

**2137**  
**CALGARY HIGHLANDERS**  
**RCACC**



**STANDING ORDERS**

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## Introduction

1. Corps Standing Orders are issued under the authority of the Commanding Officer. These standing orders outline the established policies and procedures as carried out by the Corps and are to be adhered to by all Cadets, Civilian Instructors and CIC Officers.
2. The Standing Orders are to be reviewed by all members of the Corps prior to 31 Sep of each training year.
3. All, CIC Officers Civilian Instructors and volunteering Reserve and Regular Force members and will sign in the Standing Orders annually indicating that they have read and will comply with all articles contained within these subject orders. This signature is to be placed on this page of the Standing Orders posted in the Orderly Room of 2137 RCACC.
4. Senior Cadet NCO's will read these orders and the RSM of the Corps is charged with ensuring that Cadets of the Corps are aware of the relevant items.
5. All Civilian Instructors and CIC Officers who perceive a need to amend Corps Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, standing orders will be amended accordingly.
6. Standing orders shall be reviewed on change of command by incoming Commanding Officer. The incoming Commanding Officer shall issue amendments at his/her discretion.



J Sun  
Major  
Commanding Officer 2137 Calgary Highlanders RCACC  
7 Nov 2017

## **1 Terms of Reference**

### **1.1 Commanding Officer (CO)**

The Commanding Officer shall carry out all duties as outlined in CATO 11-36 ANNEX S. He/she is responsible to the Region Cadet Officer (RCO), through the Detachment Commander (Det Com), for all Cadet matters, training and administration of Cadet Instructors Cadre (CIC) Officers, Civilian Instructors and Cadets serving with the Corps.

### **1.2 Command and Control**

With respect to matters of command and control, Corps Commanding Officer shall:

1. Comply with the regulations and orders as issued by the Minister of National Defence and the Canadian;
2. Keep CIC Officers, Civilian Instructors and Cadets of Corps fully aquatinted with the regulations and instructions issued by a higher authority;
3. Be responsible for the professional development of all the Corps CIC Officers and Civilian Instructors including him/herself and ensure they receive the training required by their appointments and terms of service;
4. Direct and supervise all duties of personnel under his/her control;
5. Appoint qualified Officers to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
  - a. Deputy Commanding Officer (DCO)
  - b. Supply Officer (Sup O)
  - c. Training Officer (Trg O)
  - d. Administration Officer (Admin O)
6. Appoint and reassign Cadets to Cadet duties and responsibilities within the Corps;
7. Ensure that proper supply, administration, financial and training orders and procedures are carried out;
8. Bring to the notice of the ACO any CIC Officers or Civilian Instructors who:
  - a. Are distinguished for proficiency in their duties;
  - b. From incapacity or apathy are deficient in the knowledge or execution of there duties;
  - c. Do not afford him/her the support which he has a right to expect; and
  - d. Conduct themselves in a manner detrimental to the Corps's efficiency or in a manner that would bring discredit to the Corps and or the Canadian Forces.

9. Ensure an Officer (i.e. DCO) is familiar with all Corps procedures and is prepared to assume command either upon succession or during periods of prolonged absence of the Commanding Officer.
10. Ensure a thorough turn over to a successor, and
11. Undertake other duties assigned by the Regional Cadet Officer. The Area Cadet Officer or other lawful Canadian Force authorities

### **1.3 Administration and Training**

1. In consultation with the sponsor, recommend enrolment, appointment, promotion, position, transfer and release of CIC Officers.
2. Recommend and document the appointment and release of Civilian Instructors of the Corps.
3. Ensure that Cadets are mentally and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training.
4. Immediately report the death of a CIC Officer, civilian instructor or Cadet of the Corps to the RCO, the ACO, and advise the sponsoring committee chairman;
5. Immediately document and report to the ACO and the sponsoring committee any injury incurred during Corps training that requires medical treatment, and that may result in permanent disability, and any other injury except a minor injury such as a superficial cut or bruise.
6. Report any significant incident/occurrence that may cause public interest to the RCO;
7. Ensure the funds provided by the DND or other assisting agencies and any money provided by the sponsoring committee or raised by the Corps is properly used for benefits of the Cadets through the maintenance of proper financial records.
8. Manage the Cadet Training Plan
9. Ensure all RSS information is completed along with support requirements with in the CTP.
10. Act as Chief Training Officer, unless one is appointed, and have direct oversight in the administration and execution of the CTP and liaison with the Corps Training Officer and Training Coordinator to ensure effectiveness of the training program.

#### **1.4 Supply**

1. Act as Corps Distribution Account Holder on behalf of the Commanding Officer NorthWest Region who legally holds the account.
2. Immediately upon discovery report the loss or damage of DND equipment to the respective support base/station.
3. Ensure that material on loan from support base/station is returned promptly.

#### **1.5 DEPUTY COMMANDING OFFICER (DCO)**

The Commanding Officer of the Corps may appoint a Deputy Commanding Officer and shall be responsible to the Corps Commanding Officer for carrying out all assigned duties.

Shall carry out all duties as contained in CATO 11-36 Annex T and;

1. To assist the Corps Commanding Officer with carrying out his/her duties.
2. To carry out all duties of Corps Commanding Officer in his/her absence.
3. Act as the protocol advisor to the CO;
4. Maintain a liaison with the Sponsoring Branch of the Royal Canadian Legion, specifically the President of the Legion, Poppy Canvas Officer and the Cadet Liaison Officer.
5. Maintain a Liaison with the Corps representative of the Army Cadet League of Canada. Attend Southern Zone meetings on behalf of the Commanding Officer when the CO is unable to attend.
6. Act as the Commanding Officer's representative on the Parents Advisory Committee when required and act as OIP of any fundraising events involving Cadets.
7. Ensure that standing orders, security orders, fire orders and range orders are reviewed and updated.
8. Ensure that routine orders are issued monthly and coordinate the Commanding Officer's input into Routine orders, as well as ensuring that all promotions and appointments are accurately reported:
9. Be responsible for the accuracy and submission of all reports and returns to Detachment;
10. Responsible for the dress, drill and deportment of Officers of 2137 RCACC

11. Responsible for all staff in/out clearance routine, including scheduling an interview with the Commanding Officer;
12. Responsible for all cadet in/out clearance routine, interviewing all cadets on behalf of the Commanding Officer
13. Act as OPI for exchanges with other Cadet Corps as well as any joint exercises.
14. Ensure Officer Duty lists and Cadet Duty NCO lists are prepared, maintained and published in Routine Orders and supervise the Duty Officers as necessary;
15. Ensure that all personnel are familiar with the Standing orders and any other orders published for 2137 RCACC
16. Carry out all other duties assigned to him/ her by the Commanding Officer.

#### **1.6 TRAINING OFFICER (TrgO)**

The Corps Training Officer shall be responsible for the Corps Commanding Officer for carrying out all assigned duties as contained in CATO 11-36 Annex U and also:

1. Developing a training program in accordance with established Cadet Training Directives found in CATOs;
2. Manage the overall implementation of the corps training plan in conjunction with the A/TrgO and Level Officers;
3. Work with the Level Officers to ensure that the annual training charts, individual training records, training files and other associated records are accurate and up to date including Fortress entries;
4. Ensure that the Level Officers keep accurate and complete records of all Cadet training progress and that Cadets are interviewed on a regular basis - in particular ensure that all new Cadets are interviewed by the CO or DCO within 6 weeks of joining 2137 RCACC;
5. Planning the yearly schedule:
  - a. Completing the entire trg schedule for the upcoming year NLT 30 May of the current year
  - b. Assigning Staff as Star Level and Recruit Course Officers
  - c. Ensuring qualified instructors are assigned by level Officers to individual classes;

- d. Regularly updating the schedule as required and ensuring that all instructors have sufficient notice of lessons they are scheduled to instruct
  - e. Post the current month's training schedule to the Training Board
5. Advising the CO on Corps special training projects, exercises and citizenship tours;
  6. Ensuring Corps is in possession of all required training materials and reference manuals;
  7. Ensure regular evaluation of all instructors (Officer, CI, and CV) and debriefed accordingly;
  8. Recommend individual Cadets for promotions and summer camp positions;
  9. Act as Corps Standards Officer unless another is appointed
  10. Organizing Corps drill, ceremonial parades and inspections
  11. Post updates to the corps Blog regarding training activity, as required
  12. Carry out all other duties assigned to him/her by the Commanding Officer and supervising/ensuring that the Assistant Training Officer carries out their responsibilities.

### **1.7 ASSISTANT TRAINING OFFICER**

The Corps Assistant Training Officer shall be responsible for the Corps Training Officer for carrying out all assigned duties as follows:

1. Assist TrgO in the planning and execution of all training activity outside of regular parade nights:
  - a. Preparing Warning Order (if required)
  - b. Preparing/posting sign-up sheets (if required)
  - c. Following up with and updating Region on ASR requirements/changes of an activity
  - d. Booking facilities/additional instructors/courses (as required)
  - e. Delivering Warning Order
  - f. Drafting Operations Order (if required) for review by the TrgO
  - g. Select date and deliver OGroup
  - h. Update attendance of activity into Fortress, within ONE day of the completion of the activity
2. Post updates to the corps Blog regarding training activity, as required;
3. Assist with regular evaluation of Officers, CI's, and CV's who are instructors;

4. Ensuring that Level Officers are assessing cadet instructors regularly and debriefed accordingly;
5. Assist Level Officers to obtain guest speakers and other voluntary instructors to supplement Corps staff;
6. Assist Level Officers in completing and updating training records on an on-going basis;
7. Assist TrgO with recommendation of individual Cadets for promotions and summer camp positions;
8. Work with TrgO to ensure all training outside of regular parade nights meets the standards as outlined in the Yearly Training Plan;
9. Carry out all other duties assigned to him/her by the Commanding Officer and the Training Officer

### **1.8 LEVEL OFFICER**

1. The Level O is responsible to the TrgO for the leadership, efficiency, and training of the cadets in their Star level.
2. Specifically, the Level O is responsible for the following:
  - a. Assign instructors to deliver the star level training plan and ensure delivery
  - b. Provide advance notification/follow-up to cadet instructors to help maximize cadet instructor awareness of instructional assignments;
  - c. Assist cadet instructors in the preparation and presentation of their classes, if required;
  - d. Ensure lesson plans are used by cadets during the execution of the lessons and followed as per the QSP in relation to topics, format, and teaching points;
  - e. Assist cadet instructors in obtaining training aids and instructional aids;
  - f. Monitor and evaluate 100% of lessons taught by Cadets;
  - g. Review lesson plans prior to scheduled lecture date for all lessons taught and filing Cadet lesson plans in their individual training files once they have been reviewed with the cadet
  - h. Recommend guest speakers and other voluntary instructors to supplement Corps staff
  - i. Work to develop innovative and interactive alternate training methods to enhance the understanding of the materials (versus straight lectures)
  - j. Ensure all trg is conducted IAW the trg plan - track any POs and EOs that are missed and inform TrgO if classes need to be rescheduled
  - k. Track and ensure cadets' completion of POs and EOs
  - l. Update Fortress with cadets' training progress as POs and EOs are completed;

- m. Recommend cadet promotions, as required;
3. Any other duties assigned by the CO or the Trg O

### **1.7 ADMINISTRATION OFFICER (Admin O)**

The Unit Administration Officer shall be responsible to the Commanding Officer for all duties as outlined in CATO 11-36 ANNEX V and the following:

1. The Administration Officer shall be responsible for:
  - a. Maintaining an adequate stock of forms required for the administration of the Cadet unit in all respects
  - b. Circulating all incoming and outgoing correspondence, orders and directives and ensuring that circulation documents move through the unit within 30 days
  - c. Controlling all relevant publications and entering all amendments on receipt and notifying appropriate staff members of the changes while ensuring that CATO and PRCI changes are posted as per SOPs
  - d. Maintaining the unit filing system, ensuring that all material is filed neatly and that it is organized in such a fashion as to be accessible and easily accessible
  - e. Maintaining attendance records of CIC officers and CI's for purposes of Pay and personal records. This will be done monthly and submitted promptly by the end of the current month for signature of the Commanding Officer
  - f. Maintaining a complete personal file on each Officer, CI and CV of the Corps ensuring that all changes are filed promptly and that appropriate security is maintained of the records
  - g. Maintaining a complete personal file on each Cadet (via FORTRESS) ensuring that all changes are filed promptly and that appropriate security is maintained of the records
    - i. Ensuring that a complete cover sheet is maintained on each Cadet's file
    - ii. Ensuring that promotions and training decisions are marked promptly on each file
    - iii. Ensuring that each Cadet fills out a personal contact sheet at the beginning of the year and midway through the year verifies all contact information
  - h. Ensuring that Region and 2137 Routine Orders are posted immediately and that Region and 2137 Routine Orders are circulated to all staff and the Cadet RSM and CSM
  - i. Ensuring prompt and proper submission of all claims
  - j. Enters new Recruit information into Fortress and creates new Pers file for cadet upon submission of paperwork from the Recruit Officer:
    - i. IMMEDIATELY (the first night) create a Pers file for the Cadet and ensuring that all application paperwork is completed BEFORE any Cadet engages in any FTX activity

- ii. Following up on missing documents during the initial 2 weeks and taking action directly with Parents to ensure documents are completed NLT week 3
- iii. Advising the Platoon Officer when Cadets have been in attendance for 3 weeks and ensuring that interviews with the Platoon Officer are set
- iv. Verify age of cadet upon TOS date and send notification to NorthWest Army Training to advance to appropriate star level as required
- v. Mailing any DHQs received to RCMLO; complete a Document Transit Receipt to capture when forms were mailed out
- k. Monitoring Cadets with attendance issues and notifying the CO and A/AdmO when any Cadet has had 3 consecutive unexplained absences or 5 consecutive absences of any type
- l. Upon direction of the CO, initiating kit recovery procedures with the designated Officer (usually SupO) and recording recovery, filing the kit issue form as the last item in the file, then moving the active file to old filing
- m. Ensuring that Officers/staff mailboxes are cleared regularly
- n. Meeting with Parents at the Direction of the Commanding Officer to ensure the prompt distribution of summer training applications and checking the documents together with the parents for completeness and accuracy immediately upon completion (once per year)
- o. Preparing and expediting all reports, returns, documents and other correspondence for the Commanding Officer's signature
- p. Post any Administration related requirements to the Blog
- q. Prepare a draft of routine orders NLT the 15 of each month for the CO
- r. Other duties as directed by the CO

### **1.9 ASSISTANT ADMINISTRATION**

The Unit Assistant Administration Officer shall be responsible to the Administration Officer for all duties including the following:

1. Log all inbound and outbound documents in the Mail log
2. Ensure attendance sheets for all training activities are printed and ready for use
3. Enter regular training night attendance into Fortress NLT Friday of the same week
4. Check all voicemails and record in the Voicemail log
5. Verify that cadets do not have medical restrictions preventing them from attending field training exercises prior to the activity; if medical restrictions exist, notify the CO, TrgO, and A/TrgO immediately

6. Prepare the Book of Life, which includes cadets contact information, DND2299, CF98, and medical summary, prior to every cadet activity
7. Assist with kit recovery procedures by following up with NES cadets
8. Print all cadet-related paperwork that needs to be completed
9. Ensure all pers files are up to date
10. Maintain emergency contact sheet and ensure that the OPI of every event has an up to date and complete record of all emergency information of all staff and Cadets
11. Maintain the phone lists
12. Maintain the attendance electronically and by paper copy
13. Maintain the unit's nominal role
14. Update the unit's organizational chart
15. Entry and maintenance of information for Fortress under the direction of the Administration Officer
16. Any other duties assigned by the CO or the Admin O.

#### **1.10 SUPPLY OFFICER (Sup O)**

The Sup O is responsible to the CO for the training, leadership, discipline, efficiency, and administration of the units Supply function. In this Corps, this particularly includes working in conjunction with the Corps Officers and the RSM of the Corps that all Officers and Cadets are thoroughly familiar with the proper wear, fit and maintenance of Highland Kit. It is the responsibility of the Sup O to ensure that this knowledge is passed on to others in the Corps.

Carrying out all duties contained in CATO 11-36 Annex W and also;

1. Ensure all Cadets who have completed their enrolment and have demonstrated an interest in remaining with Corps are issued uniforms; and that enrolled Cadets receive appropriate highland regalia as per standard in the annex to these orders.
2. Ensure that all Officers entitled to Highland regalia are issued with that regalia as appropriate and timely and that they are instructed in the care and maintenance of that kit.

3. maintain a liaison with the Regimental QM sufficient to ensure that items can be borrowed from Regimental stores when needed and that any such item is returned in the condition it was issued, that it is cleaned if necessary and that any defects are reported to the Regimental QM.
4. Prepare all necessary documents to acquire equipment and uniforms for CO signature, and the coordination of the acquisition and storage of equipment and uniforms as required.
5. Maintain a regularly updated record of all public property both in digital and paper form on the Corps Distribution Account and all other equipment or uniforms owned or in the stewardship of the Corps and to manage the distribution of these with security and adequate records. The Commanding Officer is accountable for the expenditure of all public and non-public funds used for equipment and uniforms and the Supply Officer is the representative of the Commanding Officer in these matters.
6. Creating and maintaining a physical environment in Corps stores that is supportive of the achievement of the Corps goals and ensuring that all Corps equipment and uniforms whether publicly funded or not are maintained in a state adequate for immediate use
7. Ensure that the physical security of the firearms and ammunition of the Corps is sufficient to meet with standards set out in CATOS, Q O&R, and any ASU, Detachment or Military Police directives. This includes maintaining a log that controls the issuance and returns of all firearms assigned or under the stewardship of the Corps. Drill purpose rifles and not considered firearms and no log is necessary but their appearance requires prudence in ensuring they are used appropriately
8. Shall inform the Commanding Officer immediately of any lost or stolen public or Corps property or uniforms.
9. Shall ensure that kit is available when requested for all Corps events and shall ensure that the kit is issued and returned as necessary, maintaining a log of temporary issued kit whether belonging to the Corps or Detachment.
10. Shall manage the repackaging and shipping of field kit as required and the security of that kit when necessary.
11. Carry out all other duties assigned to him/her by the Commanding Officer.

#### **1.11 Assistant Supply Officer (to be developed)**

- A. Assist the supply Officer in all their duties and responsibilities as required

### **1.12 PLATOON COMMANDERS**

Platoon Officers shall be responsible to the Commanding Officer for carrying out all assigned duties.

1. Act as OIC of the Platoon with all attendant responsibilities in the garrison and in the field
2. Ensure the accuracy and timeliness of individual Cadet Records in their Platoon
3. Supervise the Platoon Warrant Officer and through him or her the Platoon Sergeant and section commanders
4. Ensure that they are familiar with the plans and ambitions, skill development and difficulties etc of all Cadets in their Platoon
5. Advise the CO when Cadets are ready for rank or appointment opportunities
6. Monitor attendance and take such action as needed to increase attendance or recommend release of Cadets to the CO
7. Make recommendations to the CO and Trg O in regards to recommendations for training and expeditions for Cadets in their Platoon
8. Manage routine disciplinary issues in conjunction with the Corps RSM, advising the CO of issues in adherence to the standing orders

### **1.13 BAND OFFICER**

The Band Officer shall be responsible to the Commanding Officer for all assigned duties.

The Band Officer shall be responsible for:

1. Issuing, storing, accounting for and repairing all band equipment. A record is to be kept of all equipment signed out to each band member
2. Advising and instructing band members in the proper care and upkeep of musical instruments and equipment
3. Ensuring that band members are knowledgeable of all applicable band drill in accordance with CFP 201 requirements and standards unless otherwise approved by Detachment
4. Preparing a schedule of training for the band for approval of the Commanding Officer
5. Carrying out periodic checks of equipment issued and stock verification for routine and annual inspections and inventories or as required

6. Assuming the duties and responsibilities of the Director of Music where none exists
7. Preparing a budget and ordering Band equipment and uniform material from that budget once approved
8. Ensuring the security of all Corps Owned band equipment

#### **1.14 DUTY OFFICER**

The 2137 RCACC Duty Officer shall be the point of contact during training hours when the Commanding Officer (CO) is occupied or unavailable at that moment.

Duties and Responsibilities:

1. Arrive at training building NLT 1805h on LHQ training nights and ensure building is open for the duration of training.
2. Ensure all classrooms are unlocked and open
3. Supervision of breaks (cadets and staff)
4. Ensure Duty NCOs check-in at the beginning and at the end of the training night. Assign Duty NCO if scheduled duty NCO fails to arrive. Ensure Duty NCO escorts any visitors/new recruits to the Duty Officer or the Orderly room
5. Supervise the Cadet Duty NCO at closing to ensure that:
  - a. Classrooms upstairs and downstairs are locked, even if they were unlocked when we arrived and we have not used them.
  - b. Parade square and common areas are free of litter
  - c. 2137 Stores and the Orderly Room are clean and have been swept that night, garbage emptied and all locks (orderly room, stores, CO's Office, Marti Shop, Pit and Cages) are secure prior to departing the training building.
  - d. If the parade ground is dirty (whether or not we brought it in) ensure that the duty NCO supervises a cleaning party to sweep and remove any obvious garbage or litter.
  - e. Bathrooms are free of obvious litter on the floor, stalls are free of litter and that the counters have been wiped.
  - f. Ensure hallway outside orderly room/stores is free of obvious litter and lights are out.
  - g. All Corps Owned materials are secured.
6. PERSONALLY, check that the washrooms and building are clear and that all Cadets have vacated, any Cadets awaiting rides should wait by the double doors.

7. The Duty Officer is to be the last person out of the building and responsible to that the alarm system is activated and all exits have been secured and locked, including the compound if no other staff from other units present or the commissionaire is not present
8. Any alarm or building issues are to be reported to the duty Officer/NCO of ASU on the number posted by the alarm pad. Deal with the situation and notify the CO of 2137 on his cell phone if there are any issues and advise him of action taken.
9. Check the parking lot and front of the building. In most circumstances the duty Officer is not to leave the Armoury area if Cadets are still waiting to be picked up. Common sense will rule. A group of 2 older Cadets who have their field kit and who know a parent is coming soon could be left to sit outside in the daylight in decent weather. No Cadets should be left in the armoury. The Commissionaire and other CF staff who are not CIC have no obligation to nor are they to be permitted to supervise Cadets. Exercise discretion and caution about remaining alone with one Cadet for obvious reasons.

#### **1.14 CADET CORPS RSM**

The Corps RSM shall be responsible to the Commanding Officer for carrying out all assigned duties.

1. To assist in the implementation of the Corps Training Program
2. Enforce all rules and policies outlined in these standing orders pertaining to all Cadets on Corps;
3. Ensure a high standard of dress and deportment is maintained by all Cadets of the Corps;
4. Bring forth concerns and suggestions of fellow Cadets to appropriate staff members;
5. Keep all Cadets of the Corps informed of all events and happenings through appropriate Platoon and section Commanders;
6. Maintain a high standard of drill at all times;
7. Recommend suitable Cadets for promotion or Appointment as necessary to ensure Corps operations are sustained
8. Work to develop the leadership and technical skills of the Cadet NCO's and especially the CSM, Platoon Warrant Officers and Company Quartermaster Sergeant
9. Carry out all other duties assigned to him/her by the Commanding Officer.

### **1.15 CADET CORPS CSM**

The Cadet CSM shall be responsible to the Corps RSM for carrying out all assigned duties. They shall carry out all the following duties:

1. Assist the Corps RSM with carrying out his/her duties;
2. Carry out all duties of the Corps RSM in his/her absence;
3. Ensure that the Dress, Drill and deportment of the Corps is of the highest standard.
4. Ensure that timings in Garrison and in the field are met
5. Carry out all other duties assigned to him/her by the Commanding Officer or RSM.

### **1.16 COMPANY QUARTERMASTER SERGEANT/WO**

The Company Quartermaster Sergeant/WO shall be responsible to the Corps RSM for carrying out all assigned duties. They shall carry out the following duties:

1. Supervise stores NCO's
2. Work with Stores O to ensure all necc rations and equip for LHQ trg and field ops are available and in good order;
  - a. Perform simple maintenance and repairs as directed
  - b. Ensure security of Corps stores
  - c. Ensure cleanliness of Corps stores and that issued gear is cleaned as needed and returned to proper storage
  - d. Supervising cleaning of firearms
3. Uniform issue and sizing for Cadets including completion of order forms for uniform issue;
4. Assist the Administration Officer with record keeping when required
5. Assist the Corps RSM with operation of the Cadet Canteen
6. In the field, under the direction of the Stores Officer, ensure the shelter, logistic support and feeding of the Corps is satisfactory
7. Carry out all other duties assigned to him/her.

### **1.17 PLATOON WARRANT OFFICER**

The Corps Platoon Warrant Officers shall be responsible to the Corps RSM, through the Corps CSM, for carrying out all assigned duties as well as to their Platoon Officer.

1. Ensuring Cadets are informed of all events and any changes to announced previously events.
2. Ensure Cadets in their Platoon are in proper dress and well turned out for training nights;
3. Supervise all Cadets in their Platoon;
4. Handle minor disciplinary problems in their Platoon
5. Be familiar personally with all Cadets in their Platoon and ensure that they are successful in the Corps
6. Advise the Corps RSM as required on training needs, promotions and appointments including proposal of Cadets for positions of Platoon Sergeant, Section Commanders and assistant Section Commanders
7. Train the Platoon Sergeant to replace him/herself and ensure that section Commanders are fully trained in the performance of their duties.
8. Carry out all other duties assigned to him/her by the Corps RSM or Platoon Officer.

#### **1.18 PLATOON SERGEANT**

Corps Platoon Sergeants shall be responsible to the Platoon Commanders, for carrying out all assigned duties.

Shall carry out the following duties:

1. To assist their respective Platoon Commander with carrying out his/her duties;
2. To carry out all duties of their Platoon Commander in his/her absence;
3. To directly supervise Section Commanders;
4. Carry out all other duties assigned to him/her by the Platoon WO or Platoon Officer

#### **1.19 SECTION COMMANDER**

The Corps Section Commanders shall be responsible to the Platoon Sergeant for carrying out all assigned duties They Shall carry out the following duties

1. Ensure that their section members dress is appropriate and that requests are made for routine exchanges etc
2. Ensure that Section Taskings are carried out and that the safety of section members is of the highest concern in all activities

3. Ensure that section members are advised of any changes in plans
4. Bring to the attention of the Platoon sergeant training needs of Cadets in their section or exemplary performance of section members
5. Ensure that all, standing and routine orders are adhered to by section members
6. Directly supervise section members
7. Carry out all other duties assigned to him/her by the Platoon WO or Sergeant

#### **1.20 ASSISTANT SECTION COMMANDER**

The Corps' assistant section commanders shall be responsible to the Section Commander for carrying out all assigned duties. They shall carry out the following duties:

1. To assist their respective Section Commander with carrying out his/her duties;
2. To carry out all duties of their Section Commander in his/her absence;

## 2 Dress and Deportment

### 2.1 Dress

1. All members of the Corps will adhere to the following Corps Dress regulations:
2. All Cadets shall conform to the Army Cadet Dress Regulations, CATO 55-04
3. All CIC Officers shall conform to the Canadian Forces Dress Regulations..
4. Under no circumstances shall civilian articles of clothing be worn with any part of an Army Cadet or CF uniform. Exceptions are made for Cadets who do not have an Army Cadet issued or appropriate CF Surplus jacket to wear in inclement weather.
5. All Civilian Instructors shall wear appropriate attire during Corps training nights and training activities;
6. Officers are responsible as per Regimental Policy to purchase Regimental ties, buttons and Lovatt Hose

#### 2.1.1 The following is the order of dress for 2137 RCACC:

	CO'S DRESS	WALKING OUT	FIELD	PT GEAR
<b>OFFICERS</b>	Glen Green CF Shirt Regimental Tie Cut-A-Way CIC Collar dogs CIC Shoulder titles Regimental buttons Name tag CIC Brooch (Commissioned) Plaid (Commissioned) Argyll Kilt Kilt Panel w/ rosettes (Commissioned) Badger sporran (Commissioned) Purse sporran (Non Commissioned) Diced Hose Red flashes White spats Oxfords or brogues  Combats may be worn under the direction of the CO/Adjutant if duties warrant.	Winter: Glen Green CF shirt Dress sweater Name tag Slip-ons Argyll Kilt Black belt Purse sporran Lovatt Hose Red Flashes Oxfords or brogues  Summer: Glen Green CF shirt - short sleeve Name tag Slip-ons Argyll Kilt Black belt Purse sporran Lovatt Hose Red Flashes	Balmoral/B eret Combats T-shirt Slip ons Name tag Boots of a pattern approved by the CO/ Adjutant	Corps T- shirt Gym Shorts Socks Runners. CF, Corps or privately purchase d as desired. Officers may elect combats if their duties require that.

		Oxfords or brogues  Combats may be worn under the direction of the CO/Adjutant if duties warrant.		
<b>SNR NCM'S</b>	Glen Green CF Shirt Regimental Tie or green Cut-A-Way Collar dogs Regimental buttons Name tag Brooch (RSM) Plaid (RSM) Argyll Kilt Badger sporran (RSM) Purse sporran (all other ranks) Diced Hose Red flashes White spats Oxfords	Winter: Glen Green CF shirt Dress sweater Name tag Slip-ons Argyll Kilt Black belt Purse sporran Lovatt Hose Red Flashes Oxfords  Summer: Glen Green CF shirt - short sleeve Name tag Slip-ons Argyll Kilt Black belt Purse sporran Lovatt Hose Red Flashes Oxfords	Cadet issued field dress Tam-o-Shanter if available, otherwise Beret T-shirt Shirt Brassard with Cadet Insignia and rank. Name tag  Boots - Approved by the RSM	Corps T-shirt Gym Shorts Socks Runners  - Warm clothing depending weather
<b>JNR NCM'S</b>	Glen Beret Green CF Shirt Green tie Cadet Jacket w/ belt Cadet pants Wool or black socks Parade boots Name tag	Glen Beret Green CF Shirt -short sleeve Slip ons Cadet pants Wool or black socks Parade boots Name tag	Cadet issued field dress Tam-o-Shanter if available, otherwise Beret T-shirt Shirt Brassard with Cadet	Corps T-shirt Gym Shorts Socks Runners  - Warm clothing depending weather

			Insignia and rank. Name tag	
			Boots - Approved by the RSM	
<b>CIVILIANS</b>	Tie and Jacket or female equivalent, or clothing as appropriate to duties assigned	Business casual, including clean jeans	CF olive drab style combats with civilian instructor insignia with boots of a design approved by the Adjutant, or appropriate civilian clothing as desired.	Corps T-shirt Gym Shorts Socks Runners - Warm clothing depending weather

## 2.2 Deportment

2.2.1 All members of the Corps including, Cadets, Civilian Instructors and CIC Officers shall conduct themselves in a professional and responsible manner at all times.

2.2.2 Cadets, and Officers while in uniform shall not chew gum, slouch, saunter, place hands in pockets, smoke, walk arm in arm or similar deportment that detracts from a military bearing in the eyes of the public.

2.2.3 Officers are encouraged to become members of the Calgary Highland Regiment Officer's Mess

### **3 Corps Policies**

#### **3.1 Smoking**

3.1.1 Under no circumstances shall Cadets smoke or be in possession of tobacco product.

3.1.2 All staff, including Civilian Instructors and CIC Officers, shall not smoke in front of Cadets.

#### **3.2 Alcohol**

3.2.1 No Cadet shall consume or be in possession of alcoholic beverages or be intoxicated during Corps activities

3.2.2 No Corps staff member, including Civilian Instructors and CIC Officers, shall consume or be in possession of alcoholic beverages while in contact with Cadets or within 8 hours of being in contact with Cadets

#### **3.3 Drugs**

3.3.1 No member of Corps, including Cadets, Civilian Instructors and CIC Officers, shall be under the influence or in possession of any illegal drug of any sort.

3.3.2 Corps Commanding Officer shall immediately notify proper local authorities of any breach of para. 3.3.1 above.

#### **3.4 Harassment**

3.4.1 Under no circumstances shall members of Corps, including Cadets, Civilian Instructors and CIC Officers exhibit conduct that offends, demeans, belittles or humiliates another person.

3.4.2 All infractions of CFAO 19-39 (Canadian Forces Policy on Harassment) will be reported to the Commanding Officer or the immediate supervisor (Officer) of the harassed or to the Unit Human Rights Officer (UHRO).

3.4.3 The Unit Human Rights Advisor is responsible for the administration of the Cadet Harassment and Abuse Prevention Programme (CHAP) within the Corps, and for advising the Commanding Officer on all matters pertaining to Abuse and Harassment.

3.4.4 Any questions or problems regarding Abuse, Harassment, or the CHAP programme are to be directed to the UHRA.

#### **3.5 Abuse**

3.5.1 Under no circumstances shall members of Corps, including Cadets, Civilian Instructors and CIC Officers, abuse or be abused by another person, whether that be emotionally, Physically, verbally or sexually.

3.5.2 All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to Commanding Officer or the immediate supervisor (Officer) of the abused or to the Unit Human Right Officer (UHRO)

#### **3.6 Fraternalization**

3.6.1 Under no circumstances shall members of the Corps display or engage in any act of a sexual nature.

3.6.2 Cadets shall not openly display acts of affection while at a Corps activity.

### **3.7 Attendance**

3.7.1 All Corps Cadets must maintain a minimum 60% attendance rate throughout the Cadet training year, unless leave of absence has been approved.

3.7.2 Subsequent to para.3.7.1 any Cadet who is absent for three or more training nights in a row without permission shall be SOS and recovery action for uniform undertaken.

3.7.3 It is the responsibility of the individual Cadet to inform the Section Commander or if impossible, the Platoon Commander, RSM or Admin O of his/her reason(s) for being absent from a Corps training night or compulsory training activity.

### **3.8 Discipline and General Conduct**

3.8.1 The Commanding Officer is responsible for the good order and discipline of the Corps. However, authority for the maintenance of discipline will be delegated to the members of the staff, and in selected cases to Senior NCO's of the Corps.

3.8.2 All Unit personnel will conduct themselves in a manner to reflect credit upon the Cadet Corps, and the Canadian Cadet Movement whether in, or out of uniform. Improper conduct may result in the termination of Cadet service, reduction in rank, extra duties, or other action as ordered by the Commanding Officer

3.8.3 No member of the Corps will "pass a fault". It is the responsibility of all ranks to ensure that when a fault is noticed, that it is mentioned and corrected. All Officers and N.C.O.s will see that faults in subordinate ranks are corrected, while those of equivalent rank will make note to one another so as to advise fellow Officers and N.C.O.s of the situation. This will always be done in a manner conducive to learning and to change in the behaviour.

### **3.9 FOLLOWING OF ORDERS**

All Staff and Cadets are responsible for following lawful orders quickly and efficiently. If a Staff member or a Cadet has a complaint, they are directed to follow the order and then complain to the appropriate authority; generally, the next level but up to and including the Commanding Officer. If the Officer, Staff member or Cadet considers the order to be unsafe, unreasonable or inappropriate; they are directed to not follow the order, and proceed directly to the next person in the chain of command.

### **3.10 PAYING OF COMPLIMENTS**

3.10.1 The following rules will apply with regards to the paying of compliments:

- a. all staff will report to the CO at the beginning of each training night, prior to departure, staff should report to their department head or the CO as appropriate to advise of their departure.
- b. Cadets will salute when entering or leaving the orderly room, stores, or when on the parade square,
- c. Cadets will salute any officer whether the officer is in uniform or not,
- d. "Group/room" will be called when an Officer enters or leaves the classroom prior to and after instruction,
- e. "Group/room" will be called during a lesson only for the Commanding Officer or any Senior Officer,
- f. All persons will be referred to by their rank and surname at all times, though NCO's may be referred to by their rank only,
- g. Cadets will obey the standard CF directives and will salute when passing or requesting to speak with an Officer. If in a formed group, only the NCO in charge will salute. Cadets will stand at attention when speaking with a Cadet NCO who outranks them.
- h. "Eyes right" will only be called when practising for a parade or when paying compliments to a Senior Officer.
- i. It is the responsibility of all ranks to ensure that the paying of compliments is enforced. This is of prime importance in maintaining good order and discipline in the Corps.
- j. Stairways, bathrooms, and hallways are "no salute zones"

### **3.11 RESTRICTED ITEMS**

3.11.1 The following items are banned from all cadet activities:

- a. drugs,
- b. alcohol,
- c. musical or video devices unless authorized for travel
- c. weapons of any description. Knives may be an exception in day or field exercises if they are of a size and pattern authorized. In the case of Cadets, they are also required to demonstrate to their Platoon

Officer or training Officer their competence in the maintenance and safe handling of the knife.

### **3.12 DISCIPLINE**

3.12.1 From time to time the Commanding Officer and Staff must deal with disciplinary matters involving Cadets. Disciplinary matters can be one of the largest challenges for an Officer, and must be carefully thought out and properly implemented in order to ensure a fair and defensible process of discipline.

3.12.2 In order to ensure that disciplinary infractions are handled appropriately, all Staff must be familiar with these standing orders, CATOS, as well as the PAI's, and the appropriate action must be administered in consultation with the Commanding Officer.

3.12.3 Disciplinary infractions can be deemed to be of various levels of severity. The Commanding Officer will evaluate each infraction individually and thoroughly prior to taking action. Any infraction that puts the safety of an individual at risk will be handled expeditiously in order to ensure that safety is not further compromised. Staff must use their common sense in evaluating a situation and determining an appropriate course of action.

3.12.4 In matters of discipline all will keep in mind that discipline:

- a. is related to misbehaviour,
- b. deals only with the misbehaviour,
- c. does not humiliate,
- d. is thoughtful,
- e. represents no threat to the youth's well being,
- f. uses action,
- g. includes the Cadet accepting responsibility for their actions,
- h. is based on equality and respect,
- i. encourages cadets to problem solve,
- j. demonstrates caring, and
- k. teaches good behaviour.

### **3.13 DISCIPLINARY PROGRESSION**

3.13.1 The disciplinary process for our Corps will be as follows:

- a. Informal warning,
- b. Defaulter's Parade,
- c. Verbal Warning,
- d. Written Warning,
- e. Suspension,
- f. Reduction in Rank,
- g. Disciplinary Release from the Corps.

3.13.2 As a general rule, the above progression will be followed, however, it is understood that depending on the situation the above process may be modified to fit with the individual case.

### **3.14 DISCIPLINARY PROCESS**

3.14.1 From time to time the Commanding Officer and Staff are required to deal with matters of misconduct. In the interest of implementing a fair process in disciplining Cadets, the following must be done:

- a. the Cadet must be made clearly aware of the behaviour which has been found to be inappropriate and/or contrary to regulations, orders or instructions that have been issued,
- b. specific details of when this behaviour was observed must be given,
- c. if the allegation is not clearly understood, explanation must be repeated as often as necessary in language appropriate to the age and understanding of the Cadet,
- d. the Cadet is to be asked to explain their understanding in their own words to confirm clear comprehension of the concern/allegation,
- e. the Cadet must be given reasonable opportunity to consult with their parent/guardian in responding to disciplinary matters of a serious nature (defined below)
- f. the Cadet must be given a reasonable opportunity to respond, and
- g. the Cadet must be assured that their explanation of the incident will be taken into account in the decisions to follow.

#### **3.14.2 DEFAULTER'S PARADE**

3.14.2.1 A defaulter's parade will be administered by the RSM. every parade night as necessary, to be supervised by the Corps Duty Officer. The Duty Officer will make periodic checks to ensure that standards are being maintained, and that the administration of extra duties is not being abused. The following may be assigned as extra duties:

- a. litter pick up or sweeping on the grounds/parade square of Local Headquarters,
- b. shining the Corps flag poles,
- c. cleanup of Corps Offices or stores
- d. any others as approved by the Commanding Officer.

3.14.2.2 These extra duties may only be assigned by the Regimental Sergeant-Major or Company Sergeant-Major, as recommended by the Platoon Warrants. Officers and staff believing extra duties are necessary will discuss this with and work with the RSM.

3.14.2.3 Extra duties are not to be overused. Every effort must be made to solve the problem using other means. Extra duties are only to be assigned once all other options have been exhausted.

### **3.15 COUNSELLING**

3.15.1 The purpose of the counselling form is to provide a useful framework for structuring the counselling process, and for allowing the Commanding Officer a method for keeping track of who is being counselled and why. The Commanding Officer and the Administration Officer will be the only ones who have access to the completed counselling forms on file.

3.15.2 When a Cadet is counselled for either a positive, or a disciplinary reason, a Counselling form shall be used. Sections (1), (2), (3), and (4) are to be filled out by the Supervisor initiating the action. Section (5) is for the Cadet's version of the incident or events. Upon completion of these sections, the form is to be submitted to the Commanding Officer for action.

3.15.3 Once the form is completed, the Commanding Officer will confirm or change the disposition as recommended by the Supervisor. The Commanding Officer will then pass the form back to the Supervisor to be actioned who will provide it to the administration officer. This form will be kept on file for future reference by the administration officer.

3.15.4 Staff or Senior NCO's (Platoon Warrant and above) may administer this form.

### **3.16 VERBAL AND WRITTEN WARNINGS**

3.16.1 Verbal and Written warnings may be issued to Cadets if counselling does not yield the desired results. The purpose of these warnings is to provide a framework that will allow the staff to provide a structured response to disciplinary problems, to make every effort to properly train Cadets, and to deal with problems before they get out of hand. As well, these warnings allow the Commanding Officer to keep track of disciplinary problems, and to take action when necessary. The form to be used is attached in an annex and copies will be made available by the Administration Officer. The Commanding Officer will action Written Warnings.

3.16.2 Staff or Senior NCO's (Platoon Sergeants and above) may issue Verbal and Written Warnings.

3.16.3 The following procedure is to be followed:

- a. The Verbal Warning is issued first. The Supervisor fills out the Verbal Warning form, referring to the procedure in Standing Order 3.15,
- b. The Written Warning is issued last. The Supervisor fills out the Written Warning form, as per the procedure outlined in Standing Order 3.16. At this stage the Cadet will be made aware by the Commanding Officer that any further action could result in loss of rank, position, or other consequences, and

c. if any further action is necessary, the supervising officer is to discuss the case with the Commanding Officer who will make the final decision.

### **3.17 SUSPENSION**

3.17.1 As a general rule, a Cadet may be suspended from the Corps after the following disciplinary measures have been taken and have not resulted in a change in behaviour:

- a. Defaulter's Parade,
- b. Counselling,
- c. Verbal Warning, and
- d. Written Warning.

3.17.2 This suspension will be no less than two weeks, and no more than four. As with other disciplinary measures, suspensions can be issued when deemed necessary depending on the seriousness of the infraction. In some situations, the seriousness of the behavior may warrant suspension before steps a to d have taken place

3.17.3 If a suspension is issued, on the parade night following the suspension the Cadet and his or her parent(s) will meet with the Commanding Officer prior to return to normal drill and training by the Cadet.

### **3.18 REDUCTION IN RANK**

3.18.1 Cadets below the rank of Cadet Warrant Officer may be reduced in rank by the Commanding Officer. If a Cadet is reduced in rank, then they will be told by the Commanding Officer in writing the reasons for the reduction in rank, and what must be done to regain their previous rank or position. Ideally, this should be a learning experience, where the Cadet will have the opportunity to regain what they lost through hard work and dedication.

3.18.2 Cadets above the rank of Cadet Warrant Officer may be reduced in rank by the Commanding Officer only after discussion with Detachment.

3.18.3 Any reduction in rank will be well thought out, and the Staff and Senior NCO's will be consulted as applicable. Reduction or loss of appointment (example a Parade position) is NOT equivalent to the loss of rank and is solely at the discretion of the Commanding Officer.

### **3.19 GRIEVANCE POLICY**

3.19.1 Within the Corps a Cadet may complain to their supervisor if they perceive that they have been wronged, and have not been given a satisfactory explanation. All supervisors will afford the grieving Cadet an opportunity to present their case prior to reaching a decision. The Cadet may request to see the next level supervisor (up to and including the

Commanding Officer), should the supervisor's decision not be favourable. Cadets should feel free to talk to any of the Staff if they have a problem.

3.19.2 Notwithstanding the above, no member of the Corps shall use the grievance process as an opportunity to appeal routine decisions. This process is meant only for those individuals who have a legitimate complaint. Petty complaints will be discouraged and malicious complaints will be dealt with as per the CATOS. Abuse or malicious complaints may be punished by disciplinary actions up to and including expulsion from the Corps.

3.19.3 Finally, within the Corps, the Commanding Officer is usually the final avenue of appeal. However, if a Cadet still feels that their grievance has not been satisfied, then the Commanding Officer shall involve the Detachment Commander or the ACO, AACO or AACICO as directed by the Detachment Commander in the grievance Process. It is the intention of the Commanding Officer that all grievances will be resolved satisfactorily at the Corps level with an outcome that enhances the intentions of the Corps, CCM and respects the individuality and rights of all concerned.

3.19.4 Concerns about harassment are not grievances and are not to be taken through this process. Cadets and Staff are asked to speak directly to the Unit Human Rights Advisor (UHRA) who will be one of the commissioned Officers and will be identified in Routine Orders

3.19.5 Membership in 2137 RCACC is ultimately at the discretion of the Commanding Officer and is not a right.

## 4 Corps Organization

4.1 Table of Organization is available as a separate document

4.2 Corps will be organized as an Infantry Company, with two or three (if numbers permit) Platoons with quarter guard and flag party. HQ section shall include Corps RSM, CSM CQMS and STA (if appointed).

4.3 The Corps RSM will report directly to the Commanding Officer

4.4 Star Level Officers will report to the Training Officer in the performance of their training duties

4.5 Platoon Officers will report to the DCO in the performance of their Duties

4.6 The Adjutant (if one is appointed) will report to the CO and will be responsible for the dress, drill and deportment of all Officers and civilian instructors.

4.7 Primary, Secondary and Tertiary taskings for all Officers and staff are available in a separate document.

## 5 Corps Training and Personnel Procedures

### 5.1 Thursday Training Schedule

Time	Activity
1815	Arrival of cadets
1815 – 1840hrs	Cadets to sign attendance sheets upon arrival
1830hrs	CSM forms-up Parade
1840hrs	All cadets entering Mewata after this time are to sign the late platoon attendance sheet and form up next to the Canadian flag
1840hrs	Platoon WO's are given their platoons attendance sheet <ul style="list-style-type: none"> <li>• They are ONLY required to match the number of names on the sheet to the number of bodies in their platoon</li> <li>• They are NOT to re-take attendance</li> </ul> Duty O is responsible for counting late platoon
1845hrs	Attendance numbers should be confirmed by this time
1845 – 1855hrs	Opening Parade & Inspection; Flag break <ul style="list-style-type: none"> <li>• Suggest that each Platoon WO inspects their own platoon and the RSM pick one platoon each night to inspect</li> </ul>
1855 – 1900hrs	Move to Period 1
1900 – 1930hrs	Period 1
1930 – 1935hrs	Move to Period 2
1935 – 2005hrs	Period 2
2005 – 2020hrs	BREAK
2020 – 2050hrs	Period 3
2050 – 2105hrs	Closing Parade
2105 – 2115hrs	Unit O-Group/Platoon Commander's Time
2125hrs	Duty NCOs and duty section dismissed

## **5.2 ADMINISTRATION AND OTHER ROUTINES**

The proper administration of a Corps is very important to its' success. Not all staff have immediate access to Fortress when the need arises, therefore the following documents will be kept complete and updated at least bimonthly by the Administration Officer. All Personnel are expected to report any changes in personal information to the Administration Officer or their designate as necessary. i.e. phone number, postal address. This must be done to ensure the proper administration of the Corps.

### **5.2.1 CORPS NOMINAL ROLL**

5.2.1.1 A Nominal Roll will be kept containing the following information on every Cadet member of the Corps:

- a. Surname,
- b. First name,
- c. Middle names,
- d. Full mailing address,
- e. E-Mail address, parents email address
- f. Home phone numbers,
- g. Work phone numbers of parents,
- h. Birth date,
- i. Rank, and
- j. Position in the Corps.

5.2.1.2 Copies are to be supplied to the CO, Trg O, Platoon Commanders and Adjutant

### **5.2.2 STAFF NOMINAL ROLL**

5.2.2.1 A Staff nominal roll will be maintained with the following information. The Administration Officer will ensure that the latest version is available to all staff and reflects the latest staff changes.

- a. Surname,
- b. Middle names,
- c. Full Mailing Address,
- d. E-Mail address,
- e. Home phone numbers,
- f. Work phone numbers,
- g. Rank, and
- h. Position in the Corps.

5.2.2.2 The Staff Nominal Roll is restricted to the Staff only. Other distribution will be determined by the Commanding Officer.

### **5.2.3. PHONE LIST**

5.2.3.1 A Phone List will be maintained with the following information. This list is to be maintained by the Administration Officer as up to date as possible. Updated lists should

be distributed to all staff, RSM, CSM, Platoon Commanders and Platoon Sergeants on a regular basis. Section Commanders will update their own lists as needed from this.

- a. Surname,
- b. First name,
- c. Middle Name,
- d. Rank,
- e. Position in the Corps,
- f. Platoon, and
- g. Section.

### **5.2.4 MEDICAL LIST**

5.2.4.1 A Medical List will be maintained with the following information by the Administration Officer. This list is to be maintained as up to date as possible and **MUST** be reviewed before EVERY Field day or exercise by the Administration Officer to ensure data on all participating staff and Cadets is available. This data will be carried at each event by the OPI, CO and Admin O.

- a. Surname,
- b. First Name,
- c. Middle Name,
- d. Rank,
- e. Medications taken,
- f. Medical Problems,
- g. Allergies, and
- h. Special Medical needs
- i. AHCIC number
- j. Main and alternate family information

### **5.3 SELECTION FOR SUMMER TRAINING**

5.3.1 Cadets will be nominated by the Training Officer on recommendation of Platoon Officers and endorsed by the Commanding Officer to attend Summer Courses based on their:

- a. performance in Star Level Training,
- b. percentage of attendance at Corps Activities,
- c. conduct,
- d. behaviour,
- e. attitude, and
- f. willingness and ability to attend the course.

5.3.2 Attendance at Summer Training is a reward and a privilege, not a right.

### **5.4. SICK PARADE**

5.4.1 At the beginning of each training night any Cadets who are feeling sick, or have a medical problem that will prevent them from fully participating in training will report to the Platoon Warrant for sick parade. The PL WO will report to the Admin O and advise the

Corps RSM. After the third consecutive time on sick parade the Cadet will be required to provide a note from their parents.

## **5.5 INJURIES/FIRST AID**

5.5.1 A First Aid kit will be present for all training conducted away from the local headquarters (LHQ). For LHQ training, a First Aid kit will be located in the Orderly Room, and in Supply.

5.5.1 Any injury is to be reported to the OPI of the activity immediately, so that documentation can be filled out if necessary, and the appropriate First Aid given.

5.5.2 A Medical Officer will be appointed for each field day or exercise and will coordinate first aid. If the Medical Officer is not available, trained individuals will put their training into practice and ensure up through the chain of command that the CO is made aware of ALL injuries. The CO is to be notified immediately of any injuries requiring more than immediate first aid and at the first available opportunity of all first aid injuries.

## **5.6 ATTENDANCE**

5.6.1 The following are mandatory activities that all cadets are required to attend:

- a. Parade nights,
- b. All Mandatory Field Training Exercises,
- c. Poppy Tagging,
- d. Remembrance Day,
- e. The Annual Ceremonial Review,
- f. Any other activities that the Commanding Officer may periodically designate as mandatory.

5.6.2 Attendance at all other Cadet activities is optional. However, all personnel should keep in mind that if they wish to participate in the optional activities, i.e. Band, they need to attend regularly as they would a Parade Night.

5.6.3 Any Cadet who is absent without leave (AWOL) from a mandatory activity may expect disciplinary action to result at the discretion of the Commanding Officer. Cadets with family circumstances that make it impossible to attend mandatory activities should discuss this with their Platoon Officer or the Commanding Officer.

## **5.7 PARADE STATE**

A Parade State will be filled out nightly by the Company Sergeant Major/RSM, to be turned in to the Administration Officer or their designate no later than (NLT) 2000hrs nightly.

## **5.8 PLANNED ABSENCES**

If any Cadet is aware that they will be absent from any regular Parade for a total of no more than 3 weeks, they will inform the Administration Officer or their Platoon Commander immediately. This will allow the Administration Officer to excuse them from training for the period to be missed. Otherwise, the Cadet will be considered to be

AWOL and disciplinary action may result. Platoon Commanders and Administration Officers will ensure that the other individual is aware of the planned absence.

## **5.9 LEAVES OF ABSENCE**

If a Cadet is aware that they will be absent from training for more than three weeks, they will inform the Administration Officer or their Platoon Commander immediately with a request in writing. All requests for Leaves of Absence are to be reviewed by the Administration Officer/Platoon Commander with the Commanding Officer. Leaves of Absence are not automatic and generally will involve a conversation with the Cadet and their parents.

## **5.10 MAIL**

5.10.1 Incoming mail is to be placed in the incoming mailbox in the Orderly Room. Nightly, the Administration Officer will place the mail in the incoming correspondence folder and place in the Commanding Officer's in box for action.

5.10.2 The Commanding Officer will process the mail and minute it as necessary, then pass it back to the Administration Officer. The Administration Officer will then distribute and file it as necessary. This will be done prior to 2000hrs nightly.

5.10.3 All staff are expected to check their mail boxes at the beginning and the end of each training night. This will ensure the proper flow of paper within the Corps and that each member of the Staff is fully informed. Mailboxes are not filing cabinets and materials shall not be stored in them. Staff will use assigned filing space to do this.

5.10.4 Any outgoing mail is to be put in the Administration Officer's outgoing mailbox prior to the end of the training night. The Administration Officer will log the mail in the outgoing correspondence log and will mail it the next day. NO correspondence will leave the Corps unless it is logged out through the Administration Officer.

### **5.10.5 CIRCULATION FILES.**

Regularly to ensure good communication, documents pertinent to all of the staff will be posted in the circulation file in the orderly room. Staff are required to read the document, initial it and hang the file back up on the hook. Circulation files are not to leave the orderly room.

### **5.10.6 ROUTINE ORDERS**

5.10.6 The Administration Officer will draft the routine orders for approval by the CO at least one week prior to the end of the month. Staff requesting information be included on routine orders will provide that to the Administration Officer with that deadline in mind. The CO will approve the routine orders and will email them to all staff for ease in reading. All staff however are to initial the copy posted in the orderly room to verify that they have read the orders.

5.10.7 The Commanding Officer is known for his grumpiness with those who do not read the routine orders and the standing orders of the Corps.

## **5.11 DISTRIBUTION LISTS**

The Administration Officer will maintain standardised distribution lists. These lists will be updated as necessary and posted in the Orderly Room. All Corps Staff are to make use of the Distribution Lists when engaging in Administrative Correspondence.

## **5.12 FILE MAINTENANCE**

5.12.1 The following files will be created in the FORTRESS SYSTEM upon enrolment of a Cadet and paper files using the approved folders will also be made:

- a. personnel file,
- b. training file.

5.12.2 The Assistant Administration Officer is responsible for the creation and maintenance of the Personnel files for every member of the Corps. The information in these files will be verified every September and January, and will be updated as necessary throughout the rest of the training year.

5.12.3 The Training Officer is responsible for the creation and maintenance of the training files. A training file will be kept on each cadet from the time they enrol until they leave the Corps. The Training Officer will determine the contents of the file. The Training Officer may delegate the collection and charting to the Cadets Platoon Commanders but will remain accountable for the timely completion of files. Cadets assigned to HQ will have their records managed by the training Officer

## **5.13 INTAKE PROCEDURES**

5.13.1 When a new recruit shows up at the Corps the cadet and parent will be referred to the Recruiting O. The Recruiting O will be responsible for the new recruit until assigned to the Recruit Platoon – Walcheren. The Recruiting O will be responsible for the following process:

- a. introduce yourself,
- b. ask them how they found out about the CCM,
- c. point out that membership in the CCM is free, and that we meet Thursday nights from 1815hrs to 2130hrs,
- d. give them the joining package which shall include:
  - (1) Questions and answers for Cadets and parents,
  - (2) Enrolment forms and checklists
  - (3) An Exercise kit list
  - (4) Approval to provide info to the PAC (PAC Info Sheet)
  - (5) Guide for new recruits at 2137 RCACC
  - (6) Military Glossary (for parents)
- e. explain to the Parent/Recruit how to correctly fill out the joining

- papers properly,
- f. be sure to tell the Parent/Recruit that we require a photocopy of their health care card and their birth certificate, be sure to point out that we will copy them if they bring the cards in on a Parade Night, and
- g. be sure to answer any questions that the Parent/Recruit has and if you do not know the answer then ask another member of the Staff.

5.13.2 Send the Cadet with a runner to Walcheren Platoon and introduce them to the Platoon Commander and/or Platoon Warrant Officer. It is acceptable for the new recruit, or potential recruit (and parents) to watch training. However, the new recruit may not participate in training until their paperwork has been fully processed. As well, prospective recruits may only observe for one training night before joining on a trial basis

5.13.3 If the CO is available, the Recruiting O should introduce them and allow the CO 2-3 minutes to speak to the Cadet and parents. The CO must be given the enrolment package to sign the enrolment form at some point that night.

5.13.4 The Recruiting O will take the Cadet to Stores to be kitted with a Corps T shirt and to be measured for their uniform. They will wear that T shirt on sports nights or when Cadets are in FTUs. They are to be advised that the appropriate dress for nights with Walking out or CO's dress is a white dress shirt or blouse with black jeans or slacks. The Stores personnel will measure the Cadet in preparation for ordering of the uniform or fitting with existing stock. If Stores has a uniform in stock for the new recruit, then it can be issued out immediately. The new recruit does not have to wait a probationary period before being issued the uniform.

5.13.5 The Stores Officer should ensure that they have a list of Cadets "pending uniform issue" and that they discuss this regularly with the Recruit Platoon (Walcheren) Platoon Commander. The Walcheren Platoon Commander will also maintain a list of cadets pending uniform issue and will work with Stores to ensure that a uniform gets issued to the new recruit in as timely a fashion as possible. Recovery of kit can be an issue, but the lack of a uniform for an extended period of time does much to reduce interest and morale.

5.13.6 The Admin O will ensure that all steps in the intake procedure have been followed and will file the completed intake document in the Cadets Pers file.

## **5.14 EXHAUST PROCEDURES**

5.14.1 When a Cadet is ready to quit or age out, the following needs to occur:

- a. the Cadet must receive an interview with the Commanding Officer or designate prior to any release action being taken,
- b. the following documents will be printed out from Fortress and placed in the exiting cadet's Pers File:
  - i. Cadet Information Card and

- ii. Cadet's Contact Person Information Summary
- c. SOS the cadet from Fortress
- d. pull the Cadet's Pers File out and then file into the year they were born and update the SOS book
- e. give list of cadet(s) who have been SOS'd along with their contact information to Stores so that they may follow-up with uniform retrieval (if required); if uniform retrieval is not required, place the Cadet's clothing record card into their Pers File before filing
- f. Current CCM policy is that the cover folder is kept (ensuring all data is up to date in Fortress and on the folder) and copies of the folder and the contents of the Cadets file are to be give to the Cadet.

## 5.15 COMPUTER PROCEDURES

5.15.1 The following procedures will be followed with regards to the Corps Computers:

- a. no disk will be used on the Corps Computer until it has been checked for viruses,
- b. users will not save any Protected material on the hard drive. It must be saved on Disk and properly secured,
- c. all Protected files on Corps disks will be secured,
- d. all Corps disks will be locked up after use,
- e. surplus documents containing protected material are to be shredded.

5.15.1 The following procedures will be observed with regards to Internet use on the Corps Computers as per CATO's:

- a. the Corps Computers will not be used to access pornographic or other restricted or offensive materials,
- b. any unauthorised use of the Computers may result in disciplinary action.

Authorized 7 November 2017



J Sun  
Major  
Commanding Officer  
2137 RCACC