

JOINING INSTRUCTIONS:  
ROCKY MOUNTAIN CADET TRAINING CENTRE  
[RMCTC]



REGIONAL CADET SUPPORT UNIT

[NORTHWEST]



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## [PURPOSE]

1. The purpose of the joining instructions is to provide cadet candidates, selected staff cadets, and their parents, with the necessary information for course participation. They must be read in full, as it contains important information about the cadet's participation at the Cadet Training Centre (CTC). In order to participate at a CTC course cadets and staff cadets must also complete and submit upon arrival at the CTC the articles of conduct located in Annex E and F of the joining instructions and arrive with a signed copy of their offer of participation.

## [COURSE DETAIL]

2. Rocky Mountain Cadet Training Centre (RMCTC) is located along the eastern slopes of the Rocky Mountains approximately 80 Kms Northwest of Calgary, AB. RMCTC's primary role is the provision of the Leadership and Challenge Course to senior Army Cadets from across Canada. RMCTC is also home to a first class Highland music program for various levels of Sea, Army and Air Cadets from Western Canada. The Training Centre also plays host to Cadets from various partner countries in exchange for training opportunities for Canadian Cadets abroad. The longest standing exchange program exists with the United Kingdom who regularly sends 12 of its best representatives to participate alongside Canadian Cadets in the Leadership and Challenge program.

3. RMCTC provides four training courses during its summer operation:

- a. Cadet Leadership and Challenge Course, for Senior Army Cadets; and
- b. Basic, Intermediate and Advanced Pipes and Drums for Sea, Army, and Air Cadets.

4. In addition to the two hundred and twenty cadets, RMCTC staff includes over one hundred and thirty CIC Officers, Regular Force personnel, Reserve Force personnel, civilian instructors and staff cadets.

5. The CTC is located at 4500' above sea level where normal morning temperatures range between 5-10° C. It is not unusual, for snow to fall in early June. Cadets and staff attending RMCTC are advised to ensure they bring suitable warm civilian clothing such as a sweater and coat.

6. RMCTC is a remote location and is more than 45 minutes travel to a physician. Cadets that arrive at RMCTC with medical limitations requiring ready access to a physician may be returned to their unit.

7. Each year, RMCTC organizes supplemental exam sessions for cadets and staff cadets belonging to Quebec school boards. These sessions are held at the same time as the ones organized in Quebec. The exams are those of the Ministère de l'Éducation or the school boards wishing to have their local exams sent to the Training Centre. It should be noted that the school boards are under no obligation to RMCTC to have the exams administered. In order to facilitate liaison with the school boards, it is necessary to complete Annex B. This information must be submitted on your arrival at the Training Centre.

8. Mess Dinners may be arranged for staff cadets while at RMCTC. If held, the staff cadets mess dinner is usually mid-summer and staff cadets are to wear Mess Dress (C2 - Sea Cadets, C6 -Army Cadets and C8 -Air Cadets). The Commanding Officer may permit staff cadets to wear suitable equivalent civilian attire to the dinner.

## [PREPARATION]

## [CLOTHING AND EQUIPMENT REQUIREMENTS]

9. It is customary for cadets to purchase a Platoon t-shirt for approximately \$20. At RMCTC, this t-shirt will be

put to good use not only as a keep sake but because it becomes an additional item for wear with the cadets' uniform. Therefore, all cadets are encouraged to make this purchase. Cadets may pay for these items by signing an agreement to have the purchase price withdrawn against the first instalment of their training bonus.

10. RMCTC also participates in a traditional 'Red T-shirt' Photo where all Training Centre Personnel are photographed together wearing their unique RMCTC 'Support Our Troops' Red t-shirts. This photo is then sent to a Canadian Armed Forces Unit on active service as a display of solidarity and support. The proceeds from the purchase of the t-shirt is funnelled back in to the 'Support our Troops' program where it goes to support a variety of services such as the Military Families Fund, the Soldier On program, the Hospital Comforts program and 'Boomer's Legacy'. All personnel are encouraged to purchase a 'Support Our Troops' Red T-shirt for approximately \$10 and help give back to the greater Canadian Forces Community. Again, this shirt will be authorized for wear with the cadets' uniform while at the CTC.

11. Additional clothing and equipment requirements are detailed in the Joining Instructions Kit List (Annex D). All items should be clearly marked with the cadets' name and initials in permanent ink. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron.

12. There is no need for cadets to wear civilian clothing, however, appropriate civilian clothing may be worn but must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them that is offensive in nature. Civilian clothing may be worn during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt.

13. Personal storage space within CTC accommodations is limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Armed Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items (Annex C) which should accompany the cadet.

## [MEDICAL AND DENTAL INFORMATION]

14. Provincial Health Cards. All cadets must have a copy of their provincial health card in their possession. Cadets who live outside of Northwest Region must have photocopy of their personal or family health card issued by the respective province.

15. Prescription Medication. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Medications will be logged in and retained by CTC Medical staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC staff, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed CATO 16-04 Record of Medication found in Annex G.

16. Over-the-Counter and Patient Medicines. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC medical staff will administer any appropriate medication. All over the counter medication must be accompanied with a completed CATO 16-04 Record of Medication found in Annex G.

17. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis are unable to participate in training at this training centre due to its remote location and lack of access to a medical centre.

18. Medic-Alert Bracelets. Cadets with known medical conditions must wear a Medic-Alert bracelet while attending a Cadet Training Centre as indicated on their participation limitations.

19. Eyeglasses, Lenses, contact lenses and frames are the personal property of the cadet. The Canadian Armed Forces will not replace or repair lost or broken glasses. It is strongly recommended that the cadet or the parent have insurance coverage for repair/replacement of eyeglasses. In addition, cadets requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.). If it is determined that the cadet was on duty and all due diligence was exercised by the cadet to prevent loss/damage, a claim against the crown may be submitted.

## [TRANSPORTATION ARRANGEMENTS]

20. The RCSU Northwest Movements staff will arrange transportation to and from the CTC. Details will be made available in Fortress to corps' Commanding Officer and Zone Training Officer who will provide cadets with the necessary instructions and/or documents. A contact list of Regional Movements Officers is to be carried by the cadet, and used if required while travelling. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (NW) Movements Officers is:

- a. 1(855)761-3747;
- b. cell phone: (204)292-1055; and
- c. for out of region personnel attending Rocky Mountain CTC, contact your applicable region movements staff.

21. Cadets shall travel to and from the CTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. All cadets must have a valid Government issue identification card prior to their departure from home to the CTC. The name must be identical to the legal name submitted when they applied for the CTC.

22. Cadets travelling by rail or air **MUST** carry government-issued identification. For air travel, as a minimum, cadets under age 16 must have either one piece of photo identification or two pieces of identification, one of which specifies gender and date of birth and legal name. Such documents as a health card or birth certificate satisfy this requirement. Cadets aged 16 and over must have identification with photo. In both circumstances, a valid passport fulfills the requirements. School identification or corps/squadron I.D. cards are not accepted. Cadets whose 16th birthday falls within their training period will be required to hold the higher level of documentation for their homeward journey.

23. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Cadets' names as registered with their home corps/squadron **MUST** match the identification being carried.

24. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for them by RCSU Northwest. Additional baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. Baggage must be tagged with identification tags, displaying your name, address, telephone number and corps number, and must not exceed 50 lbs;
- b. Garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. Do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged;
- d. Aerosol, gel and liquids are not permitted in carry-on luggage; however in checked luggage the items together cannot exceed: 2L, or 2kg (75 fl. oz);
- e. Due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc; and,

f. Carry-on baggage should be no larger than a school backpack.

25. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc) it is the travelling individuals responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Movements Officer shall assist in locating the lost baggage.

26. Meals appropriate to the time of day are provided enroute if a cadet's travel extends over a meal period.

27. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the Movements Officer through the Corps Commanding Officer/summer contact officer. Parents/Guardians are to complete the Parental Pick Up/ Parental Drop Off Form and submit it to the Movements Officer to ensure all personnel are made aware of the request.

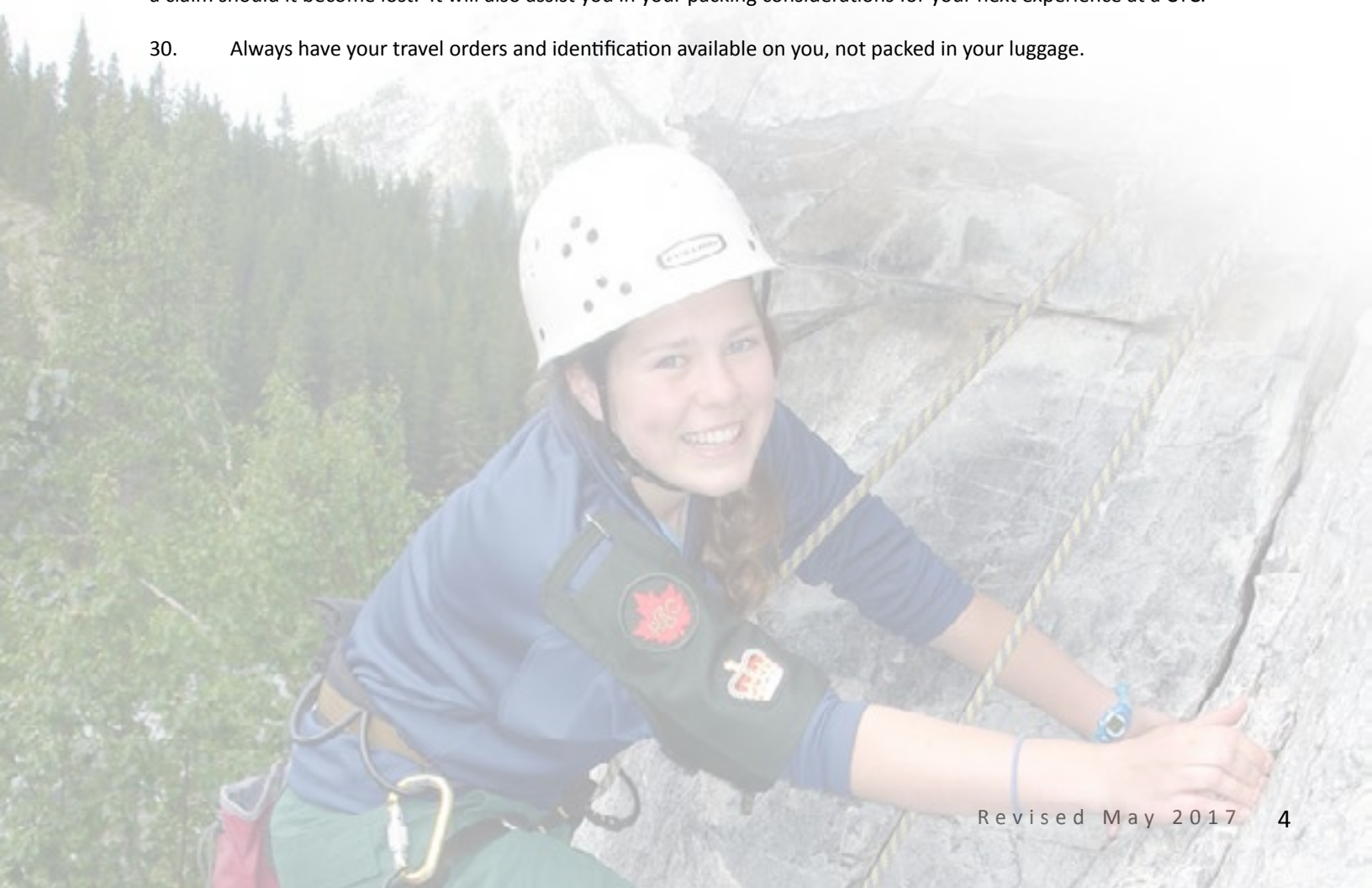
## [PRE-DEPARTURE CHECK]

28. A pre-departure checklist can be found at Annex A. Please review it and post on your fridge as a reminder to help you prepare to send your cadet away for the CTC. Please ensure that your cadet has all the information in this check list as it will assist them with travel and having an enjoyable summer.

## [TRAVEL TIPS]

29. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC.

30. Always have your travel orders and identification available on you, not packed in your luggage.



## [TRAINING CENTRE ROUTINES]

### [IN-CLEARANCE]

31. All cadets are processed through an in-routine upon arrival and will be required to provide the following:
  - a. Name;
  - b. Course attending;
  - c. Health card (confirmation cadets have it in their possession);
  - d. Eyeglass and other prescriptions (if applicable);
  - e. All required paperwork outlined in the checklist (Annex A); and
  - f. Any travel documents/tickets.
  
32. Arriving cadets are subject to a brief interview and health screening examination by medical personnel to help inhibit the possibility of migrating any contagious or communicable condition to other personnel and to ensure the cadet is medically fit for training. Personal luggage will be subject to inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre.

## [TRAINING CENTRE SERVICES AND INFRASTRUCTURE]

33. A banking system will be in place for cadet use. Cadets are encouraged to limit their spending money on hand, and bank the remainder as a safeguard against loss or theft.
  
34. Light refreshments, including soft drinks, chocolate bars, souvenirs and various sundry items are available at the cadet canteen for purchase by cadets.
  
35. Pay phones are available within the CTC for personal calls.
  
36. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Security for cadets' personal belongings is provided by "barracks boxes" or steel lockers similar to those in school. Cadets are expected to bring their own padlocks.
  
37. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters.
  
38. Meals are served to cadets in a cafeteria style mess-hall environment three times daily. CF facilities do not offer allergen-free foods or food preparation conditions and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

## [MEDICAL AND DENTAL CARE]

39. Medical Services – Each Training Centre is staffed with medical personnel, including a physician during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment.



40. Dental Services. Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

## [POSTAL SERVICES ]

41. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their sons/daughters or to a Training Centre headquarters should refer to address paragraph 59.

## [LAUNDRY]

42. Laundry Facilities are available for Staff Cadets and Adult Staff. Personnel are responsible for providing their own laundry detergent. Emergency stock of laundry detergent, fabric softener, etc. can be purchased from the cadet canteen in small quantities. Course Cadets do not have access to laundry facilities. Their laundry is managed through a laundry service once a week. Laundry is picked up, washed and returned within a 24 hour period. For this reason, it is crucial that all items of clothing are marked with the cadet's last name and initials.

## [WORSHIP SERVICES AND SPIRITUAL GUIDANCE]

43. Each Training Centre maintains a multi-denominational staff of chaplains making every effort to meet the needs of all religious denominations. The centre provides access to both Protestant and Roman Catholic services for those cadets wishing to attend. Those cadets seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.

## [CADET BANKING]

44. RMCTC provides an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days spending. It is emphasized that there are absolutely no mandatory charges associated with attendance at a Cadet Training Centre. Cadets, however, may wish to purchase such items as caps, T-shirts, fleece jackets, soft drinks or confections. They are responsible for personal hygiene materials including soap, shampoo and haircuts.

45. There are no ATMs (commercial banks' Automated Teller Machines) located within the Training Centre. However, cadets holding their own personal banking or ATM cards may be provided periodic opportunities to access an ATM at nearby commercial or on-base locations.

## [TRAINING BONUS]

46. Course cadets qualify for a training bonus of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week for all courses. The bonus is paid in instalments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim installments are paid in cash and the final installment is paid by cheque. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.

## [PERSONAL APPEARANCE]

46. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating at a Training Centre. Personal appearance will adhere to the applicable elemental policy: CATO 35-01 Sea Cadet Dress Instructions, CATO 46-01 Army Cadet Dress Regulations or CATO 55-04 Air Cadet Dress Instructions.

## [VISITS, LEAVE AND PASSES]

48. Cadets attending the Training Centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day.

49. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, authorized by the parent/guardian and normally identified in Fortress. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

50. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail or by fax.

51. Leave periods vary according to the training requirements at each CTC and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

## [SMOKING, ALCOHOL AND DRUGS]

52. All Cadet Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off the CTC property. This includes any kind of electronic cigarette or tobacco product. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products. Failure to adhere to the rules at the CTC may result in the cadet being Returned to their Unit (RTU) and/or referral to the appropriate authorities. Course and Staff Cadets are not permitted to possess, consume or purchase alcohol regardless of age related provincial statutes. Violations of this policy will result in immediate and serious disciplinary action.

53. Drugs are prohibited as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

## [CELLULAR PHONE]

54. Cadets are authorized to bring cellular telephones to the CTC. RCSU Northwest does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones are valuable items. Each CTC will advise cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. Cadets will only be permitted to use their phones during non-training hours. Due to the remote location of the CTC, there is no cell reception.

## [GRADUATION AND RETURNING HOME]

55. RMCTC conducts a full ceremonial review Graduation Parade at the conclusion of each three- and six-week training serial. Parents and friends are welcome and encouraged to attend.

56. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

57. It is imperative that parents desiring an early departure with their sons/daughters advise the Rocky Mountain Cadet Training Centre. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Parental Pick-up Form (Annex H). If circumstances change, a substitute form may be sent by fax or mailed to the Training Centre, or arrangements may be made by telephone.

58. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent or individual identified in Fortress, on the cadet's Offer of Participation or Parental Pick-up Form. CTC staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

## [RMCTC CONTACT AND GRADUATION PARADE SCHEDULE]

59. Mailing Address Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope. All mail and parcels MUST have a return address as some of the mail/parcels are received after the cadet has departed the CTC. The mailing address for RMCTC is as follows:

RANK, FULL NAME, INITIAL  
Rocky Mountain Cadet Training Centre  
Box 1847  
Cochrane AB T4C 1B7

60. Phone Number The toll free emergency contact number for the Rocky Mountain Cadet Training Centre is 1-888-249-4499. Personnel travelling by commercial airline will normally be met at the Calgary International Airport by a RMCTC vehicle. If there is a problem, you must call RMCTC by dialling toll free 1-888-249-4499. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

61. Graduation Parades. The graduation parade dates for the RMCTC are as follows:

- a. Serial one of Basic Pipes and Drums, 28 July 2017;
- c. Serial two of Basic Pipes and Drums, 18 August 2017; and
- d. Intermediate and Advanced Pipes and Drums, 18 August 2017.
- e. Cadet Leadership and Challenge Course, 18 August 2017

## [Annex A - CHECK LIST]

(Please print and fill in at your own leisure prior to departure for the training centre)

- \_\_\_ 1. Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing.  
(1 Month before departure)
- \_\_\_ 2. Put name on all items brought to the training centre.  
(Week before departure)
- \_\_\_ 3. Know travel arrangements and reporting date.  
(Week before departure).
- \_\_\_ 4. Pack complete cadet kit and personal kit.  
(Week before departure)
- \_\_\_ 5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses.  
(Week before departure)
- \_\_\_ 6. Consider amount of spending money for two weeks.  
(Week before departure)
- \_\_\_ 7. Label all luggage with name and home address, place name and address inside of luggage.  
(Week before departure)
- \_\_\_ 8. List of medications and dispensing information (dosage, frequency).  
(Week before departure)
- \_\_\_ 9. Prescribed medication.  
(Week before departure)
- \_\_\_ 10. Get hair cut.  
(Day before departure)
- \_\_\_ 11. Obtain travel orders and information.  
(Carry with you)
- \_\_\_ 12. Proper Identification for Travel.  
(Carry with you)
- \_\_\_ 13. Long Distance Calling Card (to call home periodically).  
(Carry with you)
- \_\_\_ 14. Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week).  
(Carry with you)
- \_\_\_ 15. Bring (carry with you) all required paperwork including:
  - \_\_\_ Signed Offer of Participation
  - \_\_\_ Completed Annex B Supplemental Exams (if applicable)
  - \_\_\_ Completed Annex C Record of Valuable Items
  - \_\_\_ Completed Annex E/F Code of Conduct
  - \_\_\_ Completed Annex G for Over The Counter Medications
  - \_\_\_ Completed Annex H for Parental Pickup (if applicable)
  - \_\_\_ A copy of your Provincial Health Card.

## Annex B

### [SUPPLEMENTAL EXAMS – EASTERN REGION]

In order to facilitate liaison with the school boards, it is necessary to provide the information below. This information must be submitted on your arrival at the Training Centre. If you are not certain about whether you passed or failed the exam, please indicate this. It must be kept in mind that the school board can refuse to allow you to sit these exams at the Training Centre.

Note: The accuracy of the information you provide will speed up the process and improve the chances of obtaining the exams in time.

_____ Surname and Give Name	(____)_____ Home Telephone Number
_____ Permanent Student Number	_____ Name of School Board
_____ Name of Contact Person	(____)_____ Telephone # of Contact Person

\_\_\_\_\_  
Exam Title(s)

\_\_\_\_\_  
Exam Date(s)

I need to sit one or more supplemental exams.

I am not certain that I failed an exam but am submitting this information just in case.



## [Annex D – KIT LIST - CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS]

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CTC. All Cadets are encouraged to buy a Platoon T-shirt and a Support Our Troops Red T-shirt for a total cost of approximately \$20-\$30. The Army Cadet Field Training Uniform (FTU) must be brought by all cadets and staff cadets to RMCTC.

2. As a result of recent changes to the allocation of uniforms in the Canadian Cadet Organizations, physical training or PT gear will no longer be issued to cadets either at the corps/sqn or at the training centre. This is in recognition of the fact that cadets are generally more comfortable in their own clothing when participating in physical activities. Effective summer 2014, cadets are required to bring their own T-shirts, shorts and shoes for physical training. Options include serviceable PT gear issued for previous courses or appropriate, equivalent civilian attire. Civilian T-shirts should cover the midsection and shorts should extend to at least the middle of the thigh. Civilian clothing must not be offensive in nature and should be breathable and easily washable. Footwear must be appropriate for extended outdoor physical activity. Cadets arriving without or with improper PT clothing will be issued appropriate clothing from training centre stocks

3. The following personal items of kit must be brought to the CTC:

- a. toothbrush, toothpaste, dental floss;
- b. soap and shampoo (biodegradable);
- c. two bath towels and if desired hand towels and face cloths;
- d. shaving kit (if required);
- e. hairbrush or comb;
- f. fingernail clippers or nail file;
- g. handkerchief or tissue;
- h. deodorant;
- i. shoeshine kit;
- j. sewing kit;
- k. laundry soap (biodegradable) \* Staff Cadets only;
- l. writing material;
- m. two padlocks (combination type);
- n. several changes of underclothing, T-shirts and socks (enough for one week);
- o. pyjamas;
- p. sweat suit and sweatshirts;
- q. conservative swimsuit;

- r. sweater;
- s. hangers;
- t. lint brush;
- u. eyeglass retainer bands for sports (for eyeglass wearers);
- v. shower sandals; and
- w. neutral colour bobby pins/hair accessories (if necessary).

## [ITEMS PROHIBITED AND NOT ALLOWED]

4. The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. These items will be confiscated and may be handed to the applicable police agency or disposed of if brought to the training centre:

Prohibited By Law	Prohibited by The CCO	Items Not Allowed
Firearms (any kind)	Daggers / Knives	Gaming Consoles
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade Boots
Controlled Substances	Pornographic materials	Motor Vehicles
Alcoholic Beverages	Laser Pointers	Pets
Explosives	Lighters and other fire starting equipment	
Weapons (Brass knuckles, ninja stars, etc.)	Flammables	
	Tobacco products	

## [VALUABLES AND DISCOURAGED ITEMS]

5. The following items are strongly discouraged from being brought to the training centre:

- a. Smart phones / Cellular Phones;
- b. iPods;
- c. MP3 players; and
- d. Tablets / laptop computers.

6. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, iPods, tablets or other “attractive items” to the CTC. Cadets who bring valuables to CTC are to complete the Record of Valuable Items (Annex C) form and bring a copy of the completed form to the CTC. The form is to be presented to the administration staff during intake.



## [Annex E]

### [CODE OF CONDUCT FOR COURSE CADETS]

Last Name		First Name	
Course	Home Corps/Sqn	Year	

1. I, hereby agree to respect the rules at \_\_\_\_\_ Cadet Training Centre (CTC) during my training period. I understand that my attendance at the CTC is subject to the following rules:
- a. I will familiarize myself with and abide by all CTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
  - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
    - i. Alcohol;
    - ii. unlawful drugs, non-prescription medication, or mood altering substances;
    - iii. cigarettes/tobacco products; and
    - iv. knives, guns, weapons or any pornographic materials;
  - c. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
  - d. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
  - e. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
  - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
  - g. I will use a reasonable and firm tone when in a position of leadership and giving orders;
  - h. I will not harass any member of the CTC and will avoid any gesture, comment, action, or display that may be interpreted as demeaning, humiliating, or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
  - i. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);

- j. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- k. I will not lie, cheat, or make a false declaration when I am required to be honest;
- l. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;
- m. I will respect the environment and my surroundings;
- n. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency, or life-threatening situations;
- o. I will request the presence of an adult supervisor when the circumstances dictate;
- p. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
- q. I will not act in a manner which brings discredit to the cadet organization;
- r. I will not act or fail to act in a manner which results in the safety of another cadet being jeopardized;
- s. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- t. I will stay out of the opposite gender’s quarters;
- u. Should I be Returned To Unit (RTU) before the end of summer training, I authorize the CTC authorities to inform my parents or guardian of the reasons that have led to my early return.

2. I am aware that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a return to unit (RTU). I am aware that I may speak with an officer or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.

3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

\_\_\_\_\_

Date

\_\_\_\_\_

Cadet’s Signature

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Supervising Officer’s Signature

## [Annex F]

### [CODE OF CONDUCT FOR STAFF CADETS]

Rank	Last Name	First Name
Course	Home Corps/Sqn	Year

1. I have agreed to serve as a staff cadet at \_\_\_\_\_ Cadet Training Centre (CTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:
  - a. I will familiarize myself with and abide by all CTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
  - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
    - i. Alcohol;
    - ii. unlawful drugs, non-prescription medication, or mood altering substances;
    - iii. cigarettes/tobacco products; and
    - iv. knives, guns, weapons or any pornographic materials;
  - c. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency or life-threatening situations;
  - d. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
  - e. I will use a reasonable and firm tone when correcting faults or passing on orders and will not use profanity, coaxing or making jokes to do so;
  - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
  - g. I will not lie, cheat, or make a false declaration when I am required to be honest;
  - h. I will not act or fail to act in a manner which results in the safety of another member being jeopardized;
  - i. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
  - j. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
  - k. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;

- l. I will request the presence of an adult supervisor when a circumstance is beyond my authority or ability;
  - m. I will not harass any member of the CTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
  - n. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
  - o. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
  - p. I will not disclose any personal or protected information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.);
  - q. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
  - r. If a cadet refuses to obey an order promptly, I will repeat it; after a second refusal, I will inform the cadet that they will be reported to their superior officer and do so;
  - s. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
  - t. I will not act in a manner which brings discredit to the cadet organization;
  - u. I will behave in a manner that does not belittle, embarrass, demean, or humiliate another person, and which is not contrary to the DND policy on Harassment;
  - v. I will report all situations implying any emotional and/or moral problems to my immediate superior;
  - w. I will respect the environment and my surroundings;
  - x. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
  - y. Should I be Returned To Unit (RTU) before the end of summer training, I authorize the CTC authorities to inform my parents or guardian of the reasons that have led to my early return.
2. I acknowledge that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a return to unit (RTU).
  3. I am aware that I may speak with an adult supervisor at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.
  4. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

---

Date

---

Staff Cadet's Signature

# [ANNEX G]

## [OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION]

MUST BE FILLED PRIOR TO CTC

1. Identification of cadet:

\_\_\_\_\_

\_\_\_\_\_ (Full name and initials, unit and date of birth)

2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

4. Medication and quantity brought by the cadet:

a. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

b. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

c. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

d. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

e. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

Identification of cadet:

\_\_\_\_\_

\_\_\_\_\_  
(Full name and initials, unit and date of birth)

- f. Name of drug\_\_\_\_\_
- Dosage\_\_\_\_\_
- Administration time\_\_\_\_\_
- Total quantity\_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

## [PARENTAL PICK - UP FORM &amp; CONSENT OF RELEASE AND LIABILITY]

**REQUEST FOR DEVIATION OF TRAVEL PARENTAL PICK UP AND/OR DROP OFF**

<b>SECTION "A" CADET PERSONAL DATA</b>				
CADET'S RANK	CADET'S LAST NAME	CADET'S FIRST NAME	CADET'S INIT	TELEPHONE (      )
HOME ADDRESS		CITY	PROV.	POSTAL CODE
CADET CORP/ SQUADRON NUMBER & NAME			CADET CORP/SQUADRON'S LOCALITY (CITY)	
<b>SECTION "B" CADET ACTIVITY</b>				
THE COURSE/EXCHANGE/EMPLOYMENT THE CADET IS ATTENDING			THE TRAINING CENTRE/COUNTRY THE ACTIVITY IS LOCATED	
<b>SECTION "C" PICK UP / DROP OFF POINT</b>				
DROP OFF POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm )	
PICK UP POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm )	
<b>SECTION "D" AUTHORIZED PERSON</b>				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET			TELEPHONE : (      )	
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET (print)			TELEPHONE : (      )	
<b>SECTION "E" PARENT / GUARDIAN SIGNATURE</b>				
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE (See point 4 below)			TELEPHONE : (      )	
(PRINT)				
<b>SECTION "F" SIGNATURE OF PERSON PICKING UP CADET</b>				
(to be signed at time of pick up)			DATE (dd-mmm-yyyy)	
(SIGNATURE)			(PRINT)	

1. This form must be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the travel orders and/or the person picking up the cadet differs from the person(s) identified in the national cadet database (Fortress).
2. The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet summer training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
3. The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
4. Parent or Guardian authorizing name and corresponding signature in Section E of this form must be the same as the name identified in the national cadet database.
5. The person picking up the cadet must:
  - a. Be the person(s) authorized in Section D of this form;
  - b. Be at least 18 years old; and
  - c. Possess government issued identification proving to be the individual identified in Section D.

