

**Welcome to  
2137 Calgary Highlanders  
Royal Canadian Army Cadet Corps**



This handbook is designed for new recruits at 2137 Calgary Highlanders RCACC. Use this handbook. Read it, make notes in it, ask questions about it, and discuss it with your section commander, Platoon Warrant Officer and other senior Cadets. Talk about it with your parents (let them read it). RELAX! We don't expect you to know all this right away. Take your time over the next few weeks and read this - it'll help at Cadets.

Membership in the Corps is a privilege and we expect that you will maintain a high level of dress, behaviour and attendance. We believe that your first priority is to your family, your second should be to your formal education, and we ask that you make membership in Cadets all or a part of your third priority. Treat your regular parade nights as you would a job. If you have a valid reason for not being here, let us know. We understand the first two priorities. One of the fastest ways out of this Corps is not behaving like a young adult and being responsible. If you are having difficulty making Cadets regularly, discuss this with your section commander.

We want to help you make your Cadet experience one of the best experiences in your life!

This Recruit Handbook belongs to \_\_\_\_\_.

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## WHO TO CONTACT

If I can't make it to Cadets I will call the Orderly Room/Administration Officer at 403-263-1796.

Or if I have a question I should call my:

Section Commander: \_\_\_\_\_ . They can be reached at: \_\_\_\_\_ .

If I can't contact my Section Commander, I can call my:

Platoon Sergeant: \_\_\_\_\_ Phone \_\_\_\_\_

Platoon Warrant Officer: \_\_\_\_\_ Phone \_\_\_\_\_

I can call the Corps Orderly Room at 403-263-1796.

Our website is at [www.calgaryhighlanderscadets.com](http://www.calgaryhighlanderscadets.com). The corps email address is [2137rcacc@gmail.com](mailto:2137rcacc@gmail.com).

My Platoon Commander is \_\_\_\_\_. If I can't contact either of the above two people and I really need to know something I can contact him/her at \_\_\_\_\_.

My Commanding Officer is Capt Ellis, he can be reached at the Orderly Room or by email at [mark.ellis@cadets.gc.ca](mailto:mark.ellis@cadets.gc.ca). I should always direct any routine questions to my Section Commander or my Platoon Sergeant or Platoon Warrant Officer or Platoon Commander.

## **1. INTRODUCTION**

Your decision to become a member of the Royal Canadian Army Cadets is a big one. You will get the opportunity to experience forming many strong new friendships with young people who want a little more out of life and who want to challenge themselves. If you work hard, you will get a chance to interact with Cadets from across Canada and perhaps from other nations. We'll give you the chance to do lots of new things—some of which you can't do anywhere but at Army Cadets, and you'll learn interesting new things

## **2. HISTORY AND AIM OF ARMY CADETS**

The Royal Canadian Army Cadets are the oldest youth organization in Canada. We are older than Canada. We trace our origins to 1862, five years before Confederation when "associations for drill and musketry" were formed in response to Fenian raids on Canada. In 1887 the Government began issuing arms and uniforms to schools that agreed to form drill associations that soon became known as "Cadet Corps".

Today about 70,000 young Canadians are a part of Navy, Army or Air Cadets with about 23,000 participating in Army Cadets in all Provinces and Territories.

The Officers who train Cadets are members of the Cadet Instructors Cadre, a branch of the Canadian Forces Reserve. Cadets are Civilians. However by joining a Cadet Corps you agree to obey the Officers and Cadets of a higher rank, to attend Cadet training each week and to observe military standards of grooming (jewellery and hair styles included) and to care responsibly to the uniforms and equipment issued to them, returning them when they leave Cadets.

**The Aim of the Cadet movement is to cultivate the skills of citizenship and leadership, promote physical fitness and foster an interest in the Canadian Forces.**

We do this in a structured and adventure based military organization. We work to help you develop self confidence, self discipline, and leadership while learning to be responsible and productive Citizens of Canada, and **HAVE MORE FUN DOING IT THAN YOU CAN BELIEVE!!**

Part of building these skills is recognizing the rights of other people. We do not permit harassment of any sort in this Corps. Other Cadets will not be permitted to bully you, belittle you or criticise you because of your background or abilities. You will not be permitted to do this as well. We have a very friendly Corps and we will take steps to ensure that it remains this way. This must be a safe, friendly place where you can push yourself to new limits. Each year you will go through a program that discusses your rights and that of others as well as the behaviours that are allowed and not allowed. We respect one another and ourselves in this Corps.

## **3. HISTORY OF OUR CORPS**

2137 is over 60 years old and has been affiliated with the Calgary Highlanders since the beginning. We have always paraded here at Mewata Armouries.

## **4. OTHER IMPORTANT GROUPS FOR US**

Two other groups you will hear about are the Army Cadet League, who is the supervising national sponsor for all Royal Canadian Army Cadet Corps, and the Royal Canadian Legion, Kensington Branch who are our local sponsors. In addition we have interest and support from the Korean Veterans Association and the Royal Alberta United Services Institute. The Regiment is a strong supporter. 2137 has a Support Society formed by Parents of Cadets who work very hard to help us raise extra money for training and to help us out in other ways.

## **5. OUR CAP BADGE AND THE REGIMENT**

2137 Army Cadet Corps like all other army Cadet Corps has the right to wear the RCACC badge and new Cadets at our Corps receive this Cap Badge with their initial uniform issue.



We also have been given the right to wear the Badge of the Calgary Highlanders by the Commanding Officer of the Regiment. Cadets receive this Badge when they have earned the right to wear it. It is the moment that you truly become part of the family.

What is the Regiment? You will find out about it in the next few weeks, you can “look ahead” if you want by reading about the regiment at the library or on the internet.



## 6. ORDERS

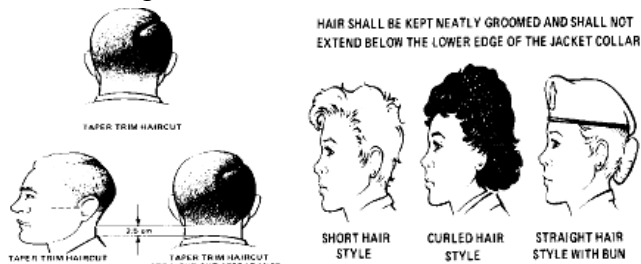
### a. Verbal Orders

Army Cadets are not members of the Canadian Forces you are not subject to Military law. Orders are not binding and you cannot be “made” to follow them. However, by joining the corps you agree to follow and respect the orders given you by Officers and Senior Cadets at the Corps. Part of learning to be a team member and a leader is the need to learn to both give and obey orders in a manner that is reasonable,

## 7. APPEARANCE

The reputation of the Canadian Armed Forces is affected by how you look and act in public on the buses, on the street, or in restaurants, always walk in a soldierly manner with your hands outside of your pockets, and keep your voice pleasant and dignified. Always be smartly dressed: don’t remove your head dress (except in a restaurant) unbutton your jacket, or loosen your tie in public. Don’t throw litter on the streets. Don’t walk around with cigarettes~ food, etc. in your hands. Always be careful that the conduct between cadets does not give you or us a bad name. Cadets should not hold hands or show other displays of affection in uniform.

Male cadets must have short haircuts tapered at the back, with the sideburns not more than halfway down the ear Male cadets may not wear ear rings at any time while in uniform. Those cadets who have earrings must remove them during cadet activities, or if they can not be removed, due to a risk of infection, they will be covered -with a band aid during cadet time. Cadets must be clean shaven but if they can grow a satisfactory moustache in a short



period of time they can **apply** to wear one.

Except for medic-alert bracelets, and wristwatches, Jewelry is not worn when in uniform, except that females may wear one pair of small, plain, spherical, gold stud earrings centered in the earlobe

Female cadets with long hair must wear their hair up off *the* collar when in uniform. If *females* wear eye make-up or other cosmetics, they must use it

sparingly; nail polish, if worn, must be clear, not colored.

## 8. FORBIDDEN ITEMS AND BEHAVIOR

### a. Forbidden Items

A number of items are not permitted to be brought to cadets. These items are common sense and possession of them will be dealt with severely and may involve the legal authorities. Items not permitted by this corps include;

illegal drugs, alcohol, firearms, and switchblade and non-pocket type knives.

#### **b. Theft**

Theft in our society, while unpleasant, is an unfortunate fact of life. Although the corps takes what steps it can to protect personal belongings, there still remains the risk that items left unattended will go missing during cadet training. You **must** ensure you take care of your personal items and kit that is issued to you. Ensure that you leave your valuable kit at home, especially during summer camps where kit security is very difficult. Valuable kit you do bring with you must be watched or locked up so ensure you have a lock available. The corps does not assume any responsibility for lost money or personal belongings, although we will take reasonable *action* to try to recover *lost or stolen* kit. Ensure that if you are a victim of theft you report it to your officer. Cadets who are found guilty of stealing, from other cadets will be interviewed with their parents by the Commanding Officer in order to decide if continued membership in the corps will take place. Discipline may include dismissal from the corps.

#### **c. Smoking;**

Cadets are **not** permitted to smoking during Cadet Training. Cadets found to be smoking during cadet training will be dismissed from the corps for breaking this rule.

#### **d. Swearing;**

Swearing by anyone is unacceptable behavior and is not the type of behavior expected of cadets. Swearing makes the originator look bad and adds nothing to what is being said.

#### **e. Search of Kit**

Cadet's personal kit is their personal property. However, when a case of theft is reported or when forbidden kit is suspected, staff members may require cadets to submit to a search of their personal kit by a commissioned officer or member of the military police. Kit searches are rare but may occur.

## **9. YOU AND YOUR CORPS OFFICERS**

There are many different officers in a cadet corps and each one has a job to perform. As a general rule you will not deal directly with most corps officers. You are directly responsible to a senior cadet and they are responsible for you. If you have a problem or a question you should see that senior cadet first.

#### **a. Commanding Officer**

The Commanding Officer is responsible for the overall running of a cadet corps. This officer is the one that normally looks after corps funding public relations and deals with your parents concerns. All other officers in a cadet corps report to this officer. Then this officer reports to the Prairie Region Cadet Detachment in Winnipeg.

#### **b. Training Officer**

The Training Officer is responsible for running the corps training program which includes weekly and weekend training. This officer gives direction to Senior Cadets and your Star Level Officer and is often seen watching cadets while they train.

#### **c. Administration Officer**

The Administration Officer is the officer that deals with all of the paperwork that a cadet corps is required to complete. This officer is the officer you see to hand in your cadet joining forms and your birth certificate or to ask for a leave of absence from cadets.

#### **e. Supply Officer**

The Supply Officer takes care of issuing uniforms and maintaining and issuing corps equipment. After you have completed your recruit training you will be issued a uniform, like the one shown in the beginning of this handbook

#### **f. Platoon Commander**

Your Platoon Commander is a Senior Cadet that you will have most interaction with and effectively is your career

manager for your duration in the program. Your Platoon Officer is in Command of your Platoon and will speak with you regularly. Your section commander reports to the Platoon Sergeant and your Platoon Sergeant reports to the Platoon Warrant. Your Platoon Warrant Officer reports to the Platoon Commander. If it concerns a serious matter, you can always speak to the Platoon Officer directly, but address routine questions to your section commander or your Platoon Sergeant.

#### **g. Star Level Officer**

Your Star Level Officer is the Officer overseeing your star level training. Star Level Officers are directly responsible for the successful training of their star level. Your star level officer is available to answer any questions you may have about your star level training.

## **10. CADET COMMAND STRUCTURE**

### **11. DRESS**

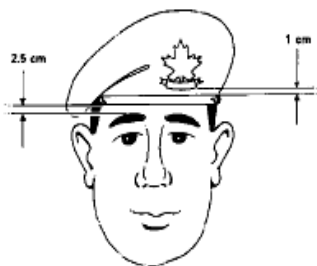
All army cadets wear the CF green (“rifle green”) uniform. The basic uniform consists of boots, trousers, shirt, tunic, necktie and beret. Unlike Scouts, your uniform is on loan to you free of charges but it, and any other equipment issued to you by the Cadet Corps, does not belong to you. You have to sign for almost everything you receive from the Supply Officer. Your signature is your promise to take care of the item, and to return them from where you got them. When you return items, don’t give them to “just anybody”; make sure that your signature is marked off, or that you get a receipt. When an item is found to be missing, or is needlessly damaged, a bill will be passed on to the parents of the cadet who is at fault. To prevent loss of uniform items write your name and cadet number on them with a clothing marker and remember not to leave your clothing lying around unattended.

Get your uniform ready the day before you need it. Don’t expect your parent to do your washing, ironing, sewing, or shining for you! If the uniform fits right and is properly cared for, it can look very smart. If you purchase combat clothing it must be Canadian Forces pattern. You may not mix items of combat clothing with your regular uniform. The following paragraphs explain how to care for and wear the various items of your uniform.

You will gain Highland dress after you are in the unit for a while and demonstrate that you have earned it. You will take your “Glengarry” test the first year to see if you are awarded the Glengarry and cap brass to replace your beret and RCACC cap brass

#### **a. Head Dress:**

All cadets will wear an issued beret while in uniform. You wear your beret evenly on your head. The leather sweatband is to be 2.5 cm (about the width of two fingers) above your eyebrow. The crown of the beret is to be pulled downwards to the right and rear. Be sure your cap badge is centered over your left eye. Draw strings are to be tucked inside the gap of the sweatband. If your hair hangs down on your forehead you should be sure to tuck it under your beret when in uniform.



You will have to form your beret to your head. This is done most easily by soaking the beret in hot water, then put on the beret with the badge over your left eye and the leather band level front and back pull the excess material down over the right side and back. Tie the strings at the back of the beret to ensure the band is the right size. Continue to wear the beret until it is reasonably dry.

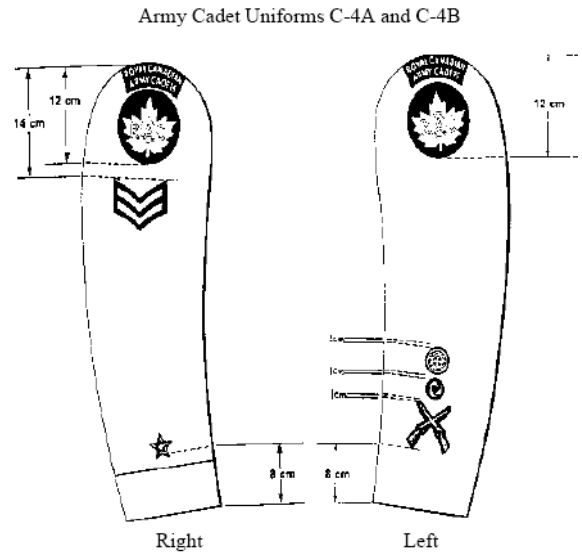
During cold weather training the cadet toque may be worn in lieu of the beret. The cadet toque may be worn with civilian clothing during corps field exercises. The cadet toque is worn with the RCAC badge centered on the forehead.

#### **b. Laundering, Ironing and Dry Cleaning:**

Your uniform is machine washable and will require ironing. For special occasions you may wish to take it to a dry cleaner to be professionally pressed. When ironing your pants and tunic you should use a pressing doth. A pressing doth may be a towel, a pillow case, or other piece of cloth or even an open brown paper bag. The pressing doth will prevent your tunic and pants from becoming shiny due to ironing. You should also use a pressing cloth when ironing your necktie. The creases in your trousers/slacks sharpen by use of a moist pressing cloth or by wetting the crease itself

### c. Tunic & Insignia

When wearing the tunic you will always keep all pockets buttoned. Be sure all front buttons (except the top one) are also fastened. Replacement buttons can be obtained from the Supply Officer. You should keep your tunic well pressed. However, it should not have any creases. Be sure your belt is even with no *twists*. The black buckle of your tunic belt is to be centered. The pockets of your tunic should not bulge. A tunic fits correctly if it is not too loose or tight, the cuffs just cover the wrist, and the bottom hem touches your finger tips when you hold your arm down and lightly dose your hand. Insignia shall be positioned as shown in the diagrams. The Calgary Highlanders shoulder title is worn flush even with the shoulder seam and centered on the epaulette, with the Royal Canadian Army Cadets maple leaf below it. Insignia must be sewn neatly with matching colour thread. Do NOT use glue.



### d. Trousers

Your trousers should be *well* pressed. Creases should be sharp but take care to avoid double creases (called railroad track Creases pants go up the front centre of each leg and extend to the waist, inside the first belt loops. Rear creases extend up the corner of the pocket Rear creases extend up the centre of the pant leg and meet in the back at the waistband, forming an upside-down “V”. Your trouser/slacks should reach the point where the crease will be slightly broken on the top of the boots. Trousers fit when the waist, crotch, and hips are comfortable, and the cuffs are long enough to conceal your socks and the tops of your boots, and they hang straight and don’t bunch up on top of your boots. Your belt is a part of your uniform and will be worn with your cadet pants.

### e. Shirt

Your shirt should be nearly pressed when worn. The only crease in the shirt should be down the centre of each arm beginning at the centre of each epaulette. It may be helpful to starch the collar of the shirt to prevent it from becoming limp. Shirts are worn with a rank slip-on on each epaulette.

### f. Socks

You will wear the gray wool socks which are issued to you by the Cadet Corps. If you are allergic to the material in the socks, you may wear other socks made of a suitable material and colour. Another option is to place sports socks under your issue gray socks.

### g. Overcoat

Your overcoat may be worn when the weather requires it. Overcoats have removable fleece liners that may be worn as a separate jacket. Cadet rank slip-ons will be worn on the epaulets of the cadet overcoat. Your overcoat is to be kept done up whenever it is worn.

### h. Necktie

You will normally only wear a necktie on parades such as the Commanding Officer’s Parade. Your necktie should be ironed and tidy. The knot should be compact and the tie done up to the collar when worn. There must be no shirt button showing above the knot. Both ends should be the same length but the narrow end should not show behind the wide end. Ties must be tied with a Windsor knot; which can be taken off without untying it.





**i. Boots**

To shine your boots follow the following steps. Remove dust and dirt from the boot with a soft damp doth (do not use this cloth for polishing as grit on the cloth will scratch the finish of your polish). Use an old toothbrush to remove dirt from the welts. Use the toothbrush, with polish, to blacken the welts Place some cold water in the lid of your polish tin and wrap a soft Kiwi cloth around the end of your finger. Dipping your finger into the water from time to time, to keep the polish hard, apply a moderate amount of Kiwi Parade Gloss Polish to the area of the boot you will polish first. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works in to the boot. Continue with the circular motion until you can no longer see the circles formed by the polish. If you see small scratch marks developing in the shine switch to a clean location on your polish cloth. You will have to continue applying coats of polish in this way until the boots have a high gloss. It will take many coats of polish and lots of patience to get the desired gloss. Polishing your boots while your watch your favorite TV program will help make polishing easier but be careful not to get the polish on anything. Considerable patience is required with new or previously unpolished boots. Many short cuts have been tried but none beat plain old elbow grease. Remember to ensure you remove all water from the top of your polish tin to avoid rusting. Also remember to cover your boots when they are not in use to avoid dust build up. The simple practice of covering your boots can save you lots of time later on. Lace your parade boots horizontally using the “Straight across Method”.



**j. Responsibility for the Uniform**

You are responsible for all parts of your uniform. Do not leave your uniform lying around. Mark your name and cadet number in every piece of your uniform. Return damaged or poorly fitting parts of your uniform to the Cadet Corps supply, and get new parts. If you loose any part of your uniform ensure you report the loss to the Supply Officer as soon as possible. You must return your uniform promptly if you leave the Cadet Corps. Be sure that you receive a receipt for any parts of your uniform which you return.

**12. CHAIN OF COMMAND**

Every organization has its chain of command, like a ladder, with the senior and junior members positioned on the upper and lower rungs. But this does not mean that junior members are less important: the Cadet Corps exists for every member, not just for those at the top of the ladder! The chain of command is simply a way of organizing people so that orders get passed down, jobs get done, and problems get passed back up to people who can help you with them. Do not “short-circuit” the chain of command when you need information or have a problem, ask your section commander first. If your section commander can’t help you, they will find someone who can. Any cadet may directly request a meeting with the Commanding Officer to discuss a matter of importance.

### 13. BADGES OF RANK

A cadet's rank, indicated by a distinguishing badge, is his level of authority. You must learn to recognize the various badges of rank and how to address persons holding various ranks. The ranks held by Royal Canadian Army Cadets are gold in colour and are shown. The location of rank badges changes depending on the uniform and whether one is an officer or an NCM. Officers rank badges are usually worn on the epaulets or on the lower sleeve. NCMs rank badges are generally worn on the collar or the upper or lower sleeve. Officers and NCMs in the Navy use the same rank badges. However, their rank badges are called different names, and you will learn these titles in the future.



LANCE  
CORPORAL  
(LCpl)



CORPORAL (Cpl)



MASTER CORPORAL (MCpl)



SERGEANT (Sgt)



WARRANT OFFICER (WO)



MASTER WARRANT OFFICER (MWO)



CHIEF WARRANT OFFICER (CWO)

#### Subordinate Officer



Officer Cadet (OCdt)

### Junior Officers



Captain (Capt)



Lieutenant (Lt)



2nd Lieutenant (2Lt)

### Senior Officers



Colonel (Col)



Lieutenant-Colonel (LCol)



Major (Maj)



Colonel Gorget

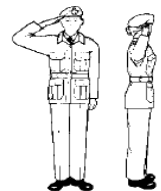
## General Officers



Remember that if you see someone with bars, salute!!

### 14. SALUTING AND FORMS OF ADDRESS

Good discipline must become a habit, not a chore. To help build that habit, the military uses various ways of showing trust, loyalty, and respect. These include standing at attention, saying “Sir” or “Ma’am”, and saluting. The salute dates from medieval times, when knights showed their friendly intentions by raising their weapon hand, empty, and opening the visor of their helmet. When you salute officers, you acknowledge that they hold their rank by virtue of a commission from Her Majesty the Queen. That is why they are called “Commissioned Officers”. As citizens of a democracy, we look our superiors in the eye when we salute because, though we *may* differ in rank, we are all equals before the law. The trust, loyalty, and respect on which good discipline is built must be natural, not just one-sided. In civilian life, when someone says “Thank you”, we return the courtesy by replying, “You’re welcome”. Similarly, when you show your trust, loyalty, and respect for an officer by saluting, they “return” the salute to show their trust, loyalty, and respect for you.



#### WHEN SHOULD YOU SALUTE?

##### a. Conversations *with* Officers:

Stand at attention, and salute at the start and end of a conversation with an officer.

##### b. Passing an Officer

If you are standing still when an officer passes you, come to attention and salute. If you are on the move, and you pass an officer, turn your head in his direction and salute. But keep marching; you don’t have to halt to salute. It is

courteous to add a greeting, such as “Good evening, Sir”.

**c. Out Of Uniform**

In Commonwealth forces, unlike the American forces, if you are not in uniform, or if you are in uniform but do not have your headdress on, you do not salute. Just stand to attention or turn your head, as the situation requires. If you are wearing a civilian hat, lift or touch the brim courteously; do not turn this gesture into a drill movement. Add a polite greeting whenever possible.

**d. In an Unformed Group:**

In an “unformed” group (i.e. when a bunch of you are just standing around or walking together), all members of the group will salute an officer. If you pass a group of officers, only the senior officer will return the salute,

**e. In A Formed Group**

In a “formed” ~ (i.e. when you are formed up in ranks), you come to attention to speak with an officer or NCM. You do not salute when in ranks. If it is necessary for a squad to pay compliments, the person in charge will call the squad to attention and salute. When a squad passes a junior officer, the person in charge will salute. When passing a senior or general officer, the person in charge will order an “Eyes Right or Eyes Left: officers on parade”, or the NCM in charge will salute.

**f. Indoors**

One salutes, when entering or leaving an officer’s office, or interrupting his classroom. You will salute within an armory or drill deck as one would outdoors.

**g. Civilians**

As a mark of respect, one may salute civilian ladies and gentlemen whom one meets on the street, or before and after receiving a presentation from a civilian on parade.

**h. Music**

When in uniform and in an “unformed body” face the direction of the band and salute during the playing of “God Save the Queen”, “O Canada”, “Last Post”, or “Reveille”.

**i. Flags**

When in uniform and in an “unformed body” face the direction of the flag when the National Flag is raised or lowered, Regimental Colours, or the Royal Canadian Army Cadet flag is paraded past

**j. Other Nations**

Pay similar compliments to the Heads of State, officers, anthems, flags and ships of other friendly nations.

**MILITARY TITLES:** Address officers and Chief Warrant Officers as “Sir” or “Ma’am”. Address Master Warrant Officers as “Master Warrant Officer”, Warrant Officer as “Warrant”, Sergeants as “Sergeant”, Corporals as “Corporal”, or “Master Corporal” and Privates as “Private”. All ranks may be addressed by their rank and last name. A Warrant officer holding an appointment as sergeant-major may be called “Sergeant-major”, with or without their last name.

**15. LOCAL TRAINING**



Local Headquarters Training is the cadet training that is conducted during the school year in your local community. It is composed of several elements including, weekly Parade, optional range nights and Shooting Teams which may practice from time to time during the week or Saturday or Sunday, and a weekend a month of training. Lack of attendance on your



National Star Certification  
Certification nationale d'étoiles



Master Cadet / Cadet-in-training

weekly training night may well result in being restricted from attending fun weekend activities, so don't miss any parade nights. Weekend field training exercises are conducted on the average of once every 5 or 6 weeks. Citizenship tours, special parades, and competitions with other Cadet Corps may also be held from time to time. Training at the corps level is taught through a series of four star levels each taking one year to complete. In your first year of training you learn the Green Star training level. The green star level is the basic block on which all other phases of training have been built and includes; Drill, Firearm Handling, Public Speaking, Bushcraft, Range Courses, Field Exercises, and Fundamental Training. Remaining time is taken up with optional subjects such as; Communications, Cadet Fitness, First Aid, Sports, Abseiling, etc. After your first year of training you will move through the Red, Silver and Gold Star levels. Each star level builds on the one prior to it and teaches cadets new skills. Upon completion of the Gold Star level a cadet writes the National Star Certification Examination which is a once a year national examination. Successful completion of the components of this examination is required before a cadet can attend an advanced summer camp course or exchange. Successful completion of a star level authorizes a cadet to wear the corresponding coloured badge on their uniform.

## **16. FIELD TRAINING**

Army Cadets participate in a number of field training camping exercises during the course of our training year. During these exercises you will be given practical experience living in the outdoors. While a well prepared cadet can easily live in the field in comfort, a poorly prepared cadet will be cold and uncomfortable. The key in most cases to a fun and comfortable weekend exercise is preparation. You can often find more information on our training activities on our web page, so check it often for information prior to an exercise and for photos following the exercise.

### **a. Types of Exercises**

There are several different types of exercises we hold and knowing what type of exercise you are attending will help you to prepare. For example, if you are attending a bushcraft exercise you will be sleeping outside usually in improvised shelters, a cold weather indoctrination exercise will be held outdoors in the winter. On the other hand a range or sports weekend is usually held outdoors but we usually sleep indoors. A citizenship tour is always conducted as day trips from a central indoor barracks

### **b. What to Bring**

What you will bring on an exercise will depend largely on the type of exercise and what we will be doing on it. Always find out what you are going to be doing so you can be prepared. Some basic items you should bring include:

- A wash and hygiene kit including a towel, soap, shampoo, deodorant, toothbrush & paste.
- A pair of good boots is usually better than a pair of running shoes
- A sweater and coat appropriate to the weather conditions
- A hat. In the summer, a baseball cap or wide brim hat or in the winter a toque
- A pair of sunglasses. You need these in the summer AND in the winter
- A change of clothing
- A raincoat or poncho.
- Gloves and scarves should be brought in cold weather
- Sunscreen

You will be given a full, "**KIT LIST**" prior to the exercise that you will be attending. **A "KIT CHECK"** will be conducted before the exercise to ensure that you have all the required kit you may need. On certain exercises you will be issued certain items that you may not personally have. This Kit is your responsibility while you are using it. The key phrase you will hear before, during and after exercises is "**ONE MAN ONE KIT**". Learn and follow this phrase. You are responsible for yourself.

### **c. Cadet Field Clothing**

Cadets are permitted to wear field clothing (sometimes referred to as 'combat' clothing) however, this must be

CADET Pattern or similar. In most cases this will be issued by the Parents Association Committee (PAC) through the Marti shop. Field clothing has the advantages of quick drying, lots of pockets, warmth, and durability. Combat boots area particularly good investment and should be purchased when tour field uniform is issued. Field clothing can be purchased privately or issued through the Corps Kit shop (the Marti shop).

#### d. Weather Conditions

Always check the weather report prior to a weekend exercise to ensure you have the proper clothing for the weekend. And always be prepared for the unexpected. ONE CADET, ONE KIT.

#### e. Food on Exercises

We eat many different types of food on our exercises - everything from Individual Meal Packages, where the meal is entirely self contained, to meals cooked on site. Always bring a cup on exercises. Cadets are permitted to bring munchies with them on an exercise, however, remember that our furry friends also like your food and that the kit you bring is the kit you carry. So before bringing it with you ensure you are ready to carry your kit for a long distance. You will not be allowed to have food in your shelter. If you have any special food requirements or allergies, ensure the staff are aware *before* field exercises. This information should have also been noted on the health questionnaires on enrollment.

#### f. Our Environment

Nature is a resource we all share. What you leave behind is what someone *else* has to arrive to. Check your kit carefully to ensure all of your kit is with you prior to departing your camping area that includes your garbage. Just like you don't want to sleep in someone else's garbage, someone else does not want to sleep in yours.

#### g. Hygiene

Remember that just because you are not at home, does not mean you can let your stinky index reach critical. Cadets are required to wash daily and wash their hands prior to meals. If you do not wash properly there is a good chance you may feel sick in the days following the exercise. Remember that washing, while more inconvenient in the field, is very important and must not be skipped.

#### k. Where we train

We train in many different locations in the local area. Ensure you let your parents know what time you will be returning from your exercise and arrange to call for your ride once you arrive back as we may be late returning from our weekend.

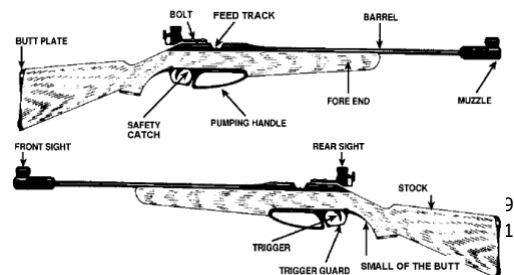
## 17. APPOINTMENTS AND ADVANCEMENT

Appointments refer to a position a cadet is assigned by the awarding of a rank level or a position. In the Canadian Forces an appointment to a rank level is referred to as a promotion, this term, while not entirely accurate, is generally used to refer to an appointment to an applicable rank level. Appointments, either to a position or a rank, are recommended by your own cadet officers and NCMs. In considering a cadet for appointment, we look for such qualities as leadership ability, personal drill and quality of dress, performance during local headquarters and summer camp training, reliability, maturity and initiative, a demonstrated interest in the cadet corps<sub>1</sub> consistency of performance and attendance. In all cases cadets must show a firm commitment to the corps through regular attendance at all corps events.

## 18. SMALL ARMS SAFETY

From tune to time cadets handle and use firearms. We will take all possible care to ensure that you use them safely. Here are some very important rules to memorize and follow. They apply to both air rifles and small bore or large bore rifles.

- Never touch a firearm unless told to do so
- When you pick up a firearm or give it to someone, DO A SAFETY CHECK, open the action to prove that it is empty



and the weapon is safe.

- NEVER point a firearm near or at anyone~ not even in fun.
- NEVER let a firearm you have been issued out of your sight.
- REMEMBER TO ALWAYS TREAT A FIREARM AS IF IT IS LOADED

## **19. SUMMER TRAINING (Subject to change)**

The Local Headquarters program is only one part of the Cadet Training System. Cadets are also authorized to attend summer camps, where vacancies are available, based on a progressive system. When a cadet submits a camp application form that cadet is ranked against their peers and a “priority list” is submitted with the completed camp applications. To make sure you are high up on the priority focus on making sure you have good attendance, participation in activities, dress, and deportment.

### **Green Star (2 or 3 Weeks)**

- General Training

### **Red Star (3 Weeks)**

- Basic Drill and Ceremonial
- Basic Expedition
- Basic Fitness and Sports
- Basic Marksmanship
- Pipe Band – Basic Musician Course

### **Silver Star (6 Weeks)**

- Drill and Ceremonial Instructor
- Expedition Instructor
- Fitness and Sports Instructor
- Air Rifle Marksmanship Instructor
- Fullbore Marksmanship Instructor
- Pipe Band – Intermediate Musician

### **Advanced Courses (6 weeks)**

- Cadet Leadership and Challenge
- Fullbore Marksmanship Phase 2
- Advanced Pipes and Drums

### **Senior Courses and Exchanges (6 or 7 Weeks) or Staff Cadet**

- Outward Bound Scotland
- Outward Bound Wales
- Maple Leaf Exchange
- Army Cadet National Rifle Team
- Basic Parachutist Course
- Army Cadet Exchanges

## **20. BASIC DRILL GUIDE**

Drill is an important part of cadet training. It teaches the individuals in a group how to act as a uniform body. While on the parade square taking part in drill a cadet has only to follow instruction in a smart manner. Even when one makes a mistake on the parade square as long as one does not move after it there is little chance anyone watching the squad will notice. However, with practice, as with any endeavor, cadets’ drill is able to reach the same level as that of any regular force drill team. Remember that when you do drill you may not be moving for extended periods of time. This will cause you to become faint if you do not take steps to avoid this. It is important to have a good night’s sleep and a meal before going on parade and also to drink plenty of liquids. In hot weather an active person can lose a liter and a half of water each hour through perspiration. Also ensure you keep your blood



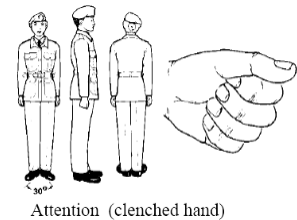
flowing by flexing the muscles in your legs. Also wiggle your toes and shift your weight between the front and back of your feet. The tough part is making sure no one can see you move! If you do feel ill or faint on parade drop down onto one knee and wait for someone to help you off the Parade square.

**a. POSITION OF ATTENTION:**

The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important. The position of attention is the position adopted by officers and cadets when addressing a superior.

The position of attention is as follows:

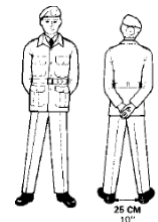
- Heels together and in line;
- Feet turned out to form an angle of 30 degrees; body balanced and the weight evenly distributed on both feet.
- Shoulders level, square to the front.
- Arms hanging as straight as their natural bend will allow with elbows and wrists touching the body.
- Wrists straight, the back of the hands held outwards.
- The fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers.
- Head held erect, neck touching the back of the collar, *eyes steady* looking their height, and straight to the front.



**Note:** No part of the body should be strained when in the position of attention. Straining your body will only make you uncomfortable; try to relax, while maintaining the position of attention. Muscles should not be tense, merely held in position.

**b. POSITION OF STAND AT EASE**

The stand at ease is an intermediate position between attention and stand easy. It allows no relaxation, but can be maintained without strain for a longer time than the position of attention.

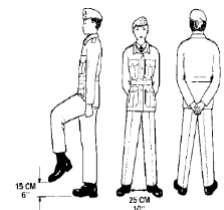


**c. STAND AT EASE FROM ATTENTION**

On the command STAND AT - EASE:

- Bend the left knee,
- Carry the left foot to the left, straightening it in double time, and place the foot flat on the ground smartly, with the inside of the heels approximately 25 cm apart,
- At the same time, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended,
- Balance the body with the weight evenly distributed on both feet.

**Note:** The term “Bend the Left, or Right, Knee” as applied in this section of the Recruit Handbook means to bend the knee so the foot will hang at its natural angle with the toe pointed downwards 15 cm off the ground and directly underneath the knee.



**d. STAND EASY**

The position of stand easy is ordered when it is desirable to permit Platoons to relax. This command is only given when squad is in the position of attention. On the command STAND EASY:

- Close the hands and bring the arms to the position of attention,
- Observe a standard pause, and
- Relax when standing easy, you may adjust clothing and equipment, but you will not move your feet, or talk.



### e. STAND AT EASE FROM STAND EASY

On the command **SQUAD**

- Squad members shall assume the position of stand at ease.
- The command SQUAD may be substituted with GROUP, CORPS, PARADE, ETC...

### f. ATTENTION FROM STAND AT EASE

On the command, **ATTENTION**:

- Bend the left knee and shift balance to the right foot.
- straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned,
- Simultaneously, with a quick motion, bring the arms and hands to the position of attention.

### g. TURNS AT THE HALT

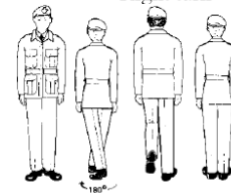
Turns and inclines are executed to change direction: right or left turns change direction by 90 degrees, about turns by 180 degrees.

On the command **RIGHT TURN**

- Keeping both knees braced, arms at the sides, body erect, squad members shall turn 90 degrees to the right by pivoting on the right heel and left toe and raising the left heel and right toe simultaneously.
- On the completion of the movement the weight of the body is placed on the right foot, and the left leg braced with the heel off the ground.
- Observe the standard two pause
- Members shall bend the left knee, straighten it in double time, and place the left foot by the right smartly to assume the position of attention.



Right turn



About turn

On the command **LEFT TURN**,

- The drill as described in the right turn is followed except that the details of moving the feet and direction are reversed.

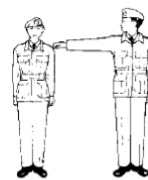
On the command **ABOUT –TURN**

- The drill as described on the right turn is followed except that the pivot to the right is made through 180 degrees. Balance is maintained by bracing the legs and locking the thighs.

### h. DRESSING A SQUAD

On the command, **RIGHT - DRESS**:

- The right —hand cadet of *the* front rank stands *fast*.
- The remainder takes a 35 cm pace forward by shooting the left foot forward, bending the right knee, and adopting the position of attention.
- Observe the standard pause.
- The right file of cadets stands fast.
- The remainder, turn head and eyes to the right as far as possible without straining.
- At the same time, the front rank, except the right-hand cadet, shoots *the* right arm its *full* extent behind the shoulder of the cadet on his/her right. The hand is dosed as in the position of attention, back of the hand facing up, and arm parallel to the ground; g. observe the standard pause.
- The right-hand cadet of the front rank stands fast; and the remainder, take up correct alignment, distance, and covering by taking short, quick paces correct position.



Right dress

**Note:** As a guide to taking up correct alignment, each cadet in the squad except the right-hand cadet moves to a position from which they can just see the lower portion of the face of the second cadet to their right. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is touching the left shoulder of the member on the right.

The timing for this movement is 1-2-2-3-ARMS-2-3-MOVE. On the command, EYES FRONT, you *will* snap the head and eyes to the front and cut the right arm smartly to the position of attention without slapping the thigh.

#### **j. CALLING THE ROLL**

On the command: **ATTENTION/ANSWER TO YOUR NAME! STAND AT EASE!** Each member will *come* to attention as his/her name is called and answer in one of the following ways:

- “Sir” or “Ma’am” if the person calling the roll is an officer, a chief warrant officer, or a master warrant officer;
- “Warrant” when the roll is called by a warrant officer
- “Sergeant”, “Master Corporal” or “Corporal” when the roll is called by a cadet holding one of these ranks. When the roll-call is supervised by a person senior in rank to the person calling the roll, you will answer to your name with the correct response for the rank of the supervisor. (For example if a master warrant officer is present when the roll is called by a master corporal you will answer to your name with “Sir” or “Ma’am”)