



SURVIVAL GUIDE

For Cadets, Parents and Guardians of Air Cadets serving in #104 'Starfighter' Royal Canadian Air Cadet Squadron. This guide will assist you and your family in understanding the cadet programme and how this unit operates.

A WELCOME MESSAGE FROM THE COMMANDING OFFICER

I want to personally welcome you and your family to the Canadian Cadet Movement, Canada's premier youth organization.

The opportunities afforded to a cadet are endless. The staff and volunteers of 104 'Starfighter' Squadron will do their very best to ensure the success of every single cadet.

The transition into this new phase of your family dynamic will be fast-paced, exciting, a bit confusing and a lot of fun. You will experience a new source of pride as you become part of a larger, nation-wide family.

This survival guide will serve as your guide through the first two years of your cadet career. In it you will find information about our Squadron, how the program works, who pays for all of this, what do all the acronyms mean, and how you can help the program further.

I look forward to working with you and your family! My contact information is below, should you need to contact me at any time. Please feel free to approach and engage our Squadron staff as well.

Capt Celina Corner

Commanding Officer

104 'Starfighter'

Royal Canadian Air Cadet Squadron

519-755-0680 (cell)

Celina.corner@cadets.gc.ca

A BACKGROUND OF THE AIR CADET PROGRAM

You have joined a program that has a membership of over 53000 cadets, the majority of which are air cadets (approx. 26000). In Ontario alone, there are over 8000 air cadets!

The air cadet program started in 1941, when a group of civilian volunteers set up a country-wide voluntary organization to help stimulate an interest in flying and aviation. Many cadets eventually entered wartime service with the RCAF. Following the end of the war, the air cadet programme remained in place. Its role changed to meet the changing needs of society and its young people. The aims of the air cadet programme are to:

- Develop the attributes of good citizenship and leadership
- Promote physical fitness
- Stimulate the interest of youth in aviation and aeronautics

Many cadets choose to pursue their interest in aviation through a career in the Canadian Armed Forces/Royal Canadian Air Force. Others continue their aviation studies through post-secondary schooling to move into successful flying careers. #104 'Starfighter' Squadron has a history of developing youth into leaders, and providing basic knowledge, skills and abilities that have led to numerous alumni with careers in aviation as pilots, as airport operations staff, and as aviation technicians.

104 'Starfighter' Squadron was originally formed in 1942 as 104 Optimist Squadron. Sponsored by the Optimist Club of Brantford, and under the command of Flying Officer C.G. Blundell, the squadron was created to train young men aged 15 to 17 for service with the Royal Canadian Air Force during the Second World War. In 1943, command of the squadron passed to Wing Commander E.T. Randle under who the squadron operated until disbanding in 1948.

A new air cadet squadron, 616 "Pauline Johnson Collegiate" Squadron, was established in 1955 with students from the newly built Pauline Johnson Collegiate and Vocational School forming the basis of the unit. The squadron gained acclaim a scant two years into its existence when, in 1957, it was awarded the Strathcona Trophy for being the top school cadet unit. Suffering the same fate as its predecessor, 616 Squadron was disbanded in 1966.

Brantford remained without air cadet representation until October 1, 1977, when the squadron was once again reformed as 104 Brant Squadron under the leadership of Lieutenant Ray Howells. Starting in 1993, the squadron began to incorporate the word 'Starfighter' into its name and in 1999 it was officially designated '104 Starfighter Squadron.'

Today, 104 'Starfighter' Squadron carries on the tradition of empowering the youth of Brant County with responsibility and initiative. The courageous and skilled leaders of tomorrow are educated and put to the test weekly, with many still aspiring to become pilots.

To learn more about the history of the cadet program, please visit:
www.cadets.ca

HOW THIS PROGRAM WORKS

The department of National Defence and the Air Cadet League of Canada entered into a partnership to create and fund the cadet programme. This partnership is very strong and is visible at all levels of this program: National, Provincial, and Local.

First, let's talk National. Centered in Ottawa, these two organization heads meet regularly to discuss the programme. On the military side, the Vice-Chief of Defence Staff receives updates through the Chief, Reserves and Cadets. On the civilian side, we have the Air Cadet League receiving reports from each Provincial Division.

Provincially, we're broken down even more. On the military side, the country is broken into Regional Cadet Support Units. In Ontario (excluding Ottawa), we report through the Regional Cadet Support Unit (Central), located in CFB Borden. The Commanding Officer of RCSU(C) is considered the Commanding Officer for all Officers in that region (cadet unit CO's are supervisors). On the League side, we have the Air Cadet League of Canada, Ontario Division. They are headquartered in Toronto.

Locally, we have the unit-level command. On the military side, the Squadron Commanding Officer supervises all staff and officers, and acts as the unit manager. He/she performs these functions with the support of a local detachment (South Western Ontario Area, London). On the League side, we have the Squadron Director and Sponsoring Committee Chairperson. Working together, the CO and SSC run the unit.

The CO is responsible for the operations of the Squadron, while the SSC owns the equipment and manages the finances – put simply.

The Squadron is funded through the Department of National Defence, the Air Cadet League of Canada, and local sponsors. Fundraising, such as Tag Days, Ontario Provincial Committee 50/50 draws and other various fundraising events are huge sources of income for our program.

All of these sources have allowed us to run a program that is largely free of cost to families. Some training activities require some supplementary costs, which we ask families to cover. This may include money for food during trips, or to cover entry fees into museums or special venues. Notice is provided in advance to ensure that enough time is afforded to families.

The Squadron does offer subsidy for families under significant financial restrictions. It is the responsibility of that family to make their case known to the Sponsoring Committee or the CO, so that funding can be discussed and approved. All conversations of this time will be kept strictly confidential.

CADET RESPONSIBILITIES

Air cadets benefit from the national program, and from local initiatives. To run a program of this quality takes a great deal of resources, and the Sponsoring Committee remains committed to keeping this program affordable for all cadets who wish to participate. Along with this commitment from the sponsoring committee come expectations for all cadets. These expectations include:

- **Attending as many training nights, training activities and parades as possible** – **cadets are encouraged to attend all scheduled activities.** Cadets who do not attend parade nights regularly could fall behind in some of their training. The same applies for weekend training.
- **Attendance at special parades** such as Remembrance Day Parade and Annual Ceremonial Review is strongly encouraged. If your cadet has a legitimate reason why they cannot attend a Squadron activity, please contact us in advance.
- **Taking part in fundraising activities** – **cadets are also strongly encouraged to take part in fundraising activities** such as Tag Days and other fundraising events. These activities raise the necessary funds to enhance the various training activities.
- **Taking care of the uniform** – Each cadet will be issued a uniform after a few weeks of attendance. It costs the Department of National Defence approximately \$400 to outfit each cadet. The squadron has a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of their uniform, keeps it cleaned and pressed, and returns it to the squadron when they leave the unit or outgrow the uniform. Each cadet is given training on how to look after the uniform. Ask your cadet to share this information with you.
- **Paperwork, paperwork, paperwork** – there are permission and information forms for many different activities. This information is sent home for you as well as your cadet. Please ensure that the forms are properly completed and returned in a timely manner.
- **Communication** – please ask your cadet what activities they are participating in. Parents are encouraged to attend the Squadron closing parade (weekly), which normally commences around 8:45pm. This is when important information is conveyed verbally to the cadets and parents present. We will also post this information on the Squadron website as well. Information regarding our social media and our communication with you in another chapter.

PROMOTIONS

Air cadet promotions are merit- and standards-based, according to our “Cadet Administrative and Training Orders” [13-02]. Certain criterion must be met in order for a cadet to be considered for a new rank or position. Once met, the cadet file is reviewed for accuracy to determine if a cadet is ready for promotion to their next rank with the final decision resting with the CO (*information subject to change*).

Promotion criteria by rank:

Leading Air Cadet

- Participated in the first year of the Proficiency Level 1 training program for a minimum period of five months; and

Corporal

- Hold the rank of Leading Air Cadet
- Successfully completed Proficiency Level 1 training program
- Participated in the Cadet Fitness Assessment as part of lesson PO X04 (Personal Fitness & Healthy Living)

Flight Corporal

- Completed at least six months of service at the rank of Corporal
- Successfully completed the Proficiency Level 2 training program
- Participated in the Cadet Fitness Assessment

Sergeant

- Completed at least six months service at the rank of Flight Corporal
- Successfully completed the Proficiency Level 3 training program
- Achieved a minimum of “Completed without difficulty” in lesson PO 303 (Leadership)
- Participated in the Cadet Fitness Assessment

Flight Sergeant

- Completed at least six months service at the rank of Sergeant
- Successfully completed the Proficiency Level 4 training program
- Achieved a minimum of “Completed without difficulty” in lesson PO 403 (Leadership)
- Participated in the Cadet Fitness Assessment

Warrant Officer Second Class

- Completed at least six months service at the rank of Flight Sergeant
- Achieved a minimum of “Completed without difficulty” in lesson PO 503 (Leadership)
- Participated in the Cadet Fitness Assessment
- Identified as a successful candidate through the Merit Review Board process.

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Warrant Officer First Class

- Completed at least six months service at the rank of Warrant Officer Second Class
- Identified as a successful candidate through the Merit Review Board process

Leadership traits are also considered by the CO when proceeding with any of the above-mentioned promotions. These include:

- Dress and deportment
- Personal conduct, discipline, attitude
- Participation and initiative
- Willingness to accept responsibility
- Communicates effectively and clearly
- Responds to direction
- Ability to interact positively with others
- Shows sound judgement
- Solves problems efficiently
- Sets a positive example for others

Cadets who are not selected for promotion have the opportunity to address it by booking a meeting with the CO. While not every cadet may achieve the rank they want, hard work and dedication pays off.

COMMUNICATIONS

The key to any successful organization is effective communication. 104 Squadron is no different. The communication of Orders is regularly disseminated through a few different mediums. No matter which manner you choose, we strive to ensure that information is passed on accurately, and to the most amount of people possible.

That being said, **it is expected that the cadets will personally look for and confirm orders** for every event, including regular parade nights.

Here is a list of how we communicate our orders and information:

Squadron Website: www.brantfordaircadets.ca

Facebook: www.facebook.com/104rcacs
(be sure to follow the 104 'STARFIGHTER' RCACS Facebook page)

Email: emails sent regularly via Mail Chimp
(please be sure to register as many emails as you would like information sent to. **ALSO** be sure to check that these emails are not going to your "junk" folder, and that you notify us if your email address changes)

Chain of Command: If a cadet has a question regarding any event, orders or information, they are encouraged to ask for information using the chain of command. This means that they ask a peer. If the peer does not know, they can ask a cadet with a higher rank, who will ensure they are given the correct information.

SQUADRON CONTACT INFORMATION

Mailing address: Commanding Officer
#104 "Starfighter"
Royal Canadian Air Cadet Squadron
Sgt WM Merrifield, VC Armoury
18 Brant Avenue
Brantford, ON N2T 3G5

Phone number: 519-752-6631

Commanding Officer: celina.corner@cadets.gc.ca

Training Officer: jonathan.szozda@cadets.gc.ca

PERSONAL APPEARANCE

Ref: CJCR Gp Dress Instructions

[Cadets and Junior Canadian Rangers Group \(CJCR Gp\) Dress Instructions - Canada.ca](#)

GENERAL

IAW QR (Cadets) 5.20, the deportment and appearance of all cadets, in uniform or when wearing civilian attire, shall on all occasions reflect credit on the CCO and the individual. It is the responsibility and duty of all cadets to ensure that, by their vigilance, actions and example, the policies, regulations and instructions contained herein are adhered to.

BEHAVIOUR

When in uniform, cadets shall conduct themselves in a manner which projects a positive public appearance. Behaviour such as, but not limited to, chewing gum, use of electronic devices while walking, placing hands in pockets, and walking hand in hand, is prohibited.

CADET PRESENCE

Cadets in uniform shall be well presented with footwear cleaned and shone, and uniform cleaned and properly pressed. In particular, buttons, fasteners and zippers shall be kept closed; pockets shall not be bulged; items such as personal mobile devices, portable electronics, glasses, glass cases, sunglasses, pens, pencils, key ring, or paper shall not be visibly extended, protrude from pockets or be suspended from waist belts. Headphones shall not be worn; and earbuds may only be worn when travelling on transport. Cadets wearing civilian clothes during cadet activities shall dress and conduct themselves in a manner that reflects positively as members of the CCO.

HAIR

Hair shall not prevent the proper wear of a military headdress or protective equipment. Hair must be worn so that without a headdress the cadet's face is visible. Full or partial shaving of hair on the head is permitted. Colouring of hair is permitted. The wearing of wigs, dreadlocks, or hair extensions is permitted. Long hair is permitted by must be secured accordingly when extending below the top / ridge of the shoulder in such a manner to prevent below the hair from covering the face. Acceptable accessories to secure hair include, but are not limited to, clips, barrettes, bobby pins, fabric elastics, elastic bands and hair nets. Refer to the Dress Regs link at the top of this page for more information.


DRESS

Uniform:

The most commonly used orders of dress are C5, C1A, C3E and C3B.

They are:

ANNEX A
GENERAL DRESS – AIR

ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
 <p>C5</p>	<ul style="list-style-type: none"> Wedge, beret / turban with Air Cadet headdress insignia, toque or wide-brimmed tan summer hat. Field shirt. Rank slip-ons. Environmental (blue) / squadron / CTC t-shirt. Field pants and belt. Socks. Multi-Purpose Boots (alternative footwear may be authorized when necessary based on the activity). 	<ul style="list-style-type: none"> Appointment or rank brassard. Nametape optional. Lanyard. May be worn to indicate nominations to particular positions at the corps / CTC. <p>Note:</p> <ul style="list-style-type: none"> May be worn under the all-season jacket. Shirt may be worn with sleeves extended or rolled above the elbows.


ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> Wedge. Formal dress shirt. Dark tie. Service jacket. Approved belt. Shoes. Socks. Boots. Medals. Rank. Club, club / parent club, crest. 	<ul style="list-style-type: none"> Name tag. Latex gloves. Anti-static and gloves.

Figure A1-C – General Dress – Air

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ANNEX C
SERVICE DRESS – AIR


ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> Wedge. Service tunic. Dark tie (if authorized) and jacket, vest or cardigan. Boots. Shoes. Socks. Boots. Rank. Club crest / parent club, crest. 	<ul style="list-style-type: none"> Rank tag.

Figure C1-E – Service Dress – Air

EC-12

ANNEX G
SERVICE DRESS – AIR


ORDER OF DRESS	COMPOSITION	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> Wedge. Service tunic. Dark tie. Approved slip dress. Shoes. Socks. Boots. Tattoo kit. Rank. 	<ul style="list-style-type: none"> Name tag. Medal tag / parent crest.

Figure G1-G – Service Dress – Air

EC-9

Please note: with the exception of undergarments and plain black gloves, a cadet is not authorized to wear civilian clothing of any kind with their cadet-issued uniform.

Appropriate Civilian Attire:

Similar to the elementary public school system, the Canadian Cadet Organization is an advocate for professionalism and modesty. Therefore, when the order of dress given is appropriate civilian attire, we ask that clothing with offensive slogans or pictures not be worn.

In addition to the above-mentioned directive regarding appropriate attire, please be aware that cleanliness and good personal hygiene are very important at all times. Cadets are expected to wear deodorant, bring changes of clothing to events such as FTX's and to try to stay as clean as possible even if a shower is not available. **THIS DOES NOT MEAN** that the excessive use of body sprays (male or female) to mask any odours is acceptable. Keep in mind that some people are very sensitive to strong smells even if you think the smell is pleasant!

HELPFUL HINTS & ADVICE

Kit:

For each event / activity the cadets are invited to attend, a kit list outlining the items required will be provided, however for some of these items it is nice to have some notice to acquire them. Here are some of the things that will be useful to have available for your cadet:

It is suggested for each cadet to have their own sleeping bag, typically a 3-season with a temperature rating of -2° to -15° will suffice. The cadets will be using these sleeping bags occasionally throughout the training year. We do not supply sleeping bags or blankets.

It is also a good idea to invest in some insulating undergarments as sometimes during our FTX's the weather can be cold and damp. The cadets will spend the majority of time outside and are encouraged to dress in layers.

Cadets will need a collared, plain white dress shirt and plain black bow tie for the annual Christmas Mess (dinner).

Cadets will be expected to have their parade boots polished and clean weekly. We find the best polish to use is black shoe polish made by Kiwi (available at Walmart or many shoe stores). A flannel cloth works well for buffing and the least expensive way to have these are to buy a piece of it from a fabric store (Len's Mill has great prices) and cut them into strips. Each cadet will find their own "trick" to polishing their boots, it will be a lot of trial and error and a LOT of time and elbow grease!

Parade Nights:

It is highly advisable for cadets to always have a small (not bulky) notepad and writing utensil with them. Cadets are allowed to bring a small backpack with them weekly that they may store in the coat closet.

Please note: we are NOT responsible for lost or stolen items

Canteen is available every week during break time, items such as chips, granola bars, fruit, Gatorade, pop and other items are available for purchase. Typically \$2.50 is sufficient for a couple of items.

Parents are welcome to arrive at the armoury in time for closing parade when all announcements and promotions are made. Usually closing parade begins at approximately 8:50 pm. If your cadet is receiving a promotion or award, please feel free to come to the front and take a picture.

****Please note that ALL of the information mentioned in this booklet is taught to the cadets at some point during their cadet career – they will eventually be expected to have memorized this information. This is simply a helpful reference guide for parents and new cadets****

For all other questions related to the cadet program or to 104 “Starfighter” RCACS, please speak to any one of our officers or feel free to contact us via the following:

Phone number: 519-752-6631

Commanding Officer: Celina.corner@cadets.gc.ca

Training Officer: Jonathan.szozda@cadets.gc.ca

Standards Officer: Clifford.millen@cadets.gc.ca

Administration Officer: Kathleen.hope@gmail.com

Supply Officer: Emily.boychyn@cadets.gc.ca

SSC: 104starfighterssc@gmail.com



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