



**140 Aurora Squadron  
Royal Canadian Air Cadets**

**SQUADRON STANDING ORDERS**

September 2015

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## INTRODUCTION

1. Squadron Standing Orders are issued under the authority of the Commanding Officer. These Standing Orders outline the established policies and procedures as carried out by the Squadron and are to be adhered to by all cadets, civilian instructors and Cadet Instructors Cadre (CIC) officers.
2. The Standing Orders are to be reviewed by all members of Squadron prior to 30 Sep of each training year.
3. All cadets, civilian instructors and CIC officers will sign the Standing Orders annually indicating that they have read and will comply with all articles contained within these subject orders.
4. All cadets, civilian instructors and CIC officers who perceive a need to amend Squadron Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, Standing Orders will be amended accordingly.
5. Standing Orders shall be reviewed on change of command by incoming Commanding Officer. The incoming Commanding Officer shall issue amendments at his/her discretion.

## PART I – DRESS AND DEPARTMENT

### CHAPTER 1 - DRESS

#### GENERAL

6. All cadets shall conform to the Air Cadet Dress Instructions, CATO 55-04, while in uniform.
7. All CIC Officers shall conform to the Canadian Armed Forces Dress Regulations.
8. All Civilian Instructors shall wear appropriate attire during Squadron training nights and training activities.
9. The highest standard of dress will be maintained. Dress of the day will be published in the Monthly Routine Orders, or advised in the Operation Order (Op Order) for the Mission or Field Training Exercise.
10. Each cadet shall wear the correct uniform as stated in the Routine Orders and illustrated in the Cadet Dress Instructions.
11. Uniforms returned to the Supply Officer shall be clean and in good repair. Badges of rank and qualification shall be carefully removed so as to not rip or tear the uniform. Epaulet slip-ons for the blue dress shirt and combats shall be returned as well.
12. Cadets are subject to the dress regulations outlined in the Air Cadet Dress Instructions. These guidelines will be introduced to the Squadron at the first Commanding Officer's parade of each respective year. Each cadet shall have read and understood the guidelines upon distribution.
13. Under no circumstances shall civilian articles of clothing be worn with any part of an Air Cadet or CAF uniform.
14. The following is the order of dress for the training year. The change of dress from Winter to Summer dress (with the exception of CO's parade's) will take effect IAW RCSU(C) Detachment Toronto routine orders.

	Cadets	Officers	Civilians
(Winter) Regular Training Night	C-3	3 C	Informal
(Summer) Regular Training Night	C-2B	3 B	Informal
CO's Inspections	C-2	1 D	Semi-formal

## LOST, DAMAGED, OR STOLEN UNIFORM PARTS

15. Each cadet is held responsible for their respective uniform and has agreed (by signing the supply record sheet) to return all parts to Supply upon termination or retirement from the Squadron as they were issued.

16. It is understood that cadets and parents/guardians may be held financially responsible for lost or stolen uniform parts. As such, payment for the respective uniform part(s) will be made prior to receiving the replacement(s).

## CHAPTER 2 – DEPORTMENT

### GENERAL

17. All members of Squadron including, cadets, civilian instructors and CIC officers shall conduct themselves in a professional and responsible manner at all times.

18. Cadets are reminded that during authorized cadet events they are to conduct themselves in a manner to reflect favorably on the Canadian Cadet Movement. Any misdemeanor by a cadet reflects on all cadets and appropriate disciplinary actions will be taken.

19. Flight Sergeants are responsible for the deportment of those under their command and cadets are accountable to their Flight Sergeants for their deportment.

20. Cadets shall conduct themselves as model Canadian citizens at all times.

21. Foul language, abuse, fighting, insolence and rudeness shall not be tolerated.

22. Personnel shall not touch the property of others without expressed permission.

23. Personnel shall address each other by rank and surname.

24. All personnel shall ensure they have all their belongings with them prior to leaving the training area(s).

25. NCOs shall at all times maintain exemplary deportment.

26. All personnel are expected to read the Monthly Routine Orders (MRO) posted, and shall follow the timetable included as well as being familiar with the items the MROs contain.

27. Chewing gum, spitting, slouching, sauntering, hands in pockets, smoking, walking arm in arm and similar deportment which detracts from the military appearance is unacceptable for personnel while on cadet time.

### MOVEMENTS

28. Individuals. All personnel who find it necessary to move from one area of the school to another shall do so by marching properly in a single file down the far right side of all halls and remembering to pay all respects as necessary.

29. Flights. When moving from one area to another, Flights will be marched by the Flight Sergeants or designate in proper formation as stated in the CAF Drill Manual (A-PD-201-000/PT-000).

## PART II – POLICY AND PROCEDURE

### GENERAL

30. Cadets found in violation of the squadron policies or the Central Region Code of Conduct for Cadets will be dealt with accordingly by the Commanding Officer. Discipline may range from written warnings to dismissal from the Squadron.

31. At the completion of the scheduled training evening, all cadets and staff are required to leave the premises after attending the closing parade. Parents are encouraged to attend closing parades.

32. Cadets are to notify their parents and/or guardians to arrive at the school for pick up no later than 2130 hrs on regular training nights.

33. If cadet has not arranged for pickup at end of any cadet activity within a reasonable period of time, the cadet will be sent home in a taxi at the cadet/parent's expense.

### CHAIN OF COMMAND

34. All personnel shall use the chain of command at all times.

35. Cadets shall know the name and phone number for their Section Commander and their Flight Sergeant and shall communicate with them should any problem or question arise.

36. Cadets may see the Unit Human Rights Advisor (UHRA) for specific harassment and abuse issues. Cadets may seek to meet with the CO if they feel all other avenues have been exhausted.

37. Should a cadet have a complaint or problem with his or her superior, he/she may address the problem to the next level of the chain of command. No cadet should directly address an officer without addressing their inquiry to an NCO first.

38. All Squadron personnel shall demonstrate good manners at all times to superiors, subordinates and acquaintances alike.

### PAYING OF COMPLIMENTS

39. Compliments will be paid in accordance with current regulations.



40. Headdress is mandatory while in uniform and saluting is required on the "Drill Square," moving between classes, upon entering a classroom of which a Commissioned Officer is already present.
41. During raising and lowering of the flag ceremonies when in uniform. All Officers and Cadets will face the flag and salute. Cadets will form up into their respective flights.
42. Entering a Commissioned Officer's office while wearing headdress cadets shall salute.
43. Cadets when wearing headdress and addressed by a Commissioned Officer shall salute.
44. Subordinate and Junior Officers wearing headdress and addressed by a Senior Officer shall salute.
45. When an individual passes a Commissioned Officer or a group of Commissioned Officers a salute will be given. In the case of Officer Cadets and Civilian Instructors a proper eyes right or left shall be given.
46. When two Officers, Civilian Instructors or any combination of the two are in the same area, paying compliments shall be paid to the highest-ranking individual.
47. Cadets are required to salute once at the beginning and conclusion of each conversation the cadet might have with any Commissioned Officer.
48. Officer Cadets and Civilian Instructors shall not be given a salute when approached but cadets will stand at attention until informed to stand easy.

#### SAFETY AND SECURITY

49. Cardinal Carter Catholic High School and the LHQ are equipped with smoke detectors and heat-activated devices. Tampering with these devices is prohibited. Do not jeopardize life by tampering with fire detectors or equipment.
50. There will be no smoking anywhere inside the school or at the LHQ. No open flame of any kind will be permitted in any area or property of the school.
51. Any food that is purchased during breaks is to be consumed in the designated area prior to entering the classrooms. No food is to be consumed in classrooms.

52. Maintain housekeeping to high standard. All refuse material is to be placed in waste receptacles and emptied at least daily, or when full, to outside disposal containers.

### RESTRICTED AREAS ACCESS

The aim of this section is to designate the areas and places that are OUT OF BOUNDS (except to authorized personnel) in the Squadron. This instruction is necessary as personnel in any out of bounds areas may be committing a breach of security. The following areas are out of bounds, except to authorized personnel:

- a. Commanding Officer's work area & filing cabinets;
- b. Training Office & filing cabinets;
- c. Administration Office & filing cabinets; and
- d. Supply Office & filing cabinets.

### FIRE ORDERS

53. In case of fire:

- a. Immediately shout: "FIRE! FIRE! FIRE!";
- b. Pull the nearest fire alarm station; and
- c. Call 911 from a safe location.

54. The marshalling point at the school will be in the north parking lot.

55. The senior rank on the Parade Square will ensure that all cadets from the school proceed directly to the marshalling point.

56. The senior rank in the Headquarters will ensure that all personnel proceed directly to the marshalling point (located in the new library parking lot).

57. Cadets shall remain at the marshalling point until ordered to return to their area. In the event of a fire, do not panic, remain clam and ensure everyone has been evacuated and accounted for. Attendance is confirmed through the chain of command.

## REPORTING LOSS, THEFT OR DAMAGE

58. Theft of personal or public articles is considered a serious offense and will be dealt with accordingly. The appropriate Flight Sergeant will be advised if corrective action is required.

59. Any loss, theft or damage of personal or public property shall be immediately reported to the Duty Officer. The Duty Officer will then make out a written report and submit it to the Commanding Officer and complete any administrative action.

## WEEKLY PHONING

60. The Squadron Warrant Officer is required to contact the CO, Trg O, Sup O, and Admin O each Saturday afternoon for any additional information to pass on to the cadets.

61. The staff will inform the CO if this task has not been completed during the time frame described above.

62. It is the cadet's own responsibility to inform his/her own parents of information received in the call-out procedure.

63. The calls will take place 1800-2100 hrs on Sunday and Monday evenings.

64. On the Tuesday evenings the staff will randomly ask cadets about the weekly announcements.

65. Cadets who have not been phoned by 2000 hrs Monday, shall contact their Flight Sergeant.

## PERSONAL HYGIENE

66. Personnel will protect their own health and goodwill by daily showering and frequently washing their soiled clothing. Cadets may be asked to leave an activity if these conditions are not met.

## PROMOTIONS

67. See CATO 13-02

## INTERVIEWING AND COUNSELING

68. When interviewing or counseling, staff and NCOs are not to leave themselves open to the possibility of physical or verbal abuse charge. When interviewing or counseling a cadet, it is strongly recommended to have a witness of the same sex present during the session. If this is not possible, due to the requirements for privacy, conduct the session in sight of others but not hearing range (i.e. on the parade square). Above all, use common sense and avoid the possibility of being unjustly accused.

## DISCIPLINARY PROCEDURES

69. Discipline in the Cadet Program shall be used as a teaching tool to encourage youth to develop appropriate behaviour. It should at all times be respectful of the individual, be effective over the long term and promote character development.

70. Breaches of discipline by a cadet shall be reported to their respective Flight Sergeants and will be dealt with starting at the lowest possible level.

71. In some circumstances, an incident report may be produced. The cadet shall be given the opportunity to read and discuss the report. Once read, the cadet will be required to sign. The cadet's parent/guardian may also be asked to sign the report. One copy will be provided to the cadet and another will be placed in their personnel file.

72. In case of a breach of cadet regulations, the following administrative or disciplinary measures may be considered:

- a. Issue of disciplinary chit;
- b. verbal warning;
- c. apology;
- d. cautionary notice;
- e. assignment of extra duties;
- f. written warning;
- g. suspension of privileges;
- h. cease training;
- i. removal of position;

- j. suspension of pending promotion;
- k. reduction in rank;
- l. suspension or RTU (Return to Unit); and/or
- m. termination of membership.

73. A disciplinary chit can be issued by a Senior NCO under the direction of a staff member. All other forms of disciplinary/administrative action will be administered by a staff member under the direction of the CO.

74. For details, see CATO 15-22.

### SMOKING

75. Under no circumstances shall cadets smoke or be in possession of tobacco products.

76. All staff, including volunteers, civilian instructors, Air Cadet League Members and CIC Officers, shall not smoke in presence of cadets.

### ALCOHOL

77. No cadet shall consume or be in possession of alcoholic beverages or be intoxicated during Squadron activities.

78. No Squadron staff member, including volunteers, civilian instructors, Air Cadet League Members and CIC Officers, shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a CI or CIC Officer.

### DRUGS

79. No member of the Squadron, including cadets, civilian instructors, and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort.

80. The Commanding Officer shall immediately notify proper local authorities of any breach of the drug policy.

### HARASSMENT

81. Under no circumstance shall members of 140 Squadron, including cadets, civilian instructors and CIC Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.

82. All infractions of CFAO 19-39 (Canadian Armed Forces Policy of Harassment) will be reported to the Commanding Officer or the immediate supervisor (officer) of the harassed.

83. Cadet harassment prevention and resolution policy is outlined in CATO 13-24.

84. The Unit Cadet Conflict Management Advisor (UCCMA) must be notified of all cases involving harassment.

### ABUSE

85. Under no circumstances shall members of Squadron, including cadets, civilian instructors, and CIC Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.

86. All infractions of CATO 13-24 (Cadet Harassment and Abuse Prevention Program) will be reported to Commanding Officer or the immediate supervisor (officer) of the abused.

87. The Unit Cadet Conflict Management Advisor (UCCMA) must be notified of all cases involving abuse.

### POSTIVE SOCIAL REALTIONS FOR YOUTH TRAINING

88. Cadets must attend mandatory PSRYT training each year as directed by the Squadron UCCMA. Every member of the squadron shall receive PSRYT training from 1 September 30 December of each respective training year.

89. Cadets that receive training from the summer training centre will continue to receive PSRYT training at the LHQ level.

90. Information regarding the training time, date and location will be announced and posted each respective training year by the Squadron UCCMA or directing staff member(s).

### FRATERNIZATION

91. The standards of personal discipline and conduct demand that personal relationships are to be set aside while engaged in any cadet training. As such, regardless of any personal relationships all personnel must always exercise the principles of good leadership and pay the proper respects demanded by military procedure to the opposite sex.

92. Under no circumstances shall members of the Squadron display or engage in any act of a sexual nature. To be specific, activities such as hand holding, kissing, and other such behaviors are forbidden during any cadet activity whether in uniform or not.

### ATTENDANCE

93. Squadron Training nights are on Tuesdays and all personnel on strength are to be in attendance. All squadron cadets are encouraged to maintain a minimum 60% attendance rate throughout the cadet training year.

94. Any cadet who is absent for three (3) or more training nights in a row shall be SOS and recovery action for uniform will be undertaken.

95. Cadets are expected to arrive 15 minutes before the time instructed and shall be ready to commence the parade or training at the scheduled time.

96. It is the responsibility of the individual cadet to inform the chain of command of his/her reason(s) for being absent from a Squadron training night.

97. In the event a cadet misses an event or a training night, it is the responsibility of that cadet to contact their Flight Sergeant to catch up on the details of the night or the event.

### TRAINING PARADE

98. The regular training parade night timings are as follows:

- a. 1830-1835 – Form up;
- b. 1835-1850 – Inspection;
- c. 1900-1930 – Period 1;
- d. 1935-2005 – Period 2;
- e. 2005-2020 – Break;
- f. 2020-2050 – Period 3; and
- g. 2100-2130 – Final parade.

99. All pers are required to depart immediately following final parade. All administration related activities should occur during the break between period 2 and 3.

## LATE ARRIVALS

100. If a cadet is late on a parade night and has missed the roll call, then that cadet must report to the Administration Officer or the Duty Cadet to have his/her name added to the attendance register and then the cadet must go directly to his/her class.

## MANDATORY EVENTS

101. The following are a list of events that every member (Officer and Cadet) of 140 Aurora Squadron are expected to attend throughout the training year.

- a. Fall Tag Days. Two sessions: one on Friday evening or Sunday and one Saturday session;
- b. Remembrance Day Service with the Town of Aurora;
- c. Spring Tag Days. Two sessions: one on Friday evening or Sunday and one Saturday session; and
- d. Annual Ceremonial Review Parade and Practice and set up.

102. Failure to attend these events will affect promotions, squadron trips, and the cadet's possible attendance at summer training.

103. There will be no excused cadets from the events listed above on the day of, unless approved by the Commanding Officer with a letter from the cadet's parent three (3) days prior to the event.

104. If there are any circumstances that do not allow you to attend the events listed above, it is the cadet's personal responsibility to contact the Commanding Officer to discuss their situation followed by a request in writing.