



2137 Calgary Highlanders Cadet Corps

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2137 Calgary Highlanders RCACC – Highland Kit Policy

1. Purpose
 - a. The purpose of this policy is to clarify the requirements to obtain Highland Kit, the eligibility, procedure to obtain, issuance, and the revocation of Highland Kit privilege.

2. Eligibility
 - a. The following are the eligibility criteria to wear Highland Kit:
 - (1) Glen
 - (a) LCpl and above;
 - (b) Must have a minimum 70% attendance;
 - (c) Dress, drill and deportment must be at or above standard. This will be verified by Cadet's PL WO. Regular dress uniform must pass inspection; and
 - (d) A passing grade of 75% on the Glen test
 - (2) Kilts
 - (a) MCpl and above, playing members of Pipes and Drums, and members of the Rifle Guard;
 - (b) Must have a minimum 70% attendance;
 - (c) Dress, drill and deportment must be at or above standard. This will be verified by Cadet's PL WO. Regular dress uniform must pass inspection; and
 - (d) A passing grade of 75% on the Glen test.

3. Procedure
 - a. The following procedure will be followed in order to obtain a Glen or Kilt:

- (1) Cadet properly fills out Highland Kit Request Form (Annex A). The Cadet's PL WO signs form to verify that their dress (including Regular Dress Uniform inspection), drill and deportment meets or exceeds standard.
- (2) Cadet comes in C1 for inspection by a Senior NCO on the night they wish to write the test. If Cadet does not meet standard, they will be instructed on their deficiencies and will have to correct them prior to writing the test.
- (3) The Cadet will write the Glen or Kilt test.
- (4) If the Cadet passes, the invigilator signs the Highland Kit Request Form, makes a photocopy to place in the Cadet's Pers File, and the Cadet will book appointment with CQ for issue of kit, bringing with them the original Glen/Kilt Test Request Form.
- (5) If the Cadet fails, then they will have to re-write the test on another day. They will need to go through the above process again before being allowed a re-write.

4. Issue of Highland Kit

- a. The successful Cadet will take the completed form to CQ for issue of the kit and for CQ to sign the form. Upon issue of Highland Kit, the completed form comes back to the Orderly Room so that it can be filed in the Cadet's File. CQ can take a photocopy of the completed form and place in the Cadet's clothing documents for the duration of their time with Cadets.
- b. CQ will place a sticker on the Cadet's clothing documents stating that he/she is authorized to wear the Highland Kit.
- c. The Cadet will sign out all Highland Kit and will be responsible for the care, maintenance and security of the kit while in their possession.
- d. The Cadet/Cadet's family will be held financially responsible for any missing Highland Kit that the Cadet has signed for.
- e. When the completed form arrives back at the Orderly Room, the Administration Officer will include in the next Routine Orders that the Cadet is authorized to wear the particular Highland Kit.

5. Revoking of Highland Kit privilege

- a. The issuing of Highland Kit (Glen and/or Kilts) is a **privilege not a right**. The following instances could lead to revoking of Highland Kit privilege:
 - (1) Negligent care, maintenance and security of Highland Kit. Examples of negligent care, maintenance and security include:
 - (a) Dirty

- (b) Wrinkles and creases
- (c) Ripped or damaged kit
- (2) Any act that disrespects or causes shame to the pride and honor of the Calgary Highlanders Regiment and/or Cadet Corps;
- (3) Repeated unauthorized wearing of Highland kit at non approved events or activities;
- (4) Lack of attendance;
- (5) Reduction of rank below minimum rank requirements;
- (6) Extended leave of absence;
- (7) Transfer to another Cadet unit. All Highland Kit must be returned to CQ prior to leaving for another Cadet unit – this includes going to another Calgary Highlander Cadet unit;
- (8) Cease training with the Pipes and Drums/Rifle Guard and does not meet the rank requirements; and
- (9) CO's discretion.

b. In the event that a Cadet is negligent in the care, maintenance and security of the issued Highland Kit, the following procedure will take place:

- (1) Cadet will be given a verbal warning with corrective measures for first offence
- (2) Cadet will be given a written warning with corrective measures for second offence
- (3) Cadet will have their Highland Kit privileges removed and will return all Highland Kit back to the CQ for third offence

c. In the event that a Cadet is repeatedly wearing Highland Kit at unauthorized/non-approved events:

- (1) Cadet will be given a verbal warning with corrective measures for first offence
- (2) Cadet will be given a written warning with corrective measures for second offence
- (3) Cadet will have their Highland Kit privileges removed and will return all Highland Kit back to the CQ for third offence

6. When and where Highland Kit may or may not be worn
- a. The following instances is where Highland Kit may be worn:
- (1) Regular parade nights and authorized activities with 2137 Calgary Highlanders RCACC;
 - (2) Authorized parades, events or activities with the Calgary Highlanders Regiment;
 - (3) Joint Calgary Highlanders RCACC Pipes and Drums/Calgary Highlanders Regimental Pipes and Drums events; and
 - (4) Events or activities with CO Authorization.
- b. The following instances is where Highland Kit may not be worn:
- (1) At Cadet Training Centers;
 - (2) Unauthorized events and activities;
- c. Any Cadet that violates this is subject to corrective/disciplinary action up to and including revoking of Highland Kit Privileges.

ANNEX A – Highland Kit Request Form



Rank: _____

Last name & Initials: _____

Platoon: _____

I am writing the: Glen Test / Kilt Test (circle one)

For Platoon WO

Date of uniform inspection: _____

Did Cadet meet/exceed unit standards for dress? YES / NO

Printed name: _____

Signed: _____

Date: _____

For Test Invigilator

Date of test: _____

Did Cadet Pass (minimum 75%)? YES / NO Score: _____

Test Invigilator Printed Name _____

Rank: _____

Signature: _____

Stores:

Date of issue: _____

Loan card updated/signed: YES / NO

Administration:

ROs have been updated indicating this Cadet is authorized to wear specific Highland Kit? YES / NO

COMPLETED FORM TO BE PLACED IN PERS FILE