



**Royal Canadian Air Cadets**  
**111 Pegasus Squadron**

# **Parents and Cadets Quick Resource Guide**

September, 2016

## Letter to Parents and Guardians

### **Dear Parents and Guardians:**

Welcome to the 111 Pegasus Squadron of the Royal Canadian Air Cadets – Canada's First! Your son/daughter has chosen to join one of the finest youth organizations in Canada. The key goal of this association is to promote interest in aviation and leadership. Since 1939, close to one million young Canadians have attended Air Cadets. We believe this organization is not only good for our young people; it also enhances our community and country.

The success of the program is the result of the strong partnership between the Department of National Defence (DND) and the Air Cadet League of Canada. In recent years, we have witnessed cutbacks in government funding; therefore, we find it necessary to request a Sponsoring Committee registration fee of \$200/cadet. Without this contribution the program cannot successfully reach its full potential.

There is no cost for the mandatory training as prescribed by DND. However the familiarization power flying, the building expenses & the annual operating assessment of \$100/cadet paid to the Air Cadet League of BC are not funded by DND. The Sponsoring Committee is faced with finding the funds to provide all the above, as well as paying other administrative costs such as telephone, office supplies, name tags, insurance, trophies and awards, expenses for running the Band, Drill Team, Range Team, First Aid Team, Christmas party, Annual Ceremonial Review (ACR), and other activities that are not covered by DND. If the fees will cause financial hardship for your family, a suitable payment plan can be arranged with the Sponsoring Committee Chair.

We are committed to fundraising throughout the year to help offset additional expense to the program. Parents/guardians are very much needed to volunteer towards this effort. Please help out when and where you can. This organization is a positive environment for our children and we must all support the efforts of those involved in making our squadron a success. Additional financial contributions are also welcome and Charitable Donation Tax Receipt will be issued for all donations over \$10.

The Sponsoring Committee welcomes you to 111 Pegasus Squadron and hopes you will become an involved member for the good of the Air Cadets. For our Squadron to be successful we need to work together as a team. We encourage you to get involved so that your cadet can benefit from your input.

We hope this Parents and Cadets Resource Guide will help you and your cadet. Please keep it handy as many common questions are answered here. Feel free to ask Officers, Sponsoring Committee members, senior cadets OR parents of senior cadets if you are unable to find the information you seek. Everyone is happy to assist new parents in all ways possible.

Sincerely,

***111 Pegasus Squadron Sponsoring Committee***



**Royal Canadian Air Cadets**  
**111 Pegasus Squadron**  
***To Learn · To Serve · To Advance***

## **PARENTS AND CADETS RESOURCE GUIDE**

### **Squadron Contact Information**

Name:	Royal Canadian Air Cadets - 111 Pegasus Squadron and 111 Pegasus Squadron Sponsoring Committee
Building Address:	Bessborough Armoury, 2025 W. 11 <sup>th</sup> Avenue, Vancouver BC V6J 2C7
Administration E-mail:	<a href="mailto:111admdept@gmail.com">111admdept@gmail.com</a>
Commanding Officer E-mail:	Maj Andy Smith – <a href="mailto:andrew.smith2@cadets.gc.ca">andrew.smith2@cadets.gc.ca</a>
Deputy Commanding Officer E-mail:	Capt Melody Fallah – <a href="mailto:melodie.fallah@cadets.gc.ca">melodie.fallah@cadets.gc.ca</a>
Training Officer E-mail:	Capt Melody Fallah – <a href="mailto:melodie.fallah@cadets.gc.ca">melodie.fallah@cadets.gc.ca</a>
Supply Officer E-mail:	Lt Paul Wyckhuyse – <a href="mailto:paul.wyckhuyse@cadets.gc.ca">paul.wyckhuyse@cadets.gc.ca</a>
Sponsoring Committee General E-mail:	<a href="mailto:111aircadets@gmail.com">111aircadets@gmail.com</a>
Sponsoring Committee Chair Email:	Mr Paul Strangway - <a href="mailto:chair111air@gmail.com">chair111air@gmail.com</a>
Squadron Website:	<a href="http://www.111air.ca">www.111air.ca</a> (check this site frequently for updates)

## Weekly Training for Cadets

The Squadron parades every Monday night from 1830 - 2130 (6:30 pm – 9:30 pm).  
(Every effort is made to stick to the schedule, with exception of CO Parade/Special nights.)

Time	Event
1800 (6:00 pm)	NCO Inspection
1830 (6:30 pm)	Opening Parade
1900 (7:00 pm)	First Class Begins
1935 (7:35 pm)	Second Class Begins
2005 (8:05 pm)	Break
2025 (8:25 pm)	Third Class Begins
2105 (9:05 pm)	Final Parade Begins
2130 (9:30 pm)	Dismissal

### **Can't make mandatory Monday night training?**

1. Let your flight sergeant/flight commander know through your chain of command; **and**,
2. Email: [111admdept@gmail.com](mailto:111admdept@gmail.com) with your rank, full name, flight number and reason before 1800 (6:00 pm) in order to be excused.

### **Can't make an event/activity due to emergency?**

If your cadet can't make other scheduled events or activities that he/she signed up for, please call the appropriate Flight Sergeant and send an e-mail to [111admdept@gmail.com](mailto:111admdept@gmail.com). Some activities will also have an activity specific contact to notify if you cannot attend (for example: [flying111air@gmail.com](mailto:flying111air@gmail.com) or [gliding111air@gmail.com](mailto:gliding111air@gmail.com) for flying/gliding activities). If possible, please provide a minimum of 24 hours of notice for all absences.

### **Getting to and from the Squadron**

When dropping your child off for Cadets please drop them off on Maple Street (to the East of the Armoury) as 11th Avenue becomes very congested during Cadet drop off/pick up times. Please note that only the West entrance to the Armoury is used for Cadet activities – please do not use the East entrance.

### **Please have a plan for your cadet to get to and from the squadron safely!**

For the safety of our cadets, please ensure you make the necessary arrangements for your cadets to get to and from the squadron safely. They will be dismissed after dark, and it is never ideal for them to travel alone. Please don't just expect someone will drive your cadet home - it won't always work out if it's not planned. There are parents who may be interested in sharing the driving – the squadron **can't** arrange this for you nor can cadets, Officers or parent volunteers are not responsible for driving cadets to and from the Armoury for regular cadet activities.

### **When Cadets Need To Leave Early:**

If you must leave cadets prior to Final Parade or before the end of a scheduled event, permission and sign out **MUST** take place with the supervising Officer, and a note from a parent/guardian is necessary.

## Parade Nights for Parents

Parents are always welcome to observe, but are especially invited to attend Final Parade which usually starts at 2105 (9:05 pm). There are observation areas at both the East and West end of the parade square that are available for parents. By attending Final Parade parents can hear announcements first hand. Several parade nights during the year include a COs Parade (Commanding Officer's Parade). The dates of the scheduled CO Parades are included on the calendar on our website. During a CO Parade night either the Opening Parade or the Final Parade is extended (typically the opening parade). For CO Parades, cadets must wear Full Dress Uniform (C1), and ensure all personal grooming is of the utmost standard. If your cadet does not yet have their uniform issue, they can wear dark pants, white shirt, dark single colour tie, dark clean footwear, and ensure personal grooming meets the standards (see Dress Standards section for details).

An information board for parents is located near the viewing platform at the East end of the Parade Square. Officers' and Sponsoring Committee offices are also located at that location. Here you will find information such as:

- Sponsoring Committee Executive and general information
- Contact information for Sponsoring Committee Executive members
- Latest event information

## 111 Pegasus Squadron Sponsoring Committee

The aim of the Sponsoring Committee is to assist the Squadron in a variety of different support and financial roles. The Department of National Defense provides uniforms and partial funding to the training program; however, the Sponsoring Committee is responsible to provide funding for the facilities, operation and remainder of training expenses for the Squadron. This requires a total fundraising amount in the range of \$50,000 to \$80,000/year based on the current activities planned and the number of cadets registered.

Informally, the Sponsoring Committee also assists with coordination for a variety of other events such as Squadron potluck dinners and community fundraising activities; provides support for Squadron events such as competitions and parades; assists with arranging for transportation needs and ensures adequate supplies are on hand. The Sponsoring Committee works closely with the CO and the Training Officer to keep apprised of upcoming activities to ensure adequate support is provided to meet the ongoing needs of the Squadron. Sponsoring Committee volunteers are not permitted to have "care and control" of the Cadets - care and control of cadets belongs exclusively to DND/Squadron Officers.

**Volunteers:** As an adult volunteer you can play several roles within the cadet program. Most volunteers, often parents of a cadet, will become involved with the Sponsoring Committee, and will volunteer to be a member of the executive of the Committee to drive or prepare food for events etc.

## **Fundraising**

The Sponsoring Committee is faced with ever-increasing expenses which are required to help deliver the Air Cadet Program. At the same time as expenses are increasing, there has been a reduction in the availability of government grants and funds that were allocated in the past. As such, the Sponsoring Committee is always looking for sources of income to cover various expenses. Throughout the year we ask cadets and parents to help in several fund-raising events to help maintain the high level of activities planned for the training year. Your ideas and efforts about fundraising are appreciated. All funds go directly toward program and building expenses. If you have an idea to raise funds please contact the Director of Fundraising or the Sponsoring Committee Chairperson to discuss your idea. If your idea is workable you will be given full support to implement your plan.

Although the majority of the Air Cadet program is funded through the Department of National Defence (DND), familiarization flying and other incidentals are not funded by DND. We must pay administrative costs such as telephone; building, content and liability insurance; trophies; awards; band; drill team; first aid; biathlon; range; and other activities. In addition to the Administration Fee (\$200.00/cadet), parents and friends of cadets may wish to make a financial contribution. Please contact the Sponsoring Committee Chair or Treasurer. Cheques can be made payable to "111 Pegasus Squadron Sponsoring Committee" and, as a registered charitable organization with CRA, Charitable Donation Tax Deductable Receipts will be issued for all donations over \$10.

### **QUESTIONS and ANSWERS**

#### ***How old must I be to join Air Cadets?***

You are eligible to join a squadron if you are between the ages of 12 and 18 years. You must have reached your 12<sup>th</sup> birthday before you can attend Parade nights, but you can come in the week before and arrange all the paperwork so you are ready to go on your birthdate. The documents required are:

- Birth Certificate
- Medical Card
- For non-Canadian citizens, Proof of Residency status

#### ***What are the requirements of membership?***

All potential cadets must be of good character, interested in the program and prepared to attend parades regularly. Parent/guardian permission is also required.

#### ***What about medical exams?***

Your parent/guardian must complete a statement of medical fitness before you are accepted as an Air Cadet. This statement of medical fitness should not be seen as a way of excluding any individual; in fact, individuals with various physical and mental challenges have been quite active and successful in the Air Cadet program.

***Will Air Cadet training detract from my schoolwork?***

Not likely. The instruction is designed to supplement your school studies and educational credits are available to Grade 10 (4 credits for Level 3 training), Grade 11 (4 credits for Level 4 training) and Grade 12 (4 credits for Level 5 training).

***Will I be able to attend summer camps?***

Summer training is held at Cadet Summer Training Centers (CSTC) and Canadian Forces Bases (CFB) across the country. These courses range from two to six weeks in duration and offer a varied program of outdoor sports and recreational activities in addition to, valuable instruction in aeronautics, leadership and other areas of interest. You must complete a minimum of six months of LHQ (local headquarter) training to be eligible for summer camps. Not everyone who qualifies for camp and applies will be accepted due to limited space. Some cadets will be placed on a wait list and if a vacancy becomes available will be chosen based on seniority. More details about summer camps can be found in this handbook.

***Are there advanced training courses for Air Cadets?***

Yes. In addition to a special Senior Leaders Course, summer courses are provided in Athletic Leadership, Technical Training, Survival Instructor, Aviation and other subjects. Many of these courses will prepare cadets for future positions of leadership, either in the Air Cadet movement or in other fields.

***Are there travel opportunities?***

Yes. Air Cadets travel to camps and courses held in different parts of Canada. In addition, each year, groups of Air Cadets visit the United States, Britain, Continental Europe and other areas under an international exchange sponsored by the Air Cadet League.

***How often do Air Cadets train?***

You will parade with your Air Cadet Squadron one night each week. 111 Pegasus Squadron parades on Monday evenings from 6:30 to 9:30 p.m. (18:30 - 21:30 hrs.). Additional training nights for band and competition teams may also be offered. Air Cadets also participate in occasional day trips and overnight weekend training.

***Does it cost anything to join?***

There are no registration fees from DND; however each squadron require an Administration Fee (111 Pegasus Squadron Sponsoring Committee's Fee is \$200/cadet), which helps to defray some of the costs. This "fee" is payable by cash, cheque or by pre-arranged instalments to the Sponsoring Committee.

***By paying this cost, what do I get?***

In addition to the use of a full uniform, your son/daughter will receive training gear for camps, a nametag, use of flight simulator program, gliding program, use of musical instruments (if required), optional training and other Squadron activities.

***Are there any expenses to being a cadet?***

Cadets are responsible for covering the costs associated with: haircuts, care of their uniform and boots (cleaning and shoe polish), lunch or snacks during certain activities and their share of costs for special social events, such as movies or dances. There may be other incidental costs during the training year.

***Will I be expected to join the Canadian Forces?***

No. However, those who do join the Canadian Forces, find that they have already learned valuable skills through Air Cadet training. Cadets are not members of the Canadian Forces and the program is not a recruiting program.

***What is basic training?***

Basic Training is the main Monday night activity. All cadets attend classes on General Cadet Knowledge, Drill, Citizenship, Physical Fitness and Air Crew Survival. Cadets also take other courses specific to their rank. Cadet training is provided by Officers, Civilian Instructors, volunteers, community experts, and senior cadets.

***Are there any teams to join?***

Team events are available to Cadets who wish to learn new skills. The 111 Pegasus Air Cadet Squadron holds a tradition of excellence in competition teams, which compete with other cadet teams at the regional, provincial, and national levels. The efforts and success of 111 Pegasus Squadron's teams are very much appreciated as they reflect highly on our Squadron.

## Ranks and Appointments for Cadets

Ranks are earned based on qualification and merit when a vacancy exists. Cadets who repeatedly display negative attitude and behaviour may not be promoted. Cadets who were 14 years of age when joining cadets may be accelerated (advance placed) - these cadets must complete Level 2 (effectively finishing one year of training) prior to being eligible for promotion.

**LEADING AIR CADET (LAC):** National Standard: Cadets must have actively participated in the Squadron mandatory training program for a period of five months with minimum attendance of 60% or better. Local Standards: Attitude, Behaviour and Participation.

**CORPORAL (CPL):** National Standard: Cadets must have successfully completed Proficiency Level 1 of the LHQ mandatory training program. Cadets must have achieved attendance of 60% or better and completed all Mandatory PO's. Local Standards: Preferably have attended a summer camp, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**FLIGHT CORPORAL (F/CPL):** National Standard: Cadets must have completed at least six months satisfactory service at the substantive rank of Corporal. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's. Cadets must have successfully completed Proficiency Level 2 of the LHQ mandatory training program, and preferably have successfully completed a Familiarization Summer Course. Local Standards: Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**SERGEANT (SGT):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Flight Corporal. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's, successfully completed Proficiency Level 3 of the LHQ mandatory training program, preferably have successfully completed an Introductory Speciality Summer Course. Local Standards: Cadets should be a minimum of 14 years of age, preferably have completed a Junior NCO Course or equivalent (e.g. ITLC), Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**FLIGHT SERGEANT (F/SGT):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Sergeant; successfully completed Proficiency Level 4 of the LHQ mandatory training program. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's and, preferably have successfully completed an Advanced Specialty Summer Course. Local Standards: Cadets should be a minimum of 15 years of age, preferably have completed a Senior NCO Course or equivalent, Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

**WARRANT OFFICER 2nd CLASS (WO2):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Flight Sergeant. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's; preferably have successfully

completed an Advanced Specialty Summer Course. Regional Requirements: Cadets must be recommended by Squadron CO of 111 Pegasus Squadron, in consultation with Sponsoring Committee Chairperson. Must successfully complete WO2 evaluation and be found promotable. Local Standards: Cadets should be a minimum of 16 years of age, preferably have completed a Senior NCO Course or equivalent, Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement: Instructional Ability - on parade square and in classroom, Leadership Ability, Organizational Ability, Supervisory Skills, mature sense of judgement, Initiative and reliability, Attitude, Behaviour.

**WARRANT OFFICER 1st CLASS (WO1):** National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of WO2; preferably have successfully completed an Advanced Specialty Summer Course. Regional Requirements: Cadets must be recommended by Squadron CO, in consultation with Sponsoring Committee Chairperson. Achieving the above criteria does not automatically mean promotion. The final decision lies with the CO of 111 Pegasus Squadron, in consultation with the training staff and the Sponsoring Committee Chair. Local Standards: Cadets should be a minimum of 17 years of age, preferably have completed a Senior NCO Course or equivalent, Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability - on Parade Square and in classroom, Leadership Ability, Organizational Ability, Supervisory Skills, mature sense of judgement, Initiative and reliability, Attitude.

### **Summer Training**

Summer Training is a component of the Air Cadet Training Program, consisting of courses and exchanges held at various locations, during the summer. The aim of summer training is to support and enhance Squadron training by providing the cadets with new skills. There are different categories of summer training that cadets could be eligible for, depending on mandatory criteria and their completed Proficiency Level. Cadets have a unique opportunity to learn in a dynamic learning environment. If you join cadets prior to December 31<sup>st</sup> of the training year (September to June) then you may be eligible to attend Summer Training. There are many rules regarding the selection of cadets for summer training and these will be reviewed on a yearly basis at a summer camp meeting. This meeting is informative to parents and cadets and usually takes place in early January. Cadets must attend a Positive Social Relations in Youth (previously known as CHAP) training/briefing before being considered for summer camps.

Summer Training is a reward for cadets; however, it should be considered seriously. Cadets are trained during their time there and should be willing and able to put in a serious effort and commitment. The rewards for summer training are many and include future recommendations for courses and exchanges, the chance to travel across Canada, and to meet new friends from across the country! Cadets will return from these courses with an enhanced knowledge of different air, leadership, survival or music related subjects, and a developed sense of teamwork and self-confidence. More information about these courses can be found at this link:

<http://www.cadets.ca/en/summer-opportunities/training-courses.page>.