

**2573 - 6 ENGINEER**  
**SQUADRON**

**ROYAL CANADIAN**  
**ENGINEERS CADET CORPS**

*A GUIDE FOR THE NEW CADET*



Name: \_\_\_\_\_

## **Important Contacts**

*Write in pencil as these people do change from time to time*

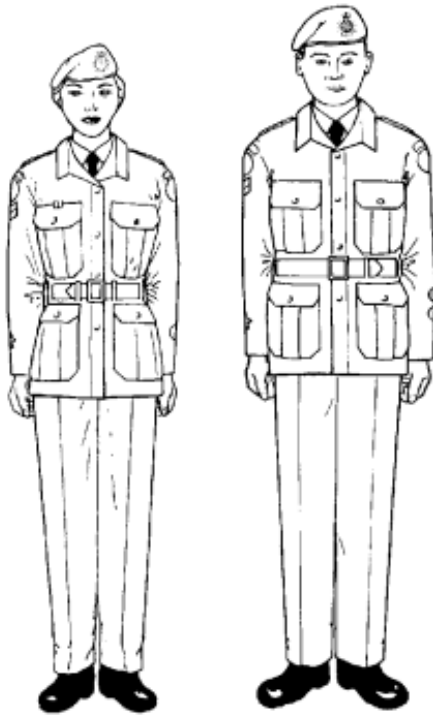
Name and Rank	Position	Phone Number	Email Address
	Commanding Officer		
	Training Officer		
	Administration Officer		
	Supply Officer		
	Troop Commander		
	Troop Warrant Officer		
	Section Commander		

**I am in \_\_\_\_\_ Troop**

**I am in \_\_\_\_\_ Section**

**I am training in \_\_\_\_\_ Star Level**

**Welcome:** Your interest in joining 2573 6 Engineer Squadron Royal Canadian Engineers Cadet Corps is your first step on a road of personal development through an innovative adventure based training program. Every cadet corps has a history and a character, and ours has a long history of high quality uncompromised cadet training. Membership in this corps is a privilege that should not be taken for granted. Cadets in our corps are expected to maintain a high level of attendance, dress, behaviour and attitude. Maintenance of this standard will ensure you and all of the cadets around you achieve all that they can achieve from the Army Cadet Training Program. Enjoy your time with the cadet movement and strive to achieve everything that we have to offer you!



THIS RECRUIT HANDBOOK  
BELONGS TO: Cadet

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IF I CAN'T MAKE IT TO  
CADETS I SHOULD CALL:

(604)-666-6222

And leave a **detailed** message  
about why I will be absent.

The Administration Officer will  
then review this and determine if I  
will be marked "absent" or  
"excused".

Cadets will also check with their  
section commander and the Corps website  
([www.northshorearmycadets.com](http://www.northshorearmycadets.com)) regarding this and other  
policies as well as updated information regarding training and  
special events. We also have a Facebook page  
([www.facebook.com/2573armycadets](http://www.facebook.com/2573armycadets)) that you should check.

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## ***Introduction***

Your decision to become a member of the Royal Canadian Army Cadets is a big one. The cadet program is a national program, from the Atlantic to the Pacific. Through your involvement in cadets locally, and during the summer at our regional summer camps, you will experience new adventures and meet new friends. The friendship between those who have shared the challenge of cadet training is a strong one, and is one that becomes a lifelong bond. The leadership skills and self-discipline you learn from cadets give you a qualification that will allow you to stand out from the crowd. However, in order to gain the benefits available to you from the cadet system, you have to be dedicated and disciplined, and strive to reach a level of personal excellence. This handbook is a collection of important information that every new cadet needs to know. It is a cadet's first textbook and you are expected to read it thoroughly.



## ***The Cadet Program***

The Royal Canadian Army Cadets are the oldest youth organization in Canada. We trace our origin to the year 1861, six years before confederation, when "associations for drill and musketry" were formed in schools in response to American imperialism. In those days drill was not just a parade square exercise but also the method of maneuvering troops on the battlefield.

In 1887 the government began issuing arms and equipment to schools that agreed to form drill associations, now called "Cadet Corps". By 1908 the government was training teachers as army reserve officers to conduct physical training, drill, and musketry in schools. Provincial departments of education agreed to encourage cadet training, and this partnership contributed to the development of physical education programs in Canadian schools.

The Canadian Cadet Organization, which includes Royal Canadian Sea, Army, and Air Cadets, enrolls both males and females and currently has enrolled about 70,000 cadets across Canada of which about 25,000 are army cadets.

The officers who train cadets are members of the Cadet Instructors Cadre, a branch of the

Canadian Forces Reserve. Cadets, however, are legally civilians; they are not members of the Canadian Forces, have no obligation to perform military service, and are not subject to military discipline. Nevertheless, by joining a cadet corps young people agree to cheerfully obey their officers and superior cadets, to attend cadet training each week, to observe military standards of grooming and conduct, and to care responsibly for all uniforms and equipment entrusted to them. Parents and guardians show that they agree with these obligations when they countersign a cadet Enrollment application.

The Cadet Program (the Royal Canadian Sea, Army and Air Cadets) is designed to offer its members a variety of interesting and challenging activities. It is also the largest federally sponsored youth program in Canada. It is a national program for young Canadians aged 12 to 18 who are interested in participating in a variety of fun, challenging and rewarding activities while learning about the navy, army and air force.

### ***THE AIM:***

**The aim of the Cadet Program is to develop in youth the attributes of good citizenship and leadership, promote physical fitness, and stimulate interest in the sea, land and air activities of the Canadian Forces.**

**Citizenship** - The development of responsible and caring citizens is one of the most important aspects of the Cadet Program. Throughout the year, cadets participate in citizenship activities in cities and towns across Canada.

**Leadership** - The Cadet Program encourages youth to be fair and ethical leaders. Cadets learn to take responsibility for their actions and motivate their peers to follow their example.

**Physical Fitness** - Cadets develop an understanding of the benefits of a healthy lifestyle. Participation in fitness activities results in a positive attitude that enables cadets to take on new challenges.

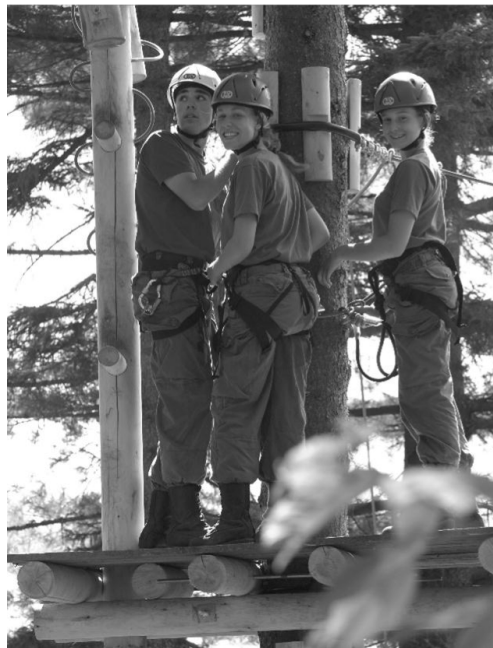
**Stimulate Interest in the Activities of the Canadian Forces** - Exposure to the sea, land and air activities of the Canadian Forces is a unique part of the Cadet Program identity, distinguishing it from other youth development programs.

## *The Royal Canadian Army Cadets*

As a member of the Royal Canadian Army Cadets you will participate in exciting outdoor activities where your limits as an individual and team-member will be tested. You will develop abilities in the use of a map and compass, GPS technology, first-aid, camping and survival skills, canoeing, rappelling, trekking, mountain biking, etc.

As you get more experienced, you may be selected for advanced training like parachuting, white- water rafting and glacier climbing. You will also learn how to become an outdoor leader.

In addition to your training, you may become involved in other activities like competitive Olympic-style marksmanship and biathlon, sports competitions, music training and competitions, community service events, volunteer community support, etc. The Army Cadet program is fun and challenging, and may be difficult at times, but remember that your hard work and dedication will have its rewards, and by trying your best, you will see that you can succeed in **anything**.



**WELCOME TO THE ARMY CADETS!**



## Rights and Responsibilities of Cadets

### *MY RIGHTS AND RESPONSIBILITIES AS A CADET:*

RIGHTS	RESPONSIBILITIES
<p>As a cadet I have the <b>right</b> to:</p> <ul style="list-style-type: none"> <li>-Be treated fairly and with respect</li> <li>-Belong</li> <li>-Be included</li> <li>-Learn</li> <li>-Seek help</li> <li>-Be heard</li> <li>-Make decisions</li> <li>-Be protected from emotional, physical, and sexual abuse and all forms of harassment</li> <li>-Use the law</li> <li>-Say “NO” to unwelcome behaviour</li> </ul>	<p>As a cadet I have the <b>responsibility</b> to:</p> <ul style="list-style-type: none"> <li>-Treat others with respect</li> <li>-Not exclude anyone</li> <li>-Help protect others</li> <li>-Respect personal boundaries: honour “No’s”</li> <li>-Tell the truth</li> <li>-Listen</li> <li>-Not to dominate others</li> <li>-Not to misuse my power</li> <li>-Control my anger</li> <li>-Not to harass anyone -Not abuse anyone</li> <li>-Get help if I need it</li> </ul>

### **The Cadet Honour Code**

I resolve, as a member of the Royal Canadian Army Cadets, that I shall aspire to become a citizen of the highest integrity in my community; I shall strive for success in my studies, to be considerate of all persons and their property, and to achieve the highest physical, mental, spiritual and moral standards as exemplified by members of the Canadian Forces as Citizens of Canada.

**I, Cadet \_\_\_\_\_ have read and understand the above statement, and agree to follow it to the best of my abilities.**

## Cadet Badge and Motto



The crown on the badge of the Royal Canadian Army Cadets signifies allegiance to Her Majesty the Queen. The motto **ACER ACERPORI** is Latin.

This may be translated as: **“As the maple, so the sapling”**

### **Cadet Corps Name, Number, and Affiliated Unit**

Every cadet corps has a name and number. The numbers of some cadet corps, like 48 Highlanders and 75 Toronto Scottish recall the numbers of First World War battalions. Others like 1882 Wellington Rifles recall the year of formation. Others are numbered in the order of when they were formed.

The number of this cadet corps is 2573.

Every cadet corps has an affiliated unit, which may be a reserve force regiment or some component of the regular forces. Some cadet corps names are associated with that of their affiliated unit.

The name of this cadet corps is 6 Engineer Squadron Royal Canadian Engineers Cadet Corps, and is affiliated with 39 Combat Engineer Regiment (39 CER), a reserve force combat engineer unit with squadrons in North Vancouver, Chilliwack, and Trail. We are specifically affiliated with 6 Engineer Squadron (6 ES), a sub unit of 39 CER, based out of North Vancouver.

6 Engineer Squadron is over 100 years old, forming as the 6<sup>th</sup> Field Company, Canadian Engineers in 1911. The first Commanding Officer of the unit was Maj James Pemberton Fell. The armoury that we currently parade out of was named after him (LCol J.P. Fell Armoury).

The 6<sup>th</sup> Field Company played a major role in training engineers to go overseas in WW I. Over 3000 soldiers were trained in North Vancouver for overseas duty.

In WW II the unit was activated for duty overseas. 6<sup>th</sup> Field Company was one of the first units to land on Juno beach during D-day (June 6, 1944). It spent much of the war fighting through Holland.

6 Engineer Squadron has provided numerous soldiers for peacekeeping operations and the conflict in Afghanistan.

In 2008, 6 ES along with 44 ES and 54 ES, formed together to create 39 CER. These units are the primary engineer units for 39 Canadian Brigade Group (BC's army reserves).

The engineer motto is "Ubique" meaning everywhere. This honour was granted to the Royal Canadian Engineers to recognize that engineers have served in every operation in Canadian military history.

"**Chimo**" is the traditional engineer greeting and battle cry. It should always be spoken loudly and with enthusiasm. Cadets will say it whenever they dismiss and for motivation.



*Engineer Flag*

## **Attendance and Personal Conduct**

By joining 2573, you have made certain commitments, and are expected to keep them.

If you do not participate in cadets in an acceptable manner in relation to attendance or behaviour you may not be allowed to continue in cadets. Here are some important issues:

### ***Attendance***

Attendance is important. Everything you will gain from cadets will be directly related to what you put into it. Also, everything we get from the army (uniforms, equipment, officers, money, support for weekend exercises, and how many cadets can go to summer camp) depends on how many cadets actually attend each week.

So, it is in your best interest to SHOW UP. You should attend all training, unless you have a good reason for not doing so. NOTE: some activities are MANDATORY as determined by the Commanding Officer.

Arrive 15 minutes early, and be sure your attendance is recorded. If you are late, first report in to the Administration Officer so your attendance can be noted. If you must be late or absent, phone your section commander before Tuesday or phone the corps on Tuesday night. It's better to be marked Excused than AWOL (Absent without leave).

### ***Conduct***

It may be unfair, but it's a fact of life – people will be far more critical of childish or rowdy behaviour amongst cadets than amongst other young people wearing civilian clothing. The reputation of the whole cadet organization, and even the Canadian Forces, is affected by how you look and act in public – on the bus, on the street, in malls and restaurants, etc. Here are a few things to keep in mind when in uniform, or even in civilian clothing, as a representative of the cadet movement, and 2573:

1. Walk in a soldierly, professional manner, but without exaggeration.
2. Keep your hands out of your pockets.

3. Wear your uniform smartly, and don't chew gum.
4. Don't remove your beret in public, except in a restaurant or mess hall.
5. Don't unbutton your jacket, or loosen your tie in public.
6. Don't throw litter on the street.
7. Avoid horseplay, and keep your voice pleasant and dignified.
8. Males and females should not hold hands or show other displays of affection in uniform, or when participating in any cadet activity.
9. When walking around a military building in a group (or alone), walk or march in a single file, not a large grouping, and ensure you pay the proper respects to all officers you pass by saluting when in uniform and wearing a beret.

Even your conduct at school will reflect on the reputation of your cadet corps – and of all cadet corps and all their members, so **make a conscious effort to act in a professional and orderly manner**, and most importantly **use common sense!**

## **Personal Appearance and the Army Cadet Uniform**

The Department of National Defense approves and issues on loan, the uniforms worn by Army Cadets. The care and custody of all items of clothing are your responsibility.

The two main uniforms are the dress uniform (for parades and formal activities) and the FTU (Field Training uniform, for regular and field training).

The issued **dress uniform (C-1)** includes parade boots, socks, pants, shirt, tunic, necktie, and beret. A turtleneck and coat can be worn for cold weather.

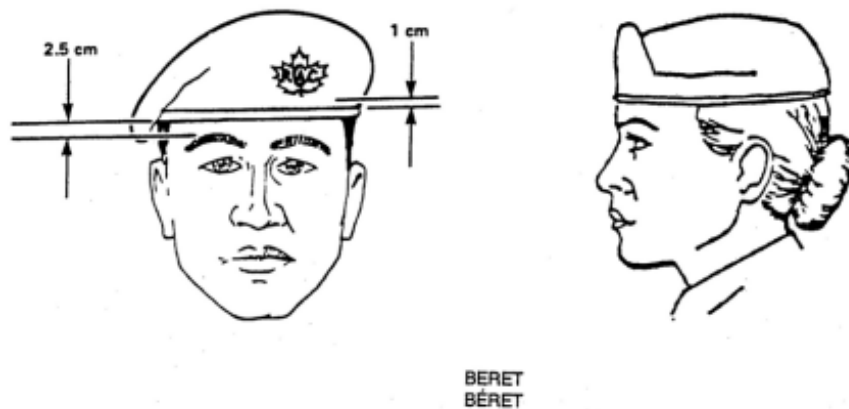
The issued **field training uniform (C-5)** includes a tunic, pants, t-shirt and wet-weather boots.

Once issued your uniform (up to 4-weeks after you join), you will wear your uniform for all regular training. You are NOT to wear parts of the uniform with parts of civilian clothing.

Get your uniform ready the day before you need to wear it. Don't expect your parents or legal guardian to do your washing, ironing, sewing, or shining for you.

For field training, if you wish to purchase additional items for the field uniform, you are permitted to do so as long as it is the accepted solid green pattern. DO NOT spend your money on foreign camouflage or CADPAT, because you WILL NOT be permitted to wear it! Refer to the Corps website or ask a staff member if you are not sure what you are allowed to wear.

### *Army Cadet Headdress*



All cadets will wear an issued beret while in uniform. You wear your beret evenly on your head. The nylon sweatband is to be 2.5 cm (about the width of two fingers) above your eyebrow. The crown of the beret is to be pulled downwards to the right and rear. Be sure your cap badge is centered over your left eye. Drawstrings are to be tucked inside the beret. If your hair hangs down on your forehead you should be sure to tuck it under your beret when in uniform.

You will have to form your beret to your head. This is done most easily by soaking the beret in hot water, then put on the beret with the badge over your left eye and the sweat band level front and back, pull the excess material down over the right side and back. Tie the strings at the back of the beret to ensure the band is the right size. Continue to wear the beret until it is reasonably dry.

Your cloth cap badge must be sewn on over the hardened cardboard surface in the front of the beret. Ensure you match the thread to the colour of the badge background and do a neat sewing job.

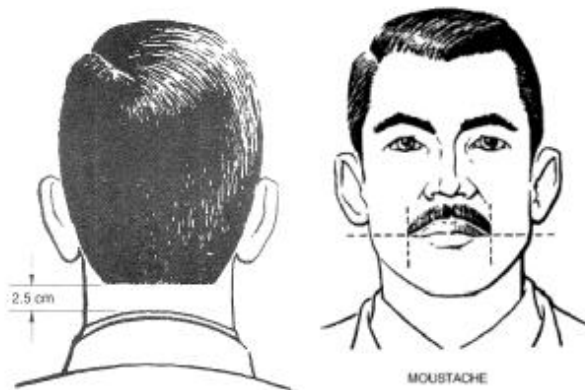
During cold weather training the cadet toque may be worn in lieu of the beret. The cadet toque may be worn with civilian clothing during corps field exercises. The cadet toque is worn with the RCAC badge centered on the forehead.

### ***Laundering, Ironing and Dry Cleaning***

Your uniform is machine washable and will require ironing. For special occasions you may wish to take it to a dry cleaner to be professionally pressed. When ironing your pants and tunic you should use a pressing cloth. A pressing cloth may be a towel, an old pillowcase, or other piece of cloth. The pressing cloth will prevent your tunic and pants from becoming shiny due to ironing. You should also use a pressing cloth when ironing your necktie. The creases in your trousers/slacks sharpen by use of a moist pressing cloth or by wetting the crease itself.



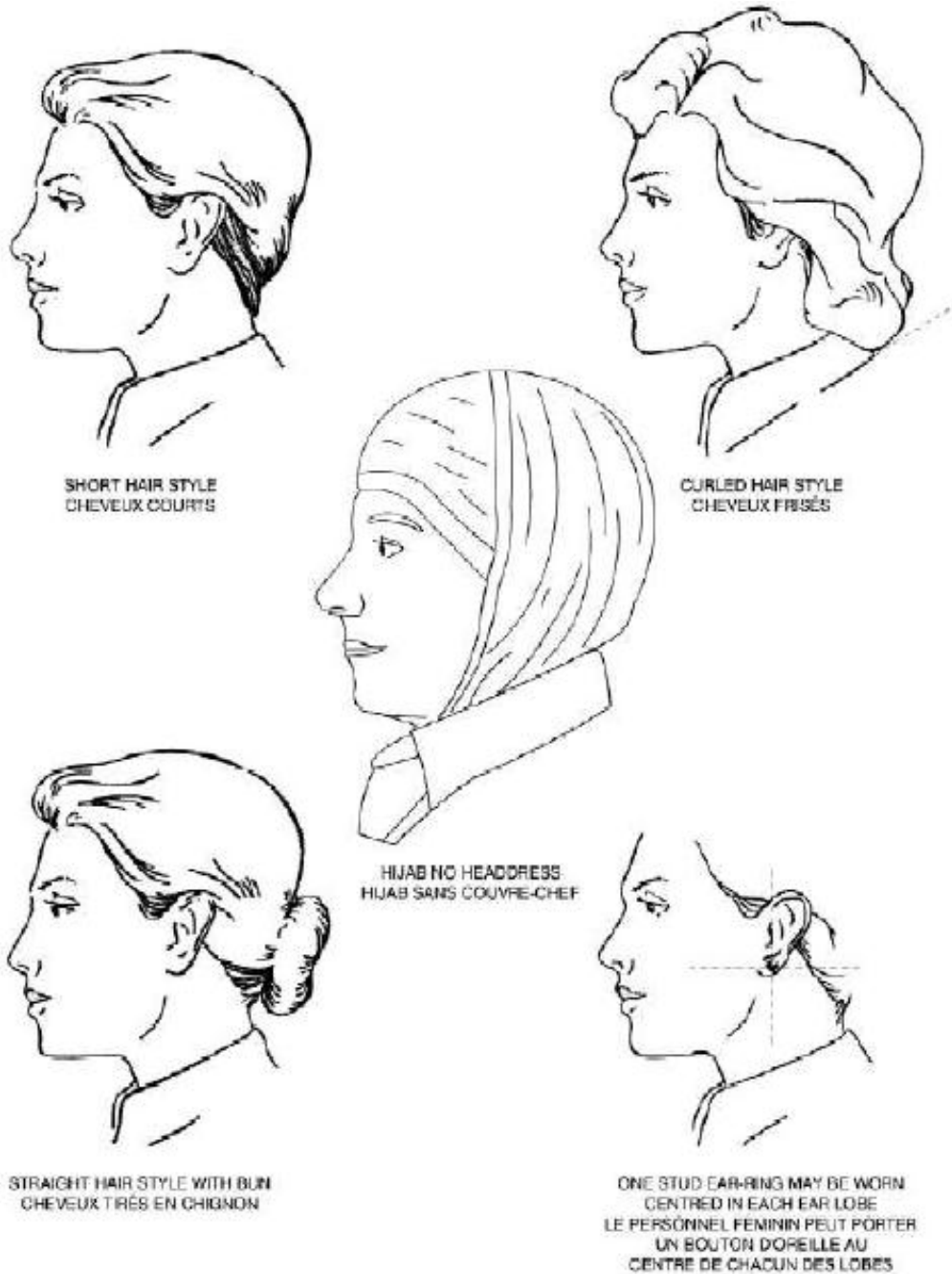
TAPER TRIMMED HAIRCUT CONVENTIONAL  
COUPE DE CHEVEUX AMINCIE CONVENTIONNELLE



TAPER TRIM HAIRCUT - STRAIGHT BACK APPEARANCE  
COUPE DE CHEVEUX AMINCIE AVEC APPARENCE D'UNE COUPE DROITE

### ***Personal Grooming***

Male cadets must have short haircuts tapered at the back, with the sideburns not more than halfway down the ear. Male cadets may not wear earrings at any time while in uniform. Those cadets who have earrings must remove them during cadet activities, or if they cannot be removed, due to a risk of infection, they will be covered with a Band-Aid during cadet time.

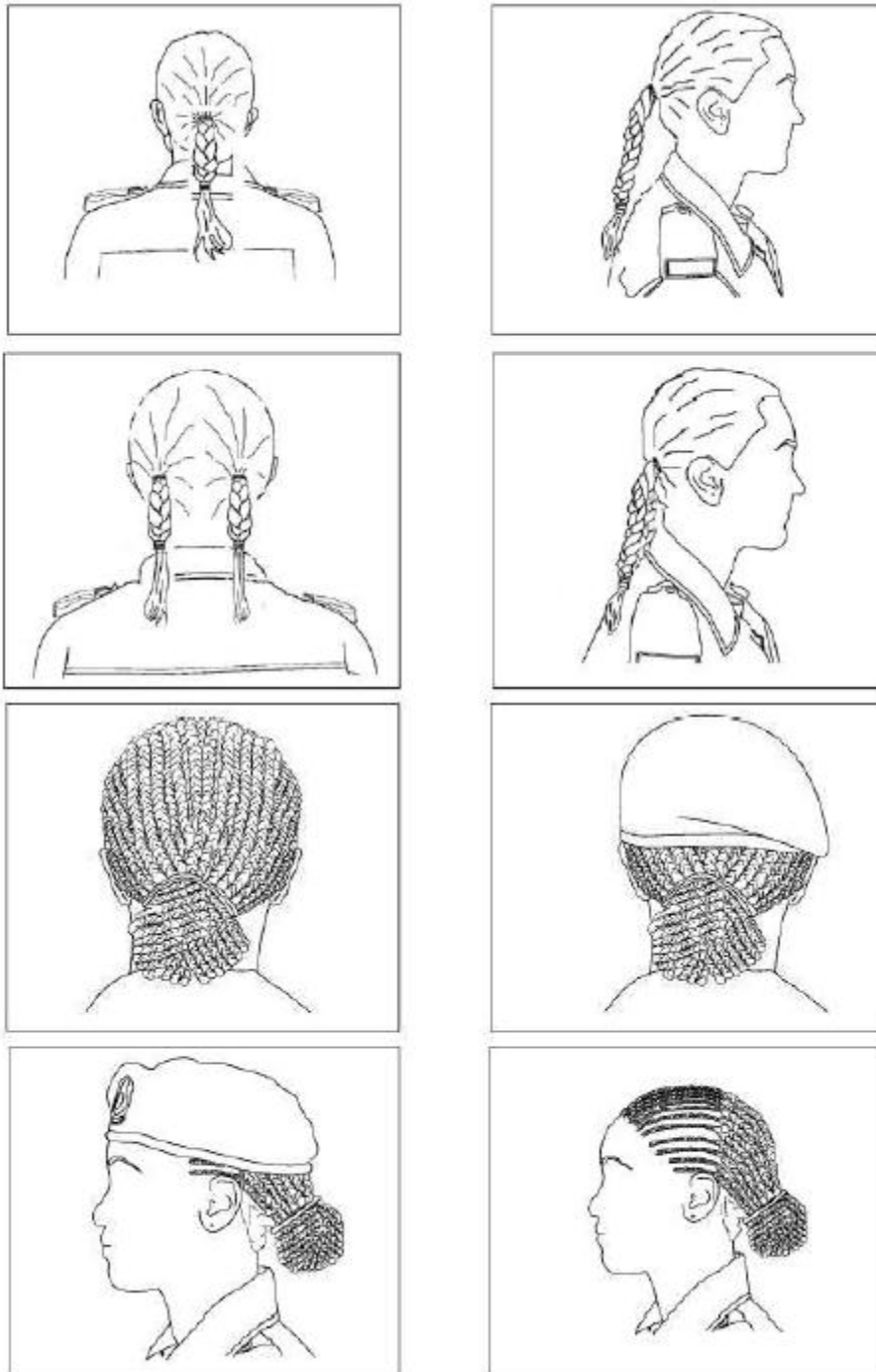


Female cadets with long hair must wear their hair up off the collar when in uniform. If females wear eye make-up or other cosmetics, they must use it sparingly; nail polish, if worn, must be clear, not coloured.

Except for medic-alert bracelets and wristwatches, jewelry is not worn when in uniform. Females may wear one pair of small, plain, spherical, gold, silver, or pearl stud earrings centered in the earlobe.



## Hair Styles for Female Cadets



Additional information concerning grooming as well as the wearing of religious items can be found by checking the Corps website or asking an NCO.

## ***Trousers***

Your dress uniform trousers should be well pressed. Creases should be sharp but take care to avoid double creases (called railroad tracks). Creases in pants go up the front centre of each leg and extend to the upper thigh. Rear creases are centred and extend to the upper thigh as well. Trousers fit when the waist, crotch, and hips are comfortable, and the cuffs are long enough to conceal your socks and the tops of your boots. They should hang straight and won't bunch up on top of your boots. Your belt is a part of your uniform and will be worn with your cadet pants.

## ***Shirt***

Your shirt should be neatly pressed when worn. The only crease in the shirt should be down the centre of each arm beginning at the centre of each epaulette. It may be helpful to starch the collar of the shirt to prevent it from becoming limp. Shirts are worn with a rank slip-on on each epaulette.

## ***T-shirt (Green)***

The green T-shirt is worn at Cadet Corps and summer camp and may be worn with the sweater or with combats

## ***Turtleneck***

You may be ordered to wear your turtleneck sweater during the winter. It is worn with the neckband neatly folded down. Turtlenecks are worn without rank badges. Wearing of the turtleneck will be at the CO's direction.

## ***Socks***

You will wear the gray wool socks, which are issued to you by the Cadet Corps. If you are allergic to the material in the socks, you may wear other socks made of a suitable material and colour. Another option is to place sports socks under your issue gray socks.

### ***3-Seasons Over-coat (PARKA)***

Your overcoat may be worn when the weather requires it. Overcoats have removable liners so that they may be worn during cold and warm weather. Cadet rank slip-ons will be worn on the epaulets of the cadet overcoat. Your overcoat is to be kept buttoned (except the top button) whenever it is worn. The liner may be worn by itself when travelling to cadets but will not be worn on parade. This coat should always be worn to and from cadet activities in inclement weather as it forms part of your uniform. You are not to wear a "civilian" fall/winter coat with your uniform unless you have not yet been issued a parka.

### ***Tunic and Insignia***

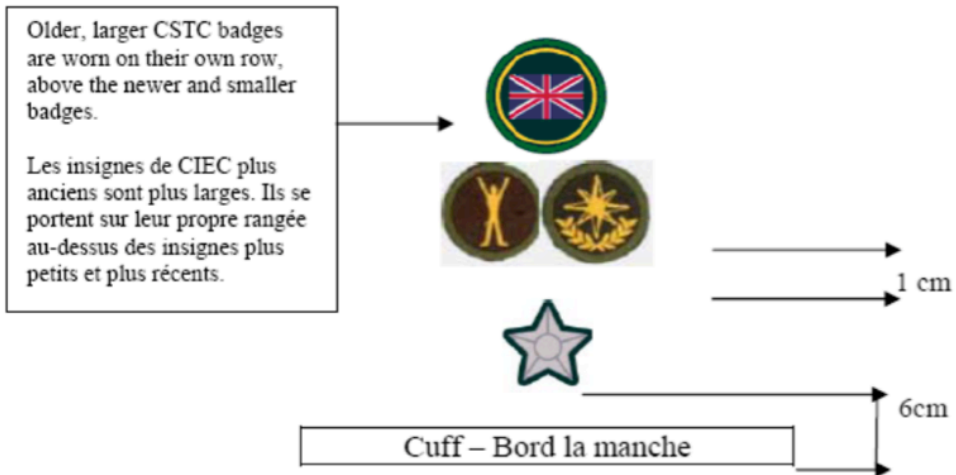
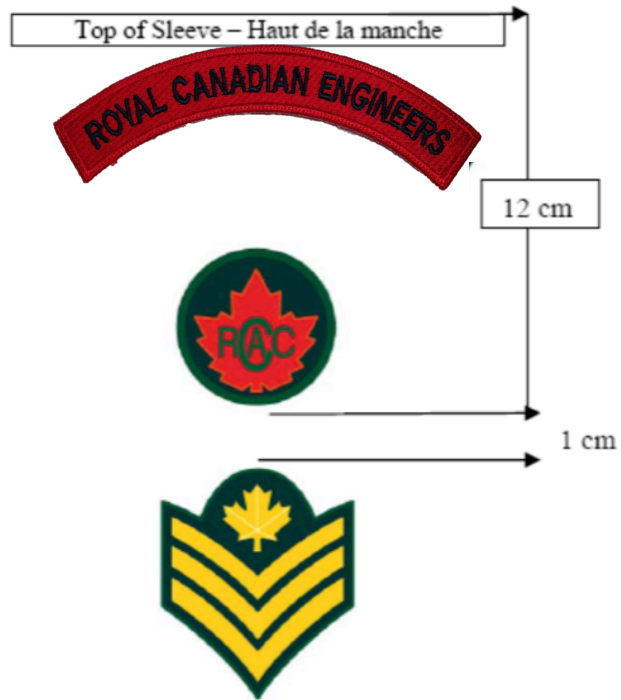
When wearing the tunic you will always keep all pockets buttoned. Be sure all front buttons (except the top one) are also fastened. Replacement buttons can be obtained from the Supply Officer. You should keep your tunic well pressed; however, it should not have any creases. Be sure your belt is even with no twists. The black buckle of your tunic belt is to be centered. The pockets of your tunic should not bulge. A tunic fits correctly if it is not too loose or tight, the cuffs just cover the wrist, and the bottom hem just touches your fingertips when you hold your arm down and lightly close your hand.

Badges shall be positioned as shown in the diagrams. The shoulder title is worn flush with the shoulder seam and centered on the epaulette. The bottom of the Round "RCAC" maple leaf badge should be 12cm from the top of the shoulder. Please talk to an NCO if you have questions about badge placement.

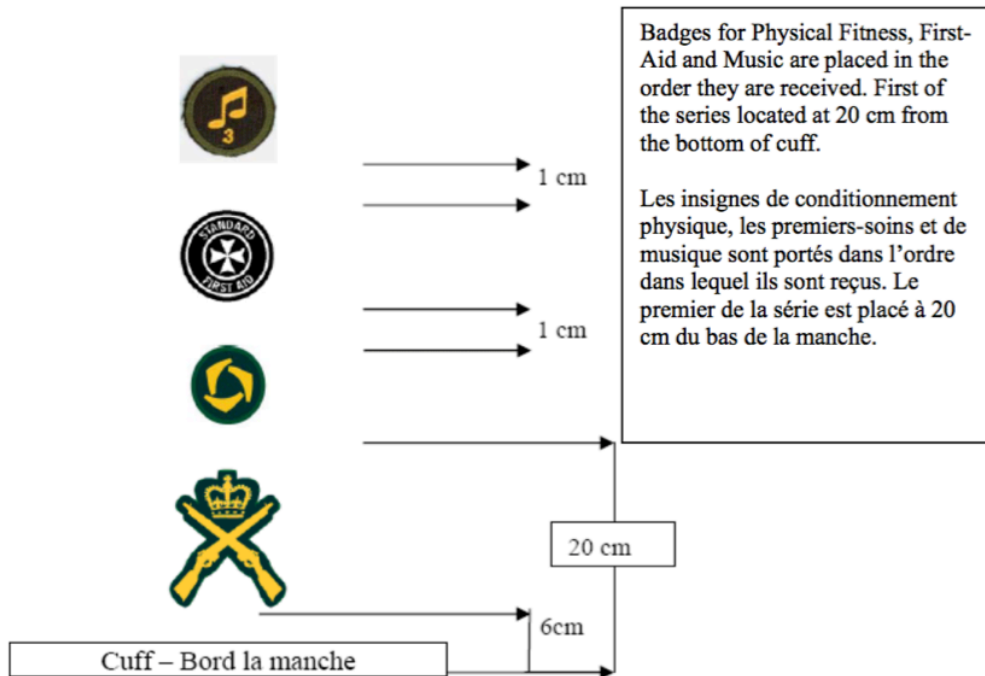
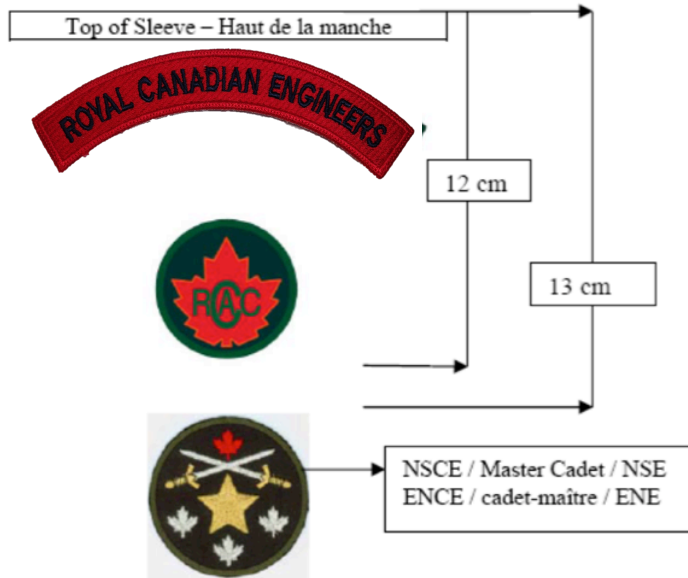
Insignia must be sewn neatly with matching colour thread. Do not use glue as it damages the uniform.

The nametag is worn centered above the right pocket with the bottom of the nametag just touching the top of the pocket. Please see the supply officer to order a nametag.

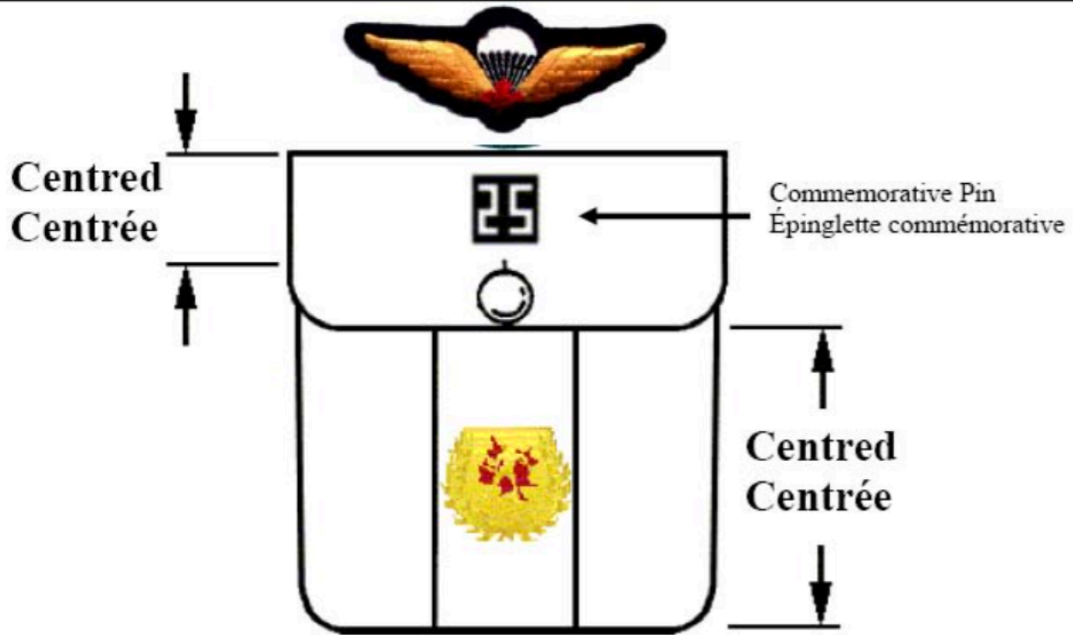
# Right Sleeve



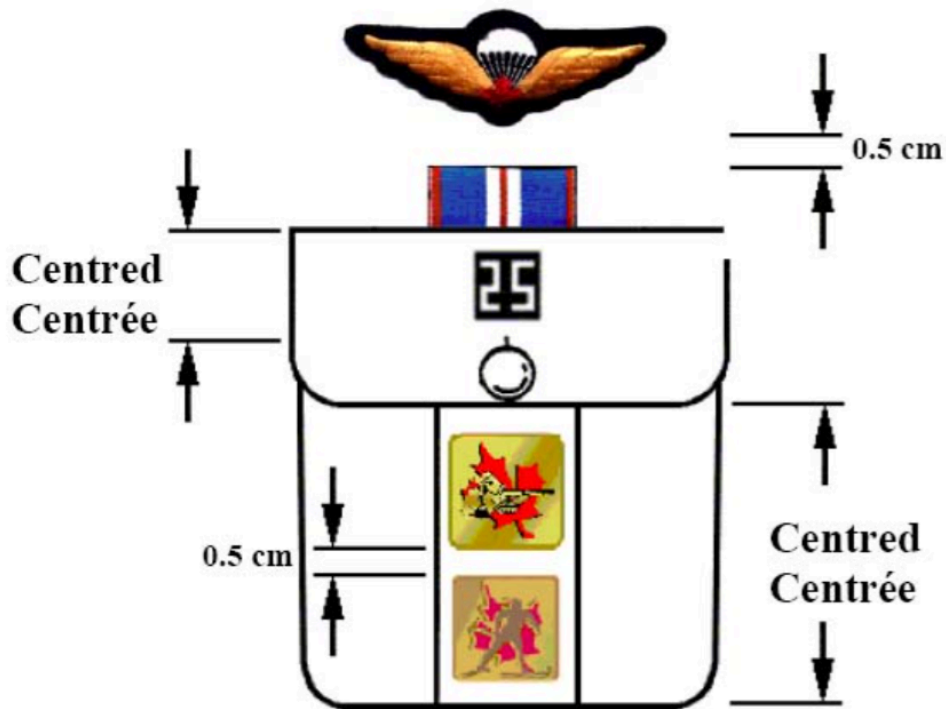
# Left Sleeve



## Left Pocket

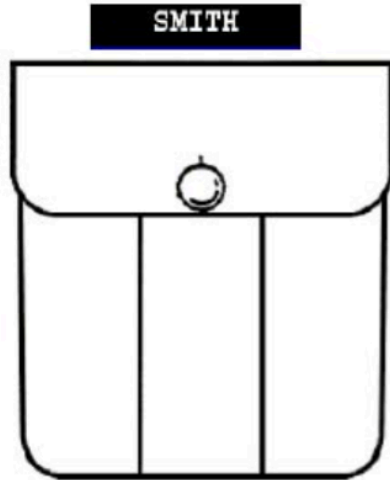


With one Marksmanship or Biathlon Pin  
Avec une épinglette de tir ou de biathlon

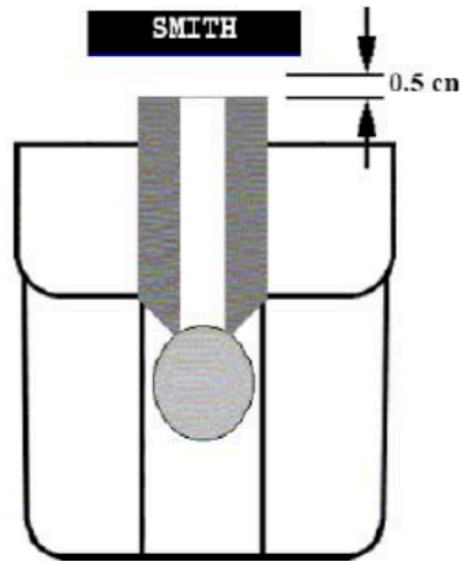


With CHS ribbon(s) and  
two pins amongst the Marksmanship and Biathlon Pins  
Avec ruban(s) du RCDH et  
deux épinglettes parmi les épinglettes de tir et de biathlon

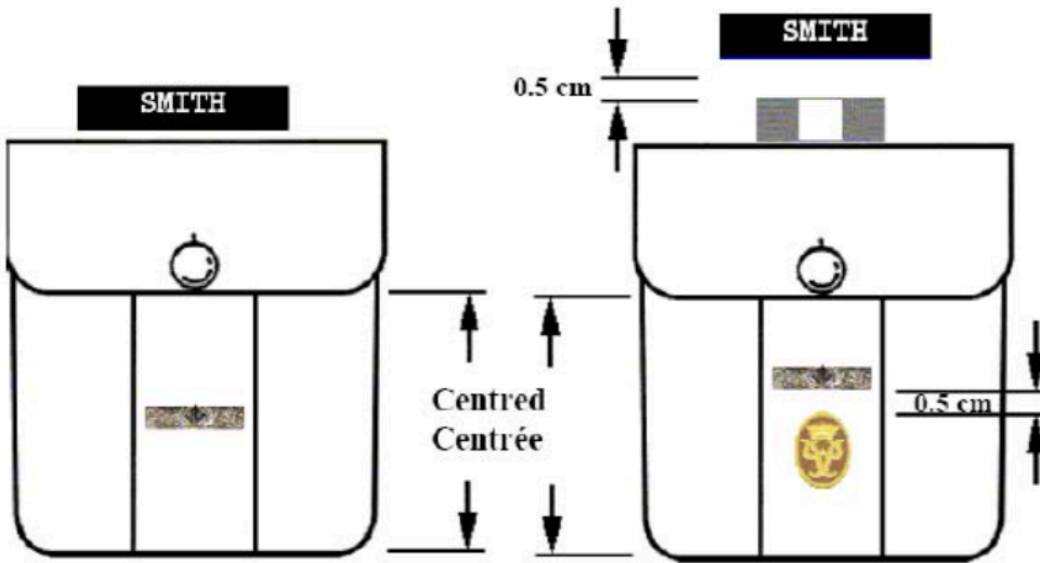
# Right Pocket



Name tag  
Plaquette d'identité



Name tag with CCO Medal(s)  
Plaquette d'identité avec médaille(s) des OCC



Name tag with one pin amongst the  
Commendation or Duke of Edinburgh Pins  
Plaquette d'identité avec une épinglette  
parmi les épinglettes de la citation ou  
du prix du Duc D'Édimbourg

Name tag, CCO Medal ribbon(s) with both  
Commendation and Duke of Edinburgh Pins  
Plaquette d'identité, ruban(s) de médaille des  
OCC avec l'épinglette de la citation et  
l'épinglette du Prix du Duc d'Édimbourg



Windsor Knot

## *Necktie*

Your necktie should be ironed and tidy. The knot should be compact and the tie done up to the collar when worn. There must be no shirt button showing above the knot. Both ends should be the same length, but the narrow end should not show behind the wide end. Ties must be tied with a Windsor knot, or a half Windsor knot. Do not leave a knot in your tie. The best way to learn to tie it is to practice!

## *Boots*

To shine your parade boots follow the following steps.

1. Remove dust and dirt from the boot with a soft damp cloth (do not use this cloth for polishing as grit on the cloth will scratch the finish of your polish). Use an old toothbrush to remove dirt from the welts.
2. Use the toothbrush, with polish, to blacken the welts.
3. Place some cold water in the lid of your polish tin and wrap a soft Kiwi cloth around the end of your finger. Dipping your finger into the water from time to time, to keep the polish hard, apply a moderate amount of polish to the area of the boot you will polish first.
4. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works in to the boot. Continue with the circular motion until you can no longer see the circles formed by the polish. If you see small scratch marks developing in the shine switch to a clean location on your polish cloth. You will have to continue applying coats of polish in this way until the boots have a high gloss. It will take many coats of polish and lots of patience to get the desired gloss.



Polishing your boots while you watch your favorite TV program will help make polishing easier but be careful not to get the polish on anything. Considerable patience is required with new or previously unpolished boots. Many short cuts have been tried but none beat plain old elbow grease.

Remember to ensure you remove all water from the top of your polish tin to avoid rusting. Also remember to cover your boots when they are not in use to avoid dust build up. The simple practice of covering your boots can save you lots of time later on. Lace your boots horizontally using the straight across method.

### ***Field Boots***

The field boots do not have to be polished to a shine, but they have to remain blackened and clean at all times or they will no longer be waterproof. Use Kiwi polish and a boot brush (or issued black paste) to blacken the boots regularly. Brush the boots until the polish has been brushed evenly into the leather and has been absorbed. After a field exercise, if they have become very muddy, follow these steps to clean them:

1. Remove the laces from the boots
2. Using a warm, damp cloth, wipe the boots clean of any dirt and debris
3. Once dry, use an old toothbrush to clean out and blacken the welts of the boots
4. Use your boot brush and black polish to blacken the boots as usual.
5. Replace the laces

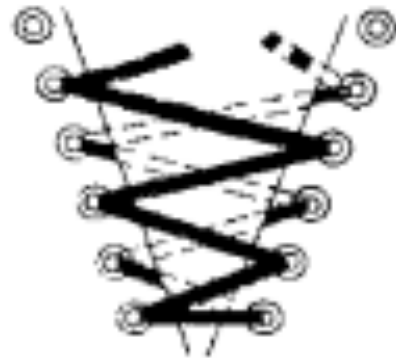
Try to avoid blackening your boots immediately prior to wearing them, you will end up with polish all over your hands and uniform from lacing them up. Leave them to dry after blackening for at least a half hour before putting them on.

Use the diagrams below to lace your boots:

Boots Ankle,  
Straight-Across Method



Boots Combat,  
Herring-Bone Method



## Responsibility for the Uniform

You are responsible for all parts of your uniform. Do not leave your uniform lying around. Mark your name in every piece of your uniform. Return damaged or poorly fitting parts of your uniform to the Cadet Corps supply, and get new parts. If you lose any part of your uniform ensure you report the loss to the Supply Officer as soon as possible. **You must return your uniform promptly if you decide to leave Cadets.** Be sure that you sign in any parts of your uniform, which you return.

## **Rank Structure of the Royal Canadian Army Cadets**

Rank is a system of grading seniority and command within military organizations. The Canadian military rank structure is divided into two sections, Non-Commissioned Members (NCM's), and Commissioned Officers (Officer Ranks). The difference between Non-Commissioned Members and Commissioned Officers is that Commissioned Officers hold a commission that means that they were 'constituted and appointed' to their rank and authority by the Queen, either directly or through her representative such as the Governor-General. When an officer is saluted, you are saluting the commission from the queen, not the officer themselves.

In the Canadian Forces, an Officer-NCM system is used, meaning that the officers are hired to command and train the troops (NCMs). This can be compared to construction, where the architects and engineers are the officers, and the trades people and workers are the NCMs.

Like the military, the army cadets use the same rank structure and system, in that the Officers are in the role of supervisors and are the adults in charge, and the NCM's are the cadets. All orders from an officer should be obeyed, but if there is a question of safety or that an order has been given purely for personal benefit, it is in your full right to refuse the order.

### ***Non Commissioned Officers (NCO's)***

NCO's are the backbone of the cadet corps. They are the link between the officers and cadets. Juniors NCO's are Corporals and Master Corporals. Senior NCO's are Sergeants. If you have a question, your first stop should be an NCO.

### ***Sappers***

In the engineers, privates are known as sappers. We continue this tradition at 2573. Any cadets promoted to the rank of private (also known as Lance Corporal) are addressed as "*Sapper (Last Name)*".

## Cadet Ranks Non-Commissioned Members (NCM's)



## Commissioned Officers



## ***Promotions***

The cadet corps operates on the “merit system”. This means that you will advance when you deserve to do so. You must be qualified, and have spent enough time at your current rank. There is a national policy that prescribes minimum course proficiency qualifications for promotion to each rank. Cadets need to be aware that they **must participate** in the cadet fitness test each year to be promoted.

## **Chain of Command**

The “Chain of command” within the cadet corps exists so that information and instructions can be passed efficiently between all levels. It allows leaders to organize their teams quickly and efficiently between all levels, and gives everyone a job to do.

A chain of command consists of various appointments including the Squadron Sergeant Major (SSM), the Troop Warrant Officer (Trp WO), and the Troop Commander (Trp Comd). The job you do is a result of your appointment, not necessarily because of the rank you hold. All cadets appointed to certain positions are there because they have been selected to do this job by an officer, because they have deserved recognition and can be trusted to do what needs to be done. To receive an appointment is equally, if not more important, than receiving a rank.

The higher up the chain of command you are, the more responsibilities you have, however, everyone has an equally important role to play in the success of the corps.

The chain works both ways, both for passing information down and for passing information, questions, or answers back up. This system works because there is rarely any confusion over what each person’s responsibilities are.

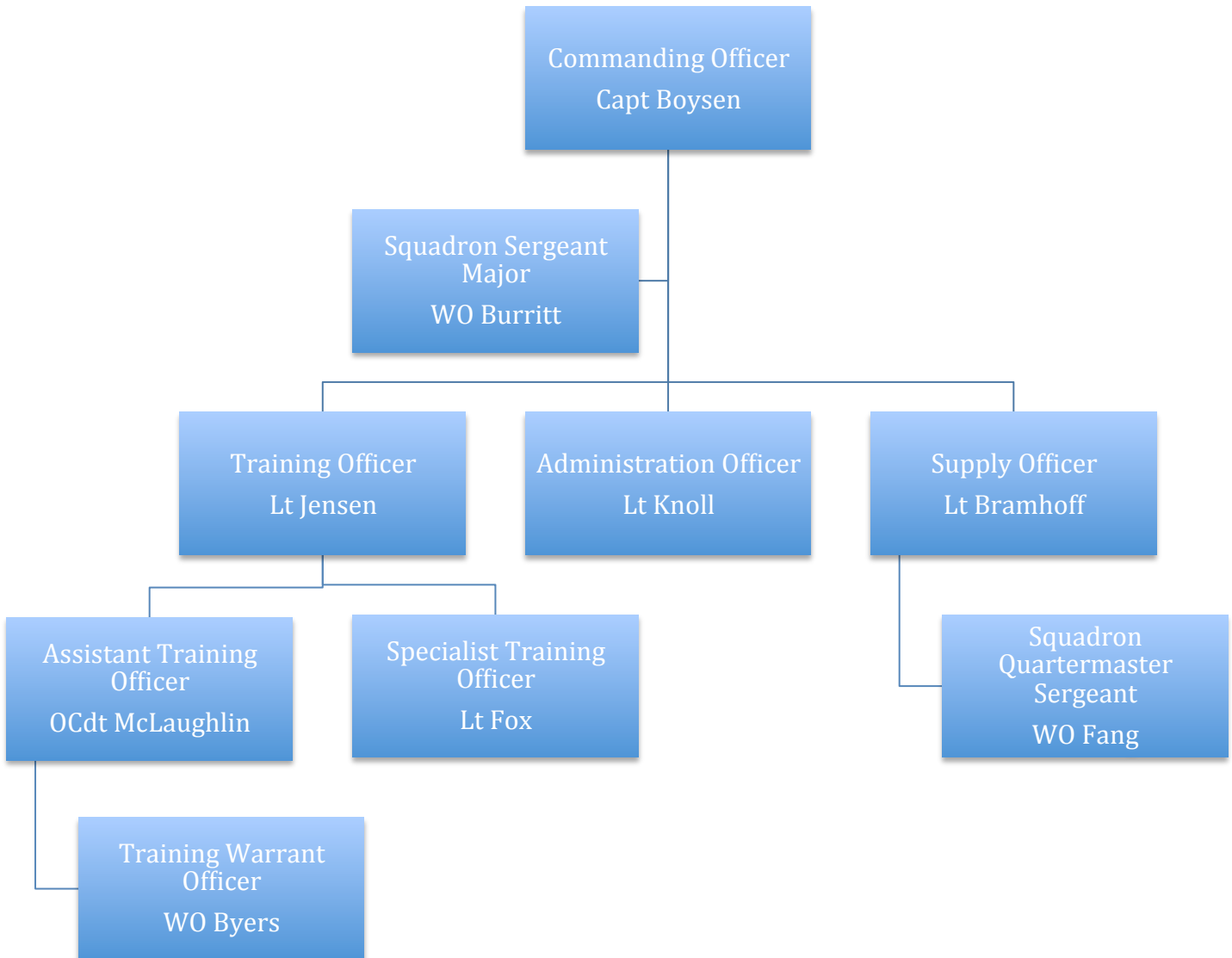
You must not “short-circuit” the chain of command: if you need information or have a problem, ask your section commander first. If your section commander can’t help, they will find someone who can.

**However, in your cadet corps, as in the Canadian Forces, any member may approach any officer they feel comfortable with for a confidential interview to discuss any matter of personal importance.**

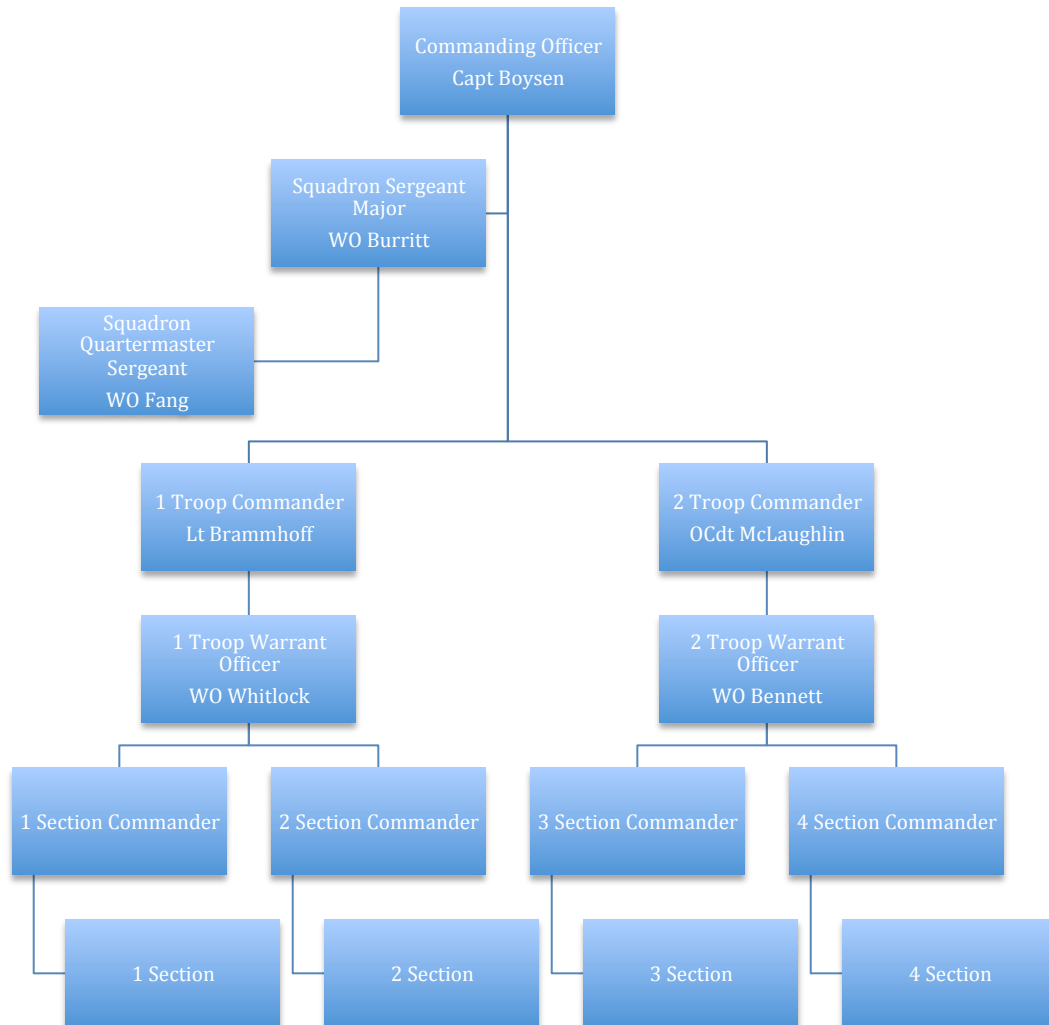
The present chain of command of the cadet corps is displayed in the diagram below and on the next page. Some officers and NCO's may fill more than one position.

To understand the chain of command better, use the chart below and on the next page.

### Senior Staff Chain of Command Chart



# Corps Chain of Command Chart



## **How to address officers and NCO's**

When addressing an officer or NCO you must stand to attention to show respect for your superior's rank and appointment. If it is a commissioned officer that you wish to speak to, you must salute before you talk and then salute again once you are dismissed. You DO NOT salute officer cadets or NCO's. The following is how to address the different ranks:

Commissioned Officers - *By rank and last name (example, Captain Smith) or Sir/ Ma'am.*

Subordinate Officers (OCdt's) - *By rank and last name (example, Officer Cadet Smith) or Sir/ Ma'am.*

Chief and Master Warrant Officers - *By rank and last name (example, Chief Warrant Smith), Sir/ Ma'am, or appointment (example, Sergeant Major).*

Warrant Officers – *By rank, by rank and last name (example, Warrant Smith), or by appointment. Note that you do not need to say the whole rank when addressing warrant officers, you just need to say "Warrant".*

Sapper through Sergeant – *By rank or by rank and last name (example, Sapper Smith).*

Civilian Instructors – *By Mr. or Miss. and last name or Sir/Ma'am.*



## Drill

Military drill was originally developed for moving infantry on the battlefield. Troops often had to change flank in order to meet a new attack, form a compact square to repel the cavalry, or to extend into line ready for the advance. They had to do these movements both rapidly and efficiently if they wanted to stay alive. If the troops practiced these movements beforehand on the parade square, they could perform them reasonably well in the stress, noise, and confusion of the battlefield.

The need for drill as a part of actual warfare has long since disappeared. Drill's other values, however, remain as important as ever, especially in a Cadet Corps. Today, drill is a method of developing sharpness, team spirit (esprit de corps), teamwork, and physical coordination. All are important elements in army cadets. Drill allows cadets to participate in an important military tradition, and develops in individuals a great sense of professionalism, and pride when participating in an important ceremonial review or parade (like on Remembrance Day).

You will participate in drill every training night, and should strive to improve your skills.



## Badges and Medals

In addition to receiving rank badges upon promotion through the Army Cadet ranks, you have the opportunity to attain badges and medals for various qualifications and activities that are part of the Army Cadet Program.

First and foremost, upon the successful completion of each star level, you will receive a star level badge, signifying your achievement in each training year, and your advancement through the Army Cadet Local Unit Training Program. In order to complete your star level successfully, most importantly, you must attend the scheduled training nights and weekends. Failure to attend more than 60 percent of training will result in having to repeat the star level. Remember, it is the effort that YOU put in to the program that will determine YOUR success, achievement, and overall experiences.

The star levels are as follows: Green Star (year 1), Red Star (year 2), Silver Star (year 3), Gold Star (year 4), and Master Cadet (year 5).



*Green Star*

*Red Star*

*Silver Star*

*Gold Star*

*Master Cadet*

In addition to regular star level training, you may participate in additional activities at the corps, which may qualify you for certain proficiency badges. Different activities each have different levels. The better you become at something, the higher-level badge you can get. These include: physical fitness, marksmanship, biathlon, first aid, Duke of Edinburgh Awards, and music badges.

## Physical Fitness



*Bronze*

*Silver*

*Gold*

*Excellence*

## Marksmanship



*Marksman*

*First Class  
Marksman*

*Expert  
Marksman*

*Distinguished  
Marksman*

## Marksmanship Pins



Zone Championship  
Championnat de zone

Provincial Championship  
Championnat Provincial

National Championship  
Championnat National

Army Cadet League - Cadet 50  
Ligue des cadets de l'Armée - Cadets 50

Belzile Trophy  
Trophée Belzile

## Biathlon



Zone Championship  
Championnat de zone



Provincial Championship  
Championnat Provincial



National Championship  
Championnat National



Prix Myriam Bédard Award  
Trophée Nikki Keddie Trophy

## First Aid



*Emergency*

*Standard*

## Duke of Edinburgh Award/Prix du Duc d'Édimbourg



Bronze



Silver / Argent



Gold / Or

## Music Levels



*Basic*

*Levels 1-5*

Furthermore, with your advancement through the Army Cadet Program, you may have opportunities to participate in various types of advanced training courses such as expeditions, leadership and challenge courses, advanced music courses, military parachuting courses, and exchanges to countries such as Wales, Scotland, England, Germany, Australia, and several others. Keep in mind that in order to qualify for these courses, you must strive to excel in your unit star level training, as well as any summer courses you attend.





There are also several medals you can receive throughout your Army Cadet career. These include:

**Medal of Bravery:** given for demonstrating superior bravery in the face of danger in trying to save the lives or property of others.

**Lord Strathcona Medal:** given for demonstrating proficiency in the skills required for being an army cadet with a high level of fitness.

**Royal Canadian Legion Medal of Excellence:** given for demonstrating superior commitment to your corps and community.

**ANAVET (Army, Navy, and Air Force Veterans) Cadet Medal of Merit:** given for overall achievement on an instructor level course.

**Major General W.A. Howard Award:** awarded for exemplary cadet service and outstanding performance in the gold star training program.

**Army Cadet Service Medal:** awarded for four years service as a cadet.

## Medals



Cadet Award for Bravery  
La médaille de bravoure

Lord Strathcona Medal  
La médaille de Lord Strathcona

Royal Canadian Legion  
Cadet Medal of Excellence  
La médaille d'excellence des cadets  
de la Légion royale canadienne

Major-General Howard Award  
La distinction honorifique  
du Major-général Howard

Army, Navy, and Air Force Veterans  
in Canada Cadets Medal of Merit  
La médaille du mérite des cadets  
des Anciens combattants de l'Armée,  
de la Marine et des Forces aériennes

Army Cadet Service Medal  
Médaille de service  
des cadets de l'Armée

## Summer Training

A large part of the Army Cadet Program is the training conducted between the months of July and August at Cadet Training Centers across Canada. The CO who determines eligibility based on a number of criteria must recommend you for this training.

In order to be eligible for advanced training programs such as advanced expeditions and exchanges, you must attend summer training courses. These include:

### **Year One:**

General Training (GT) - Once you complete your general training, you will have the opportunity to select which “stream” of training you prefer for subsequent training years.

### **Years two, three and four:**

- Drill and Ceremonial Training
- Expedition Training
- Fullbore Marksmanship
- Air Rifle Marksmanship
- Fitness and Sports
- Military Band
- Pipe Band

### **Years four and above:**

- Advanced Expedition Training
- International Exchanges
- National Marksmanship Team
- Basic Parachutist
- Staff Cadets: Assist in running the various cadet camps and get paid for it!





## **Some Last Thoughts...**

Whether or not you are a cadet for a short period of time, or if you stay until you age out on your 19<sup>th</sup> birthday, we hope that you accomplish many things through the army cadet program.

Remember, the program is designed for you to:

- Learn new and exciting things
- Make new friends, some of which you may keep for life
- Attain personal growth and achievement
- Strive to be your very best
- Do something you never thought you would have the chance or ability to do, and
- HAVE FUN!

Finally here are some questions you should be able to answer:

1. Who is Canada's head of state?
2. Who is the Prime Minister of Canada?
3. Who is the Governor General of Canada?
4. Who is the Minister of National Defence?
5. Who is the Chief of the Defence Staff? What is his/her rank?
6. Who is the Premier of British Columbia?
7. Who is the Lieutenant Governor of British Columbia?
8. Who are the corps officers? What are their ranks?
9. Who is the most senior cadet in the corps? What is his/her rank?