



822 TUTOR SQUADRON ROYAL CANADAIN AIR CADETS SQUADRON STANDING ORDERS

Initial Issue Date: 24 Jun 2026
Revised on: Rev. 7, 26 Sept 2026

Issued under the authority of 822 Tutor Squadron Commanding Officer

These Standing Orders are in effect upon publication.

Any suggestions for changes must be made in writing to the Commanding Officer, 822 Tutor RC(Air)CS

AMENDMENT RECORD

Rev.	ARTICLE:	DATE:	ENTERED BY:	APPROVED BY:
Initial	Issuing at CoC.	24 Jun 2026	Capt Seidlitz	Capt Seidlitz
1	Minor corrections.	01 Jul 2026	Capt Seidlitz	Capt Seidlitz
2	Minor corrections.	08 Aug 2026	Capt Seidlitz	Capt Seidlitz
3	Update of Duty Order and minor corrections.	17 Aug 2026	Capt Seidlitz	Capt Seidlitz
4	Update of formatting, grammar, edits and corrections affecting all sections throughout these orders. Org Chart Updates also.	30 Aug 2026	Capt Seidlitz	Capt Seidlitz
5	Communication Overhaul Part 605	19 Sept 2026	Capt Seidlitz	Capt Seidlitz
5	Communication Overhaul Part 605	22 Sept 2026	Capt Seidlitz	Capt Seidlitz
6	Senior Cadet Definition Addition from CJCR Gp O Part 106	26 Sept 2026	Capt Seidlitz	Capt Seidlitz

FORWARD

1. 822 Tutor Squadron, Royal Canadian Air Cadets' Standing Orders (hereafter calling Squadron Standing Orders – SSOs) are issued under the authority of the Commanding Officer (CO). They are intended to supplement and amplify the Canadian Armed Forces (CAF) orders, publications and directives as they relate to the Officers, staff and cadets of the Canadian Cadet Organization (CCO) affiliated with 822 Tutor Squadron (Sqn).
2. The SSOs are effective upon receipt and are applicable to all Officers, Non-Commissioned Members (NCM) of the CAF, Civilian Instructors (CI)/Volunteers (CV) and cadets involved with 822 Sqn.
3. Copies of the orders will be made readily accessible in the office (see Admin O) and will be digitally available on the squadron's internal digital assets to all members of 822 Sqn for review and reference. It is the responsibility of the individual to make themselves aware of the content in the orders and to keep current with amendments.
4. Visitors to the Squadron are also subject to the SSOs and it is incumbent upon those members who are hosting visitors and transient personnel to advise them of those orders which apply in each case.
5. Members of the Squadron Sponsoring Committee are highly encouraged to familiarize themselves with this document.
6. The SSOs shall be reviewed annually and on a change of command and updated as required. All requests to amend the SSOs shall be submitted in writing to the CO.
7. Throughout this publication, the use of generic terms such as he and or his is prevalent. Such words shall be assumed to include females except where the situation so dictates. Also, the use of the term "cadet(s)" shall be assumed to include all cadet ranks, except where the situation so dictates.
8. Where physical location is important, these orders have effect within the areas and buildings allocated to the Squadron, including the designated areas of the Lieutenant Colonel Ronald F. Gowing Cadet Youth Development Centre (CYDC) and all other locations used from time to time by the Squadron.

//Signed//

 Digitally signed by
Capt Adam Seidlitz
Date: 2026.09.26
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Adam Seidlitz
Captain
Commanding Officer
822 Tutor RC(Air)CS

CO's Intent

As I assume command of 822 Tutor Squadron, I am deeply honoured to lead this unit into its next chapter. My intent is to build a squadron that is safe, disciplined, and grounded in genuine respect — a place where we live our mottos with purpose: **Forming Future Leaders, Today — Ducēs futūrōs hodiē formāmus**, and the Air Cadet commitment **To Learn, To Serve, To Advance**.

These mottos are more than words. They define who we are, how we train, and how we treat one another.

Respect as Our Foundation: Respect will be the heartbeat of our squadron. Every member — staff, cadet, and volunteer — deserves dignity in how they are spoken to, corrected, and led. Tone, volume, and professionalism matter. Leadership by volume has no place here. True leadership is calm, clear, steady, and rooted in example. We will model the behaviour we expect our cadets to learn and carry forward. **Training With Purpose and Pride:** We will train with intention, professionalism, and pride. Whether on parade, in the classroom, on the range, or in the field, we will learn together, serve together, and advance together. Our training will reflect the standards of the Royal Canadian Air Cadets and the values of this squadron.

To the Staff: Your experience, dedication, and judgment are the backbone of 822. I trust you to mentor, guide, and lead with professionalism and compassion. The tone you set shapes the culture our cadets grow within. **To the Cadets:** You are the heart of this squadron. I expect you to support one another, to lead with respect, and to take pride in your uniform, your conduct, and your growth. You represent the future of this program, and we are here to help you become the leaders you are capable of being. **To the Parents and Guardians:** Thank you for trusting us with your children. You place something precious in our care, and we take that responsibility seriously. Your support makes our program possible, and your partnership strengthens everything we do. If you ever have questions, concerns, or simply wish to understand more about the program, **my door is always open**. I am available to talk, to listen, and to support your cadet's journey.

Our Culture Moving Forward: Together, we will build a squadron that feels like a family — a community where people feel valued, supported, challenged, and proud to belong. We will communicate openly, treat each other with respect, learn from our mistakes, and celebrate our successes.

I am honoured to serve as your Commanding Officer, and I look forward to everything we will accomplish together as a family.

//Signed//

 Digitally signed by
Capt Adam Seidlitz
Date: 2026.09.26
18:37:30 -04'00'

Adam Seidlitz
Captain
Commanding Officer
822 Tutor RC(Air)CS

TABLE OF CONTENTS

AMENDMENT RECORD	2
FORWARD	3
CO's Intent	4
INTRODUCTION.....	8
Issuing Authority	8
Aim	8
Jurisdiction	8
Distribution and Amendment	8
Other Notes.....	8
100 – PERSONNEL	9
101 – Duties and Responsibilities	9
102 – Command and Control	9
103 – Chain of Command.....	9
104 – Promotions.....	10
105 – Promotion Criteria	10
106 – Squadron Appointments	11
107 – Squadron Trophies and Awards	12
108 – 199 Not Allocated.....	12
200 – TERMS OF REFERENCE: OFFICERS	13
201 – Commanding Officer	13
202 – Standards Officer	14
203 – Training Officer.....	14
204 – Assistant Training Officer	15
205 – Duty Officer	15
206 – Instructor / Coach	15
207 – Administration Officer.....	16
208 – Assistant Administration Officer	16
209 – Supply Officer	16
210 – Supply Advisor	17
211 – Operations Officer.....	17
212 – Range Safety Officer.....	17
213 – 299 – Not Allocated.....	18

300 – TERMS OF REFERENCE: CADET RANKS	19
302 – Warrant Officer 1 st Class (WO1)	19
303 – Warrant Officer 2 nd Class (WO2)	19
304 – Flight Sergeant (FSgt)	19
305 – Sergeant (Sgt)	20
306 – Flight Corporal (FCpl)	20
307 – Corporal (Cpl)	20
308 – Leading Air Cadet (LAC)	21
309 – Air Cadet (AC)	21
310 – TERMS OF REFERENCE: CADET APPOINTMENTS.....	21
311 – Squadron Chief Warrant Officer (CWO)	21
312 – Deputy Squadron Chief Warrant Officer (DCWO).....	21
313 – Squadron Warrant Officer (SWO)	21
314 – Flight Sergeant (Flt Sgt/Departmental Positions)	22
315 – Section Commanders (Flt 2IC/Departmental Positions)	22
316 – 320 – Not Allocated.....	22
400 – SQUADRON OPERATIONS	23
401 – Squadron Routine	23
402 – Dress Regulations	23
404 – Deportment.....	27
405 – Paying of Compliments	27
406 – Saluting Zones	27
407 – Code of Discipline.....	28
408 – Drug and Alcohol Policy	28
409 – Smoking Policy	28
410 – Fire Orders	28
411 – Electronic Communication and Social Media Usage.....	29
412 – Security.....	30
413 – Safety.....	31
414 – Lost & Found	31
415 - Attendance.....	32
416 – Electronic Devices	32
417 – Cadet use of PMV	33
418 – Finance	33

419 - 499 – Not Allocated	33
500 – TRAINING	34
501 – Training Standard Operating Procedures.....	34
502 – Local Training	34
503 – Optional Training.....	34
504 – Late Joiner Program	34
505 – Summer Training Selection	35
506-599 – Not Allocated	35
600 – ADMINISTRATION.....	36
601 – Recruit Administration Procedures.....	36
602 – Attendance and Leave.....	36
603 – Fundraising.....	37
604 – Facilities.....	37
605 – Communication Concept.....	37
606 – Administrative Information.....	39
607-699 – Not Allocated	39
700 – SUPPLY	40
701 – Hours of Operation	40
702 – Proper Care and Use of Uniform.....	40
703 – Damage or Loss of Cadet Uniform	41
704 - 799 – Not Allocated	41
Annex's	42
Annex A – Organization Chart – Officer.....	42
Annex B – Organization Chart – Cadet.....	43
Annex C – Promotion Checklists.....	44
Annex D – Awards	45
Annex E – Range Standing Orders.....	47
Annex G – Duty Orders	51

INTRODUCTION

Issuing Authority

1. These orders are issued under by the Commanding Officer (CO) 822 Tutor Royal Canadian Air Cadet Sqn (RCACS) under the authority of QR&O (Annex A) article 4.20. They supplement the orders issued by CJCR Formation, and its various branches of authority (Region, Area, etc). While this Squadron shall be governed by these orders, they are not meant to replace or supercede any orders issued by any authority higher than the Squadron's Commanding Officer. Squadron Standing Orders are promulgated to set out regulations particular to this Squadron. If a conflict occurs between these orders and an order or regulation promulgated by another Canadian Forces Organization (NDHQ, RCSU(Central), etc.) or an authorized civilian organization (Air Cadet League, Police, etc.), the higher authority shall prevail. These SSO's supersede all previous versions and amendments.
2. References:
 - a. Queen's Regulations and Orders – Cadets (QR&O), Canadian Forces Administrative Orders (CFAO), Defence Administrative Orders and Directives (DAOD), Central Region Cadet Orders (CRCO), Central Region Cadet Code of Discipline, Cadet Administrative and Training Orders (CATO), Canadian Forces Dress Regulations (A-AD-265-000/AG-001), Cadet and Junior Canadian Rangers Dress Instructions (A-CR-CCO-100/AG-001), CANCDTGEN's, Natl CJCR Sp Gp Orders and Instructions

Aim

3. These orders define the unit's organization, regulations and terms of reference that do not change frequently. Their foremost purpose is to promote efficient squadron operation. All personnel shall familiarize themselves with, obey and enforce all regulations, orders, rules and instructions necessary for the performance of their duties.
4. Personnel are expected to interpret the Squadron Standing Orders intelligently, bearing in mind that no order can provide for every situation or emergency or replace sound judgment and efficient supervision.

Jurisdiction

5. The Squadron Standing Orders (SSOs) are applicable to all Officers, civilian personnel, and cadets affiliated with 822 Sqn while participating in a squadron authorized event. Visitors to the squadron are also subject to the squadron's policies and procedures. Squadron members who are hosting visitors shall advise them of the orders which apply in each case.

Distribution and Amendment

6. A hardcopy of the SSOs will be available in the office (see Admin O) and will be digitally available on the squadron's internal digital assets. It is the responsibility of every member of the squadron to become familiar with these orders.
7. These orders will be reviewed annually and amended as required by the CO. All recommendations for amendment to the SSOs must be submitted in writing to the CO. A submission to the CO does not equate approval. Amendments will be reviewed and if necessary, discussed with all officer staff prior to being added to the SSOs.

Other Notes

None.

100 – PERSONNEL

101 – Duties and Responsibilities

1. All Officers, civilian personnel and cadets are personally responsible for the proper execution of all duties assigned to them by higher authority. Officers holding supervisory positions are in turn responsible for assigning and supervising the duties of their subordinates. Any failure on the part of an individual to fulfill their duties properly must result in immediate and appropriate corrective measures taken by their immediate supervisor.
2. All members of the squadron staff are expected to be present at supported and optional training exercises as required, and as individual schedules permit. These activities include but are not limited to; field training exercises, citizenship tours, parades, community activities and competitions. Staff are expected to notify when planned to be absent via the training tracker. (or when able to notify when it is unplanned)
3. All members of the squadron are to always conduct themselves in a manner that brings credit to the Canadian Armed Forces (CAF) and the Canadian Cadet Organizations (CCO).

102 – Command and Control

1. The Vice Chief of the Defence Staff (VCDS) has the ultimate responsibility for the Cadet Program and is located at National Defence Headquarters (NDHQ), in Ottawa.
2. The Commanding Officer (CO) is directly responsible to the Commander of Centre Region through the Area Officer in Charge (Area OC) and his/her subordinates the J3 - Zone Training Officer and the J35 - Zone Training Support Coordinator(s).
3. The CO (or designate) is the only person authorized to directly contact the Regional Cadet Support Unit (RCSU) in Borden, ON. You are always allowed to go above the CO if you feel I am not handling anything but you are requested to start with the Squadron CO/DCO if you feel comfortable doing so. If you need contact details they can be proved to you by any member of staff.
4. Contact with the Air Cadet League (ACL) or Sponsor will be made through the CO, or with consultation with the CO.
5. The CO has a right to expect the support of all personnel under his/her command. The CO may seek suggestions from other staff members when making decisions, however the CO is the ultimate authority who makes the final decision, and all personnel shall support it the decisions once they have been made. The CO bears full responsibility for all decisions made within the unit. If you still have concerns you are expected to voice your concerns with the Sqn CO/DCO.

103 – Chain of Command

1. All section heads and the Squadron Chief Warrant Officer (CWO) answer directly to the CO.
2. The Squadron Deputy Chief Warrant Officer (DCWO), Squadron Warrant Officer and the Flight Sergeants (Flt Sgt) answer directly to the CWO.
3. All Officers and civilian personnel answer directly to their respective section heads. All cadets not holding a position already mentioned answer directly to their respective Flt Sgt.

4. All members of the staff as well as cadets may make an appointment with the Unit Cadet Conflict Management Advisor (UCCMA)/(PHASE Officer) directly without going through the chain of command laid out.
5. A Squadron Organizational Chart is attached as Annex A.

104– Promotions

1. Promotions will be held generally twice in the fall (September & December) and then around the Annual Ceremonial Review (June). Promotions may also occur on other occasions to meet operational requirements.
 - a. Promotion to the next rank is not automatic. The minimum qualifications for promotion can be found in CJCR Gp O 5511-3, however a review of cadet performance will be conducted for each cadet.
 - b. If no candidate is found suitable for promotion, the Commanding Officer has the authority not to promote any of the candidates. Although a cadet meets the minimum requirements, the final decision to promote a cadet or not rests with the Commanding Officer.
 - c. Any Cadet who thinks he/she should be/have been promoted may request to see the Commanding Officer through the chain of command.
 - d. In accordance with CJCR Gp O 5511-3, the Commanding Officer of a Squadron may, recommend, with due cause, the demotion of a cadet to the Area OC.
 - e. No Staff members or Cadet, regardless of rank or position, except for the Commanding Officer, may recommend a Cadet for demotion, or remove a Cadets badges.

105 – Promotion Criteria

1. A member of 822 Tutor Squadron becomes eligible for promotion to the next rank when he/she has met all of the minimum National Standards outlined below.
2. In addition to these minimum requirements, the cadet must meet or exceed a number of performance indicators outlined in Annex B as assessed by their level officer or immediate supervisor.
 - a. The promotion criteria are based on national as addressed in CJCR Gp O 5511-3 Merit Based Promotions.
 - b. The criteria below shall be met before a cadet is eligible for promotion. The ranks of LAC, Cpl and FCpl promotions are automatic if the criteria are met.
 - c. Rank Promotion Criteria

Promotion to the Rank of...	Time in Previous Rank	Qualification	Leadership Appointment	Authority
AC/LCpl/LAC	5 months	Participated in Phase One/Green Star/Proficiency Level One for at least five months	Not applicable	Corps/ Squadron CO
LC/Cpl/Cpl	5 months	Phase One/Green Star/Proficiency Level One	Not applicable	Corps/ Squadron CO
MC/MCpl/FCpl	6 months	Phase Two/Red Star/Proficiency Level Two	Not applicable	Corps/ Squadron CO
PO2/Sgt/Sgt	6 months	Phase Three/Silver Star/Proficiency Level Three	Not applicable	Corps/ Squadron CO
PO1/WO/FSgt	6 months	Phase Four/Gold Star/Proficiency Level Four	Selected for an available PO1/WO/FSgt leadership appointment.	Corps/ Squadron CO
CPO2/MWO/WO2	6 months		Selected for an available CPO2/MWO/WO2 leadership appointment.	Corps/ Squadron CO
CPO1/CWO/WO1	6 months		Selected for an available CPO1/CWO/WO1 leadership appointment.	Corps/ Squadron CO

i.

3. Recommendation by level officer or immediate supervisor.
 - a. The CATO also stipulates that all cadets must be recommended for promotion by the appropriate "flight commander", with the "flight commander" position being designated as an Officer position. At 822, Level

Officers are used in lieu of flight commander positions, and recommendations for promotions will come from these officers. The criterion for recommendation is described in CATO 13-02, and is listed below:

i. Additional leadership attributes that the Div O / Pl Comd / Flt Comd (corps/sqn) needs to consider when recommending a cadet to be promoted include:

- (1) dress and deportment;
- (2) conduct, discipline, and attitude;
- (3) participation;
- (4) initiative;
- (5) response to direction;
- (6) ability to interact positively and comfortably with others;
- (7) ability to make sound judgements regarding their own actions;
- (8) willingness to accept responsibility;
- (9) ability to solve problems effectively;
- (10) ability to communicate effectively; and
- (11) ability to set a positive example for others

4. Additional requirements exist for promotion to FSgt, WO2 and WO1, in that the candidate must be identified as successful in the Leadership Appointment process.

5. The corps/squadron CO will conduct a selection board in accordance with [CJCR Gp O 5002-6, Cadet Selection Process](#), in order to select a cadet for a leadership appointment as outlined in [CJCR Gp Instr 50-55, Corps/Squadron Leadership Appointments](#).

a. Key Points:

- i. Selection Board recommendation
- ii. Position Application must be filled out.

106 – Squadron Appointments

1. Officer Staff Positions

a. An Air Cadet Squadron, made up of a large and diverse membership requires a formal structure to operate smoothly. At the Squadron Staff Level, there are a few key positions:

- i. Commanding Officer (CO), normally a Captain (Capt);
- ii. *(OPTIONAL)* Deputy Commanding Officer (DCO), normally a Captain (Capt);
- iii. Training Officer (Trg O), normally a Captain (Capt);
- iv. Administration Officer (Admin O), normally a Capt, Lt or 2Lt and;
- v. Supply Officer (Sup O), normally a Capt, Lt or 2Lt.

b. Subject to the CO's approval, additional positions may be added depending on the Squadron quota and training requirements, e.g. Level Officer, Team Officer, Standards Officer, Operations Officer, Communication Officer, Assistant Positions, Chief Instructor, etc.

2. Cadet Positions

a. The following positions are filled by cadets, starting from the most senior:

- i. Squadron Chief Warrant Officer – normally WO1
- ii. Squadron Deputy Squadron Warrant Officer – normally WO2
- iii. Squadron Warrant Officer – normally WO2
- iv. Departmental Positions (Training, Supply, Standards, Admin), Band Warrant Officer – normally WO2
- v. Flight Sergeant, Drum Major, Flag Party Commander and Departmental Positions (Training, Supply, Standards, Admin) – normally FSgt

- vi. Section Commander, Departmental Positions (Training, Supply, Standards, Admin) – normally Sgt
- vii. Coaches – normally FCpl or higher
- viii. Cadet Correspondents – normally Cpl or higher
- ix. Cadet Correspondent Assistants – Normally LAC
- x. Others as required
- b. Recruit Definition
 - i. Unsworn in cadet.
- c. Junior Cadet Definition
 - i. A cadet who is at the rank of FCpl and lower.
- d. Senior Cadet Definition
 - i. A cadet who is at least 16 years of age, at the minimum rank of Sergeant, and has completed the Proficiency Level 3 training program.
 - (1) There are sometimes exceptions to this related to cadets that have been fast tracked.
 - (a) This is due to the concepts of “Position over Rank”, where cadets that may not be Sgts are considered senior cadets in the moment, but they cannot count as supervision.
- e. Junior/Senior NCO Definition
 - i. Junior NCO
 - (1) Cpl & FCpl
 - ii. Senior NCO
 - (1) Sgt & FSgt
- f. Warrant Officers
 - i. WO2 & WO1

107 – Squadron Trophies and Awards

1. On certain occasions, squadron trophies and awards shall be made to recognize the outstanding efforts and achievements of squadron cadets and staff. An Annex provides a list of these awards, what they signify, and the criteria used to select the award winner(s).

108 – 199 Not Allocated

200 – TERMS OF REFERENCE: OFFICERS

201 – Commanding Officer

1. The main duties and responsibilities of the Commanding Officer (CO) are listed below.
 - a. Ensure that the obligatory training program is followed;
 - b. Organize training that complements the program;
 - c. Provide a schedule of special activities;
 - d. See to the administration of the Squadron and its personnel;
 - e. Manage and control material provided by the Department of National Defence;
 - f. Organize and supervise work for military and civilian personnel;
 - g. Maintain an overall system for evaluating cadets and individual participation, for the purpose of following the cadets progress and selecting candidates for summer camps, promotions and rewards;
 - h. Maintain contact with sponsoring committee and periodically inform them of changing situations;
 - i. Prepare and submit to the sponsor estimates for the budget corresponding to the forecast program of activities and other Squadron needs;
 - j. Keep the sponsors informed on necessary expenditures;
 - k. Claim all authorized amounts from the Crown, in accordance with directives; inform the sponsor when funds are for their benefit;
 - l. Turn over to the sponsor all grants, claims or other sums destined for the Squadron;
 - m. Provide the sponsor with vouchers covering Petty Cash expenditures;
 - n. Support the recruiting campaign;
 - o. Warmly welcome parents and recruits, brief them on the training program, and proposed activities. Provide for an information evening for them;
 - p. Ensure that invited dignitaries are properly welcomed and given the treatment and consideration due their status;
 - q. Register and distribute information contained in Squadron incoming mail;
 - r. Provide reports required by the area OIC;
 - s. Keep working squadron personnel and cadet files current. Submit applications for courses, employment and awards;
 - t. Distribute pay for squadron personnel;
 - u. Obtain from DND material required to dress and train cadets;
 - v. Assume control of material on loan from DND, as provided for in supply scales;
 - w. Keep an up-to-date inventory and conduct necessary transactions concerning DND material;
 - x. Dress the cadets and recover uniforms when required;
 - y. Produce required documentation for military and civilian personnel transactions (enrolment, promotion, transfer, release and civilian instructor contracts);
 - z. Ensure that all new candidates for a position as squadron personnel are competent and available;
 - aa. Assign main tasks and other functions necessary for smooth operation of the Squadron;
 - bb. Ensure that replacements are available at all levels of squadron personnel. See to Officer training so as to evaluate individual performance, providing counseling and career advice when indicated;
 - cc. Follow higher headquarters directives, ensuring that selected cadets for summer camp allocations are eligible. Oversee the nomination process and the verification of files;
 - dd. Prepare, publish and enforce regulations regarding discipline, in the form of Squadron Standing Orders;
 - ee. Ensure that Squadron personnel behave properly towards each other and in the presence of cadets, sponsor committee members and visitors;
 - ff. Ensure that cadets readily submit to the established framework, making allowances for their age and the requirements of the CCM;

- gg. Ensure that military personnel and cadets follow current regulations regarding wearing of the uniform and respecting the military hierarchy and etiquette;
- hh. Record each case of dismissal of cadet and inform parents about each major disciplinary measure threatening the cadet's eventual dismissal from the Squadron;
- ii. Inform the sponsor about each case justifying a cadet's dismissal, giving the contents of interviews with the cadet;
- jj. Obtain the sponsor's assent for dismissing a cadet. Inform the parents on the reasons for the dismissal and annotate the cadets personal file;
- kk. Confidentially inform the Committee about all major disciplinary measures affecting a member of squadron personnel;
- ll. Other duties as assigned by higher authority.

202 – Deputy Commanding Officer

1. the DCO is responsible to the squadron CO for all cadet matters that pertain to the cadet squadron and assisting the training and administration of officers of the Cadet Instructors Cadre (CIC), civilian instructors, and cadets serving with the Squadron.
2. The DCO of a cadet Squadron is the DCO of the cadet and the second immediate supervising officer of the cadet squadron staff. The DCO of a cadet squadron with the provisions of the QR&O 1.02 cannot exercise the disciplinary powers of a CO over subordinate members of the CD in accordance with QR&O chapter 101.
 - a. the DCO of a cadet squadron shall be responsible for the following:
 - b. carry out all duties as contained in CATO 11-36 Annex T
 - c. Assist the Squadron Commanding officer with carrying out his/her duties
 - d. carry out all duties of the squadron commanding officer in his/her absence
 - e. carry out all other duties assigned to him/her by the Commanding Officer

202 – Standards Officer

3. The Squadron Standards Officer (Stds O) shall be responsible to the Commanding Officer for carrying out the following duties:
 - a. Coaching, mentoring and development of cadet Senior NCOs;
 - b. Informal coaching, mentoring and development of junior officers;
 - c. Briefing the CO on areas of concern or improvement;
 - d. Liaise between the squadron and CAF partners as required, and;
 - e. All other duties as assigned by the CO.

203 – Training Officer

1. The Squadron Training Officer (Trg O) shall be responsible to the Commanding Officer for carrying out the following duties:
 - a. Develop the training in accordance with established training directives;
 - b. Prepare and maintain the annual training charts and records;
 - c. Plan the monthly training schedule and assigning qualified instructors to individual courses;

- d. Assist and supervise instructors and senior cadets in the preparation and presentation of their courses;
- e. Arrange to obtain guest speakers and other voluntary instructors to supplement the Squadron staff.
- f. Select and submit demands for training films and other visual aids.
- g. Ensure the squadron is in possession of all required training material and reference manuals.
- h. Ensure the ongoing individual training and development of all instructional staff.
- i. Ensure that an adequate system of examinations is used to monitor the efficiency of training and individual cadet's progress.
- j. Compile all training and examination results.
- k. Organize squadron drill, ceremonial parades and inspections.
- l. Ensure that the training program is completed.
- m. Investigate and report to the Commanding Officer any complaints of cadets not attending or participating in class activities.
- n. Maintain a lesson plan filing system for instructors.
- o. Function as the Commanding Officer's designate as required; and
- p. Undertake other duties as directed by the Commanding Officer.

204 – Assistant Training Officer

- 1. The Assistant Training Officer (A Trg O) is responsible to the Training Officer for carrying out the following duties:
 - a. Assist the Training Officer as required in all Trg O duties
 - b. Monitor, maintain and enforce the Squadron's performance standards in the performance of drill, parade procedures and instructional techniques.
 - c. Supervise and train the Training Warrant Officer
 - d. Recommend cadets to evaluate Instructors;
 - e. Recommend cadets to be level staff;
 - f. Evaluate Instructors as required;
 - g. Review results from Instructor evaluations and take action;
 - h. Acquire and provide training support materials;
 - i. Review results from evaluations and forward to Training Officer;
 - j. Provide and guidance assistance to the Training Warrant Officer and the Level Warrant Officers as necessary;
 - k. Monitor the progress of classes;
 - l. Review uniform inspections, take necessary action; and
 - m. Perform all other duties as assigned by the Training Officer.

205 – Duty Officer

- 1. The Duty Officer (Duty O) is responsible to the Training Officer for carrying out the following duties:
 - a. Ensuring flight binders are up to date and prepared for Flight Sergeants;
 - b. Ensuring the Duty NCM is prepared each evening to conduct sign-ins and classroom reminders;
 - c. Collecting the flight binders and ensuring all tracking systems are up to date with uniform marks;
 - d. Assisting with evaluations, as required;
 - e. Liaising with the Sup O to acquire any training aids that may be required for a training activity, and;
 - f. All other tasks as assigned by the Trg O

206 – Instructor / Coach

- 1. Instructors and Coaches are responsible to the Training Officer for training related matters and directly to the Commanding Officer for all team related matters for carrying out the following duties:

- a. Prepare and deliver periods of instruction as outlined in the appropriate QSP and IG as assigned by the Training Officer;
- b. Report any behavioral concerns up the chain of command;
- c. Brief the chain of command on intended plans or requirements for upcoming lessons, activities, events, workshops or competitions;
- d. Ensure accurate attendance is taken during practices, or other squadron events, and forward to the Admin O, and;
- e. All other duties as assigned by a superior officer.

207 – Administration Officer

1. The Squadron Administration Officer (Admin O) shall be responsible to the Commanding Officer for carrying out the following duties:
 - a. Maintain an adequate stock of forms required for the administration of the squadron;
 - b. The correct circulation of all incoming and outgoing correspondence, orders or directives;
 - c. The custody and control of relevant publications, the entering of amendments on receipt and ensuring that unauthorized people do not have access to them;
 - d. The accessibility of reference material to all instructional staff;
 - e. Maintain a record of all incoming and outgoing correspondence;
 - f. Maintain the Squadron filing system;
 - g. Prepare and expedite all reports, documents and other correspondence for the Commanding Officer's signature;
 - h. Arrange for medical reports as required;
 - i. Maintain accurate attendance records for Officers and civilian instructors in accordance with regulations;
 - j. Maintain records showing attendance and training progress of each cadet;
 - k. Maintain complete personal files on each individual on strength with the Squadron;
 - l. Advise the Supply Officer of names of cadets enrolled and released;
 - m. Undertake other duties as directed by the Commanding Officer.

208 – Assistant Administration Officer

1. The Squadron Assistant Administration Officer (A Admin O) shall be responsible to the Administration Officer for carrying out the following duties:
 - a. Assist in maintaining attendance records for regular, mandatory support and all other training periods;
 - b. Assist in initiating the Taken on Strength (TOS) / Struck off Strength (SOS) procedure for all incoming/outgoing cadets;
 - c. Assist in initiating the training card documentation;
 - d. Assist in preparing all emergency administration documentation for any and all activities;
 - e. Assist in ensuring nominal rolls are established and distributed as required;
 - f. Assist in ensuring flight lists are established and maintained at all times; and
 - g. Undertake such other tasks as directed by higher authority.

209 – Supply Officer

1. The Squadron Supply Officer (Sup O) shall be responsible to the Commanding Officer for carrying out the following duties:
 - a. Maintain voucher register, voucher files, customer account and individual loan cards affecting the accounting of material on loan to the Squadron;

- b. Demand, receive and return all equipment in accordance with established DND procedures and authorized scales of issue;
- c. Conducting cadet kit inspections as required;
- d. Ensure the security and proper care of all material, in particular weapons and ammunition;
- e. Issue, exchange and receive material;
- f. Undertake measures for recovering uniforms of cadets no longer on strength of the Squadron;
- g. Carry out customer account verifications at designated intervals, on appointment of a new Supply Officer or Assistant and on the changing of a Commanding Officer;
- h. Submit a written report to the Commanding Officer on discovery of loss or damage to material;
- i. Prepare and submit to the Commanding Officer all write-off documents;
- j. Undertake other duties as directed by the Commanding Officer.

210 – Supply Advisor

1. The Supply Advisor (Sup Adv) is responsible to the Supply Officer for the following:
 - a. Providing additional support during regularly scheduled supply days, sizing of new cadets, and transporting supply items between training locations;
 - b. Assisting in the development of best practices and supply Standard Operating Procedures, and;
 - c. All other tasks as assigned by the SupO

211 – Operations Officer

1. The Operations Officer (Ops O) is responsible to the Commanding Officer for the following:
 - a. Ensure and promote the success of squadron events and activities;
 - b. Advise the Commanding Officer on, and coordinate, squadron special training projects, exercises and citizenship tours.
 - c. Manage special projects as required;
 - d. Promote the professional development of all Officer staff in terms of event planning and coordination;
 - e. Serve as a resource to Commanding Officer and staff;
 - f. Function as the Commanding Officer's designate as required; and
 - g. All other duties as assigned by the Commanding Officer.

212 – Range Safety Officer

1. To ensure maximum safety of personnel and protection of property, a qualified Range Safety Officer (RSO) shall attend and shall supervise range practices when weapon-firing ranges are in use.
2. The appointment of a qualified RSO is the responsibility of the Squadron Commanding Officer.
3. Personnel appointed as RSO must have graduated from the Cadet RSO Course, have had their name published in Routine Orders and have been officially recognized as RSOs by RCSU. They must also be mature and reliable, have a comprehensive knowledge of range procedures, the applicable orders and practices, and be thoroughly familiar with the weapons to be used. They must have demonstrated the ability to supervise and control the applicable range practice.
4. In conjunction with instructions and regulations specified for particular range operations, as promulgated by the support Base or Station or the CO, the RSO is responsible for:
 - a. The safety of all personnel.

- b. Implement policy and ensure the observance of the safety regulations contained in the appropriate orders.
- c. Co-ordinate all operations that take place on the ranges.
- d. Report all unsafe equipment or practices to the CO and recommend changes to existing orders in the interest of safety.
- e. Cancel any range exercise when conditions exist that, in his/her opinion, would constitute a hazard or render the exercise unproductive.
- f. Take immediate action whenever an ammunition accident occurs on a range, in order that medical assistance is rendered to the injured person.
- g. In case of a range accident notifying the Sqn CO, the injured persons next of kin and the local police when the indoor range is located on civilian property or the CO of the Unit responsible for the facility when the range is located on DND property, as well as the nearest military police or RCMP detachment.
- h. Remain at the scene of an accident, cordon-off the area and taking all measures deemed necessary in the circumstances.

213 – 299 – Not Allocated

300 – TERMS OF REFERENCE: CADET RANKS

302 – Warrant Officer 1st Class (WO1)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Notify your staff if you are unable to attend a training night or an activity for which you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders;
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
- g. Develop subordinate cadets;
- h. Convey squadron status to the Training Officer;
- i. Act as a direct liaison between your subordinates and your immediate superior (CO);
- j. Supervise subordinated ranks as assigned;
- k. Train replacement;
- l. Submit bi-annual report (i.e. ideas, problems, flight activities, etc);
- m. Make recommendations for promotions with substantiation;
- n. Assist in the planning and preparation of activities (exercises);
- o. Inspect Deputy Squadron Warrant Officer as assigned;
- p. Maintain high level motivation and discipline within the squadron at all times; and
- q. Perform all other duties as assigned.

303 – Warrant Officer 2nd Class (WO2)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
- g. Develop subordinate cadets;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Supervise subordinated ranks as assigned;
- j. Train replacement;
- k. Notify superiors of absent cadets with reason why;
- l. Submit bi-annual report (i.e. ideas, problems, activities, etc);
- m. Make recommendations for promotions with substantiation;
- n. Assist in the planning and preparation of activities (exercises);
- o. Inspect all Flight Sergeants as assigned;
- p. Maintain high level motivation and discipline within their squadron at all times;
- q. Perform all other duties as assigned.

304 – Flight Sergeant (FSgt)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.

- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc);
- g. Develop subordinate cadets;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Supervise subordinated ranks as assigned;
- j. Train replacement;
- k. Notify superiors of absent cadets with reason why;
- l. Submit bi-annual report (i.e. ideas, problems, flight activities, etc);
- m. Make recommendations for promotions with substantiation;
- n. Assist in the planning and preparation of activities (exercises);
- o. Maintain high level motivation and discipline within their flight at all times;
- p. Perform all other duties as assigned.

305 – Sergeant (Sgt)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Carryout supervisory duties as assigned;
- j. Perform all other duties as assigned.

306 – Flight Corporal (FCpl)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Notify your staff if you are unable to attend a training night or an activity in which that you signed up;
- d. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- e. Actively participate in weekly training nights and activities;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Act as a direct liaison between your subordinates and your immediate superior;
- i. Perform all other duties as assigned.

307 – Corporal (Cpl)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- f. Assist all cadets junior in rank;
- g. Perform all other duties as assigned.

308 – Leading Air Cadet (LAC)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Carry out basic supervisory duties as assigned;
- f. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- g. Assist all cadets junior in rank;
- h. Perform all other duties as assigned.

309 – Air Cadet (AC)

- a. Be responsible for reading and understanding Squadron Standing Orders;
- b. Obtain information on upcoming activities and training nights;
- c. Maintain a level of dress, drill and deportment while in public and on all cadet activities that is in accordance with the Standing Orders.
- d. Actively participate in weekly training nights and activities;
- e. Report for training with all required material (i.e. uniforms, paper, pens, etc)
- f. Perform all other duties as assigned.

310 – TERMS OF REFERENCE: CADET APPOINTMENTS

311 – Squadron Chief Warrant Officer (CWO)

1. The Squadron Warrant Officer is responsible to the CO for the conduct and discipline of the Squadron, ensuring that all orders and regulations are adhered to by all Cadets.
 - a. He/she is also responsible to the Sqn Trg O for all other training-related requirements.
 - b. He/she will ensure that Warrant Officers and NCMs maintain a high standard of good conduct, military bearing and appearance.
 - c. For the duties of the Squadron Cadet Commander, see Duties of the Warrant Officer First Class.

312 – Deputy Squadron Chief Warrant Officer (DCWO)

1. The Deputy Squadron Warrant Officer is responsible for the following duties:
 - a. Ensure that Squadron Policies are communicated to the Flight Commanders, Flag Party Commander and Band Commander for their dissemination to all their subordinates;
 - b. Ensure that NCMs of the Squadron carry out the duties of their rank and appointment;
 - c. Communicate all Squadron concerns up to the Squadron Staff through the Cadet Commander;
 - d. Assists the Squadron Warrant Officer in his/her functions and replaces him/her in his/her absence; and
 - e. Prepare duty rosters as required;
 - f. Squadron discipline as delegated by the Squadron Cadet Commander;
 - g. Forming Opening and Closing Parades; and
 - h. All other duties as assigned by higher authority.

313 – Squadron Warrant Officer (SWO)

2. Squadron Warrant Officer is responsible for the following duties:
 - a. Ensure that Squadron Policies are communicated to the Flight Commanders, Flag Party Commander and Band Commander for their dissemination to all their subordinates;
 - b. Ensure that NCMs of the Squadron carry out the duties of their rank and appointment;
 - c. Communicate all Squadron concerns up to the Squadron Staff through the Cadet Commander;

- d. Assists the Squadron Warrant Officer in his/her functions and replaces him/her in his/her absence; and
- e. Prepare duty rosters as required;
- f. Squadron discipline as delegated by the Squadron Cadet Commander;
- g. Forming Opening and Closing Parades; and
- h. All other duties as assigned by higher authority.

314 – Flight Sergeant (Flt Sgt/Departmental Positions)

- 1. Flight Sergeants duties are as follows:
 - a. Ensure the attendance of his/her flight/department members;
 - b. Inspect the members of their flight/department;
 - c. Ensure Squadron policies are communicated to his/her subordinates and Regulations are followed at all times;
 - d. Ensure that problems and concerns are passed up the Chain of Command;
 - e. Handle low-level disciplinary issues within the flight;
 - f. Act in a higher position when required.

315 – Section Commanders (Flt 2IC/Departmental Positions)

- 2. Section Commander duties are as follows:
 - a. Assist with ensuring the attendance of his/her flight/department members;
 - b. Assist with inspecting the members of their flight/department;
 - c. Ensure that problems and concerns are passed up the Chain of Command;
 - d. Handle low-level disciplinary issues within the flight;
 - e. Act in a higher position when required.

316 – 320 – Not Allocated

400 – SQUADRON OPERATIONS

401 – Squadron Routine

1. The squadron operates on a yearly training schedule from approximately the first Wednesday in September to late June of the following year.
 - a. During the training year, 822 Squadron regularly parades and trains on Wednesday evenings from 1800hrs to 2130hrs at the CYDC. (Details Below)
 - i. 4881 Fountain St N #14, Breslau, ON N3H 4R6.
 1. Just at the front of the Region of Waterloo International Airport.
 - b. A copy of regular Wednesday night training schedule is attached as Annex D to this document.
 - c. Other training activities may occur throughout the year at various times and places as approved by the Commanding Officer and the Regional Cadet Support Unit (Central) Staff.
2. Cadet Training Centres (CTC) occur during the summer months at several locations across Canada. They offer various courses, of varying duration, from July to August each year.

402 – Dress Regulations

1. The order of dress for all cadets shall be in accordance with the orders and instructions provided in Cadet and Junior Canadian Rangers Dress Instructions. Below are some of the highlights of these orders:
2. Basic Details:
 - a. All members of this Unit parading as a group in uniform, shall be required the same order of dress. If unable for whatever reason, higher ordered numbers of dress are always acceptable. (i.e. C1 “Blues” becomes C5 “Greens”, and then become “Civies”)
 - b. C1 – Ceremonial Dress
 - i. A Formal order of dress worn on the following occasions:
 1. formal ceremonies or parades;
 2. guards of honour; and
 3. church services or parades.
 - c. C1H – Highland Dress (not applicable)
 - d. C3H – Highland Dress (not applicable)
 - e. C2 – Mess Dress
 - i. Optional formal order of dress worn on the following occasions:
 1. mess or formal dinners; and
 2. other occasions as ordered.
 - f. C3 – Service Dress
 - i. Routine daily duty
 - g. C3A - At the discretion of corps / squadron CO.
 - h. C3B - At the discretion of corps / squadron CO.
 - i. C3C - Travel dress or at the discretion of corps / squadron CO.
 - j. C5 – Training Dress
 - i. A functional order of dress worn on the following occasions:
 1. training;
 2. marksmanship;
 3. garrison / field training;
 4. flying;
 5. other occasions as ordered.
 - k. C5A - Training Dress (Short Order)

- i. A functional order of dress worn only when approved by the corps / squadron CO.
- l. C5B – Training Dress (Flite Suit)
 - i. A functional order of dress worn on the following occasions:
 - ii. CAF deployments;
 - iii. flying;
 - iv. other occasions as ordered
- m. C5C – Training Dress (Sports)
 - i. A functional order of dress worn on the following occasions:
 - 1. sports;
 - 2. fitness;
 - 3. active work;
 - 4. other occasions as ordered.
- 3. All items of uniform should be marked identifying the member to whom they are issued.
 - a. For the Jackets “parkas” cadets will be assigned a number that is noted inside of the jacket to aid in finding the correct one when stored together.
- 4. Summer Dress Notes:
 - a. If the temp rises above 30°C, the dress will be changed to Summer Dress.
 - i. Above 20°C discretion will be applied.
- 5. Ceremonial Item Notes:
 - a. Are only for ceremonial occasions, and only for the duration of the parade or event.
 - b. They shall not be worn during travel to and from the event, nor during “downtime” preceding or following the parade.
 - c. Activities like tagging, scholarship exams, national course interviews, conferences, annual general meetings and the like are not of a ceremonial nature, therefore accoutrements shall not be worn. (this is out of procedural fairness)
- 6. Personal Appearance:
 - a. Hair on the head shall be:
 - i. 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 but must be secured accordingly when extending below the top / ridge of the shoulder in such a manner to prevent 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.
 - ii. In cases where safety may be compromised, or where a hairstyle that is associated with a cultural, religious, or spiritual belief that does not align with this policy, cadets are to refer to DAOD 5516-3, *Religious or Spiritual Accommodation* and [Section 3](#) of this chapter.
 - b. Facial hair shall be:
 - i. All styles of facial hair and sideburns are authorized. Facial hair may be braided / ponytail style and coloured. Accessories to secure facial hair include but are not limited to: barrettes, bobby pins, fabric elastics, elastic bands, and hair nets.
- 7. Personal Appearance – Specific guidance for ceremonial occasions
 - a. Ceremonial order of dress (C1) shall only be ordered for specific occasions (CO’s parade, Formal parades, ACRs, etc.), C1 shall not be the standard training dress at a corps/squadron.
 - b. The following amplification is provided for all cadets when in C1 order of dress:

- i. footwear will be worn as per environment / regiments / branches and corps / squadron dress instructions;
- ii. over garment will be worn as per environments / regiments / branches and corps / squadron dress instructions. Medals are not to be worn on over garment (parka, gabardine, windbreaker);
- iii. hair that extends below the tunic jacket collar shall be secured in one of the following styles:
 - 1. in a bun;
 - 2. a single braid;
 - 3. double braids centred to the back;
 - 4. multi braids or locks, be pulled back to the centre of the back or equally positioned along the shoulder blades and secured; or
 - 5. when hairstyle or hair type does not allow a cadet to adopt one of the aforementioned hairstyles, the cadet must discuss with the Chain of Command to find a hairstyle that can be secured accordingly.
- iv. Jewellery:
 - 1. Rings, a maximum of two rings which are not of costume jewellery nature. Additional rings may only be worn when they indicate professional standing, such as an engineer, or are worn with a wedding band as a single set indicating betrothal or fidelity, e.g., an engagement or an anniversary ring. Rings shall not inhibit the execution of proper arms drill or cause an unsightly bulge in white or black gloves.
 - 2. Necklaces and bracelets shall not be visible;
- v. Piercings:
 - 1. The only authorized piercings are single or single set of stud or single stone earrings (one in each ear) are permitted in the ear lobe(s). These earrings shall not exceed one centimeter square or diameter. Gauges / spacers shall not exceed 2.5 cm in diameter; and
 - 2. Plain tiepins or clips or with a Canadian military/Cadet insignia are permitted.
- vi. Make-Up:
 - 1. Facial make-up, temporary lashes, and eyelashes extensions are permitted; and
 - 2. Coloured nail polish and artificial nails are permitted as long as they do not impair the cadet's ability to perform their duties.
- vii. Headdress (Wedge):
 - 1. The headdress will not be carried under the shoulder epaulette or draped over the jacket belt of the uniform at any time. (pockets may be used)
 - 2. Buttons will show the bird flying right side up and wings level.
 - 3. The wedge shall be free of lint or dirt.
 - 4. Headdress will be removed only when:
 - a. entering a place of worship,
 - b. attending a funeral,
 - c. entering a private dwelling,
 - d. entering any place of entertainment or while on any circus ride where the headdress might become lost,
 - e. on guided tours in any enclosed area,
 - f. entering any restaurant or dining area, or
 - g. when instructed to do so by any tour guide, or staff member, or
 - h. in class when directed by the instructor.
- viii. Other Uniform Pieces:
 - 1. DEU Tunic/Jacket (Blue) - the uniform jacket must be kept in good repair and neatly always pressed, no creases.

2. DEU Trousers/Pants (Blue) - the uniform pants must be kept in good repair and neatly always pressed with creases down the front and back centre of each leg.
 3. DEU Shirt - will be properly laundered and always pressed with a crease on the sleeves coming from the shoulders.
 4. RCAF Blue T-Shirts - may be worn when appropriate/when ordered to do so.
 - a. Undershirts are required to be worn as we reserve the right to switch to summer dress for operational requirements.
 5. Ties - will be always kept presentable. They should be unknotted and kept flat when not in use. When worn, ties will be tied into a "Full/Double Windsor" knot.
 6. Socks - must be kept free from holes by mending. (neutral colour)
 7. DEU Boots - will be kept clean, polished and highly shone. Black Kiwi polish will be the only agent used to polish issue boots. Plastic of any kind will not be sprayed or painted on the issue boots.
 8. Gloves - may be worn whenever weather dictates.
 9. Whites: *(Only by assigned parade positions as defined by the CO)*
 - a. White Gloves - may be worn in both full dress and summer dress.
 - b. White Belts - will only be worn in full dress.
 - c. White Lanyards – may be worn in both full dress and summer dress.
 - d. Specialty Lanyards – may be authorized to wear at the LHQ only by the CO to recognize special events/awards.
 10. Sunglasses - Not worn on parade except when medically necessary or by the order of the CO.
 11. Name Tag – one name tag will be issued by the Squadron to a cadet soon after enrollment. If the name tag is lost/damaged, the cadet may be responsible for the cost of replacing it.
 12. FTU's Tunic (Green) - worn with the sleeves rolled down and rank slip-ons shall be worn. Rolling sleeves is not permitted in garrison, in the field it is allowed but shall be neatly rolled past the elbow. No draw strings will be visible. Name tape may be worn.
 13. FTU's Pants (Green) - Shall be worn as follows:
 - a. with trousers belt; and
 - b. with pants legs bloused over the multi-purpose boot.
 14. FTU Multi-Purpose Boots – Blackened not shined laced fully and then tucked in.
- ix. Any cadet who must be out of uniform, regardless of reason, as well as new recruits:
1. are to wear the following:
 - a. Black dress pants or skirt
 - b. White dress shirt or blouse
 - c. *(Optional)* Cadet issued or personal black tie
 - d. Clean black dress shoes or sneakers
 2. Note: cadets may request exception to the above request for whatever reason.
- x. Civilian instructors are to ensure they adhere to the same uniform standards for general appearance as all other staff members and cadets. While taking part in official activities, civilian instructors will be required to wear the following:
1. Blue squadron polo and beige slacks or skirt, or;
 2. Appropriate business casual civilian attire

404 – Deportment

1. The success of the Squadron operation rests upon the ability of individuals to react promptly and effectively. One of the key components in making this possible is discipline. Through an understanding of discipline, we achieve orderliness, obedience and the prompt response necessary to achieve the Squadron goals.
2. The conduct, dress and deportment of all members of 822 Squadron must reflect credit on the Air Cadet League of Canada and the Canadian Armed Forces.
3. Cadets will uphold the four core values of the Canadian Cadet Movement (CCM). They are:
 - a. Loyalty - The expression of our dedication to the ideals of the CCM and all its members;
 - b. Professionalism - The accomplishment of our tasks with pride and diligence;
 - c. Mutual Respect - The treatment of others with dignity and equality; and
 - d. Integrity - The courage and commitment to exemplify trust, sincerity and honesty.
4. Chewing gum, slouching, sauntering, smoking, walking hand-in-hand or arm-in-arm or any similar deportment which detracts from military appearance in the eyes of the public is unacceptable for personnel in uniform, both Officers and Cadets.

405 – Paying of Compliments

1. The military salute is a traditional demonstration of trust and respect. Although the paying of compliments varies with circumstances, the paying of compliments by saluting is a fundamental requirement that is indispensable to Air Cadet discipline. Instructions with respect to paying compliments are detailed in the Canadian Forces Manual of Drill and Ceremonial and will be taught to all Cadets.
2. The essential regulations regarding the paying of compliments (saluting) are as follows:
 - a. All Officers shall salute any superior Officer.
 - b. Cadets shall salute all Commissioned Officers (OCdts are not commissioned Officers).
 - c. A Cadet in uniform when not marching in a formation, shall also salute;
 - i. when passing a staff car flying a pennant or bearing distinguishing general Officer car plates, indicating the occupant is a general Officer or a dignitary (Governor General, Prime Minister etc);
 - ii. when passing the bier, in state, military or civilian funerals;
 - iii. when the national flag is raised or lowered, in the following manner:
 1. when in uniform, face the flag staff, stand at attention and salute;
 2. when in civilian clothes, remove headdress, face the flag staff, stand at attention.
 - iv. cenotaphs; and
 - v. during the playing of National Anthems (including God Save the Queen), the Last Post, and Reveille.
3. Salutations:
 - a. Adult staff may be addressed by their Rank and Name, Position, or Sir/Ma'am.
 - b. Cadets shall be addressed by their Rank and Name, Position, or for WO2/WO1 they may also be addressed by Sir/Ma'am.

406 – Saluting Zones

1. All public areas of the CYAG are to be considered salute zones excluding the hallways/stairwells, washrooms, and classrooms where cadets are expected to provide compliments by “checking” their arms.

2. Cadets are required to come to attention and salute when entering an office where an Officer is present.
 - a. Cadets who have assigned workspaces in an Office need only to salute when entering for the 1st time and when departing for the last time.
 - i. This shall be standardized to apply to:
 1. Warrant Officers, and
 2. Duty Cadet of the day.
3. During break/while cadets are eating, their headdresses are to be removed, therefore no saluting or paying of compliments are required.

407 – Code of Discipline

1. See CJCR Gp O 5019-6
- a. All discipline for cadets is governed by the Central Region Cadet Code of Conduct, and for Officers the Code of Service Discipline. For Civilian Instructors or CJCR Volunteers there are also codes of conduct contained within this Group Order.

408 – Drug and Alcohol Policy

1. Drugs
 - a. See CATO 13-23
2. Alcohol
 - a. Cadets shall not introduce, possess or consume any intoxicant (beer, liquor, wine etc) while in attendance at a 822 Squadron activity at any time - whatever the occasion.
 - b. Anyone who consumes any alcoholic beverage while under the age of 19 years or anyone who gives or sells any alcoholic beverage to an individual under the age of 19 is committing an offence under the Liquor Licensing Act of Ontario and on conviction is liable to such punishment as may be awarded to a young offender who consumed the alcoholic beverage or the adult or young offender who supplied the alcoholic beverage to the person who consumed it.
3. While on trips, camps and/or exercises.
 - a. Cadets while on approved exercises must follow all orders relating to the use of drugs or consumption of intoxicants explained above.
 - i. Cadets who fail to comply while on out-of-town trips and/or exercises may be returned to the Breslau area via transportation at their parents/guardians expense.
 - ii. Further actions could be taken that would result in the cadet being suspended or released from 822 Squadron.

409 – Smoking Policy

1. Smoking is prohibited at all cadet functions for Cadets, Officers and Staff. Guests of 822 Squadron are to be encouraged not to smoke at these functions.
2. No smoking by Cadets, Officers or Staff is permitted in, or on, the grounds of any facility where 822 Squadron activities are occurring. Smokers must be out of sight and off grounds.

410 – Fire Orders

1. Definition of a Fire Alarm.

- a. The buildings wired in fire alarm system is sounding; or
- b. A person is verbally calling out “Fire, Fire, Fire”.
 - i. Initial Action Upon Discovering a Fire
 - ii. Any person who discovers a fire shall immediately shout, ‘**FIRE, FIRE, FIRE**’ and activate the nearest fire alarm.
 - iii. All persons who hear this call are shall repeat this call until they exit the building.
- c. Evacuation Procedure
 - i. All personnel shall proceed in an orderly manner to the nearest safe exit and evacuate the building, closing all doors/windows as they leave.
- d. Emergency Services Notification
 - i. As soon as safely possible, call 911 and report:
 1. That there is a fire.
 2. The location of the fire within the building.
 3. The buildings address.
 4. An estimate of the number of personnel that were present.
 5. Request that ambulances are also dispatched.
- e. Rally Point
 - i. All personnel shall assemble and fall in at the designated gathering point:
 1. the near side of the Waterloo Wellington Flight Centre parking lot (past the mailbox).
- f. Duty Officer Responsibilities
 - i. The Duty Officer shall, if safe and able, conduct a sweep of all classrooms, washrooms, offices, and storage areas to ensure they are clear.
 - ii. The Duty Officer may delegate this task to ensure rapid completion.
 - iii. Accountability and Reporting
 - iv. Attendance shall be taken as soon as possible.
 - v. The Duty Officer, or the senior officer present, shall account for all personnel.
 - vi. If anyone is unaccounted for, the fire department/rescue personnel must be notified immediately and provided with all available information regarding the individual’s last known location.
- g. Additional Notes
 - i. Areas used by the Squadron may contain smoke detectors and heat-activated devices.
 - ii. *Tampering with any fire detection or suppression equipment is strictly prohibited.*
 - iii. No open flames of any kind are permitted anywhere within the facility.

411– Electronic Communication and Social Media Usage

8. The primary means of communication between adult staff members and cadets will be electronically via various platforms including the likes of email and social media. The following guidelines dictate the best practices for electronic communication;
 - a. All adult staff members will adhere to a 24-hour response service standard during business days and 48 hours on weekends.
 - b. All formal communication taking place through email will be conducted professionally and where appropriate, including the adult staff members signature block.
 - c. All signature blocks will follow the Treasury Board Secretariat standard when being sent from a Government of Canada email address.
 - i. The format can be found at: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27600>
9. Adult staff members should avoid corresponding with cadets on social media (e.g. Facebook, Twitter, etc.) except for official cadet or squadron business (e.g. joining instructions, event details, etc.)
 - a. It is strongly recommended that adult staff members do not have cadets in their social media “friends” lists, family relationships notwithstanding.
 - b. All communication taking place through social media will be conducted professionally and will exclude personal opinions and bias. All communications shall not reflect negatively on the CAF and or the CCO.

- c. The use of the squadron Facebook or Instagram pages will be restricted to items specifically relating to the Canadian Cadet Movement and the cadets within our squadron.
- d. All members, both cadet and officers are responsible for what they put on any social media platforms.

10. Squadron Website

- a. This website is maintained by the squadron webmaster and hosted by the SSC.
- b. Any changes that represent the squadron shall be carried out in consultation with the CO.

11. Internet

- a. The Internet will not be used to comment, criticize or discuss any activity at the Squadron.

412 – Security

1. Notwithstanding the Leagues or Sponsors responsibility to provide secure and suitable accommodations for all material issued by DND to a cadet unit, the cadet unit CO is responsible for the required safeguards to ensure safe custody, proper use, maintenance and accounting of all public material.
2. Standard security safeguards include:
 - a. Secure storage area;
 - b. Controlled issue of keys;
 - c. Limited access to stores;
 - d. Proper accounting system; and
 - e. Periodic verifications.
3. Cadets will not attend the facilities unless supervised by a paid staff member. (Officer or CI)
4. The CO will liaise with the CYDC to ensure that adequate personnel are added to the building key access list.
 - a. Building Access List:
 - i. Capt Adam Seidlitz
 - ii. Capt Heather Mazur
 - iii. Capt Brian Wilson (Grounds Maintenance)
 - iv. Lt Gregory Sych
 - v. OCdt Keiran Meyer
 - vi. CI Teresa Carnochan
 - vii. CV Sherri Gelbard
 - viii. TO BE PROMOGULATED
 - b. Key Press
 - i. A key press will be utilized to control access to additional Squadron facilities so that singular keys are not removed from the building. Access to this key box is controlled by access to the CO's Office.
 - c. Lost keys will be reported as soon as possible to the CO for appropriate action (i.e. lock changes).
 - d. Restricted Access Areas. Only authorized personnel are permitted in the following areas:
 - i. Commanding Officer's Office & filing cabinets;
 - ii. Training/Administration Office/Section & filing cabinets;
 - iii. Supply Office & filing cabinets; and
 - iv. Range Cabinets.

- e. At the end of each training parade, all Squadron Duty Personnel are responsible for ensuring the Cadet unit filing cabinets and doors are secure before leaving. A check shall be made of all Squadron areas, even if they haven't been occupied during the parade.
 - f. During optional training, the staff member shall ensure that security measures are followed.
 - g. Doors to the various rooms shall be left closed and always locked unless in use.
 - i. Note: Classrooms may be left open at all times.
 - h. The last person to leave the Squadron LHQ will ensure that the office is secure and that the outside door is properly closed.
 - i. The exterior door into the parking lot must be checked after being locked as once it shows "red" light it allows one entrance before it locks.
5. Stores are the responsibility of the Sup O. Material and Equipment is for Squadron use only and shall be signed out by the Supply O to Squadron personnel only. If not Squadron personnel or if not for Squadron use, it requires authorization from the CO.
 6. The CO controls access to the weapons lock-up and ammunition stores. Personnel authorized specifically by the CO (see RSO List) will be the only able to handle small arms and ammo at the same time.
 7. Weapons must be always secured or guarded by two personnel.

413 – Safety

1. The physical safety of Cadets must always outweigh any other consideration. CIC Officers, CI'S and Senior Cadets at all levels shall ensure that the risk aspect of any undertaking is carefully considered and the appropriate counteracting safety measures are instituted. This Unit is responsible for providing the specific safety instructions to fit each Cadet activity that has an inherent risk factor. All are responsible for the safety of Cadets in this Unit and to ensure safety regulations are reached and are understood by every Cadet. The absence of a safety regulation to cover a specific requirement does not relieve anyone of the responsibility to safeguard the life, limb and welfare of the Cadets. CIC Officers, CI's and Senior Cadets at all levels of this Unit shall take the necessary measures to foresee and provide for any hazard or accident. Any questions on safety should be referred to this Units CO.
2. Health Card Policy
 - a. All cadets participating in Squadron activities shall be in possession of their provincially issued Health Card.
 - i. This is your "ticket" to participate in Squadron activities including regular training nights.
 - ii. This is a requirement of the Department of National Defence.
 - b. At the start of each activity, cadets will confirm they have their health card in their possession when they check in with the NCM in charge of the event. Cadets without the card may be unable to participate in the activity.
 - c. Parents who have concerns about loss or theft of health cards may choose to provide their child with a copy of the card instead of the original. However, some activities (gliding, overnight activities, etc.) will require that the cadet have the actual card in their possession. This line is often defined as any event not at the squadron LHQ, or for overnight activities.

414 – Lost & Found

1. From time-to-time items will be lost and once found they will be placed in the bin by the side entrance. It is expected that honesty will prevail and only items belonging to the owner will be taken. Sometimes it will be

necessary to empty out the Lost and Found bin. When this is necessary it will be announced on a parade night and then emptied the following week.

415 - Attendance

1. Cadets are expected to arrive (approx. 15 minutes) before the time instructed and shall be ready to commence the parade or training at the scheduled time.
2. All Squadron cadets must maintain a minimum 60% attendance rate throughout the cadet training year. NCMs are expected to maintain a minimum of 75% attendance;
3. It is the responsibility of the individual cadet to inform the Squadron, through the chain of command, of their absence and the reason for missing a training night or activity.
4. Attendance at weekly training parades is recorded as follows:
 - a. P - Present – physically present for the entire parade
 - b. LE – Late Excused, but present (if attendance has been missed)
 - c. L – Late, but present (Not Excused)
 - d. EL – Early Leave but present
 - e. E - Excused - contacts squadron via approved methods prior to event start.
 - f. A – Absent – cadet is absent and does not contact squadron prior to event start.
 - g. LOA – Leave of Absence, for an extended period, granted by CO.
 - i. A Leave of Absence may only be approved by the CO and will initially be for a period not exceeding 120 days in length as per CATO 13-30 (Annex N).
 - ii. At the end of the LOA the situation will be reviewed and consideration given to an extension if necessary.
 - h. AWOL – Cadet failed to be present repeatedly.
 - i. Cadets may be subject to being SOS'ed (i.e. Struck Off Strength) and recovery action for uniform articles initiated;
5. Notes:
 - a. Cadets who are having difficulty/challenges completing schoolwork, which may potentially interfere with their attendance on training nights, WILL approach the Squadron Commander directly, to discuss solutions.
 - i. Solutions can include using a period during LHQ training for homework, taking a leave to catch up, adjusting cadet responsibilities, etc.
 - ii. CO shall be briefed on all plans.
 - b. Attendance figures are used to help decide participation on certain trips, tours, summer camps and advancement in rank. Present, present/excused vs. absent will be taken into consideration.

416 – Electronic Devices

1. All cadets are discouraged from bringing electronic devices to any cadet activity. These include, but are not limited to, cellular phones, digital cameras, MP3 players and personal video game systems. If cadets choose to bring these items to cadet activities, they do so at their own risk.
2. The Squadron cannot and will not be held responsible for any lost or stolen electronic devices.
3. Instructional/leadership roles may bring devices, at their own risk to use in the process of their duties.

4. The following expectations will be adhered to by all cadets about electronic devices:
 - a. Upon arriving at a cadet activity, all electronic devices will be turned off or put away (e.g. in a backpack, briefcase or handbag); and
 - b. The use of electronic devices will be limited to those times outside of regular training hours for the cadet activity in question (e.g. during a long bus ride or during free time/evening hours).
5. The above expectations will ensure that effective training can take place on the part of all members without undue distraction. Electronic devices deemed to be a distraction may be confiscated and returned to parents/guardians.

417 – Cadet use of PMV

1. Cadets who hold a valid Driver's License and access to a motor vehicle are permitted to utilize said vehicle to transport themselves to cadet activities.
2. Upon arriving at training activities cadet vehicles are to be parked in designated areas and remain there until the completion of training.
3. Cadets are not permitted to transport themselves or other cadets around the training facility, nor will they be permitted to come and go from training activities. Cadets are to inform squadron staff prior to leaving early should they have a need to do so.
4. Cadet vehicles are not to be used for any training purpose whatsoever.

418– Finance

1. Budget
 - a. A budget will be created by the CO and submitted to the sponsoring committee at the start of each training year. Anyone with items requested to be included shall contact the CO.
 - b. The CO should use a consultative process to ensure that Staff and Senior Cadets have an opportunity to be part of the process of creating the yearly budget.
2. Purchases
 - a. The CO and the Chair of the Sponsoring Committee or his/her designate will approve all purchases of Squadron.
 - b. An Officer, CI, CV or Cadet will expect no reimbursement for expenditures or purchases on behalf of the Squadron unless the CO has approved the expenditure.
3. Insurance
 - a. The Sponsoring Committee maintains an insurance policy on all items belonging to the Squadron purchased by the committee.
 - b. Anytime an item of value is removed from the building premises for the purposes of training or recruitment, the Chair of the Sponsoring Committee will be advised in writing to ensure the insurance company is notified and means are taken to ensure coverage continues.
 - c. A copy of this shall be shared with the CO and a copy shall be published on a wall in the main office.

419 - 499 – Not Allocated

500 – TRAINING

501 – Training Standard Operating Procedures

1. The Training Officer issues SOPs specific to Training under the authority of Commanding Officer. The Training Officer is responsible to keep them both current and relevant.
2. All cadets and Officers who operate in the Training Department are to receive a copy and be familiar with its contents.

502 – Local Training

1. The Training Officer is responsible for all activities that occur on a regular training night. Only the Training Officer (or their designate), or the Commanding Officer may approve changes that affect the cadets' training.
2. In instances where training is occurring away from the Local Headquarters (LHQ), Officers of Primary Interest (OPI) are assigned and shall be responsible for the coordination of the activity.
3. Regular Training Schedule

	Start	Finish
Arrival	1815	
Fall-In / Inspection / Opening	1845	1855
Class Prep	1855	1900
Period One	1900	1930
Period Two	1930	2000
Break	2000	2020
Period Three	2020	2050
Fall-In / Closing	2055	2115
a. Dismissal Time	2120	

4. Physical Training
 - a. All physical training including sports shall be conducted in a sportsmanlike manner.
 - b. Contact sports are not approved.
 - c. Physical fitness training will be conducted by appropriately trained Cadets and will include a warmup/stretch period and a cool down period.
 - d. Cadets are expected to participate in all physical fitness training provided but may do so at their own pace.

503 – Optional Training

1. Various optional training activities may be organized as a supplement to the LHQ training program such as:
 - a. Drill (with arms), Drill (without arms), Marksmanship, Biathlon, Band, Ground School, First Aid, Search & Rescue, Sports & Fitness, Drones, Maple Defender Challenge
2. The CO will appoint a member of staff to manage each optional training in conjunction with the Trg O.

504 – Late Joiner Program

1. Commonly called “Fast Track”, this program is to be conducted I.A.W. CJCR Gp O 5002-2.
 - a. This can only be applied while in a cadets first training year.
 - b. This is also heavily dependent on the cadets age and date of joining the cadet program.

505 – Summer Training Selection

1. Summer Training Selection

- a. The application process for junior camps is as follows:
 - i. A briefing will be held, outlining all opportunities available to the cadets. Parents are invited to attend.
 - ii. Cadets will complete an application and submit them either in person or electronically to the Training Cell to be considered for a course.
 - iii. Once all applications are received, or a set deadline has been passed, a priority list of all eligible cadets will be developed.
 - (1) The priority list will be based solely on quantitative information; uniform marks, attendance, participation in optional training, participation in community events and academic results.
 - (2) Once the Commanding Officer receives the allocation of summer courses, applications for summer training will be created in Fortress based on the priority list.
 - (3) ****IMPORTANT NOTE:**
 - (a) The goal of the priority list is to provide every cadet with one of their choices, in order of priority. In some instances, a cadet higher up on the priority list may receive their second or third choice, to ensure a cadet further down also gets one of their choices.
 - (4) Senior Course Note
 - (a) Following the internal application process, the applicants for senior camps may need to take part in an interview, and in the case of glider and power, an exam.
 - (b) Once the applications have been validated in Fortress by the regional headquarters, Offers of Participation may be created, and training opportunities will be offered to individual cadets. It is the cadet's responsibility to accept or decline the offer, of which the parent is obligated to read over and sign. There is often a deadline for a response, this should be expected back within 7 days from notification and required back within 14 days from notification. If cadets do not return the offer, they risk the offer being pulled and cancelled. Cadets may request extensions in writing to the CO which will be reviewed on a case-by-case basis.
 - (5) At the discretion of the Commanding Officer, the selection process outlined above may be set aside depending on a variety of factors, including time, number of applicants and deployment of applicants.

506-599 – Not Allocated

600 – ADMINISTRATION

601 – Recruit Administration Procedures

1. Recruitment
 - a. All prospective recruits will report to a member of the Admin cell or appropriate staff, where they will identify their interest in joining. The Administration Officer will provide access to the ORT “online Registration Tool”. If this cannot be carried out a paper copy may be filled out but a check must be completed with a digital system prior to confirming the registration is complete.
 - b. A tour of the squadron may be carried out concurrently if the parents/guardians agree. This will likely be carried out by a senior cadet or buddy cadet to escort the cadet.
 - c. Once the paperwork portion is complete, a senior cadet or buddy cadet will escort the new cadet to the appropriate level classroom.
 - d. A prospective recruit may only participate in Regular Training (no sports) with their parent/guardian present until they have returned all the completed documentation and is approved. This is necessary since a Cadet is not covered by the Air cadet League insurance until all forms have been returned and signed by the Commanding Officer.
 - i. Exception if the prospective cadet is subject to a DHQ or Anaphylaxis form they are not able participate at all.
 - e. The recruit is to be informed about the Squadron Standing Orders and of their responsibility to become familiar with it as it contains information about how the Squadron is run, what the Cadet may expect and what the Squadron expects from the Cadet.
2. Pledge
 - a. When a person becomes a cadet, he or she shall take the following pledge:
 - i. "I ____ (name in full) ____, do solemnly promise on my honour to serve my corps loyally and to use every endeavour to become a good citizen, honouring my Queen, my country and my flag".
3. Swearing In
 - a. A cadet will be sworn in approximately 30 days after registration, at this point they are expected to take the Squadron “Oath of Loyalty”.
 - b. They will be assisted by a senior cadet though taking the oath and should be done in front of a body of cadets.
 - c. Once they have completed the oath they may be presented with “Cadet” slip-ons.
4. Squadron Oath of Loyalty
 - a. “I ____ (name in full) ____, herby affirm my loyalty to His Majesty the Kin, his heirs and successors. I will uphold and honour the Code of Conduct set out for cadets. I will respect and hold dear the traditions and customs of the 822 Tutor Squadron Royal Canadian Air Cadets.”

602– Attendance and Leave

1. Attendance
 - a. Attendance is a very important part of a cadet’s career, and it is considered an indication of their interest in, and dedication to, the benefits and rewards of the Air Cadet program. Attendance is one of the more important criteria used when selecting cadets for promotions, summer training, special activities and awards.
 - b. Every cadet is expected to attend all mandatory Wednesday training nights. In addition, cadets are encouraged to participate in optional training and teams to fulfill their training level requirements, and to get the most out of the cadet program.
2. Leave
 - a. If a cadet cannot attend a function, they **must** notify the staff by contacting the squadron using email or the attendance reporting tool. If a cadet is absent without notification, they will be considered absent “unexcused”.

- b. Cadets requesting a prolonged leave of absence (3 weeks or more) must have a written request stating the reason and the length of leave requested. The written request must be signed by the parent or guardian of the cadet requesting leave.
- c. Habitual absenteeism will not be tolerated. Cadets who are absent for three (3) consecutive training nights may be interviewed/counseled by the Commanding Officer or delegate to determine their commitment to the organization. The Squadron Commanding Officer has jurisdiction over the future of the cadet's participation within the Squadron.

603 – Fundraising

- 1. The Squadron does not assess any fees to participate in the Air Cadet Program annually. This does not mean the program is free of financial expenses. DND provides a large amount of financial support but not enough to deliver the range of activities we currently offer.
- 2. Beyond what is provided by DND, the Squadron operates a budget. Some of these costs are funded through community-based donations. However, the majority additional expenses are covered by generating revenue through fundraising.
- 3. All cadets are encouraged to participate in any fundraising events.
- 4. Some parents may feel that their cadet child asking for donations or selling lottery tickets may be culturally or morally unacceptable due to personal values or beliefs. We recognize and accept these differences. In these circumstances, we ask that parents arrange a meeting with the CO to determine how their son/daughter may be excused from fundraising, so it is not affecting additional activities that have participation granted based on attendance factors.

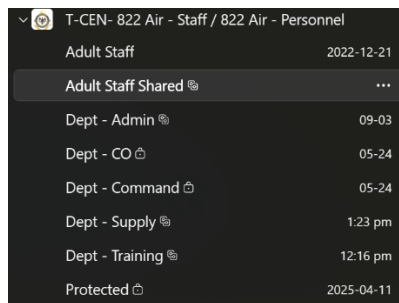
604 – Facilities

- 1. Offices
 - a. The Administration and Supply Offices are located within the CYDC.
 - b. The offices are staffed on Parade nights and will be staffed on an as-needed basis when any supplemental training is being conducted at the CYDC.
- 2. Parking
 - a. While using or occupying any building personnel may park their vehicles in designated parking areas provided and shall maintain a minimum distance of 5' from any egress door.
 - b. Handicapped parking spaces located in any building parking lot. Parking within them without a permit is prohibited.

605 – Communication Concept

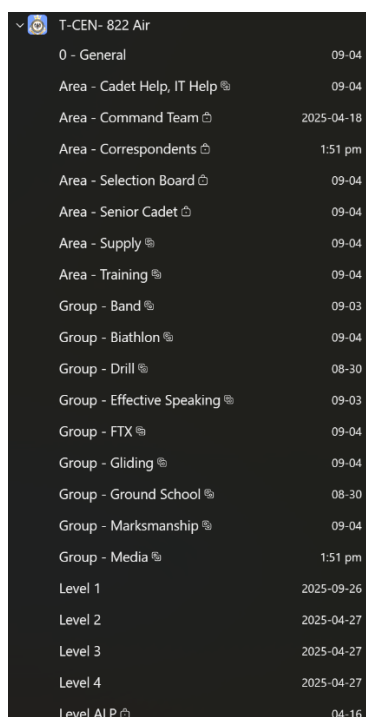
- 1. Outside Cadet 365 Tennant
 - a. Squadron SSC Website
 - i. <https://www.822tutor.ca/>
 - ii. Publicly accessible, intended to contain some resources for current, future and past cadets and their families, should be a site with hotlinks to policies instead of text as they change frequently.
- 2. Inside Cadet 365 Tennant
 - a. Squadron Sway (*Publicly Accessible*)
 - i. <https://sway.cloud.microsoft/cMY3vJxHhPUkH6cF>

- ii. Created to be instead of weekly emails to parents, it is very useful to cadets but intended for parents and brand-new cadets without Cadet365 access.
- iii. This is run by the SSC; the CO should have some input for the content as some may be incorrect if the CO does not have any editorial input.
- b. Squadron MS Teams – Team/Channel/Chats (*Cadet365 Only*)
 - i. Staff Team (Screened Adult Staff Only)
 - (1) Paid staff can be added to the team directly.
 - (2) Unpaid staff can only be added by sharing channels to them individually.
 - (3) “Locked” Teams are a private area and only accessible by direct addition.
 - (a) Access can be requested via the CO/DCO.
 - (i) List of channels available are below.



Channel Name	Last Activity
Adult Staff	2022-12-21
Adult Staff Shared	...
Dept - Admin	09-03
Dept - CO	05-24
Dept - Command	05-24
Dept - Supply	1:23 pm
Dept - Training	12:16 pm
Protected	2025-04-11

- (ii)
- ii. Cadet Team
 - (1) Primary method of communication/discussion for cadets’ day to day activities.
 - (2) “Locked” Teams are a private area and only accessible by direct addition.
 - (a) Access can be requested via the CO/DCO.
 - (i) List of channels available are below.



Channel Name	Last Activity
0 - General	09-04
Area - Cadet Help, IT Help	09-04
Area - Command Team	2025-04-18
Area - Correspondents	1:51 pm
Area - Selection Board	09-04
Area - Senior Cadet	09-04
Area - Supply	09-04
Area - Training	09-04
Group - Band	09-03
Group - Biathlon	09-04
Group - Drill	08-30
Group - Effective Speaking	09-03
Group - FTX	09-04
Group - Gliding	09-04
Group - Ground School	08-30
Group - Marksmanship	09-04
Group - Media	1:51 pm
Level 1	2025-09-26
Level 2	2025-04-27
Level 3	2025-04-27
Level 4	2025-04-27
Level ALP	04-16

- (ii)
- iii. MS Teams Chats
 - (1) These will no longer be used for common communication but instead they can be used for quick conversations that do not need to be to more than a few people and they should be temporary.
- c. Squadron SharePoint Site (*Cadet365 Only*)
 - i. <https://cjcr365.sharepoint.com/sites/T-CEN-822Air/SitePages/Home.aspx>

- ii. Secondary method of communication for cadets' day to day activities.
(1)

606– Administrative Information

1. Normal Contact Details

- a. Mailing address is as follows:
 - i. Care of Commanding Officer
 - ii. 822 Tutor RC(Air)CS
 - iii. 14-4881 Fountain Street
 - iv. Breslau, ON N0B 1M0
- b. Phone:
 - i. 519-648-3560
 - (1) NOTE THIS LANDLINE IS BEING DECOMMISSIONED
 - (2) This landline is only monitored during cadet events when staff are available to answer it.
 - (3) Voicemail is not monitored regularly. (see email for main contact method)
 - ii. Email: “General Unit Inbox”
 - (1) 822air@cadets.gc.ca
 - iii. EMERGENCY or PARENTAL/GUARDIAN Contact Use Only
 - (1) Captain Adam Seidlitz – Commanding Officer
 - (2) Email
 - (a) adam.seidlitz@cadets.gc.ca
 - (3) Cell
 - (a) 905-536-8686
 - iv. Unit Identification Code “UIC”
 - (1) 7294.
 - v. Unit Vendor Code “PRI”
 - (1) 1413691.
 - vi. Paid Slate Positions
 - (1) 822 Squadron currently has 8 spots.
 - (a) Please see CJCR Group Order 2020 - for changes.

607-699 – Not Allocated

700 – SUPPLY

701 – Hours of Operation

1. Supply is typically open on parade nights.
 - a. During this time, the Supply Officer will be on-site at the LHQ to answer any questions and fill any requests that were previously submitted.
 - b. Supply may open on other occasions depending on the need and availability of the Supply staff.
 - c. Note: Supply Requests must be submitted ahead of time.
2. New recruits will be approached by the Supply Officer directly to begin their initial kitting.
 - a. The sizing will generally take place on a regular training night with fittings during a “recruit supply day”.
 - b. Uniform Issuing
 - i. Initial training uniform (Green FTU’s) are not planned to be issued until they have been a cadet for 45 Days
 - ii. The dress uniform (Blue DEU’s) are roughly 90 Days after joining.

702 – Proper Care and Use of Uniform

1. The standard of personal dress appearance and grooming shall be such as to reflect credit on the individual, the Squadron, the Air Cadet League of Canada and the Canadian Forces. The dress regulations are not intended to be overly restrictive. Their intent is to ensure the maintenance of a high standard of grooming while also recognizing the standards of society. The regulations set out in this order are reasonable, ensuring a favorable military image and at the same time permit some individuality. Dress regulations are found in detail in CATOs.
2. Cadets are authorized to wear their uniforms only at cadet events. Arrangements for a cadet to wear their uniform at an activity or special event outside of a cadet activity may be requested in writing/email and may only be authorized by the Commanding Officer.
3. No item shall be glued to the uniform. All items will be placed/sewn on the uniform per Cadet Dress Regulations.
4. For reference all cadet dress regulations are posted to the Squadron’s website. In addition, see the website for videos to add in the care and use of the cadet uniform.
5. Standard Issue
 - a. Field Training Uniform - FTU’s (Green)
 - i. RCAF Blue Beret
 - ii. FTU Tunic
 - iii. RCAF Blue T-Shirt (may be substituted for sqn blue shirt)
 - iv. Belt (Same as DEU’s)
 - v. FTU Pants
 - vi. Tall Socks (Issued only on a case-by-case basis)
 - vii. Boot Blousers/Pant String
 - viii. FTU Black Boots (Blackened)
 - b. Dress Environmental Uniform – DEU’s (Blue)
 - i. Wedge (Dark Blue)
 - ii. DEU Tunic (Dark Blue)
 - iii. DEU Dress Collared Shirt (Light Blue)

- (1) This is short sleeve, if long sleeve is required, please identify this to staff.
- iv. Alternate RCAF Blue T-Shirt (same as FTU's)
- v. Tie (Black)
- vi. Belt (Same for FTU's)
- vii. DEU Pants (Dark Blue)
- viii. Long Socks (Issued only on a case-by-case basis)
- ix. DEU Black Boots (Polished)
- c. Other Additional Items
 - i. Parka
 - (1) Inner Liner
 - (2) Outer Rain Layer
 - ii. Badges (assorted)
 - iii. Rank Slip-On's
 - (1) Ideally issued 4 individual pieces.
 - (2) FSgt or higher should be issued up to 6 individual pieces upon request.
 - (3) This may be restricted due to stock limits.
 - (4) Cadets are NOT required to return them but we will accept them.
 - iv. PT Gear (Shoes, shorts, pt shirt)
 - v. Tilley Hat
 - vi. Nametag
 - (1) 1 will be issued, cadets may purchase a replacement/additional for a nominal fee.

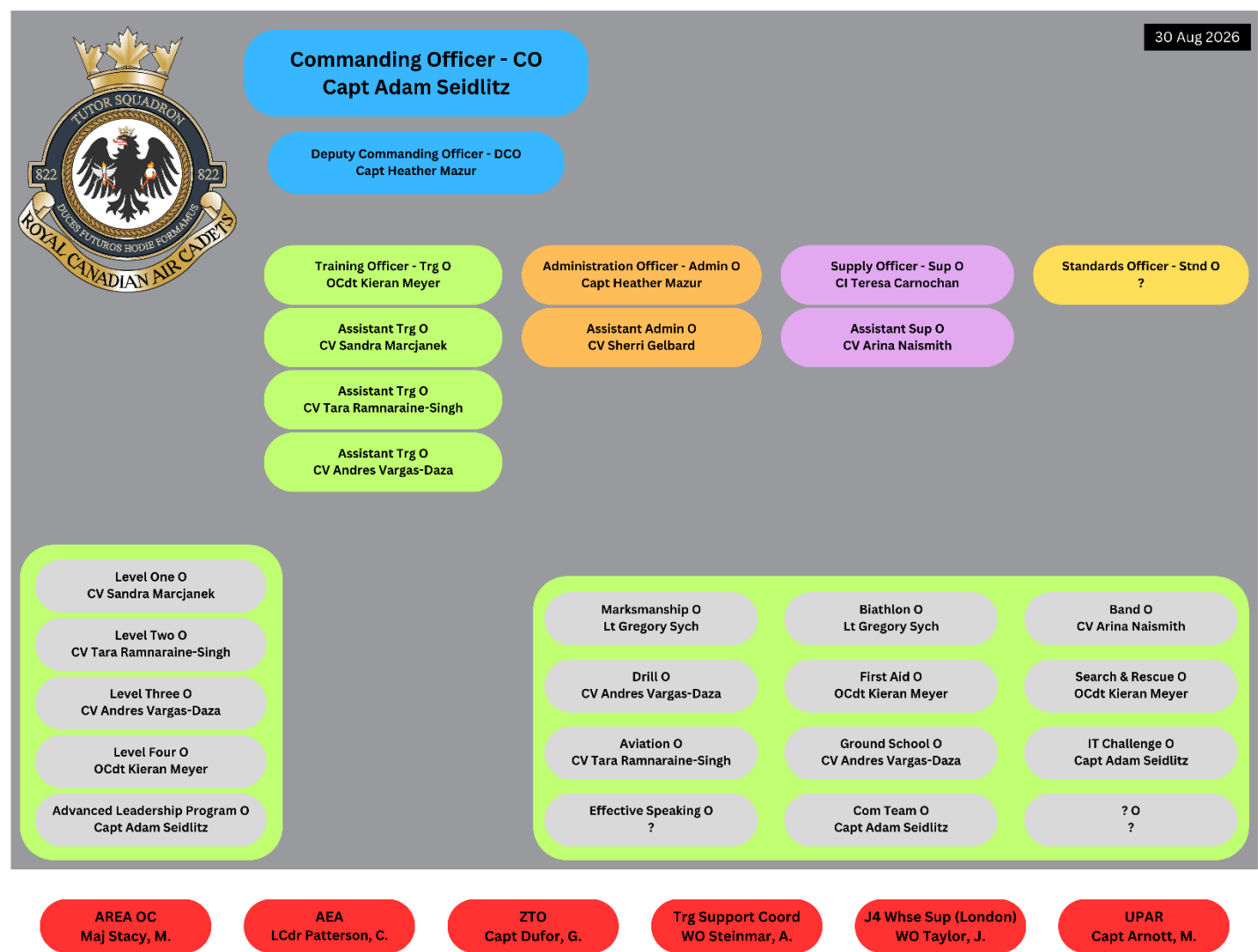
703 – Damage or Loss of Cadet Uniform

1. Uniforms are the PROPERTY OF THE CROWN for which the cadet's signature indicates their acceptance of responsibility. Although the uniform is issued free of charge, The uniform is 'loaned' to the cadet, but if all, or a piece of the uniform is lost, it may be necessary to hold the cadet financially responsible for the cost of replacing the lost item(s). Therefore, it is very important that the cadets take great care in keeping track of their uniform pieces so as not to lose any.
2. Any cadet willfully defacing, mutilating, damaging, giving away or neglecting any part of their issued uniform or equipment will be disciplined and may held financially responsible for the article(s) of equipment.

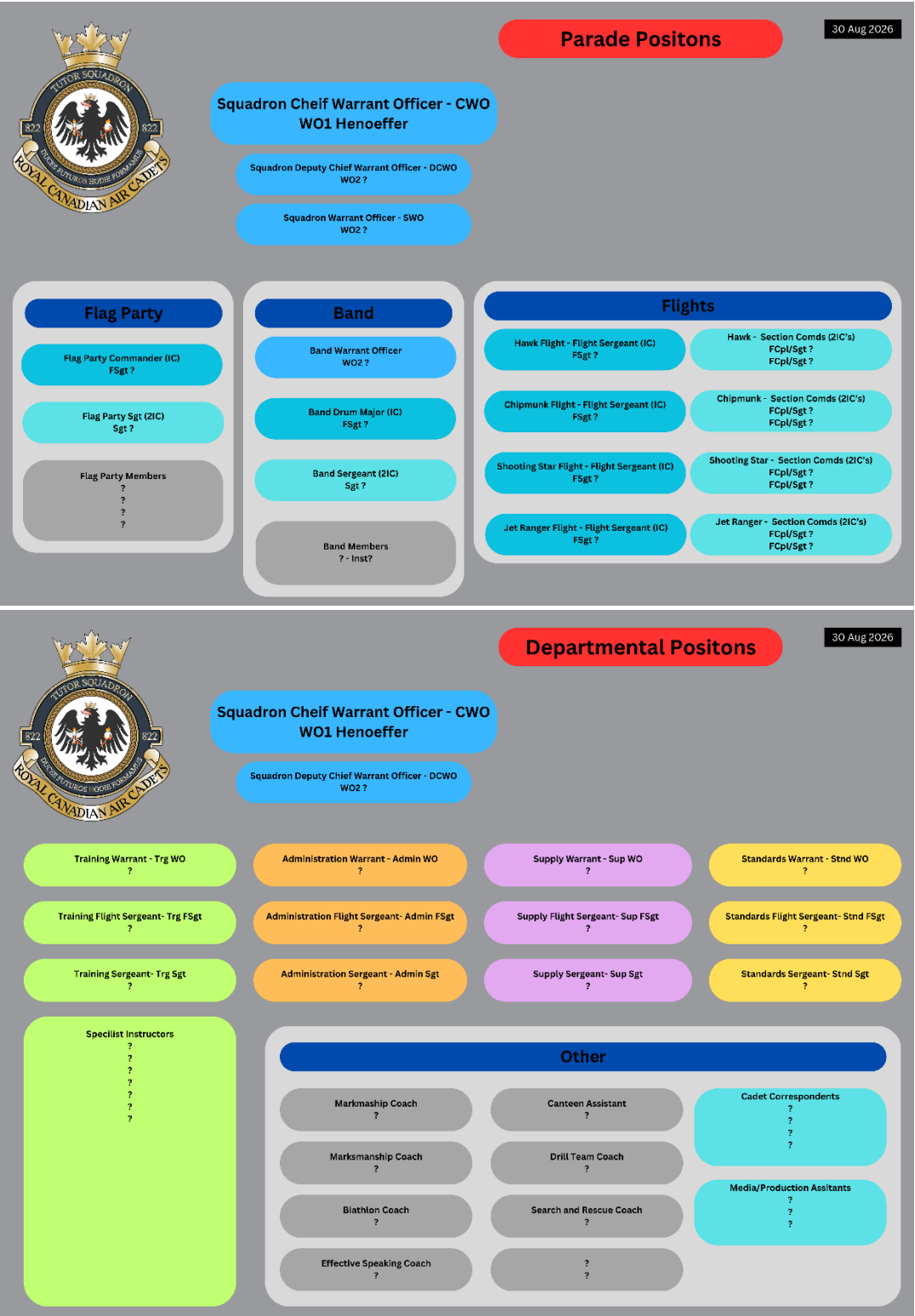
704 - 799 – Not Allocated

Annex’s

Annex A – Organization Chart – Officer
Adult Staff



Annex B – Organization Chart – Cadet
Cadet Staff
To be announced once applications have been received.



Annex C – Promotion Checklists

To be promogulated. Contact the CO for details if required.

Annex D – Awards

Award Notes:

1. Recommendations shall be forwarded to the CO, CWO or the applicable team officer, all awards will be decided in consultation with the CO.
2. Cadets who receive Annual Trophies and Awards will receive a keeper trophy, which represents the Annual Trophy/Award. The actual trophy will remain at the squadron. A plaque will be affixed to the trophy/award bearing the name of the winner and the year.
3. Trophies/Awards may be presented at a Mess Dinner, CO's Parade, Annual Ceremonial Review – Awards Night or Annual Ceremonial Review – Parade.
 - a. Some awards/commendations may be presented “ad-hoc” at any time.

See next page

Award Name	Description
Commanding Officers Commendation	For extremely exceptional services to the squadron or community.
Commanding Officers Coin	
Cpl Don Irwin Memorial Trophy for Cadet of the Year	To be presented to the cadet, usually a senior NCM, who demonstrates: The highest standard of drill, dress and deportment; Who has a perfect attendance record for mandatory parades; A minimum of 80% attendance for optional activities and fundraisers; and Who exemplifies the qualities of leadership and instructional ability expected of the top cadet The Squadron Cadet commander is not eligible for this award The recipient of this award is selected by Officers, Staff and SSC Chair
FSgt Scott Award for Excellence and Tenacity	Presented to any cadet who shows well-above average dedication to the squadron by going beyond the duties and responsibilities for their position, using their initiative and demonstrating their leadership so as to improve the quality of squadron training/activities and increase the motivation and esprit de corps of the Squadron The recipient of this award is selected by Officers, Staff and SSC Chair
Cadet Youth Development Centre Award	Cadet with the highest Performance in Citizenship and Community Service. The recipient of this award is selected by the CYDC Management Committee.
Thomas Joordens Memorial Award	Presented to a cadet under the rank of sergeant, who continually strives to improve through tenacity, determination, and never give up attitude no matter what the situation.
Cadet Commanders' Plaque	Presented to the Warrant Officer First Class/Squadron Cadet Commander. The plates have the names of each cadet appointed to the position and the dates for which the appointment was held.
Cadet Comradeship Award	Best cadet who is always willing to help other cadets, shares friendship, encourages others to participate, constantly shows support for fellow cadets.
LCol R F Gowing Award for Top Aerospace Cadet	The recipient of this award is selected by the CYDC Aerospace Education Staff.
Search and Rescue Award	Award of Excellence
Public Speaking Award	Presented to the cadet who wins the local effective speaking competition.
NATO Award	Tenacity and determination below Sgt.
Greg Linton SAR Tech Award	For exceptional participation in SAR Training.
Claude Gelbard Memorial Award for Achievement	
Best Piper & Best Drummer award	Presented to the cadet piper and drummer who demonstrate the best playing technique, highest attendance, and positive attitude.
Best Overall Bandsman	
Best in Aerospace Engineering	
Best Uniformed Cadet	Presented to the cadet who demonstrates the highest standards in uniform preparation and personal deportment. Warrant officers are not eligible for this award. The recipient of this award is selected by the Officers and Warrant Officers.
Top Bandsman	
Top Cadet in Aviation Studies	Presented to the cadet who achieves the highest mark out of all squadron candidates who participated in the flying scholarship program.
Top Cadet in SAR Program	Presented to the cadet who demonstrates the highest qualities, dedication, and efforts in the SAR program,
Top First Year Cadet	Presented to the Level One cadet as the best in his or her level. PO Check Marks, uniform standard, deportment, personal drill, attendance and motivation are all to be considered in the awarding of this trophy. It should be remembered that this award is for the best overall achievement. The recipient of this award is selected by the NCM's and approved by the Commanding Officer
Top Junior NCM	Presented to the Junior NCM (Cpl or FCpl) for demonstrating the best developed leadership ability and highest standard of dress, deportment and personal drill when compared to his or her peers. The recipient of this award is selected by the Officers and NCM's.
Top Shot	Presented to the cadet who achieves the highest overall score on a single target shoot in that training year.
Most Improved Cadet	The cadet showing the greatest personal improvement during the current training year The recipient of this award is selected by the Commanding Officer, Officers and Staff.
Most Improved Shot	Presented to the cadet who shows the best overall improvement in target scores and shooting technique. The recipient of this award is selected by the Range Safety Officer.
Most Improved Piper	To the cadet in the band who has shown the most improvement
National and Regional Awards 1. Cadet Medal of Bravery 2. Air Cadet Service Medal & Bars 3. Lord Strathcona Medal 4. Royal Canadian Legion Medal of Excellence 5. Canadian Cadet Scholarship	Awarded to deserving personnel as outlined in applicable regulations.
Other	As needed.

Annex E – Range Standing Orders

Range Standing Orders

1. PURPOSE
 - a. This SOP establishes the procedures, responsibilities, and safety requirements for the operation of the 822 Tutor Phantom Air Cadets Air Rifle Range. It ensures all training is conducted safely, efficiently, and in accordance with authorized policies and equipment limitations.
2. SCOPE
 - a. This SOP applies to all personnel involved in air rifle training, including:
 - i. Range Safety Officers (RSOs)
 - ii. Assistant Range Safety Officers (ARSOs)
 - iii. Coaches and supervisors
 - iv. Cadets participating in firing activities
3. RANGE DESCRIPTION
 - a. The range accommodates up to 10 shooters per relay.
 - b. Recommended relay size: 6-8 shooters for optimal supervision and safety.
4. AUTHORIZED EQUIPMENT
 - a. Weapons
 - i. Daisy 853C Air Rifle (only)
 - b. Ammunition
 - i. Issued .177 calibre lead pellet (for Daisy 853C only)
 - c. Equipment
 - i. Shooting Jacket
 - ii. Sling
 - iii. Shooting Hat
 - iv. Shooting Gloves
 - v. Shooting Mat
 - vi. Targets
 - (1) Only issued or CO-approved alternate targets may be used.
 - (2) Human or animal-like silhouettes are prohibited.
 - (3) Targets must be placed in approved frames.
5. FIRING POSITIONS
 - a. Authorized positions:
 - i. Prone
 - ii. Standing
 - iii. Kneeling
 - b. All shots must be directed at authorized targets with backstops.
6. SAFETY PRECAUTIONS
 - a. Lead Handling
 - i. Only designated individuals may handle pellets.
 - ii. Hands must be washed after handling pellets or upon completion of range activities.
 - (1) Especially before eating.
 - (2) Hand sanitizer is not sufficient to remove lead.
 - b. Personal Protective Equipment
 - i. Safety glasses/goggles or shatterproof prescription eyewear must be worn at all times within ricochet-risk areas.
 - ii. Hearing protection is optional.
 - c. Medical Support

- d. A First Aid Kit must be present.
 - e. A qualified first aider must be on site.
7. RANGE STAFF APPOINTMENTS
- a. Appointments may be made under the authority of the Regional CO, and currency/competency will be checked by the Sqn CO.
 - i. Range Safety Officers
 - (1) Capt Seidlitz, Adam — Air Rifle, Biathlon, Large Bore (C7/C8)
 - (2) Capt Wilson, Brian — Air Rifle
 - (3) Lt Sych, Gregory — Air Rifle
 - ii. Assistant RSOs
 - (1) Assigned at the discretion of the RSO, but must be sufficiently trained.
8. RESPONSIBILITIES
- a. Range Safety Officer (RSO)
 - i. The RSO is responsible for:
 - (1) Safe conduct of all firing activities.
 - (2) Enforcing this SOP and all applicable regulations.
 - (3) Providing instruction and demonstrations as required.
 - (4) Ensuring all personnel understand safety rules before firing.
 - (5) Maintaining discipline and control on the range.
 - b. Assistant Range Safety Officer (ARSO)
 - i. Supports the RSO in supervision and safety enforcement.
 - ii. Performs inspections and assists with stoppage clearance.
 - c. Coach/Firing Point Assistants (FPA)
 - i. Qualified on the weapon, and assists individual cadets.
9. ELEMENTARY INSTRUCTION
- a. No cadet may handle a rifle until instructed on muzzle control and trigger discipline.
 - b. No cadet may fire until they have passed the Cadet Handling Test, unless actively completing the test.
10. FIRING POINT PROCEDURES
- a. Rifles may be loaded only on the firing point and only on RSO/ARSO command.
 - b. Smoking is prohibited.
 - c. No pellets or loaded rifles may move behind the firing point.
 - d. Only shooters, ARSO's, RSO's and FPA's may be on the firing point unless otherwise directed.
11. RIFLE HANDLING & ORIENTATION
- a. When not firing, rifles shall be placed:
 - i. On the firing point
 - (1) Breech open
 - (2) Pointing downrange
 - (3) Bolt handle facing up
 - (4) Pump lever open 2–3 cm
 - ii. Off firing point
 - (1) Same as on firing point
 - (2) Ram Rod/Barrel indicator flag installed
 - iii. Storage in case
 - (1) Breech Closed
 - (2) Action not cocked
 - (3) Pointed in a safe/indicated direction
 - (4) Bolt facing up

(5) Pump level open 2-3 cm

12. WAITING RELAYS

- a. Must remain clear of the firing point.
- b. May only approach when instructed by range staff.

13. AMMUNITION CONTROL

- a. All unexpended pellets must be recovered.
- b. Pellets will be distributed only when the firing detail is on the firing point.
- c. Pellets may not be carried on the person.
- d. Misfires and unfired pellets must be returned to authorized storage.

14. RIFLE INSPECTIONS

- a. The RSO/ARSO will:
 - i. Inspect all rifles before firers move to the firing point.
 - (1) This job may be delegated but the responsibility cannot be transferred.
 - ii. Inspect rifles after each relay to confirm they are unloaded.
 - (1) This job may be delegated but the responsibility cannot be transferred.
 - iii. Conduct a final inspection before personnel leave the range to ensure:
 - (1) Rifles are unloaded.
 - (2) Cadets are not carrying pellets.
 - (3) Cadets will verbally confirm compliance to a range staff member.
 - (a) "I have no rifle parts or pellets in my possession, Sir/Ma'am."

15. CONDUCT OF FIRING

- a. Commencement (RSO must be physically present to load or fire)
 - i. On the command "Cover off your Firing Position".
 - (1) Shooters approach their lane.
 - ii. On the command "Adopt the Prone Position".
 - (1) Shooters may laydown and setup area/rifles.
 - iii. On the command "Load and Prepare to Fire".
 - (1) Shooters load and keep on safe.
 - iv. On the command "Go On" (this is often preceded by the "GRIT").
 - (1) Shooters may take weapon off safe and fire on their own time.
- b. Completion
 - i. On the command "Unload and Prepare for Inspection".
 - (1) Immediately unload.
 - (2) Fire a "blank" to prove barrel is empty.
 - (3) Assume the ready position.
 - (4) Present rifles breech open, bolt up, pump lever open 2-3 cm

16. SUSPENSION OF FIRING

- a. On the command of "Cease Fire" or "Stop, Stop, Stop".
 - i. Rifles are placed down on the firing point, safety on, pointing downrange.

17. STOPPAGES & MISFIRES

- a. Shooters are not qualified to clear a stoppage so they will keep the rifle pointed downrange and raise a hand, then an ARSO or RSO will clear it.
- b. All stoppages will be cleared under RSO supervision.
- c. Rifles with unspent pellets may not leave the firing point.

18. TARGET INSPECTION

- a. Nobody may touch rifles during target inspection.

19. COLLECTION OF SPENT PELLETS

- a. Assigned personnel will collect spent pellets into designated containers.
- b. RSO/ARSO will ensure no unspent pellets are mixed in.

20. CLEANING OF RIFLES

- a. Rifles will be cleaned after firing or when in storage for a set time (not to exceed 3-month periods) and inspected by the RSO/ARSO.
 - i. Defects will be communicated promptly.

21. RANGE CLEANLINESS

- a. The RSO ensures the range is left clean and orderly.

22. COMMUNICATIONS

- a. Verbal communication is often sufficient.
 - i. A megaphone/radios are not required due to the small range size.

23. SECURITY

- a. When the range is active the RSO must:
 - i. Ensure all doors leading into the range area are closed.
 - ii. Sign reading “Range Area – DO NOT ENTER” must be posted on entrances/exits.
 - iii. A sentry or flag must be posted.
- b. When range is complete the RSO is responsible to:
 - i. Inspect the building for hazards/cleanliness.
 - ii. Secure the facility before departure.
 - iii. Ensuring rifles and pellets are stored I.A.W. Central Region Supply SOPs.

1. Please see below.

DUTY CADET – NIGHTLY INSTRUCTIONS

1. Chain of Command

- Report to the **CWO** for instructions or questions.
- *(If the CWO is absent or unavailable, report to a senior cadet designated by staff)*

3. Arrival *(please be early so that you are prepared)*

- Ensure attendance sheets are ready with clipboards and pens.
- Open classrooms and turn on lights.
- Prepare classrooms and the parade square for training.
- Report the overall condition of the squadron to the CWO or delegate before opening parade.

4. Before Opening Parade

- Ensure the squadron forms up on time.
- Distribute attendance sheets to Flight Commanders.
- Assist with inspections and record notes as required.
- Ensure all late cadets are properly recorded on attendance sheets.

5. During Training *(You are excused from classes as required to complete Duty Cadet responsibilities)*

- Relay messages as required.
- Provide class instructors 5-min warnings before period changes.

6. Before Closing Parade

- Report to the CWO or delegated senior cadet for cleanup instructions.
- Assist with forming up the squadron and support the final parade.

7. After Dismissal

- Assign cleanup duties to cadets to ensure all areas are cleaned.
- Inspect all zones and record any issues or concerns.
- *Confirm windows are closed and lights are turned off.*
- Report completion and any concerns to the CWO or delegated senior cadet before leaving.

SQUADRON CLEANUP REQUIREMENTS

Parade Square

- Remove all garbage
- Return chairs and tables to proper locations.
- Sweep the floor.
- Ensure no items are left behind; place any found items in Lost & Found.

Classrooms

- Stack/store chairs neatly.
- Return desks and tables to correct positions. (*wipe tables if required*)
- Empty garbage bins.
- Erase whiteboards.
- Turn off lights and close windows.

Offices

- Return equipment to proper storage.
- Empty garbage bins.

Washrooms

- Empty garbage bins and ensure no litter is left on the floor.
- Ensure sinks and counters are clean.
- Flush toilets and urinals.
- Turn off lights.

Hallways

- Remove garbage.
- Collect lost items; place any found items in Lost & Found.