in PO 303 (Leadership);
 - iv. Participated in Cadet Fitness Assessment as part of PO X04; and
 - v. Attendance level of 60% or more of Mandatory Training.
 - e. Flight Sergeant (FSGT)
 - i. Completed at least Six Months Service at the rank of SGT;
 - ii. Successfully completed the level 4 Training Program;
 - iii. Achieved a minimum of "completed without difficulty" in PO 403 (Leadership);
 - iv. Participated in Cadet Fitness Assessment as part of PO X04; and
 - v. Attendance level of 60% or more of Mandatory Training.
 - f. Warrant Officer Second Class (WOII)
 - i. Completed at least Six Months Service at the rank of FSGT;
 - ii. Successfully completed the level 5 Training Program;
 - iii. Achieved a minimum of "completed without difficulty" in PO 503 (Leadership);
 - iv. Participated in Cadet Fitness Assessment as part of PO 504;
 - v. Identified as a successful candidate through the merit review board process described below; and
 - vi. Attendance level of 60% or more of Mandatory Training.

- g. Warrant Officer First Class (WOI)
 - i. Completed at least Six Months Service at the rank of WOII;
 - ii. Identified as a successful candidate through the merit review board process described below; and
 - iii. Attendance level of 60% or more of Mandatory Training.
- 3. A seniority list will be kept and consulted prior to a promotion period.
- 4. A promotion review board will be constituted prior to promotions and will consist of the Squadron Officers & Staff, with input from the senior cadets, and Sponsoring Committee. The Sponsoring Committee Chair or his/her representative should attend it.
- 5. Due to vacancies or exceptional abilities Cadets may be appointed to an acting rank for a period of up to six months, at which time the rank shall either be confirmed, or, the former rank reinstated. If the rank is confirmed, seniority shall commence from the date of the acting appointment. To be appointed to an acting rank, the cadet must meet either the training level or time at rank criteria.
- 6. Additional leadership attributes that the CO needs to consider when recommending whether or not a cadet should be promoted include:
 - a. dress and deportment;
 - b. conduct, discipline, and attitude;
 - c. participation;
 - d. response to direction;
 - e. ability to interact positively and comfortably with others;
 - f. ability to make sound judgements regarding their own actions;
 - g. willingness to accept responsibility;
 - h. ability to solve problems effectively;
 - i. ability to communicate effectively;
 - j. ability to set a positive example for others; and
 - k. Initiative.
- 7. The final authority for all promotions rests with the CO.
- 8. CADETS NOT YET MERITING RANK PROMOTION
 - a. a Training Counselling Session (TCS) shall be completed as per Chapter 3 of the applicable proficiency level qualification standard and plan (QSP). The TCS Form shall clearly indicate which areas the cadet needs to improve to be promoted in the future;
 - b. prior to the promotion of the cadet's peers, at the earliest opportunity, the CO and/or his/her designate shall meet with the cadet to provide specific feedback and guidance on how they must improve in order to be promoted in the future;
 - c. the CO and/or his/her designate will work with the cadet to develop an action plan detailing the steps the cadet will take and the support the staff will provide to help the cadet improve; and
 - d. a copy of the TCS Form shall be placed in the cadet's file.

106. Appointments

1. Staff and Cadets will be appointed to commanding or supervising position 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 consist of the following positions:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Recording Secretary
 - d. Staff or Sponsoring Committee supervisor
3. Minutes will be recorded at all committee meetings and a final copy of the minutes will 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. Commanding Officer

2. The Commanding Officer (CO) of an Air Cadet unit shall:
 - a. Comply with regulations, orders as issued by the Minister of National Defence, and the Canadian Forces;
 - b. Keep officers, civilian instructors, volunteer instructors, 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. Recommend enrolment, appointment, promotion, posting, transfer, and release of officers of the cadet unit;
 - e. Recommend the appointment and release of civilian instructors and civilian volunteers;
 - f. Appoint qualified officers to the following particular duties, ensuring deputies are provided during prolonged absence:
 - i. Deputy Commanding Officer (DCO)
 - ii. Training Officer (TrgO),
 - iii. Administration Officer (AdminO), and
 - iv. Supply Officer (SupO);
 - g. Supervise and control all duties of personnel under his command;
 - h. Ensure that proper supply, administration, and training procedures are carried out;
 - i. 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;

- j. Maintain records of attendance for instruction and the training progress of each cadet;
- k. Ensure that prescribed medical examinations and re-examinations are carried out;
- l. Immediately report all injuries (incurred during unit training) that required emergency medical treatment to the Area Cadet Office;
- m. Report the death of any officer, civilian instructor, volunteer instructor, or cadet to ACO;
- n. 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;
- o. Ensure that returns are promptly and regularly made;
- p. Report loss or damage of DND equipment to support base/station immediately on discovery;
- q. Be the holder of the unit's Distribution Account;
- r. Foster and maintain good public relations;
- s. Ensure another officer on the unit's staff is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command;
- t. Ensure a thorough turn-over to successor; and
- u. Undertake other duties assigned by lawful authority.

202. Deputy Commanding Officer

1. The Deputy Commanding Officer (DCO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The DCO shall be responsible for
 - a. Maintaining a high level of discipline, dress and efficiency in the Squadron at all times;
 - b. Ensuring that all directives issued by the Commanding Officer are being carried out;
 - c. Overseeing the operations of the squadron;
 - d. Co-ordinating along with the TrgO all non-mandatory training activities;
 - e. Assigning supervision and facilitating the activities conducted by all specialty teams and program co-ordinators;
 - f. Suggesting to the Commanding Officer for appointment, specialty team co-ordinators;
 - g. Ensuring he/she is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command and;
 - h. Undertaking such other duties as directed by the Commanding Officer.

203. Training Officer

1. The Training Officer (TrgO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The TrgO shall be responsible for:
 - a. Developing a training programme (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 Commanding Officer on exercises and citizenship tours as well as co-ordinating unit special training projects;

- h. Selecting and submitting demands for training 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 cadet's progress;
 - l. Compiling all training and examination results;
 - m. Organizing cadet unit drill, ceremonial parades and inspections;
 - n. Ensuring that the training programme is completed; and
 - o. Undertaking such other duties as directed by the Commanding Officer.
3. The TrgO 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.

204. Administration Officer

1. The Administration Officer (AdminO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The AdminO shall be responsible for:
- a. Maintaining an adequate stock of forms required for the administration of the cadet unit;
 - b. The correct 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 a register of all incoming and outgoing correspondence;
 - f. Maintaining the unit's filing system;
 - g. Preparing and expediting all reports, returns, documents, and other correspondence for the Commanding Officer's signature;
 - h. Arranging for medical examinations, as required;
 - i. Maintaining complete personal files on each member of the cadet unit;
 - j. be responsible for the destruction of personnel files as per described regulations;
 - k. Ensuring prompt and proper submission of all claims;
 - l. Ensuring the ongoing individual training and development of all instructional staff;
 - m. Advising the supply officer of names of cadets enrolled or released;
 - n. Initiating a cadet unit duty roster;
 - o. Ensuring all officers are in possession of a valid Canadian Forces Reserve Identification card; and
 - p. Undertaking such other duties as directed by the Commanding Officer.
3. The AdminO 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.

205. Supply Officer

1. The Supply Officer (SupO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The SupO 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

- c. and authorized Cadet Adjutant/les of issue;
 - c. Acting as the Sqn Safety officer and conducting all safety inspections, fire drills and maintenance of all First Aid kits and DND issued Safety equipment;
 - d. Act as the unit account holder for the Commanding Officer as his designate;
 - e. Work with the SSC through the CO through a deprivation schedule on the all the squadron owned equipment on the SSC held equipment provided to the unit;
 - f. Conducting cadet kit inspections at least once annually;
 - g. Ensuring the security and proper care of all material in particular weapons and ammunitions;
 - h. Issuing, exchanging and receiving material;
 - i. maintain the key register of all squadron keys and issuance to each staff member on behalf of the CO;
 - j. Undertaking measures for recovering uniforms of cadets no longer parading with unit;
 - k. Arranging for unit Customer Account Verifications at:
 - i. Designated intervals,
 - ii. On appointment of a supply officer, and
 - iii. On change of Commanding Officer;
 - l. Submitting a written report to the Commanding Officer on discovery of loss or damage to materiel;
 - m. Preparing and submitting to the Commanding Officer all write-off documents; and
 - n. Undertaking such other duties as directed by the Commanding Officer.
3. The SupO shall prepare a budget for the years supply administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

206. Unit Cadet Conflict Management Advisor (UCCMA)

1. Unit Cadet Conflict Management Advisor (UCCMA) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The UHRA shall be responsible for:
 - a. All duties and functions as outlined in CATO 13-24 – Harassment Prevention and Resolution
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.

207. Band Officer

1. The Band Officer (BandO) will be appointed by the Commanding Officer and shall be responsible to the CO for carrying out all assigned duties.
2. The BandO shall be responsible for:
 - a. Developing and maintaining the band training programme in accordance with established cadet band training directives;
 - b. Be responsible to the CO for the squadron owned band equipment, including its maintenance and completing a replacement schedule for such equipment to ensure the future health of the band;
 - c. Ensuring all band training parades and activities are properly supervised;
 - d. Maintaining records showing attendance and training progress of each cadet;
 - e. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
 - f. Organizing drum major tryouts annually, as required, & providing recommendations to the CO;
 - g. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating band special training projects;
 - h. Work with the SSC through the CO through a deprivation schedule on the acquisition of new equipment;
 - i. Ensuring the cadet unit is in possession of all required band material and reference manuals;

- j. Ensuring the ongoing individual training and development of all band instructional staff;
 - k. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
 - l. Compiling all band training and examination results;
 - m. Organizing band competitions, concerts and ceremonial parades;
 - n. Assisting and supervising the Drum Major in the organization and preparation of the Band;
 - o. Music selection for all Squadron parades and concerts; and
 - p. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The BandO 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.

208. Range Safety Officer(s)

1. The Range Safety Officer (RSO) will be appointed by the Commanding Officer and shall be responsible to the Training Officer for carrying out all assigned duties.
2. The Range Safety Officer(s) shall be responsible for:
 - a. Developing and maintaining the range training programme in accordance with established cadet range training directives;
 - b. Ensuring all range training parades and activities are properly supervised and that the Range Standing Orders are followed;
 - c. Ensure that each RSO has their signed ATT form signed by the CO for each range activity approved by the CO;
 - d. Responsible to the Trg officer for the completion of annual range Trg as prescribed in the Trg syllabus;
 - e. Ensuring all range equipment is properly maintained;
 - f. Timely completion of the DND quarterly stocktaking of small arms;
 - g. Maintaining the rifle and ammo sign-out logs and that all ammunition is dispensed in accordance with prescribed range policies;
 - h. Maintaining records showing attendance and training progress of each cadet;
 - i. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
 - j. Advising the Training Officer on exercises and citizenship tours as well as co-ordinating range special training projects;
 - k. Ensuring the cadet unit is in possession of all required range material and reference manuals;
 - l. Ensuring the ongoing individual training and development of all range instructional staff;
 - m. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
 - n. Compiling all range training and examination results;
 - o. Organizing range competitions;
 - p. Assisting and supervising the Range Team Commander in the organization and preparation of the range team; and
 - q. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The RSO shall prepare a budget for the years range activities, administration and capital acquisitions. This budget shall be forwarded to the TrgO and CO prior to the start of each training year.

209. Flight Operations Officer / Chief Pilot

1. The Flight Operations Officer/Chief Pilot (FOO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.

2. The Flight Operations Officer shall be responsible for:
 - a. Overseeing all Squadron flying activities, including familiarization flying, gliding, flying scholarship training, and the Computer Aircraft Simulation Program / Centre (CASP / CASC).
 - b. Ensuring all Squadron pilots maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
 - c. Prepare all CSAR's and complete communications with RCAOPs prior to any FAM Flying;
 - d. Reserving Aircraft and Pilots for FAM Flying;
 - e. Ensuring Sign-ups are complete for FAM Flying and Gliding;
 - f. Maintaining records showing attendance and training progress of each cadet;
 - g. Ensuring the ongoing individual training and development of all flying staff;
 - h. Ensuring that there are always sufficient funds at the flying club;
 - i. Provide regular updates to the CO of all moneys spent on flying operations, including prompt submission of receipts; and
 - j. Undertaking such other duties as directed by the Commanding Officer.
3. The FOO 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.

210. Familiarization Pilots

1. The Familiarization Pilots (Fam Pilots) will be appointed by the Commanding Officer and shall be responsible to the Flight Operations Officer for carrying out all assigned duties.
2. The Familiarization Pilots shall be responsible for:
 - a. Assisting in the operation of all Squadron flying activities, including familiarization flying, gliding, and flying scholarship training;
 - b. Ensure currencies are kept up In accordance with RCAOPs Regulations;
 - c. Ensuring to maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
 - d. Maintaining records showing attendance and training progress of each cadet;
 - e. Provide regular updates to the FOO of all moneys spent on flying operations, including prompt submission of receipts; and
 - f. Undertaking such other duties as directed by the Flight Operations Officer or the Commanding Officer.

211. Sports Officer

1. The Sports Officer will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Sports Officer shall be responsible for:
 - a. Developing and maintaining the sports training programme 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. Work with the SSC through the CO through a deprivation schedule on the all the SSC held equipment provided to the unit;
 - e. Maintaining records showing attendance of each cadet;
 - f. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
 - g. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating sports special training projects;
 - h. Ensuring the cadet unit is in possession of all required sports material and reference manuals;
 - i. Ensuring the ongoing individual training and development of all sports instructional staff;

- j. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
 - k. Compiling all sports training and examination results;
 - l. Organizing sports competitions;
 - m. Assisting and supervising the Sports Team Commander in the organization and preparation of the sports team; and
 - n. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Sports Officer shall prepare a budget for the year's sports activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

212. Flag Party Coordinator

1. The Flag Party Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Flag Party Coordinator shall be responsible for:
 - a. Developing and maintaining the annual Flag Party programme in accordance with established cadet drill training directives;
 - b. Organizing flag party tryouts annually and providing recommendations to the CO;
 - c. Ensuring all Flag Party training parades and activities are properly supervised;
 - 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 Commanding Officer on exercises and citizenship tours as well as co-ordinating Flag Party special training projects;
 - g. Ensuring the ongoing individual training and development of all Flag Party instructional staff;
 - h. Organizing Flag Party ceremonial parades;
 - i. Assisting and supervising the Flag Party Commander in the organization and preparation of the Flag Party; and
 - j. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Flag Party Coordinator shall prepare a budget for the years Flag Party activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

213. Drill Team Coordinator

1. The Drill Team Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Drill Team Coordinator shall be responsible for:
 - a. Developing and maintaining the annual drill team programme in accordance with established cadet drill training directives;
 - b. Organizing drill team commander tryouts annually and providing recommendations to the CO;
 - c. Ensuring all drill team training parades and activities are properly supervised;
 - 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 Commanding Officer on exercises and citizenship tours as well as co-ordinating drill team special training projects;
 - g. Ensuring the ongoing individual training and development of all drill team instructional staff;
 - h. Organizing drill team competitions and ceremonial parades;
 - i. Assisting and supervising the Drill Team Commander in the organization and preparation of the drill

- j. team; and
 - j. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Drill Team Coordinator 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.

214. First Aid Team Coordinator

1. The First Aid Team Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The First Aid Team Coordinator shall be responsible for:
- a. Developing and maintaining the annual first aid team programme 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 Commanding Officer on exercises and citizenship tours as well as co-ordinating 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 Commanding Officer or Designate.
3. The First Aid Team Coordinator 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.

215. Public Speaking Coordinator

1. The Public Speaking Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Public Speaking Coordinator shall be responsible for:
- a. Developing and maintaining the annual public speaking programme in accordance with established cadet training and Air Cadet League directives;
 - b. Arranging Toastmasters training for all participating cadets through the CO and the Sponsor;
 - c. Maintaining records showing attendance of each cadet;
 - d. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating 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 Commanding Officer or Designate.

216. Duke of Edinburgh Program Coordinator

1. The Duke of Edinburgh Program Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Duke of Edinburgh Coordinator shall be responsible for:
- a. Developing and maintaining the squadron Duke of Edinburgh programme 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 Commanding Officer 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 Commanding Officer or Designate.

217. Duty Officer

1. The Duty Officer will be appointed by the Commanding Officer on a weekly rotational basis and shall be responsible to the Commanding Officer 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 Officer's duty will be completed at the end of the training night.
3. Should a Duty Officer not be specified for an activity, the OPI, OIC or designated Officer for the activity will assume to role of Duty Officer.
4. The Duty Officer shall be responsible for:
 - a. Opening the office and all required classrooms;
 - b. Inspecting the facilities including washrooms prior to use by 583 RCACS;
 - c. Check the answering service for messages at the start of all regular training parades, and periodically throughout the following week, and ensure that the messages are relayed to the appropriate personnel;
 - d. Supervise the Duty NCOs and Duty Section;
 - e. Inspecting the Squadron on parades other than Commanding Officer's Inspection;
 - f. Along with the Sr. Duty NCO, inspect and secure the facility after used by 583 RCACS, ensuring cleanliness;
 - g. Staying at 583 LHQ (or location of activity) as long as there are cadets waiting for rides home; and
 - h. Undertaking such other duties as directed by the Commanding Officer.

300 Terms of Reference - Cadets

301. Cadet Commander

1. The Cadet Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff and the Sponsor, and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Cadet Commander is the Commanding Officer's cadet representative to the Squadron and therefore is directly responsible to the Commanding Officer for the conduct of all NCOs and Cadets in the Squadron.
3. The Cadet Commander shall be responsible for:
 - a. Contacting the CO weekly, prior to the phone-out, for messages and instructions;
 - b. Ensuring that all Flight Commanders have established phoning fan-outs, and that all messages are relayed to the cadets via said phoning fan-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. Supervising the activities and accounting for the whereabouts of all Squadron NCOs;
 - f. Carrying out all instructions issued by the CO or his/her designate in a proper, efficient and prompt manner; and

- g. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
- 4. The Cadet Commander is normally the most senior qualified cadet in terms of rank in the Squadron.
- 5. The Cadet Commander will normally have successfully completed Level 5 Training.
- 6. The Cadet Commander shall be thoroughly familiar with the Squadron Standing Orders (SSO) and the Squadron MROs.

302. Cadet Deputy Commander

- 1. The Cadet Deputy Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.
- 2. The Cadet Deputy Commander shall be responsible for:
 - a. Contacting the Training Officer and Cadet Commander weekly for messages and instructions;
 - b. Calling all Cadet Instructors prior to the Weekly Parade to relay instructions from the TrgO and to ensure that all lectures will be covered;
 - c. Ensuring that the Weekly Training is organized and conducted efficiently with all instructor positions covered;
 - d. Preparing and posting the Weekly Training Orders for the following week at the end of each 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. Supervising the activities and accounting for the whereabouts of all Cadet Instructors;
 - g. 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;
 - h. Conferring with the Training Officer on possible amendments to the Training Programme for the evening;
 - i. Carrying out all instructions issued by the Training Officer or his/her designate in a proper, efficient and prompt manner; and
 - j. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
- 3. The Cadet Deputy Commander is normally the second most senior qualified cadet in terms of rank in the Squadron.
- 4. The Cadet Deputy Commander will normally have successfully completed Level 5 Training.
- 5. The Cadet Deputy Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

303. Cadet Adjutant

- 1. The Cadet Adjutant, when assigned, will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Administration Officer for carrying out all assigned duties.
- 2. THE CADET ADJUTANT shall be responsible for:
 - a. Contacting the Administration Officer and Cadet Commander weekly for messages and instructions;
 - a. Calling all Duty NCOs prior to the Weekly Parade to relay instructions from the AdminO and to ensure that all duty positions will be covered;
 - b. The conduct and discipline of the Duty NCOs and will exercise all necessary accepted methods to maintain an efficient Duty Routine;
 - c. Supervising the activities and accounting for the whereabouts of all Duty NCOs;

- 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. Conferring with the Administration Officer on possible amendments to the Duty Routine for the evening;
 - f. Carrying out all instructions issued by the Administration Officer or his/her designate in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The Cadet Adjutant is normally the third most senior qualified cadet in terms of rank in the Squadron.
 4. The Cadet Adjutant will normally have successfully completed Level 5 Training.
 5. The Cadet Adjutant shall be thoroughly familiar with the SSOs and the Squadron MROs.

304. Cadet Flight Commander(s)

1. The Cadet Flight Commander(s) will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Cadet Commander, Cadet Deputy Commander & Cadet Adjutant for carrying out all assigned duties.
2. The Cadet Flight Commander(s) is the representative to the Flight and therefore is directly responsible for the conduct of all NCOs and Cadets in the Flight.
3. THE CADET FLIGHT COMMANDER(S) shall be responsible for:
 - a. Ensuring that all Section Leaders have established phoning fan-outs, and that all messages are relayed to the cadets via said phoning fan-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 end of the Weekly Training Parade;
 - d. Ensure all new cadets are welcomed to the flight and frequent check-in's are performed to ensure they are adapting to the program and assistance is provided where required/requested;
 - e. The conduct and discipline of all Cadets and NCOs in the Flight and will exercise all necessary accepted methods to maintain an efficient Flight;
 - f. 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;
 - g. Carrying out all instructions issued by the Cadet Commander or his/her designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the Cadet Commander or his/her designate.
4. The Cadet Flight Commander (S) will normally have successfully completed Level 3 Training.
5. The Cadet Flight Commander (S) shall be thoroughly familiar with the SSO and the Squadron MROs.

305. Cadet Drum Major

1. The Drum Major (DMaj) will be appointed by the Commanding Officer, in consultation with the Band Officer, and shall be responsible to the Band Officer for carrying out all assigned duties. The Cadet Drum Major will be considered the Cadet Flight Commander for the Band.
2. DMaj shall be responsible for:
 - a. Falling in the band under the direction of the SWO;
 - b. Taking the roll call before fall-in every week;

- c. Taking the roll call before each band practice;
 - d. Assisting in maintaining records showing attendance and training progress of each cadet;
 - e. Assisting in the preparation and presentation of the Band instruction;
 - f. Assisting in the organization of all required band material and reference manuals;
 - g. Preparing the Band for all competitions, concerts and ceremonial parades;
 - h. Coordinating music selection for all Squadron parades and concerts with the BandO;
 - i. 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;
 - j. Carrying out all instructions issued by the BandO or his/her designate in a proper, efficient and prompt manner; and
 - k. Undertaking such other duties as directed by the Band Officer or his/her designate.
3. The DMaj is normally the senior qualified cadet in terms of music level in the Band.
 4. The DMaj shall be thoroughly familiar with the SSOs and the Squadron MROs.

306. Cadet Flag Party Commander

1. The Cadet Flag Party Commander will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Flag Party Coordinator for carrying out all assigned duties. The Cadet Flag Party Commander will be considered the Cadet Flight Commander for the Flag Party.
2. The Cadet Flag Party Commander shall be responsible for:
 - a. Falling in the Flag Party under the direction of the Cadet Commander;
 - b. Taking the roll call before fall-in every week;
 - c. Taking the roll call before each Flag Party practice;
 - d. Assisting in maintaining records showing attendance of each cadet;
 - e. Assisting in the preparation and presentation of the Flag Party instruction;
 - f. Preparing the Flag Party for all ceremonial parades;
 - g. 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;
 - h. Carrying out all instructions issued by the Flag Party Coordinator or his/her designate in a proper, efficient and prompt manner; and
 - i. Undertaking such other duties as directed by the Flag Party Coordinator or his/her designate.
3. The Cadet Flag Party Commander is normally the senior qualified cadet in terms of rank in the Flag Party.
4. The Cadet Flag Party Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

307. Cadet Squadron Warrant Officer

1. The Cadet Squadron Warrant Officer (SWO) will be appointed by the Commanding Officer and shall be responsible to the Cadet Deputy Commander for carrying out all assigned duties.
2. The Cadet Squadron Warrant Officer shall be responsible for:
 - a. Contacting the Cadet Commander weekly for messages and instructions;
 - b. Ensuring that the Weekly Parade is organized and conducted efficiently with all critical parade positions covered;
 - c. Ensuring that the Flight Sergeants 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. He/she will be a good example for all Cadets under him/her to follow;
 - g. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The SWO shall be thoroughly familiar with the SSOs and the Squadron MROs.

308. Cadet Flight Sergeant

1. The Cadet Flight Sergeant (FSgt) will be appointed by the Commanding Officer, in consultation with the Squadron Staff, and shall be responsible to the Cadet Flight Commander(s) for carrying out all assigned duties. The Cadet Flight Sergeant "position" is usually held by a Sergeant should not be confused with the Flight Sergeant "rank".
2. The Cadet Flight Sergeant(s) 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. He/she will be a good example for all cadets under him/her to follow;
 - d. Carrying out all instructions issued by their Cadet Flight Commander in a proper, efficient and prompt manner; and
 - e. Undertaking such other duties as directed by their Cadet Flight Commander.
3. The FSgt is normally the senior qualified cadet in terms of rank in the Flight.
4. The FSgt shall be thoroughly familiar with the SSOs and the Squadron MROs.

309. Drill Team Commander

1. The Drill Team Commander will be appointed by the Commanding Officer, in consultation with the Training Staff, and shall be responsible to the Drill Team Coordinator for carrying out all assigned duties.
2. The Drill Team Commander 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 Coordinator;
 - f. 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;
 - g. Carrying out all instructions issued by the Drill Team Coordinator or his/her designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the Drill Team Coordinator or his/her designate.
3. The Drill Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

310. Range Team Commander

1. The Range Team Commander will be appointed by the Commanding Officer, in consultation with the Chief Range Safety Officer, and shall be responsible to the Chief Range Safety Officer for carrying out all assigned duties.

2. The Range Team Commander 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. He/she will be a good example for all cadets under him/her to follow;
 - f. Carrying out all instructions issued by the Range Safety Officer in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Range Safety Officer(s).
3. The Range Team Commander is normally the senior qualified cadet in terms of shooting level in the Range Team.
4. The Range Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

311 First Aid Team Commander

1. The First Aid Team Commander will be appointed by the Commanding Officer, in consultation with the Training Staff, and shall be responsible to the First Aid Team Coordinator for carrying out all assigned duties.
2. The First Aid Team Commander 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 First Aid Team Coordinator;
 - f. 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;
 - g. Carrying out all instructions issued by the First Aid Team Coordinator or his/her designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the First Aid Team Coordinator or his/her designate.
3. The First Aid Team Commander is normally the senior qualified cadet in terms of first aid level in the First Aid Team.
4. The First Aid Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

312 Sports Team Commander

1. The Sports Team Commander will be appointed by the Commanding Officer, in consultation with the Training Staff, and shall be responsible to the Sports Officer for carrying out all assigned duties.
2. The Sports Team Commander 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. He/she will be a good example for all cadets under him/her to follow;
 - f. Carrying out all instructions issued by the Sports Officer or his/her designate in a proper, efficient and

- g. prompt manner; and
 - g. Undertaking such other duties as directed by the Sports Officer or his/her designate.
3. The Sports Team Commander shall be thoroughly familiar with the SSOs and the Squadron MROs.

313 Duty Sergeant

1. The Duty Sergeant will be assigned by the Administration Officer on a monthly rotational basis and shall be responsible to the Training Officer for carrying out all assigned duties.
2. The Duty Sergeant will report to the Duty Officer at 1815 hrs on the day of duty.
3. The Duty Sergeant shall be responsible for:
 - a. Accompanying the Duty Officer on his/her inspection of the facilities prior to the squadron using it;
 - b. Ensuring all new Cadets to the squadron are fully familiar with the facilities by giving tours of the building;
 - c. Ensuring the Duty Corporal understands and carry outs his/her assigned duties;
 - d. Supervise the Duty Corporal;
 - e. Assisting in supervising the break;
 - f. Supervising the Duty Flight during clean up; and
 - g. Any other duties as may be assigned.
4. A comprehensive listing of the duties of the Duty Sergeant is contained in the DUTY NCO BINDER - which he/she will obtain when reporting for duty.
5. The Duty Sergeant will have completed his/her duties when dismissed by the Duty Officer.

314. Duty Corporal

1. The Duty Corporal will be assigned by the Administration Officer on a weekly rotational basis and shall be responsible to the Administration Officer for carrying out all assigned duties.
2. The Duty Cpl will report to the Duty Officer at 1815 hrs on the day of duty.
3. Duty Cpl shall be responsible for:
 - a. Directing all visitors to the appropriate personnel throughout the evening;
 - b. Taking attendance as the cadets arrive for their regular Training Night;
 - c. Properly logging in all Visitors and Parents;
 - d. Monitor all personnel that enter the building;
 - e. Assisting in setting up canteen;
 - f. Assisting the Duty Sergeant to supervise during clean-up; and
 - g. Any other duties as may be assigned.
4. A comprehensive listing of the duties of the Duty Cpl is contained in the DUTY NCO BINDER - which the Duty NCOs will obtain when reporting for duty.
5. The Duty Cpl will have completed their duties when dismissed by the Duty Officer.

315. Duty Flight

1. The Duty Flight will be assigned by the Administration Officer on a weekly rotational basis and shall be responsible to the Administration Officer for carrying out all assigned duties.

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

316. Duty NCO

1. The Duty NCO will be assigned by the Administration Officer on a monthly rotational basis and shall be responsible to the Training Officer for carrying out all assigned duties.
3. The Duty NCO will report to the Training Officer at 1815 hrs on the day of duty.
4. The Duty NCO shall be responsible for:
 - a. Supervising the Duty Sergeant and the Duty Corporal in their Duties;
 - b. Ensuring that the Duty Staff know their Duties;
 - c. Helping any and all Duty Staff and Cadets that require assistance as Directed by the Training Officer;
 - d. Escorting any Visitors or Dignitaries in and around the LHQ;
 - e. Maintaining Order and Strict adherence to the SSO; and
 - f. Any other duties as may be assigned.
5. A comprehensive listing of the duties of the Duty NCO is contained in the DUTY NCO BINDER - which he/she will obtain when reporting for duty.
6. The Duty Sergeant will have completed his/her duties when dismissed by the Training Officer.

400 Squadron Operations

401. Squadron Routine

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

1800	Opening and Inspection of facilities by Duty Officer
1815 - 1830	Cadets Arrive at Squadron Senior Cadets inspected by Cadet Commander
1830 - 1840	Fall-in and Announcements
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 & Sign-Ups
2030 - 2105	Third Period
2105 - 2110	Move to Parade Square
2110 - 2115	Form up for Dismissal

2115 - 2130 Announcements and Dismissal

2. The last Thursday of each month shall be Commanding Officer's Inspection. The Parade Schedule shall be amended as follows:

1800	Opening and Inspection of facilities by Duty Officer
1815 - 1830	Cadets Arrive at Squadron
1830 - 1840	Fall-in and Roll Call
1840 - 1935	Commanding Officer's Parade
1935 - 1940	Move to Second Period
1940 - 2015	Second Period
2015 - 2030	Break & Announcements
2010 - 2110	Final Period
2110 - 2115	Form up for Dismissal
2115 - 2130	Announcements and Dismissal

3. The following Optional Training Schedule shall be followed for regular Optional Training, unless previously cancelled:

Sunday	1800 – 2100	Range (Small Bore)
Monday	1900 – 2100	Flying Scholarship
Tuesdays	1800 – 2030	Band
Wednesdays	2100 – 2200	Flag Party
Wednesdays	1900 – 2100	Drill Team

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", issued 2/95, by the Director of Air Cadets, NDHQ.
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 583 RCACS.
3. Seasonal dress changes and forms of dress for ceremonies and special training will be published in Monthly Routine Orders or training instructions.
4. Items of the cadet uniform issued from Supply will not be worn in combination with civilian dress. Wearing of civilian pattern shoes or jackets while in uniform will be acceptable, but only when awaiting Supply items.
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 males/females must comply with the above-mentioned Dress Regulations and present a neat, clean-cut appearance for all cadet activities.

403. Deportment

1. All Officers, CI's and Volunteers must be aware of their responsibilities as role models at all times. Behaviour when around cadets must be above reproach.

2. Officers' dress, haircuts, and overall appearance must meet CAF Dress Regulations at all times.
3. CI and Volunteer 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 Commanding Officer's 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 Commanding Officer. Officers of the same rank as the CO are not required to salute the CO unless hold a sub-ordinate position on a formal 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 at all times. Saluting of Commissioned Officers SHALL be done in the following areas:
 - a. At all areas outside buildings;
 - b. While on the Parade Floor;
 - c. Entering and leaving the Squadron Office;
 - d. Entering and leaving the Officers' Offices
9. Saluting will not be required in the following areas:
 - a. Inside the buildings other than the gym or Squadron Offices;
 - b. The parade floor during break; and
 - c. In the hallways.
10. Proper respect by checking the arms shall be shown in all non-saluting areas.

406. Canteen

1. The Sponsoring Committee on Training Parades will operate a canteen.
2. The Canteen hours of operation will be as follows:
 - a. Regular Parades
 - i. Officers and Staff 2010 - 2035
 - ii. Cadets 2015 – 2030

- b. Commanding Officers Parade
 - i. Officers and Staff 2010 - 2035
 - ii. Cadets 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 Commanding Officer, in consultation with the Canteen Coordinator and the Sponsoring Committee Chair.

407. 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.

408. 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, Civilian Instructor, Volunteer, Parent or Cadet shall be reimbursed for the use of PMC unless authorized by the CO.

409. 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, Civilian Instructors and Volunteers are encouraged to assist where duties permit.

410. Commendation Procedures

- 1. All commendations must be in writing and addressed to the CO.
- 2. Notes of Commendation may be initiated by any NCO but must be reported through the Chain of Command. All notes are to be considered confidential and will not be discussed with other NCOs or Cadets.
- 3. The Cadet Commander will then present all notes 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 CO's Parade.
 - c. Presentation of a Certificate of Commendation at a CO's Parade.
- 4. The DCO will ensure the note is filed in the cadet's training file.
- 5. The Sponsoring Committee Chair may also recommend cadets for commendation.

411. Disciplinary Procedures

- 1. Incident Reports will be written to report all disciplinary issue.

2. Incident Reports may be initiated by any NCO but must be reported through the Chain of Command. All incident reports are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. The Cadet Commander will review the incident report. The Cadet Commander may then take one of two courses of action:
 - a. If deemed necessary assign corrective actions / training for the cadet involved and forward info to the DCO; or
 - b. Forward the incident report to the DCO for action.

Any incident reports written on an NCO will be actioned by the DCO.

4. Incident reports presented by the Cadet Commander 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. Corrective training.
 - b. Verbal reprimand.
 - c. Written reprimand.
 - d. Loss of privileges for up to six (6) months, which includes;
 - i. Restriction from attending trips/tours
 - ii. Suspension from the NCO Mess (NCOs only).
 - iii. Loss of promotion privileges.
 - e. Suspension from all 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 Thursday night training for up to six (6) months.
 - i. Release from the squadron.

Actions (d.) through (i.) will be investigated by the CO. 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.

412. Disciplinary Issues

1. Fraternalization:

Fraternalization is defined as any physical contact other than for approved instructional purposes.

- a. Officers, Civilian Instructors and Volunteers will not fraternize with cadets.
- b. Cadets will not fraternize with other cadets.
- c. Cadets who have violated the rules of fraternization will receive a minimum action of 411-4-c.

2. Smoking, Alcohol and Drugs

- a. Any Cadet found in possession of cigarettes will receive a minimum action of 411-4-d.
- b. Any Cadet found drunk or in possession of alcohol will receive a minimum action of 411-4-f.
- c. Any Cadet found in possession of illegal drugs or non-prescribed prescription drugs will receive a minimum action of 411-4-h and the proper legal authorities will be notified.

- d. Any Officer found smoking or drinking on a Squadron activity will be disciplined by the CO as outlined in Pacific Region Cadet Instructions.
 - e. Any Officer found taking illegal drugs would be dismissed from the Squadron and disciplined by Pacific Region Headquarters. The proper legal authorities will also be notified.
3. Harassment and Abuse
- a. Any Cadet who has violated the rules of harassment will receive action of 411-4-f
4. Sexual Harassment and Sexual Abuse
- a. Any Cadet who has violated the rules of sexual harassment or abuse will receive action of 411-4-i and the proper military and legal authorities will be notified.
 - b. Any Officer who has violated the rules 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. Cadets who have violated the rules of a theft will receive a minimum action of 411-4-h.
 - b. 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.

413. Defaulters Parade

- 1. Defaulters parade is a practise that **SHALL NOT** be utilized by members of 583 RCACS.

500 Training

501. General

- 1. An Officer or Civilian Instructor will supervise all Squadron Exercises and Activities.
- 2. All personnel will be responsible to provide their own transport to the initial meeting point (normally Albion Fairgrounds) 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 (normally Albion Fairgrounds).
- 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 Monthly Routine Orders, the exercise area will be regarded as a Training Area of 583 RCACS, and these Standing Orders 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 on the Squadron Website for Cadets to sign for various activities. Normally sign-up will be a minimum of one week prior to the exercise.

3. Once a Cadet signs and his/her signature is on the sheet he/she is committed to attend that exercise. Failure to attend will be considered as AWOL and treated accordingly.

503. Permission Forms

1. Permission Forms are not actually required as the parental signature on the CF1158 authorizes Cadets to participate in all approved cadet activities. However the use of "Permission Forms" provides a valuable form of communication and confirmation for the squadron staff. When required they will be sent home with cadets to have filled out and returned promptly.
2. Permission Forms must be fully completed and returned to the Squadron prior to the Cadet's participation in these activities when requested. 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. The kit lists will be sent via email with a link upon completion of the online sign-up form.
- 2.
3. Should the confirmation email not be received, all Kit Lists are posted on the Squadron website.
4. 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. Kit inspections will be conducted prior to departure on all overnight exercises.

505. Electronics Policy

1. Cadets are encouraged to not bring cellular phones to cadet events unless otherwise required. A telephone is available to cadets in the administration office.
- 2.
3. The Squadron will not be responsible for any lost or damaged devices.
4. Laptops and tablets will be permitted during classes, only with the permission from the instructor.
5. Cellular phones are NEVER permitted to be used during classes.
6. Cadets caught in breach of this order will have their device confiscated, labelled and turned into the admiration office for pick up at the end of the evening.

506. Conducting Officer's Responsibility

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

507. 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 Centres

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 been gliding during the current cadet year.
 - c. All other cadets.
4. Cadets will not fly if they or the staff believe they are not fit to undertake such flights.
5. Dress for gliding will be civilian clothes appropriate for the conditions of the day. The use of personally owned flight suits is restricted to cadets who have achieved wings only.
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 FOO 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.

508. Familiarization Flying

1. Familiarization flying of Cadets is conducted for the purpose of promoting an interest in aviation and related activities. Familiarization flying will be conducted in powered aircraft out of CYPK Pitt Meadows Airport or any other airport deemed to be of interest to the Squadron, between September and June.
2. Cadets must partake in a minimum of one powered flight during each cadet year in order to advance to the next training level.
3. Squadron funded familiarization flights offered by the Squadron are a privilege, not a right.
4. Cadets will not fly if they or the staff believe they are not fit to undertake such flights.
5. 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.
6. All cadets will wear C-2 uniform when undergoing powered familiarization flying. The use of personally owned flight suits is restricted to cadets who have achieved wings only. All officers will wear the "Dress of the Day".
7. Familiarization Pilots will be selected based on ability, availability and experience. All pilots must be recommended by the FOO and approved by the CO. All pilots, in accordance with regulations, shall inform the FOO if any condition exists such that they should not fly as PIC of an aircraft. The FOO will forward this information to the CO.
8. 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.
9. All familiarization flights will be conducted in accordance with regulations set out by the RCAOpsO. CDT 141 or CDT 142 forms must be submitted for all flights undertaken by the Squadron.
10. All familiarization flight staff shall sign as having read and understood these SOPs before the commencement of flight operations, and annually there-after.
11. 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. Air cadets
 - b. Cadet Instructor Cadre (CIC) personnel
 - c. Civilian instructors
 - d. Civilians
 - e. Regular/Reserve force members
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 (LVC), and any limitations listed on it shall be followed. If a pilot's 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 35 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 a flight time of 10 hours PIC on aircraft type to be used for Air Cadet Exercises.
 - g. 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.
 - h. Pilots shall have successfully completed an initial or annual proficiency check with the Chief Flying Officer or his assistant.
 - i. All flight time refers to "Aeroplane" category of aircraft. Note gliders and ultra-lights are not considered "Aeroplanes" for this purpose.
 - j. The annual proficiency flight check in item h above will not be paid for out of Squadron funds.
 - k. 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/e's if possible).
 - c. Number of people involved.
 - d. Names of witness/e's 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. VFR 2 shall be used for flights in the Lower Fraser Valley. The boundaries of which are described below:
 - i. No further east than the easterly limit of Chilliwack.
 - ii. No further north than the mountains.
 - iii. No further west than Point Grey.

- iv. No further south than Cherry Point.
 - c. VFR 3 shall be used for flights in the Lower Fraser Valley. The boundaries are the same as for VFR 2 with one exception. You may extend your Easterly boundary as far as Hope.
 - d. Shall be used for long-range navigation exercises. Long-range navigation is all areas outside above set boundaries.
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 the RCA OPS O

509. 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 Sports Officer in consultation with the TrgO.
3. Physical fitness training will be conducted by appropriately trained cadets, and will include a warm-up/stretch period and cool down period.
4. An officer or Civilian instructor 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.

510. First Aid Training

1. It is the objective that all Officers, Civilian Instructors and Volunteers as well as all cadets will undergo first aid training yearly and maintain a minimum of Emergency First Aid qualifications.

511. Field Training

1. All survival training shall conform to regulations requiring a supervision ratio of 1 adult or senior cadets 16 years of age or older to 10 cadets.
2. Where female cadets attend, a female adult supervisor or female senior cadets 16 years of age or older shall be present on exercise.
3. An Officer or Civilian Instructor 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 DCO.
6. A Supply NCO shall be appointed two weeks prior to the exercise and shall oversee the preparations of all Squadron stores required on exercise in conjunction with the SupO.

512. Band Training/Participation

1. The Squadron Band is open to all cadets that have completed their enrolment documentation.
2. Cadets may participate in the band at two levels, as follows:
 - a. Parade Band.
 - b. Competition Band
3. Cadets participation in the parade band, are not required to participate in the competition band. However, cadets may not participate in the competition band unless they are either in the parade band or hold a Command position in the squadron. Command positions are the Cadet Commander, Cadet Deputy Commander, Flight Commander(s) and SWO only.

513. Range Training

1. The Squadron Range is open to all cadets that have completed their weapons and range safety course.
2. Cadets may participate in the range at two levels, as follows:
 - a. General range.
 - b. Range Team.
3. 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.

514. Competition Teams

1. The Squadron Competition Drill/Band/First Aid/Sports/Public Speaking/Biathlon/Range Teams are open to all cadets that have completed their enrolment forms. Some particular conditions are outlined elsewhere in this document. These are the general conditions for the teams.
2. At the start of the training year the CO will appoint Team Coordinators. In consultation with the training staff the Team Coordinators will recommend Team Commanders to the CO for appointment.
3. Teams will then select training times and places for submission to the CO. No training will be conducted until schedules, locations and staffing have been promulgated in the Monthly Routine Orders.
4. All teams will follow the training in accordance with the approved manuals for each activity. These are available through the TrgO and/or the CCONet.
5. Teams will be selected based on ability and through the use of supervised tryouts. Team Coordinators are to ensure that the teams meet the competition configurations regarding male/female, level and age mixes.
6. 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.

515. Computer Training

1. The Squadron has a combination of DND owned and Sponsor owned computers. Various programmes are available to the cadets for training on these computers.
2. The DND owned computers are available to the cadets to access the approved programmes and resources. Staff or Cadets accessing the CCONet must first read and sign the CCONet Virtual Private

Network Statement of Compliance.

3. Sponsor owned computers will be used to host the flight simulator, aircraft identification, master lesson plans and all other training resources. As the inventory of computers increases certain units will be designated for specific use.
4. At all times no cadet shall be permitted to access the World Wide Web unsupervised. All encounters with "Restricted or Adult Content" sites, either intentional or not, shall be recorded and the CO must be advised.

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 his/her designate.
2. All incoming correspondence must be reviewed by the CO and logged in by the AdminO, 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. All proposed policy changes must be approved by the CO.

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 AdminO for filing purposes.
2. All incoming FAXes shall be forwarded to the AdminO for action. The AdminO 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 or his/her designate prior to transmissions shall approve all outgoing e-mail which is sent on behalf of the squadron. A copy will be forwarded to the AdminO CCONet account for filing purposes.
2. All incoming e-mail directed to 583 RCACS shall be forwarded to the AdminO for action. The AdminO shall forward a copy to the CO for review.

604. Telephone Answering System

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

605. Squadron Internet Web Page

1. The Webpage shall not be modified, altered or changed without the specific approval of the CO. The Webpage shall be maintained in accordance with the DND policies as laid out but the Regional Information Technologies Officer.

606. Photocopying

1. Copies shall be limited to official use only.
2. When a significant number of copies are being made outside the squadron, paper shall be provided from the administration office instead of reimbursing the staff.
3. Only Officers, Civilian Instructors, Volunteers, and Command Group Cadets shall use the photocopier unless authorized by the CO or his/her designate.

607. Bulletin Boards

1. No item will be posted on a bulletin unless authorized by the CO or his/her 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 AdminO will police bulletin boards for cleanliness, timeliness and effectiveness.

608. Security – 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. CO's office.
2. The control of keys, passwords and all security issues are the responsibility of the CO. Authorized personnel will be issues keys and passwords directly by the CO and promulgated in the Monthly Routine Orders.
3. No Officer or Civilian Instructor is permitted to pass on keys or passwords to anyone not already authorized by the CO to have said keys or passwords.

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 (1815 hours for Senior NCOs).
2. If a cadet is unable to attend a parade night it is his/her responsibility to phone the Squadron telephone to 1945 hours, and inform the Duty Personnel or AdminO of his/her anticipated absence and the reason. All cadets should anticipate a weekly phone call from their Flight Commander with the weeks info and are to confirm at that time if they anticipate being absent.
3. Attendance at weekly training parades is recorded as follows:
 - a. PRESENT - physically present for the entire parade.
 - b. LATE - arrival after 1845 hours.
 - c. AWL - absent with leave, cadet phones the squadron prior to 1945 hours.
 - d. NO UNIFORM - cadet is present but not in uniform.
 - e. LOA - CO approved leave of absence, for an extended period.
 - f. AWOL - absent without leave, cadet fails to be present and did not call in

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. An AWOL list will be reviewed each month. Four 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 receiving a written request from the cadet and his/her parents.

610. Summer Camps

1. Summer camp selection is done by the CO on advice of the Squadron Staff and the Chair of the Sponsoring Committee. 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.

611. Selection Board / Scholarships Summer Courses

1. Cadets are responsible for applying to the CO 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 will 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	1815 - 1845
ii.	By appointment	1845 - 1945
iii.	Closed	1945 - 2000
iv.	General	2000 - 2030
v.	By appointment	2030 - 2100
vi.	General	2100 - 2130
 - b. CO's Parades

i.	General	1815 - 1900
ii.	Closed	1900 - 2000
iii.	General	2000 - 2030
iv.	By appointment	2030 - 2100
v.	General	2100 - 2130

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 SupO in conjunction with the DCO 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.
4. No combustible items shall be stored in the Albion Fairgrounds or in the Squadron off-site locker.

704. Care and Use of Equipment

1. All equipment used by squadron personnel shall be used diligently and only in its prescribed manner.
2. If equipment is damaged during use, the party responsible for signing it out will provide in writing what is wrong with the equipment, details on what occurred to damage it, and provide the info to the SupO. Through discussion with the CO, the SupO will investigate if it can be repaired or if it needs replacement.
3. 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 Commanding Officer 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, civilian instructors, volunteers and cadets have an opportunity to be part of the process of creating the yearly forecast of expenditures.

802. Purchases

1. The Commanding Officer or the Chair of the Sponsoring Committee or his/her designate will approve all purchases on behalf of the Squadron.

2. An Officer, Civilian Instructor, Volunteer or Cadet will make no agreements to reimburse for expenditures or purchases on behalf of the Squadron unless the Commanding Officer has approved the expenditure.

803. Tag Days / Fund Raising Activities

1. All cadets SHALL participate in tag day activities or fund raising activities. 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 Commanding Officer when determining eligibility for promotion, selection for summer camp and scholarships.
2. No funds raising activities on behalf of the Squadron will be done by anyone unless authorized by the Chair of the Sponsoring Committee.
3. No funds raising activities involving staff or cadets will be done by anyone unless authorized by the CO.

804. 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. 583 RCACS will conduct Training Parades on Thursday Evenings from 1 Sep - 30 Jun of each Training Year at Albion Fairgrounds. The times will be from 1815 - 2130 hrs. Albion Fairgrounds may be used at other times and days. These will be promulgated in Routine Orders.

902. Visitors

1. All visitors to the Squadron will be met by the duty personnel and escorted to the office. Upon completion of their visit, they shall sign out and be escorted out by duty personnel.

903. Other Facilities

1. 583 RCACS will arrange from time to time to acquire alternate facilities to conduct squadron 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 583 RCACS will be left in a clean condition at all times. All facilities will be properly secured prior to 583 RCACS departing them.

1000 Security

1001. General

1. The Commanding Officer is responsible for the overall security of the unit. All personnel shall report to the CO on all matters regarding security.
2. Every Officer, Instructor 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. CO's 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 at all times unless a facility is in use.
4. The last person to leave the Squadron HQ will ensure that the office is secure and that the outside door is properly closed.
5. Stores are the responsibility of the SupO. Material and Equipment is for Squadron use only and shall be signed out by the SupO to Squadron personnel only.

6. The CO strictly controls access to the weapons lock-up and ammunition stores. Only personnel authorized specifically by the CO will handle small arms and ammo. A responsible person designated by the CO shall guard weapons being transported continuously.
7. The CO will maintain and control all unit keys, access cards and passwords 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). Authorized personnel will be issues keys, access cards and passwords directly by the CO. Names of authorized personnel and their areas of access will be promulgated in the Monthly Routine Orders.
8. No Officer or Civilian Instructor is permitted to pass on keys or passwords to anyone not already authorized by the CO to have said keys or passwords.

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.
3. Only licensed software will be used on computers at 583 RCACS.

1006. Computers

1. Computer 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 583 RCACS.

1100 Range

1101. Introduction

1. These orders are published 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 and/or any range operated by 583 RCACS.
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 Squadron uses 2 areas for Range Training:
 - a. Air Rifle Training is conducted at the LHQ; and
 - b. Range is located at the Port Coquitlam & District Hunting and Fishing Club and is operated and controlled by the Port Coquitlam & District Hunting and Fishing Club Committee.
2. The Port Coquitlam & District Hunting and Fishing Club range is deemed to be the Squadron Range whenever a 583 RCACS sponsored range activity is in progress.

3. The Range Safety Officer (RSO) is the officer in charge of the range and range safety for the stated exercise. Only Officers and Civilian Instructors qualified in accordance with Pacific Region Cadet Instruction 110 may be appointed as the Range Safety Officer. The on duty RSO (regardless of rank) is the final authority for all activities while the range is in operation.
4. The Range Instructors are any Officer, Civilian Instructor 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, Civilian Instructor 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, Civilian Instructor 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 Commanding Officer of 583 RCACS.
2. All Range exercises will be promulgated in the 583 RCACS Monthly Routine Orders prior to their commencement. The Range Safety Officer for each Range exercise will also be promulgated in the 583 RCACS Monthly Routine Orders.
3. A Range Safety Officer shall be present at all Range exercises and will be responsible for the safe operation of the Squadron Range. The Range Safety Officer, 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.
5. The RSO shall also complete the Burk Mountain Fish and Games Club Use Register following each range exercise.

1104. Range Safety

1. No personnel shall enter or leave the Squadron Range without the authorization of the Range Safety Officer.
2. Eating, drinking and smoking are prohibited in the range at all times.
3. No Relay shall consist of more than nine (10) 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 eye protection and shall don hearing protection at the instruction of the Range Safety Officer. As a minimum hearing protection shall be worn by all personnel in the range during the shooting of 0.22 cal or larger weapons.

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 light is on.
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 immediate loss of range **privileges** by the offending personnel, for a period as determined by the Commanding Officer of 583 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 Commanding Officer 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 Commanding Officer cannot be reached, the supervisor person shall contact the staff in the following order: the Deputy Commanding Officer, the Training Officer, and the Administration Officer.
2. In case of serious injury, a CF 98 Report of Injuries or Immediate Death There from must be completed as per Pacific Region Cadet Instruction 502.
3. The nearest medical facility is Ridge Meadows Hospital 11666 Laity St, Maple Ridge, BC. The emergency telephone number is 911.

1106. Authorized Weapons and Ammunition

1. The only weapons authorized for use on the Squadron Range are the Anshutz 0.22 cal single shot target rifle, the Daisy 85C 0.177 cal single shot air rifle, and any other air rifle authorized for competition by Pacific Region Cadets. No other rifles or handguns will be used on the Squadron Range.
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 583 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 Range Safety Officer, who will then convey the report to the Commanding Officer of 583 RCACS. The CO will then inform the Area Cadet Office and ASU Chilliwack.

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 operator's manual and applicable equipment publication.
6. Fault reporting is the passage of information from the operator to the Range Safety Officer 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 programme at the start of the training year and at such

other times as the Commanding Officer deems necessary.

1110. Firing Procedure

- I. The firing procedures following shall be followed at every range exercise and shall not be deviated from without prior approval of the Commanding Officer:
 - a. PLACE YOUR TARGETS (by Relay Commander)
 - i. Relay member's 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 ON (by Relay Commander)
 - i. All personnel on the range don ear defenders.
 - 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)
 - 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.

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 583 RCACS

1202 Unit Fire Prevention Officer

1. The Commanding Officer 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:
 - a. On the duty NCOs desk; and
 - b. In the Orderly Room.

1204 Fires

1. Fires do not 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:
 - a. Control of "personal" fire hazards, i.e. smoking, use of electrical equipment, etc; and
 - b. Knowing what to do when fire occurs.

1205 Responsibilities

1. All personnel, both military and civilian, will know:
 - a. Local fire alarm stations within the building;
 - b. Fire assembly points;
 - c. The telephone number of the fire department;
 - d. The location of the firefighting apparatus and the proper method of operating extinguishers;
 - e. The action to be taken on the sounding of the fire alarm; and
 - f. What to do when a fire occurs.

1206 Fire Protection

1. The SupO is responsible for the provision of firefighting 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 supervisor 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 DCO 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 in the clearing North East of the Barn. Cadets will fall into their normal flights.
 - b. If indoors, all personnel will exit through the nearest fire exit and assemble in the clearing North East of the Barn. Cadets will fall into their normal flights. When leaving the building all personnel should follow the posted evacuation instructions.
 - c. All NCOs that are not Flight Commanders or Squadron Commanders will fall into their regular flights.
2. After training hours:
 - a. All personnel will exit through the nearest fire exit and assemble in the clearing North East of the Barn. Cadets will fall into their normal flights.

1210 Fire Duties On Assembly

1. The roll will be called as soon as the Squadron has been assembled. The NCOs 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. Firefighting 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 firefighting; 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.