



ROYAL CANADIAN ARMY CADETS

Established 1862



2966 Royal Canadian Artillery Cadet Corps 71 Legion



Joining Instructions and Uniform Reference Manual

(A guided handbook into the Corps and the uniforms)
Version 3 (Feb 2016)



WELCOME!

Cadets Canada is the largest federally sponsored youth program in Canada. It is a national program for young Canadians ages 12 to 18 that are interested in participating in a variety of challenging and rewarding activities, and learning more about the Canadian Forces.

Cadets are encouraged to become active, responsible members of their communities. They learn valuable life and work skills like teamwork, leadership, and citizenship. Cadets also reap the personal benefits of increased **self-confidence** and **physical fitness**, learning how to take **initiative**, and how to make decisions. Cadets make valuable contributions to Canadian society on a daily basis in terms of environmental, citizenship and community activities. Cadets are not part of the Canadian Forces, nor are there any expectations for them to join the military.

The Program

Cadets meet one evening a week and on some additional weekday nights and weekends. There are courses and activities that are mandatory but approximately a third of the program is classed as optional - allowing units to tailor their training to available resources and local interests.

The purpose of cadets is to form a national organization whose purpose is to develop in youth the attributes of leadership, engaged and active citizenship and physical fitness, all within a safe environment that stimulates an interest in the Canadian Forces.

Cadets are teenagers who take part in activities at a cadet corps within their local community. These activities are designed to help them to become more self-confident, to develop their leadership skills, to improve their physical fitness and communication skills, and to teach self-discipline through challenging training.

Some of the activities you can expect at the cadet unit include ceremonial drill, first aid, sports, and citizenship events that support your community. Many corps and squadrons also have music programs. Occasional weekend activities include biking, camping and marksmanship. There will also be plenty of time to have fun and make new friends!

The Support

The uniformed officers of the cadet corps belong to the Cadet Instructors Cadre (CIC) branch of the Canadian Forces (CF) Reserve Force. These officers are trained specifically to train, administer, and regulate the cadets of the Canadian Cadet Movement.

The support to run this program comes jointly from the Department of National Defence (military) and the Army Cadet League of Canada (civilian). These two organizations work at all levels (local, provincially, and federally) to bring the program to all cadets that participate.

Cadet Procedures

The program delivered by the Cadets system is used to teach and prepare the young-adults for the future role in society and the community. This is delivered by the following methods:

- **Responsibility:** When a cadet decides to join the Canadian Cadet Movement they are volunteering for a program that offers a lot and asks little in return. Yet, while they are volunteering, they are dedicating themselves for all aspects of the program: Hair cuts, uniforms upkeep, training, community service, teamwork,



sports, etc.

- **Life-Skills:** We teach and expect cadets to be responsible for them and to seek help when they need it. Providing these life skills now will help a young-adult during their formative years before adulthood.
- **Parades:** Community involvement is a high priority for cadets. Throughout the year several parades are held in our city or in a near-by city. Remembrance Day is one of our most important parades. It is a time for cadets to understand and support those members of our society that have come before them to safeguard our way of life.
- **Fund Raising:** Because we offer a free program, we ask that cadets help our sponsors by fundraising at least twice a year. This allows for cadets to support our sponsor who ultimately spend the money back to the cadets.

Behaviour and Deportment

Cadets are trained to work in a teamwork environment that fosters helpfulness, leadership, dedication, self-discipline, and selflessness. All training is conducted for the benefit and experience to be gained by the cadet through their actions.

Interaction between cadets, and staff, and officers will be educational, positive, and respectful. A zero-tolerance rule is in effect for all personnel regarding abuse, harassment, and negative conduct. During the first few month of joining, new cadets will participate in the Positive Social Relations for Youth Program to provide the basis for acceptable social interaction. Cadets are required to sign a 'Code of Conduct' declaration in which they acknowledge the standards of conduct and behavior expected of them while participating in cadet training.

Regulations and standards have been developed to ensure the safety, efficiency and well being of everyone. These requirements are not difficult to meet, and a willingness to abide by the rules will contribute greatly towards an enjoyable time for all cadets. When regulations are ignored, it causes unreasonable hardship for both cadets and staff, and must be addressed through remedial or disciplinary action.

Discipline

Contrary to popular belief, the cadet system is not a 'boot camp' nor is it a hardened military environment. The cadet system uses discipline as a tool for teaching to help the cadet correct their deficiencies and/or problems and lets them seek improvement. Cadets are encouraged and motivated to continue to seek improvement. This allows them to learn by doing it for themselves while gaining confidence and self-respect.

However, if a cadet does act, behave, or present themselves in behaviour contrary to acceptable standards then they will be counseled with an officer. Discipline may take the form of some extra work or training and progresses from there. The last resort is termination of membership for the cadet.

Attendance

Attendance is very important at cadets. On a **Wednesday** training night the cadets will report to the corps no-later-than **1800 (6pm)** and be dismissed at **2100 (9pm)**.

The amount of time for training of the cadets is very limited and every moment counts. Attendance is recorded and used to determine promotions, attendance at a summer training centre, exchanges, awards, and many other activities. Almost all rewards / camps / awards / exchanges have an acceptable minimum standard of 85% attendance.



Cadets are required to attend all mandatory functions. They include, but not limited to:

- Mandatory training evenings;
- Remembrance Day;
- Royal Canadian Legion Poppy Sales;
- Annual Review;
- Tag Days;
- All mandatory training weekends

Cadets unable to attend a function must request leave ***before*** an activity has begun. They may call the corps (905-991-8278) or email (2966army@cadets.gc.ca) or apply for leave using the Short Leave Form. All requests must identify who is requesting and why they will not be there. **NOTE:** After three consecutive absents from training then the corps will begin the Out-Routine process and request the uniform back.

Provincial Health Cards Due to requirements of the Province and the Department of National Defence, all cadets must be in possession of their ***original*** health card (no copies allowed) for all cadet activities. Cadets will be asked to show their cards as proof. Those cadets who do not bring their card will not be allowed to participate in the activity.

Prescription Medication Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the corps for an evening (or weekend).

Severe Allergies Cadets allergic to bee, wasp stings, or other serious allergies must bring their prescribed Anakit/Epi-pen with them. Food allergies must also be declared.

Medic-Alert Bracelets Cadets with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending summer training.

Eyeglasses Lenses and frames are the personal property of the cadet. The Canadian Forces will not replace or repair lost or broken glasses. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.).

Drug / Alcohol / Smoking Policy Cadets are prohibited from smoking, drinking alcohol, or taking drugs. Anyone found with such shall have their parents called along with local authorities. **ZERO TOLLERANCE POLICY IN EFFECT.** Only prescription drugs may be permitted and must be declared to the corps in the joining paperwork and when they come to the cadet activity.

Cadet Ranks and Promotion The corps is affiliated with the Artillery of the Canadian Army and, therefore, takes their ranks from their rank structure. To earn a rank, each cadet must be promoted based on:

- Training Completed;
- Behaviour and Department;
- Attitude and Bearing; and
- Overall attendance for the year.



No Badge



Cadet

- Cadets are appointed to this rank immediately upon becoming a cadet.

Gunner

- Cadets are promoted to Gunner after his/her first 6 months in the corps.

Bombardier

- Cadets are promoted to Bombardier upon successful completion of the first year training program (Green Star).

Master Bombardier

- Cadets are promoted to Master Bombardier upon successful completion of the second year training program (Red Star).

Sergeant

- Cadets are promoted to Sergeant upon successful completion of the third year training program (Silver Star) and their Silver Expedition.

Warrant Officer

- Cadets are promoted to Warrant Officer upon successful completion of the fourth year training program (Gold Star) and their Gold Expedition.

Master Warrant Officer

- Cadet may only be promoted to Mater Warrant Officer if the corps has an opening and the cadet passes a promotion interview.

Chief Warrant Officer

- Cadet may only be promoted to Chief Warrant Officer if the corps has an opening and the cadet passes a promotion interview.

Parent Involvement

Parents are the backbone of the cadet program. The youth may be joining the cadet corps, but, it is the parents who support the decision and the cadet. At any point parents are welcome to communicate with the Commanding Officer for questions, comments or concerns. NOTE: Due to privacy laws, any parent inquiring about their child whom is over the age of 16 must have their child's permission to do so.

A primary focus of the cadet program is for the youth to be treated like a young adult. Focus is given to the cadet to learn, communicate, succeed, and to fail by their actions. The cadet is never alone in their endeavor, they are encouraged and motivated to learn behaviour that supplement their growth into adulthood. For example: Most businesses have a uniform or a standard of dress for their employees, cadets is no different. Uniforms, hair, hygiene are some of the ways we teach cadets about responsibility. Cadets must be on time or notify us before an event begins that they cannot be there...this teaches time management. Likewise, phoning their platoon sergeants or the corps for information reinforces communication skills. And much more...

Parents may wish to become more involved. To that end, there is the cadet corps support committee. The support committee supports the corps through fund raising, maintaining the building, support the activities of the cadet corps, and much more. For more information please contact the Commanding Officer. NOTE: All applicants must be able to successfully pass a police check.



Internet

The cadet system has been developing Internet based resources for cadets and parents to interact with and broaden their knowledge and resources.

CORPS WEBSITE

2966 RCACC → www.forteriearmycadets.com

- Calendars
- Joining Instructions
- Forms and Special Updates.

E-MAIL

The corps has its own e-mail address for transmission and receipt. Anyone may e-mail the corps at any time for questions or providing note on absences.

Corps E-Mail → 2966army@gmail.com

FACEBOOK

The corps has its own facebook page for cadets and families to join and share in the unit's public profile.

Corps facebook → 2966 Royal Canadian Artillery Cadet Corps

Central Region facebook → Central Region Cadets

Army Cadet League facebook → Army Cadet League of Canada

TWITTER / VINE

The cadet program also has its own TWITTER accounts for people to follow:

2966 RCACC FORT ERIE → @2966armycadets

Army Cadet League → @ArmyCadetLeague

WWW.CADETS.CA

This is the main website for the Canadian Cadet Movement. It provides a great deal of recruiting and general knowledge about the cadet program.

CADET DOCUMENTS

For parents and cadets wishing for more information then the FILE REPOSITORY (portal.cadets.gc.ca) icon contains all training and publications of the cadet program. It is a protected government site and requires a user name and password. You will be asked to create an account.

Once in, a number of files will appear, highlights include:

PUBLICATIONS → Contains all the training manuals of the CCM

NATIONAL → Contains National regulations and training material of the CCM

CENTRAL → Contains local regulations and training material of the CCM

FLIKR

Photos are now being shared all across the cadet program.

Central Region → [central_region_cadets](#)

HISTORY WEBPAGE

Another great endeavour is the Royal Canadian Army Cadet History Page. Every corps across Canada can contribute to their corps history and provide pictures, stories, and facts. Website → www.armycadethistory.com Search → 2966



Winter Weather

During winter a storm can come in very quickly and disrupt everyone's routine. The corps has an emergency call out (notification) system in place to ensure that if a cadet training night/exercise needs to be cancelled then everyone will be notified.

However, the corps also realizes that if a parent does not wish to have a cadet attend because of the weather then they are encouraged to do so. The corps does require a phone call or e-mail informing them of such actions.

Sports

Every cadet is issued a sports uniform. When the corps is having a sports night all cadets are required to arrive in their sports uniform. The uniform includes: Tilley cap, green t-shirt, gray shorts, and running shoes.

NOTE: During winter months the cadet may wear dark coloured jogging pants instead of the gray shorts. They may also bring a sweater to wear over their green t-shirt.

Updates

Every month, usually the second last Wednesday of the month, the corps issues it activity listing for the upcoming month. The document lists all activities for cadets (info: Where it is, what the dress is, timings and general information).

The document is given to the cadet, however, it is meant to be shared with parents/guardians so they can plan accordingly. Also check the website!

Community Service

The cadet corps is required to have each cadet perform a minimum of 4.5 hours of community service each year. The corps has special forms that must be signed off and presented to the corps before the end of May. Any hours collected for cadets must not also be claimed for school hours of service.

Most cadets must also collect hours of community service for their schools. The corps is happy to assist each cadet in this endeavour. As long as the hours the cadet is collecting is not also being used for their cadet volunteer declaration.

Parka

The parka is an issued part of the cadet uniform that every cadet is issued. It is a great three-in-one jacket that has multiple uses:

Inner Shell → Used for cool autumn/spring days to keep warm;

Outer Shell → Used for wet days; and

Together → Worn as winter jackets while in uniform.

Cadets are not permitted to wear their civilian jackets while in uniform. All cadets must wear parka as directed. The corps will also require their use on training weekends.

Annual Review

At the end of the cadet training year (May/June) the corps will hold its most important parade, Annual Review. This parade is meant to show off the corps to the public, families, friends, media, and dignitaries.

The parade holds special meaning to the corps and a great deal of work goes into preparing the corps for this special day. Because of its significance it is mandatory for all cadets to be present and well turned out.



General

The cadet uniform is property of the Government of Canada. The items loaned to a cadet for wear as a uniform is expected to be cared for. Parents and cadets sign an agreement upon joining stating they understand this and take responsibility of such during the cadets' career in the system. Upon completion the uniform must be returned or a bill for monetary reimbursement will be sent to the family.

Military clothing and equipment requirements are expected to be cared for properly and frequently. All items should be clearly marked with ink.

Cadets will report in full uniform for all cadet functions. Uniforms will have:

- The beret formed;
- The necktie tied properly;
- The tunic and pants ironed (creases on the pants must be sharp);
- All badges sewn on properly and in the correct spot; and
- Boots polished to a high gleam/mirror finish.

The Uniform

If the cadet has a worn or unfitting uniform part they must bring in the item. If the item can be replaced immediately then it will be, however, some items have to be ordered and may require a few weeks to have them delivered.

No part of the uniform is allowed to be worn outside of cadets activities (i.e. school, mall, park, etc.). If the cadet is found wearing such without permission then they may be liable for the cost of replacement.

Valuable items such as radios, I-pods, cellular telephones, expensive cameras, jewelry, and civilian clothing should not be brought to the corps. Bringing valuables is done so at the cadet's risk as DND accepts no responsibility for personal property.

Jewelry

The wearing of jewelry by personnel in uniform is restricted. Wristwatches, ID or Medic Alert bracelets are permitted. A maximum of two rings may be worn provided that they are not of a gaudy or costume nature.

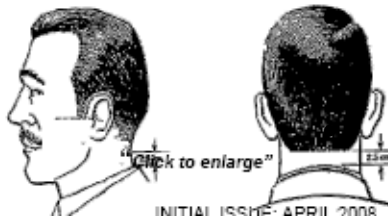
Personnel in uniform shall not wear necklaces or chains about the neck. Females may wear only a single pair of plain gold, silver stud or white pearl earrings in pierced ears. A healing device of similar size not to exceed 0.6 cm. in diameter and spherical in shape may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear, may be worn at a time.

Personal Appearance

The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole. The following regulations are extracted from Canadian Forces Dress Regulations and Cadet Dress Regulations. They are not intended to be overly restrictive, but to ensure the maintenance of high standard of grooming consistent with military standards while also recognizing the standards of Canadian society and the traditional privileges, which have proven their value in fostering group identity and morale. The regulations are reasonable, enforceable, assure a favorable military image, and yet permit some individuality.



Hair (Male)



- Neatly groomed;

Taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;

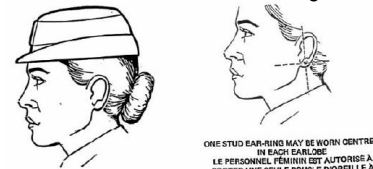
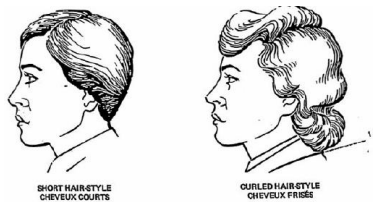
Not more than 15 cm (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the average man should be 2.5 cm (1 inch) but this may vary according to whether the individual has a short or long neck;

Not greater than 4 cm (1½ inches) in bulk at the top of the head with the bulk gradually decreasing from the top to blend with the tapered trimmed sides and back; and does not interfere with the proper wearing of any military headdress.

Sideburns shall:

- Not extend below the point where the top of the ear lobe joins the face;
- Be squared off in a horizontal line at the bottom edge; and
- Be taper-trimmed to conform to the overall hairstyle and of even width.

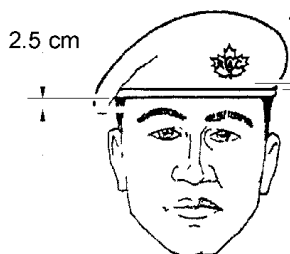
Hair (Female)



- Hair shall be kept neat and well groomed and shall not extend below the lower edge of the jacket collar. Varying hairstyles, straight or curled are permitted within these limits but exaggerated or bizarre styles including those with excessive fullness or extreme height are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of military headdress. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible.

Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun.

Headdress



Headdress must be properly formed and placed atop the head. Unlike a cap, the beret is not placed completely over the brim of the head. The beret is centered over the front of the head and then laid back until it becomes secure around the top.

- Placed evenly on the head with the sweat-band 2.5 cm above the eyebrows;
- The badge is centred over the left eye;
- The crown of the beret is pulled downward to the right and rear; and
- Drawstrings are tacked inside the gap of the sweat-band

CADET TRAINING DRESS MATRIX

<u>Cadet Kit</u>	Common Training			Training Weekends					Other Training		
	Mandatory Training (Wednesday)	Admin Night / NCO Trg (Tues / Sat)	Sports Night / Day	Cold Weather Training	Expedition Training	Mandatory Training Weekend	Complementary Training Weekend	Marksmanship Training	Drill / Guard Training	Flag Party / Parades	Competition Training
Beret	X									X	
Tunic	X									X	
Shirt	X									X	
Tie	X									X	
Pants	X									X	
Belt	X									X	
Boots	X	X							X	X	
Cadet Socks	X	X							X	X	
Parka (Autumn/Winter/Spring)	X			X						X	O
Rank Slip-On	X			X						X	
Tilley Cap			X		X						
Shorts			X		X						
Shirt			X		X						
Running Shoes			X		X						
Field dress (NCO's)		X									
Cadet Manuals	X	X				X	X				
Notebook	X	X				X	X				
Pen or Pencil	X	X				X	X				

Secondary Clothing/Equipment Not Provided by the Cadet Program

Sweater			O	X	X	X	X	X			X
Jeans											O
Towel				X		X	X				
Sunscreen											
Undergarments				X		X	X				
Jogging Suit (Winter/Fall)			O	X	X	X	X	X			O
Change of clothing				X		X	X				
Sleeping Bag (Overnight Exercise)				X		X	X				
Pillow (Overnight Exercise)				X		X	X				
Air Mattress (Overnight Exercise)				X		X	X				
Utensils (cutlery, cup, and plate)				X		X	X				
Toiletries (Overnight Exercise)				X		X	X				

X – Mandatory

O – Optional



ORDER OF DRESS

ROYAL CANADIAN ARMY CADET DRESS REGULATIONS		CATO 46-01
DRESS	UNIFORM	OCCASIONS
C-1	Tunic, Shirt, Tie, Beret, Pants, Cadet Socks, Ankle Boots, Medals (if awarded)	Worn for every parade, inspection and special events.
C-2	Tunic, Shirt (Open Neck), Beret, Pants, Cadet Socks, Ankle Boots, Ribbons (if awarded)	Worn for every training night during winter
C-2A	Shirt (Open Neck), Beret, Pants, Cadet Socks, Ankle Boots, Ribbons (if awarded)	Worn for every training night during summer
C-3	Tunic, Sweater, Tie, Beret, Pants, Cadet Socks, Ankle Boots, Ribbon (if awarded)	Worn for designated training night in winter.
C-3A	Sweater, Beret, Pants, Socks, Ankle Boots.	Worn for designated training nights in winter.
C-4	Tunic, T-Shirt, Pants, Socks, Ankle Boots	Worn when directed
C-4A	T-Shirt, Pants, Cadet Socks, Ankle Boots	Worn when directed
Sports	Tilley cap, t-shirt, shorts, running shoes	Sports nights/events
C-5	Olive Green Combat Tunic and Pants, Beret, Combat Boots, Cadet Socks, Slip-ons, green t-shirt	Worn for special field training only. Must be the discontinued CF style only.

Notes

Must be worn for all CO's Parade and Annual Review

This dress is worn in colder months.

This dress is worn in warmer months

Designated Winter Months

Designated Winter Months

Designated when appropriate

Designated when appropriate

Used during all year for sports training

Worn when approved by CO. The currently used CF (cadpad) combat are not authorized.

ORDER OF DRESS (VISUAL)

C-1



CEREMONIAL DRESS

-WORN FOR FORMAL OCCASIONS
-WORN FOR INSPECTIONS

C-2



ROUTINE TRAINING DRESS

-WORN FOR REGULAR TRAINING
-ROUTINE PARADES

C-2A



ROUTINE TRAINING DRESS
(SUMMER)

-WORN FOR REGULAR SUMMER
TRAINING

C-3



ROUTINE TRAINING DRESS

-INDOOR TRAINING

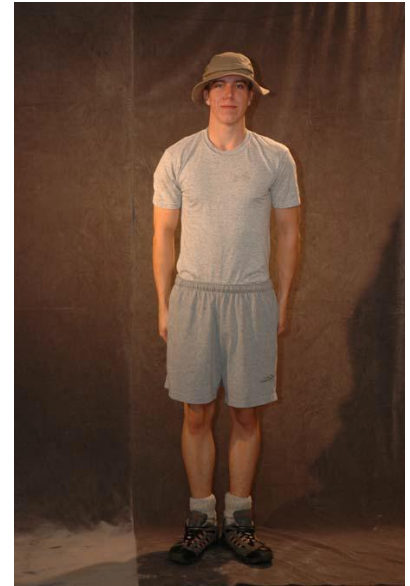
C-5



FIELD TRAINING DRESS

-WORN IN THE FIELD
(OR WHEN AUTHORIZED)

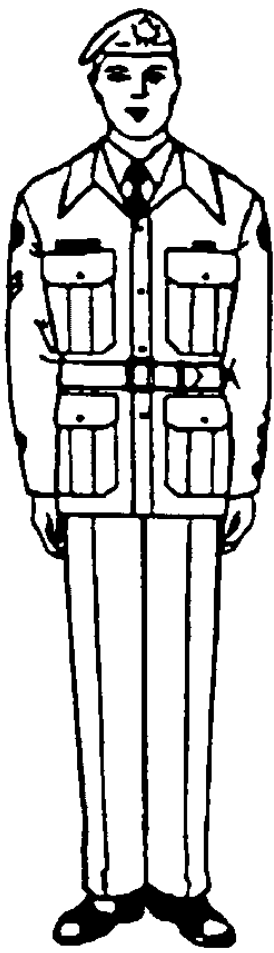
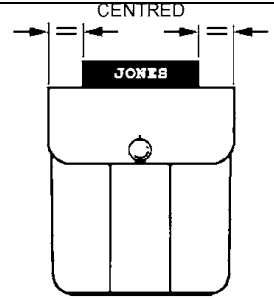
SPORTS





SPORTS TRAINING DRESS

-WORN DURING SPORTS ACTIVITIES

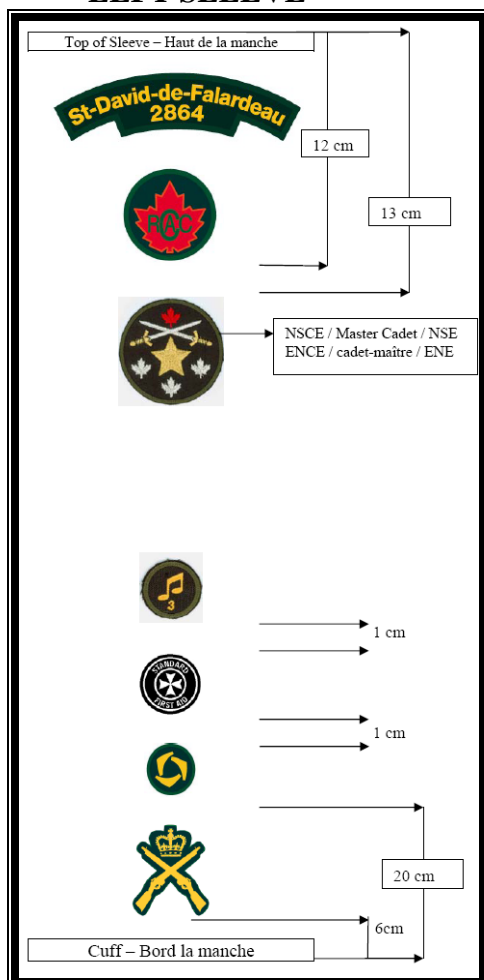
THE ARMY CADET UNIFORM

<p>Beret</p>	<p>The Army Cadet beret shall be worn as follows:</p> <ul style="list-style-type: none"> Placed evenly on the head with the sweat-band 2.5 cm above the eyebrows; The badge is centred over the left eye; The crown of the beret is pulled downward to the right and rear; and drawstrings are tacked inside the gap of the sweat-band. 	
<p>Tunic</p>	<p>The jacket shall be worn fully buttoned except the top button. Sleeves shall be rolled pressed with no creases. Jackets may be removed in buildings and offices when authorized.</p>	
<p>Tunic Belt</p>	<p>Shall be worn so as the excess of the belt, once attached, is on the same side as the buttonhole flap. The buckle shall be adjusted so that the excess of the belt is not more than 8 cm.</p>	
<p>Shirt, Short Sleeve</p>	<p>May be worn with tie, ascot or open neck, with or without jacket. Rank slip-ons shall be worn with the short sleeve shirt.</p>	
<p>Tie</p>	<p>Shall be knotted neatly using a Windsor or four-in-hand knot and shall be kept tight. When the jacket is removed, the tie shall not be tucked into the shirt, unless for safety reasons.</p>	
<p>Pants</p>	<p>Will be pressed without starch so as to have creases down the centre of each leg. Creases shall extend from the top of the leg to the bottom. The length of the trousers should extend to the third eyelet of the ankle boot.</p>	
<p>Belt</p>	<p>The trousers/slacks shall be worn with the issued black belt.</p>	
<p>Boots</p>	<p>Shall be laced across horizontally from side to side. Boots shall not be modified by any type of metal cleats, hobnails or other metal attachments to the heel or sole. No varnish other than shoe polish can be used to shine the boots.</p>	
<p>Nametag</p>	<p>The standard cadet name tag shall be detachable, made of black and white laminated plastic plate 6.3 cm in length and 1.2 cm in height, inscribed with white lettering 0.6 cm high, and shall indicate the surname of the cadet only.</p>	

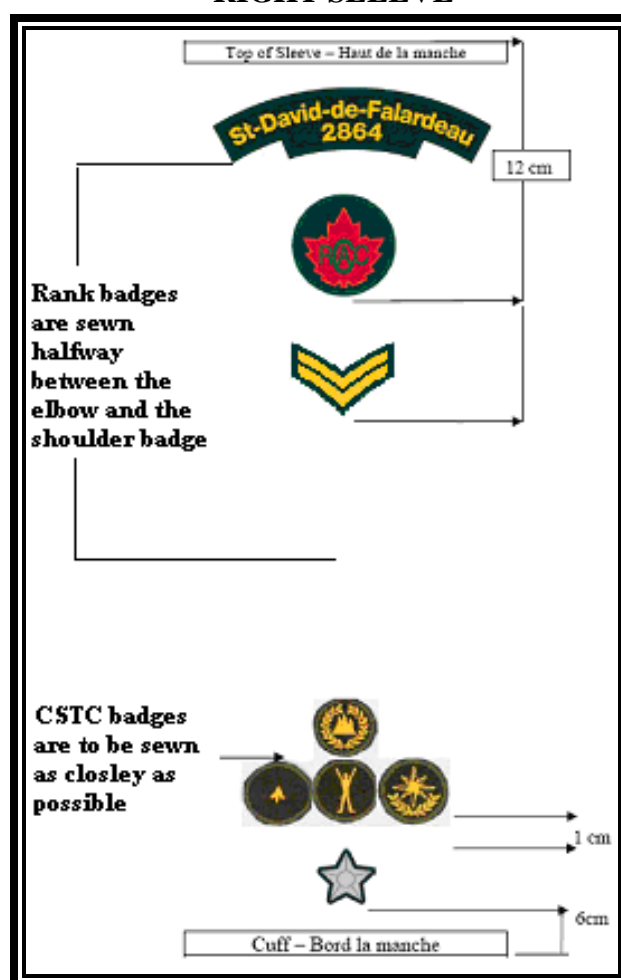


Cadet Socks	Shall be worn with boots. Cadets are encouraged to wear grey or black cotton or nylon socks underneath.	
Tilley Cap	Shall be worn on the head during physical activity	
Sports Shirt	Shall be worn tucked inside the sports shorts during physical activities.	
Shorts	Shall be worn at the waist, and must not allow for the underwear to be visible.	
Running Shoes	Shall be worn during physical activity	
Parka	Worn during winter and when weather conditions dictate. RCAC crest must be worn on the left breast of the all-season jacket. The liner and the exterior jacket may be worn separately or as a set. Rank slip-ons shall be worn on both. Medals, ribbons and sashes may be worn on the all-season jacket for outdoor parades.	
Rank Slip-On	Shall be worn with the short sleeve orders of dress and overcoats at cadet corps.	

LEFT SLEEVE



RIGHT SLEEVE



DETAILED PROCEDURES TO CARE FOR THE ARMY CADET UNIFORM

- Hanging** Hang up your uniform and keep it in a safe place
- Name** Put your name on the tags of all your uniform parts.
- Sewing** Follow the directions of where your badges are to be placed and ensure they are sewn in the proper spot. If you do it right the first time then you won't have to do it again.
- Ironing** To prevent damage to your pants and tunic, use a damp press cloth between the iron and clothes when pressing. Always iron using the medium-high setting with steam. Be especially careful when pressing creases that you press the same crease that was there before and that you don't create a second crease alongside the first.
- Washing** Wash your pants, tunic and socks in warm or cold water. Wash your shirt in hot water. All your uniform, except your headdress, is safe for machine drying. You should wash your uniform on a regular basis. Wash your headdress, if required, by hand and let it air dry.
- Polish** Polish your boots to a high gloss finish.
- Beret** The beret is a special piece of uniform. It must be folded and presented in a sharp style. The beret must not be completely pulled down over the head and left with a 'rounded' look. The front brim must be two fingers up from the top of the nose.
- Growth** As you grow-up, your body changes and certain uniform parts may no longer fit. Don't wait till it's too late. Once you realize that the uniform may not be fitting properly then see supply ASAP to exchange for a new piece(s).
- Responsibility for the Uniform** You should follow these rules to help safeguard your uniform:
- Don't leave your uniform unattended;
 - Mark your name in every item of clothing;
 - Exchange damaged or poorly fitting parts of your uniform;
 - Be sure that you get a credit for those parts of the uniform that you return; and
 - You must return your uniform promptly if you leave the Corps
- Pride** Take pride in yourself and your uniform will follow.



DETAILED STEPS TO TIE A NECKTIE

DOUBLE WINDSOR KNOT (PREFERED)



SINGLE WINDSOR KNOT



DETAILED STEPS TO POLISH BOOTS

Preparation:

- Kiwi brand products are the best to use on DND/CF boots;
- Black polish, polishing cloth, and an old toothbrush are required; and
- Container with cold water.

Steps for successful polishing:

1. Prepare the place where you are going to clean and polish your shoes.

2. Remove the shoelaces. They shouldn't get in contact with the shoe polish.

3. First, remove the dirt from the catwalks using an old toothbrush or special polishing brush. The brush will remove the sitting dirt. Then add some polish and go back over the catwalks to darken them.

4. Next, remove all the rude dirt with a dry brush or a cloth. Then you should use the cloth and some warm water to get rid of the dust and fine dirt. Don't forget the heel and sole.

5. Now it's time to use shoe polish. Polish moisturizes (such as water), makes the leather flexible. The colour of the polish will be black.

6. Lay the polish very thin on your shoe. Every care product should be used very sparsely. Don't forget, less is more.

7. Apply the polish with a fine cloth carefully over the leather. It's recommended to start with the heel, going to the toe and on the other side back to the heel. Polish in circular motion. A trick is to use hot water to keep the polish soft, so it can be soaked in more easily.

8. After the first shoe is ready, let the polish soak in and do the second.


9. For a spit shine drop one or two drops clean water on the shoe when you're polishing. Just don't use spit. It's often quite aggressive and can destroy the patina, especially if you like to drink coffee, tee or love candy.

10. Repeat...

Post Polish:

- Place the boots in a location with little dust or dirt;
- Place a cloth over the boots to help prevent dirt and dust;
- Polishing once a week will help to build a good base and assist every time you work on them;
- A high gloss shine is the standard...keep up the hard work and you will always be successful!



Title	Royal Canadian Army Cadets	
Formed	25 July 1879	
Aim	To promote an interest in the land element of the Canadian Forces (Canadian Army)	
Motto	“Acer Acerpori” (As the Maple, So the Sapling)	
March	Maple Leaf Forever	
History	<p>The Royal Canadian Army Cadets (RCAC) can trace its history to the creation of drill associations or militia companies in 1861, pre-dating confederation by six years. These early militia companies and drill associations were not cadet corps but were militia sub-units formed in educational and other public institutions. Enrollment was limited to men between the ages of 13 and 60. The drill was not only a parade square and discipline exercise, but a skill that was necessary for the defence of the Colony. The American Civil War and the threat of the Fenian Raids motivated their creation in Upper and Lower Canada.</p> <p>Trinity College Volunteer Rifle Company was formed June 1, 1861 in Port Hope, Ontario. Bishop’s College Drill Association was formed in Lennoxville, Que. on December 6, 1861. Another 14 of the early "Drill Associations" or "Rifle Companies" stood up in Ontario and Quebec. Canada's oldest continually serving cadet corps is No. 2 Bishop's College School Cadet Corps in Lennoxville, Quebec, its roots firmly in the previous drill associations.</p> <p>The origin of the term "Cadet Corps" is debatable, as some believe it was first used in 1898, in Ontario, bundled in a provision that the Corps' instructors would be a member of the local school teaching staff, and not from the local militia unit.</p> <p>1993 witnessed the return to traditional elemental uniforms for the three cadet programs that had all been changed to green back in 1968 during unification. The Sea Cadet went “Navy Blue” (Black) and the Air Cadets went “Sky Blue”.</p> <p>2004 marked the 125th anniversary of the Royal Canadian Army Cadets. The Army Cadet League of Canada issued a 125th Anniversary pin to be worn by all 25,000+ army cadets across the country. Canada Post honoured the cadets with a stamp, unveiled in Ottawa in March 2004.</p>	
Training	Army Cadets specialize in map and compass, camping, and expedition training (biking, canoeing and hiking)	

General

Cadets are assigned to platoons. The cadet becomes part of the platoon and thus a team member. Part of the team-building and team-work requires the cadet to perform basic movements. This is done by teaching you a series of standing and marching maneuvers, known as drill.

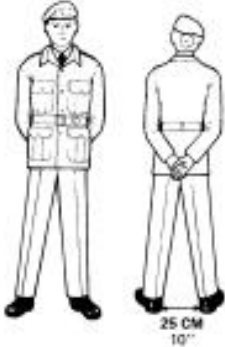
It is interesting to note that military drill originated to move troops during battle. Fighting had to be done rapidly and efficiently if they wanted to stay alive. By practicing these movements beforehand, it was found they could perform better in the stress, noise, and confusion of the battlefield. They also discovered that drill was an excellent way of developing physical coordination, teamwork, and team spirit (esprit de corps). These values are still an important element of teaching drill today.

Amazingly, drill can be FUN. At first, it may feel awkward or uncoordinated. Don't worry, these are common feelings for a cadet who is just beginning to learn drill. Gradually, as cadets learn more and practice, they will get the hang of it. They will begin to feel a sense of satisfaction in getting it just right. As everyone works with each other, the platoon will begin to feel a sense of pride in themselves and the cadet corps.

The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important as the position is adopted by officers and cadets when addressing a superior:

Position of Attention

- Heels together and in line.
- Feet turned out to form an angle of 30 degrees.
- Body balanced and the weight evenly distributed on both feet.
- Shoulders level, square to the front.
- Arms straight to the side with elbows and wrists touching the body.
- Head held erect.
- Looking straight to the front.

Position of Stand at Ease

The stand at ease is an intermediate position between attention and stand easy. It allows no movement, but can be maintained, without strain, for a longer time than the position of attention.

- Place heels 25 cm apart.
- Body weight evenly balanced on both feet.
- Arms behind the back.
- Palm of the right hand in the palm of the left hand.
- Thumbs crossed.
- Head held erect.
- Looking straight to the front.

Position of Stand Easy

Stand easy is ordered when it is time for the division to relax. This command is only given when the division is in the position of stand at ease.

- Close the hands.
- Arms held to the sides as for the position of attention.
- Standard pause.
- Relax.

It is important that you do not strain your body in any of these positions. If you tense up you place extra stress on your body and risk becoming faint, nauseous, or actually passing out. Relax, and don't forget to breathe!

YOUTH AND POSITIVE SOCIAL RELATIONS

The main purpose of the cadet program is to train cadets. This happens through a variety of ways: education, practical exercises, life skills, responsibility, team-work, and much more. To maximize the benefit to everyone it is necessary to include everyone and make them a part of the team.

To this extent, the cadet system has taken a strong approach to ensuring a positive and safe environment for everyone. Education and constructive criticism are fundamental points in developing social skills, harassment and abuse are not. The cadet movement has employed an education system called the Youth and Positive Social Relations program.

This program stresses inclusion, team-work, and positive environment to everyone to engage in and become a full partner. The corps works very hard to ensure all members understand each other and not exclude anyone for any reason. If a cadet is confronted by personal negatives brought on by others directed at them then they should seek out help immediately. The corps Commanding Officer and Unit Positive Social Relations Officer shall be sought out immediately. These people are trained to offer assistance and help correct issues before they become major problems.

RIGHTS AND RESPONSIBILITIES OF CADETS

RIGHTS

As a cadet I have the right to:

- be treated fairly and with respect
- belong
- feel safe
- be included
- learn
- seek help
- be heard
- make decisions
- be protected from emotional, physical and sexual abuse and all forms of harassment
- use the law
- say "No" to unwelcome behaviour

RESPONSIBILITIES

As a cadet I have the responsibility to:

- treat others with respect
- not exclude anyone
- help protect others
- respect personal boundaries; honour "No's"
- tell the truth
- listen
- not dominate others
- not misuse my power
- control my anger
- not harass anyone
- not abuse anyone
- get help if I need it