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117 PRESTON / WESTPHAL  
ROYAL CANADIAN ARMY CADET CORPS



## UNIT STANDING ORDERS

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ISSUED BY AUTHORITY OF THE COMMANDING OFFICER: SEPTEMBER 01, 2018

## FORWARD

### 01 Sep 2018

These Unit Standing Orders (SOs) are issued under the authority of the Commanding Officer of 117 Preston/Westphal RCACC. They are intended to supplement and amplify the Canadian Armed Forces (CAF) orders, publications and directives as they relate to the officers, non-commissioned members, civilian staff, sponsoring committee, volunteers, and cadets of the Canadian Cadet Movement affiliated with 117 Preston/Westphal RCACC.

These orders supplement the orders issued by the Department of National Defense and the Canadian Forces through NDHQ, the Director of Cadets, Regional Cadet Support Unit (Atlantic) and the Nova Scotia Cadet Detachment. These orders supersede all previous versions and amendments.

These orders are effective upon receipt and are applicable to all persons involved with 117 Preston/Westphal RCACC. Visitors to the corps are subject to these orders and it is incumbent upon those members who are hosting visitors and transient personnel to advise them of these orders which apply in each case.

Copies of these orders will be made readily accessible to all staff members and volunteers affiliated with 117 Preston/Westphal RCACC for review and reference, and will also be made available by electronic form to all cadets. It is the responsibility of the individual to make themselves aware of the content of the orders and to keep current with amendments.

These orders will be reviewed annually and updated as required. Additions and revisions may also be made during the training year. Such revisions and additions will be provided to all personnel electronically and will be effective immediately upon publication. All requests to amend the SOs shall be submitted in writing to the CO.

// ORIGINAL SIGNED BY //

Captain D.L. Hargreaves  
Commanding Officer  
117 Preston/Westphal RCACC

## INTRODUCTION

## REFERENCES

Queen's Regulations and Orders – Cadets (QR&Os)  
Canadian Forces Administrative Orders (CFAOs)  
Atlantic Region Cadet Orders (ARCOs)  
Atlantic Region Cadet Code of Discipline  
Cadet Administrative and Training Orders (CATOs)  
Drug and Alcohol Policy for Cadets  
CANFORGEN 151/18 CMP 076/18 281507Z AUG 18 CDS DIRECTION ON USE OF  
CANNABIS BY CAF MEMBERS.  
Canadian Forces Dress Regulations (A-AD-265-000/AG-001)  
Dress Regulations for Royal Canadian Cadets (A-CR-CCP-990/Pt-001, CATO 46-01)

## AIM

These orders define the unit's organization, regulations and terms of reference that do not change frequently. Their foremost purpose is to promote efficient unit operation. All personnel shall familiarize themselves with, obey, and enforce all regulations, orders, rules, and instructions necessary for the performance of their duties.

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## TRAINING

### GENERAL

1. Mandatory training consists of all activities conducted by the corps in order to fulfill the requirements set out in the Qualification Standard and Plans (QSPs) for each Star Level Training Program. Other activities may be designated as mandatory training by the Unit Commanding Officer.
2. Complimentary and optional training activities will be organized by the Training Officer (TrgO) to support and supplement the mandatory training program.
3. "CO's Parades" will take place on the **first Wednesday** of every month.
4. The Training Officer is responsible to ensure that all required mandatory and complimentary training is conducted in accordance with the QSPs.
5. The Training Officer will oversee the conduct of training at all regular training nights and at training activities such as field training exercises.
6. The Assistant Training officer will oversee the conduct of all "pop-up" activities including community service events and citizenship activities.
7. The Unit Commanding Officer may appoint another officer to serve as the Officer of Primary Interest (OPI) for optional activities at which neither the Unit Commanding Officer nor Deputy Commanding Officer will be present.

### ABSENCES

1. Cadets are required to attend **all** Mandatory Training, including all Regular Training nights and Field Training Exercises. Any cadet not attending will be recorded as either "absent" or "absent with excuse."
2. Valid excuses for absence include: illness or injury; school commitments that cannot be accomplished at another time; occasional special extra-curricular commitments.
3. The reason for an absence must be reported through the chain of command. If the absence can be anticipated in advance, the reason must be reported **before** the activity commences. Reasons for absence reported more than one week after the next Regular Training night, or not following the chain of command, will only be accepted in extenuating circumstances, such as medical emergencies resulting in hospitalization, and only after submission **in writing**, with approval by the Unit Commanding Officer.
4. Any cadet who is absent from Regular Training without a valid excuse 30 days will be Struck off Strength (SOS) and their name will be forwarded to the Supply Officer to ensure action is taken to recover kit.
5. No cadet will be able to advance to the next star level before successfully completing the minimum training requirements outlined in the QSP for that star level.

6. Perfect attendance will be recognized for cadets who attended all Regular Parade nights or have provided valid excuses for missing two parades or less. Any awards for perfect attendance will be announced at the Annual Ceremonial Review.

#### LATE ARRIVAL AND EARLY DISMISSAL

1. Any cadet arriving late when training is underway must first “check in” with the Administration Officer to ensure that their name is added to the attendance list and then proceed directly to training with as little disruption as possible.
2. Any person who feels ill while on parade will indicate so by kneeling on one knee and removing their headdress. The platoon warrant officer, section commander, or second in command will escort the cadet off parade.
3. Any person who feels ill during a training session will indicate so to their section commander who then notify the Training Officer through the chain of command.
4. No cadet will leave a parade or training session without obtaining permission from the person in charge of the parade or training session. No cadet will leave the area in which a parade or training session is being conducted without first obtaining permission from the Unit Commanding Officer through the chain of command.

#### LEAVE

A cadet may request an extended Leave of Absence. Such requests will be reviewed by the commanding officer and may be authorized in accordance with CATO 13-30. Requests must be signed by the cadet and a parent or guardian, and must be made in writing through the chain of command.

#### CANCELLATION OF TRAINING

1. In the event of inclement weather causing school closures in Halifax, Dartmouth, Preston, or Lake Echo, cadet training will automatically be cancelled.
2. In all other circumstances, the Unit Commanding Officer will be the only person authorized to cancel training.
3. Cancelled training will be announced at least two hours before the activity whenever possible. Cancellation announcements will be made on the corps’ Facebook page: 117 Preston Westphal RCACC Princess Louise Fusiliers, via email, and by “call-downs” whenever possible.
4. During winter weather, an activity may go ahead if it is assumed that most cadets and staff will be able to get to the activity safely. If any cadet or parent feels that it is unsafe to travel due to changing weather conditions or poor road conditions in their area, they should not attend the activity. In such cases, the cadet should request through the chain of command that their absence be excused by the Unit Commanding Officer.

## SPORTS AND PHYSICAL TRAINING

1. Cadets will demonstrate good sportsmanship at all times when participating in sporting activities.
2. Sports will be conducted co-ed, with both male and female participants.
3. Clothing worn during swimming, sports and PT activities must be conservative. Clothing should be functional and appropriate for the activity and should be free from offensive images or text.

## PROMOTIONS

1. Promotion of cadets will take place in strict accordance with **CATO 13-02, Merit-Based Cadet Rank Promotion - Corps/Squadron**.
2. Cadet rank promotions are based on merit-they are not automatic.
3. The commanding officer is the authority for all cadet rank promotions.
4. Exceptions to the policy are under the authority of the Commanding Officer of Regional Cadet Support Unit (Atlantic).

## SUMMER TRAINING SELECTIONS

1. The availability of Summer Training Courses is limited; therefore a system of determining the best possible candidates is necessary.
2. Cadet applications for Summer Training will be subject to a local merit based ranking system. The Commanding Officer will determine the ranking of applicants prior to submission to the Regional Cadet Support Unit (Atlantic) for processing.
3. The following criteria will be considered to determine application ranking:
  - a. Recommendation of the cadet's Level Officer and Training Officer;
  - b. Attendance records;
  - c. Performance within the star level training program;
  - d. Conduct on previous Summer Training Courses (if applicable); and
  - e. Conduct and performance at local training and Field Training Exercises.

## ADMINISTRATION

### COMMAND AND CONTROL

The Commanding Officer has a right to expect the support of all personnel under her command. The Commanding Officer may seek suggestions from other staff members when making decisions however, the Commanding Officer has the ultimate authority to make decisions, and all personnel shall support those decisions. The Commanding Officer bears full responsibility for all decisions made within the unit.

### DEPUTY COMMANDING OFFICER

1. When the Unit Commanding Officer is absent due to illness, travel, other employment (civilian or military), or for other reasons, the DCO has the authority to make decisions and issue orders that would normally be the responsibility of the Unit Commanding Officer.

### UNIT ROUTINE

1. The corps operates on a yearly training schedule from approximately the beginning of September until the end of May.
2. During the training year, the corps regularly parades and trains on Wednesday evenings from 1845h to 2100h at the East Preston Recreation Centre in East Preston, Nova Scotia.
3. The weekly training schedule will be provided to all staff and instructors three weeks in advance of each regular training night whenever possible.
4. Other training activities occur throughout the year at various times and locations as approved by the Commanding Officer and RCSU (Atlantic). A schedule of these activities is posted as it becomes available on the corps Facebook group "117 Preston Westphal RCACC Princess Louise Fusiliers" and its website; [www.117armycadets.com](http://www.117armycadets.com).
5. Summer Training takes place at Cadet Training Centers (CTCs) which operate during the summer months at several locations across Canada. They offer various courses; two weeks, three weeks, six weeks, and seven weeks in length, from early July to mid-August each year.
6. Meeting timings is imperative in order to ensure good order within the corps and effective training. Meeting timings is also a matter of respect. The staff of this unit graciously volunteer the majority of the time they commit to the corps. Parents volunteer their time to transport cadets to and from activities. And the cadets are of course volunteering their time. To respect all of those who give up their time to ensure the success of the corps, every effort should be made by all parties to ensure scheduled timings are met.
7. Scheduled activities will begin sharply at stated times whenever possible. If individuals are late arriving for activities, they can expect the activity to begin without them. The same goes for scheduled departures.
8. Activities will finish sharply at the time scheduled, not later or significantly sooner. This ensures that parents do not have to wait to pick up their child, and that staff are able to leave on schedule.



9. When an unforeseen circumstance warrants the need to change a timing, every effort will be made to inform all parties affected. Cadets, parents, and staff should never be left wondering why an activity, an arrival or a departure has been delayed. Good communication is especially important in these situations.

## COMMUNICATION

1. It is the responsibility of the Corps Sergeant Major (CSM), or in their absence, the Drill Sergeant Major (DSM) to ensure proper communication of information disseminated from the Unit Commanding Officer to the cadets and from the cadets to the Unit Commanding Officer. This is done through the chain of command.
2. On the Monday evening prior to each regular training night or other training activity, the Corps Sergeant Major will contact the Unit Training Officer to discuss the upcoming training. Information will be passed along to the cadets through a "phone down list," with the Corps Sergeant Major contacting the contacting the Platoon Warrant Officers and Section Commanders who will then in turn contact the cadets within their section.
3. Information obtained from the cadets (such as expected absences), will be reported back up the chain of command. Once a report has been gathered from each Section Commander through the Platoon Warrant Officers, the Corps Sergeant Major will report back to the Unit Training Officer.
4. Any written communication to be disseminated to cadets, staff or parents will be authorized by the Unit Commanding Officer. The Unit Commanding Officer and the Unit Deputy Commanding Officer are the only persons authorized to sign letters or correspondence on behalf of the corps, including letters going home to parents or communication with the league or sponsor.
5. In order to ensure good communication between the staff of the corps, **a brief staff meeting will be held at the end of each Regular Parade night**
6. The Unit Commanding Officer will publish a weekly memo which will be distributed by e-mail to cadets, parents, the sponsoring committee, Legion and League representatives, affiliated unit liaison, East Preston Recreation Centre, and any other interested party.
7. Content of each memo will also be posted on the corps Facebook group and the corps website, <http://www.117armycadets.com> will be frequently updated long with a calendar and other important information.

## SPONSORING COMMITTEE AND UNIT FINANCES

1. The sponsoring committee is given authority by the Unit Commanding Officer to manage the corps' bank account and accounting ledger, and to file and maintain a record of all receipts, invoices, claims and other financial instruments; and is responsible to make these things available to the Unit Commanding Officer promptly upon request.

2. It is important to realize that the Unit Commanding Officer is ultimately responsible to ensure that spending is in accordance with policies related to the use of public and non-public funds.
3. The sponsoring committee will provide the Unit Commanding Officer with a copy of each bank statement within 14 days of receipt.
4. To ensure accountability, expenditures (purchases) must be approved by both the Unit Commanding Officer and the sponsoring committee. Approval is granted through the annual budget prepared by the Unit Commanding Officer and signed by the sponsoring committee, and through motions of the sponsoring committee recorded in minutes and signed off on by the Unit Commanding Officer. The Unit Commanding Officer may also authorize any expenditure not exceeding \$400 through a special memorandum, including e-mails authorizing such spending.
5. Any other expenditures made from corps funds not approved in advance by the Unit Commanding Officer and the sponsoring committee will be reimbursable immediately to the unit by the spending party.

## FUNDRAISING

1. Cadets and their parents are expected to assist with fundraising efforts organized by the Unit Staff and approved by the Unit Commanding Officer.
2. Fundraising activities, when possible, will be combined with community service activities. Doing so allows the cadets to give back to the community that is supporting them. For example, bagging groceries in exchange for tips is preferable to simply asking for donations.
3. Cadets will not be permitted to conduct fundraising activities at liquor stores or at events where alcohol would be served or consumed in the presence of the cadets.
4. **All fundraising activities must be approved by the Unit Commanding Officer.**
5. When authorized by the Unit Commanding Officer, cadets will wear their uniforms when participating in fundraising activities. When doing so, it is of utmost important that the uniform be well turned out and that cadets remember to respect the uniform they are wearing in public by not combining it with civilian attire (such as ball caps).

## CONDUCT

### DRESS FOR CADETS

The standard dress for cadets will be as follows:

<b>Regular Training Sep-Oct, Apr-Jun</b>	C2A: Beret, short-sleeve button-up shirt, trousers, belt, parade boots. No tunic.
<b>Regular Training Nov-Mar</b>	C2: Beret, short-sleeve button-up shirt, tunic, trousers, belts, boots, open collar, no tie.
<b>CO's Parade</b>	C1: Beret, button-up shirt, tunic, trousers, belts, parade boots, tie, and medals. White belts, red sashes, and hackles for designated parade appointments.
<b>Annual Ceremonial Review</b>	C1: Beret, button-up shirt, tunic, trousers, belts, parade boots, tie, and medals. White belts and red sashes for designated parade appointments.
<b>Mess Dinner</b>	C1 without beret OR C6 white dress shirt, bow tie, tunic, trousers, belt, boots.
<b>Physical Training &amp; Sports</b>	Issued PT gear including PT Shirt, PT Shorts and PT Sneakers; appropriate and functional civilian PT clothing items may be worn ONLY if the cadet has not been issued the item.
<b>Citizenship &amp; Community Activities</b>	C2: Beret, button-up shirt with tie, tunic, trousers, belt, boots.
<b>Field Training Activities</b>	FTU (Field Training Uniform): Combat boots, FTU pants, FTU Tunic, green t-shirt or scarlet Airborne shirt with appropriate civilian clothing to account for weather (i.e. rain gear, winter jacket, gloves, hat). If a cadet has not yet been issued an FTU, appropriate civilian clothing such as sweat or track pants, tee shirts, sweaters, and so on will be permitted. No jeans or UGG-style boots are permitted.

1. The Unit Commanding Officer may at any time authorize or direct that other orders of dress be worn.
2. For detailed descriptions of cadet dress regulations, see CATO 46-01. These details can also be found on the corps website at <http://www.117armycadets.com>.
3. Whenever wearing their uniform, cadets will wear their winter parka (or a civilian winter coat ONLY if a parka has not been issued to the cadet) to travel to and from training whenever the weather requires it.
4. All cadets will maintain a clean and tidy appearance when in civilian attire. This includes maintaining personal hygiene and wearing clean, well-kept clothing.
5. Cadets will be expected to maintain the same personal grooming expected of them in uniform when participating in cadet activities in civilian clothing. This includes maintaining

a neat haircut and clean-shaven face for male cadets and a proper bun, braids, or ponytail for female cadets.

6. Cadets are not to wear clothing that contains potentially offensive images or words, or that advertises alcohol or tobacco brands.

## DRESS FOR OFFICERS AND CIVILIANS

The standard dress for officers will be as follows:

<b>Regular Training</b>	3B Sep-Oct, Apr-Jun; 3C Nov-Mar
<b>CO's Parade</b>	1A
<b>ACR</b>	1A
<b>Mess Dinner</b>	2 Mess Standard or 2B Mess Service
<b>Sports &amp; PT</b>	Appropriate civilian PT gear.
<b>Public Activities</b>	1A or 3B Sep-Oct, Apr-Jun; 3C Nov-Mar when designated by CO
<b>FTXs</b>	CAF CADPAT Combats with Beret or Field Hat

1. For detailed descriptions of the officers' standards of dress, see the Canadian Forces Dress Instructions.
2. The Unit Commanding Officer may at any time authorize or direct that other orders of dress be worn.
3. Officers may use their own discretion, while following the Canadian Forces Dress Instructions, with regard to optional clothing such as gloves, parkas and fur caps.
4. Dress for civilian instructors or volunteers will be reflective of the high standards of dress expected of cadets. Clothing should be professional and conservative and personal appearance should be neat and tidy. Business Casual is the expected order of dress for staff and volunteers when in civilian attire, with exception to sports and physical training attire which should match the standard of dress described in the above table.
5. Adult staff are not to wear clothing that contains potentially offensive images or words, or that advertises alcohol or tobacco brands.

## GENERAL DEPARTMENT

1. The conduct, dress and deportment of all members of 117 Preston/Westphal RCACC must reflect credit on the Army Cadet League of Canada and the Canadian Armed Forces.
2. Cadets will uphold the four core values of the Canadian Cadet Movement (CCM). They are:
  - a. Loyalty - The expression of our dedication to the ideals of the CCM and all its members
  - b. Professionalism - The accomplishment of our tasks with pride and diligence;
  - c. Mutual Respect - The treatment of others with dignity and equality; and
  - d. Integrity - The courage and commitment to exemplify trust, sincerity, and honesty.

3. Chewing gum, slouching, sauntering, hands in pockets, smoking, walking hand-in-hand or arm-in-arm, or any similar deportment which detracts from military appearance in the eyes of the public is unacceptable for personnel in uniform; both officers and cadets.
4. Profanity of any kind will not be tolerated.
5. Physical violence, abuse, or bullying of any form will not be tolerated.
6. The consumption of food or drink is prohibited in uniform and during training except when authorized or during scheduled meals or break times.

## PAYING OF COMPLIMENTS

1. The military salute is a traditional demonstration of trust and respect. The paying of compliments by saluting is a fundamental requirement that is indispensable to army cadet discipline. Instructions with respect to paying compliments are detailed in the Canadian Forces Manual of Drill and Ceremonial and will be taught to all cadets.
2. The essential regulations regarding the paying of compliments (saluting) are as follows:
  - a. Junior officers shall salute officers of a higher rank. Cadets shall salute all commissioned officers.
  - b. A cadet in uniform, when not a member of a formed body, shall also salute:
    - i. when passing a staff car flying a pennant or bearing distinguishing general officer car plates, indicating the occupant is a general officer or a dignitary (Governor General, Prime Minister etc.);
    - ii. when recognizing an officer in civilian clothes;
    - iii. when the national flag is raised or lowered, in the following manner:
    - iv. when in uniform, face the flag staff, stand at attention and salute;
    - v. when in civilian clothes, remove headdress, face the flag staff, stand at attention;
    - vi. cenotaphs; and
    - vii. during the playing of national anthems (including God Save the Queen), the Last Post, and Reveille.
3. There is one “no saluting” zone at the corps’ regular places of training. This will be the narrow hallway approaching the office.
4. When giving a salute, except when passing an officer while walking, a cadet will come fully to attention and will hold the salute until it is returned by the uniformed officer or acknowledged by the officer who is seated, not wearing headdress or in civilian attire.
5. Officer Cadets are not saluted.
6. Cadets will come to attention and salute before entering or departing a room in which an officer is present. Cadets above the rank of WO are required to salute only when entering a room for the first time daily and when departing for the last time.
7. Except when training is actively underway, “room” will be called whenever an officer enters a room of which there is not already an officer of equal or higher rank.
8. All commissioned officers as well as officer cadets and civilian instructors are to be addressed by “Sir” or “Ma’am” whether or not they are in uniform.

9. Cadets of the same rank may address each other by their last name. Cadets will address other cadets of a higher rank by their rank and last name. Cadets may address other cadets of the rank of MWO or CWO by "Sir" or "Ma'am".
10. When a cadet is addressing or being addressed by an officer, civilian instructor, Cadet MWO or Cadet CWO, they will stand at attention.

#### PERSONAL RELATIONSHIPS

1. Cadets who decide to hold a relationship with another cadet should first consider that it may make it difficult to view the other person's work objectively and give needed criticism, and it may arouse jealousy among those who are not favoured.
2. Cadets whose duties are affected by relationships with other cadets may be asked to reconsider such relationships, or face the possibility of having their position in the corps changed.
3. While cadets are involved in any cadet activity, favoritism and displays of affection toward other cadets is strictly prohibited.
4. Personal relationships between cadets and adult staff are strictly prohibited.

#### TRANSPORTATION OF CADETS AND CADET USE OF MOTOR VEHICLES

1. Unit staff will not transport cadets to and from regular training activities. In rare circumstances when such is necessary, permission must be obtained from the cadets' parent/guardian, authorization must be obtained from the commanding officer and one staff member must not be alone in a vehicle with only one cadet.
2. Unit staff transporting cadets for activities must be in possession of valid DND 404 drivers permit.
3. Cadets who hold a valid Driver's License and access to a motor vehicle are permitted to utilize that vehicle to transport themselves to cadet activities with their parent's permission. They are not to transport other cadets, other than their own siblings.
4. Upon arriving at training activities, cadet vehicles are to be parked in designated areas and to remain there until the completion of training.
5. Cadets are not permitted to transport other cadets around the training facility, nor will they be permitted to come and go from training activities without first obtaining permission to leave from unit staff, should they have a need to do so.
6. Cadet vehicles are not to be used for any training purpose whatsoever.

#### USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

1. The use of cell phones and other personal electronic devices for making phone calls, sending text messages, playing games and listening to music can be distracting and can

take away from the experience of individual cadets and the positive group dynamic at the corps' training and other activities.

2. Cadets are not permitted to use cell phones or other personal electronic devices during training and other activities except in special circumstances with permission from the commanding officer.
3. Cadets are encouraged to leave their cell phones at home. In the event of an emergency at home, contact may be made with a cadet through a landline phone or a staff member's cell phone at the training location.
4. During extended training and other activities (such as overnight trips) the Unit Commanding Officer MAY authorize the use of cell phones and other personal electronic devices.

## DISCIPLINE

### DISCIPLINE OF CADETS

1. All discipline of cadets will be in accordance with CATO 15-22, Conduct and Discipline - Cadets.
2. Every staff member and cadet shall:
  - a. Become acquainted with and obey, all regulations, orders, and instructions necessary for the performance of their duties;
  - b. Conform to the established customs of the base, corps or organization on which they operate; and
  - c. Conform to the established customs of the Cadet organization with which they are associated.
3. Civilian Instructors, Civilian Volunteers and Cadets are not subject to the Code of Service Discipline, but shall not be permitted to participate in cadet training activities unless he/she conforms to regulations, orders and instructions issued by the relevant authorities.
4. No staff member or cadet may use any form of physical contact or threat of violence when disciplining a cadet. Personnel who choose to ignore this order may be released from the corps and police or any other relevant legal authorities may be notified.
5. Any cadet committing an offence punishable by law will be dealt with by the police and relevant legal authorities.
6. In the event that an incident is considered more than 'minor' it shall be immediately reported to the nearest Commissioned Officer.
7. If the incident is minor, it may be dealt with at the lowest level possible by employing counselling to outline to the offender the inappropriate behaviour and inform them of the appropriate alternative behaviour.
8. Incidents that occur during training shall be reported by the instructor to the Training Officer or Deputy Commanding Officer.
9. Incidents that occur outside of training shall be reported to the nearest Commissioned Officer who will then report them to the Deputy Commanding Officer.
10. Incidents should be dealt with at the lowest possible level, but must always be reported upward through the chain of command to the Unit Commanding Officer.

11. Discipline of cadets will normally be conducted using a stages approach, as follows:
  - a. Stage 1 – Counselling
  - b. Stage 2 – Extra Duties
  - c. Stage 3 – Recorded Warning
  - d. Stage 4 – Counselling by the CO, and probation.
  - e. Stage 5 – Release.
12. Other disciplinary actions that may be taken by the Unit Commanding Officer include:
  - a. Reduction in rank
  - b. Loss of seniority
  - c. Reprimand
  - d. Loss of privileges (i.e. fun activities, trips, summer training)
  - e. “Extra duties” include menial tasks in or around the corps such as sweeping and removing garbage.
13. Extra Duties or Recorded Warnings may be issued by any officer, but only with permission of the CO.
14. A “Blue” and “Red” chit system will be maintained to keep track of infractions and accomplishments respectively. Chits may be issued by senior cadets above the rank of Sergeant with previous approval from corps staff.
15. All conduct infractions that include harassment, abuse, racism, or other forms of discrimination must be immediately referred to the UHRA for appropriate action. Should one of these situations arise on an occasion when the UHRA is not present, the Unit Commanding Officer or the most senior officer in the CO’s absence shall immediately be informed.

## DISCIPLINE OF ADULT STAFF

1. The Cadet Instructors Cadre (CIC) is a component of the CAF Reserve Force. Members of the CIC are subject to the Code of Service Discipline.
2. Section 55 of the National Defense Act states that any member of the Canadian Forces is subject to the Code of Service Discipline when:
  - a. Undergoing drill or training whether in uniform or not;
  - b. In uniform;
  - c. On duty;
  - d. Called out on service;
  - e. Placed on active service;
  - f. In or on any vessel, vehicle, or aircraft of the Canadian Forces or in or on any defense establishment or work for defense;
  - g. Serving with any corps or other element of the Regular Force or the Special Force; and
  - h. Present, when in uniform or not, at any drill or training of a corps or other element of the CAF.
3. The Unit Commanding Officer of a cadet corps does not hold the normal powers of a Commanding Officer with regard to the Code of Service Discipline. These powers are held by the Commanding Officer of the Regional Cadet Support Unit (Atlantic).



4. Civilian Staff, both paid and volunteering, when working with cadets are under the supervision of the Unit Commanding Officer. Their employment and volunteer position within the Unit is subject to the terms of Civilian Instructor contracts, these Unit Standing Orders, and other direction provided by the Unit Commanding Officer and the Army Cadet League of Canada – Nova Scotia.

## TERMS OF REFERENCE

### DEPUTY COMMANDING OFFICER (DCO)

1. The deputy commanding officer (DCO) shall be responsible to the commanding officer (CO) and shall exercise general supervision over all unit training functions, inclusive of mandatory, complimentary, and optional activities IAW the nationally directed training program.
2. Under the direction of the CO or his/her delegated officer, responsibilities of the DCO include, but are not limited to:
  - a. supervision of all squadron (sqn) operations on behalf of the CO;
  - b. ensure sqn sections (administration, training, supply) are fulfilling their obligations IAW their assigned TORs;
  - c. ensure that all staff and senior cadets are maintaining a high level of drill, dress and deportment at all times and reporting significant concerns to the CO in a timely manner;
  - d. ensure that all local, regional, and national directives (SSO, ROs, CRCIs, CRCSI, CATOs, etc.) are implemented and strictly adhered to throughout all sqn operations;
  - e. assist in the investigation and resolution of incidents amongst cadets that are a breach to the cadet code of conduct; assist in increasing and/or maintaining the sqn strength through conducting exit interviews and creating action plans with cadets wishing to quit prior to completion of the program;
  - f. coordination of CO responsibilities, in conjunction with the cadet detachment, in the event that he/she is on an extended leave of absence;
  - g. assist in the recommendation of individual cadets for promotions, appoints, and summer training opportunities;
  - h. perform duties of the standards officer by ensuring a quality training program is delivered through adhering to all applicable regulations and thereby ensuring morale is maintained within the unit;
  - i. promote professional development of all adult staff;
  - j. serve as a liaison between the CO and cadets;
  - k. assist in the implementation and enforcement of disciplinary measures IAW the applicable CATO (i.e. progressive level, verbal, cautionary, written, etc.);
  - l. ensuring cleanliness of training establishments and the sqn orderly room (OR) on a consistent basis;
  - m. ensuring strict compliance of duties and responsibilities of the assigned duty officer (DutyO) on a weekly basis;

- n. advising the training officer (TrgO) on recommendations to further enhance the quality of the LHQ training program in addition to advising of factors interfering with delivering a successful training program;
- o. ensuring active attendance is maintained amongst senior cadets during mandatory corps activities, e.g. fundraising events, Remembrance Day parades, etc; and,
- p. all other duties as assigned by the CO.

#### TRAINING OFFICER (TRGO)

1. To develop an annual training plan to be presented and approved by the Commanding Officer at the beginning of the training year.
2. To ensure the annual training plan includes all mandatory components of the army cadet star level program IAW QSPs.
3. To ensure the annual training plan includes physical fitness activities and field training exercises as required to meet requirements of the army cadet star level program IAQ QSPs.
4. To ensure the annual training plan includes optional fun activities to enhance interest, encourage recruitment and foster retention of cadets
5. To issue weekly training schedules, and ensure that all instructors (adults and senior cadets) are aware of their instructional duties **at least three weeks prior to instructing.**
6. To monitor period of instruction, assess effectiveness of instruction and provide feedback to instructors.
7. To adjust training schedules as required, to match instructor availability, qualification and competence.
8. To adjust training schedules are required to ensure all cadets receive the maximum opportunity to participate in all aspects of the regular training program.
9. To ensure training files are kept up to date, including ensuring POs completed are recorded within 30 days.
10. To serve as an instructor, to supervise cadets and to fulfil other duties as assigned by the Deputy Commanding Officer an/or Unit Commanding Officer.

#### ADMINISTRATION OFFICER (ADMINO)

1. To ensure orderly administration of all clerical tasks as assigned by the Unit Commanding Officer.
2. To update attendance for all Regular Training and all Optional Training activities in Fortress.
  - a. To ensure that every activity's attendance records are entered within 14 days.
  - b. To coordinate with other staff who oversee activities to ensure that no activity is missed and that cadets receive full recognition for their participation.
  - c. To ensure accurate reporting of "Excused Absence" and "Leaves of Absence" as approved by the Unit Commanding Officer, and that any related documentation is filed appropriately.

3. To maintain Cadets' personal hard-copy admin files with all pertinent documentation, including application for membership, copy of proof of citizenship or landed immigrant status, copy of unexpired Health Card or private medical insurance card, copy of all CTC course reports, copy of all CTC offers of participation, any written warnings, requests for leave of absence, requests for excused absence, and any other documents as instructed by the Unit Commanding Officer.
4. To provide instruction to parents on completing the Application for Cadet Membership during an annual start-of-year admin briefing or as required.
5. To provide instruction to parents on completing Summer Training applications and providing the Unit Commanding Officer with the completed applications.
6. To ensure unit staff pay sheets are completed accurately, signed and submitted to the RCSU (A) pay clerk within 7 days of the end of each month.
7. To serve as an instructor, to supervise cadets and to fulfil other duties as assigned by the unit Commanding Officer.

### SUPPLY OFFICER (SUPO)

1. The Supply Officer is responsible to the unit Commanding Officer for matters concerning the support of the Corps Star Level Training Program which will include proper management and administration of the corps' supply and the ordering of new uniforms to all new cadets within two weeks of their joining date.
2. Specifically, the SupO is responsible for the following:
  - a. Maintaining a clean and organized supply area;
  - b. Ensuring all supply requests are followed through and processed in a timely manner;
  - c. The "in" and "out" clearance of all cadets and staff;
  - d. Signing in and out of all drill rifles, swords, flags, and regimental accoutrements;
  - e. Submitting any equipment and supply requests to the unit CO;
  - f. Maintaining a detailed list of all corps supply and equipment inventory;
  - g. Liaise with all staff to prepare supply orders and submit requests for equipment and PP&S or LSA to the unit CO for revision and submission to RCSU(A).
3. The Supply Officer will also be required to liaise with the TrgO and/or OPI prior to any and all training and events to ensure that supply requirements are met to support the activity. This may include:
  - a. Organizing any corps supply prior to the event date;
  - b. Coordinating the pick-up, delivery, and return of any or all supplies to the corps or lending units before and after the event.

## RANGE SAFETY OFFICER (RSO)

1. To ensure maximum safety of personnel and protection of property, a qualified Range Safety Officer (RSO) shall attend and shall supervise range practices when weapon-firing ranges are in use.
2. The appointment of a qualified RSO for any weapon-firing activity is planned is the responsibility of the Unit Commanding Officer.
3. Personnel appointed as RSO must have graduated from the CIC RSO Course and have been officially recognized as RSOs by RCSU (A). They must also be mature and reliable, have a comprehensive knowledge of range procedures, the applicable orders and practices, and be thoroughly familiar with the weapons to be used. They must have demonstrated the ability to supervise and control the applicable range practice.
4. In conjunction with instructions and regulations specified for particular range operations, as promulgated by the support Base or Station or the CO, the RSO is responsible for:
  - a. The safety of all personnel.
  - b. Implementing policy and ensuring the observance of the safety regulations contained in the appropriate orders.
  - c. Coordinating all operations that take place on the ranges.
  - d. Reporting all unsafe equipment or practices to the Unit Commanding Officer and recommending changes to existing orders in the interest of safety.
  - e. Canceling any range exercise when conditions exist that, in his/her opinion, would constitute a hazard or render the exercise unproductive.
  - f. In case of a range accident, notifying the CO, the injured person's next of kin and the local police when the indoor range is located on civilian property or the Commanding Officer of the Unit responsible for the facility when the range is located on DND property, as well as the nearest military police or municipal police force.
  - g. Remaining at the scene of an accident, cordon-off the area and taking all measures deemed necessary in the circumstances.
  - h. Completing accident or injury report forms as required.

## REGIMENTAL SERGEANT MAJOR (RSM)

1. The RSM is responsible for the conduct, dress, and deportment of the NCO Corps as well as the implementation of the corps Training Plan and the command of corps parades.
2. The RSM's Primary Duties include:
  - a. Being aware of the cadets' whereabouts during training;
  - b. Ensuring that a high standard of dress and deportment are maintained;
  - c. Ensuring adherence to the Unit Standing Orders;
  - d. Ensuring that safety regulations are adhered to;
  - e. Supervision and direction of other senior NCOs;
  - f. Assisting the TrgO in the conduct of training;
  - g. Ensuring timings for the movement of the corps are strictly adhered to;
  - h. Attending O groups as required;

- i. Conducting NCM briefings on performance, motivation, and appropriate corrective measures when required;
  - j. Maintaining discipline with verbal warnings and a “blue” and “red” chit system, and proving the corps TrgO with written copies; and
  - k. Fill in as an instructor when required.
3. The RSM must be aware of the duties and responsibilities of the Cadet DSM and CSM and provide mentorship and direction whenever required.

#### DRILL SERGEANT MAJOR (DSM)

1. The DSM is first and foremost responsible for supporting the efforts of the cadet RSM, and to act as second in command for corps parades. In the absence of an appointed corps CSM, the cadet DSM shall also assume the duties and responsibilities of the CSM position.
2. The cadet DSM shall:
  - a. Attend all regular training nights;
  - b. Ensure that cadet instructors properly prepare for periods of drill instruction in advance, and provide mentorship to ensure a high standard of instruction is maintained;
  - c. Monitor a minimum of one drill instruction class every two weeks and submit all completed evaluations to the Assistant Training Officer;
  - d. Ensure that parade drill and dress standards conform to the requirements outlined in A-PD-201-000/PT-000 The Canadian Forces Manual of Drill and Ceremonial, A-AD-265-000/AG-001 Canadian Forces Dress Instructions, and CATO 46-01 Army Cadet Dress Regulations;
  - e. Organizing corps drill, parades, and inspections in coordination with the RSM; and
  - f. Fill in as an instructor when required.

#### CORPS SERGEANT MAJOR (CSM)

1. The CSM is first and foremost responsible or supporting the efforts of the TrgO through the implementation of the corps training plan. This includes:
  - a. Ensuring the good conduct of the cadets and instructors;
  - b. Supervision and Evaluation of instructors;
  - c. Implementation of the Training Program;
  - d. Ensure that knowledge is learned and retained
2. The cadet CSM shall:
  - a. Attend all regular training nights;
  - b. Provide support to the A/TrgO by monitoring classes and evaluating cadet instructors as required and submit all completed evaluations to the Assistant Training Officer;

- c. Ensure that cadet NCOs and NCMs properly prepare for periods of instruction in advance, and provide mentorship to ensure a high standard of instruction is maintained; and
- d. Fill in as an instructor when required.

## FIRE ORDERS

1. Upon discovering a fire, a person shall yell, '**FIRE, FIRE, FIRE**' and activate the nearest fire alarm.
2. No cadet shall ever attempt to fight a fire.
3. All personnel shall make their way in an orderly manner to the nearest fire exit and evacuate the building, closing all doors as they leave.
4. As soon as possible, a 911 call is to be made requesting help from the fire department and ambulances as required.
5. All personnel shall meet and fall-in at a designated gathering point.
6. When training at the East Preston Recreation Centre, the gathering point will be at the rear of the building by the playground.
7. When training at the Royal Canadian Legion Branch 160, the gathering point will be in the parking lot to the left of the entrance when facing the building.
8. Attendance shall be taken as soon as possible and all personnel shall be accounted for. If anyone is missing the fire department/rescue personnel are to be notified immediately and provided as much information as available on the last known whereabouts of the missing persons.

## SMOKING, ALCOHOL AND DRUG POLICY

### SMOKING

1. Cadets are not permitted to smoke at any cadet functions.
2. Officers, civilian staff and invited adult guests must never smoke within view of cadets. They should be discreet when smoking, so as to minimize the cadets' knowledge that they are smoking.
3. Officers, civilian staff, and invited adult guests must always follow the regulations put in place by provincial legislation and local by-laws when smoking.
4. Cadets should always be encouraged to maintain a healthy, smoke-free lifestyle.

## ALCOHOL

1. Cadets shall not attend any cadet function while under the influence of an intoxicant of any kind whatsoever; and shall not introduce, possess or consume any intoxicant while in attendance at a corps activity at any time - whatever the occasion.
2. Anyone who consumes any alcoholic beverage while under the age of 19 years or anyone who gives or sells any alcoholic beverage to an individual under the age of 19 is committing an offence under the Liquor Control Act of Nova Scotia and on conviction is liable to such punishment as may be awarded to a young offender who consumed the alcoholic beverage or the adult or young offender who supplied the alcoholic beverage to the person who consumed it.
3. Corps staff members and any adults involved in any corps function shall not introduce, possess, consume alcohol, or be under the influence of alcohol while working with cadets.
4. When cadets are invited to attend or asked to support social events where alcoholic beverages will be served, staff members or volunteer supervisors must ensure that non-alcoholic drinks are available for cadets. The hosts and servers must be made aware that cadets are not permitted to consume alcohol.
5. No staff member in attendance of a social event may consume alcohol while directly supervising the cadets present. This does not include adults who are present but not directly responsible for the supervision of cadets.

## DRUGS

1. All personnel Military, Civilian and Cadets are to be made aware of this policy. Due to the unique nature of the personnel involved they have been divided into three groups as follows:
  - a. CAF Personnel including Cadet Instructor Cadre Officers, who are subject to the Code of Service Discipline, CFAO 19-21 and A-AD-005-OOZ/AG-000;
  - b. Civilian Instructors and Cadet Summer Training Centre Staff Cadets are not subject to the Code of Service Discipline however, the same conduct that is expected of service personnel shall apply to this group. When an investigation shows that an act which would be considered an offence under the Code of Service Discipline has been committed, the employment of the offender shall be terminated. If the offence is possession or trafficking, the case shall be referred to the local authority for prosecution; and
  - c. Cadets are not subject to the Code of Service Discipline however, the same conduct expected of service personnel shall apply to this group. When an investigation shows that an act which would be considered an offence under the Code has been committed, the Cadet shall be released. If at a Summer Training Centre, the Cadet will be returned to his/her Corps, and be released. If the offence is possession or trafficking, the case shall be referred to the local authority for prosecution. In the

case of a juvenile, before proceeding with civilian prosecution, the advice of the Command AJAG shall be sought.

2. Notwithstanding the increasing use of drugs by some segments of society and the changing attitudes of some segments of society in respect of drugs, because of the individual and collective or team implications on health, security, safety, reliability, operational readiness, and capabilities as well as discipline, morale and public image, Canadian Forces policy remains that the involvement with drugs, prohibited substances, or drug-related paraphernalia as outlined in subparagraphs (1), (2), and (3) will not be tolerated.
3. All Commissioned Officers, Civilian Instructors, and Civilian Volunteers will maintain compliance of CANFORGEN 151/18 CMP 076/18 281507Z AUG 18 CDS DIRECTION ON USE OF CANNABIS BY CAF MEMBERS.
4. Corps policy regarding the use of drugs is in compliance with CATO 13-23 as of September 1 2018.
5. It must be realized by all members of the cadet organization that any involvement with narcotics and drugs will be detected; that involvement, when proved, will be punished and that the punishment will be severe. A policy of deterrence requires the needs of the society involving such a policy to be placed above the individual when imposing punishment.
6. It is the duty of everyone to detect and report any incidents involving drugs. All will be held accountable in cases where it is clear that there was inadequate supervision, interest or a blind eye was turned. The scope and nature of this matter makes it each individual's problem and responsibility to control.
7. Possession, possession for the purpose of trafficking, trafficking, cultivation, importing, or exporting of a narcotic and trafficking in a substance held out or represented to be a narcotic, are offences under the Narcotic Control Act (NCA) in respect of a restricted drug and in respect of a controlled drug, possession for the purpose of trafficking in a controlled substance held out to be controlled drug are offences under the Food and Drug Act
8. Unlawful or generally improper use or handling of drugs by any officer or cadet will not be tolerated. Accordingly, no officer or cadet shall traffic, possess or use drugs unlawfully or use drugs for any purpose but that for which a proper medical authority prescribes it.
9. An officer or cadet will be considered for release where he or she has been convicted by a court of law of an offense related to drugs.
10. When an officer or cadet becomes aware or suspects that a member of the corps is trafficking, in possession of, or using drugs, he or she shall report the matter confidentially to the Unit Commanding Officer who shall take the appropriate action necessary to address the allegation.

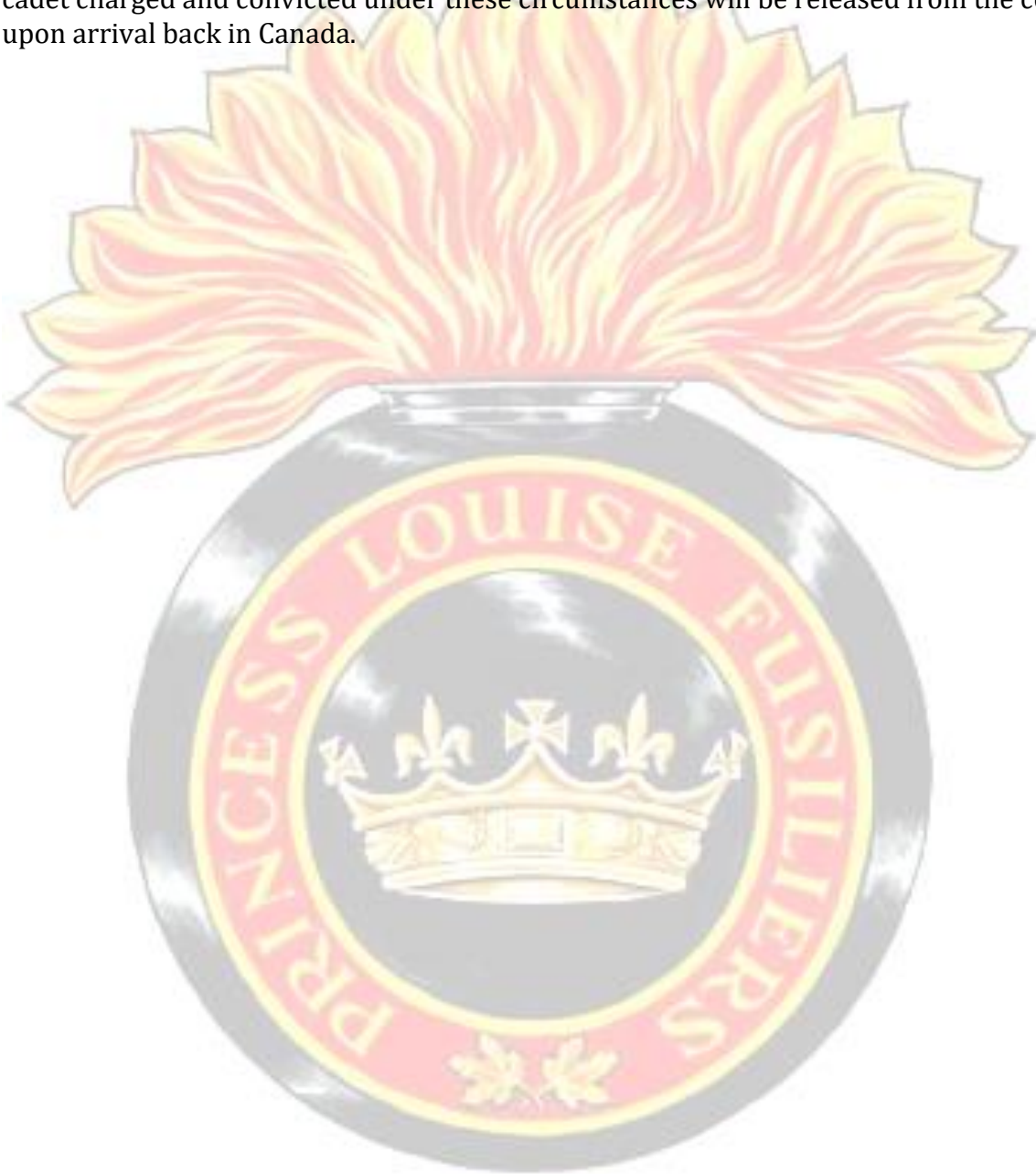
## WHILE ON TRIPS

1. Cadets while on approved exercises must follow all orders relating to the use of drugs or consumption of intoxicants explained above. Cadets who fail to comply while on out-of-town trips and/or exercises may be returned home via public transportation at their



parents/guardians expense. Further actions could be taken that would result in the cadet being suspended or released from corps.

2. Any Cadet while outside the official boundaries of Canada who is arrested and charged with consuming alcoholic beverages, or possession of illegal drugs, will be arraigned and convicted under the judicial system of the country in which the incident took place. Any cadet charged and convicted under these circumstances will be released from the corps upon arrival back in Canada.



DECLARATION

I have read, understood and agree to support the objectives of the unit standing orders for 117 Preston/Westphal RCACC. I will keep myself informed of any changes to the standing orders. I will obey and enforce the policies set forth and I understand my role within the unit as detailed in the unit standing orders. I understand that failure to abide by the policies and regulations set out in the standing orders may result in appropriate disciplinary action.

MEMBER:

Rank Surname Initial

Signature

DATE: (DD-MMM-YYYY)

MEMBER:

Rank Surname Initial

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