



National Défense  
Defence nationale



REGIONAL CADET SUPPORT UNIT (NORTHWEST)

Cold Lake Cadet Training Centre – Joining Instructions  
Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Deputy Chief Training Officer

2018-05-24

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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).

## **COURSE DETAIL**

2. Cold Lake Cadet Training Centre (CLCTC) is located at 4 Wing Cold Lake, 300 km northeast of Edmonton, Alberta, close to the Saskatchewan border. CLCTC's primary role is in the provision of a safe and challenging training programme.

3. CLCTC conducts the following six training courses during the summer:

- a. General Training Course, for Air Cadets;
- b. Basic Survival, for Air Cadets;
- c. Basic Fitness & Sports, for Sea, Army, and Air Cadets;
- d. Basic Aviation, for Air Cadets;
- e. Fitness and Sports Instructor, for Sea, Army, and Air Cadets; and
- f. Survival Instructor Course, for Air Cadets.

4. CLCTC is comprised of approximately 250 staff and staff cadets as well as 850 course cadets.

## **PREPARATION**

### **PRE-DEPARTURE CHECK**

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

### **CLOTHING AND EQUIPMENT REQUIREMENTS**

6. DND-issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List found at Annex B. All items should be clearly marked with cadet name and initials in permanent ink. Regimental kit and accouterments including, but not limited to, highland dress, patrol dress, and ceremonial white belts, lanyards, and gloves are not required and must not be brought to the CTC.

7. 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.

8. Civilian Clothing. With the exception of PT gear, there is no need for cadets to wear civilian clothing. However, the CO may authorize wearing appropriate civilian clothing during off hours provided it is not be defaced, cut, ripped, or have drawings, lettering, or other adornment on them that is offensive in nature. Civilian clothing may be permitted during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt. Appropriate PT gear is outlined in Annex B.

9. Lockers/Personal Storage. Personal storage space within CTC accommodations tends to be 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 found at Annex C, which should accompany the cadet.

10. Survival Course. Cadets and Staff Cadets attending the Survival courses will be issued with appropriate clothing for the field-training environment. Any cadet who owns personal military kit or combat uniforms are requested not to bring these items, as they will be confiscated upon arrival. Cadets are also reminded that due to the nature of field training, they may be away from laundry facilities for up to 6 days consecutively and are reminded to bring enough socks and undergarments to cover this timeframe

11. Flight Clothing. Near the end of training flight clothing may be offered for purchase at the individual's expense. The training bonus may be used to offset these costs.

12. Mess Dinner. Mess Dinners (for staff cadets) may be arranged while at CLCTC. If held, the staff cadet mess dinner will be held during the first week of the course. 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.

## **TRANSPORTATION ARRANGEMENTS**

13. The Regional Cadet Support Unit (Northwest) (RCSU (NW)) Movements staff will arrange transportation to and from the CTC. Details will be made available in Fortress (the administration system of the Canadian Cadet Organizations) to Corps/Squadron's Commanding Officer and Zone Training Officer who will provide cadets with the necessary instructions and/or document. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (NW) Transport Officers is:

- a. 1 (855) 761-3747; and
- b. for out of region personnel attending Cold Lake CTC, contact your applicable region movements staff.

14. Cadets shall travel to and from the CTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. Cadets are not to wear ceremonial accoutrements while travelling. This includes but not limited to white lanyards, medals, white gloves, etc.

15. 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 a CTC. 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. Documents such 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 Cadet Corps/squadron I.D. cards are not accepted. Cadets whose 16<sup>th</sup> birthday falls within their summer training period will be required to hold the higher level of documentation for their homeward journey.

16. 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 Cadet Corps/squadron MUST match the identification being carried.

17. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for. 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 cadet's name, address, telephone number and Cadet 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, liquids, gels are only permitted in carry-on luggage in limited amounts. 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;
- f. a full list of permitted and none permitted items allowed on aircraft can be found at the Canadian Air Transport Security Authority [website](#); and
- g. carry-on luggage should be no larger than a school backpack.

18. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers. 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 making contact with the carrier and assist with the retrieval of the lost luggage.

19. Meals appropriate to the time of day are provided enroute if cadets travel extends over a meal period.

20. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the Cadet Training Centre if prior arrangements are made with the Transport Officer through the Corps Commanding Officer/summer contact person. Parents/Guardians are to complete the Parental Pick Up/Parental Drop Off Form, and submit it to the Transport Officer to ensure all personnel are made aware of the request. Parents who have arranged to drop off or pick up cadets should

report to the Blue Rink at the J.J. Parr Recreational Facility, using the Zamboni door at the south end of the facility.

## **TRAVEL TIPS**

21. 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.

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

## **CADET CODE OF CONDUCT**

23. In order to participate at a CTC, course cadets, and staff cadets must complete and submit upon arrival at the CTC the code of conduct located in Annex D and E of the joining instructions and arrive with a signed copy of their offer of participation.

## **MEDICAL AND DENTAL CARE**

24. 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.

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

26. Further details on prescription medication, over the counter medication, eyeglasses, and making a claim can be found at Annex F.

## **ACCOMMODATION PLAN REQUIREMENTS**

27. Regional Cadet Support Unit (NW) is committed to attempting to resolve requests for accommodations including, but not limited to, gender related requests, except where accommodation would constitute “undue hardship”. Common requests in the CCO are for religious, gender, and medical (mental, physical disability, etc.) accommodations.

28. Requests for food related preferences, intolerances, and/or allergies cannot be accommodated.

29. Until such time as Fortress is able to provide functionality in advising of accommodation plan requirements, RCSU (NW) will implement a regional work process as follows:

- a. cadet corps shall handle requests for accommodations for the local program internally, except in the case of not accommodating based on “undue hardship”, which should only be determined in consultation with their Zone Trg O; and
- b. requests for accommodations for all other activities including CTC should be made with as much notice as practicable to [NorthwestTraining@forces.gc.ca](mailto:NorthwestTraining@forces.gc.ca). If the specifics of the request cannot be emailed, please use email to request follow-up with RCSU (NW) staff by phone.

## **TRAINING CENTRE ROUTINES**

### **IN-CLEARANCE**

30. 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.

31. 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**

32. Cadet Banking. 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. CLCTC uses a “cashless” system during the summer. Cadet bank accounts are created for each cadet. On arrival at CLCTC, cadets will deposit any money into this account for safekeeping for the duration of their course. Cadet Training Bonuses are automatically deposited for each cadet into their bank account.

33. Should the cadet wish to purchase items from the Cadet Canteen such as caps, t-shirts, fleece jackets, soft drinks or confectionary items, the amount of each purchase is automatically debited from their Cadet bank account. Cadets can “spend” up to the amount currently in their Cadet bank account. Note that cadets are responsible for personal hygiene items including soap, shampoo, haircuts, etc. At the end of the summer, Cadet bank accounts are reconciled with their total purchases and the cadet is issued a cheque for the remaining balance upon their departure from the CTC. Cadets will also receive a copy of the purchases they made during their time at CLCTC.

34. Canteen. Light refreshments, including soft drinks, chocolate bars, souvenirs and various sundry items are available at the cadet canteen for purchase by cadets.

35. Pay Phone. A pay phone is available at the survival area of CTC for personal calls. A phone is also available for personal use at Training Centre Operations for all other courses. A calling card is required for long distance calls.

36. Barracks. 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. Steel lockers, “barrack boxes” or similar to those in schools provide security for cadets’ personal belongings. Cadets are expected to bring their own padlocks.

37. Meals. Meals are served to cadets in a cafeteria-style mess-hall environment three times daily. CAF 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, and 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.

38. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. Upon arrival or after purchase any unfinished food and beverages can be placed in Training Centre Operations or Canteen where the cadet will have access to retrieve the item(s) later.

39. Postal Services. 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 the address in paragraph 61.

40. Laundry. With the exception of Survival training, full service commercial laundry services are provided to cadets. Cadets in General Training, Aviation and Fitness and Sports do not require their own laundry soap. Survival cadets and staff cadets are required to bring their own laundry detergent or they may purchase it from the cadet canteen. Survival Training Centre has a fully equipped laundry facility and is available for use by survival cadets.

41. Worship Services And Spiritual Guidance. 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.

## **TRAINING BONUS**

42. 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 installments, at the end of one and three weeks’ training and (for six-week courses) upon completion of the course. Interim instalments are deposited into the cadet’s account (detailed above) 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**

43. 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.

## **STAFF CADET DEVELOPMENT TRAINING**

44. Staff cadets are to prepare a lesson plan for an Instruction Techniques Mutual to be conducted during the staff cadet development-training week. Further details can be found in Annex G.

## **VISITS, LEAVE AND PASSES**

45. 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.

46. 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. The names of these individuals can be communicated to Corps/Sqn staff for input in Fortress. Questions on authorized adults stored in Fortress can be directed to your Administration Officer. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

47. 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.

48. Leave periods vary according to the training requirements on each course and parents should consult with the Training Centre Staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

49. Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town. Staff Cadets are to bring with them the Parental Consent Form – Staff Cadet Unsupervised Day Trips indicating if their parent/guardian authorizes unsupervised day trips. The form can be found at Annex H.

## **SMOKING, ALCOHOL, AND DRUGS**

50. Smoking. 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 CTC property. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products.

51. Alcohol. All Cadet Training Centres have a NO ALCOHOL policy for all cadets.

52. Drugs. 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.

53. At this time, cannabis remains a prohibited drug in Canada. Should that change, the Cadet Training Centre will promulgate an applicable policy with regards to its use. Until such time that a specific policy is promulgated, all Cadet Training Centre's will follow the currently policy that states: "No staff member or cadet shall use any drug unless: the individual is

authorized to use the drug by a qualified medical or dental practitioner for the purposes of medical treatment or dental care; or the drug is contained in non-prescription medication used by the individual in accordance with the instructions accompanying the medication.”

54. Failure to adhere to any of the above policies or other the rules at CTC may result in the cadet being Returned to Unit (RTU) and/or referral to the appropriate authorities.

## **CELLULAR PHONE**

55. Cadets will be authorized to bring cellular telephones to the CTC. RCSU (NW) 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 phone during non-training hours. Cell phone use is prohibited in barracks and washrooms.

## **GRADUATION AND RETURNING HOME**

56. CLCTC conducts a full ceremonial review Graduation Parade at the conclusion of each two-, three-, and six-week training serial. Parents and friends are welcome and encouraged to attend. Due to an access-restricted parade square, parents/relatives are requested to notify the training centre at least one week in advance of any persons attending a graduation parade. RSVPs may be sent by email to [ColdLake@cadets.gc.ca](mailto:ColdLake@cadets.gc.ca). Last minute additions may not possible

57. Graduation Parade. The graduation parade dates for are as follows:

- a. First Serial – General Training, 20 Jul 18;
- b. Second Serial – General Training, 3 Aug 18;
- c. Third Serial – General Training, 17 Aug 18;
- d. First Serial (3 Week Courses): Basic Survival, Basic Aviation and Basic Fitness, 27 Jul 18;
- e. Second Serial (3 Week Courses): Basic Survival, Basic Aviation and Basic Fitness, 17 Aug 18; and
- f. Six Week Courses: Fitness and Sports Instructor and Survival Instructor, 17 August 18.

58. 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.

59. It is imperative that parents desiring an early departure with their sons/daughters advise the 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 located at Annex I. If circumstances change, a substitute form may be sent by fax or mailed to the Training Centre, or arrangements may be made by telephone.

60. 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.

### **CLCTC CONTACT INFORMATION**

61. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope with their course or department. 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 CLCTC is as follows:

RANK, FULL NAME, INITIAL  
Cold Lake Cadet Training Centre  
4 Wing Cold Lake  
Box 6550 Stn Forces  
Cold Lake, AB T9M 2C6

62. Phone number. To contact cadets and staff cadets at CLCTC call (780) 840-8000 extension 4765. Calls are to be directed to Training Centre Operations for cadets attending General Training, Basic Aviation, Basic Fitness and Sports, and Fitness and Sports Instructor courses or to the Cadet Survival Training Centre (ext 4774) for cadets attending the Basic Survival and Survival Instructor Courses. 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.

63. Email Address. The email address for CLCTC is [ColdLake@cadets.gc.ca](mailto:ColdLake@cadets.gc.ca).

### **CADET TRAINING CENTRE LOCATION**

64. CLCTC can be located using the following coordinates: 54°24'47.9"N 110°16'48.6"W or can be found on Google Maps by searching "Cold Lake Cadet Training Centre" or clicking [here](#). 4 Wing Map can found in Annex J.

E.D. McLean  
Major  
J35 Deputy Chief Training Officer

Annexes

Annex A      Check List  
Annex B      Kit List - Cadet/Staff Cadet Uniform and Clothing Requirements

Annex C	Record of Valuable Items
Annex D	Code of Conduct for Course Cadets
Annex E	Code of Conduct for Staff Cadets
Annex F	Medical and Dental Care at CTC/CFTC
Appendix 1	OTC (Over the Counter) / Prescribed Medication Administration
Annex G	Staff Cadet Indoctrination Training
Annex H	Parental Consent Form – Staff Cadet Unsupervised Day Trips
Annex I	Parental Pick - Up Form & Consent of Release and Liability
Annex J	CLCTC – 4 Wing Map

Annex A

Cold Lake Cadet Training Centre – Joining Instructions Course and Staff Cadets

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 haircut.  
(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 C Record of Valuable Items
  - \_\_\_ Completed Annex D/E Code of Conduct
  - \_\_\_ Completed Annex F Appendix 1 for Over The Counter Medications
  - \_\_\_ Completed Annex G Staff Cadet IT Mutual (if applicable)
  - \_\_\_ Completed Annex H Staff Cadet Unsupervised Day Trip Consent (if applicable)
  - \_\_\_ Completed Annex I for Parental Pickup (if applicable)
  - \_\_\_ A copy of your Provincial Health Card.

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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 CFTC. The Army Cadet Field Training Uniform (FTU) should not be brought to CTC. Cadets are not to bring any regimental or ceremonial accoutrements, only C-1's are authorised due to limited space.
2. Cadets will be issued PT gear upon arrival at the CTC/CFTC. All cadets will be issued two pairs of shorts, two elemental t-shirts and a Tilley hat. Cadets will need to bring their own footwear. 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 (if under provincial age limit)	Alcoholic Beverages (regardless of age)	Pets
Explosives	Laser Pointers	
Weapons (Brass knuckles, ninja stars, etc.)	Lighters and other fire starting equipment	
	Flammables	
	Tobacco products	

5. The following items are not permitted to be worn in the Mess Hall on 4 Wing Cold Lake. Cadets are not to bring these items:

- a. short shorts/cut off shorts;
- b. t-shirts/sweatshirts/sweaters that are viewed as being racist, sexist, or verbally offensive;
- c. Muscle shirts, halter tops, tube tops, or shirts with torn sleeves of any nature;
- d. Flip flops/shower sandals; and
- e. Yoga pants including tights and leggings.

**VALUABLES AND DISCOURAGED ITEMS**

6. 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.

7. 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.



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COURSE CADET CODE OF CONDUCT

Last Name		First Name	
Course	Home Unit		Year

1. I, hereby agree to respect the rules at Cold Lake Cadet Training Centre (CLCTC) 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:
    - (1) alcohol;
    - (2) unlawful drugs, non-prescription medication, or mood altering substances;
    - (3) cigarettes/tobacco products; and
    - (4) 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.);

Annex D

Cold Lake Cadet Training Centre – Joining Instructions Course and Staff Cadets

- 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 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;
  - n. I will respect the environment and my surroundings;
  - o. 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;
  - p. I will request the presence of an adult supervisor when the circumstances dictate;
  - q. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
  - r. I will not act in a manner which brings discredit to the cadet organization;
  - s. I will not act or fail to act in a manner which results in the safety of another cadet being jeopardized;
  - t. I will report all situations implying any emotional and/or moral problems to my immediate superior;
  - u. I will stay out of the opposite gender's quarters;
  - v. 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 adult 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

\_\_\_\_\_

Signature

Annex E  
Cold Lake Cadet Training Centre – Joining Instructions Course and Staff Cadets

STAFF CADET CODE OF CONDUCT

Rank	Last Name	First Name	
Position	Home Unit		Year

1. I have agreed to serve as a staff cadet at Cold Lake Cadet Training Centre (CLCTC). 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:
    - (1) alcohol;
    - (2) unlawful drugs, non-prescription medication, or mood altering substances;
    - (3) cigarettes/tobacco products; and
    - (4) 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;

## Annex E

### Cold Lake Cadet Training Centre – Joining Instructions Course and Staff Cadets

- 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

---

Signature

## MEDICAL CARE FOR CADETS

### **CLINICS AT CADET TRAINING CENTRES**

1. Cadet Training Centres (CTCs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets are provided treatment at the CTC similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications at that cadets have when they arrive. Major ailments or injuries to cadets beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

2. There is a screening process completed prior to attending a CTC to ensure the cadet is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet from participating in the directed training. A cadet with an ailment that cannot be supported by the CTC will be returned home.

### **PROVINCIAL/TERRITORIAL HEALTH CARDS**

3. All cadets must have a copy of their provincial/ territorial health and original photo identification card in their possession. Cadets who live outside of Northwest Region must also have a photocopy of their personal or family health card issued by the respective province.

### **PRESCRIPTION MEDICATION**

4. 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 CTC staff supervise proper dosages and frequency, 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 F Appendix 1.

### **OVER-THE-COUNTER AND PATIENT MEDICINES**

5. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant CTC medical staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

6. Medic-Alert Bracelets. Cadets in possession of and/or with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending a Cadet Training Centre.

### **EYEGASSES, LENSES, CONTACT LENSES AND FRAMES**

7. The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the cadet; therefore, 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.).

## **DENTAL SERVICES**

8. When a cadet suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet is entitled to the treatment that is necessary to restore a state of oral health comparable to that, which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

## **ENTITLEMENTS/BENEFITS/COMPENSATION**

9. Cadets, civilian instructors, and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces: only CAF members are eligible/entitled to receive such benefits.

10. The cadet will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authority.

11. The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

## **ALLERGIC REACTIONS/ANAPHYLAXIS**

12. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date and that it will not expire while the cadet is at the Training Centre. Cadets are to bring a signed copy of their emergency response plan and parent consent form that provided by the Regional Cadet Medical Liaison Officer when they completed a Detailed Health Questionnaire. Questions regarding these forms can be directed to Master Warrant Officer Gerald Power, [Gerald.power@forces.gc.ca](mailto:Gerald.power@forces.gc.ca).

## **MAKING A CLAIM**

13. In order to make a claim, Cadets must go to the applicable league website below and fill out / submit the claim form online:

- a. Sea Cadets: [Claim Form – Navy Cadet League of Canada](#);
- b. Army Cadets: [Claim Form – Army Cadet League of Canada](#); and
- c. Air Cadets: [Claim Form – Air Cadet League of Canada](#).

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: \_\_\_\_\_

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

\_\_\_\_\_  
(Parent/guardian/physician – Printed)

\_\_\_\_\_  
(Parent/guardian/physician – signature)

\_\_\_\_\_  
(date)

Appendix 1  
Annex F  
Cold Lake Cadet Training Centre – Joining Instructions Course and Staff Cadets

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

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

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

\_\_\_\_\_  
(Parent/guardian/physician – Printed)

\_\_\_\_\_  
(Parent/guardian/physician – signature)

\_\_\_\_\_  
(date)

STAFF CADET DEVELOPMENT TRAINING

1. Staff Cadets will participate in Staff Cadet Development Training the first week they are at the CTC. In order to prepare and maximize time, staff cadets that are interested in filling a training roll as Flight Staff are to prepare an Instructional Techniques Mutual prior to arriving.
2. The following are the parameters for IT Mutuals:
  - a. select an EO from the Phase/Star/Proficiency Level QSPs (any level);
  - b. select Teaching Points to cover a total of 10 to 15 mins, not the full lesson;
  - c. prepare a lesson plan; and
  - d. staff cadets will be provided with appropriate time to develop and create training aids at the CTC prior to the IT Mutual. However, if they wish to create training aids prior and bring them to the CTC, they may do so.
3. Staff Cadets that are eligible to be a CPO2/MWO/WO2 in accordance with CATO 13-28, will be required to complete both an IT mutual as well as a drill mutual within the parameters established in para 2.

**(Left blank intentionally)**

**PARENTAL CONSENT FORM**  
**STAFF CADET UNSUPERVISED DAY TRIPS CADET TRAINING CENTRE**

**IMPORTANT:** This form must be completed in full and brought by the Staff Cadet to the CTC.

Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example.

Staff Cadets will need to request time off through their chain of command in accordance with established CTC policies. Staff Cadets will normally be required to return prior to lights out. Each CTC/CFTC will establish the required return time as indicated in the CTC/CFTC Standing Orders.

Staff Cadets will not normally be permitted unsupervised leave overnight.

<b>SECTION "A" CADET PERSONAL DATA</b>	
CADET'S LAST NAME	GIVEN NAMES
CORPS/SQUADRON	COURSE
<b>SECTION "B" UNSUPERVISED DAY TRIPS</b>	
<p>Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town.</p> <p>Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Comments</p>   	
<b>SECTION "C" PARENT/GUARDIAN'S SIGNATURE (AS LISTED IN FORTRESS)</b>	
<p>The information provided below is complete and accurate to the best of my knowledge.</p>	
Parent/Guardian's Name	Relationship to Cadet
Signature	Date

**Staff Cadet to bring to CTC**

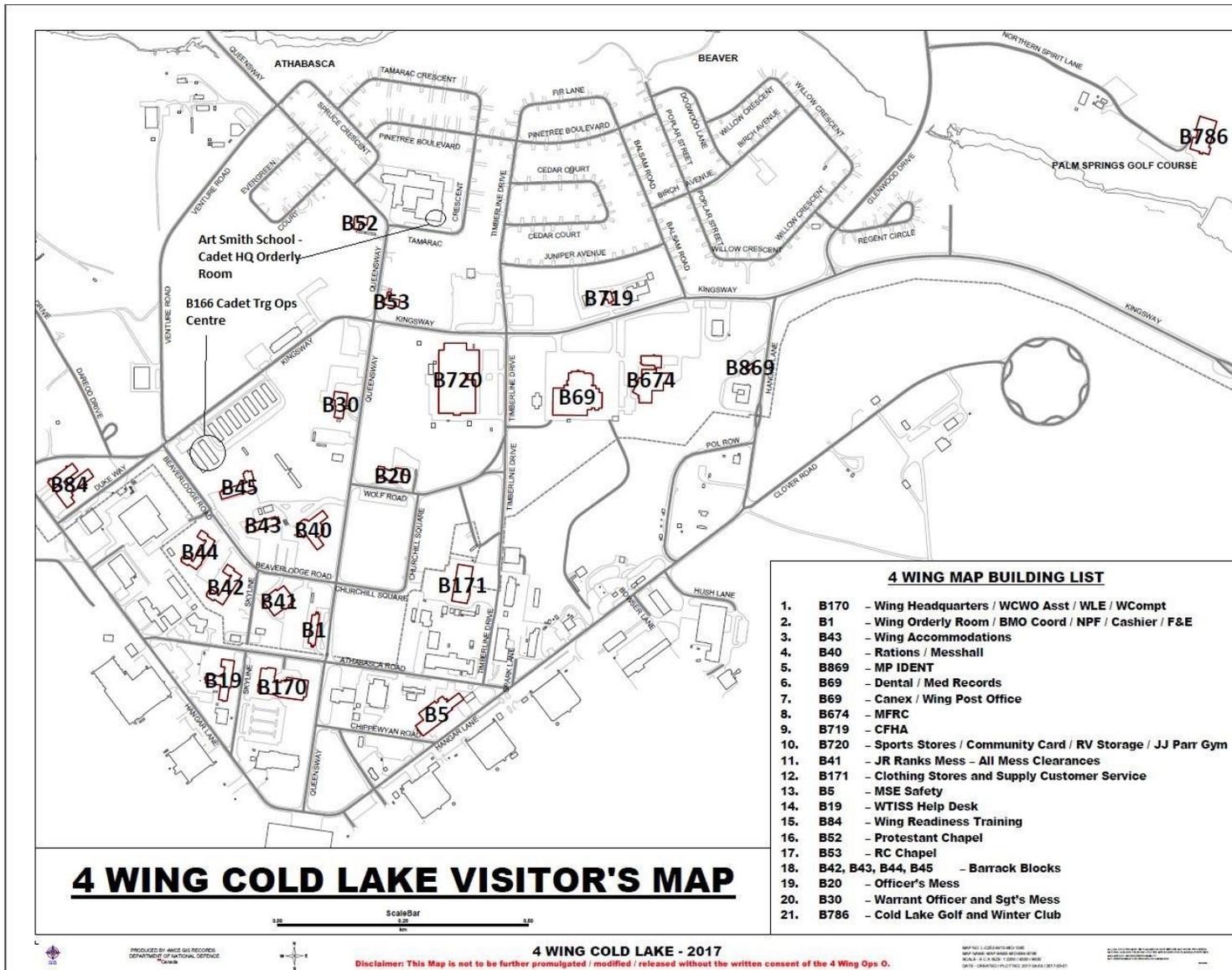
**(Left blank intentionally)**

**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)	

- 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).
- The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
- The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
- 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.
- The person picking up the cadet must:
  - be the person(s) authorized in Section D of this form;
  - be at least 18 years old; and
  - possess government issued identification proving to be the individual identified in Section D.
- Completed form is to be emailed to NorthwestTransport@forces.gc.ca.

Annex J  
Cold Lake Cadet Training Centre – Joining Instructions Course and Staff Cadets



- Intake/Exhaust – report to Building 720 – JJ Par Hockey Rink
- All other personnel/visitors report to the TC Ops office Bldg 166.