

## **CONCLUSION**

Joining the Air Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Air Cadet Program. If you have any questions about the information included in this publication, please contact the Commanding Officer or the Chair of the Squadron Sponsoring committee. He/she will be able to answer your questions and provide you with additional information about squadron procedures, the Air Cadet program and the Air Cadet League.

## **LOCAL INFORMATION**

Squadron Name/Number: \_\_\_\_\_

Squadron Telephone Number: \_\_\_\_\_

Parade Night Location: \_\_\_\_\_

Squadron Mailing Address: \_\_\_\_\_

Squadron E-Mail Address: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_

Sponsoring Committee Chair: \_\_\_\_\_

Air Cadet League (Ontario) Contact Numbers

Telephone: 1-800-513-0952 or 416-635-4411 Ext 2793 / 6166

FAX: 416-635-2789

E-Mail: [exdiropc@bellnet.ca](mailto:exdiropc@bellnet.ca)

# **Royal Canadian Air Cadets**



# **Parent Information Handbook**

## **PARENTS INFORMATION HANDBOOK**

Welcome to the Royal Canadian Air Cadet Program. Your children have joined one of Canada's premier youth organizations. In Ontario there are almost 8000 young people between the ages of 12 and 19 enrolled in 119 squadrons of which some 7000 cadets are in the 103 squadrons under the Ontario Provincial Committee. The remainder are in Northwestern Ontario and the Ottawa Valley. On behalf of the Air Cadet League, the Department of National Defence, the sponsors and staff of the local squadron, we would like to welcome you and your children to the Air Cadet program.

### **BACKGROUND**

The Air Cadet program started in 1941 when a group of civilian volunteers set up a country-wide voluntary organization to help stimulate an interest in flying and aviation. Many cadets eventually entered wartime service with the RCAF.

Following the end of the war, the Air Cadet program remained in place. Its role changed to meet the changing needs of society and its young people. The aims of the Air Cadet program are as follows:

- To develop the attributes of good citizenship and leadership
- To promote physical fitness
- To stimulate the interest of youth in aviation and aeronautics

Many cadets chose to pursue their interest in aviation through a career in the Armed Forces or through post-secondary study leading to a position in Canada's aviation industry.

Everything we do in Air Cadets can be summed up in the motto of the program:

### **To Learn, To Serve, To Advance**

We are pleased that your children have chosen to join Canada's premier youth program.

## **GETTING INVOLVED**

There are many ways that adults can get involved with the Air Cadet Program.

### **• Become a Volunteer**

As the Commanding Officer if there is a need for volunteers. Come squadrons use adult volunteers for driving on weekend activities, to operate the canteen during training nights or for special activities.

### **• Become a Civilian Instructor**

If you can devote time on a regular basis to the squadron, or if you have special skills (flying, first aid, photography, etc.) you could become a Civilian Instructor. Civilian Instructors are considered part of the staff complement of a squadron and receive some pay for their efforts.

### **• Become a CIC Officer**

The Cadet Instructor Cadre Officers are members of the Canadian Forces whose duties are to instruct cadets. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered through the military. CIC Officers receive pay, uniforms and training through the Canadian Forces and are eligible for promotion after meeting national standards.

### **• Join the Squadron Sponsoring committee**

Each squadron has a Sponsoring Committee. The Sponsoring Committee provides the support for the squadron and is involved with fund raising, providing facilities and promoting the squadron activities. The committee usually meets monthly although some committees meet more often. If you have skills (accounting, fund raising, public relations, administrative or secretarial) you think might be useful to the Sponsoring Committee, please contact the Sponsoring Committee Chairperson.

*Any adult who wishes to work with Air Cadets must be registered and screened by the Sponsoring committee or the Canadian Forces. This process could include a reference check and a criminal record check.*

## ***SUMMER TRAINING COURSES***

Each year, hundreds of Air Cadets have the opportunity to attend courses at summer training centres throughout the country. Courses run two, three and six weeks and cover a wide range of subjects from basic training to music, athletics, leadership and flying. Senior cadets also have the opportunity for summer employment. There is no cost to attend summer courses however the available spaces are limited.

The Commanding Officer establishes a priority list for each summer course. A cadet's position on the priority list is determined by a number of factors including the cadet's age, interest and aptitude in the particular course, previous summer training and level of effective participation in local squadron activities. This information helps the DND Cadet Detachment to make the final decision on which cadets go on course.

Cadets need to fill out an application form for summer courses. These forms are usually sent home in January. Please take the time to complete the form fully and return it to the squadron promptly. If you have any questions about the information requested on the form, please contact the Commanding Officer.

Six-week senior courses sponsored by the Air Cadet League have a more involved application process. The application package is sent home in November or December. Supporting documentation, including a narrative, a transcript from school and other items, must be included in the application package. You can assist your son/daughter in completing these forms. There is also a written test for flying and gliding candidates in January and an interview for all prospective candidates in February.

For more information about summer courses, including application procedures and timelines and possible summer course dates, contact your local Commanding Officer.

## ***THE PARTNERSHIP***

The Royal Canadian Air Cadet Program is a unique partnership between the Canadian Air Force and the Air Cadet League. This partnership can be found at all levels of the program: at the national level, the provincial level and, most importantly, at the community / squadron level.

Each squadron is sponsored by a local organization. This can be a service club such as a branch of the Legion or a wing of the Air Force Association, a group of clubs or a parents association. The sponsors form a Sponsoring Committee that assists in the operation of the squadron. The Sponsoring Committee is responsible for, among other things, fund raising, securing facilities for the squadron to do its training and administration, assisting in finding suitable adults to enroll as officers and civilian instructors and to assist in recruiting cadets. The Sponsoring Committee's funds make possible supplemental optional activities and programs such as citizenship trips and bands that are not funded by the Canadian Forces.

Each squadron is staffed by a group of officers, civilian instructors and volunteers under the direction of the Commanding Officer. The CO is responsible for the control and welfare and training of the cadets and for supervising the operation of the squadron and the implementation of the training program. The CO and his/her team organize the training program according to nationally set standards and plan and implement various training activities during the week and on weekends.

At the provincial and national level, the Canadian Forces and the Air Cadet League work cooperatively to provide the necessary structure, guidance and resources to support the squadrons at the local level. This includes provision of uniforms and training for officers and cadets, aircraft and gliders for the gliding program as well as administrative support for squadrons and sponsoring committees.

Without this unique partnership, the Air Cadet program would not be as successful as it is today.

## **CADET RESPONSIBILITIES**

There are no direct costs to parents or cadets when joining an Air Cadet Squadron. However, there are expectations for all cadets. These include:

### **• Attending all training nights, training activities and parades**

It is important for cadets to attend all scheduled activities. Cadets who do not attend parade nights regularly will fall behind in their training and will not be as successful and may be released from the squadron. The same applies for weekend training. Attendance at special parades such as the Annual Review is critical. If your son/daughter has a legitimate reason why he/she cannot attend a squadron activity, call the Commanding Officer in advance.

### **• Taking part in fund raising activities**

Although there is not cost to join a squadron, cadets are expected to take part in fund raising activities such as Tag Day and selling Air Cadet League Lottery Tickets. These activities raise the necessary funds to help the squadron plan and implement various training activities.

### **• Taking care of the uniform**

Each cadet will be issued a uniform when she/he completed the intake program. It costs the Department of National Defense (DND) approximately \$400 to outfit each cadet. The squadron has a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of his/her uniform, keeps it cleaned and pressed and returns it to the squadron when he/she leaves the squadron or outgrows the uniform. Each cadet is given training on how to look after the uniform. This information is also included in the Level 1 Handbook. Ask your son/daughter to share this information.

### **• Paperwork, paperwork, paperwork**

There are permission forms for weekend training, summer camp applications, information bulletins, training schedules etc. This information is sent home for you as well as the cadet. Please ensure that forms are properly completed and returned in a timely manner.

If you have any questions about each cadet's responsibilities and duties, please contact the squadron Commanding Officer

## **HOW CAN PARENTS HELP?**

You can do a great deal to help your son/daughter become successful in the Air Cadet Program. The most important thing is to show an interest in their success and training and to support them during the year. There are many other ways that you can help your son/daughter be successful. These include:

- Helping them organize their after school time so that there will be time for Air Cadets and schoolwork.
- Reminding them to look after their uniforms (washing, drying, pressing, shining etc.)
- Including Air Cadet activities such as weekend training on the family calendar
- Try to avoid conflicts with major activities such as Annual Reviews.
- Transporting your son/daughter (and maybe their friends) to parade nights and picking them up at the end of the night.
- Encouraging them to participate in squadron teams and activities. The more they put into the squadron, the more they will get out of the program.

## **PROMOTIONS**

Promotion in the Air Cadet Program is based on merit. Each squadron is allocated a certain number of cadet ranks (Corporal, Sergeant, Flight Sergeant, etc) based on the size of the squadron. In order to be considered for promotion, a cadet must first meet certain national standards (attendance, training levels completed and summer camps attended). These establish the minimum standards for promotion. Each squadron usually sets additional standards for promotion. These can include participation in weekend training, participation on squadron teams, dress, drill and deportment.

The decision to promote a cadet is made by the Commanding Officer in consultation with other members of the squadron staff and sponsoring committee. For more information about promotions, please contact the Commanding Officer