

718 Yukon Squadron
Royal Canadian Air Cadets



SQUADRON STANDING ORDERS

PUBLISHED UNDER THE AUTHORITY OF
CAPTAIN M PELLERIN HUFFMAN
COMMANDING OFFICER

V1.7

Squadron Standing Orders – 718 Yukon RCACS

Version Control

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Squadron Standing Orders – 718 Yukon RCACS

Commanding Officers Message

1. Squadron Standing Orders are promulgated to set out regulations particular to this squadron.
2. All personnel shall acquaint themselves with, obey and enforce these orders. Breaches will be dealt with accordingly and ignorance of the contents of these orders will not be accepted as an excuse for failure to obey them.
3. Personnel are expected to interpret 718 Yukon Squadron Squadron Standing orders intelligently, bearing in mind that no order can provide for every situation or emergency or replace sound judgment and efficient supervision. Personnel are expected to use their common sense in unusual or emergency situations.
4. Throughout this publication, the use of generic terms such as he and or his is prevalent. Such words shall be assumed to include females except where the situation so dictates. Also, the use of the term “cadet(s)” shall be assumed to include all cadet ranks, except where the situation so dictates.

M. Pellerin Huffman
Captain
Commanding Officer

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These Standing Orders will be in effect upon publication. Any suggestions for changes must be made in writing to the CO, 718 RCACS.

718 YUKON SQUADRON STANDING ORDERS

INTRODUCTION

References:

1. Queens Regulations and Orders Cadets - QR&O (Cadets)
2. Canadian Forces Administrative Orders – CFAO's
3. Cadet Policies and Procedures
4. Central Region Complimentary Orders – CRCO's
5. Cadet Administrative and Training Orders – CATO's
6. Defense Administration and Orders DAOD's
7. Drug and Alcohol Policy for Air Cadets
8. Security Orders for the Canadian Forces - A-SJ-100-001/AS-000
9. Canadian Forces Dress Instructions - A-AD-265-000/AG-001
10. Dress Regulations for Royal Canadian Air Cadets – CATO 55-04 (March 2011)

1. AIM

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

2. BOUNDARIES

Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron, including the designated areas of the Port Hope High School (LHQ) and all other locations used from time to time by the Squadron.

3. JURISDICTION

These orders are issued by the CO, 718 RCACS and have effect on all personnel on strength with or attached to this unit while on any Cadet activity within the boundaries defined above. These orders supplement any orders issued by NDHQ, CCO, detachment etc. These orders also will apply to any visiting Officers or Cadets while in the Squadron areas and in attendance of a 718 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 Staff and it is the responsibility of all personnel to read and become familiar with these orders. Knowledge of these orders will be assumed from the date of promulgation and lack of such familiarity will not constitute excuse or contravention.

These orders will be amended as required. All suggestions for amendment must be submitted to the CO. All the above references will apply equally to all amendments.

5. CONFLICT

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

6. GENDER

In 718 Yukon Squadron RCACS Standing Orders, words imparting the masculine shall include the feminine gender, unless the content clearly intends otherwise.

7. AUTHORITY

The Commanding Officer of 718 RCACS under the authority of QR&O's article 4.20 issues 718 Yukon Squadron RCACS Standing Orders.

8. STANDARDS

Cadets should learn respect for having honor and character. A cadet must possess such qualities as loyalty, honesty, obedience, perseverance and respect of the rights of others.

These desirable qualities will be a product earned through association and training. A strong effort put forth by each cadet in squadron activities and training, will have a profound effect in molding an excellent cadet.

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100 Personnel

101. Duties and Responsibilities

1. The Commanding Officer (CO) is directly responsible to the Commander, Central Region Cadet Detachment Trenton through the Detachment Commander and his/her subordinates, the Area Cadet Officer-Air (ACO Air)
2. The CO of 718 RCACS is responsible for the command, control, and administration of all 718 RCACS functions and activities whether he/she is present or not. The CO will from time to time delegate command, control, and administrative responsibilities to other officers who will, in return, be responsible to the CO for their actions.
3. A subordinate officer will be delegated by the CO to be Deputy Commanding Officer (DCO) of 718 RCACS when necessary. This officer will be responsible for the operation of the Squadron in the absence of the CO. This officer will be directly responsible to the CO for his/her actions and decisions.
4. All Officers, CIs and 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 1815 - 2145 hr. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible.
6. All officers and staff are expected to be present at support and optional training activities as required, and as individual schedules permit. These activities include survival exercises, citizenship tours, parades, community support activities and competitions.

102. Command and Control

1. The CO should be the only person to directly contact the Regional Cadet Support Unit (RCSU) or the Central Region Cadet Detachment Trenton (Det.) concerning Squadron affairs. Other personnel may contact the Det. as directed by the CO.
2. Contact with the Air Cadet League concerning Squadron affairs shall be made through the CO. Other personnel must obtain prior permission from the CO before contacting the Air Cadet League in regards to Squadron affairs.
3. Contact with the Sponsoring Committee should be made through the CO. Contact with the Squadron staff by the Parents Committee should be made through the CO. Cadets may contact the Sponsoring Committee directly but the CO must be advised of the subject of said contact.
4. The CO has a right to expect the support of all personnel under his/her command. Personnel are to conduct themselves in a manner that is not detrimental to the unit's efficiency or in a manner that would bring discredit to the unit and/or the Canadian Forces.
5. In any decision making process the CO may seek suggestions from others and consider those suggestions if the situation warrants. However, it must always be the CO who makes the final decision and bears responsibility for it.

103. Chain of Command

1. All Officers report directly to the CO.
2. The Squadron Commander (Sqn Com) reports directly to the CO.
3. The Deputy Squadron Commander (Sqn D/Com) reports directly to the Sqn Com and to the Trg O.
4. NOT ALLOCATED
5. The Squadron Warrant Officer (SWO) reports directly to the Sqn Com.
6. The Flight Commander (Flt Com) reports directly to the Sqn D/Com.
7. The Flight Sergeants (Flt Sgt) reports directly to the Flt Com.
8. The Flight Section Leaders (Flt Sec Ldr) reports directly to the Flt Com.
9. All other Cadets report through their Flight NCOs and Flt Com to the SWO, the Sqn D/Com and the Sqn Com.
10. All Cadets may request an interview with the Squadron Officers through the Flight NCOs. Such requests shall not be unduly withheld. All requests for interview with the CO or other Squadron Officers shall proceed as follows:
 - a. If the subject of the request is of a personal nature, it only need be identified as such to the Flight NCO. The Flight NCO must then notify the Sqn Com of the request, who will in turn notify the CO. Request of a personal nature must be forwarded to the CO at the earliest possible opportunity.
 - b. If the subject is not of a personal nature, the subject of the request must be identified to the Flight NCO. The Flight NCO will then either action the request or sand request to the Flt Com who may either action the request or forward it as follows:
 - i. Training - via the Sqn D/Com to the Trg O.
 - ii. Administrative - via the SWO to the AdmO.
 - iii. Supply - via the SWO to the Sup O.
 - iv. Other - via the Sqn Com to the CO.
 - c. All Cadets may request interviews with UCCMA directly.

104. Duty Personnel

1. All Squadron Officers and designated CIs, with the exception of the CO, will perform the duties of the Duty Officer (Duty O).
2. All Squadron Flight Corporals will perform the duties of the Duty NCOs. All Flights will perform the duties of the Duty Flt.
3. The Duty Personnel are directly responsible for the efficient operation of the Squadron. The Duty Personnel are to ensure that the Training is carried out in accordance to the published Parade Schedule. The Duty O is the COs direct representative and will report directly to the DCO any observations of the Squadron operations.

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4. The TrgO 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 TrgO as soon as possible. If any of the Duty Personnel cannot appear for their duty assignment, the next person on the rotation as promulgated in the MROs will assume the duties.
5. The Duty O is to report for duty by 1800 hr on the day of his/her duty and to remain until the last Cadet departs for home.
6. The Duty NCOs will report to the Duty O by 1815 hr and will assist the Duty O in conducting his/her duties. The Duty NCOs are responsible for ensuring that the Squadron Rolls are returned to the AdmO no later than 2000 hrs.
7. Complete details of the duties and Terms of Reference for all Duty Personnel are contained in Section 200 and 300 of these orders.
8. The AdmO will hold the master copies of the duties of the Duty O, Duty Sergeant, and Duty Corporals.

105. Promotion

1. Promotions are held three times a year, at the beginning of November, February and May, or as deemed necessary by the CO.
2. All promotions will conform to regulations set out in the CATO's, 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 6 months in Cadets not including summer break.
- b. Corporal (CPL)
 - i. Completed a minimum of 6 months as an LAC not including summer break.
 - ii. Successfully completed Level 1 training.
 - iii. Preferably attended at least one (1) Basic level summer training course.
 - iv. Participated in the Cadet Fitness Assessment as part of PO X04 in the current training year.
- c. Flight Corporal (F/Cpl)
 - i. Completed a minimum of 6 months as an LAC not including summer break or requested leave of absence.
 - ii. Successfully completed Level 2 training.
 - iii. Preferably attended at least one (1) Basic level summer training course.

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- iv. Participated in the Cadet Fitness Assessment as part of PO X04 in the current training year.

d. Sergeant (SGT)

- i. Completed a minimum of 6 months as a CPL not including summer break or requested leave of absence.
- ii. Successfully completed Level 3 training.
- iii. Preferably attended at least one (1) Junior level summer course.
- iv. Participated in the Cadet Fitness Assessment as part of PO X04 in the current training year.

e. Flight Sergeant (F/SGT)

- i. Completed a minimum of 6 months as a SGT not including summer break or requested leave of absence.
- ii. Successfully completed Level 4 training.
- iii. Preferably attended at least one (1) Senior level summer training course
- iv. Participated in the Cadet Fitness Assessment as part of PO X04 in the current training year.

f. Warrant Officer Second Class (WOII)

- i. Completed a minimum of 6 months as a F/SGT not including summer break or requested leave of absence
- ii. Successfully completed Level 4 training.
- iii. Preferably attended at least one (1) Senior level summer training course.
- iv. Participated in the Cadet Fitness Assessment as part of PO X04 in the current training year.
- v. Successfully complete a Merit Review Board interview.

g. Warrant Officer First Class (WOI)

- i. Completed a minimum of 6 months as a WOII not including summer break or requested leave of absence.

- ii. Preferably attended at least one (1) National level summer course.
 - iii. Participated in the Cadet Fitness Assessment as part of PO X04 in the current training year.
 - iv. Successfully complete a Merit Review Bard interview.
3. A seniority list will be kept and consulted prior to a promotion period.
 4. A merit review board will be constituted prior to promotions and will consist of designated Squadron Staff, and the Sponsoring Committee Chair or his/her representative, and a representative from Detachment or outside unit. The merit review board will review and advise the CO on promotions.
 5. 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 the training level and time at rank criteria, as a minimum.
 6. The final decision for all promotions rests with the CO.

106. Appointments

1. Staff and Cadets will be appointed to commanding or supervising positions in the Squadron as required. These appointments may be either permanent or temporary, depending on the nature of the position.
2. The final decision for all appointments rests with the CO.
3. Complete details of the duties and Terms of Reference for most Squadron appointments are contained in Section 200 and 300 of these orders.

107. Committees

1. From time to time, special committees will be set up to organize Squadron functions or special events. Committees may be requested by either NCOs or Staff, but must be approved by the CO.
2. All Squadron committees shall either elect or appoint personnel to the following positions:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Recording Secretary
 - d. Staff or Sponsoring Committee supervisor
3. Minutes shall be recorded at all committee meetings and a final copy of the minutes shall be forwarded to the CO no later than one week following a meeting.
4. All decisions and recommendations made by a committee must be approved and/or authorized by the CO.

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

108. Personnel Progress and Development

1. Yearly the commanding officer will prepare progress reports the assist in the professional development of the adult staff. These progress reports are for information purposes only and do not get filed in staff files, nor do they have any bearing on staff promotion, position selection etc. These reports are only used academically for the purposes of providing constructive feedback on the staff members performance over the training year but are for the members' eyes only.

109 – 199 Not Allocated.

200 Terms of Reference - Officers

201. CO

1. The CO of an Air Cadet unit shall:

- a. Comply with regulations and orders as issued by the Minister of National Defence, and the Canadian Armed Forces;
- b. Keep Officers, CIs, CVs, and Cadets fully acquainted with regulations and instructions issued by higher authority;
- c. Keep the Sponsoring Committee informed of the progress of the Cadet unit;
- d. Bring to the notice of the Sponsoring Committee and the appropriate military authority any Officers or Instructors who are distinguished for proficiency in their duties or who, from incapacity or apathy, are deficient in the knowledge of their duties, or do not afford him the support which he has a right to expect, or who conduct themselves in a manner detrimental to the units efficiency or which would bring discredit to the unit and/or the Canadian Forces;
- e. Recommend enrolment, appointment, promotion, posting, transfer, and release of Officers of the Cadet unit;
- f. Recommend the appointment and release of CIs and VIs;
- g. Appoint qualified Officers to the following particular duties, ensuring deputies are provided during prolonged absence:
 - i. Administrative Officer (AdmO);
 - ii. Supply Officer (Sup O); and
 - iii. Training Officer (Trg O)
- h. Supervise and control all duties of personnel under his command;
- i. Ensure that proper supply, administration, and training procedures are carried out;
- j. Maintain records showing the strength of the Cadet unit, the name, age, date of enrolment and departure of each Cadet, the names of Cadets who have joined the Canadian Forces, and such other personnel information as is required to enable periodical returns to be completed;
- k. Maintain records of attendance for instruction and the training progress of each Cadet;
- l. Ensure that prescribed medical examinations and re-examinations are carried out;
- m. Immediately report all injuries (incurred during unit training) that require emergency medical treatment to the ACO;
- n. Report the death of any Officer, CI, VI, or Cadet to ACO;

- o. Ensure that:
 - i. Equipment is not demanded in excess of needs;
 - ii. Equipment is properly safeguarded;
 - iii. Members of the Cadet unit on ceasing active participation in a Cadet organization return all public property issued to them; and
 - iv. Records of equipment are kept in accordance with instructions.
- p. Ensure that returns are promptly and regularly made;
- q. Report loss or damage of DND equipment to support base/station immediately on discovery;
- r. Be the holder of the units Distribution Account;
- s. Foster and maintain good public relations;
- t. Ensure another Officer on the unit staff is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command;
- u. Ensure a thorough turn-over to successor; and
- v. Undertake other duties assigned by lawful authority.

202. Deputy CO (DCO)

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

3. The DCO shall also act as the Squadron Standards Officer.

3. Administration Officer (AdmO)

The AdmO will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.

AdmO shall be responsible for:

- a. Maintaining an adequate stock of forms required for the administration of the Cadet unit;
- b. Circulation of all incoming and outgoing correspondence orders or directives;
- c. The custody and control of all relevant publications and the entering of amendments on receipt;
- d. The accessibility of reference material to instructional staff;
- e. Maintaining the units filing system including but not limited to
 - attendance records of CIC officers, CIs and cadets;
 - personal file on each member of the cadet unit;
 - mail register ; and
- f. Preparing and expediting all reports, returns, documents, and other correspondence for the COs signature;
- g. Arranging for medical examinations, as required;
- h. Ensuring prompt and proper submission of all claims;
- i. Advising the Sup O and Trg O of names of Cadets enrolled or released;
- j. Undertaking such other duties as directed by the CO.

The AdmO shall prepare a budget for the years administrative expenses and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

4. Supply Officer

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

Sup O shall be responsible for:

- a. Maintaining the following records affecting the accounting of material on issue or temporary loan to the Cadet unit:

- i. Voucher Register,
- ii. Voucher Files,
- iii. Customer Account, and
- iv. Individual Loan

Cards

- b. Demanding, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;
- c. Conducting Cadet kit inspections at least once annually;
- d. Ensuring the security and proper care of all material in particular weapons and ammunitions;
- e. Issuing, exchanging and receiving material;
- f. Undertaking measures for recovering uniforms of Cadets no longer parading with unit;
- g. Arranging for unit Account Verifications at:
 - i. Designated intervals,
 - ii. On appointment of a Sup O' and
 - iii. On change of CO;
- h. Submitting a written report to the CO on discovery of loss or damage to materiel;
- i. Preparing and submitting to the CO all write-off documents; and
- j. Undertaking such other duties as directed by the CO.

The Sup O 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.

205. Training Officer

- 1. The Trg O will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.
- 2. Trg O shall be responsible for:
 - a. Developing a training program (Cadet Unit Training Plan, CUTP) in accordance with established Cadet training directives;
 - b. Preparing and maintaining the annual training charts and records (Fortress);
 - 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;

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- g. Advising the CO on exercises and citizenship tours as well as coordinating unit special training projects;
 - h. Selecting and submitting demands for training films and other visual aids;
 - i. Ensuring the Cadet unit is in possession of all required training material and reference manuals;
 - j. Ensuring the ongoing individual training and development of all instructional staff;
 - k. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
 - l. Compiling all training and examination results;
 - m. Organizing Cadet unit drill, ceremonial parades and inspections;
 - n. Ensuring that the training program is completed;
 - o. Initiating a unit duty roster; including Duty Officer, Duty NCOs and its promulgation and
 - p. Undertaking such other duties as directed by the CO.
3. The Trg O shall prepare a budget for the years training activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

206. Operations Officer (NOT ALLOCATED)

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

4. The Ops O will be in constant communication with the Trg O and the CO on all matters pertaining to non-regular Squadron activities.

207. Assistant Training Officer

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

208. Unit Cadet Conflict Management Advisor (UCCMA)

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

209. Band Officer (NOT ALLOCATED)

1. The Band O will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. Band O shall be responsible for:
 - a. Developing and maintaining the band-training program in accordance with established Cadet band training directives;

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

210. Assistant Band Officer (NOT ALLOCATED)

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

Undertaking such other duties as directed by the Band O or the CO.

211. Range Safety Officer

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

212. Assistant Range Safety Officers

1. The RSOs will be appointed by the CO and shall be responsible to the Chief RSO for carrying out all assigned duties.
2. RSOs shall be responsible for:

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

213. Flight Operations Officer / Chief Pilot

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

214. Familiarization Pilots (NOT ALLOCATED)

1. The Familiarization Pilots (Fam Pilots) will be appointed by the CO and shall be responsible to the Chief Pilot for carrying out all assigned duties.
2. Fam Pilots shall be responsible for:

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- a. Assisting in the operation of all Squadron flying activities, including familiarization flying, gliding, flying scholarship training,.
- b. Ensuring to maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
- c. Maintaining records showing attendance and training progress of each Cadet;
- d. Provide regular updates to the Chief Pilot of all moneys spent on flying operations, including prompt submission of receipts; and
- e. Undertaking such other duties as directed by the Chief Pilot or the CO.

215. Sports Officer (NOT ALLOCATED)

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

3. The Sprts O 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.

216. Flag Party Coordinator

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

217. Drill Team Coordinator

1. The Drill Tm Coord will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. Drill Tm Coord shall be responsible for:
 - a. Developing and maintaining the annual drill team program in accordance with established Cadet drill training directives;
 - b. Ensuring all drill team training and activities are properly supervised;
 - c. Maintaining records showing attendance of each Cadet;
 - d. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;

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- e. Advising the CO on exercises and citizenship tours as well as coordinating drill team special training projects;
 - f. Ensuring the ongoing individual training and development of all drill team instructional staff;
 - g. Organizing drill team competitions and ceremonial parades;
 - h. Assisting and supervising the Drill Team Commander in the organization and preparation of the drill team; and
 - i. Undertaking such other duties as directed by the Trg O or the CO.
3. The Drill Tm Coord shall prepare a budget for the years drill team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

218. NOT ALLOCATED

219. Effective Speaking (ES) Coordinator (NOT ALLOCATED)

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

220. Duke of Edinburgh Program Coordinator (NOT ALLOCATED)

1. The D of E Coord will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.
2. D of E Coord shall be responsible for:
 - a. Developing and maintaining the Squadron Duke of Edinburgh program in accordance with established directives;

- b. Maintaining records showing the progress of each Cadet;
- c. Assisting and supervising Cadets in the preparation and execution of the various aspects of the program;
- d. Advising the CO on exercises and citizenship tours as well as coordinating Duke of Edinburgh special training projects; and
- e. Undertaking such other duties as directed by the Trg O or the CO.

221. Duty Officer

1. The Duty Officer will be appointed by the AdmO on a weekly rotational basis and shall be responsible to the CO for carrying out all assigned duties.
2. The Duty Officer shall report for duty by 1800 hrs on the day of his/her duty. The Duty Officers duty will be completed at 1800 hrs the following week.
3. Duty Officer shall be responsible for:
 - a. Opening and the office and all required classrooms;
 - b. Inspect the facilities including washrooms prior to use by 718 RCACS;
 - c. Brief the Duty NCOs on the night's routine;
 - d. Supervise and coordinate the activities of the Duty NCOs and Duty Flt;
 - e. Ensuring the building is cleared at the end of the night;
 - f. Along with the Sr. Duty NCO, inspect and secure the facility after use by 718 RCACS, ensuring cleanliness;
 - g. Remain at the Vocational Rehabilitation and Research Institute (V.R.R.I) as long as there are Cadets waiting for rides home; and
 - h. Undertaking such other duties as directed by the CO.

222. Weekly Duty Officer

1. The Weekly Duty Officer shall be responsible to be on call for cadet and staff issues, as well as inquiries from parents, perspective new cadets etc whenever there is no cadet activity.
2. The Duty Officer shall be responsible for the Duty Phone. Any urgent matters should be referred to the CO. While the Weekly Duty Officer is not expected to carry the duty phone at all times, it should be checked required action taken at least once per day.

223– 299 Not Allocated.

300 Terms of Reference - Cadets

301. Squadron Commander

1. The Sqn Com will be appointed by the CO, in consultation with the Squadron Staff and the Sponsor, and shall be responsible to the CO for carrying out all assigned duties.
2. The Sqn Com is the CO's Cadet representative to the Squadron and therefore is directly responsible to the CO for the conduct of all NCOs and Cadets in the Squadron.
3. Sqn Com shall be responsible for:
 - a. The conduct and discipline of all Cadets in the Squadron and will exercise all necessary accepted methods to maintain an efficient Squadron;
 - b. 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;
 - c. Supervise the activities and account for the whereabouts of all Squadron NCOs;
 - d. Carry out all instructions issued by the CO or his/her designate in a proper, efficient and prompt manner;
 - e. To carry up the chain of command any problem that cannot be resolved within the cadet chain of command;
 - f. Undertaking such other duties as directed by the CO or his/her designate.
4. The Sqn Com is normally the senior qualified Cadet in terms of rank in the Squadron.
5. The Sqn Com will normally have successfully completed Level 5 Training.
6. The Sqn Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

302. Deputy Squadron Commander

1. The Sqn D/Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Trg O for carrying out all assigned duties.
2. Sqn D/Com shall be responsible for:
 - a. Ensure that the Weekly Training is organized and conducted efficiently with all instructor positions covered;
 - b. Prepare and post the Weekly Training Orders at least two weeks in advance of the Weekly Training Parade;

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- c. The conduct and discipline of all Cadets Instructors in the Squadron and will exercise all necessary accepted methods to maintain an efficient Training Program;
 - d. Supervise the activities and account for the whereabouts of all Cadet Instructors;
 - e. Maintain 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. Confer with the Trg O on possible amendments to the Training Program for the evening;
 - g. Carry out all instructions issued by the Trg O or his/her designate in a proper, efficient and prompt manner; and
 - h. Undertake such other duties as directed by the CO or his/her designate.
- 3. The Sqn D/Com is normally the second senior qualified Cadet in terms of rank in the Squadron.
 - 4. The Sqn D/Com will normally have successfully completed Level 5 Training.
 - 5. The Sqn D/Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

303. Squadron Adjutant (NOT ALLOCATED)

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

304. Squadron Warrant Officer

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

305. Flight Commander

1. The Flt Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Sqn Com for carrying out all assigned duties.
2. The Flt Com is the Sqn Coms representative to the Flight and therefore is directly responsible to the Sqn Com for the conduct of all NCOs and Cadets in the Flight.
3. Flt Com shall be responsible for:
 - a. Ensuring that all Sec Ldrs have established phone outs, and that all messages are relayed to the Cadets via said phoning out;
 - b. Ensuring the flight roll calls have been taken and are complete each week;
 - c. Contacting all AWOL Cadets in their flight prior to the following Weekly Training Parade;
 - d. The conduct and discipline of all Cadets and NCOs in the Flight and will exercise all necessary accepted methods to maintain an efficient Flight;

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- 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 Sqn Com or his/her designate in a proper, efficient and prompt manner; and
 - g. Undertaking such other duties as directed by the Sqn Com or his/her designate.
- 4. The Flt Com is normally the senior qualified Cadet in terms of rank in the Flight.
 - 5. The Flt Com will normally have successfully completed Level 4 Training.
 - 6. The Flt Com shall be thoroughly familiar with the SSO and the Squadron MROs.

306. Flight Sergeant

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

307. Flight Section Leaders

- 1. The Flt Sec Ldr will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Flt Coms for carrying out all assigned duties.
- 2. The Flt Sec Ldr is the Flt Coms representative to the Section and therefore is directly responsible to the Flt Com for the conduct of all NCOs and Cadets in the Section.
- 3. Flt Sec Ldr shall be responsible for:
 - a. Ensuring that all Section NCOs have established phone outs, and that all messages are relayed to the Cadets via said phone out;

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- b. The conduct and discipline of all NCOs and Cadets in the Section and will exercise all necessary accepted methods to maintain an efficient Section;
 - c. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - d. Carrying out all instructions issued by the Flt Com or his/her designate in a proper, efficient and prompt manner; and
 - e. Undertaking such other duties as directed by the Flt Com or his/her designate.
- 4. The Flt Sec Ldr is normally the second senior qualified Cadet in terms of rank in the Flight.
 - 5. The Flt Sec Ldr will normally have successfully completed Level 2 Training.
 - 6. The Flt Sec Ldr shall be thoroughly familiar with the SSOs and the Squadron MROs.

308. Drum Major (NOT ALLOCATED)

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

309. Flag Commander

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

310. Drill Team Commander

1. The Drill Team Com will be appointed by the Trg O, in consultation with the Training Staff, based on an annual competition, and shall be responsible to the Drill Team Coord for carrying out all assigned duties.
2. Drill Team Com shall be responsible for:
 - a. Taking the roll call before each drill team practice;
 - b. Assisting in the preparation and presentation of the Drill Team instruction;
 - c. Assisting in the organization of all required drill team material and reference manuals;
 - d. Preparing the Drill Team for all competitions and ceremonial parades;
 - e. Coordinating drill routines for the Drill Competition with the Drill Team Coord;
 - f. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;

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- g. Carrying out all instructions issued by the Drill Team Coord 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 Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

311. Range Team Commander

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

312. First Aid Team Commander (NOT ALLOCATED)

1. The FAT Com will be appointed by the Trg O, in consultation with the Training Staff, and shall be responsible to the FAC for carrying out all assigned duties.
2. FAT Com shall be responsible for:
 - a. Taking the roll call before each first aid team practice;
 - b. Assisting in the preparation and presentation of the First Aid Team instruction;
 - c. Assisting in the organization of all required first aid team material and reference manuals;
 - d. Preparing the First Aid Team for all competitions and ceremonial parades;
 - e. Coordinating first aid routines for the First Aid Competition with the FAC;

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- 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 FAC or his/her designate in a proper, efficient and prompt manner; and
 - h. Undertaking such other duties as directed by the FAC or his/her designate.
- 3. The FAT Com is normally the senior qualified Cadet in terms of first aid level in the First Aid Team.
 - 4. The FAT Com shall be thoroughly familiar with the SSOs and the Squadron MROs.

313. Sports Team Commander (NOT ALLOCATED)

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

314. Duty NCO

- 1. The Duty NCO will be appointed by the AdmO on a bi-weekly rotational basis and shall be responsible to the Duty O for carrying out all assigned duties.
- 2. The Duty NCO will report to the Duty O at 1815 hrs on the day of duty.
- 3. Duty NCO shall be responsible for:
 - a. Accompanying the Duty O on his/her inspection of the facilities prior to the Squadron using it;
 - b. Assisting in supervising the break;

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- c. Supervising the Duty Flt during clean up; and
 - d. Duty NCO shall collect the roll sheets from the Flt Coms immediately following inspection;
 - e. Acting as a liaison for the Squadron office;
 - f. Duty NCO shall ensure that all training is carried out in accordance with the published Weekly Training Orders;
 - g. Duty NCO shall provide 5 minute warnings to all classes;
 - h. Duty NCO shall set up the sign up table and sheets prior to break.
 - i. Duty NCO shall ensure the roll call sheets are turned into the Admin O by 20:00 Hr.
 - j. Duty NCO shall ensure late Cadets are marked on the roll call sheets.
 - k. Duty NCO will assist the Duty Flt during clean-up; and
 - l. Any other duties as may be assigned.
- 4. A comprehensive listing of the duties of the Duty NCO are released in the MRO's and posted on the information board
 - 5. The Duty NCO will have completed his/her duties when dismissed by the Duty O.
 - 6. The Duty NCO shall be exempt from classes when on duty.

315. NOT ALLOCATED

316. Duty Flight

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

317 – 399 Not Promulgated

400 Squadron Operations

401. Squadron Routine

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

Times:	Start	Finish	Format
Arrival	18:30		(HH:mm)
Fall-In/Opening	18:45	19:00	(HH:mm)
Period One	19:10	19:40	(HH:mm)
Break	19:40	19:45	(HH:mm)
Period Two	19:45	20:15	(HH:mm)
Break	20:15	20:30	(HH:mm)
Period Three	20:35	21:05	(HH:mm)
Fall-In/Closing	21:10	21:25	(HH:mm)
Dismissal Time	21:30		(HH:mm)

2. The first Tuesday of each month shall be CO's Inspection. The Parade Schedule will be the same, however Period One shall be allocated for CO's Parade and inspection.

If CO's parade is completed before the end of the period, the remainder of the time will be used for drill and/or parade practice.

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

To be promulgated.

402. Dress Regulations

1. All Cadets are expected to be familiar with the contents of, and comply with CATO 55-04 - AIR CADET DRESS REGULATIONS.
2. The dress and appearance of Cadets and Officers on all occasions will be such as to reflect credit on the Canadian Forces, the Royal Canadian Air Cadets, and 718 Yukon RCACS.
3. Seasonal dress changes and forms of dress for ceremonies and special training will be published in MROs or training instructions.
4. Items of the Cadet uniform issued from Supply shall not be worn in combination with civilian dress. Cadets will not wear civilian coats with their uniform, the cadets will wear the coat issued to them.
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 Dress Regulations and present a neat, clean-cut appearance for all Cadet activities.

403. Deportment

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

404. Paying of Compliments

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

- c. Outdoors
9. Saluting will not be required in the following areas:
- a. Stairwells;
 - b. Canteen Area
 - c. Entrance Foyer and classrooms
10. Proper respect by checking the arms shall be shown in all non-saluting areas.

405. Canteen

- 1. The 718 Cadet Mess Committee 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
- 3. Any extension of the hours of operation will be subject to the approval of the CO.
- 4. The Canteen may be opened during optional training activities at the discretion of the CO, in consultation with the Canteen Coordinator and the Sponsoring Committee Chair.

406. Classroom Upkeep

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

407. Use of Private Vehicles

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

408. Recruiting

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

409. Commendation Procedures

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

410. Disciplinary Procedures

1. Either Chits or Incident Reports (IR's) will be written to report all disciplinary issue.
2. Chits may be initiated by any NCO, Sgt or above, but must be reported through the Chain of Command. All chits shall be dealt with at the lowest appropriate level. All chits are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. At the Sqn Com discretion, the chit can be forwarded to the Standards Officer. The Standards Officer may then take one of three courses of action:
 - a. Verbal reprimand
 - b. Assign the Cadet to Defaulters Parade.
 - c. Forward the Chit to the DCO. All forwarded chits shall be signed by the Cadet to acknowledge having read.

Any Chits written on an NCO will be actioned by (c.) above. NCOs will not be given Defaulters Parade.

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4. Chits presented by the Sqn Com to the DCO will be reviewed and a suggested course of action will be presented to the CO. The CO will decide on the final course of action. The following courses of action, in order of severity, are available:
 - a. Defaulters Parade.
 - b. Verbal reprimand.
 - c. Written reprimand.
 - d. Loss of privileges for up to six (6) months, which includes;
 - i. Loss of break (extra duties will be assigned).
 - ii. Suspension from the NCO Mess (NCOs only).
 - iii. Loss of promotion privileges.
 - e. Suspension from optional activities.
 - f. Loss of Summer Training.
 - g. Reduction in rank, which includes loss of promotion privileges for up to six (6) months.
 - h. Suspension from ALL Squadron activities including Monday and Wednesday night training for up to six (6) months.
 - i. Release from the Squadron.

Actions (b.) through (i.) will be investigated by the DCO. Actions (e.) through (i.) will also result in the notification of the Cadet's parents, where appropriate.

5. The DCO will ensure the Chit is filed in the Cadet's personnel file.
6. The Sponsoring Committee Chair may also recommend Cadets for discipline, but only for events which occur during a Sponsor run activity such as recruiting or fundraising. Such recommendations will be made directly to the CO.

411. Disciplinary Issues

1. Fraternization:
 - a. Staff shall not carry on a relationship with a cadet beyond a normal working relationship.
 - b. Cadets while attending a cadet activity shall not carry on a relationship beyond a normal working relationship.
 - c. Any violation of these orders will result in immediate suspension, and disciplinary and administrative action at the discretion of the Commanding Officer.
 - d. CIC Officers and CI's will be subject to the Code of Service Discipline.

2. Smoking, Alcohol and Drugs

- a. Smoking policy shall be IAW CATO 13-22.
- b. Drug policy shall be IAW CATO 13-23.
- c. Any Cadet found taking or in possession of illegal drugs or non-prescribed prescription drugs shall be disciplined IAW CATO 15-22 and the proper legal authorities shall be notified.
- d. Any Officer found taking illegal drugs may be dismissed from the Squadron and disciplined by Prairie Region Cadet Detachment (Edmonton). The proper legal authorities will also be notified.
- e. CIC Officers who violate this order shall be subject to the Code of Service Discipline and to the military authorities IAW DAOD 5019-3 and A-AD005-002/ AG-000.
- f. All officers are expected to refrain from consuming Alcohol a minimum of 8 hours before performing any duty task.

3. Harassment and Abuse

- a. Harassment and abuse policy shall IAW CATO 13-24 and CATO 15-22, DAOD 5012-0

4. Sexual Harassment and Sexual Abuse

- a. Any Cadet convicted of sexual harassment or abuse are subject to CATO 13-24 and CATO 15-22 and the proper military and legal authorities will be notified.
- b. Any Officer convicted of sexual harassment or abuse will be released and the proper military and legal authorities will be notified.
- c. In cases of sexual harassment or sexual abuse, all procedures outlined in PRCIs shall be followed.

5. Theft

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

6. Charges

- a. If any cadet or staff member is brought up on charges the individual will be suspended pending the result of the investigation.

412. Defaulters Parade

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1. Defaulters parade will be held during break on COs Parades each month.
2. Defaulters parade will be conducted by the SWO or Standards Officer.
3. Defaulters will be inspected in addition to the parade to ensure a high standard of dress.
4. The DCO's approval is required to place a name on the defaulters parade.
5. Defaulters will not be made to do physical exercises, or physically degrading or embarrassing activities.
6. Suggested remediation for defaulters parade may include but is not limited to:
 - a. Emptying garbage cans.
 - b. Cleaning floors.
 - c. Moving furniture.
 - d. Cleaning office
 - e. Cleaning classrooms.
 - f. Cleaning training stores.
 - g. Sweeping floors.
 - h. Drill practice.
7. The DCO will maintain a list of all Cadets that have attended defaulters parade, however it shall not go on the cadets permanent record. Any Cadet that is placed on Defaulters Parade a second time for the same reason may be subject to additional disciplinary measures.

500 Squadron Exercises and Activities

501. General

1. An Officer shall supervise all Squadron Exercises and Activities. All personnel are either members of the Canadian Forces or the Royal Canadian Air Cadets and act accordingly.
2. All personnel will be responsible to provide their own transport to the initial meeting point (normally the Port Hope United Church) 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 drop off point.
4. Continued late pick-up of Cadets after the conclusion of an exercise may result in the Cadet being suspended from future optional exercises.
5. For the duration of any exercise as promulgated in MROs, the exercise area will be regarded as a Training Area of 718 RCACS, and these SSOs shall apply fully.

502. Exercise Participation

1. All personnel are eligible for participation in all Squadron sponsored activities. Participation in exercises is optional, however, attendance in certain exercises is required for completion of level training, promotion eligibility and summer training selection.
2. A sign up sheet will be posted for Cadets to sign for various activities. Normally sign-up will be a minimum of three weeks prior to the exercise.
3. Once a Cadet signs the form, 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 will be required for most overnight activities and all activities where cadets will be required to miss school.
2. Permission Forms must be fully completed and returned to the Squadron prior to the Cadets participation in these activities. Failure to have the necessary form completed will result in the Cadet not participating in the activity.

504. Kit Lists

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

505. Conducting Officer's Responsibility

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1. It is the responsibility of the Officer in Charge (OIC) of the exercise to ensure that the exercise is carried out in a safe manner.
2. It is the responsibility of the OIC to ensure that all Cadets have obtained a ride home after the exercise is completed. The OIC or his/her delegate will not leave the drop off point until the last Cadet has departed. Cadets are not to be left unsupervised. The OIC, nor any other staff member, shall not drive cadets home.

506. Familiarization Gliding

1. Familiarization gliding of Cadets is conducted for the purpose of promoting an interest in aviation and related activities. Familiarization gliding will be conducted in Air Cadet League gliders at the Regional Gliding Centre during the fall and spring.
2. All Cadets must partake in a minimum of one glider flight during each Cadet year in order to advance to the next training level.
3. Priority for gliding shall be as follows:
 - a. Cadets who have never been gliding.
 - b. Cadets who have not be gliding during the current Cadet year.
 - c. All other Cadets.
4. Cadets will not fly if they believe they are not fit to undertake such flights.
5. Dress for gliding will be civilian clothes appropriate for the conditions of the day.
6. No item of the air Cadet Uniform will be worn on the gliding field.
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 DutyO or designate at the earliest opportunity if they are not able to meet their commitment to attend a gliding day. Failure to attend will result in AWOL status.

507. NOT ALLOCATED

508. Physical Fitness Training

1. Cadets are required to maintain a fitness level that meets the aims of the movement to promote physical fitness. Cadets must participate in the Cadet Fitness Assessment (CFA) in order to complete their levels.
2. Cadets will participate in all physical fitness training provided by the Squadron unless specifically excused by the Trg O.

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3. Physical fitness training will be conducted by appropriately trained Cadets, and will include a warmup/stretch period and cool down period.
4. An Officer or CI will be present for all physical fitness/sports training.
5. A first aid kit will be readily available at all sports/physical fitness training.
6. Where Cadets are moving on a roadway, a marker shall be placed 15 feet in front of and at the rear of the group and shall ensure that traffic is controlled for safety. Both shall wear visible fluorescent marker vest that attract attention.

509. First Aid Training

1. It is the suggested objective that all Officers, CIs and VIs as well as all Cadets will undergo first aid training and maintain a minimum of Emergency First Aid qualifications.
2. First aid is not provided by the unit for cadets at this time.

510. Survival Training

1. All training taking place overnight shall conform to regulations (CATO 13-12) requiring a supervision ratio of one Cadet Instructor of the appropriate gender to every 15 Cadets.
2. Where female Cadets attend, a female adult supervisor shall be present on exercise at the same supervision level as 510.1.
3. An Officer or CI shall be appointed as First Aid Officer for all exercises and shall be qualified and equipped to carry out emergency first aid in the field.
4. A Training NCO shall be appointed one month prior to the exercise and shall oversee the preparation of the training timetable and appointment of instruction in conjunction with the Trg O.
5. A Supply NCO IC shall oversee the preparations of all Squadron stores required on exercise in conjunction with the Sup O.

511. NOT ALLOCATED

512. Range Training

1. The Squadron Range is open to all Cadets that have completed their weapons and range safety course before the range team is selected and after the range competition, if competing.
2. The Range Safety Officer shall forward a list of all Cadets who have completed the range safety lecture to the Trg O, for entry into the Cadet Training Record. This lecture must be done before any Cadet can shoot.
3. Cadets may participate in the range at two levels, as follows:
 - a. General range. (March-Oct)

b. Range Team. (Oct-March)

513 Walking Cadets

1. Cadets who wish to walk to/from cadet activities should inform this desire up the chain of command.
2. Only cadets who have permission from their parents (recorded on a permission form, obtainable from the AdminO) will be authorized to walk. This permission form shall be recorded on fortress.

513– 599 Not Promulgated

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, with the exception of correspondence personally addressed and correspondence to the Sponsoring Committee.
3. All scheduled mandatory and optional training activities, including Operations Orders, must be reviewed and approved by the CO.
4. The CO must approve policy changes.

602. Facsimiles (FAXes) (NOT ALLOCATED)

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

603. E-mail

1. All members of the CIC have access to the CCO Net as well as a personal email address. All personnel also have access to the Unit email account.
2. All Personnel having access to the Computers and CCO Net, must sign an SOC and forward same to RCSU(C).

604. Duty Cell Phone (289-771-2718)

1. The weekly Duty shall carry the squadron cell phone with them, where reasonable. The Duty Officer will check the phone at least daily and action as required.
2. The Duty Phone shall be kept charged.
3. The Duty Phone shall be present with the OIC during every event.

605. Squadron Internet Web Page

1. The Web Site shall not be modified, altered or changed without the specific approval of the CO.
2. The Web Site shall conform to and use templates provided by RCSU(Prairie).
3. The Web Site address is: www.porthopeaircadets.com
4. Only current members of the squadron and their immediate family will be granted access to the members zone.

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5. Wherever practical, information detailing when/where cadets will be should not be posted on social media or the public spaces of the website. Any such information should be posted in the members zone with direction on social media and public spaces of the website directing to the members zone.

606. Photocopying

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

607. Bulletin Boards NOT ALLOCATED

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 AdmO will police bulletin boards for cleanliness, timeliness and effectiveness.

608. Out of Bounds Areas

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

609. Attendance

1. Attendance at weekly training parades is mandatory. All Cadets are expected to be on parade and ready for fall-in by 1830 hours.
2. If a Cadet is unable to attend a parade night it is his/her responsibility to phone the Squadron DutyO at 289-771-2718 prior to 1945 hours to inform of his/her anticipated absence and the reason.
3. Attendance at weekly training parades is recorded as follows:
 - a. PRESENT - physically present for the entire parade.

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- b. ABSENT EXCUSED - absent with leave, Cadet phone the Squadron prior to 1845 hours.
 - c. ABSENT - Cadet fails to be present and did not inform the Squadron.
 - d. LATE EXCUSED – Cadet was late for training however informed the squadron prior to 1845hrs
 - e. LATE – Cadet was late for training,
 - f. LOA - leave of absence (for an extended period CO must authorize).
- 4. Attendance at mandatory support training (i.e. citizenship, fund-raising, survival exercises, etc.) is a requirement to progress from one training level to the next. It is also a criterion for promotion and selection for summer courses.
 - 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 DutyO or NCO in charge as per the instructions for weekly training parades.
 - 6. Cadets that fail to be present for mandatory activities, or Cadets who sign-up for optional activity and do not present nor inform the Squadron, will be AWOL.
 - 7. Cadets that are AWOL may be disciplined as determined by the CO. Repeat offences may result in loss of privileges. Exceptional circumstances may be discussed with the CO. The CO will only grant leaves of absence after approval.

610. Summer Camps

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

611. Scholarships

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

612 Personal Belongings

1. The squadron shall not be responsible for personal belongings of any cadet. Best effort will be made by the staff to assist finding a lost item however the cadet shall not be reimbursed for any lost or stolen personal property.

613 Social Media

1. Staff with access to squadron social media will ensure there is two step verification enabled on their account. This will help ensure proper security of squadron accounts
2. Information regarding when/where cadets will be at a given time should not be posted to social media. This information should be posted on the website in the members zone with direction there posted on social media

614 – 699 Not Promulgated

700 Supply

701. Hours of Operation

1. Supply is stored at a different location then LHQ.
2. Supply will be open on Wed nights (1830-1900hrs), when range practice is active. Cadets shall not arrive after 1845hrs, as the range may be active at this time.
3. Cadets who have an urgent supply requirement may contact the DutyO to make arrangements.

702. Care and Use of Uniform

1. No member shall wear a uniform unless 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. Cadets are responsible for the loss of items of uniforms and may be subject to reimburse the crown for losses.
4. Due care will be taken when washing the air Cadet uniform.

703. Training Stores

1. The Sup O in conjunction with the Trg O shall maintain an inventory and be accountable for all items in Training Stores.
2. The Training Stores room and the off-site locker will be kept locked and restricted access ensured.
3. All items will be signed out of Training Stores on a temporary loan card.
4. Non-drill purpose firearms of any type are not permitted at Port Hope High School.
5. Instructors should inform the TrgO one week prior of any supplies not stored at the LHQ required. The Unit shall purchase reasonable supplies not available.

704. Care and Use of Equipment

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

705 – 799 Not Promulgated

800 Finance

801. Budget

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

802. Purchases

1. The CO, or the Chair of the Sponsoring Committee or his/her designate will approve all purchases on behalf of the Squadron.
2. An Officer, CI, CV or Cadet will expect reimbursement for expenditures or purchases on behalf of the Squadron unless the CO has preapproved the expenditure.

803. Fund Raising Activities

1. All Cadets will participate in fund raising activities on a sign-up basis. Most fund raising activities are regarded as mandatory participation activities. Failure to comply may result in loss of privileges, barring from participation in activities funded solely by the sponsoring committee, and will be considered by the CO when determining eligibility for promotion, selection for summer camp and scholarships.
2. No fundraising on behalf of the Squadron will be done by anyone unless authorized by the Chair of the Sponsoring Committee and the CO.

804. Annual Insurance Assessment

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

805. Hardship

1. From time to time, families of Cadets may experience financial hardships that will mean they will not be able to afford certain other fees that may be levied to participate in certain Cadet activities. In such cases, exemption from said fees may be granted by the Chair of the Sponsoring Committee in consultation with the CO.
2. Families experiencing financial hardship should contact the Chair of the Sponsoring Committee or the CO to waive any fees, or to allow for a continuance, grace period to pay, or waiver of the fee. Each circumstance will be judged on a case by case basis and allowances made to ensure an objective of maximum participation by all Cadets.
3. No Cadet will be precluded from participating from Squadron activity solely on the basis of the inability to pay any fees. However, where exceptional fees are required, such as for Squadron sponsored international visits, some restrictions may apply.

806. Insurance

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

807 – 899 Not Promulgated

900 Facilities

901. General

1. 718 RCACS will conduct:
 - a. Mandatory training on Tuesday Evenings between 1 Sep - 30 Jun of each Training Year at the Port Hope High School (PHHS) at 130 Highland Drive, Port Hope ON. The times will be from 1815 - 2130 hrs.
 - b. Range team practice takes place on Wed Evenings between 1 Sep – 30 Jun at Port Hope United Church (PHUC) at 34 South St. Port Hoe ON from 1800-2100hrs. Holidays will be considered based on the desire of the cadets and availability of the RSO.
2. The PHHS or PHUC may be used at other times and days. These must be booked in advance and will be promulgated in Routine Orders.
3. The PHUC will not be available while other tenants are using Hancock Hall.

902. Visitors

1. All visitors to the Squadron will be met by the duty personnel and will then be escorted to the office. Upon completion of their visit, they shall be escorted to the main lobby. Unscreened individuals may be present however will be escorted by squadron staff at all times.

903. Other Facilities

1. 718 RCACS will arrange from time to time to acquire alternate facilities to conduct training. All personnel will follow the rules governing the use of these facilities by their owners. Failure to do so may cause the Squadron the loss of future use of these facilities.

904. Cleanliness and Security

1. All facilities used by 718 RCACS will be left in a clean condition at all times. All facilities will be properly secured prior to 718 RCACS departing them.

910 – 999 Not Promulgated

1000 Security

1001. General

1. The CO is responsible for the overall security of the unit. All personnel shall report to the CO on all matters regarding security.
2. Every Officer, CI, CIs 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 National Defence Security Instructions (NDSI).
4. Good security is accomplished through understanding and compliance. All personnel must be made knowledgeable about security and be motivated to comply with security orders and practices. All new personnel shall, as part of their in-clearance, be briefed by the CO about Squadron security principles and their personal responsibility to preserve unit security.

1002. Movement Control

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

1003. Document Control

1. The originator of a designated document is responsible for affixing the proper designation (PROTECTED A or B).
2. Unit personnel are responsible for the protection of designated matter, which is entrusted to them.
3. Designated matter is to be stored in approved containers provided by the CF. At the end of each working session, all unit personnel are individually responsible for securing all designated matter.
4. Protected A or B designated matter will be destroyed by shredding or burning as required. No squadron facilities are equipped for the storage of Protected B material.

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.

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3. Doors to the various rooms shall be left closed and locked at all times unless a facility is in use.
4. The last person to leave the Squadron LHQ will ensure that the office is secure and that the outside door is properly closed
5. Stores are the responsibility of the Sup O. Material and Equipment is for Squadron use only and shall be signed out by the Sup O to Squadron personnel only, without prior authorization from the CO.
6. The CO strictly controls access to the weapons lock-up and ammunition stores. Personnel authorized specifically by the CO will only handle small arms and ammo. A responsible person designated by the CO shall guard weapons being transported continuously.
7. The AdmO will maintain and control all unit keys and access cards by means of a key register and a key press. Lost keys will be reported as soon as possible to the CO for appropriate action (i.e. lock changes).

1005. Communication Security

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

1006. Computers

1. Computers will not be removed from the building unless authorized by the CO.
2. Computers will be used for their specifically designated purpose only.
3. Only software provided by CCO will be used on computers at 718 RCACS.
4. The computers are password protected. Sharing of Passwords is forbidden.
5. Protected B information is not authorized to be stored or viewed on unit laptops
6. Non-DND storage material (including but not limited to: external hard drives, USB storage, CD/DVD R/RW discs etc)

1007 – 1099 Not Promulgated

1100 Range -

- 1 Covered by Range Standing Orders

1101 – 1199 Not Promulgated

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 718 RCACS.

1202. Unit Fire Prevention Officer

1. The DCO is the Unit Fire Prevention Officer.

1203. Posting of Fire Orders

1. This is the responsibility of the landlord

1204. Fires

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

- 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 fire fighting 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. Cadets will not utilize firefighting equipment.

1207. Action On Discovery Of Fire

Squadron Standing Orders – 718 Yukon RCACS

1. The first person to see or detect a fire will immediately shout FIRE FIRE FIRE. The person who is closest to the fire extinguisher will use it to the best of their ability. Time is of the essence.
2. When a class has been informed there is a fire, the instructor will lead the class to safety outside. Cadets will follow the instructor in single file and in total silence. The assistant instructor or a Cadet, as appointed by the instructor, will follow at the end, making sure no Cadets are left behind; he/she will be responsible for closing the doors behind him/her. This procedure must be done quickly, no running or pushing, and in a military fashion. Remaining calm is very important.

1208. Fire Prevention Officer

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

1209. Evacuation Of Building - Assemble And Personnel

1. At LHQ:
 - a. If outdoors, all personnel will remain outdoors and assemble at the very western edge of the track. Cadets will fall into one flight in two ranks.
 - b. If indoors, all personnel will exit through the nearest fire exit and assemble at the very western edge of the track. Cadets will fall into one flight in two ranks.
 - c. All cadets except the squadron commander and deputy squadron commander shall fall in. Both the squadron commander and deputy squadron commander shall perform a separate head count repeatedly until both come to the same headcount twice in a row.
2. At PHUC:
 - a. If outdoors, all personnel will remain outdoors and assemble at the very northern edge of the parking lot Cadets will fall into one flight in two ranks.
 - b. If indoors, all personnel will exit through the nearest fire exit and assemble at the very northern edge of the parking lot. Cadets will fall into one flight in two ranks.
 - c. All cadets shall fall in. The OIC shall perform headcounts until two consecutive and similar headcounts are attained.

1210 NOT ALLOCATED

1211 All Clear

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

1212 Fire Fighting Equipment

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

1213 Private Belongings

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

1214 – 1299 Not Promulgated