

# **AIR CADET LEAGUE OF CANADA**



## **ALBERTA PROVINCIAL COMMITTEE POLICY & PROCEDURE MANUAL**

June 2004 Edition

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## **PURPOSE OF THE POLICY AND PROCEDURE MANUAL**

***Taken from the original manual dated 1 September 1990;***

In the following pages, you will find the Air Cadet League of Alberta Indoctrination manual. In all the years I have been involved with the League, a constant problem area to sponsoring chairmen and their committees is the lack of information on the duties expected of them as sponsors of an Air Cadet Squadron. Too many times, sponsoring chairmen have changed and have been given little or no information of what is expected of them in their portfolio to their successor.

The introduction of this manual hopes to solve this problem. This manual is a summary of all the duties, requirements and expectations of sponsors of Air Cadet Squadrons in Alberta. From general information on the cadet movement to summaries of duties and responsibilities, this manual captures in one book the majority of information that sponsors require to do an effective job.

Each sponsoring committee, league representative, and member of the Provincial Executive will be given one of these books. It is hoped that each sponsoring committee will review the manual and will turn this manual over to their successor after their term is complete. This manual is not static. Annually, this manual will be updated to reflect changing conditions and requirements in the Air Cadet movement.

As the first draft to this manual, it is not expected to be able to pick up all the information that you may require. Each squadron is different and has different procedures that they follow. As a general guide, however, this manual should contain most of the information needed by sponsors to understand their duties and will highlight the minimum standards expected of each squadron.

Your continued co-operation in highlighting areas of deficiency and suggesting areas of improvement will serve to make this manual an invaluable reference over the years.

Due to the high cost of printing, only one copy per squadron will be provided, with additional copies at \$25 each. I look forward to your input into this, our first draft of the sponsor Indoctrination Manual of the Royal Canadian Air Cadets – Alberta Provincial Committee.

## **AIMS OF THE PROGRAM**

The aims of the Air Cadet program are:

To develop in youth the attributes of good citizenship and leadership;

To promote physical fitness;

To stimulate the interest of youth in the air element of the Canadian Forces; and

To promote and encourage among young people a practical interest in aeronautics and to assist those intending to pursue a career in the field of aviation.

## **ROYAL CANADIAN AIR CADET MOTTO**

**To Learn \* To Serve \* To Advance**

## **STRENGTH**

Since the League Launched its peacetime program following the last war, Air Cadet strength across Canada has increased by well over 100%. Today, the organization has an enrolment of over 28,000 cadets distributed among some 440 squadrons.

## **ACCOMPLISHMENTS**

Since the Air Cadet League of Canada came into being in April 1941, more than 800,000 young Canadians have participated in the training program. It is estimated that in one way or another, 1 million Canadians are involved in the Air Cadet movement.

## **HISTORY OF THE AIR CADET LEAGUE OF CANADA**

The History of the Air Cadet League of Canada is well presented in Section 1.4 of the National Policies and Procedures Manual as well.

Since its inception in April 1941, the Air cadet League of Canada has grown from a mere proposal to a firmly established organization recognized throughout Canada and internationally as well, as an agency for citizenship training second to none.

### **The Early Days**

To understand why and how the Air Cadet League of Canada came into being, it is necessary to recall the early days of World War II. France had fallen, the Low Countries had been invaded, and Britain was under heavy attack from the air. The critical need was for planes and more planes – and for trained young men to fly them in defence of freedom.

Against this background there grew in Canada the idea of a select corps of teen-aged youths who would devote some of their spare time to preparing for the day when they would take their places as aircrew in the ranks of the Royal Canadian Air Force. Even before the Air Cadet League started there was a flourishing Air Cadet unit in Vancouver and other groups had sprung up in Montreal, Windsor, Penhold and elsewhere.

In 1940 Air Minister Power, who was very much aware of the need for Air Cadet training, called in a group of influential civilians and asked them to set up a country-wide voluntary organization to sponsor and develop this growing movement. The response was immediate, and a civilian organization was soon created to work on a partnership basis with the RCAF. As it later developed, this partnership was to be the main reason for the striking success of the Air Cadet movement in Canada.

On the 11<sup>th</sup> of November, 1940, Order-in-Council PC 6647 was passed. This order authorized the formation of the Air Cadet League of Canada and set forth the responsibilities of the civilian body of the RCAF. On April 9, 1941, the Air Cadet League of Canada was granted a Dominion Charter authorizing it to operate as a non-profit corporation. As administrative headquarters was established in Ottawa, and the stage was set for a concentrated appeal throughout the provinces.

In the early part of 1941 a national board of key men was chosen and it met for the first time in Ottawa on June 2<sup>nd</sup> of the year. One of the first acts of the national directors was to appoint an outstanding chairman in each of the nine provinces. The provincial chairmen in turn, set up their committees and these gentlemen traveled widely, talking to public-minded citizens and recruiting local sponsorship for the squadrons.

The organization of squadrons proceeded through the fall months of 1941 and by the end of the year there were 79 squadrons affiliated across the country. By May, 1942, there were 135 squadrons and 10,000 cadets; and a year later 315 squadrons with 23,000 cadets.

The primary purpose of the League during its formative years was a military one, but its founders were also thinking in terms of the long-range benefits of Air Cadet training. They realized that through voluntary study, the cadets would improve their knowledge and increase their usefulness to the community. And in supervised squadron activities they would find opportunities to develop those qualities usually associated with good citizenship.

## **HISTORY OF THE AIR CADET LEAGUE – Continued**

It was the character-building aspect of the Air Cadet training which appealed most strongly to the youth leaders of the country. Service clubs, educators, Boards of Trade and other groups offered their services to the League, not only as a contribution to the war effort but also as a means of assisting the youth of the country along the road to good citizenship.

In September of 1944 the movement reached the peak war strength of 374 squadrons, over 29,000 cadets, 1,750 officers and instructors and another 2,000 civilian who supplied financial and other support.

It is unfortunate that during the early years accurate records were not kept of the number of cadets who joined the fighting forces. It has been established, however, that during one brief period, over 3,000 Air Cadets graduated into the wartime RCAF and more than a score of them were subsequently decorated for gallantry. This was a proud record and one which provided tangible proof of the value of Air Cadet training.

### **THE POST-WAR PERIOD**

The peacetime story of the Air Cadet movement is perhaps even more impressive than its wartime history. Commencing in late 1944, the League planned and carried out its peacetime conversion with the same vigour that it tackled its wartime responsibilities. Probably the most important job facing the Air Cadet organization in 1945 was provide an incentive which would rival in its appeal the wartime goal of graduation into the RCAF. The answer was found in a variety of awards for outstanding proficiency and loyalty to the squadrons.

More will be said later concerning these attractive features of the Air Cadet training program.

Immediately following the close of the war, there was a natural lessening of interest in all cadet activities throughout Canada. Many squadrons that had been set up "for the duration" were disbanded and the movement settled down to a low point of approximately 11,000 cadets in 155 squadrons.

In 1946 the Government approved a maximum establishment for the post-war period of 15,000 cadets across Canada. Simultaneously, a new peacetime program for Air Cadets, based on a combination of aviation and citizenship training, was put into effect by the League and the RCAF.

Early in 1949 the movement spread to the new province of Newfoundland where six active squadrons, all supported by strong civilian committees, were in operation only a few weeks after Confederation. A year later, the need for an increase in the maximum establishment was recognized by the Government and the ceiling was raised to 22,500 cadets.

As the League paused to observe its Tenth Anniversary in 1951, it could point to a fine record of service to Canada. Some 65,000 boys had worn the Air Cadet uniform and participated in the training program.

In 1989, thirty-eight years later, the number of cadet participants exceeded 600,000 and there were 440 community squadrons in operation across Canada – at that time the highest figure of record.

During the period 1964 – 66 the three branches of the Canadian Forces underwent a complete reorganization when integration of common services was implemented, as a preliminary step to complete unification. This was also a time when youth were left to "do their own thing" and when interest in structural organizations like Scouts and Cadets was definitely on the decline.

## HISTORY OF THE AIR CADET LEAGUE – Continued

However, the people who worked with Air Cadets did not accept the popular view of the day that youth had become spoiled and lacked ambition. On the contrary, the history of the movement had proved that given the proper outlet, young people were prepared to work very hard to make themselves better and more useful citizens of Canada.

On February 1, 1968, the Air Cadet League lost its original partner – the Royal Canadian Air Force – and unification brought about a new partnership with the Canadian Armed Forces.

In 1969, a Directorate of Cadets was formed at National Defence Headquarters to set policy and coordinate the activities of the three cadet movements. This office now functions under the Director General Reserves and Cadets. The day-to-day control of Air Cadets is vested in six military regions affiliated with the functional Commands of the Canadian Forces with the functional Commander also serving as Regional Commander:

Atlantic Region – Maritime Command  
Eastern Region – Mobile Command  
Central Region – Canadian Forces Training System  
Prairie Region – Air Command  
Pacific Region – Maritime Pacific  
Northern Region

The challenge faced by the Air Cadet leaders of the sixties was to revitalize the program and establish its credibility with a new and very aware generation of young Canadians.

In the early years of Air Cadets, the RCAF had operated an impressive number of bases scattered across the country and there was no shortage of small aircraft, especially those in the Expediter or Dakota categories, which were well suited to providing familiarization flying opportunities for Air Cadets. However, with the coming of Service unification in Canada, the closing of many air bases and amalgamation of others – and with the trend to larger, long-range aircraft – the situation changed rather drastically.

By the mid – 1960's, it had become obvious that Air Cadets were simply not being provided with sufficient opportunities to actually experience the thrill of flight. Faced with the problem of maintaining cadet interest, the Air cadet League decided to “put the air back in Air Cadets”.

In the summer of 1965, the League's western members launched an experimental gliding program in conjunction with the Air Cadet Summer camp at Penhold, Alberta. From that small beginning, gliding has developed into a major project and has built up to the point where the Air Cadet organization carries out more than 45,000 glider flights each year and turns out 300 licensed Air Cadet glider pilots annually.

In the first few years, gliders were loaned or leased to the League by Soaring Clubs in different parts of the country who also helped out with pilots and instructors. The RCAF cooperated in the effort by providing support staff and equipment, including two L-19 tow aircraft.

However, in 1967, a glider procurement program was launched by the Air Cadet League with the goal of building up our own fleet of gliders for use not only at Summer Camps, but during the spring and fall gliding seasons as well.



## **HISTORY OF THE AIR CADET LEAGUE – Continued**

The Air Cadet flying and gliding program was given a terrific shot in the arm in late 1972 when the League was authorized to purchase at a nominal price, surplus L-19 aircraft being released by the Canadian Forces. These were obtained through Crown Assets Disposal Corporation and continue to play an effective role along with the League's other aircraft, in what is the largest gliding program being carried out in North America.

As of 1991 this project reached the stage where the Air Cadet League owns 52 gliders and 28 tow airplanes which are operated by the Canadian Forces in support of the Air Cadet training program.

Following several years of "unofficial" participation in squadron-operated "Girl Cadet Flights", official participation by girls in the Air Cadet program was approved by Parliament on July 30, 1975. At the present time, girls make up about 30% of the enrolment in Air Cadet Squadrons across the country.

It is evident that the founders of the Air Cadet movement planned better than they realized when they teamed up Service and Civilian resources in an operating partnership that has been the real secret behind the success of the movement in Canada. The philosophy is simple:

- a) Although there is a very significant military involvement in the Air Cadet program, we are very proud of the fact that membership, for both cadets and adults, is completely voluntary and that the Canadian Forces supports the program for the same reason that the civilian volunteers do – that is, for its effectiveness in providing citizenship training benefits for Canadian youth.
- b) The members of the Air Cadet League believe that should be kept as completely up-to-date and as progressive as possible, especially in view of the changing attitudes of today's youth. However, we also believe that there is a place in our society for an educational program which is not entirely permissive; which requires the participants to meet certain standards of dress, appearance and behaviour; and which expects our young people to accept a full measure of personal responsibility for their own actions.
- c) We believe that every Air Cadet should have the opportunity to qualify for the most attractive rewards the program can offer, and that a cadet should be able to earn these awards in only one way – by working for them. None of the Air Cadet training rewards or scholarships can be purchased; they must be earned through good service with the squadrons and by meeting the standards that have been laid down.
- d) While Air Cadets are not required to pay membership fees or dues in order to belong, they are all expected to take part in fund-raising and other support projects initiated by the Air Cadet League. Without this active cadet participation, it is doubtful that our organization would be able to carry on.

## **FUTURE PLANS**

In concert with its military partners, the League is currently studying other avenues of training which may well be included in the Air Cadet program of the future. They are currently looking, for example, at different levels of aerospace education.

The aim, as always, is to keep the Air Cadet program in tune with the times and to keep ourselves in step with the attitude and aspiration of each succeeding generation of your people.

## **VOLUNTARY EFFORT**

For various reasons, accurate statistics cannot be given on the total number of adults who have served the Air Cadet program since the League's inception. At the present time, more than 1,936 officers and instructors direct the activities of Canada's Air Cadets and supported by over 3,780 committee members whose voluntary services are the real key to the success of the League.

## HISTORY OF THE AIR CADET LEAGUE IN ALBERTA

The following is some highlights of the accomplishments and history of the Air Cadet League of Alberta.

The Alberta Provincial Committee came into being in 1941 under the authority granted to the Air Cadet League of Canada's original charter. It is interesting to note that Air Marshall W.A. Bishop, Mr. G.B. Foster QC of Montreal and Mr. H.P. Percival, an architect, also of Montreal, were the original signatories to the incorporation documents signed 9<sup>th</sup> April 1941.

The first Chairperson of the Alberta Provincial Committee was Mr. H.R. Carson who served from 1941 – 1945. A list of the Provincial Committee chair people is on page 11.

Under the leadership of Mr. Carson and his committee the first squadrons were formed in Alberta in the fall of 1941 and included many who are still active.

In 1979 the Alberta Provincial Committee was incorporated under the Societies Act of the province of Alberta. The first board was composed of:

| <b>Name</b>    | <b>Address</b> | <b>Occupation</b>  |
|----------------|----------------|--------------------|
| J.W. Yuill     | Edmonton       | Red Cross Director |
| S. Harry       | Edmonton       | Bank Manager       |
| D. Rognvaldson | Grande Prairie | Supervisor         |
| H. McClung     | Sherwood Park  | Sales Manager      |
| C. MacDonald   | Edmonton       | General Manager    |

Over the years the Alberta Provincial Committee has undertaken many innovative projects including the purchase of Netook from the federal government and the establishment of bush/survival camps at Camp Worthington and Camp Wright. Many committee members worked hard on these and other projects and their efforts have borne fruit that has been enjoyed by countless Air cadets over the years. These assets, together with our aircraft and gliding related vehicles and equipment, now have a value in excess of \$1,500,00.00. A detailed history of each appears in the sections of this manual devoted to them.

The Air Cadet gliding program was first established in Alberta in 1968 with Herb Bowditch as the instructor. We are proud that this program has now spread to cover all of Canada.

Over the years our cadet strength and number of squadrons have varied but in recent years we have seen significant growth. In the Spring of 2001 there were approximately 3,000 cadets in 42 squadrons all across Alberta.

## ALBERTA PROVINCIAL SQUADRON ANNIVERSARIES

| <b>Squadron/Location</b> | <b>Incorporated</b> | <b>25th</b> | <b>40th</b> | <b>50th</b> | <b>60th</b> | <b>70th</b> |
|--------------------------|---------------------|-------------|-------------|-------------|-------------|-------------|
| 7 Penhold                | 24 Sept 1941        | 1966        | 1981        | 1991        | 2001        | 2011        |
| 11 Lethbridge            | 24 Sept 1941        | 1966        | 1981        | 1991        | 2001        | 2011        |
| 12 Edmonton              | 24 Sept 1941        | 1966        | 1981        | 1991        | 2001        | 2011        |
| 15 Medicine Hat          | 28 Sept 1941        | 1966        | 1981        | 1991        | 2001        | 2011        |
| 24 Red Deer              | 20 Nov 1944         | 1969        | 1984        | 1994        | 2004        | 2014        |
| 42 Wetaskiwin            | 6 Nov 1941          | 1966        | 1981        | 1991        | 2001        | 2011        |
| 52 Calgary               | 3 Dec 1941          | 1966        | 1981        | 1991        | 2001        | 2011        |
| 65 Ponoka                | 18 Dec 1941         | 1966        | 1981        | 1991        | 2001        | 2011        |
| 88 Airdrie               | 1 Sept 2000         | 2025        | 2040        | 2050        | 2060        | 2070        |
| 124 Peace River          | 14 April 1942       | 1967        | 1982        | 1992        | 2002        | 2012        |
| 185 Olds                 | 30 Oct 1942         | 1967        | 1982        | 1992        | 2002        | 2012        |
| 187 Foothills            | 30 Oct 1942         | 1967        | 1982        | 1992        | 2002        | 2012        |
| 225 Taber                | 30 Nov 1942         | 1967        | 1982        | 1992        | 2002        | 2012        |
| 230 Athabasca            | 8 Dec 1942          | 1967        | 1982        | 1992        | 2002        | 2012        |
| 239 Brooks               | 1 Jan 1984          | 2009        | 2024        | 2034        | 2044        | 2054        |
| 287 Beaumont             | 1 Jan 1984          | 2009        | 2024        | 2034        | 2044        | 2054        |
| 341 Mundare              | 27 Oct 1943         | 1968        | 1983        | 1993        | 2003        | 2013        |
| 395 Edmonton             | 3 July 1946         | 1971        | 1986        | 1996        | 2006        | 2016        |
| 504 Edmonton             | 5 Oct 1950          | 1975        | 1990        | 2000        | 2010        | 2020        |
| 524 Sturgeon             | 5 Oct 1950          | 1975        | 1990        | 2000        | 2010        | 2020        |
| 526 Barrhead             | 4 Nov 1950          | 1975        | 1990        | 2000        | 2010        | 2020        |
| 533 St. Albert           | 8 May 1951          | 1976        | 1991        | 2001        | 2011        | 2021        |
| 538 Calgary              | 19 Oct 1951         | 1976        | 1991        | 2001        | 2011        | 2021        |
| 539 High Prairie         | 19 Oct 1951         | 1976        | 1991        | 2001        | 2011        | 2021        |
| 570 Edmonton             | 20 April 1953       | 1978        | 1993        | 2003        | 2013        | 2023        |
| 572 Castor               | 16 Dec 1999         | 2024        | 2039        | 2049        | 2059        | 2069        |
| 577 Grande Prairie       | 13 Nov 1953         | 1978        | 1993        | 2003        | 2013        | 2023        |
| 604 Calgary              | 7 Mar 1955          | 1980        | 1995        | 2005        | 2015        | 2025        |
| 644 Camrose              | 26 Mar 1957         | 1992        | 1997        | 2007        | 2017        | 2027        |
| 664 Medley               | 23 Dec 1957         | 1992        | 1997        | 2007        | 2017        | 2027        |
| 699 Jasper Place         | 19 Nov 1959         | 1994        | 1999        | 2009        | 2019        | 2029        |
| 721 Whitecourt           | 8 Jan 1998          | 2023        | 2038        | 2048        | 2058        | 2068        |
| 733 Drayton Valley       | 22 April 1963       | 1988        | 2003        | 2013        | 2023        | 2033        |
| 755 Parkland             | 21 May 1965         | 1990        | 2005        | 2015        | 2025        | 2035        |
| 781 Calgary              | 6 Mar 1969          | 1994        | 2009        | 2019        | 2029        | 2039        |
| 810 Edmonton             | 1 Oct 1971          | 1996        | 2011        | 2021        | 2031        | 2041        |
| 831 Leduc                | 1 Sept 1974         | 1999        | 2014        | 2024        | 2034        | 2044        |
| 859 Crowsnest            | 1 Jan 1978          | 2003        | 2018        | 2028        | 2038        | 2048        |
| 868 Fort McMurray        | 1 May 1979          | 2004        | 2019        | 2029        | 2039        | 2049        |
| 874 Edson                | 1 Feb 1980          | 2005        | 2020        | 2030        | 2040        | 2050        |
| 878 Banff/Canmore        | 1 July 1980         | 2005        | 2020        | 2030        | 2040        | 2050        |
| 903 Strathmore           | 1 Sept 1999         | 2024        | 2039        | 2049        | 2059        | 2069        |

## **YEAR AT A GLANCE**

### **SEPTEMBER**

Battle of Britain Parade  
Det Commanders Conference

### **OCTOBER**

Air Cadet League (Alberta Provincial Committee) Annual General Meeting

### **NOVEMBER**

Raider Atlantis (Penold)

### **DECEMBER**

### **JANUARY**

Qualifying Exam for Flying and Gliding (DND)  
Qualifying Exam for Air Traffic Control (League)  
Zone Effective Speaking Competition

### **FEBRUARY**

Scholarship Boards (Ponoka)  
Provincial Effective Speaking Competition (Ponoka)

### **MARCH**

ACO Conference  
Marksmanship Zone Competition

### **APRIL**

Sports and Drill – all Zones  
Southern SurvivAir Challenge (Camp Worthington)  
Marksmanship Provincial Competition

### **MAY**

Northern SurvivAir Challenge (Camp Wright)  
National Marksmanship

## PROVINCIAL CHAIR PEOPLE ALBERTA PROVINCIAL COMMITTEE

|           |                  |                                                                                   |
|-----------|------------------|-----------------------------------------------------------------------------------|
| 1941-1945 | H.R. Carson      | Deceased                                                                          |
| 1945-1946 | D.A. Ross        | Deceased                                                                          |
| 1946-1948 | J.H. Wildman     | Deceased                                                                          |
| 1948-1950 | E.M. Duggan      | Deceased                                                                          |
| 1950-1952 | H.R. Francis     | Deceased                                                                          |
| 1952-1954 | W.H. Collie      | Deceased                                                                          |
| 1954-1956 | A.R. Smith       | No longer involved                                                                |
| 1956-1958 | A.B. Evenson     | Deceased                                                                          |
| 1958-1960 | W.E. Ross        | No longer involved                                                                |
| 1960-1962 | R.L. Wilkin      | No longer involved                                                                |
| 1962-1964 | R.C. Gordon      | Deceased                                                                          |
| 1964-1966 | D. H. Arnett     | Deceased                                                                          |
| 1966-1967 | F. E. Clarke     | No longer involved                                                                |
| 1967-1969 | H.J. Winfield    | No longer involved                                                                |
| 1969-1970 | G.M. Esdale      | Deceased                                                                          |
| 1970-1972 | W.C. Beattie     | Involved with NW Zone,<br>Life Member<br>National President 1991/92               |
| 1972-1973 | C.J. Palmer      | Living in Calgary<br>National President 1981/82                                   |
| 1973-1975 | D.F. Terriff     | Living in B.C.                                                                    |
| 1975-1976 | H.M. Fowler      | Living in Calgary<br>National President 1989/90                                   |
| 1976-1977 | S.D. Harry       | Living in B.C.                                                                    |
| 1977-1978 | F.J. Marsh       | Deceased                                                                          |
| 1978-1979 | J.W. Yuill       | Deceased                                                                          |
| 1979-1981 | D.L. Rognvaldson | Living in Stony Plain                                                             |
| 1981-1983 | C.M. Burke       | Living in Ontario<br>National Governor 1992/94                                    |
| 1983-1985 | A.C. Bredo       | Deceased                                                                          |
| 1985-1987 | H.W. Drummond    | Living in Calgary                                                                 |
| 1987-1988 | E.M. Hutchings   | Involved with NE Zone,<br>Life Member                                             |
| 1988-1990 | R.J. Ilko        | National President 2000/01<br>National Governor 1993/00                           |
| 1990-1993 | B.A. Burke       | Southern Zone Director 2000-<br>present<br>National Governor 1995/97 &<br>2002/03 |
| 1993-1995 | B. Clarke        | National Governor 1998present                                                     |
| 1995-1997 | A. Spielman      | Involved with Southern Zone                                                       |
| 1997-1999 | H. Boyd          | Provincial Secretary 2000/01                                                      |
| 1999-2000 | C. Bowen         | Past Chairman 2000 – present                                                      |
| 2000      | B. Bondarevich   |                                                                                   |

**PROVINCIAL LIFE MEMBERS  
ALBERTA PROVINCIAL COMMITTEE**

Don Mooney            (Deceased)

Ron Worthington

Stan Harry

Maxine McBean

Gail Sherlaw

Art Skinner

Brian Leatherdale

Jack Germain        (Deceased)

Arla Hamilton

Bill Beattie

Evelyn Hutchings

Herb Bowditch

Hugh Boyd

**CONSTITUTION**  
**Air Cadet League of Canada**  
**Alberta Provincial Committee**

**1. NAME:**

The name of the organization shall be "The Air Cadet League of Canada, Alberta Provincial Committee" as well as the Air Cadet League of Canada (Alberta) hereinafter known as "The Provincial Committee".

**2. OBJECT:**

The object of the Provincial Committee shall be to undertake and promote as laid down in the Rules and Regulations of the Air Cadet League of Canada, and to assist within the Province of Alberta on such other boundaries agreed, the purposes of the Air Cadet League of Canada by promoting the formation of Local Sponsoring Committees and Squadrons of Royal Canadian Air Cadets, and by assisting and guiding such Local Sponsoring Committees formed or to be formed with the designated area or such other boundaries as agreed.

**Note:** A Local Sponsoring Committee is defined as any group of persons who have undertaken the sponsorship of a Squadron of Royal Canadian Air Cadets within the conditions laid down by the Air Cadet League of Canada and with the approval and under the authority of the Canadian Forces.

**3. TO WHOM RESPONSIBLE:**

The Provincial Committee shall be responsible to the Board of Governors of the Air Cadet League of Canada.

**4. COMPOSITION:**

The Provincial Committee shall be made up as follows:

- a) The Chairmen of each Local Sponsoring Committee under Alberta Provincial Committee;
- b) Members of the Provincial Executive Committee;  
As outlined in Section 8 (a) and (b)
- c) One League Representative from each of the squadrons in the province.
- d) Maximum of five (5) "active" Past Provincial Chairmen residing in the Province of Alberta as determined by the Executive Committee of the Alberta Provincial Committee.
- e) All members of the Advisory Board as outlined in Section 13.
- f) Such additional non-voting (life and honorary) members as are solely approved at a meeting of the Executive Committee of the Provincial Committee. All recommendations for awarding of (life and honorary memberships) must be presented, in writing, to the Executive Committee forty-five (45) days prior to the start of the Annual Meeting.

**Note:** Canadian Forces Officers, including CIC Officers, may be invited to attend any meeting of the Provincial Committee or its sub-committees, but cannot be members thereof, nor vote.

**5. ELIGIBLE VOTERS:**

For purposes of voting at any Alberta Provincial Committee Annual General Meeting or any special Provincial Committee meeting called by the Provincial Chairman, the following members shall be allowed to vote:

- a) The Chairman of each Local Sponsoring Committee, or if unable to attend may appoint a proxy vote as outlined in Section 16(c).
- b) The members of the Provincial Executive Committee  
As outlined in Section 8 (a) and (b)



## **CONSTITUTION – Continued**

### **5. ELIGIBLE VOTERS: (continued)**

- c) Designated Zone Committee members, as follows, and as authorized by Zone Committees:

- North West Zone - four (4)

- North East Zone – four (4)

- Central Zone – four (4)

- Southern Zone – four (4)

- d) The five (5) active Past Provincial Chairman and the immediate Past Chairman who form part of the Nominating Committee, as outlined in Section 17.

**Note:** “Active” defined as one who regularly participates in the current affairs and activities of the Alberta Provincial Committee.

### **6. ANNUAL MEETING:**

- a) The Annual Meeting of the Provincial Committee shall be held during the months of September, October or November for the purpose of electing Officers/Directors of the Committee, receiving reports, and the transaction of any business proper to the Committee's sphere of influence.
- b) Notice of such Annual Meeting shall be sent by regular mail to all Provincial Committee members at least thirty (30) days prior to the date of the Annual Meeting.
- c) Not later than the adjournment of the Annual Meeting, the Chairman shall present for approval an operating and capital budget indicating projected revenues and expenditures.
- d) At the Annual Meeting an auditor of appropriate qualifications will be appointed for the coming year.
- e) The fiscal year of the Provincial Committee shall end on August 31<sup>st</sup> of the current year.
- f) Financial statements and minutes of record shall be available for viewing and analysis by any member upon 48 hours notice to the Provincial Chairman. Any cost involved shall be at the expense of the individual requesting the viewing.

### **7. OTHER MEETINGS:**

The Chairman of the Provincial Committee may call a meeting of the Committee at any time, and shall call a meeting upon written request to do so by one-third (1/3) of the members of the Provincial Committee, written notices being given to all such meetings within thirty (30) days of the request.

### **8. OFFICERS AND DIRECTORS:**

- a) At each Annual Meeting, the Provincial Committee shall elect from amongst its members, a Chairman, Secretary, Director of Finance and Vice Chairman, who shall be known as Officers of the Committee and the following Directors: Director of Air Resources; Director of Netook Gliding Centre; Director of Camp Wright and Director of Camp Worthington.
- b) North West, North East, Central and Southern Zone Directors will be elected at their respective Zones. Names of the elected Zone Directors are to be forwarded to the Chairman of the Nominating Committee at least two (2) weeks prior to the Provincial Annual Meeting.
- c) Members of the Executive Committee shall not hold office in Local Sponsoring Committees.
- d) All elected Officers/Directors shall hold office for one year, or until the next Annual Meeting, whereat all shall be eligible for re-election to office. An Officer/Director who retires or becomes non-effective during his term of office may be replaced by the Provincial Executive Committee.

## **CONSTITUTION – Continued**

### **8. OFFICERS AND DIRECTORS: Continued**

- e) Zone Directors who are unable to continue in their position may be replaced by an election at the Zone.
- f) Other than the Provincial Chairman and Zone Directors, if any position on the Executive Committee should become vacant, then the Executive Committee will appoint an in term replacement until the next Annual General Meeting.

### **9. DUTIES OF OFFICERS:**

- a) The Chairman shall preside at all meetings of the Provincial Committee and Executive Committee and shall be an ex-officio member of all sub-committees. In the event of the Chairman's absence, or inability otherwise to act, the Vice-Chairman or a designated Zone director shall assume his duties.
- b) The Provincial Secretary shall keep and present on demand to any Provincial Committee member for inspection, the minutes of the proceedings of all Provincial Committees and Provincial Executive meetings. Minutes of sub-committees shall be kept by the secretary appointed by those committees. The Secretary shall conduct the routine business and correspondence of the Provincial Committee and is to be the official channel of communication between Local Sponsoring Committee, Zone Committees and the Provincial Committee.
- c) The Director of Finance shall keep accounts in suitable books of all monies received by or for the Provincial Committee, as authorized by it; and shall provide receipts for all contributions and donations received by the Provincial Committee; and shall submit statements of the financial position of the Provincial Committee, including receipts disbursements and investments, to meetings of the Executive Committee.
- d) The Director of Finance shall submit an audited statement of the Provincial Committee's finances at each Annual Meeting and forward a copy of same to Air Cadet League Headquarters following acceptance by the Provincial Committee.
- e) At the Annual Meeting an auditor of appropriate qualifications will be appointed for the coming year.
- f) The fiscal year of the Provincial Committee shall end on August 31st of the current year.
- g) Financial statements and minutes of record shall be available for viewing and analysis by any member upon 48 hours notice to the Provincial Chairman. Any cost involved shall be at the expense of the individual requesting the viewing.

### **10. BANKING:**

All monies received by the Provincial Committee shall be deposited in a chartered bank designated by the Executive Committee in a separate account maintained in the name of the Provincial Committee. Signing officers for the Provincial Committee shall be any two (2) of the following: Provincial Chairman; Provincial Vice-Chairman; Provincial Director of Finance; Provincial Secretary.

### **11. EXECUTIVE COMMITTEE:**

- a) The administration of the affairs of the Provincial Committee shall be vested in an Executive Committee as constituted by the Provincial Committee.
- b) The Executive Committee shall be made up as follows:
  - i. the Officers and Directors of the Provincial Committee, as defined in Article 7;
  - ii. the immediate Past Chairman of the Provincial Committee;

## **CONSTITUTION – Continued**

### **11. EXECUTIVE COMMITTEE: Continued**

- c) The Executive Committee may appoint chairmen of such sub-committees as authorized by the Provincial Committee. The Chairman of a sub-committee shall appoint his own sub-committee members;
- d) The Executive Committee shall hold regularly scheduled meetings (normally monthly) at the call of the Provincial Chairman, notices being given of all such meetings. Members are required to attend regularly and actively participate in at least 75% of all such meetings.
- e) From the beginning of a fiscal year until adjournment of the Annual General Meeting held during that fiscal year, the Executive Committee (by unanimous approval of an Executive motion) may approve an interim operating budget (exclusive of capitalized expenditures) that shall be their expenditure authority until the adjournment of the Annual General Meeting, further the Executive authority may (by unanimous approval of an Executive motion) approve any capitalized expenditures that they believe to have been explicitly or implicitly previously approved by the Alberta Provincial Committee
- f) That the Executive Committee is empowered to encumber the Alberta Provincial Committee with debt only when so approved and only to such liability as may from time-to-time be approved by a motion passed by the Alberta Provincial Committee.

### **12. MANAGER:**

The Provincial Committee, upon the recommendation of the Executive Committee, may appoint a Manager and fix the term of his appointment and remuneration.

### **13. ADVISORY BOARD:**

The Advisory Board shall consist of all Past Chairmen of the Alberta Provincial Committee who are willing to serve and who reside in the Province of Alberta. The immediate Past Chairman shall serve as Chairman of the Board and it will meet periodically at the call of the Chairman. It shall be the duty of the Board to advise and assist the Provincial Chairman and the Executive and to undertake projects as and when requested.

### **14. ZONE COMMITTEES:**

Where, in the opinion of the Provincial Committee, there is justification by virtue of density of population, or squadrons, it shall be competent for the Provincial Committee to authorize and approve the formation of Zone Committees to consolidate the functions, actions and amenities of the squadrons so grouped. As of the date of these by-laws, the following Zone Committees are authorized by the Provincial Committee: North West Zone, North East Zone, Central Zone and Southern Zone.

### **15. QUORUM:**

- a) For the purpose of the Annual Meeting or other regularly called general meetings, a quorum shall be held to be twenty-five (25) members of the Alberta Provincial Committee, of which, thirteen (13) must be Local Sponsoring Committee Chairmen or a proxy carrying designate as outlined in Section 16 (c);
- b) For the purpose of an Executive Committee meeting, a quorum shall be held to be a simple majority of the Executive Committee.
- c) For Zone and all other Committees meetings not specified, a quorum shall be a simple majority of that Committee.

## **CONSTITUTION – Continued**

### **16. VOTING:**

- a) Voting on all matters brought before a meeting of the Provincial Committee, Executive Committee and/or Zone Committee shall be by show of hands of members present, unless a ballot is requested by any member in which case the Chairman shall direct that a vote be taken by ballot. A majority of the votes cast shall decide any matters voted upon.
- b) A mail vote may be made by the members of the Provincial Committee entitled to vote on any matter which the Executive Committee of the Provincial Committee shall determine to require immediate action and which matter requires ratification or approval of such members of the Provincial Committee. The Chairman of the Provincial Committee shall present the issue or matter requiring ratification or approval to such members. The member shall exercise his vote in writing and the same shall be dispatched by mail within fifteen (15) days of the mailing by or on behalf of the Chairman of the matter or issue upon which the vote is required.
- c) For the purpose of voting at Annual Meetings or other regularly called general meetings of the Provincial Committee, a Local Sponsoring Committee Chairman may, if unable to be personally present at such meetings, give a proxy to another member of his Sponsoring Committee. Such proxy is required in writing.
- d) In the event of a tie in the vote on any question at a Provincial Committee meeting, the Chairman shall have a deciding vote\*\*. Current members as outlined in Section 4 are allowed to vote.

**\*\*Note:** The exception would be in the event of a tied vote during an election at an Annual General Meeting as outlined in section 18 (g).

### **17. NOMINATING COMMITTEE:**

- a) The Nominating Committee shall consist of five (5) 'active' Past Provincial Chairmen residing in the Province of Alberta, as determined by the Executive Committee of the Alberta Provincial Committee and the four (4) Zone Directors. The immediate Past Chairman shall serve as Chairman of the Committee and the Committee will meet, at the call of the Chairman, to ensure at least one candidate is put forward for each Executive position.
- b) The Nominating Committee will meet, at the call of the Provincial Chairman, at least 60 days prior to the date of the Provincial Annual General Meeting, to perform the business of the Nominating Committee.

### **18. ELECTIONS:**

- (a) During the opening morning session of the Provincial Annual Meeting, the Provincial Chairman shall call for the report from the Nominating Committee.
- (b) The Chairman of the Nominating Committee, while presenting the Nomination Report shall call for further nominations from the floor. Nominations from the floor may be made verbally by any current member of the Provincial Committee (as defined in Section 4) for any position on the Executive Committee except Zone Directors.
- (c) All nominations from the floor must be received prior to the Nominating Committee's final report.
- (d) The Nominating Committee report shall be posted in a prominent place.
- (e) At a time convenient to the Chairman, and prior to the close of the Provincial Annual Meeting, the National President or his official representative shall be requested to assume the chair to receive the final report of the Nominating Committee which identifies the Executive positions and the names of all persons nominated for each position.

## **CONSTITUTION – Continued**

### **18. ELECTIONS: Continued**

- (f) In the event that there is no more than one person nominated for each position the Acting Chairman shall call for a vote declaring the persons named as elected.
- (g) In the event that more than one person is nominated for a position on the Executive Committee, the Acting Chairman shall call for a ballot vote with respect to that position. Only duly elected members of the Provincial Committee, as identified in Article 4, shall be eligible to vote.
- (h) In the event of a tie vote for the election of any member of the Executive Committee, the remaining duly elected members of the current Executive Committee shall be called upon to vote by ballot and the result of such vote shall determine the outcome of the election.

### **19. AMENDMENTS:**


Proposed amendments to this Constitution require a Notice of Motion circulated to the members at least sixty (60) days prior to the date of the Provincial Annual Meeting. Adoption of any such amendment will require a two-thirds majority vote of the members present at the Annual Meeting. No such amendment(s) shall be effective unless and until approved by the National Executive Committee of the Air Cadet League of Canada.

### **20. OTHER:**

Any items not included in the above shall be governed by information and guidelines included in the Air Cadet League of Canada Policy and Procedures Manual.

- Notes:
1. The term Chairman/Chairmen as used throughout this constitution shall be interpreted as a non-gender definition.
  2. The term "him" used throughout this constitution shall be interpreted as a non-gender definition.

Approved: Air Cadet League of Canada, Alberta Provincial Committee - October 2002  
Approved: Air Cadet League of Canada

  
Steven Clark  
Chief Administrative Officer  
Air Cadet League of Canada  
October 2003

## **PUBLIC RELATIONS**

### **OBJECTIVES:**

To give the general public a better understanding of the activities, policies and purposes of the Air Cadet Movement.

To impress upon the general public the fact that Air Cadet training is beneficial to the community as a whole and to the youth of our Province.

To Make Air Cadets visible in the community and to win public favour for the Cadets and the Cadet Movement.

### **CRITERIA FOR PUBLIC RELATIONS AT THE PROVINCIAL LEVEL:**

1. Must meet the Public Relations objective.
2. Must benefit all Squadrons in the Province.
3. Public Relations tools must be in a design/format so that they may be utilities by all 39 Squadrons in the Province.
4. Must be approved by the Alberta Provincial Committee Executive Committee.
  - Public Relations ideas/suggestions must be submitted, in writing, to the Executive Committee providing sufficient time to permit review at an Executive Committee Meeting and any follow-up which may be necessary.
  - Submissions must include a description of the tool/activity and estimated cost.

### **COMMON PUBLIC RELATIONS TOOLS:**

- News stories, features, advertising;
- Public addresses, letters;
- Booklets, brochures;
- Banners and displays

## **AIDS AVAILABLE TO ALBERTA RCAC SQUADRONS**

### **VIDEOS**

- “Horizons Unlimited” can be obtained on VCR or BETA on loan from the Alberta Provincial Committee or purchased from the Air Cadet League. See the catalogue issued to all Air Cadet Squadrons for prices and details.
- “Flying” is a public relations and promotion video made by the Manitoba Provincial Committee and is available, on VCR, on loan from the Alberta Provincial Committee. This is also an excellent tool to use in telling the Air Cadet story to the public.
- “Cold Lake Air Cadet Camp Graduation 1989” is a video of the graduation parade at the 1989 Senior Leaders Scholarship Camp. It’s very movingly shows the pride and accomplishments of a group of cadets after being together for several weeks attending a top notch course.

### **TV CLIPS**

- Short messages suitable as fillers between TV programs are available from the Air Cadet League and are listed in the catalogue available to all squadrons. These can also be used on community TV channels to help with a recruiting campaign.

### **RECRUITING BOOTHS**

- Local trade shows, local fairs, malls (be sure to have the permission of the mall manager first), schools (be sure to obtain the permission of the principal first) are some places in which a successful recruiting booth can be located to reach young people. Cadets in uniform, lots of photos of your squadron’s recent activities and lots of information about the Air Cadet program are all essential in a recruiting booth.

### **NEWSPAPERS**

- Regular news columns detailing the local squadron’s activities are very effective in rural communities and urban community newspaper in catching the eye of parents of potential cadets. They are free and also sadly underused.
- Ads formulated by each squadron or community to suit the needs of each area can be run in local or community newspapers prior to the fall recruiting campaign. They have been effective for those who have used them.
- Fillers for newspapers to fill the odds and ends of space that sometimes are left over are available from the Air Cadet League through their catalogue. They tell a small fact about Air Cadets and will whet the reader’s interest for more information.
- Community Billboards are available in newspapers for organizations to advertise coming events. These can be used to advertise squadron parade nights or special fund raising or promotion nights.

### **RESTAURANT PLACE MATS**

- Have been made by local squadrons who sell advertising space on the mats to local businesses and then sell the completed place mat to local restaurants and cafes. These can be very effective and popular when they are well done.



## **AIDS AVAILABLE TO ALBERTA RCAC SQUADRONS - Continued**

### **COMMUNITY CALENDARS**

- Groups such as Lions Clubs sell space to list birthdays, meeting nights or anniversaries on calendars which are then sold to area residents. It is worthwhile to buy space to list the parade nights of your squadron on someone else's calendar, and may be worthwhile to start one of your own if no one else had already started one. A squadron starting a local calendar will have to sell advertising space on the calendar as well as contacting a large number of residents who could list their special days. This will, however done, provide a weekly reminder to squadron potential recruits as to when the local squadron parades.

### **PAMPHLETS**

- "Opportunities in the Air Cadets" is a pamphlet which is available through the Air Cadet League and tells of the camps available to senior cadets as well as the training and opportunities available to all cadets. The Alberta Provincial Committee has altered these to include phone numbers for Alberta residents interested in more information. They may be obtained by contacting your zone director.
- "Twenty Questions About the Air Cadets" is a similar pamphlet and has been similarly altered by the Alberta Provincial Committee. It is available through the Air Cadet League, or the Provincial Committee if you want the pamphlet with the Alberta phone numbers. This pamphlet gives some of the more basic information to people who do not know anything about the Air Cadet Program and is a good companion to the pamphlet listed above.

### **COMMUNITY TV**

- Slides are available through the Air Cadet League for use on TV along with a message, and messages can be used alone on the "What's On" type of presentations. These messages can be run daily, oftener, or weekly as one requests.

Samples of the pamphlets mentioned above, as well as a form used by the Alberta Provincial Committee at the booth we put in the Namao Air Show are attached for information purposes. The "Come Fly With Us" form may be reproduced or improved upon and reproduced if it will be of use to any squadrons. These are many more ideas being used by squadrons and can be included in updates of this information as they are forwarded to the Alberta Provincial Committee.

## **TRAVEL EXPENSE GUIDELINES**

### **POLICY STATEMENT:**

*The Alberta Provincial Committee Executive encourages all members of the Alberta Provincial Committee and other designates to conduct league business in the most economical manner possible.*

### **GUIDELINES APPLIES TO:**

- members of the Alberta Provincial Committee, Air Cadet League of Canada
- any one else authorized by the Alberta Provincial Executive.

### **PROCEDURE:**

#### **Before you travel**

Travel must be approved through your chain of command.

#### **Expenses you can claim**

You are responsible for using the Air Cadet League's resources wisely. Naturally, you may only claim for expenses you incurred.

1. Kilometre rates based on distance to destination and return.
2. Air, rail or bus fare, taxi (if applicable) and related taxes – with a receipt
3. Vehicle rental (include taxes and collision deductible waiver) – with a receipt
4. Parking charges – with a receipt
5. Telephone calls for business – with a receipt
6. Hotel or motel room – with a receipt
7. Meals - with receipts

Breakfast: if you left earlier or return later than 7:30 A.M.

Lunch: if you left earlier or returned later than 1:00 P.M.

Dinner: if you left earlier or returned later than 6:30 P.M.

#### **Expenses you cannot claim**

1. Alcoholic beverages
2. Hotel movies or mini bar charges
3. Meals if included in conference or meeting registration

### **EXPENSE CLAIM SUBMISSION**

1. Expense Claims are to be submitted to the Director of Finance monthly.
2. League Representative Expense claims must be approved and submitted by the Zone Director or in their absence their delegate, as established by the Chairman.
3. As soon as possible upon receipt of your expense claim reimbursement cheque, you shall submit a donation cheque within 30 days from receipt of the expense cheque to the Director of Finance for the donation portion of the mileage. Should you not wish to utilize the donation privilege, you will be compensated at the basic travel mileage rate as approved by the Provincial Committee.
4. All expenses claims must be submitted for reimbursement in the current fiscal year.

## TRAVEL EXPENSE GUIDELINES

### RATES AND ALLOWANCES

#### Transportation:

Own Vehicle - option 1 - \$.35/km with \$.20/km being retained by claimant and \$.15/km sent back as a donation to the league

option 2 - \$.20/km paid to claimant

Vehicle rental - actual cost - with a receipt

Air/rail/bus- actual cost – with a receipt

Parking - actual cost – with a receipt

#### Accommodation;

*Hotel or motel - actual cost (use common sense on selection)*

**Meals:** (guideline rates) (Gratuities included in rate)

Breakfast - \$ 6.50 – with a receipt

Lunch - \$ 8.50 – with a receipt

Dinner - \$15.50 – with a receipt

or max of \$30.50 /full day of travel

**A GUIDE TO PLANNING OF ANNUAL REVIEW**  
***Taken from Annex A TO 1085-14 (D CDTS) Dated March 1990***

**A. Preface**

1. This outline is intended as a guide and not as a direction to commanding officers of cadet corps/squadrons. As well, the outline is intended to be non-generic and applicable to cadet units of all three elements.
2. The following is published under authority of the Director Cadets but is not intended to supersede Canadian Forces orders, instructions or directives issued by National, Command or Regional authorities.
3. Suggested amendments or additions to this outline are to be sent to NDHQ/Director Cadets.

**B. General**

1. Each cadet corps/squadron shall be inspected annually, normally between the first day of May and the 15<sup>th</sup> day of June, by an officer of the rank of Captain or above or by a civilian approved by the appropriate Region Commander.
2. A cadet corps/squadron that is formed after the first day of February shall be inspected during that year only if the supervisory or local sponsor requests an inspection.
3. An Annual Inspection shall consist of, as a minimum:
  - a. a ceremonial review and march past; and
  - b. demonstrations of the various phases of training.
4. In addition to para 1, above, each corps/squadron shall be inspected annually by an officer responsible for cadet matters in the region. This inspection shall consist of an inspection of cadet corps/squadrons records, training reports, quarters, training facilities and equipment. Usually this inspection takes place in conjunction with the Annual Inspection Ceremonies.

**C. Significance**

1. Although the Annual Inspection marks the official end of the cadet training year, it should not be considered as a single isolated event. Instead it is the culmination of the year's work and the quality of the ceremonial, demonstrations and displays should be directly linked to the efforts deployed throughout the year and to all the activities in which the cadets have participated. The Inspection has a particular significance for each of the participants as follows:
  - a. For the Cadets it marks the graduation from one training level to another. It is also an occasion for them to show their friends, parents, community and officers the knowledge they have acquired and the pride, discipline and esprit de corps they have developed during the year.
  - b. For the Instructors the inspection allows them to see the results of their work, reward the cadets for fine effort, and meet the parents and members of the community.
  - c. For the Parents it provides an opportunity to appraise all the activities in which their children have participated and to see the results of the cadets' time and efforts. The parents can also gain an appreciation of the work of the instructors and talk with them in a social setting.
  - d. For the Cadet Detachments and the Leagues the inspection is an opportunity for their representatives to evaluate the overall efficiency of the corps/squadron, assessing both the effectiveness of its management and the final results of the year's training program.

## **A GUIDE TO PLANNING OF ANNUAL REVIEW - Continued**

### **D. Planning and Preparation**

1. Planning and preparation of the Annual Inspection and related activities require close co-operation between the sponsoring committee and cadet corps/squadron.
2. Senior cadet participation in planning preparation, and execution of the Annual Inspection and related activities should be emphasized.
3. Wherever possible, the Annual Inspection should be conducted inside a suitable building (ie: an armoury, town arena, community centre). If, however, it is planned to stage the parade outdoors, ensure that inside facilities are available as a back-up "wet weather programme".
4. In situations where the corps/squadron has a close affiliation with a Regular or Reserve Force Unit then it may be appropriate for the inspecting officer to come from that source. Normally the cost of transportation for reviewing officers will be the responsibility of the sending unit.
5. Seats for the Reviewing Officer, the various dignitaries and wives should be labelled to avoid confusion (ie: League Representative, Sponsoring Chairman, Commanding Officer, etc). Also an officer, CI or cadet should escort the various dignitaries to their seats. If it is planned to have seating on the dias it should be limited to the Reviewing Officer, the League Representative and the Commanding Officer.
6. An extensive publicity programme should be undertaken to ensure good public participation. Written invitations should be mailed to prominent citizens and corps/squadron benefactors.
7. A comprehensive programme of the Annual Inspection activities should be printed and distributed to all spectators. It should include:
  - a. names, ranks and positions of visiting dignitaries and, if possible, a background resume of the Reviewing Officer;
  - b. names of corps/squadron staff, sponsors and cadets in key supervisory are expected to stand;
  - c. an outline of the parade ceremonial programme (also indicating when spectators are expected to stand);
  - d. locations of demonstrations, static displays, social receptions;
  - e. possibly a brief history of the corps/squadron;
  - f. highlights of the past year's training programme; and
  - g. any other item of interest to parents and guests.
8. However, prior to the parade and inspection official guests figuring prominently in the proceedings should be provided with:
  - a. an abbreviated parade order with a covering letter detailing their specific role in the inspection;
  - b. a list of other VIPs attending;
  - c. the time and location to meet prior to the parade; and
  - d. a telephone number where a point of contact can be reached.
9. Nothing enhances a parade more than having appropriate marching music available. Of course your own corps/squadron band is most desirable and can also be part of your demonstrations. However, if your corps/squadron does not have a band, some of your neighbouring corps/squadrons might be willing to supply their band for your Annual. If cadet bands are not available, then a militia or local band may be willing to help. However, bear in mind that if a band is not your own, it cannot be used as a demonstration for your corps/squadron but may be used to entertain the public during breaks in the parade.
10. As well, if possible, try to coordinate as many practices with the visiting band as you can to ensure your cadets have the opportunity to practice with music prior to the parade.

## A GUIDE TO PLANNING OF ANNUAL REVIEW - Continued

11. Properly planned and coordinated training displays are a necessary part of the Annual Inspection. In addition to being of interest to parents and special guests, displays give the cadets the opportunity to demonstrate the quality and variety of the corps/squadron training programme. To be successful, displays must be well planned, rehearsed and reflect training or activities actually carried out by the corps/squadron.
12. Cadets should be assigned the responsibility of planning and presenting each display and should act as spokesman of the display to:
  - a. introduce;
  - b. explain the various aspects; and
  - c. answer questions.

### **F. Parade Sequence of Events**

1. The Reception. The Commanding Officer will meet the Reviewing Officer on his arrival and make the appropriate introductions (to the League Representative, the Sponsor representatives, the Cadet Detachment representatives, the staff, etc). The CO should brief the Reviewing Officer on all aspects of the inspection, the make up of the Reviewing Party, the arrangements for presenting awards, viewing demonstrations and displays, and attending social receptions. (The Reviewing Officer should not be faced with unexpected requests or inconvenient surprises).
2. The General Salute is given by the parade commander upon the arrival of the Reviewing Officer to the Dias. It is recommended that the League Representative also occupy the dias behind and to the left of the Reviewing Officer.
3. The Inspection. The corps/squadron shall be at the open order and dressed for the inspection. The Reviewing Officer will normally inspect only the front of each rank. (Supernumerary positions are not normally inspected).
4. Each division/platoon/flight may be inspected individually or the whole corps/squadron at one time. This detail should be communicated to the Reviewing Officer beforehand to avoid confusion.
5. The flag party is not normally inspected, however, the band, whether the corps/squadron band or not, may be inspected.
6. The composition of the reviewing party should be kept to a minimum as a large party can become very awkward and distract from the orderly appearance of a good parade. As such the reviewing party should only consist of:

|                             |               |                              |                      |
|-----------------------------|---------------|------------------------------|----------------------|
| Cadet<br>Liaison<br>Officer | League<br>Rep | Detachment<br>ACO Staff      | Reviewing<br>OFFICER |
| Commanding<br>Officer       | Sponsor       | Cadet<br>Parade<br>Commander | Flight<br>Commander  |
7. March Past. After the Cadet Parade Commander escorts the Reviewing Officer to the dias a march past in Column of Route is carried out. The League Representative should stand behind and to the left of the Reviewing Officer for the march past.
8. Presentation of Awards. The procedure for presentation of awards should be planned and rehearsed to:
  - a. save time;
  - b. avoid awkwardness; and
  - c. impress visitors and spectators with a smooth running performance.
9. This part of the programme should be limited to major trophies and awards. Attendance pins, promotions, etc, can be presented at another suitable occasion (ie cadet dinner following parade).

## **A GUIDE TO PLANNING OF ANNUAL REVIEW - Continued**

10. The cadet should not carry the award back to the parade. An officer or CI should be available to retrieve the award prior to the cadet rejoining their division/platoon/flight.
11. Speeches. As a rule of thumb, the address portion of the parade should not exceed 20 minutes. The following sequence is recommended:
  - a. a brief introduction of the Reviewing Officer;
  - b. Reviewing Officers remarks. The Reviewing Officer should recognize the League Department of National Defence partnership in sponsorship of the Canadian Cadet Organization;
  - c. League Representative introduced;
  - d. League Representative's remarks;
  - e. possibly one more speaker for one or two minutes maximum (ie Sponsor Chairman, Mayor or other dignitary); and
  - f. Commanding Officer replies very briefly to speakers, publicly thanks those key personnel who have contributed to the betterment of the Corps/Squadron and (highly recommended) may wish to have the senior cadet present the Reviewing Officer with a small memento in appreciation for his attendance.
12. Advance and General Salute. Following the Commanding Officer's rebuttal, the cadet Parade Commander should bring the Corps/Squadron to attention and carry on with the Advance and General Salute to the Reviewing Officer. As with paragraph 2 of this section, the League representative should stand behind and to the left of the Reviewing Officer.
13. The Reviewing Officer should be accompanied by the Commanding Officer during each aspect of the inspection (including the static displays and social gatherings). Ensure that he meets your prominent guests and allow him time to talk with cadets and parents. The Reviewing Officer should never be left to fend for himself.
14. Throughout the parade, qualified First Aiders should be readily available for the duration of the Annual Inspection Ceremony.
15. As well, a good commentator who keeps the audience informed throughout the proceedings will enhance the inspection. The commentary should start at least five minutes prior to the inspection (ie: welcoming the spectators, briefly explaining the Corps/Squadron's background and mentioning when in the parade ceremonies the spectators are expected to stand).

## ANNUAL INSPECTION CHECKLIST

1. Each Corps/Squadron should design an Annual Inspection Checklist to suit local needs and conditions. The list will include or refer to many of the items described previously. Some additional items that may be considered for inclusion in your checklist are as follows:

- a. ensure the commentator is provided with a final list of the prominent guests (allow for unexpected absences);
- b. ensure that public facilities are available and clean;
- c. ensure that trophies are returned, cleaned and properly labelled;
- d. ensure that appropriate parking is available (parking lot attendants, if necessary);
- e. ensure that the building emergency exits are clear and that alarms/fire equipment are operational;
- f. ensure that transport is available for any emergency evacuations;
- g. ensure that ushers are aware of which special guests to expect and where they are to be seated;
- h. ensure that the dias and steps are firmly anchored and safe;
- i. prepare written invitations for special guests (ie: local dignitaries, MP's, prominent business people);
- j. prepare a form letter to parents describing the importance of the inspection (cadets may take it home two to three weeks prior);
- k. advertise through the local media (newspaper, radio, TV) and invite a newspaper reporter/photographer to attend. Follow-up newspaper coverage will do much to enhance the community image of your Corps/Squadron;
- l. clean the inspection area following the parade and return all borrowed items promptly; and
- m. etc. etc etc

2. The list is obviously endless. Suffice to say that with forethought, detailed planning, proper etiquette and, above all professionalism, the success of your Annual Inspection will be assured.



# PART II

## **LEAGUE ORGANIZATION and RESPONSIBILITIES**

### **LEAGUE ORGANIZATION**

The Air Cadet League of Canada has been incorporated to cooperate with the Canadian Forces in the formation and administration of Air Cadet Squadrons.

Responsibilities are divided as follows:

The Canadian Forces are responsible for training and supply;

The League is responsible for public relations and administration.

In actual practice, however, there is considerable overlapping of these responsibilities.

To carry out the duties assigned to it, the League organization is divided into three levels; National, Provincial and Local.

### **NATIONAL LEVEL**

A National Board of Directors comprised of fifty-five Canadian citizens, representing all provinces and territories, governs the League. It meets annually, chooses a president, vice presidents and a National Executive Committee. There is also an Advisory Committee made up of the past presidents of the League, and a number of honorary members. These two committees assist the president with policy direction of the League throughout the year.

The Board maintains a full-time administrative headquarters at Ottawa under the direction of the Executive Director. This office works closely with NDHQ and provides year-round planning and supervision of the Air Cadet League and its numerous activities.

### **PROVINCIAL LEVEL**

There are twelve provincial committees, one for each province and one each for North-western Ontario and the Yukon, Northwest and Nunavut Territories. The membership comprises all local sponsoring committee chairpersons, plus such other persons as may be elected. Provision is made for prominent and influential citizens to associate themselves with the Provincial Committees as members of Advisory Councils. Provincial committees meet annually, elect a chairperson, vice-chairperson and other officers and, in some cases employ full-time secretaries or managers. In densely populated areas there may also be a regional committee which comes under the jurisdiction of the provincial committee. Provincial Committees supervise the activities of all Air Cadet Squadrons in their respective areas and are required to raise their own finances by means of public subscription.

## **LEAGUE ORGANIZATION and RESPONSIBILITIES - Continued**

### **LOCAL LEVEL**

Standing behind each squadron there is a local sponsoring committee, usually affiliated with a service club, RCAF Association Wing, Royal Canadian Legion Branch, School Board or other community group. Local Committees, often referred to as “the backbone of the League”, are expected to finance the squadrons, see that they are properly managed, adequately housed and efficiently operated. Local sponsoring committees have a very broad field of responsibility in relation to the week-by-week training of the cadets. It is the function of the local sponsoring committee to recommend the appointment and retirement of squadron officers; to provide where needed, accommodation, transportation and amenities for the cadets; to look after the public relations aspect of squadron operations; and to provide whatever funds may be needed to ensure the successful operation of the squadron. Local committees usually consist of a chairperson, an honorary secretary-treasurer, and not less than three other members.

### **LIASION**

At each level of League authority, liaison is maintained with the corresponding level in the Canadian Forces. At the National level there is a director line of communication between the President and the League and the Director General Reserves and Cadets, and contact is maintained regularly between the Executive Director of the League and the Director of Cadets at National Defence Headquarters. Liaison with Provincial Committees of the League is the responsibility of the appropriate Canadian Forces Command and Regions, which also supervise training policy in respect to the Air Cadet Squadrons, allocated to them.

At the Local level, each individual Air Cadet Squadron is attached to a Canadian Forces Base or “parent unit” for liaison, material, supply and accounting purposes.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **PROVINCIAL CHAIRPERSON**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The President, Air Cadet League of Canada  
**Responsible for:** Managing all Air Cadet Operations and programs in the Province of Alberta.

As the Provincial Chairperson, responsibilities include:

- Presiding at all meetings of the Provincial Committee and Provincial Executive Committee.
- Researching topics, programs and projects, which will benefit the Air Cadet movement in Alberta and/or which come before the Executive Committee and ensuring appropriate decisions are reached.
- Participating in the planning and decision making process in matters affecting Air Cadet operations in Alberta.
- Supervising the affairs of the Alberta Provincial Committee to ensure that decisions of the Committee and the Executive Committee are carried out in the manner intended.
- Delegating certain specific responsibilities (public relations, grant applications, lotteries, arranging/organizing meetings, etc.) to other Executive Committee members, members of the Alberta Provincial Committee and/or any sub-committee, which may be formed for these purposes.
- Serving as an ex-officio member of all Committees.
- Monitoring the activities of all Committees and sub-Committees to ensure that they are functioning in accordance with the direction provided by the Provincial Executive Committee.
- Ensuring efficient and effective operations of all Provincial Operations and Programs:
  - Selection Boards
  - Drill and Sports Competitions – Zone and Provincial
  - Effective Speaking Competition – Zone and Provincial
  - Air Operations
  - Camp Worthington and Camp Wright
  - Netook Gliding Center
  - Provincial Annual Meetings
- Exercising control over the financial affairs of the Provincial Committee and taking whatever action is necessary to ensure that Committee finances are maintained in a health condition.
- Ensuring that all Air Cadet Squadrons in Alberta have Sponsors/Sponsoring Committees who perform their duties in accordance with National and Provincial Policies and Procedures and required Military Leadership.
- Ensuring that Zone Directors mentor and educate Committee members, and others, regarding the Policies and Procedures so they are able to perform their duties appropriately.
- Providing advice and or guidance, as requested or required by Squadron Sponsors/Sponsoring Committees during the fulfillment of their responsibilities.
- Initiating any action deemed necessary to resolve problems at the Squadron level.
- Investigating and recommending appropriate remedial action in resolving problems which are presented to the Executive Committee from the Military, Executive Committee members, Sponsors/Sponsoring Committees, Squadron Officers and Cadets.

## **PROVINCIAL CHAIRPERSON CONTINUED**

- Identifying expansion opportunities and locations for new squadrons and participate in the research into the viability of a squadron in that location, recruiting of suitable officers and cadets and submission of the application to the League and the Military.
- Maintaining liaison with the appropriate Military authorities and with Air Cadet League Headquarters in order to ensure that the military/civilian partnership continues to function efficiently and effectively.
- Encouraging Provincial Executive members, Sponsors/Sponsoring Committees, Squadrons and other individuals to put forward nominations for National and Provincial Honours and Awards.
- Forwarding to the Air Cadet League of Canada any provincial concerns, National Honours and Awards nominations, names of the nominees for the National Committee, etc. as required and within prescribed deadlines.
- Promoting the League and its various activities/programs to Squadrons, Sponsors/Sponsoring Committees, the media and the public.
- Representing Alberta at the National Annual and Semi-Annual meetings of the Air Cadet League of Canada, Commander's Annual Conference, C.I.C. Conference and any other occasions that may arise throughout the year.
- Preparing and presenting the Provincial Chairman's report for the Provincial Annual Meeting.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **VICE CHAIR PERSON**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Organizing, managing and administering Air Cadet League activities and functions and assisting the Provincial Chairperson in managing Air Cadet operations and programs in the Province of Alberta.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Planning, organizing and managing the following activities:
  - Selection Board process for the Air Cadet Scholarship Program including:
    - Providing an annual budget
    - Ensuring all concerned are advised of the requirements and process
  - Drill and Sports Competition including:
    - Providing an annual budget
    - Reviewing and revising, as necessary the rules and regulations
    - Providing a budget and arranging for the order and distribution of medals and awards for Zone and Provincial competitions.
    - Providing advice and guidance to the Zone Directors in the planning and organizing of the Zone Drill and Sports competition.
  - Such other activities as the Provincial Committee requires
- Researching topics, programs and projects, which will benefit the Air Cadet movement in Alberta and/or which come before the Executive Committee.
- Participating in the planning and decision making process in matters affecting Air Cadet operations in Alberta.
- Serving as a signing officer for all bank accounts, documents, etc. on behalf of the Alberta Provincial Committee.
- Liaising with Detachment staff relative to areas of responsibility.
- Preparing and delivering training sessions in the area of responsibility at the Annual Meeting or as requested at Zone workshops.
- Promoting the League and its various activities/programs to Squadrons, Sponsors/Sponsoring Committees, the media and the public.
- Representing Alberta at the National Annual and Semi-Annual meetings of the Air Cadet League of Canada and attending military conferences, as required.
- Assuming the role of Provincial Chairperson at Executive Committee or Provincial Committee meetings, in the absence of the Chairperson.
- Preparing and presenting a Vice-Chairperson's Report for the Provincial Annual Meeting.
- Performing any other duties as may be assigned or required throughout the term of office.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **DIRECTOR OF FINANCE**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** The provision of financial administration and record keeping for the Provincial Committee and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Keeping financial records of the Alberta Provincial Committee in accordance with generally accepted accounting principles and preparing monthly statements, including lists of accounts receivable, for review by the Executive Committee.
- Annually arranging for a Financial Audit and production of year-end Financial Statements.
- Preparing an annual for approval of the Executive Committee and presentation to the Annual Meeting.
- Providing quarterly comparisons – budgets to actual for each of the functional areas for the Executive Committee to review and for the guidance.
- Reviewing and ensuring the accuracy, validity and completeness of Expense Claims submitted for payment.
- Preparing and disbursing invoices, as required, to Squadrons for Assessment Fees, private users of the Camps, etc. and following up to ensure receipt of appropriate funds.
- Ensuring collection of receipts due from:
  - User fees for Camp Wright or Camp Worthington from DND
  - Equipment rental for summer activities from DND
  - Farm lease rental at the Netook Gliding Centre
  - Flying/gliding scholarships from Squadrons
- Paying invoices, as required, such as the Air Cadet League of Canada for insurance, scholarship fees, supplies; contractors or suppliers for camp maintenance; etc.
- Preparing and submitting all annual returns including ACC9P to the Air Cadet League of Canada, records of donations to the Canada Customs and Revenue Agency and corporate returns required under the Societies Act or other government legislation.
- Completing and submitting all Provincial grants or gaming applications.
- Completing and disbursing tax receipts for donations received.
- Investing any funds surplus to immediate requirements in GIC's and negotiating with financial institutions to obtain credit as required.
- Serving as a signing officer for all bank accounts, documents, etc. on behalf of the Alberta Provincial Committee and exercising control over the financial affairs of the Committee.
- Assisting with the administration of the Provincial Annual Meeting by receiving registrations and maintaining registration records.
- Preparing an annual budget for the expenses associated with the Director of Finance's areas of responsible.
- Preparing and presenting a financial report and budget for the Provincial Annual Meeting.
- Performing any other duties as may be assigned or required though out the term of office.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **SECRETARY**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** The provision of secretarial/administrative services for the Provincial Committee and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Taking and transcribing Minutes of the Executive Committee meeting proceedings.
- Distributing Executive Committee Minutes along with Director reports to the appropriate parties.
- Composing and preparing correspondence, reports, etc. on behalf of the Executive Committee, as required.
- Maintaining Executive Committee records such as copies of Minutes, Life Members, Honours and Award recipients, Past Chairpersons, Squadron anniversaries and a Directory of Squadrons and their Committees.
- Coordinating the preparation and distribution of the Executive Committee Operational Reports.
- Recording, transcribing and distributing Minutes of the Provincial Annual Meeting.
- Assisting with the preparation of grant applications.
- Preparing an annual budget for the expenses associated with the Secretary's areas of responsibility.



## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **PAST CHAIRPERSON**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Providing advice and guidance to the Provincial Chairman. Organizing, managing and administering specific Air Cadet League activities and functions. Participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Organizing, managing and administering the following activities:
  - Effective Speaking Competition including:
    - Providing an annual budget
    - Ensuring all concerned are advised of the rules and regulations
    - Providing advice and guidance to the Zone Directors in the planning and organizing of the Zone and Squadron competitions
  - Provincial and National Honours and Awards:
    - Ensuring that all Provincial Committee members are aware of the honours and award criteria, and nomination process
    - Encouraging Provincial executive members, Sponsors/Sponsoring Committees, Squadrons and other individuals to put forward nominations for National and Provincial Honours and Awards
    - Providing advice and guidance to Zone Directors concerning the honours and awards program and process
    - Providing nomination information to Executive Committee members for review and decision
  - Such other activities as the Provincial Committee requires
- Acting as Chairperson of the Advisory and Nominating Committees:
  - Coordinating the involvement of Advisory Board members in special projects or to assist with programs, functions and/or activities.
  - Forming the Nominating Committee and calling meetings as required by the Alberta Provincial Constitution.
  - Ensuring that suitable candidates are nominated for positions on the Executive Committee
  - Preparing and presenting the Nominating Committee report for the Provincial Annual Meeting.
- Conducting yearly reviews of the Provincial Constitution, Alberta Provincial Committee Reference Book (Blue Book) and preparing amendments as required.
- Assisting with the preparation of grant applications.
- Assisting with the organizing and planning of the Annual General Meeting.
- Preparing and annual budget for the expenses associated with the Past Chairperson's areas of responsibility.
- Preparing and presenting a Past Chairperson's report for the Provincial Annual Meeting.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **DIRECTOR OF AIR RESOURCES**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Management of the air operations program and its assets and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Managing the Air Resources Program and its assets by:
  - Ensuring that the aircraft, vehicles and other equipment assets are maintained in a safe and responsible manner.
  - Ensuring that the air operations program is developed in accordance with the best interests of the Air Cadet Movement.
  - Issuing standing orders for the air operations program and ensuring that all users are aware of the rules and regulations.
  - Ensuring that any users not adhering to regulations are reported and that appropriate disciplinary action is taken, if necessary.
  - Ensuring that the air operations Rules and Regulations are reviewed and up dated regularly or as required and that all users are made aware of changes.
  - Maintaining an inventory of assets and ensuring that vehicle and aircraft insurance information is current through a regular review and if necessary, provision of up-to-date information to the Executive Committee.
  - Supervising and managing the Memorandum of Agreement between the Air Cadet League of Canada and the Canadian Forces as it applies to Alberta operations and equipment.
  - Applying for applicable grants and rebates and soliciting donations to assist with the air operation and maintenance.
  - Preparing an annual budget for the air operation program.
  - Preparing long-range development plans and associated budget for approval by the Executive and/or the Provincial Committee.
  - Visiting the gliding operations frequently during gliding to ensure their adequacy and that they are meeting the needs of the movement.
  - Reviewing the schedules prepared by gliding centres with a view to ensuring gliding opportunities are fairly distributed both with respect to squadrons and the task load of each centre.
  - Liaising between the Alberta Provincial Committee, Gliding Zone Commanders, DND representatives and anyone else involved in the Alberta air operation.
- Representing the Alberta Provincial Committee, as required, on the National Flying Committee or at any other flying/gliding meeting/conference.
- Assisting the Director of Netook Gliding Centre with organizing a League Appreciation Day annually and encouraging the Executive, Squadrons and Military to invite individuals who have been of assistance in the past or who have the potential to provide support in the future.
- Preparing and presenting a Air Operations Director Report for the Provincial Annual Meeting.
- Performing any other duties as may be assigned or required throughout the term of office.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **DIRECTOR OF NETOOK GLIDING CENTRE**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Management of the Netook Gliding Centre and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Managing the Netook Gliding Centre by:
  - Ensuring that the property and assts are maintained in a safe and satisfactory manner.
  - Ensuring the facility is developed in accordance with the best interests of the Air Cadet Movement.
  - Issuing standing orders for the Gliding Centre and ensuring that all users are award of the rules and regulations.
  - Ensuring that the Gliding Centre rules and regulations are reviewed regularly and updated as required and that all users are made award of changes.
  - Maintaining an inventory of assets and ensuring that property insurance information is current through a regular review and provision of up-to-date information to the Executive Committee.
  - Ensuring that all fire and safety regulations are made known to all users and that these regulations are adhered to.
  - Ensuring that any users not adhering to regulations are reported and that appropriate disciplinary action is taken, if necessary.
  - Negotiating with potential lessees and supervising and controlling any leases entered into.
  - Preparing any annual budget for the operation and maintenance of Netook Gliding Centre.
  - Preparing long-range development plans and associated budget for approval by the Executive and/or the Provincial Committee.
  - Acting as liaison between other parties such as the County, security persons, land lessees, oil companies etc. and the Alberta Provincial Committee.
  - Visiting the Centre frequently to check the state and security of the facility.
- Conducting public relations and communications regarding purpose and operations at Netook Gliding Centre. This includes local residents, RCMP, Department of Transportation, County and others.
- Organizing a League Appreciation Day annually and encouraging the Executive, Squadrons and Military to invite individuals who have been of assistance in the past or who have the potential to provide support in the future.
- Preparing and presenting a Netook Gliding Centre report for the Provincial Annual Meeting.
- Performing any other duties as may be assigned or required throughout the term of office.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **DIRECTOR OF CAMP WORTHINGTON**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Management of the Camp Worthington and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Managing the Camp Worthington facility by:
  - Ensuring care and maintenance of the Camp as well as the custody and security of buildings, grounds and equipment.
  - Maintaining a roster of camp bookings.
  - Issuing standing orders for the Camp and ensuring that all users are aware of the rules and regulations.
  - Ensuring that all Provincial fire and safety regulations are made known to all users and that these regulations are adhered to.
  - Ensuring that any users not adhering to regulations are reported and that appropriate disciplinary action is taken, if necessary.
  - Proving recommendations to the Executive Committee regarding user fees and administrative processes.
  - Liaising between the Alberta Provincial Committee, Air Command Detachment, the Caretaker and anyone else involved in the use and operation of the Camp.
  - Ensuring that property insurance information is current through a regular review and provision of up-to-date information to the Alberta Provincial Committee.
  - Applying for applicable grants and rebates and soliciting donations to assist with the operation and maintenance of the Camp.
  - Ensuring that the Camp Rules and Regulations are reviewed and up-to-date regularly or as required and that all users are made aware of changes.
  - Addressing any problems or concerns raised by Camp users.
  - Supervising the activities of all volunteer work parties and contract work at the Camp.
  - Preparing a long range plan and budget for the rehabilitation of the Camp including a proposal for new and/pr replacement buildings.
  - Preparing an annual budget for the operation and maintenance of Camp Worthington.
- Preparing and presenting an Annual Report on Camp Worthington operations for the Annual General Meeting.
- Performing any other duties as may be assigned or required throughout the term of office.

**ALBERTA PROVINCIAL COMMITTEE  
EXECUTIVE COMMITTEE RESPONSIBILITIES  
DIRECTOR OF CAMP WRIGHT**

**Responsible to:** The Alberta Provincial Committee

**Reporting to:** The Executive Committee through the Provincial Chairperson

**Responsible for:** Management of Camp Wright and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Managing the Camp Wright facility by:
  - Ensuring a safe and operating Camp facility as well as the custody and security of buildings, grounds and equipment.
  - Establishing as necessary a Camp Wright Committee of registered/screened volunteers for the purpose of maintenance, planning and recommending to the Provincial Executive on the most efficient and effective camp utilization.
  - Providing recommendations to the Executive Committee regarding user fees and administrative processes.
  - Maintaining a roster of camp bookings and financial records relative to user fees.
  - Issuing standing orders for the camp and ensuring that all users are aware of the rules and regulations.
  - Developing a fire emergency plan for the Camp lease and ensure that copies of the plan are provided to the Alberta Provincial Committee and users.
  - Ensuring a yearly inspection of fire extinguishers/life safety equipment and that the Camp is Operated in accordance with the Alberta Safety Codes Act.
  - Ensuring that camp regulations are made known to all users and that it is the responsibility of the user to ensure safe use and compliance with Camp regulations.
  - Ensuring that any users not adhering to regulations are reported and that appropriate disciplinary action is taken, if necessary.
  - Liaising between the Alberta Provincial Committee, Camp Wright Volunteers, Cadet Detachment, the County of Athabasca Health Unit and anyone else involved in the use and operation of the Camp.
  - Ensuring that the lease with Alberta Sustainable Resources is current.
  - Ensuring that property insurance information is current through a regular review and provision of up-to-date information to the Alberta Provincial Committee.
  - Applying for applicable grants and rebates and soliciting donations to assist with the operation and maintenance of the Camp.
  - Ensure that any camp development has the prior approvals from the Alberta Provincial Committee, has the required permits and complies with the requirements outlined in the lease agreement with Alberta Sustainable Resources
  - Ensuring that the Rules and Regulations are reviewed and up-to-dated yearly.
  - Preparing an annual budget for the operation and maintenance of Camp Wright.
  - Preparing and presenting an Annual Report on Camp Wright operations for the Annual General Meeting.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **ZONE DIRECTOR**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Administering and coordinating Zone activities, Provincial affairs and operations within the Zone and participating as an Executive Member of the Alberta Provincial Committee.

As an Executive Member of the Alberta Provincial Committee, responsibilities include:

- Attending all Provincial Committee Executive meetings – participating in the research, planning and decision making process in matters affecting the Air Cadet operations in Alberta.
- Participating in the research, planning and decision-making matters affecting the Alberta Provincial Committee of the Air Cadet League of Canada.
- Promoting the Air Cadet Movement through out the Zone and the Province.
- Investigating the advisability, feasibility and assisting with the formation of new squadrons in the Zone.
- Organizing and conducting Zone Meetings to facilitate the dissemination of Air Cadet League information, obtain input from Squadrons, exchange of information between Squadrons and generally conduct the business of the Zone.
- Organizing and conducting the Zone Effective Speaking Competition.
- In conjunction with the OPI, ensure that the Zone Drill and Sports Competition is properly organized and conducted.
- Ensuring that Squadrons within the zone have a Sponsor/Sponsoring Committee and that the Sponsor/Sponsoring Committee is supporting the Squadron in accordance with the regulations outlined in the Air Cadet League Handbook.
- Recruiting and appointing League Representatives so that each Squadron has a representative to provide liaison between the Squadron, Sponsor/Sponsoring Committee and the Alberta Provincial Committee.
- Encouraging Sponsors/Sponsoring Committees and League Representatives in the Zone to support Alberta Provincial Committee and Air Cadet League of Canada activities.
- Ensuring that all applicable League Representatives, Sponsor/Sponsoring Committee members and any other civilian individuals who have contact with cadets complete a Membership Registration Form, been reference checked and are approved by the Membership Registration Coordinator.
- Supporting Squadron Sponsors/Sponsoring Committees and League Representatives in the Zone by:
  - Ensuring that Sponsor/Sponsoring Committees and League Representatives are aware of their roles and responsibilities.
  - Working with Sponsor/Sponsoring Committees and League Representatives to solve Squadron problems (recruiting Cadets, committee members, officers and staff, investigating complaints, obtaining quarters, etc).
  - Providing Zone Committee Meetings and Alberta Provincial Committee Meeting Minutes to League Representatives and Sponsors/Sponsoring Committees.
  - Ensuring that all Alberta Provincial Committee and Air Cadet League of Canada information is effectively communicated to all Sponsor/Sponsoring Committees and League Representatives in the Zone.

## **ZONE DIRECTOR - Continued**

- Ensuring that advice and assistance is provided to all Squadrons in preparation for Alberta Provincial Committee and Air Cadet League activities (Selection Boards, Drill & Sports, Awards, etc.).
- Ensuring that Sponsors/Sponsoring Committees are aware of the importance of attending Provincial Annual Meetings or Workshops and encouraging their participation at these events.
- Reviewing, recommending and/or deferring applications for appointment or release of Officers or Civilian Instructors from Squadrons within the Zone and monitoring, in conjunction with the ACO Air and Sponsors/Sponsoring Committees, that appointed officers and staff are conducting activities in accordance with both civilian and military regulations.
- Reviewing and recommending, as appropriate or requested, relative to Change of Command of Squadrons within the Zone.
- Working with other Alberta Committee Executive members to ensure that the Provincial Policy and Procedure Manual is regularly reviewed and updated as to content and that the revisions and additions are distributed in a timely fashion to Sponsors/Sponsoring Committees, League Representatives and other appropriate personnel.
- Reviewing and recommending individuals and Squadrons for various Provincial and National Honours and Awards.
- Representing the Alberta Provincial Committee at Squadron activities and functions with the Zone (Annual Inspections, Mess Dinners, etc).
- Preparing and presenting a Zone Report for the Provincial Annual Meeting.
- Performing any other roles and responsibilities as may be assigned or required throughout the term of office.
- Ensure the completion of Appendix B “Annual Squadron Sponsoring Committee Commitment Form” annually or after any changes to the Sponsoring Committee and forward copies to APC Secretary.

Updated: 25 Mar 08

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES LEAGUE REPRESENTATIVE**

**Reporting to:** The Respective Zone Director

**Responsible for:** Providing regular League representation at the Squadron level. Acting as the liaison between the Squadron, the Sponsor/Sponsoring Committee and the Zone Committee.

- Visiting the assigned Squadron regularly, preferably once a month to:
  - Ensure that the Squadron is adequately staffed with Officers, Instructors and Cadets.
  - Ensure that the Sponsor/Sponsoring Committee participation with the Squadron is as required.
  - Ensure that Sponsor/Sponsoring Committees members are aware of their roles and responsibilities.
  - Ensure that the Sponsor/Sponsoring Committee has a current copy of the Air Cadet League Handbook and a copy of the Alberta Provincial Committee "Blue Book".
  - Initiate and maintain a League presence with the Cadets of the Squadron to ensure that the League Representative is recognized and his/her role is understood.
  - As appropriate or requested, speak to cadets either individually or in a classroom setting, to inform them about the role and function of the Air Cadet League and to be available to answer questions regarding League issues.
  - Assist Sponsors/Sponsoring Committees in identifying and solving potential problems and seek input or assistance, as appropriate or required, from the Zone Director.
- Ensuring that all applicable Sponsor/Sponsoring Committee members and any other civilian individuals who have contact with cadets complete a Volunteer Screening form.
- Attending Zone Meetings providing information on Squadron activities and participating in the decision making process on Zone issues.
- Ensuring that all Alberta Provincial Committee and Air Cadet League of Canada information is effectively communicated to their Sponsor/Sponsoring Committee and Squadron Officers.
- Assisting Sponsors/Sponsoring Committees with the recruiting of Cadets, Officers and staff, obtaining quarters, fundraising, etc.
- Ensuring that advice and assistance is provided to all Squadrons in preparation for Alberta Provincial Committee and Air Cadets League activities such as Selection Boards, Drill & Sports, Provincial and National Awards, etc.
- Supporting Zone and Provincial activities by providing assistance (i.e. Selection Board member, Timekeeper for Effective Speaking, Timekeeper/Scorekeeper for Sports Competition, etc.).
- Informing Sponsor/Sponsoring Committee members of the importance and value of attending Zone Meetings, Workshops, and the Provincial Annual Meetings and encouraging maximum attendance at these events.



## **LEAGUE REPRESENTATIVE - Continued**

- Promoting the Air Cadet movement within the Zone.
- Encouraging Sponsor/Sponsoring Committee members to support Alberta Provincial Committee and Air Cadets League of Canada activities.
- Reviewing, recommending and, if appropriate, nominating deserving cadets, individuals and Squadrons for various Provincial and National Honours and Awards.
- Representing the applicable Zone and the Alberta Provincial Committee at Squadron activities and functions (Annual Reviews, Mess Dinners, etc).
- Performing any other roles and responsibilities as may be assigned or required throughout the term of office.
- Ensure Appendix A "Squadron Year-End Report" is completed annually by 15 April and forwarded to applicable Zone Director.

Updated: 25 March 2008

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **MEMBERSHIP REGISTRATION COORDINATOR**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Executive Committee through the Provincial Chairperson  
**Responsible for:** Organizing, coordinating and maintaining the Membership Registration screening program for the Alberta Provincial Committee.

As the Membership Registration Coordinator for the Alberta Provincial Committee, responsibilities include:

- Maintaining an adequate supply of registration and reference forms.
- Coordinating with Zone Directors to ensure that membership registration forms and reference checks are done for all appropriate individuals in the Zone.
- Checking and approving membership registrations.
- Ensuring the confidentiality of all completed forms and information.
- Maintaining all completed forms in a secure location, pending submission to National Headquarters.
- Reporting concerns to the Provincial Chair.
- Advising Zone Directors and/or Sponsors/Sponsoring Committees of the approval of the individual membership registrations.
- Maintaining a list of members registered.
- Forwarding completed Membership Registration and Reference Check Forms to the Air Cadet League Headquarters in Ottawa.
- Contacting Air Cadet League Headquarters concerning any changes to Membership Registration Forms and removal of Membership Registration Forms for those people who are no longer involved with the Air Cadet program in Alberta
- Preparing regular reports for the Alberta Provincial Committee Executive on the status of the Membership Registration Program in Alberta.
- Preparing and presenting a Membership Registration Report for the Provincial Annual Meeting.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **ADVISORY BOARD**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Provincial Chairperson  
**Responsible for:** Providing advice and assistance to the Executive Committee.

#### Committee Composition:

- The Committee shall be comprised of the all Past Provincial Chairmen of the Alberta Provincial Committee who are willing to serve and who reside in the Province of Alberta.
- The immediate Past Chairman shall serve as Chairman of the Advisory Board and it will meet periodically at the call of the Chairperson. It shall be the duty of the Board to advise and assist the Provincial Chairperson and the Executive and to undertake projects as and when requested.

#### Committee Responsibilities:

- Providing advice and assistance to the Provincial Chairman and the Executive Committee as and when requested to do so.
- Encouraging Provincial Executive members, Sponsors/Sponsoring Committees, Squadrons and other individuals to put forward nominations for National and Provincial Honours and Awards.
- Promoting the League and its various activities/programs to Squadrons, Sponsors/Sponsoring Committees, and the general public.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **NOMINATING COMMITTEE**

**Responsible to:** The Alberta Provincial Committee  
**Reporting to:** The Provincial Chairperson  
**Responsible for:** Ensuring that at least one qualified candidate is put forward for each Executive Position.

#### **Committee Composition:**

- The Committee shall be comprised of the five (5) “active” Past Provincial Chairpersons residing in the Province of Alberta, as determined by the Executive Committee of the Alberta Provincial Committee and the four (4) Zone Directors.
- The immediate Past Chairperson shall serve as Chairperson of the Nominating Committee and the Committee will meet, at the call of the Chairman, to ensure at least one candidate is put forward for each Executive position.
- The Nominating Committee will meet, at the call of the Provincial Chairperson, at least 60 days prior to the date of the Provincial Annual General Meeting, to perform the business of the Nominating Committee.

#### **Committee Responsibilities:**

- Contacting Sponsoring Committee Chairs, Squadron League Representatives and other individuals involved in the Air Cadet Movement to identify qualified candidates for the Executive Committee positions.
- Ensuring that potential candidates are aware of the responsibilities of the applicable Executive position.
- Meeting, at the call of the Provincial Chairperson, to perform the business of the Nominating Committee prior to the Annual Meeting of the Alberta Provincial Committee.
- Preparing a Nominating Committee Report for presentation at the Annual Meeting.

## **ALBERTA PROVINCIAL COMMITTEE EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **SPONSORS, SPONSORING COMMITTEES AND SUPPORTERS**

**Responsible to:** Their Squadron  
**Reporting to:** The Respective Zone Director  
**Responsible for:** As taken from the Policy and Procedure Manual of The Air Cadet League Handbook Section 1.2.6:

The Sponsoring Committee of an Air Cadet Squadron shall be responsible for:

- Assisting in recruiting suitable persons to be cadets in their squadron;
- Making recommendations through their Provincial Committee to the appropriate Region Commander regarding the appointment, promotion, transfer or release of CIC officers for their Cadet squadron.
- Assisting in recruiting suitable candidates for replacement officers and for positions as civilian instructors or volunteers;
- Inviting suitable persons to be members of the Sponsoring Committee;
- Liaison with other cadet unit Sponsoring Committees;
- Providing appropriate accommodation for their squadron's training, administration and stores when it is not provided by the CF;
- Providing training aids and equipment, including band instruments, not supplied by the CF;
- Arranging cadet recreational programs;
- Providing transportation, when not available from the CF, for local training exercises;
- Providing for the financial and administrative needs of the squadron;
- Supporting Provincial Committee activities;
- Providing input to cadets' applications for summer training; and
- Providing such other facilities or assistance as may be mutually agreed between the Sponsor, the Sponsoring Committee and the CF.

As taken from the Policy & Procedure Manual of the Air Cadet League Handbook Section 1.5.3; Air Cadet Squadrons are supported through various forms of voluntary personal involvement, financial contributions, the provision of extra activities for the cadets, and other material assistance. Three distinct groups of people may provide that support to and be affiliated with a specific squadron:

- Sponsor;
- Sponsoring Committee; and
- Supporter

Air Cadet Squadrons have an Air Cadet League approved "Sponsor" or "Sponsoring Organization". That Sponsor may be a club, an element of an association or other organization, or it may be a group of persons, such as a parents' committee, formed specifically to sponsor a particular squadron. A Sponsor must subscribe to the aims and objectives of the League, and must be willing to provide assistance to their squadron as required by the League. A Sponsor is responsible for creating and maintaining the Sponsoring Committee.

The basic unit in the administrative structure of the Air Cadet League at the Local level is the Sponsoring Committee. They are often described as the "backbone of the Air Cadet Movement", because one of the real secrets to the success of any Air Cadet Squadron is a well-organized and effective Sponsoring Committee. Members of the Sponsoring Committee are the persons who directly interact with the CIC officers, civilian staff, and cadets of their squadron.

## **SPONSORS, SPONSORING COMMITTEES AND SUPPORTERS – Continued**

The Chairperson of the Sponsoring Committee normally is a member of a Sponsoring Organization associated with the squadron, but other members of the Committee may be elected or appointed from outside that organization. The essential point is that the sponsorship of a squadron be done well, regardless of how the committee is set up; what is required is a sound basic organization that meets League requirements and good leadership. Sponsoring Committees generate over \$6,500,000 annually through donations and fund raising to support their local Air Cadet program.

In addition to support received from its Sponsor, an Air Cadet Squadron may receive assistance and support from other organizations, groups or individuals. Such organizations, groups or individuals may be formally recognized as Supports of the squadron or squadron s concerned. A Supporter usually provides assistance in the form of periodic financial donations to a squadron; awards to the cadets of the squadron; talks to the cadets; or in other ways. Support affiliation can be of significant value to a squadron.

Sponsoring Committees should meet at least once a month with the Commanding officer and any other Sponsors or Supporters of the squadron not represented on the Committee. It is recommended that minutes be made for these and any other meetings the Committee holds. Provincial Chairperson may request information copies of those minutes.

Please see Section 1.3 XIX, 2.6 and 2.85 of the Air Cadet Handbook for more information.

## **MILITARY PARTNERS**

# PART

## III



## **CAMP WORTHINGTON REGULATIONS**

### **ATTENDANCE AT CAMP:**

- Camp Worthington keys, generator and fire extinguishers are located at Mrs. Montgomery's home across the highway from the Camp and are to be returned at the conclusion of each exercise.
- Camp Worthington Users are responsible for providing the following items:
  - Shovels, brooms, mops;
  - Axes
  - Bathroom tissue
  - Fuel for the generator
- Firewood will be automatically provided in the Camp for every weekend an exercise is scheduled.

### **CAMP WORTHINGTON STAFF:**

- Camp Worthington Staff may or may not be in attendance during your occupation of the Camp. They will not interfere with any exercise. However, they must and will intervene when observing any unsafe practices.
- When Camp Worthington Staff are in attendance the Unit will be checked in and checked out by the Camp Worthington Staff.
- An occupant checklist will be completed for each facility used, identifying fire rules and regulations and information on how to use the fire extinguishers.

### **REGULATIONS AND RESTRICTIONS:**

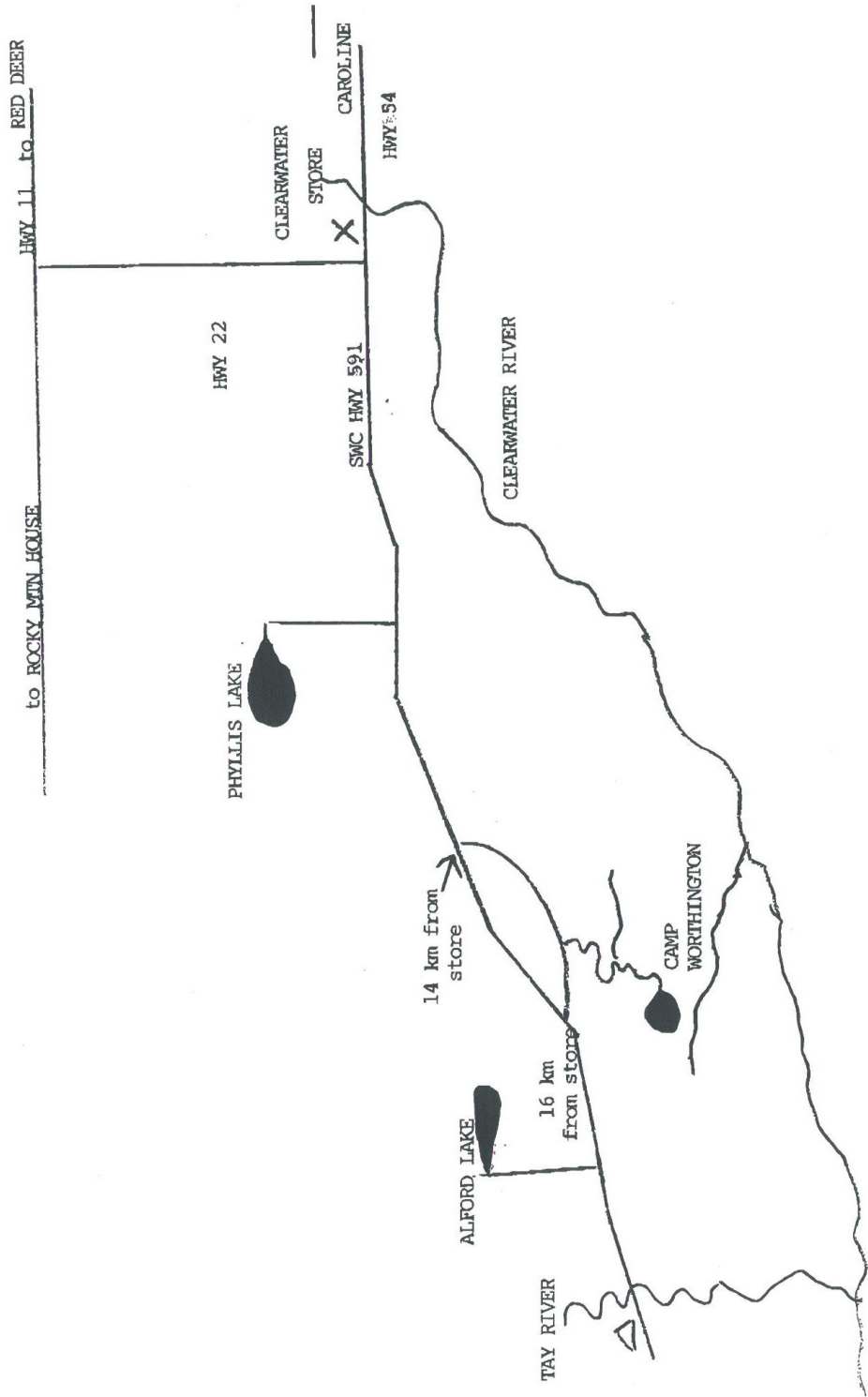
- Cadets will not smoke within any facility at Camp Worthington.
- Camp Worthington will be a dry camp.
- Absolutely no use of firearms, compound bows or pyrotechnics within Camp Worthington boundaries at any time.
- Graffiti or other defacing of Camp Worthington property is strictly prohibited.
- Cutting of live trees or stripping of conifers is strictly prohibited.
- Fire extinguishers are to be hung in designated locations in each building.
- Maximum occupancy of all buildings, as posted, is to be strictly adhered to.
- All Provincial Fire and Safety Regulations, as posted, must be adhered to.
- The Commanding Officer will be held personally responsible for any incidents.
- Repairs for any damage to Camp Worthington property will be billed to the Squadron/Corp deemed responsible.

### **CONCLUSION OF EXERCISE – DEPARTURE FROM CAMP WORTHINGTON:**

- A supply of split firewood is to be left in each building.
- The generator is to be left filled with fuel.
- A Camp Worthington User Report is to be filled out, signed, and left with Mrs. Montgomery.
- All mattresses are to be returned to the "Neptune Park" cabin and stacked on the bunks.
- All Camp Worthington buildings are to be swept clean and all garbage removed from the Camp.

**IF PROBLEMS OCCUR AT CAMP WORTHINGTON CONTACT CAMP WORTHINGTON STAFF OR THE CAMP WORTHINGTON DIRECTOR IMMEDIATELY.**

MAP TO CAMP WORTHINGTON



## **Camp Wright Regulations**

Camp availability is Friday at 1900hrs, to Sunday 1600hrs. All users will provide the Camp with an ETA at the time of Camp Booking.

- Any cancellations under 45 days full charge will apply
- Any weather condition cancellations within 5 days no charge will apply
- Camp Wright Director/ designate may be in attendance during you occupation of Camp.
- All users will be checked in and out by Camp Director/or designate. A camp briefing will be conducted upon arrival. Users must let the Camp Director know who will be in charge and control while in attendance at Camp Wright. The assigned designate must be present at Camp Briefing for any questions.
- All users will fill out appropriate paper work and provide Camp Director with a nominal role of all personnel in attendance.

### **Requirements/Restrictions:**

- All users will be aware of Camp Regulations posted in the Mess Hall.
- Users except Military/Cadet Units must produce a certificate of Insurance to the Director prior to attendance of the Camp.
- Park all vehicles in the designated parking area.
- **Off highway Vehicles** (ATV's, Snowmobiles etc.) may be used for emergencies only at the discretion of the Camp Wright Director. Only existing trails may be used and all relevant protective Gear must be worn. No youth is allowed on any off-highway vehicles. Speed limit 10 km within Camp will be followed. The vehicle(s) and operation off must comply with ALBERTA REGULATION 319/2002 - Traffic Safety Act - OFF-HIGHWAY VEHICLE REGULATION.
- **No consumption of alcohol** within Camp Wright boundaries.
- **No Smoking** within any Camp Building - Smoking allowed only in designated Smoking Area (Cook Shed by the Lake).
- **It is an offence** under the Alberta Safety Codes Act to tamper with any installed fire protection equipment (fire extinguishers, smoke detectors, CO detectors etc.).

- Only designated training sites and trails will be used. Site and Trail maps are available.
- **Absolutely no cutting** of live trees or stripping of conifers in the Camp or Training area. All grounds and training areas used will be cleaned of all debris before departure from Camp.
- **No use of firearms**, compound bows or pyrotechnics within Camp Wright boundaries.
- Due to excessive environmental damage no balloons, silly string etc. are allowed within Camp Wright boundaries.
- The only range site to be used is the designated range for **air rifles only**.
- Swimming: It is the users responsibility to ensure experienced supervision is present at all times.
- All fire regulations posted will be followed.
- Note Wildlife in the area (bears, moose, elk, deer, coyotes, wolves, beavers tec.) All food is to be kept in the Mess Hall, do not leave any garbage outside. **Please no not feed the wildlife**.
- No pets allowed within any Camp Wright Building – owner is responsible to pick up after their pets.
- **No wood is to be kept inside any facility**; no cutting of wood is to be done inside any facility. Wood is for the cabin stoves only. Please read the attached cabin procedures. The user is responsible for refilling all wood boxes.
- Users must **supply their own cleaning supplies, toilet paper, garbage bags, cleaners and other such amenities, including drinking water**.
- **The user is responsible for cleaning all facilities**.
- Should any facility require extra cleaning on departure inspection, the user will be advised to re-clean and failure to comply and **NOT** leave the Camp in clean conditions will result in a cleaning levy.
- Garbage items that can be recycled by the user must be taken back with them (i.e pop cans, glass jars etc.) Never leave garbage laying outside. Any garbage that can be condensed will be put in the garbage bin provided by Camp. (Service charges will be applied).
- The user will do a complete ground sweep for garbage.

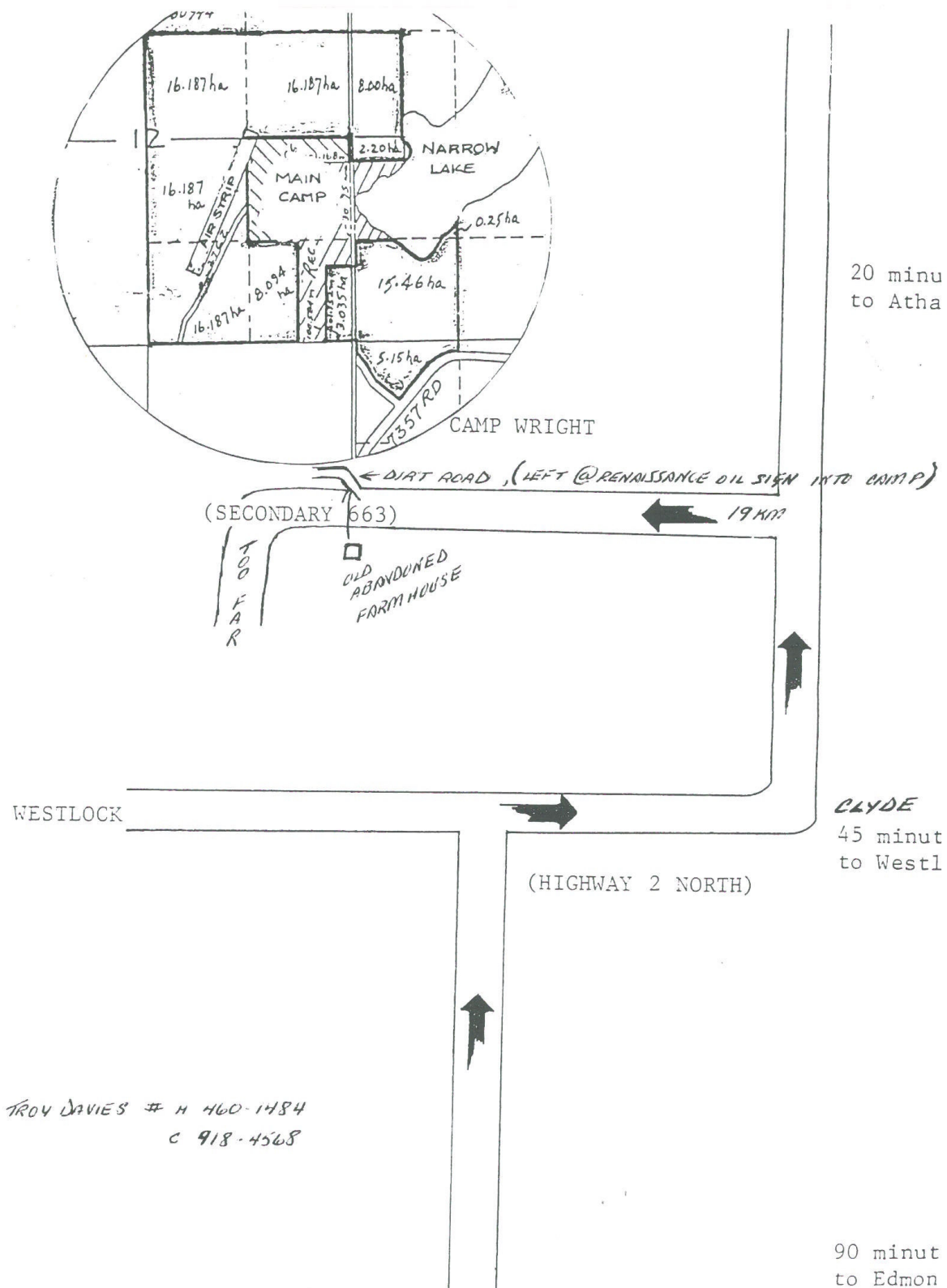
- The user will not touch any equipment in Camp. If any maintenance problems are experienced the user must report it to the Camp Wright Director/designate immediately.
- The user will be held personally responsible for any incidents.
- Any damages will be billed directly to the user.

**The user is accountable for the safe and responsible use of the facility**

**These Regulations have been approved by the Alberta Provincial  
Committee - Air Cadet League of Canada.**

**Approved: 12 January 2008**

## MAP TO CAMP WRIGHT



## **VEHICLE POLICY**

- Vehicles being used at the Gliding Centers shall be used at the discretion of the Gliding Centre C.O. during the gliding season. Between gliding seasons when possible the vehicles will be stored under cover. The decision on where vehicles will be stored is that of the Alberta Provincial Committee.
- The CO of the Gliding Centre shall assume responsibility of checking all fluid levels daily and shall report required repairs immediately to the Director of Air Resources when a problem is noted. Vehicles shall not be used to store refuse and an effort shall be made to keep vehicles clean.
- Only persons with a valid drivers' license shall operate vehicles and shall carry only passengers actively involved in the gliding operations. (Persons involved in gliding operations may include personnel involved with squadrons receiving flights at the gliding center).
- Before a vehicle is used for activities other than gliding purposes clearance must be obtained from the Alberta Provincial Committee.
- Persons driving League vehicles are expected to abide by the Highway Traffic Act. Drivers charged with contravening the Highway Traffic Act or committing any other violations shall be responsible for their own actions.
- All vehicles shall receive a Vehicle Safety Inspection on a yearly basis by a mechanic certified by the Government of Alberta.
- A record of repairs and procedures performed to a vehicle shall be maintained or made available to the Director of Air Resources.

Any vehicle belonging to the Air Cadet League of Canada, Alberta Provincial Committee not being used at the Gliding Centers or for gliding purposes shall be subject to the following conditions:

- A logbook regarding mileage, oil changes, tune-ups, repairs and any damages shall be kept up to date on a weekly basis.
- The custody of the vehicle shall be under the respective Director of the Alberta Provincial Committee.
- Designated drivers shall be determined by the respective Director on an annual basis or as required.

# **PART**

# **IV**



## **SUMMER CAMPS**

Over the years more than 305,000 Air Cadets have attended the annual summer camps of two (2) week duration held at Canadian Forces bases spaced across Canada. The camps offer advanced training in cadet courses of study plus a wide variety of body-building recreational activities for more than 7,000 cadets each year. The highlight of each camp is a familiarization flight for each cadet in a Service aircraft or League glider. These flights are not “joy rides” but carefully planned method of giving cadets actual air experience, complete with aircrew briefings, and air navigation exercises.

The following are training courses offered each summer:

- Basic Air Cadet;
- Basic Air Cadet – Band;
- Cadet Musician – Level 1,2, 3,4,and 5
- Pipes and Drums – Level 1,2,3,4 and 5;
- Introduction to Leadership;
- Aircrew Survival Course;
- Air Studies Course;
- Physical and Recreational Training Course;
- Space Courses; and
- Rifle Coach Course

## **SCHOLARSHIP TRAINING**

The following scholarships are offered:

### **FLYING TRAINING**

More than 12,573 cadets have learned to fly since pilot training for cadets was introduced in 1946. The majority have been trained under scholarships provided by the Canadian Forces which makes up to 250 such awards annually. Additional Scholarships are also provided by Transport Canada, The Canadian Airline Pilots Association and private donors. These scholarships lead to a Private Pilot's Licence and also Air Cadet "Wings" for each cadet who successfully completes the course. Official records show that since 1946, one out of every four private pilots trained in Canada has been an Air Cadet.

### **SURVIVAL INSTRUCTOR TRAINING**

Each summer, more than 30 Air Cadets are given an opportunity to acquire, from outstanding experts, the knowledge and ability to live in and enjoy the great outdoors. This is essentially the story of the Survival Instructor course held during months of July and August. The training stresses bush familiarization and survival techniques, without requiring the cadets to actually live "off the land" while the six weeks course is in progress.

### **LEADERSHIP TRAINING**

The Senior Leaders Course is rated by the League as possibly the finest training medium ever developed for young people of Air Cadet age. Every summer, 450 selected cadets representing all provinces and territories report for six weeks of concentrated training designed to broaden their education, particularly with respect to Air Cadet matters, to qualify them as drill instructors, and to prepare them for future positions of leadership both within the Air Cadet movement and out of it. A competitive sports schedule supplements and academic program and the cadets also enjoy weekend visits to historical and industrial points of interest.

### **TECHNICAL TRAINING COURSE**

Operated by the Canadian Forces, this course offers basic instruction in photography, basic electronics and aircraft maintenance. In common with the Senior Leaders Course, cadets are offered a program of sports, drill and weekend visits. Over 100 cadets are selected each summer.

### **EXCHANGE VISITS**

Each summer more than 60 Air Cadets in Canada are chosen by the League to make "exchange visits" trips to the United States, United Kingdom or Continental Europe. Return parties of cadets from some 15 countries are entertained by the League and the Canadian Forces in Canada. Over the years, Air cadet exchange visits have proven themselves to be an effective instrument in the promoting of international goodwill, and the scheme is recognized as one of the most worthy and successful projects ever undertaken by the League. Since the exchange was inaugurated in 1947, some 2,692 senior cadets have gone abroad as goodwill ambassadors for Canada; an experience regarded by many of them as the equivalent of a year in university.

### **ATHLETIC INSTRUCTOR COURSE**

Over 100 Air Cadets selected from all provinces and territories participate each summer in an Athletic Instructors Course. Successful graduates are qualified to supervise and instruct in physical training and recreational activities in their home squadrons and at the summer camps.

## **SCHOLARSHIP TRAINING – Continued**

### **GLIDING**

Since its inception in 1965, the Air cadet gliding program has become the largest training activity of its kind in North America, and one of the largest in the world. Each year, some 320 cadets attend summer gliding courses operated by the Canadian Forces, taking them up to DOT licence standard and leading to the award of the Air Cadet Gliding Badge. In addition, many thousand of newly-enrolled cadets are introduced to the thrill of “pure flying” through glider familiarization flights carried out in the spring and fall months. These activities involve well in excess of 45,000 glider flights each year. It is a source of considerable pride to the League that a high percentage of the pilots and instructors participating in these programs are graduate cadets who received their training within the Air Cadet Movement.

### **AIR TRAFFIC CONTROL COURSE**

The six week Air Traffic Control Course provides 24 Air Cadets with an introduction to the application of Air Traffic Control procedures within the civil and military aviation fields. Training consists of classroom instruction on theory, equipment and skill requirements, as well as simulator exercises and familiarization visits to both civil and DND facilities and aerodromes.

## SCHOLARSHIPS MARK GRADING SYSTEM FOR AIR CADET BOARDS

In an effort to fairly grade High School marks at Air Cadet Boards, the following suggested procedure has been developed based upon Senior High School Graduation Requirements produced by Alberta Education and by Counsellors and Principals in the Education System. Although there is no formal weighting system for subjects in the High School curriculum, the weighting system in this document seems to be a fairly standard one used in the school system.

In the 1988 through 1991 school years, there will be three types of High School Diploma issued which are the Advanced, General and Certificate of Achievement. It has been suggested that the subjects required in the Advanced Diploma be multiplied by a weighting factor of 0.5.

**Courses with a designation of 10, 11, 20, 21, 30 and 31 offer the greatest academic challenge and therefore should be given a weighting of 1.0.** Some course designated as 10 and 20, such as Phys. Ed. 10, Drama 10, Art 10, Accounting 10 and Career and Life-Management 20 may be **3 credit courses** and should be given a weighting of **0.6**. An applicant should be asked how many credits apply to the subjects, so that an appropriate weighting is given. (That is, 5 credit courses weighted at 1 and 3 credit courses at 0.6).

**Courses with a designation of 13, 23, 33 offer less academic challenge** than those in the 10, 20, 30 category and should be given a weighting of **0.7**.

Courses with a designation of 12, 14, 15, 16, 22, 24, 25, 26, 32, 34, 35 and 36 either offer less academic challenge than 13, 23 and 33 designations, are **vocational**, locally developed or integrated occupational program courses and should be given a weighting of **0.5**.

The following is an example of two students' subject and the result after weighting their marks:

| <u>Student</u> | <u>Subject</u> | <u>Credits</u> | <u>Mark Weighting</u> |     | <u>Resulting Mark</u> |
|----------------|----------------|----------------|-----------------------|-----|-----------------------|
| #1             | Math 10        | 5              | 70%                   | 1   | 70%                   |
|                | Biology 10     | 5              | 76%                   | 1   | 46%                   |
|                | Phys Ed.       | 3              | 80%                   | 0.6 | 48%                   |
|                | <b>Average</b> |                | <b>75%</b>            |     | <b>65%</b>            |
| #3             | Math 13        | 5              | 80%                   | 0.7 | 56%                   |
|                | Draft 12       | 5              | 85%                   | 0.5 | 42.5%                 |
|                | Phys Ed.       | 3              | 80%                   | 0.6 | 48%                   |
|                | <b>Average</b> |                | <b>82%</b>            |     | <b>49%</b>            |

**SCHOLARSHIPS**  
**MARK GRADING SYSTEM FOR AIR CADET BOARDS – Continued**  
**CATEGORIES**

| <b><u>1.0</u></b> | <b><u>0.7</u></b> | <b><u>0.6</u></b> | <b><u>0.5</u></b>     |
|-------------------|-------------------|-------------------|-----------------------|
| Math              | Health 9          | CALM              | Special Projects      |
| English           | Math 23           | Accounting        | Physics 25            |
| Social Studies    | English           | Drama             | Work Experience       |
| Biology           | Math 13           | Fine Arts         | Home Economics        |
| Chemistry         | Math 33           | Religion          | Visual Communications |
| French            | Computers 10      | Drafting          | Auto Mechanics        |
| Spanish           | Computers 20      | Art               | Industrial Arts       |
| Science           |                   | Phys Ed.          | Photography           |
|                   |                   | Geography         | Food Services         |
|                   |                   | Law               | Typing                |
|                   |                   | Electronics       | Business              |
|                   |                   | Music             | Beauty Culture        |
|                   |                   | Psychology        | Driver Education      |

**\*\*NOTE\*\***

- 1) 1.0 includes all 10, 20, and 30.
- 2) USE ONLY FIVE MARKS for each candidate.

**SCHOLARSHIPS - Continued**  
**SAMPLE QUESTIONS OF GENERAL KNOWLEDGE**

**KNOWLEDGE OF CADET MOVEMENT**

**Federal:**

**1. When was the Air Cadet League of Canada formed? What was its original purpose?**

**What is its current purpose?**

- Formed in April 1941 for the primary purpose of building a pool of pre-trained airmen for the Royal Canadian Air Force.
- After the war, movement was re-organized to provide aviation and citizenship training for boys in high school age bracket.

**2. What are the responsibilities of the Canadian Armed Forces in their partnership with the Air Cadet League?**

- Training and Supply.

**3. What are the responsibilities of the Air Cadet League?**

- Public Relations and Administration.

**4. What are the three levels of the Air Cadet League?**

- National, Provincial and Local.

**5. What cadet specialty courses are offered by the Canadian Forces and Air Cadet League?**

- Flying/Gliding, Technical Training, Athletic Leadership, Survival Instructor, Senior Leaders, Space, Rifle Coach and Air Traffic Control.

**6. What are the three aims of the Air Cadet Movement?**

1. To develop in youth attributes of good leadership and citizenship.
2. To promote physical fitness.
3. To stimulate an interest in the Canadian Armed Forces.

**7. What are some of the mandatory courses of the Cadet Training Program?**

- General Knowledge, Leadership, Principle of Flight airframes, Theory of Flight, Meteorology, Navigation, Drill, Physical Fitness, Sensible Living, Effective Speaking, Aircraft Identification, Aeronautical facilities, Survival, Range, Propulsion, Communication.

**8. What is a National current event that you have been following?**

- \_\_\_\_\_

**Provincial Level:**

**1. Who is the ACO Air?**

- \_\_\_\_\_

**What is his function?**

- Regular Force liaison in Cadet matters for the province of Alberta.

**2. What is the role of the Provincial Committee of the League?**

- To coordinate and lead the members of the Local Committees and Local Representative in the civilian operation of the squadron.

**3. Who is your League Representative?**

- \_\_\_\_\_

**4. Who is the Detachment Commander?**

- \_\_\_\_\_

**5. What is a Provincial current event you have been following?**

- \_\_\_\_\_

**SCHOLARSHIPS**  
**SAMPLE QUESTIONS OF GENERAL KNOWLEDGE - Continued**

**Local Level:**

1. Who Sponsor(s) your squadron?

• \_\_\_\_\_

2. Who is the Chairman of the Sponsoring Committee?

• \_\_\_\_\_

3. What is the role of your Sponsoring Committee?

- To coordinate financing, facilitate projects, public relations, support where and when required by the Squadron.

**General Attitude Questions:**

1. What is the single greatest thing about Air Cadets and Why?

• \_\_\_\_\_

2. Why did you join Air Cadets and what kept you in?

• \_\_\_\_\_

3. Why apply for this particular scholarship?

• \_\_\_\_\_

4. Does your squadron have a sports night and what is your role?

• \_\_\_\_\_

5. What is the best part about the weekend exercises your squadron has?

• \_\_\_\_\_

6. What can the squadron benefit from you receiving this scholarship?

• \_\_\_\_\_

7. What is an International Current event that you have been following? Tell us about it?

• \_\_\_\_\_

**NAMES TO BE KNOWN**

Minister of National Defence ..... \_\_\_\_\_

Chief of Defence Staff ..... \_\_\_\_\_

D/Cadets ..... \_\_\_\_\_

Detachment Commander ..... \_\_\_\_\_

Detachment ACO Air ..... \_\_\_\_\_

President of Air Cadet League of Canada ..... \_\_\_\_\_

Chairman of the Alberta Provincial Committee..... \_\_\_\_\_

Your League Representative..... \_\_\_\_\_

Your Sponsoring Committee Chairperson..... \_\_\_\_\_

Your Zone Director:

N.W. Zone: \_\_\_\_\_ N.E. Zone: \_\_\_\_\_

Central Zone: \_\_\_\_\_ Southern Zone: \_\_\_\_\_

## **SCHOLARSHIPS - Continued**

### **SUGGESTIONS FOR INTERVIEWEES (Candidates)**

1. Selection Boards are conducted for the benefit of cadets. They are not an interrogation but rather an opportunity for Board members to get to know cadets from across the Province and to see and hear about, first hand, their successes which result from the efforts of interested volunteers (much like themselves). As a result, in addition to being productive (scholarship selection results), the interview can be an enjoyable experience for both Board members and candidates.
2. Good grooming and appropriate uniform dress are most important in impressing the Board. No matter how qualified you may be you are doing yourself a disservice if you don't pay adequate attention to your appearance and uniform.
3. Enthusiasm, responsiveness and genuine interest in the scholarship will be well received by the Board. A candidate who is non-attentive, withdrawn or passive during the interview may suggest that performance on the scholarship course would be similar.
4. Board members will be favourably impressed by candidates who look them squarely in the eye. Most Board members feel that someone who avoids eye contact lacks conviction and self-confidence.
5. Knowledge of the Air Cadet League of Canada – its purpose, aims, objectives, composition, etc.; the squadron and community as well as world, federal and provincial affairs will make a positive impression. Candidates must do their homework in this area!
6. Be prepared to justify your opinion in response to such questions. There is no right or wrong answer but provision of justification for the opinion with your opinion will indicate to the Board that the issue has been thought out and a decision made, based on fact.
7. Sell yourself! Don't be afraid to repeat accomplishments listed on your scholarship application, included in your Commanding Officers comments or in your narrative. Board members are anxious to hear about how well you and / or your squadron have done – they want you to succeed!
8. Be honest! Do not exaggerate skills, experience and accomplishments. If detected, such imaginative statements will adversely affect the Board's impression.
9. Ask the Board questions about the scholarship course and / or the selection process if you want to. If they can provide the answers, they will. You are not expected to know everything.
10. Over-confidence is far more likely to favourably influence Board members than timid and retiring behaviour. It must be noted, however, there is a big difference between being self-assured and coming across as arrogant, boastful or smug.



## **SCHOLARSHIPS - Continued**

### **SUGGESTED APPROACH FOR CONDUCTING MOCK SELECTION BOARDS**

#### **1. ESTABLISH RAPPORT**

As an interviewer, one of the main objectives is to obtain as much information as possible from the candidate in order that you can make a sound decision as to the candidates' suitability for the scholarship course. To accomplish this, you must establish and maintain an atmosphere or climate of trust and encouragement.

Interviewers must adopt a pattern of behaviour that will facilitate communication and will build a bridge between yourself and the cadet over which knowledge, ideas and opinions can cross.

Take the initiative to greet and welcome the candidate, introduce yourself and others on the Board. Chat briefly (2-3 minutes) about something in common or of general interest to relax the candidate.

#### **2. SET THE AGENDA**

Let the candidate know what to expect during the interview. You can make the transition from "Establishing Rapport" by saying something like, "Our purpose here today is find out about you – your interests, accomplishments, knowledge and desires as related to this scholarship course."

Briefly outline what the candidate can expect by saying, "We have a number of questions we want to ask you and will be jotting down a few notes as we go along to ensure we have been as thorough and fair as possible. After that I will give you an opportunity to ask us questions and we'll provide you with the answers, if we can."

#### **3. COLLECT INFORMATION**

Make sure that you have established a set group of questions which will be asked of each candidate relative to the Cadet League of Canada, the Provincial Committee, the Squadron, current affairs (world / federal / provincial) and some which are directly applicable to the type of scholarship applied.

Each interviewer must know which questions they are to ask. However, this should not prevent other members of the Board from probing areas of interest, uncertainty or factors which may have a significant bearing on the evaluation of the candidates.

#### **4. INVITE CANDIDATE'S QUESTIONS**

You can make this transition by saying to the candidate, "Is there anything you would like to tell us which was not adequately covered from our questions?" or "Do you have any questions you would like to ask us?"

#### **5. TERMINATE INTERVIEW**

It is your responsibility to bring the interview to a close. You can do this by saying something like, "If there are no further questions, then I would like to thank you for the opportunity to learn more about you and your squadron." or you can let the candidate know what the next step is the selection process.

Shake hands and escort the cadet from the interview.

#### **6. ASSESSMENT OF CANDIDATE**

The evaluation and assessment of the candidate's ability, suitability and willingness in regards to the scholarship course is to be conducted by the Board as soon as possible after the interview while the information collected is current.

The Selection Board Assessment Guide is to assist in the evaluation process to ensure each candidate is evaluated against the predetermined selection factors.

# PART V

## HONOURS AND AWARDS – PROVINCIAL

Each year the Provincial Committee recognizes outstanding achievement by a cadet, a volunteer, a sponsor and or others, with the following annual awards:

### **Sponsor of the Year**

As in previous years, in an effort to ensure sponsors who have performed in an outstanding manner are recognized, we will conduct the evaluations on a zone basis with each zone soliciting nominations and choosing one outstanding sponsor who will go on to compete at the Provincial level. We hope that this will ensure that the outstanding sponsor is recognized at the zone level as well as broaden the base of our nominees to draw attention to the many facets of the sponsor's responsibilities.

In an effort to achieve some consistency in evaluations, we have mailed out our Annual Assessment form (see Appendix) which is based on one developed by the Air Cadet League of Canada. This will form the basis on which nominees will be judged but it should not limit the information which is provided in support of any nomination and, if additional supporting material is required, it can be attached. These assessments will be completed on every squadron annually and are intended to assist all members of our movement to identify the duties and responsibilities of sponsoring committees.

Nominations may be made by any interested party including squadron staff, league representatives, the Cadet Detachment, etc. Many worthy sponsors have never been recognized for the fine work they do in support of our cadets and we hope this will be a small step to encouraging those who work with them to put their names forward.

To ensure proper consideration is given as soon after the training year as possible, nominations must be in the hands of Zone Directors by **JUNE 1<sup>st</sup> and their winners must be available to the Provincial Committee for their June meeting. Please see Appendix for application forms.**

### **Citizenship Award**

Each year we make this award to the outstanding Air Cadet in the Province. This award recognizes an outstanding young Albertan who happens to be an Air Cadet, a young person who is making a positive contribution in their community. Enrolment as an Air Cadet is the only standard Criteria for nominees. This award recognizes a cadet who, in addition to participating in all cadet activities, has devoted significant energy and/or made a positive contribution to their Squadron and their community (i.e.: through assisting other cadets or through their involvement with school or church related activities/groups, charitable or disadvantage organizations, etc).

Cadets nominated for the Royal Canadian Legion Cadet Medal of Excellence or the Strathcona Medal will be considered for this award and the nomination forms submitted for these medals will be utilized, a separate written report (much like a resume) to the Past Chairman of the Alberta Provincial Committee by mid-August each year. This report should provide details of the cadet's accomplishments within the cadet movement, at school and in their community. Selections are made by the Alberta Provincial Executive Committee. If squadrons wish to have their Legion or Strathcona candidates considered, they should provide copies of the relative nomination documents to their Zone Directors. Cadets who have not been nominated for either of the aforementioned awards are also eligible.

To ensure proper consideration is given as soon after the training year as possible, nominations must be in the hands of Zone Directors by **JUNE 1<sup>st</sup> and their winners must be available to the Provincial Committee for their June meeting. Please see Appendix for application forms.**

## **Honours and Awards – Provincial - continued**

### **Volunteer of the Year**

Our organization is full of unsung heroes who contribute their time and talent in support of our cadets and we believe it is essential that they be recognized. Any individual connected with the movement may be nominated and submissions should detail the nominee's history with our movement, any of the nominee's special achievements and supporting data.

Nominations will be on a zone basis with the intent of choosing a zone winner with the provincial winner being chosen from the zone winners. Nominations may be made by any interested party including sponsors, league reps, squadron staff, cadet detachment staff, etc.

To ensure proper consideration is given as soon after the training year as possible, nominations must be in the hands of Zone Directors by **JUNE 1<sup>st</sup> and their winners must be available to the Provincial Committee for their June meeting. Please see Appendix for application form. Please see Appendix for application form.**

### **Officer of the Year Award – Please see Appendix for Application Form**

**Remember, it is important that we recognize those who have devoted themselves to our movement and nominations are solicited from any who are connected with us including squadron staff, cadets, detachment staff etc.**

All awards will be announced at our Annual General Meeting held in October.

## **Honours and Awards – National**

In addition your Provincial Executive has voted to institute a number of Alberta Awards which mirror those presented by National. These are outlined in section 2.10 of our Policies and Procedures Manual and are:

**Officer of the Year Award – Please see Appendix for Application Form**

**Alberta Air Cadet League Certificate of Honour**

See section 2.10.2 of the Air Cadet League of Canada Handbook for criterion.

**Alberta Air Cadet League Certificate of Merit**

See section 2.10.4 of the Air Cadet League of Canada Handbook for criterion.

**Alberta Air Cadet League Honorary Life Membership**

See section 2.10.3 of the Air Cadet League of Canada Handbook for criterion.

**Certificates of Appreciation**

Certificates will be awarded on behalf of the Air Cadet Movement to any one, civilian, military or supporter, who has performed an outstanding service on behalf of the Air Cadet League, for our Squadrons or Cadets.

**Remember, it is important that we recognize those who have devoted themselves to our movement and nominations are solicited from any who are connected with us including squadron staff, cadets, detachment staff etc.**

**All nominations must be in the hands of your Zone Director by Feb 1<sup>st</sup> for consideration.**

All awards will be announced at our Annual General Meeting in October.

# PART VI

## **ALBERTA SPORTS AND DRILL COMPETITION INDEX**

**NOTE: Taken from the original manual.**

Terms of Reference

Competition Aims

General Information

Rules for Junior and Senior Basketball Competitions

Rules for Junior and Senior Volleyball Competitions

Alberta Air Cadet Drill Competition Rules & Regulations

Judges Guide

Scoring Guide

Drill Sequence

Host Coordinator Checklist

Sample Ops Order

## **ALBERTA SPORTS AND DRILL COMPETITION - Continued**

### **TERMS OF REFERENCE**

This document is produced in partnership between the Alberta Cadet Detachment, ACO Air and the Alberta Provincial Committee of the Air Cadet League.

This document is intended to assist the cadet squadrons who host and/or participate in the Zone or Provincial Sports and Drill Competition.

The Detachment OPI is the ACO Air.

The League OPI is the Vice Chairperson

The Zone OPI is the Zone Chairperson.

The Event Coordinator is the hosting squadron Commanding Officer.

### **SPORTS AND DRILL TERMS OF REFERENCE**

#### **Detachment – ACO Air**

1. 100% budgetary control.
  - a. Provide funding for the events (as available, we can only agree to support this event once all other training is funded).
  - b. Budget must be submitted to ACO Air for approval 60 days before event from the zone and provincial co-ordination.
2. Provide assistance in obtaining drill judges (cost of TD for drill judges).
3. Co-approval of host location, zone and provincial.
4. Provide drill sequence and or changes to the sequence no later than 2<sup>nd</sup> week in September to all Air Cadet Squadrons.
6. Distribute all event information to all Air Cadet Squadrons. This includes all electronic and hard copy information provided to ACO from the Alberta Provincial Committee and Host OPI.
7. The title for the event should also be in this T.O.R. to reflect the partnership i.e Alberta Air Cadet Sports and Drill Competition.

#### **Alberta Provincial Committee**

1. Provide event OPI, zone and provincial with event dates and host locations.
2. Provide event budget proposal for zone and provincial events to ACO Air for approval.
3. Ensure all relevant event information is passed to ACO Air, electronic and/or hard copies for distribution to Air Cadet Units.
4. Purchase zone and provincial awards in conjunction with ACO Air (on an – “as funds available basis”).
5. Provide drill and sports judges with assistance from the ACO. (NOTE: Zone/Provincial OPI's to liaise with host squadron to ensure selection and booking venue sites, equipment, officials, accommodations, food services, and design of game schedules).
6. The title for the event should also be in this T.O.R. to reflect the partnership I.E. Alberta Air Cadet Sports and Drill Competition



## **ALBERTA SPORTS AND DRILL COMPETITION – Continued COMPETITION AIMS and GENERAL INFORMATION**

### **1. AIM OF COMPETITIONS**

- 1.01 a. To assist Air Cadets in developing a standard of physical fitness, mental alertness, discipline, and teamwork.  
b. Ensure all air cadets in Alberta have a fun weekend and give all cadets an opportunity to participate in a team event.

### **2. ZONE COMPETITIONS**

- 2.01 Zone competitions will be arranged and managed by the Zone Chairperson.  
2.02 The top team from each of the Compulsory and Precision Drill Competitions will represent its Zone in the Provincial Finals.  
2.03 The top team in each sports event will represent its Zone in the Provincial Finals.  
2.04 Each Zone Chairperson will appoint a host squadron Sports and Drill OPI (in consultation with the ACO's office) who will coordinate Drill, Basketball and Volleyball competitions in the Zone.  
2.05 Seven Zone awards, one set for each Zone (Northeast, Northwest, Central and Southern) will be presented by the competition organizing committee:  
a. Basketball (Junior & Senior)  
b. Volleyball (Junior & Senior)  
c. Drill (Compulsory & Precision)  
d. Best Dressed Cadet  
e. These awards will be presented following the completion of the last event in each Zone Competition.  
f. Zone OPI's should ensure that individual awards as determined by the organizing committee, are available for presentation.  
g. Only the Zone competition winners will go on to compete in the Provincial Final Competitions.

### **3. PROVINCIAL FINAL COMPETITION**

- 3.01 The first place squadrons in each zone will compete for the Provincial awards at a location to be determined by the Executive Committee of the Alberta Provincial Committee in consultation with the ACO's office.  
3.02 Coordination of the Provincial Final Competition will be the responsibility of the Executive Committee of the Alberta Provincial Committee, and representatives from the selected host Squadron or Squadrons.  
3.03 The organizing committee will present seven Provincial Final Awards:  
a. Basketball (Junior & Senior)  
b. Volleyball (Junior & Senior)  
c. Drill (Compulsory & Precision)  
d. Best Dressed Cadet  
e. Provincial Coordinators should ensure that all awards are available for presentation.  
f. These awards will be presented following the completion of the last event of the Provincial Final Competition.

### **4. COMPLETION DATES & PLACE**

- 4.01 All Zone and Provincial Sports and Drill Competitions are to be completed by the end of the second weekend in May of each year and shall not be held earlier than 1 April. No exceptions.  
4.02 a. The date and location of each competition will be coordinated by the Provincial and Zone Chairperson.  
b. The drill portion of the competition can take place before the sports portion.  
c. Ideally the competition should be held on four different weekends. If two zones are holding the competition on the same weekend then the drill competition shall be alternated between Saturday and Sunday. The Provincial League OPI shall coordinate these dates.

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued COMPETITION AIMS and GENERAL INFORMATION**

### **5. JUDGES & REFEREES**

5.01 Judges and referees for the Provincial Finals will be arranged by the Executive Committee of the Alberta Provincial Committee with direct assistance from the ACO's office.

5.02 Every effort must be made to obtain qualified judges and referees who do not have a conflict of interest with the teams being officiated by them.

5.03 If such a condition is unavoidable, the coaches of each team affected should agree on a selection from eligible adults or suitable senior cadets who are attending the competition.

5.04 Failing a satisfactory solution as outlined in paragraph 5.03, the coordinator will select the officials. This decision by the coordinator will be considered final.

### **6. COMPOSITION OF TEAMS**

Competing teams will consist of the following:

**(Nominal rolls must be submitted 14 days in advance of your zone event to the ZONE OPI and the same team list will be used for Provincials)**

6.01 **At the start of a game for squadrons who have 60 or more cadets:**

- a. Basketball – The team must have 10 players on it or the team will be disqualified.
- b. Volley Ball - The team must have 12 players on it or the team will be disqualified.

6.02 **At the start of a game for squadrons who have less than 60 cadets:** *Common sense must prevail when organizing a team from a squadron with very few females.*

- a. Basketball – The team must have 8 players on it or the team will be disqualified.
- b. Volley Ball - The team must have 10 players on it or the team will be disqualified.

6.03 No more than two-thirds of the entire team shall be of the same gender.

- 6.04
- a. All players (including spares) shall rotate through active play in the same order:
  - b. For volleyball, one player rotation shall occur on completion of serve.
  - c. For basketball, All five players from each team will rotate after 5 minutes of play (a buzzer will sound). For squadrons under 60 the coach will decide which player will remain.

6.05 After the start of a game or set a player who becomes unable to complete a game or set due to illness or injury, shall not be further considered part of the team for the remainder of the game or set. Such a change (after the start of a game/set) shall not cause a team to be disqualified due to more than two thirds of the team being of the same gender.

6.06 Drill - Compulsory and Precision. Sixteen cadets, plus one spare (no more) for each team of eligible cadets (including Squadron Commander), at least three of which must be of the opposite gender.

### **7. ELIGIBILITY**

7.01 It is the intent of these competitions to involve the maximum number of cadets from each squadron within the limits specified for each event.

7.02 Squadrons who have cadets entering in more than one event in the Zone or Provincial Finals **shall obtain permission** from the appropriate Sports and Drill OPI to ensure that scheduling of events are not delayed.

7.03 Junior competitions are open to all cadets who are under 15 years of age (on or before Dec 31) as per the Squadron nominal roll for the current cadet year (i.e. September to June).

7.04 Senior competitions are open to all cadets regardless of age.

7.05 Teams should be available at the designated site of the competition ready to commence play at the appointed time. Failure to do so may result in the offending team either playing with reduced strength or forfeiting the game.

### **8. TRANSPORTATION**

8.01 Squadron Sponsoring Committees are responsible for providing all transportation to, from and during various competitions. Funding will be provided from Detachment if available.

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued COMPETITION AIMS and GENERAL INFORMATION**

### **9. DISCIPLINE AND BEHAVIOUR**

9.01 CIC's, CI's and conducting adults will be responsible for all aspects of the discipline and behaviour of cadets at the competitions. All damages, loss of equipment on loan, which may occur, will be charged to the responsible person, persons or person's squadron sponsor committee.

9.02 As the aim of the Cadet program is to promote physical fitness, **CADETS ARE PROHIBITED FROM SMOKING AT ANY TIME.**

9.03 Any cadet not abiding by the 9.01 and 9.02 requirements will be forbidden from competing in any event with a comment attached to the Cadet's Personal file.

### **10. NOMINAL ROLLS**

10.01 A Nominal Roll for **each competition day** (listing all members of each participating event) must be presented to the Zone Sports and Drill OPI and ACO **14 days prior** to the Zone Competitions identifying:

- the name, number and location of the Squadron;
- The surname, initials, ranks, and age (DOB must be listed) of each cadet participating in the competitions and must be signed by the Squadron Commanding Officer.

10.02 Failure to provide nominal rolls as required in Para 10.01 may result in the Squadrons being assigned the responsibility of providing meals and/or accommodation for their Squadron at other than the designated facilities.

10.03 Tour Request, together with Ops Order, must be submitted to the ACO's office 45 days prior to competition by participating Squadrons. Squadron staff should anticipate their squadron's participation and plan accordingly. (Too cancel a squadron's participation is easy – too arrange for last minute transportation is difficult and expensive)

### **11. INSURANCE**

11.01 Insurance for volunteers is as per CATO 12-23.

### **12. PROGRESS REPORTS**

12.01 Zone Sports and Drill Coordinators must provide the following information to the Provincial Sports and Drill Coordinator (Vice-Chair League), and the ACO's office:

12.02. Time, date and location of Zone Competitions – ASAP;

12.03. Winners of each event of the Zone Competitions are required within 2 days after the event has completed.

### **13. FIRST AID**

13.01 Zone Sports and Drill Coordinators and the Provincial Sports and Drill Committee are responsible for ensuring that a competent and qualified adult first aid attendant is in attendance at all competitions to ensure immediate and adequate treatment of injuries, cuts and bruises.

### **14. DRESS**

14.01 Sports – All personnel shall be dressed in neat civilian clothing that shall bring credit to the Air Cadet Organization;

14.02 Drill -

- a. Officers – Number 3b or 3c order of dress.
- b. Cadets – C2 for competitors and spectators, undress ribbons only.
- c. Civilian Instructors – Neat civilian clothing.
- d. No uniform parts will be available at the competition.

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**RULES FOR JUNIOR and SENIOR BASKETBALL and VOLLEYBALL**  
**COMPETITION**

**15. RULES FOR JUNIOR AND SENIOR BASKETBALL COMPETITIONS**

15.01 Official Basketball Rules as adopted by Provincial Basketball Association will be used. Vice Chair of the Alberta Committee will hold the rule book. For clarification of any rule, contact the Vice Chair.

15.02 Ties at the end of the game will result in a shootout. 5 players will be picked for the shootout from each team and each shooter only shoots once. If a tie still remains 5 new or different shooters will be picked and shoot until a winner is determined.

**16. RULES FOR JUNIOR AND SENIOR VOLLEYBALL COMPETITIONS**

16.01 Official Volleyball Rules as adopted by Provincial Volleyball Association will be used. Vice Chair of the Alberta Committee will hold the rule book. For clarification of any rule, contact the Vice Chair.

16.02 Officials will be paid in accordance to the Alberta Volleyball Officials Rate which will be coordinated through the ACO.

16.03 Decisions of judges are final.

16.04 For Provincial competition, if after the completion of the round robin play 2 or more teams are tied it will be decided as follows:

- a. The team with the best points for and against will advance, in either Volleyball or Basketball.
- b. If teams are still tied in points for and against then Volleyball will play a 5 min overtime period and Basketball will have 5 players do a shootout, still tied, 5 new or different players will shoot.

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued**

### **DRILL COMPETITION RULES and REGULATIONS**

#### **17. DRILL COMPETITIONS**

17.01 Page 20 - 24 outlines the drill sequence for the compulsory portion of the Alberta Zone & Provincial Drill Competition.

17.02 Each team of Compulsory and Precision will be judged for dress.

- a. The compulsory inspection will be immediately before the compulsory sequence.
- b. The precision inspection will be immediately before the precision sequence.
- c. Drill team Commanders will not accompany the Judges on the inspection.

17.03 Decisions of judges are final.

#### **18. DRILL COMPETITION RULES AND REGULATIONS**

##### **18.01 RULES**

a. A cadet drill team shall consist of sixteen (16) cadets, of which one shall be the Drill Team Commander (DTC). Team members must be a combination of females and males but at least 3 members must be of opposite gender. Any team participating with less than 16 cadets shall be awarded penalty points of 7 points for each missing cadet to a maximum of 21 points.

b. Team members may be of any rank or training year.

c. DTC may be of any rank.

d. Team members shall wear the C2 uniform. It must conform to existing dress regulations. I.E. Cadet Jackets shall be roll-pressed as per CATO 55.04. Any accoutrements added must be a stocked item available from a support base/station and must be uniform through the team. I.E. Name-tags, and be contained within Cadet Dress Regulations.

e. Wearing of cleats is prohibited.

f. Hair for male and female cadets shall be the prescribed standards

g. Shaving for male cadets is mandatory.

h. No weapons of any type shall be used.

i. Lanyards or white belts will not be worn.

##### **19. WRITTEN SEQUENCE – DRILL**

19.01. A written sequence will be provided by the Detachment Coordinator to all squadrons by the end of September of each training year. All compulsory drill movements will be performed in sequence. Commands that are missed or placed in the wrong order will be assessed penalty points.

19.02. A **typed and legible precision sequence** shall be provided to the ACO 14 days before the event.

##### **20. SEQUENCE OF PERFORMANCE**

Prior to the start of the competition, each DTC shall draw for position for the sequence of performance. Each DTC shall be responsible to have his/her team standing by and ready to be called for the inspection and drill competition.

##### **21. DRILL, SEQUENCE OF EVENTS**

21.01 When called to compete, the team accompanied and directed by the DTC, shall be marched in threes to a position where they are standing in line with the right marker at the designated point opposite the judges table, dressed at the open order where they will be inspected. **THESE MOVEMENTS SHALL NOT BE JUDGED.** After the Inspection the DTC will approach the Chief Judge, report to him/her the name of the squadron and request permission to fall-in. On receiving permission, he/she will proceed with the fall-in and drill sequence.

21.02 **Compulsory Drill Teams** – Upon completion of the inspection, the DTC shall carry on with the compulsory drill movements as specified in this Order. **DRILL MOVEMENTS MUST BE PERFORMED IN SEQUENCE.** There is no time limit for the compulsory sequence.

a. The team must be returned to its original starting position following completion of the mandatory movements.

b. Upon completion of the mandatory movements, the DTC shall dismiss the team. (Do not request permission to carry on – Just do it!)

c. DTC must participate in the sequence.

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued**

### **DRILL COMPETITION RULES and REGULATIONS**

#### **21.02 Compulsory Drill Teams - continued**

d. Non regulation movements such as goose steps are prohibited.

**21.03 Precision Drill Teams** – Upon completion of the inspection, the DTC shall request permission from the Chief Judge to carry on and will direct the team through a sequence of precision drill movements. THE MOVEMENTS OF INDIVIDUAL CADETS SHALL BE IN ACCORDANCE WITH CFP 201 MANUAL OF DRILL.

a. The team must be returned to its original position following completion of the precision drill movements.

b. The DTC can participate in the sequence, or be stationary to the side, their choice.

c. The drill sequences must be carried out within the specified time limit.

d. Upon completion of the movements the DTC shall request permission to carry on from the Chief Judge and then march off with the team.

f. Non regulation movements such as goose steps are prohibited.

#### **22. TIMING**

22.01 Four (4) minutes + or – 30 sec of precision drill movements. A 25 point penalty will be assessed if precision timings are outside this guideline.

22.02 There will be no time limit for the compulsory sequence.

22.03 The timing of the drill movements shall commence when the DTC gives the first command after the inspection and terminates when he/she comes to attention in front of the chief judge and requests permission to dismiss.

22.04 Drill movements performed before Para. 10. B, shall not be considered as part of the drill sequence.

#### **23. INSPECTIONS**

23.01 Dress inspections will be carried out immediately before the team carries out the drill sequence and one unit at a time will be inspected.

23.02. The DTC will not accompany the Inspection Judge.

23.03. Teams must fall-in in order and well in advance of their compulsory drill time to allow for the complete inspection to take place.

#### **24. FALL-IN**

Fall-in procedures shall be as follows:

24.01. At the appointed time, the DTC shall approach the Chief Judge and request permission to proceed with the sequence.

24.02. After obtaining permission, he/she shall take up the position on the parade area and proceed with the “fall-in” of the team. Cadets are to be in three ranks and pre-sized.

#### **25. PRECISION DRILL**

Precision drill will be conducted as follows:

25.01. After the Precision team has been inspected, the DTC shall request permission to proceed with the precision drill from the Chief Judge. Upon approval, the DTC shall immediately proceed with the precision drill.

25.02. The contents of the precision drill movements shall be left to the discretion of the Squadron commanding officer. All individual movements shall be accordance with CFP 201.

25.03. No commands of any nature may be given by any member of the team or by any member of the audience, EXCEPT for the first command to start the team moving. The use of verbal, whistle or any other type of command is prohibited.

25.04. The DTC can participate in the sequence, or be stationary to the side, their choice.

#### **26. DRILL AREA**

26.01 The drill area shall be set up as per the drawing on page 22, or as close to as possible. (Minimum of 45 paces by 45 paces) It is suggested that host unit OPI's request assistance from visiting units to set up, or assist in setting up the parade area:

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued**

### **DRILL COMPETITION RULES and REGULATIONS**

#### **27. OFFICIALS**

Officials shall be as follows:

27.01. Chief Judge responsible for judging, marking both the team and DTC, during the reporting procedures and the compulsory drill sequences, awarding penalties and interpretation of rules.

27.02. One Inspection Judge responsible for inspection and marking of each team for dress and appearance and choosing the best dressed cadet.

27.03. Two Drill Judges responsible for judging, marking the performance of each team during drill movements. Works directly with the chief judge.

27.04. Score-Keeper to be provided by host unit and is responsible for compiling scores and timing the precision drill sequences.

#### **28. EQUIPMENT**

28.01 The hosting squadron is responsible to provide the equipment required:

- a. one stop-watch
- b. masking tape
- c. flags for marking drill area
- d. score sheets
- e. calculator for adding score sheets

Note: some items may be signed out from the ACO but must be requested in advance.

#### **29. SCORING**

29.01. Points shall be allotted in accordance with the scoring guide and score sheet. In cases of interpretation when no solution can be found in the rules, the Chief Judge shall be empowered to make an ad hoc ruling, which shall be binding upon all participants. Scoring Guides will be provided by the Provincial Coordinator to all participants by the 2<sup>nd</sup> week in September, highest score wins compulsory or precision routine.

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued**

### **JUDGES GUIDE – CFP 201**

#### **1. CADET BEARING AND APPEARANCE:**

- a. Headdress – headdress to be worn in the approved manner
- b. Haircuts – haircuts to be in accordance with cadet hair standards
- c. Footwear Issue – shoes to be highly polished, front, sides, back and welts
- d. Uniform – uniforms to be neatly pressed, buttoned, badges, etc.
- e. Posture – cadets to be checked for points such as shoulders square to the front, body erect but not tense, head up, eyes straight to the front.

#### **2. CADET DRILL DTC:**

- a. Words of Command – words of command of DTC to be loud, clear and sharp (French or English words of command) – If French words of command are to be used the organizers must be informed 60 days in advance of the competition.
- b. Deportment – smartness of bearing and appearance while on parade.
- c. Ability to Control – ability to command, controls and gives proper orders to a team carrying out drill movements
- d. Appearance and Bearing – smartness of uniform, accoutrement and haircut
- e. Manner of Reporting to Head Judge – the manner in which the DTC:
  - approaches the Head Judge, halts, reports and requests permission to carry on
  - Pays compliments to the Head Judge when reporting
- f. Ability to correct errors of command or movements – marks to be allowed for DTC's mental alertness to recognize errors and his/her ability to observe errors in movements and be able to correct them.

#### **3. COMPULSORY DRILL MOVEMENTS:**

- a. Immediate response to any commands given by the DTC to the drill team.
- b. The manner in which drill movements are carried out by the team, as a team.
- c. Deportment, dressing and cadence to be checked very closely.
- d. Smartness of bearing, uniformity or arm swinging, eyes straight to the front.
- e. Steadiness of each cadet on parade, no movement of any part of the body while standing at attention or at ease.
- F. The straightness of rank or ranks with the same alignment when dressing or marching.

#### **4. PRECISION DRILL MOVEMENTS:**

- a. Whether or not the precision movement is difficult to perform or is just a simple series of turns and moves, & overall showmanship.
- b. conforms to the CFP 201
- c. how drill was presented
- d. how closely the team follows the precision routine

#### **NOTE:**

- a. Drill judges will have an informal briefing before the event to answer any questions.
- b. The same inspecting judge should be used for all squadrons.
- c. The inspecting judge is to pick a best dressed cadet from the event.



# ALBERTA SPORTS AND DRILL COMPETITION – Continued SCORING GUIDE

| Scoring Guide |                                                                                                     |   |   |   |   |   |   |   |   |   |    |
|---------------|-----------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|----|
| 1             | <b>DTC REPORTING</b>                                                                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2             | <b>Marker</b>                                                                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3.            | <b>Marker, Steady</b>                                                                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4             | <b>Flight, Fall In</b>                                                                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5             | <b>Flight, Halt</b>                                                                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6             | <b>Flight, Advance Left Turn</b>                                                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7             | <b>Flight, Open Order March</b>                                                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8             | <b>Flight, Right Dress</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9             | <b>Front Rank Steady</b>                                                                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10            | <b>Center Rank Steady</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11            | <b>Rear Rank Steady</b>                                                                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12            | <b>Flight, Eyes front</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 13            | <b>Flight, Close Order March</b>                                                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14            | <b>Flight will march past in column of route, move to the right in column of route, Right Turn.</b> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15            | <b>Flight, By the Left, Quick March.</b>                                                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 16            | <b>Flight, Left Wheel</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 17            | <b>Flight, About turn</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 18            | <b>Flight, About turn</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 19            | <b>Flight, By the Right, Left Wheel</b>                                                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 20            | <b>Flight, Eyes Right.</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 21            | <b>Flight, Eyes Front.</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 22            | <b>Flight, by the Left, Left Wheel.</b>                                                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 23            | <b>Flight, Change Step</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 24            | <b>Flight, Left Wheel.</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 25            | <b>Flight change to Slow time, Slow March.</b>                                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 26            | <b>Flight, Left Wheel</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 27            | <b>Flight, Mark Time</b>                                                                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 28            | <b>Flight, For - Ward</b>                                                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 29            | <b>Flight, By the Right, Left Wheel</b>                                                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 30            | <b>Flight, Change Step.</b>                                                                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 31            | <b>Flight, To the right salute</b>                                                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 32            | <b>Flight, By the Left, Left Wheel.</b>                                                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 33            | <b>Flight, mark time</b>                                                                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 34            | <b>Flight For-ward</b>                                                                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 35            | <b>Left Wheel.</b>                                                                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 36            | <b>Flight, Halt.</b>                                                                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 37            | <b>Flight, Advance, left turn.</b>                                                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 38            | <b>Flight, Open Order March.</b>                                                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 39            | <b>Flight, Right Dress.</b>                                                                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 40            | <b>Front Rank Steady</b>                                                                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 41            | <b>Flight, Eyes Front.</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 42            | <b>Flight, Stand at Ease</b>                                                                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 43            | <b>Flight, Stand Easy.</b>                                                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

|    |                                                                     |   |   |   |   |   |   |   |   |   |    |
|----|---------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|----|
| 44 | Flight, Attention.                                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 45 | Flight, Remove Headdress.                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 46 | Flight, Left in-cline.                                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 47 | Flight, Replace Headdress.                                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 48 | Flight, Advance, Right In-cline.                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 49 | Flight, Retire, About Turn.                                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 50 | Flight, Advance, About Turn.                                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 51 | Flight will advance in review order,<br>By the Center, Quick March. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 52 | Flight, General Salute, Salute.                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 53 | Flight, dismissed.                                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|    | Overall Impression of DTC                                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|    | Totals                                                              |   |   |   |   |   |   |   |   |   |    |

| Compulsory Drill Scores |                       |      | Remarks                        |
|-------------------------|-----------------------|------|--------------------------------|
| Total Sub Score         | /540                  |      | MAX + 540 points               |
| Dress Score             | /-128                 |      | MAX Deduction is -128 points   |
| Plus Minus Score        | /+25                  | /-25 | MAX is plus or Minus 25 points |
| Participation Score     | /-7 points per person |      | MAX 21 points                  |
| Total Score             |                       |      |                                |

### 1. INSPECTION

Inspection deductions will be a maximum of 128 points, which is 8 points max per cadet times 16 cadets, with 1 point deducted for each fault or infraction, a maximum of 8 points being applied to any individual cadet.

### 2. EVALUATIONS

Each drill judge shall evaluate independently with the scores to be averaged.

### 3. ADJUSTMENTS

Adjustments to be awarded by Judges:

- Uniform adjustments as prescribed in Para 1 - 8 points (max per cadet)
- Less than required number on team – per missing cadet - 7 points (max 21 points)
- Plus minus adjustment as per team list is as follows:
  - level 0 & 1 = 5 points added to score. (max 25 points per team)
  - level 2 & 3 = 0 points deducted or added
  - level 4 & 5 = 5 points deducted from score. (max 25 points per team)

## ALBERTA SPORTS AND DRILL COMPETITION – Continued SCORING GUIDE

### 4. PRECISION

Precision marks will be from the routine provided by the squadrons.

|                                       |                              |          |          |          |          |                                             |          |          |          |           |
|---------------------------------------|------------------------------|----------|----------|----------|----------|---------------------------------------------|----------|----------|----------|-----------|
| <b>Difficulty of <i>Precision</i></b> | <b>1</b>                     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>                                    | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
| <b>Conforms to CFP 201</b>            | <b>1</b>                     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>                                    | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
| <b>Overall Drill</b>                  | <b>1</b>                     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>                                    | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
| <b>Team Follows Sequence</b>          | <b>1</b>                     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>                                    | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
| <b>General Impressions of Program</b> | <b>1</b>                     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>                                    | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
|                                       | <b>Scores</b>                |          |          |          |          | <b>Remarks</b>                              |          |          |          |           |
| <b>Total Sub Score</b>                | <b>/500</b>                  |          |          |          |          | <b>MAX + 50 points x 10</b>                 |          |          |          |           |
| <b>Dress Score</b>                    | <b>/-128</b>                 |          |          |          |          | <b>MAX Deduction is -128 points</b>         |          |          |          |           |
| <b>Timing Score</b>                   | <b>/-25</b>                  |          |          |          |          | <b>Deduction - outside 4 min +/- 30 sec</b> |          |          |          |           |
|                                       |                              |          |          |          |          |                                             |          |          |          |           |
| <b>Participation Score</b>            | <b>/-7 points per person</b> |          |          |          |          | <b>MAX 21 points</b>                        |          |          |          |           |
| <b>Total Score</b>                    |                              |          |          |          |          |                                             |          |          |          |           |

### Dress Score Card for Squadron.

|                           |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
|---------------------------|--------------|----------|----------|----------|----------|----------|----------|----------|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Members</b>            | <b>1</b>     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b>                             | <b>10</b> | <b>11</b> | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b> | <b>16</b> |
| <i>HAIRCUT</i>            |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>HEADDRESS</i>          |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>TIE</i>                |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>JACKET</i>             |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>PANTS</i>              |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>BADGES</i>             |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>FOOTWEAR</i>           |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>POSTURE</i>            |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>MISC. Notes</i>        |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
| <i>BEST DRESSED CADET</i> |              |          |          |          |          |          |          |          |                                      |           |           |           |           |           |           |           |
|                           | <b>Score</b> |          |          |          |          |          |          |          | <b>Remarks</b>                       |           |           |           |           |           |           |           |
| <b>Dress Score</b>        | <b>/-128</b> |          |          |          |          |          |          |          | <b>MAX Deduction is - 128 points</b> |           |           |           |           |           |           |           |

## ALBERTA SPORTS AND DRILL COMPETITION – Continued

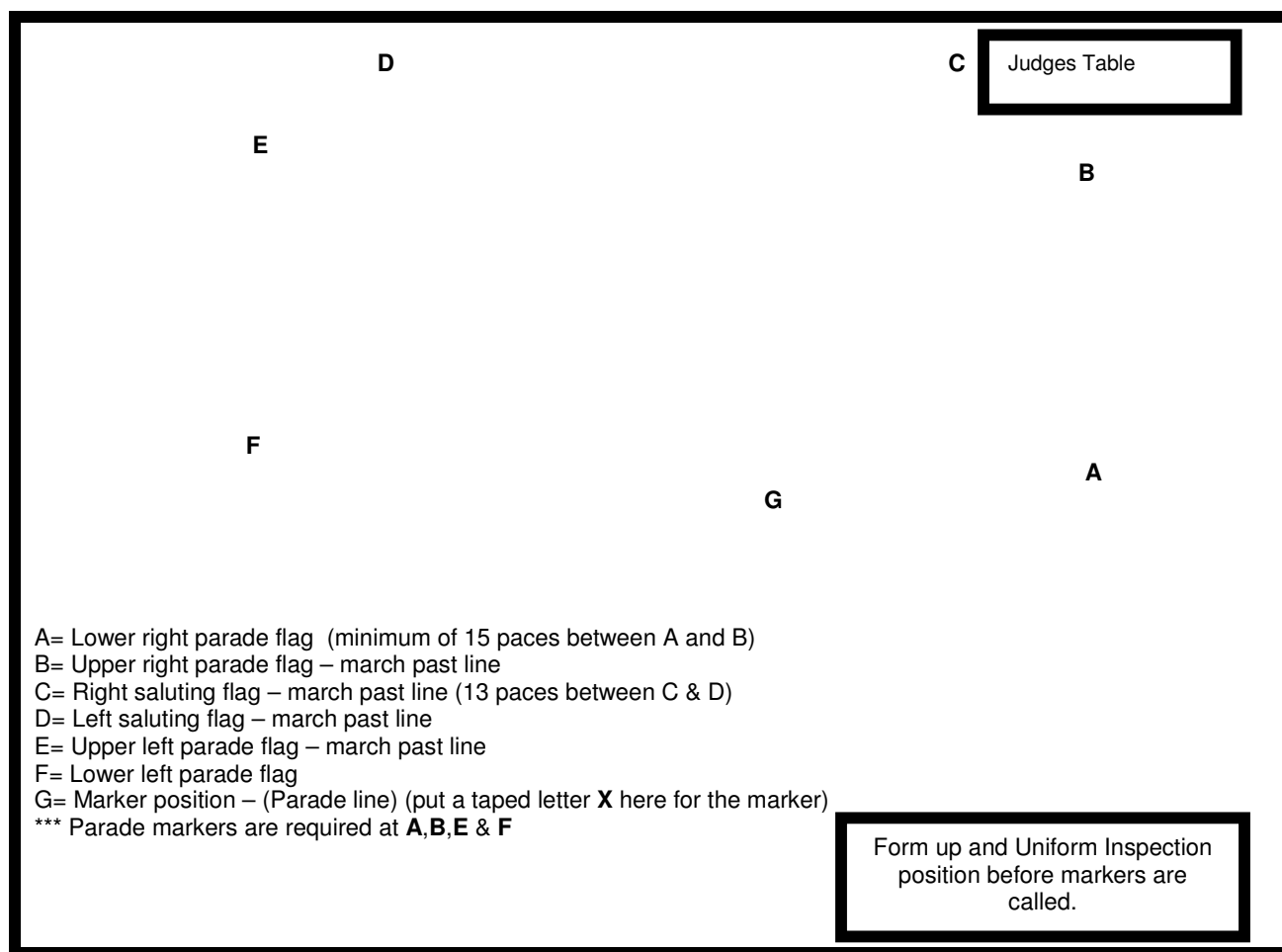
### DRILL SEQUENCE

| SERIAL | COMMAND                                                                                             | BY               | ACTION                                                                                                                                                                                                                            | REMARKS                                                                                                                                                                                               |
|--------|-----------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      |                                                                                                     | Flight Commander | Flight Commander marches to and halts three paces in front of and facing the position to be occupied by the marker.                                                                                                               | Flight will be sized and ready to fall in at a pre-determined location, prior to Flight Commander calling marker.                                                                                     |
| 2      | <b>Marker</b>                                                                                       | Flight Commander | The marker comes to attention, replies "Sir/Ma'am" as required and marches onto the parade ground. The marker halts three paces in front of and facing the Flight Commander.                                                      | Marker position is pre designated as (point G)                                                                                                                                                        |
| 3.     | <b>Marker, Steady</b>                                                                               | Flight Commander | Flight Commander observes the standard pause, wheels to the right and takes up a position 3 paces in front of, facing and centered on the flight.                                                                                 | Marker stand fast                                                                                                                                                                                     |
| 4      | <b>Flight, Fall In</b>                                                                              | Flight Commander | Flight comes to attention, observes the standard pause of 2-3, turns right, marches off, and through a series of wheels, halts on its marker and remains at the halt.                                                             | Wheel commands are given by the Flight Commander as required.                                                                                                                                         |
| 5      | <b>Flight, Halt</b>                                                                                 | Flight Commander | As ordered Flight halts on its marker and remains at the halt                                                                                                                                                                     |                                                                                                                                                                                                       |
| 6      | <b>Flight, Advance Left Turn</b>                                                                    | Flight Commander | Flight advances.                                                                                                                                                                                                                  | Flight turns left.                                                                                                                                                                                    |
| 7      | <b>Flight, Open Order March</b>                                                                     | Flight Commander | Front and rear ranks take 3 fifteen inch paces forward and to the rear.                                                                                                                                                           | Flight Commander moves back 3 paces.                                                                                                                                                                  |
| 8      | <b>Flight, Right Dress</b>                                                                          | Flight Commander | Flight Commander marches out (to the right) through a series of wheels to the right of the flight, halts 6 paces from the right flank facing the front and in line with the front rank.                                           | observe the standard pause, turn left and dress the front rank                                                                                                                                        |
| 9      | <b>Front Rank Steady</b>                                                                            | Flight Commander | Flight Commander observes the standard pause, turns left, dresses the front rank. When the front rank is dressed he/she orders <b>Front Rank Steady</b>                                                                           |                                                                                                                                                                                                       |
| 10     | <b>Center Rank Steady</b>                                                                           | Flight Commander | Flight Commander observes the standard pause, turns left, keeping arms at side, paces of the interval, halts, turns right, and dresses the center rank. When the center rank is dressed he/she orders <b>Center Rank Steady</b> . |                                                                                                                                                                                                       |
| 11     | <b>Rear Rank Steady</b>                                                                             | Flight Commander | Flight Commander observes the standard pause, turns left, keeping arms at side, paces of the interval, halts, turns right, and dresses the rear rank. When the rear rank is dressed he/she orders <b>Rear Rank Steady</b> .       | On completion of the command "Rear Rank Steady" the Flight Commander observes the standard pause and through a series of wheels takes up a position 3 paces in front of, centered, facing the flight. |
|        |                                                                                                     |                  |                                                                                                                                                                                                                                   |                                                                                                                                                                                                       |
| 12     | <b>Flight, Eyes front</b>                                                                           | Flight Commander | Flight assumes the position of attention.                                                                                                                                                                                         |                                                                                                                                                                                                       |
| 13     | <b>Flight, Close Order March</b>                                                                    | Flight Commander | Flight responds as required.                                                                                                                                                                                                      |                                                                                                                                                                                                       |
| 14     | <b>Flight will march past in column of route, move to the right in column of route, Right Turn.</b> | Flight Commander | Flight turns right and Commander observes the standard pause and moves through a series of wheels into column of route position 2 paces in front of the center rank facing the direction of movement.                             | Through a series of wheels the Flight Commander takes his place at the head of the Flight.                                                                                                            |
| 15     | <b>Flight, By the Left, Quick</b>                                                                   | Flight Commander | Flight begins marching towards (point A).                                                                                                                                                                                         |                                                                                                                                                                                                       |

| SERIAL | COMMAND                                        | BY               | ACTION                                                                                                                                                                           | REMARKS                                                                                                        |
|--------|------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|        | <b>March.</b>                                  |                  |                                                                                                                                                                                  |                                                                                                                |
| 16     | <b>Flight, Left Wheel</b>                      | Flight Commander | Flight wheels left around (point A).                                                                                                                                             |                                                                                                                |
| 17     | <b>Flight, About turn</b>                      | Flight Commander | As ordered                                                                                                                                                                       |                                                                                                                |
| 18     | <b>Flight, About turn</b>                      | Flight Commander | As ordered.                                                                                                                                                                      | The flight carries out a 2 <sup>nd</sup> About turn                                                            |
| 19     | <b>Flight, By the Right, Left Wheel</b>        | Flight Commander | The Flight Commander shall give this command upon reaching the march past line (point B) and wheeling left, leading the Sqn onto the march past line.                            |                                                                                                                |
| 20     | <b>Flight, Eyes Right.</b>                     | Flight Commander | Flight Commander salutes. Flight turns head and eyes right. Marker maintains head and eyes to the front.                                                                         | Command given just before Flight Commander reaches (point C).                                                  |
| 21     | <b>Flight, Eyes Front.</b>                     | Flight Commander | Order given after last flight member has passed (point D) in march past line. Flight Commander and Flight cease salute, (before point E) and turns head and eyes front.          | Command given before reaching (point E).                                                                       |
| 22     | <b>By the Left, Left Wheel.</b>                | Flight Commander | Flight Commander wheels left leading Flight off the march past line moving around (point E).                                                                                     | Command given just before reaching (point E).                                                                  |
| 23     | <b>Flight, Change Step</b>                     | Flight Commander | As Ordered.                                                                                                                                                                      | Command given half way between (point E & F).                                                                  |
| 24     | <b>Flight, Left Wheel.</b>                     | Flight Commander | Flight Commander wheels left leading Flight around (point F).                                                                                                                    |                                                                                                                |
| 25     | <b>Flight change to Slow time, Slow March.</b> | Flight Commander | As ordered.                                                                                                                                                                      | Command given before reaching (point G).                                                                       |
| 26     | <b>Flight, Left Wheel</b>                      | Flight Commander | Flight wheels left around (point A).                                                                                                                                             |                                                                                                                |
| 27     | <b>Flight, Mark Time</b>                       | Flight Commander | As ordered.                                                                                                                                                                      | Command given half way between (point A & B). Ensure rear person has passed (point A) before command is given. |
| 28     | <b>Flight, For - Ward</b>                      | Flight Commander | As ordered.                                                                                                                                                                      | Continue in Slow March.                                                                                        |
| 29     | <b>By the Right, Left Wheel</b>                | Flight Commander | The Flight Commander shall give this command upon reaching the march past line (point B) and wheeling left, leading the Sqn onto the march past line.                            |                                                                                                                |
| 30     | <b>Flight, Change Step.</b>                    | Flight Commander | As ordered.                                                                                                                                                                      | Command given before reaching (point C).                                                                       |
| 31     | <b>Flight, To the right salute</b>             | Flight Commander | As ordered                                                                                                                                                                       |                                                                                                                |
| 32     | <b>By the Left, Left Wheel.</b>                | Flight Commander | Flight Commander wheels left leading Flight off the march past line moving around (point E).                                                                                     | Command given just before reaching (point E).                                                                  |
| 33     | <b>Flight, mark time</b>                       | Flight Commander | As ordered                                                                                                                                                                       |                                                                                                                |
| 34     | <b>Flight For-ward</b>                         | Flight Commander | As ordered                                                                                                                                                                       |                                                                                                                |
| 35     | <b>Left Wheel.</b>                             | Flight Commander | Flight Commander wheels left leading Flight around (point F).                                                                                                                    |                                                                                                                |
| 36     | <b>Flight, Halt.</b>                           | Flight Commander | Flight halts. Flight Commander observes the standard pause and through a series of wheels, Commander takes up a position 3 paces in front of, centered on and facing the flight. | Flight Commander will attempt to halt flight so marker is on the starting position, (point G).                 |
| 37     | <b>Flight, Advance, left turn.</b>             | Flight Commander | Flight advances.                                                                                                                                                                 |                                                                                                                |
| 38     | <b>Flight, Open Order March.</b>               | Flight Commander | Front and rear ranks take 3 fifteen inch paces forward and to the rear.                                                                                                          | Flight Commander moves with flight.                                                                            |
| 39     | <b>Flight,</b>                                 | Flight Commander | Flight Commander marches out (to the right) and                                                                                                                                  | Ranks stand fast.                                                                                              |

| SERIAL | COMMAND                                                            | BY               | ACTION                                                                                                                                                                                                                          | REMARKS                                                                                |
|--------|--------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
|        | <b>Right Dress.</b>                                                |                  | through a series of wheels to the right of the flight, halts 6 paces from the right flank facing the marker, observes the standard pause and dresses front rank ONLY. When dressing is complete, order <b>Front Rank Steady</b> |                                                                                        |
| 40     | <b>Front Rank Steady</b>                                           | Flight Commander | Flight assumes the position of attention.                                                                                                                                                                                       |                                                                                        |
| 41     | <b>Flight, Eyes front</b>                                          | Flight Commander | Flight Commander observes the standard pause and through a series of wheels takes up a position 3 paces in front of, facing and centered on the flight.                                                                         |                                                                                        |
| 42     | <b>Flight, Stand at Ease.</b>                                      | Flight Commander | As ordered.                                                                                                                                                                                                                     |                                                                                        |
| 43     | <b>Flight, Stand Easy.</b>                                         | Flight Commander | As ordered.                                                                                                                                                                                                                     |                                                                                        |
| 44     | <b>Flight, Attention.</b>                                          | Flight Commander | As ordered.                                                                                                                                                                                                                     |                                                                                        |
| 45     | <b>Flight, Remove Headdress.</b>                                   | Flight Commander | Flight acts as ordered; After Flight Commander removes headdress, he/she observes the standard pause and carries out an about turn.                                                                                             | Flight Commander has his/her back to the flight.                                       |
| 46     | <b>Flight, Left in-cline.</b>                                      | Flight Commander | As ordered.                                                                                                                                                                                                                     |                                                                                        |
| 47     | <b>Flight, Replace Headdress.</b>                                  | Flight Commander | As ordered.                                                                                                                                                                                                                     | Ensure all members have replaced headdress before continuing.                          |
| 48     | <b>Flight, Advance, Right In-cline.</b>                            | Flight Commander | Flight acts as ordered.                                                                                                                                                                                                         |                                                                                        |
| 49     | <b>Flight, Retire, About Turn.</b>                                 | Flight Commander | As ordered.                                                                                                                                                                                                                     |                                                                                        |
| 50     | <b>Flight, Advance, About Turn.</b>                                | Flight Commander | As ordered.                                                                                                                                                                                                                     |                                                                                        |
| 51     | <b>Flight advance in review order, By the Center, Quick March.</b> | Flight Commander | The Flight advances 7 paces and halts.                                                                                                                                                                                          |                                                                                        |
| 52     | <b>Flight, General Salute, Salute.</b>                             | Flight Commander | Flight Commander salutes. Remainder of flight remains at the position of attention.                                                                                                                                             | Salute is held for a count of 5 seconds.                                               |
| 53     | <b>Flight, dismissed.</b>                                          | Flight Commander | Flight acts as ordered.                                                                                                                                                                                                         | Flight Commander leaves with Flight. Sequence ends at the completion of the dismissal. |

NOTE: Commands are taken from A-PD-201-000/PT-000



## **ALBERTA SPORTS AND DRILL COMPETITION – Continued HOST COORDINATOR CHECKLIST**

### **Squadron CO's who wish to host either the Zone or Provincial Competitions should:**

- ☐ The Squadron OPI is responsible for briefing the Zone Director, ACO's office and Sponsoring Committee Chairperson of their proposal to host the event.
- ☐ Make sure they have sufficient staff as outlined in staffing requirements;
- ☐ Get three quotes for catering and venue;
- ☐ Book facilities and know the costs for them; and
- ☐ Contact Alberta Volleyball and Alberta Basketball for referees.

### **After the above have been completed:**

- ☐ Have a meeting with Zone Director, Sponsoring Committee Chairperson and OPI.
- ☐ Discussion items should be responsibilities or Terms of Reference for each person, dates and timings of the event.
- ☐ Zone Director will be responsible for appointing the OPI (normally the CO of the hosting unit), Assisting the OPI in locating the accommodations (sleeping) for the units visiting and the Drill Judges (should be a hotel for them)
- ☐ Sponsoring Committee Chairperson is responsible for acquiring the volunteers to run the canteens at the facilities.

### **Staffing Requirements:**

#### **OPI**

- ☐ Venue Supervisors (one for each venue)
- ☐ Direction Staff (two for each venue)
- ☐ One officer to liaise with Caterer
- ☐ One officer to liaise with Facility Owners
- ☐ One officer to coordinate the Referees, scorekeepers, officials and monitors
- ☐ Drill Judges (ACO's office to assist with coordination)

### **Sponsoring Committee Chairperson**

- ☐ Canteen Staff for each Venue
- ☐ Public Relations Contact

### **Facilities:**

- ☐ gym for Jr. Volleyball (min of 2 courts)
- ☐ gym for Sr. Volleyball (min of 2 courts)
- ☐ gym for Jr. Basketball (min of 2 courts)
- ☐ gym for Sr. Basketball (min of 2 courts)
- ☐ gyms will be used for sleeping accommodations
- ☐ Drill Floor area (Arena, parking lot, or drill hall)
- ☐ Eating Area (cafeteria or large room with tables and chairs)



## ALBERTA SPORTS AND DRILL COMPETITION – Continued HOST COORDINATOR CHECKLIST

### Rations:

- ❑ Three quotes are required from caterers - Some caterers have their own facility (cafeteria) which they may include as part of the price.
- ❑ Calculation of number of meals – you need to know how many squadrons will be participating and in which events. The ACO's office should be able to provide you with accurate numbers as the date draws closer.
- ❑ Maximum number of meals should be quoted on. For example: if your zone has 10 squadrons and each squadron participates in all events, this would be the calculation:

|                         |                                                |
|-------------------------|------------------------------------------------|
| Jr Volleyball           | 12                                             |
| Sr Volleyball           | 12                                             |
| Jr Basketball           | 10                                             |
| Sr Basketball           | 10                                             |
| Drill Team (Comp)       | 16                                             |
| Drill Team (Prec)       | 16                                             |
| Bus Driver              | 1                                              |
| Escort Officers/Coaches | 3                                              |
| TOTAL                   | 80 X 5 meals = 400 meals X 10 squadrons = 4000 |

The breakdown for Breakfast, lunch and supper/dinner would be:

|               |                                    |
|---------------|------------------------------------|
| Breakfast     | 80 X 2 = 160 X 10 squadrons = 1600 |
| Lunch         | 80 X 2 = 160 X 10 squadrons = 1600 |
| Supper/Dinner | 80 X 1 = 80 X 10 squadrons = 800   |
| Total         | 4000                               |

Some people who are on the volleyball and basketball teams may also be on the drill teams and even the drill teams may be the same people. Also, some squadrons will not be participating in all the events. You should have the quotes prepared for the maximum number of people though. Advise the caterer that this number will not be accurate until you know who will be attending and which events they will be participating in.

### Game Officials:

**Referees:** will be coordinated through Alberta Basketball and Alberta Volleyball. The referees will be of Local Level and a requirement of 2 officials for each game in progress will be fulfilled. What this means is that there will be 4 (four) local level officials for each of the junior and senior levels of Volleyball and Basketball. Scorekeepers a minimum of 1 scorekeeper and 1 timekeeper are required for each volleyball and basketball game in progress.

**Officials:** for volleyball you require 2 (two) lines-people for each game in progress.

**Monitors:** due to the requirement for each person on the team to receive equal playing time, you must have 2 (two) monitors for each game in progress. One monitor for each team will ensure that unless the cadet is injured and unable to play, they will receive equal playing time as all other members of the team. In which case, the injured player should not be on the players bench but should be on the spectators bench.

### Other Officials:

**Venue Supervisors:** one staff member will be appointed to each venue. They are the points of contact should there be any disciplinary problems with units awaiting to play. If there are problems with game officials, they are responsible for sorting them out. They should have either a radio or cellular phone to provide communication between venues and the OPI, Zone Director or ACO representative.

**Direction Staff:** two staff members (or senior cadets) will be available at each venue to provide units who are unsure of where they are going. The direction staff will ride with the unit to wherever the venue may be to be on time for their next game when required.

## ALBERTA SPORTS AND DRILL COMPETITION – Continued

### SAMPLE OPS ORDER

\*\*\* This Sample Ops Order is only a guide and can be changed as you see fit. The items in *Italics* need to be filled out. The ops order must be forwarded to the Detachment, League and Squadrons as far in advance as possible to allow all squadrons time to prepare. Zone sports and Provincial sports have different timetables. The timetable you find here is only a zone sample; you must make your own. An electronic version of this sample ops order is available from the ACA/Air\*\*\*

1086-2

Date \_\_\_\_\_

#### Distribution List

#### *Provincial or Zone\_* SPORTS AND DRILL COMPETITION

#### 1. SITUATION

The annual *Provincial or Zone* Sports and Drill Competition will be held in *Place, date and time*.

#### 2. MISSION

To determine the best team in the province in the following: Junior Volleyball, Junior Basketball, Senior Volleyball, and Senior Basketball through competition; Compulsory Drill and Precision Drill by performance and dress.

#### 3. EXECUTION

##### A. General

##### (1) Phases

(a) Sports – *Date & Time*;

(b) Drill – *Date & Time*.

##### (2) Dress

(a) Sports – All personnel shall be dressed in neat civilian clothing that shall bring credit to the Air Cadet Organization;

##### (b) Drill

i. Officers – Number 3 order of dress.

ii. Cadets – C2 for competitors and spectators alike, no medals.

iii. Civilian Instructors – Neat civilian clothing that shall bring credit upon the organization. NO JEANS.

##### B. Tasking

(1) OPI – Shall ensure that all rules and schedules are adhered to. In the event of a dispute, the decision of the OPI is final.

(2) Deputy OPI – Has the same responsibilities as the OPI and in the event that the OPI is not available that individual has the right to make a decision that is final.

(3) Venue Staff – Staff from XXX Squadron shall be responsible for the running of each particular venue. In the event of a dispute they shall contact the OPI for a decision. Venue staff is also responsible for keeping the facility clean and tidy. They have the right to ask any cadet or squadrons to help with clean up. These staff members also have the right to eject anyone from the facilities.

(4) Venue Volunteers – Volunteers of XXX Squadron who are helping with the running of the venues shall advise the venue staff of any problems or concerns.

## **ALBERTA SPORTS AND DRILL COMPETITION – Continued**

### **SAMPLE OPS ORDER**

- C. Coordinated Instructions
  - (1) Timings
    - (a) Sports – Annex A to this order;
    - (b) Drill – Annex B to this order.
  - (2) Briefings
    - (a) Sports – There will be a briefing for all supervisors at *Place, Date & Time*
    - (b) Drill – There will be a briefing for all Drill Team Commanders at *Place, Date & Time*. This will determine the order of competition.
- D. Team Lists
  - (1) Sports teams – A list of all competitors shall be supplied to the OPI no later than *DATE* on the form supplied (Annex C to this order)
  - (2) Drill teams – A list of all competitors shall be supplied to the OPI no later than *DATE* on the form supplied (Annex D to this order)
  - (3) Precision Routine – Typed and legible shall be supplied to the ACO AIR no later than *DATE*.
  - (4) Competitors/Staff – A list of all competitors and staff that require accommodations shall be supplied to the OPI no later than *DATE* on the form supplied (Annex E to this order)
- E. Venues
  - (1) *PLACE* – will be the eating facility for the complete competition and will also be the location for the Junior and Senior Basketball Competition. *CHANGE AS REQUIRED*
  - (2) *PLACE* – will be the location for the Junior and Senior Volleyball Competition.
  - (3) *PLACE* – will be the location for the Compulsory and Precision Drill Competition.
  - (4) *PLACE* – will be the location for the accommodations.
- F. Behaviour
  - (1) Discipline – All personnel (coaches, officers, participants, spectators) will conduct themselves with the utmost of courtesy toward others (referees, participants, coaches, spectators). Failure to do so will result in a warning being given. Should it happen a second time then the offender will be ejected and if the behaviour continues then the team will be disqualified;
  - (2) Language – Foul or inappropriate language will not be tolerated. The rules for discipline will be followed to enforce this behaviour;
  - (3) Sports Equipment – No sports equipment is to be used in any area except the gymnasium. The individual will be warned to stop and if that does not do anything then the equipment will be confiscated & member will be removed from the facilities via the Squadron CO;
  - (4) Spectators – Are welcome but must conform to the rules above.

#### **4. SERVICE SUPPORT**

- A. Accommodations – Located at the *PLACE*. For those units who will be staying Friday *DATE* or Saturday *DATE* we require Annex E completed and returned NO LATER THAN *DATE*. You can fax it to *PHONE NUMBER* or e-mail it to [YOUR EMAIL ADDRESS](#).
- B. Transportation – As per squadron tour request & host squadron requirements.

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**SAMPLE OPS ORDER**

- C. Rations – Breakfast, Lunch and Supper will be provided on *DATE* for those units who stay overnight *DATE*. Breakfast and Lunch will be provided *DATE* for those units who stay overnight *DATE*. Lunch on both days will be provided for all units. The venue for the meals is *PLACE*, A signed nominal roll for each day shall be handed in to OPI upon arrival at the Accommodations Venue.
- D. Judges/Referees – Drill Judges are being supplied by the host OPI in consultation with ACO(Air). Referees are being requested from appropriate agencies in accordance with the rules and regulations.
- E. Medical – All squadrons shall be in possession of a first aid kit and current CF98 and AHCI numbers for all personnel.
- F. Awards
  - (1) Sports – Will be presented *DATE TIME PLACE*.
  - (2) Drill – Will be presented *DATE TIME PLACE*.
  - (3) Presenters – Will be requested from the host squadron OPI.  
Equipment and Supplies
    - (1) Sports – Squadrons should have all necessary balls and NUMBERED jerseys for all team;
    - (2) Drill – Squadron should have all necessary uniform parts as none will be available the day of the competition.

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**

**5. COMMAND AND SIGNALS**

- A. OPI for competition – *NAME, PHONE NUMBER, FAX NUMBER & EMAIL*
- A. Depute OPI – *NAME, PHONE NUMBER, FAX NUMBER & EMAIL*

*SIGNATURE*  
*BLOCK*

Attachments:

|         |                     |
|---------|---------------------|
| Annex A | Sports Schedule     |
| Annex B | Drill Schedule      |
| Annex C | Sports Team List    |
| Annex D | Drill Team List     |
| Annex E | Accommodations List |

Distribution List  
Action

ACO (Air)  
Chairman, Air Cadet League of Alberta  
Vice Chairman, Air Cadet League of Alberta  
*PARTICIPATING SQUADRONS*

Information

*HOSTING SQUADRON MEMBERS*

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**ANNEX A**  
**Provincial Zones Sports Schedule**

**Volleyball**

1. All games will be play at *PLACE, DATE*.
2. Each team will play in a Round Robin format
3. Each set of 3 games will be play within the 40 minute time allotted.
4. One point will be awarded for each win to determine the placement for the semi-final games.
5. Each game will go to 25 points. Whichever team is winning at the end of the time allotted will be awarded the point for the win.
6. There is a 5 minute warm-up prior to each set of games.
7. Final games will be played on a full court.

**JR VOLLEYBALL**  
**ROUND ROBIN SCHEDULE**

| GAME | TEAMS      | TIMINGS     |
|------|------------|-------------|
| 1    | XXX vs XXX | 0900 - 0940 |
| 2    | XXX vs XXX | 0945 - 1015 |
| 3    | XXX vs XXX | 1020 - 1100 |
| 4    | XXX vs XXX | 1105 - 1145 |

**SINGLE ELIMINATION PLAY-OFFS**

|            |             |
|------------|-------------|
| 1st vs 3rd | 1320 - 1400 |
| 2nd vs 4th | 1405 - 1445 |
| FINAL      | 1450 - 1530 |

**SR VOLLEYBALL**  
**ROUND ROBIN SCHEDULE**

| GAME | TEAMS      | TIMINGS     |
|------|------------|-------------|
| 1    | XXX vs XXX | 0900 - 0940 |
| 2    | XXX vs XXX | 0945 - 1015 |
| 3    | XXX vs XXX | 1020 - 1100 |
| 4    | XXX vs XXX | 1105 - 1145 |

**SINGLE ELIMINATION PLAY-OFFS**

|            |             |
|------------|-------------|
| 1st vs 3rd | 1320 - 1400 |
| 2nd vs 4th | 1405 - 1445 |
| FINAL      | 1540 - 1620 |

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**ANNEX B**  
**Provincial Zones Sports Schedule**

**Basketball**

1. All games will be play at *PLACE*.
2. Each team will play in a Round Robin format
3. Each game will consist of 2 – 15 minute halves, 5 minutes prior for warm up, and 5 minutes at the half time break
4. One point will be awarded for each win to determine the placement for the semi-final games.
5. Final games will be played on a full court.

**JR BASKETBALL**  
**ROUND ROBIN SCHEDULE**

| GAME | TEAMS      | TIMINGS     |
|------|------------|-------------|
| 1    | XXX vs XXX | 0900 - 0940 |
| 2    | XXX vs XXX | 0945 - 1015 |
| 3    | XXX vs XXX | 1020 - 1100 |
| 4    | XXX vs XXX | 1105 - 1145 |

**SINGLE ELIMINATION PLAY-OFFS**

|            |             |
|------------|-------------|
| 1st vs 3rd | 1320 - 1400 |
| 2nd vs 4th | 1405 - 1445 |
| FINAL      | 1450 - 1530 |

**SR BASKETBALL**

**ROUND ROBIN SCHEDULE**

| GAME | TEAMS      | TIMINGS     |
|------|------------|-------------|
| 1    | XXX vs XXX | 0900 - 0940 |
| 2    | XXX vs XXX | 0945 - 1015 |
| 3    | XXX vs XXX | 1020 - 1100 |
| 4    | XXX vs XXX | 1105 - 1145 |

**SINGLE ELIMINATION PLAY-OFFS**

|            |             |
|------------|-------------|
| 1st vs 3rd | 1320 - 1400 |
| 2nd vs 4th | 1405 - 1445 |
| FINAL      | 1540 - 1620 |

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**Rule Changes for Sports**

**Present: RULE: 6.01:** At the start of a game for squadrons who have 60 or more cadets:  
a) Basketball: The team must have 10 players on it or the team will be disqualified.  
b) Volleyball: The team must have 12 players on it or the team will be disqualified.

**NEW: RULE: 6.01:** At the start of the Tournament, for squadrons who have 60 or more cadets:  
a) Basketball: The team must have a minimum of 10 and a maximum of 12 players on it or the team will be disqualified.  
b) Volleyball: The team must have a minimum of 12 and a maximum of 14 players on it or the team will be disqualified.

**Present: RULE: 6.02:** At the start of a game for squadrons who have less than 60 cadets:  
a) Basketball: The team must have 8 players on it or the team will be disqualified.  
b) Volleyball: The team must have 10 players on it or the team will be disqualified.

**NEW: RULE: 6.02:** At the start of the Tournament, for squadrons who have less than 60 cadets:  
a) Basketball: The team must have a minimum of 8 and a maximum of 10 players on it or the team will be disqualified.  
b) Volleyball: The team must have a minimum 10 and a maximum of 12 players on it or the team will be disqualified.

**Present: RULE: 7.05:** Teams should be available at the designated site of the competition ready to commence play at the appointed time. Failure to do so may result in the offending team either playing with a reduced strength or forfeiting the game.

**NEW: RULE: 7.05:** Teams should be available at the designated site of the competition ready to commence play at the appointed time. Failure to do so, at the discretion of the grievance committee as outlined in (9.04), may result in the offending team either playing with a reduced strength or forfeiting the game.

**NEW: ADDITION RULE 9.04:** At all Zone and Provincial Competitions, for the purpose of dealing with grievances, discipline and behaviour situations as per section 9, and rule interpretation, a grievance committee made up of the host OPI, the League OPI, and if available, a member of Detachment staff, shall be formed. If the committee is considering any ruling and a conflict of interest exists, then that member will be excused and a replacement named.

**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**ANNEX C**  
**Drill Schedule**

Venue: *PLACE, TIME & DATE*

|             |                                       |
|-------------|---------------------------------------|
| 0815 – 0830 | BRIEFING                              |
| 0830 – 1145 | COMPULSORY DRILL & UNIFORM INSPECTION |
| 1145 – 1230 | PRECISION DRILL & UNIFORM INSPECTION  |
| 1240 – 1300 | WING PARADE AND AWARDS PRESENTATION   |

CHANGE ROOMS – *are or are not* available at this venue.



**ALBERTA SPORTS AND DRILL COMPETITION – Continued**  
**ANNEX D**  
**SPORTS TEAM LISTS**

**JUNIOR VOLLEYBALL/ JUNIOR BASKETBALL**

**SENIOR VOLLEYBALL/ SENIOR BASKETBALL**

| <b>NAME</b> | <b>DOB</b> | <b>DOE</b> | <b>AGE</b> |
|-------------|------------|------------|------------|
|             |            |            |            |
|             |            |            |            |
|             |            |            |            |
|             |            |            |            |
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|             |            |            |            |
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|             |            |            |            |
|             |            |            |            |
|             |            |            |            |
|             |            |            |            |

**I CERTIFY THAT THE ABOVE CADETS DATES OF ENROLMENT AND DATES OF BIRTH ARE CORRECT.**

**List must be submitted to Host OPI 14 Days in advance of activity**

COMMANDING OFFICER \_\_\_\_\_  
**Signature**

## DRILL TEAM LIST

**SQUADRON:**

**COMPULSORY/PRECISION**

| CADET NAME | DOE | COMPLETED<br>LEVEL | PLUS/MINUS |
|------------|-----|--------------------|------------|
|            |     |                    |            |
|            |     |                    |            |
|            |     |                    |            |
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|            |     |                    |            |
|            |     |                    |            |
|            |     |                    |            |
|            |     |                    |            |
| *          |     |                    |            |

**TOTAL:**

**\* = spare. Only one alternate or spare is allowed.**

**I CERTIFY THAT THE ABOVE CADETS DATES OF ENROLMENT AND COMPLETED LEVELS ARE CORRECT.**

**List must be submitted to Host OPI 14 Days in advance of activity**

COMMANDING OFFICER \_\_\_\_\_  
Signature

## ACCOMMODATIONS LIST

**SQUADRON:** \_\_\_\_\_

**ESTIMATED TIME OF ARRIVAL: \_\_\_\_\_**

**NAMES OF ESCORT OFFICERS:** \_\_\_\_\_

Please indicate:

1. if you will require accommodations and for which night
2. which event the Cadet or Staff will be playing or supervising in.

List must be submitted to Host OPI 14 Days in advance of activity

[illegible]

Commanding Officer \_\_\_\_\_  
Signature

# **APPENDIX**

## **APPENDIX INDEX**



# APPENDIX A SQUADRON YEAR-END REPORT YEAR \_\_\_\_\_

This report is to be completed and submitted by the Squadron's League Rep. by May 1 each year.

Squadron Number and Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax Numbers: \_\_\_\_\_

E-mail address (other than CadetNet): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

## **PART 1: SQUADRON**

Commanding Officer Rank and Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

Squadron Cadet strength as of April 1st : \_\_\_\_\_

Number of Officers on Squadron strength: \_\_\_\_\_

Number of Civilian Instructors: \_\_\_\_\_

## **PART 2: SPONSOR**

- 1) Is the Official Sponsor of the Squadron, an organization **other than** the Squadron's Sponsoring Committee?                      Yes                      No

*If "no", proceed to PART 3.    If "yes", please answer the following:*

- 2) Who is the Official Sponsor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

3) Describe the Official Sponsor's involvement with the Squadron: \_\_\_\_\_

---

---

4) Does the Official Sponsor provide a Liaison or Representative to the Squadron Sponsoring Committee?                      Yes                      No

**PART 3: SPONSORING COMMITTEE**

Official Name of Sponsoring Committee: \_\_\_\_\_

---

Chairman Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax Numbers: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

Number of Sponsoring Committee Elected Members: \_\_\_\_\_

Number of Executive/Directors: \_\_\_\_\_

Number of Other Active Members: \_\_\_\_\_

1) Does the Sponsoring Committee hold a monthly meeting?                      Yes                      No

If No, how often does the Sponsoring Committee meet? \_\_\_\_\_

2) Does the Commanding Officer or his/her designate attend Sponsoring Committee Meetings?                      Yes                      No

3) Is there regular communication from the Squadron or Sponsoring Committee to the Cadet families?                      Yes                      No

If so, describe method of communication: \_\_\_\_\_

4) Describe line of communication between Sponsoring Committee Chairman and the Commanding Officer (i.e. meetings, phone communication, e-mails, etc.):

---

5) Does the Chairman or his/her designate attend the Zone Meetings on a regular basis?                      Yes                      No

**PART 4: MEMBERSHIP REGISTRATION (VOLUNTEER SCREENING)**

- 1) Are all active Committee members and volunteers registered under the Vulnerable Screening Sector as required by the Air Cadet League? Yes No

How many screened? \_\_\_\_\_

How many pending? \_\_\_\_\_

**PART 5: FINANCES/FUNDRAISING**

- 1) Does the Sponsoring Committee, in conjunction with the Commanding Officer, prepare an Annual Operating Budget and do they work within that Budget throughout the year?  
Yes No
- 2) Is the Sponsoring Committee registered as a Charitable Organization with Revenue Canada?  
Yes No
- 3) Is the Sponsoring Committee registered as a Society in Alberta? Yes No
- 4) What fund raising activities would the Sponsoring Committee normally undertake each year?  
Please check as many as are applicable:

\_\_\_\_\_ Raffles

\_\_\_\_\_ Product sales (chocolates, pizza, cookie dough, etc.) Specify product: \_\_\_\_\_

\_\_\_\_\_ Bottle Drives

\_\_\_\_\_ Tag Days

\_\_\_\_\_ Casino

\_\_\_\_\_ Telephone Book Delivery

\_\_\_\_\_ Silent Auctions

\_\_\_\_\_ Bingo

\_\_\_\_\_ Grants

\_\_\_\_\_ Other (specify): \_\_\_\_\_

- 5) When was the last ACC9 completed and submitted? Month \_\_\_\_\_ Year \_\_\_\_\_



## **PART 6: ACTIVITIES**

- 1) What activities did the Squadron participate in during the past year. Please check as many as are applicable:

\_\_\_\_\_ Remembrance Day

\_\_\_\_\_ Effective Speaking (Zone Competition)

\_\_\_\_\_ Familiarization Flying

\_\_\_\_\_ Gliding

\_\_\_\_\_ FTX's (Camp Worthington, Camp Wright, other Camps)

\_\_\_\_\_ Sports & Drill (Zone Competition)

\_\_\_\_\_ Selection Boards

\_\_\_\_\_ Survivair

\_\_\_\_\_ Other (specify) \_\_\_\_\_

- 2) What Citizenship Activities did the Squadron participate in during the year. Please check as many as are applicable:

\_\_\_\_\_ Poppy Days

\_\_\_\_\_ Visits to Seniors' Homes

\_\_\_\_\_ Serving at Legion Dinners

\_\_\_\_\_ Community Clean-up

\_\_\_\_\_ Other (specify): \_\_\_\_\_

- 3) What Special Events did the Squadron do this year, if any? Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4) Did the Squadron hold Mock Selection Boards (preBoards) prior to the last Provincial Selection Boards?      Yes      No      If so, how many? \_\_\_\_\_
- 5) Does Sponsoring Committee Chair assist in preparation of Scholarship Applications?      Yes      No
- 6) How many of the Squadron's Cadets attended the last Provincial Scholarship Selection Boards?

7) How many Cadets are enrolled in the Duke of Edinburgh Program:

Name and rank of all Cadets who were awarded levels under the Duke of Edinburgh Program as of May 1.

- 8) Did the Squadron nominate Cadets in the current year, to receive:

Name and rank of all Cadets who won any of the above awards as of the last ACR:

- 9) Number of Cadet Long Service medals awarded since last September 1st:

## **PART 7: RECRUITING**

1) How does the Squadron recruit Cadets? Check as many as are applicable:

\_\_\_\_\_ Media advertising

\_\_\_\_\_ Visits to Junior High Schools (presentations, speakers, posters)

\_\_\_\_\_ Mall static displays

\_\_\_\_\_ Booth at Highland Games or other community Fairs/Festivals

\_\_\_\_\_ "Recruit a Buddy" program, with prize

\_\_\_\_\_ Flyers/brochures/mail drops

\_\_\_\_\_ Other (specify): \_\_\_\_\_

\_\_\_\_\_

2) Does this Squadron have a plan to retain Cadets once they are in the program? Yes No

If so, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) If the Squadron is not adequately staffed with Officers or Civilian Volunteers, how would recruitment of required staff proceed? Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Is there a full complement of staff at this time? Yes No

If not, list vacant positions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **PART 8: PUBLIC RELATIONS**

1) What is the form of publicity employed to promote Squadron activities? Describe: \_\_\_\_\_

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2) (a) Does the Squadron/Sponsoring Committee recognize its volunteers with certificates etc.?  
Yes No

Number of volunteers honored during the past year: \_\_\_\_\_

Names of those recipients: \_\_\_\_\_

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Describe method of recognition:

\_\_\_\_\_ Certificate of Appreciation

\_\_\_\_\_ Gift

\_\_\_\_\_ BBQ/Volunteer Appreciation Day or Dinner

\_\_\_\_\_ VIP Gliding

\_\_\_\_\_ Other specify): \_\_\_\_\_

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(b) Did your Squadron/volunteers receive an Air Cadet League Provincial or National Award in the past year?

Yes

No

If yes, indicate names and awards received:

### **Provincial:**

Certificate of Merit: \_\_\_\_\_

Certificate of Recognition: \_\_\_\_\_

Sponsor Recognition Award: \_\_\_\_\_

Volunteer Recognition Award: \_\_\_\_\_

Officer Recognition Award: \_\_\_\_\_

Citizenship Award (see previous Part 6, Question (8)): \_\_\_\_\_

**National:**

Certificate of Honor: \_\_\_\_\_

Certificate of Merit: \_\_\_\_\_

Officer of the Year: \_\_\_\_\_

President's Citation: \_\_\_\_\_

Medal of Honor: \_\_\_\_\_

Certificate of Recognition (non-League personnel): \_\_\_\_\_

(c) List any other honors or awards, local or non-Cadet related, won by your Squadron's Officers, volunteers or Cadets in the past year.

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**PART 9: TRIPS & TOURS**

1) Did the Squadron go on a tour or trip in the past 12 months?      Yes      No

If so, where: \_\_\_\_\_

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2) How many Cadets were on this trip/tour? \_\_\_\_\_

**PART 10: PARADE INFORMATION**

1) What kind of parade facility does the Squadron use:

\_\_\_\_\_Armoury

\_\_\_\_\_School Gym

\_\_\_\_\_Legion Hall

\_\_\_\_\_Community Hall

\_\_\_\_\_Other (specify): \_\_\_\_\_

Signed: \_\_\_\_\_  
League Representative

Date: \_\_\_\_\_

**The information that you provide to the Air Cadet League of Canada, Alberta Provincial Committee, is for the sole use by the Alberta Provincial Committee. The information contained in this document will be used by the Alberta Provincial Committee to ensure that we are providing the best support to the sponsoring committees of Alberta Squadrons.**

# NOMINATION FORM

## “SPONSOR RECOGNITION AWARD”

for the Year \_\_\_\_\_

This form is an Appendix to the Year-End Report and is to be used if this Squadron’s Sponsoring Committee is being nominated for the “Sponsor Recognition Award”.

Squadron Number and Name: \_\_\_\_\_

Official Name of Sponsoring Committee: \_\_\_\_\_

\_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Describe IN YOUR OWN WORDS why you believe this Sponsoring Committee should win the Air Cadet League’s Award – “Sponsor Recognition Award”. Add more pages if necessary.



## Appendix B

# The Air Cadet League of Canada – Alberta Provincial Committee

### Annual Squadron Sponsoring Committee Commitment Form

#### PART ONE - to be completed by one Authorized Officer of each official Squadron Sponsor.

1. We confirm ourselves as the **Sponsor(s)**, as defined in para 2, for the purpose of supporting No. \_\_\_\_\_ Squadron, Royal Canadian Air Cadets, for the Training Year \_\_\_\_\_ in accordance and in agreement with The Air Cadet League and APC Bylaws, Handbooks, and applicable and appropriate rules and procedures (National and Provincial).
2. Squadron **Sponsor(s)**: An organization, Service Club, Corporation or other group that pledges to support a particular Air Cadet Squadron with one or more of personnel, money, facilities/accommodation, and other resources/supplies.

#### First Sponsor

\_\_\_\_\_ (e.g. AFAC Wing, RCL Branch, Kiwanis Club, Group of Individuals, etc)

#### Authorized Officer

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

#### Second Sponsor

(If applicable)

\_\_\_\_\_ (e.g. AFAC Wing, RCL Branch, Kiwanis Club, Group of Individuals, etc)

#### Authorized Officer

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

#### Third Sponsor

(If applicable)

\_\_\_\_\_ (e.g. AFAC Wing, RCL Branch, Kiwanis Club, Group of Individuals, etc)

#### Authorized Officer

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

#### PART TWO – to be completed by all members of the Squadron Sponsoring Committee (SSC) by 31 October

Minimum of five members required. Use a separate sheet for additional members.

1. Name of the SSC (name of bank accounts need to match): \_\_\_\_\_

|                    | Name (Print) | Signature | Phone #'s (Work/home)         |
|--------------------|--------------|-----------|-------------------------------|
| <b>Chairperson</b> | _____        | _____     | _____                         |
| (Address)          | _____        |           |                               |
| (E-mail)           | _____        |           | (Bank Signing Officer) [    ] |
| <b>Vice-Chair</b>  | _____        | _____     | _____                         |
| (Address)          | _____        |           |                               |
| (E-mail)           | _____        |           | (Bank Signing Officer) [    ] |
| <b>Secretary</b>   | _____        | _____     | _____                         |
| (Address)          | _____        |           |                               |
| (E-mail)           | _____        |           | (Bank Signing Officer) [    ] |
| <b>Treasurer</b>   | _____        | _____     | _____                         |
| (Address)          | _____        |           |                               |
| (E-mail)           | _____        |           | (Bank Signing Officer) [    ] |
| <b>Member</b>      | _____        | _____     | _____                         |
| (Address)          | _____        |           |                               |
| (E-mail)           | _____        |           | (Bank Signing Officer) [    ] |



2. As the Executive members, we agree to be responsible as an element of The Air Cadet League of Canada (APC) and in partnership and cooperation with the Squadron Commanding Officer (CO) and Staff, in that:
- The SSC and the Squadron will comply with and be a credit to all applicable aims and regulations as extant and issued by The Air Cadet League of Canada, including the APC, and be in concert with those of the Canadian Forces.
  - Squadron finances will be segregated from those of the Sponsor(s) and handled solely **In Trust** for the Squadron and its Cadets in the manner prescribed by the ACL and APC Handbooks. Standard bookkeeping practices and supporting documents will be kept throughout the year in order to prepare the end of Fiscal Year ACC9 and support later review. By 31 October each year a certified ACC9 – SSC Financial Report (Statement of Receipts and Disbursements and Statement of Assets and Liabilities) – for the SSC shall be sent to the APC office for the year ending 31 August. Bank Signatories document(s) and Statements will be attached to the ACC9 for each bank account.
  - The SSC (and Squadron) will be self-supporting and shall at no time pledge or attempt to pledge the credit of the National or Provincial elements of The Air Cadet League of Canada. The SSC agrees to fund the Squadron needs and activities, including with Sponsor(s)' funds, for all SSC and League approved expenses not paid by the Department of National Defence. A sensible plan of Squadron activities will form the basis of the budget. Prudence will be used when drawing on the reserves.
  - The SSC and the Squadron, when requested by the APC's Executive Committee, will make its financial and administrative records available for review and/or audit.
  - All funds, monies and investment/safekeeping instruments and assets raised by, on behalf of and kept in the name of the Squadron, it's SSC, and their Cadets remain solely their property, In Trust for the Cadets. Sponsors or individuals have no claims to those monies and instruments. Further, financial management is the responsibility of the SSC.
  - It is understood that the Squadron, through the SSC, should be a Registered Charity. If the SSC is a Registered Charity, the SSC will submit the required annual return(s) to Canada Revenue Agency and keep a copy on records. If not a Registered Charity, the Squadron and the SSC cannot expect equivalent privileges and services from the APC as would be available to them as a Registered Charity.
  - The SSC will comply with The Air Cadet League of Canada and APC Member Registration and Screening policies and procedures. Registered/Screened ACL/APC Members remain so as long as they are approved yearly via this APC Commitment Form. SSC Chairs and all other members are, however, honour bound to immediately report relevant changes in status of Members / selves from that in effect at the time of their Registration/Screening and which could affect acceptability. Further, by signing in Part 2, Para 1, you solemnly verify and reconfirm that to the best of your knowledge, and since the last declaration, there have been no charges, files or actions taken against you or other members that would adversely affect your/their approved status with the ACL/OPC.
  - If at any time, The Air Cadet League of Canada and/or the Canadian Forces should loan firearms, accoutrements or equipment to the Squadron, they will be used only for approved and proper drill and training of the Squadron. When not in such use, they shall be kept secured and in good order. Duly authorized officials of the League or of the Canadian Forces shall at all reasonable times be given access to examine them; and they shall be delivered back to The Air Cadet League of Canada and/or the Canadian Forces whenever required or requested.
  - SSC Slate Approval through this APC Commitment remains valid until a subsequent form or amending correspondence is received by the APC Office.

3. SSC Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Date Completed: \_\_\_\_\_

4. List those individuals who were Registered/Screened but are no longer on the SSC since the last report:

\_\_\_\_\_  
 \_\_\_\_\_

### PART THREE

Recommended: \_\_\_\_\_  
 (Assigned Squadron League Representative) (Date) (Zone Director) (Date)

Reviewed: \_\_\_\_\_  
 (APC Chairperson) (Date)

Forward (2) two copies to applicable zone director. Once reviewed the APC Commitment Form will be distributed as follows: 1<sup>st</sup> Original - APC, 2<sup>nd</sup> Original - SSC Chairperson, Copy – Squadron League Representative, Copy – Zone Director.