



809 NEWARK SQUADRON
ROYAL CANADIAN AIR CADETS

Niagara-On-The-Lake, ON
LOS 1J0



STANDING ORDERS

UNIT TRAINING BASE

Royal Elite International Academy
Niagara On The Lake, ON
LOS 1J0

UNIT SUPPORT BASE

Niagara Greater Toronto Area
Toronto, ON

ISSUED BY:

T. Palumbo
Captain
Commanding Officer
01 September 2017

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INTRODUCTION

These standing orders, issued by this unit Commanding Officer (CO), are designed to be followed by all COATS Officers, Civilian Instructors, Cadets, Sponsoring Committee Members and any affiliated members from the RCL Branch 124.

It should be realized by everyone reading these Standing Orders that no simple directive can be issued and applied to every situation which may arise. They are, however, representative of all directives issued by the Minister of National Defense, the Canadian Forces and the Air Cadet League of Canada pertaining to the proper function of a typical Air Cadet Squadron.

While this Sqn shall be governed by these orders, they are not meant to replace or supercede any orders issued by any authority higher than the Squadron Commanding Officer.

Each individual following his/her job description must sign the acceptance of each job responsibility. Each member of staff and sponsoring body chairperson must sign in the area provided that he or she has read and fully understands these orders.

The original signed copy of these orders shall be kept in the Commanding Officer's office and a copy shall be, at all times, available in the general office for all interested parties to read. They shall also be posted to the squadron website for any interested party to review.

T. Palumbo
Captain
Commanding Officer
809 Newark Squadron

Terms of Reference

Position Title: Commanding Officer

Responsible To: Area Cadet Officer, London Detachment, Central Region

General Statement of Duties:

The Commanding Officer (CO) of this Cadet Unit shall be responsible to the:

- Minister of National Defense and the Canadian Armed Forces in complying with all regulations and orders issued pertaining to cadets.
- Air Cadet League of Canada in complying with all rules and regulations issued.
- Sponsoring Committee for the progress of this Unit's Trg Schedule and budget

Primary Duties:

1. The CO of this Cadet Unit shall be responsible for the appointment of qualified officers to the following positions ensuring deputies are provided during prolonged absence:
 - Administrative Officer (Admin O)
 - Training Officer (Trg O)
 - Supply Officer (Sup O)
 - Range Safety Officer (RSO)
 - Civilian Instructor (CI) and Civilian Volunteer (CV) as required
2. Recommendation for promotion of all officers under his/her command.
3. Supervision and control of all duties of personnel under his/her command.
4. Keeping officers, CI's, and cadets fully acquainted with all regulations and instructions issued by higher authority.
5. Ensuring that equipment is not demanded in excess of Unit requirements. Equipment is properly safeguarded at all times and current records of all equipment are maintained.
6. Ensuring that records are maintained in FORTRESS showing the attendance, instruction and training progress of each cadet.
7. Records are maintained showing the strength of this Unit.
8. Records are maintained for all equipment of this Unit and any equipment temporarily issued to cadets.
9. Records are maintained for all clothing issued to cadets.
10. Ensuring that Cadet training is scheduled for the training year covering all mandatory, mandatory support and optional training.
11. The training program is completed, as set forth for the year. The quality of instruction and training aids utilized are of the highest available to this Unit.
12. Ensure attractive and educational citizenship training is scheduled.
13. Maintaining good public relations, and that all Unit members present a high standard of deportment and appearance in public at all times
14. Undertaking any other Cadet duties as assigned by any higher authority in the C F.

Terms of Reference

Position Title: Administration Officer

Responsible To: Commanding Officer

General Statement of Duties:

The Administrative Officer (Admin O) shall be responsible to the Commanding Officer (CO) for carrying out all duties assigned to this position.

Primary Duties:

1. Maintaining an adequate stock of forms required for the proper administration of this Unit.
2. The correct circulation of all incoming and outgoing correspondence, orders, or directives.
3. The custody and control of relevant publications, the entering of amendments on receipt and ensuring that unauthorized people DO NOT access them.
4. The accessibility of reference material to the instructional staff.
5. Maintaining a register of all incoming and outgoing correspondence.
6. Maintaining this Units filing system.
7. Preparing and expediting all reports, documents and other correspondence for the Commanding Officer's signature.
8. Arranging for all medical reports as required.
9. Maintaining accurate attendance records in FORTRESS for both officers and civilian instructors in accordance with CFAO 9-4.
10. Maintaining records in FORTRESS showing attendance and administrative information of each cadet in the Unit.
11. Maintaining a complete personnel file in FORTRESS for every officer, civilian instructor and cadet in the Unit.
12. Ensuring prompt and proper submission of all claims.
13. Advising the Supply Officer of the names of all cadets enrolled and released.
14. Undertaking any or all other cadet duties as may from time to time be assigned by the Commanding Officer.

Terms of Reference

Position Title: Supply Officer

Responsible To: Commanding Officer

General Statement of Duties:

The Supply Officer (Sup O) shall be responsible to the Commanding Officer (CO) for carrying out all duties assigned to this position.

Primary Duties:

1. Maintaining the following records affecting the proper accounting of material on loan or supplied to this Unit:
 - Voucher register
 - Voucher files
 - Customer account
 - Individual loan cards
2. Demanding, receiving and returning all clothing in accordance with established DND procedures and authorized scales of issue.
3. Conducting Cadet kit inspections as required – with appropriate paperwork signed.
4. Ensuring the security and proper care of all material IN PARTICULAR, WEAPONS AND AMMUNITION.
5. Issuing, exchanging and receiving all material.
6. Undertaking measures for recovering uniforms of Cadets no longer parading with this Unit.
7. Carrying out Squadron distribution account (DA) verifications:
 - Yearly;
 - On the appointment of a new Supply Officer;
 - On the appointment of a new Commanding Officer.
8. Submitting a written report to the Commanding Officer on the discovery of any loss or damage to material.
9. Preparing and submitting to the Commanding Officer all write-off documents.
10. Undertaking any or all other Cadet duties as may from time to time be assigned by the Commanding Officer.

Terms of Reference

Position Title: Training Officer

Responsible To: Commanding Officer

General Statement of Duties:

The Training Officer (Trg O) shall be responsible to the Commanding Officer (CO) for carrying out all duties assigned to this position.

Primary Duties:

1. Developing the training of this Unit in accordance with establishing training directives and the Cadet Unit Training Plan (CUTP).
2. Preparing and maintaining the annual training charts and records.
3. Planning the monthly training schedule and assisting qualified instructors to each individual course in the training schedule.
4. Assisting and supervising instructors and senior Cadets in the preparation and presentation of their courses.
5. Arranging to obtain guest speakers and other voluntary instructors to supplement this Units training Officer.
6. Advising the Commanding Officer, on, and co-coordinating, all special training projects, exercises and citizenship tours.
7. Selecting and submitting demands for training items and other visual aids.
8. Ensuring that this Unit is in possession of all required training material and reference manuals.
9. Ensuring the ongoing individual training and proper development of all the instructional staff.
10. Ensuring an adequate system of examinations used to monitor the efficiency of training and tracking the progress of each individual Cadet.
11. Compiling all training and examination results.
12. Organizing the Cadet Squadron drill, ceremonial parades and inspections.
13. Ensuring that the mandatory training program for the year is completed.
14. Undertaking any or all other Cadet duties as from time to time be assigned by the Commanding Officer.

Terms of Reference

Position Title: Range Safety Officer

Responsible To: Commanding Officer

General Statement of Duties:

The Range Safety Officer (RSO) shall be responsible to the Commanding Officer (CO) for carrying out all the duties assigned to this position.

The Range Safety Officer (RSO) must:

1. Be a certified Range Safety Officer.
2. Be appointed by the Commanding Officer.
3. Ensure maximum safety of personnel and protection of property by being in attendance and supervising all range practices when the weapon-firing location is in use.
4. Be mature and reliable, have a comprehensive knowledge of the range procedures, and be thoroughly familiar with all weapons in use.
5. Have demonstrated the ability to supervise and control the applicable range practices.
6. Have a comprehensive knowledge of the applicable orders on ranges and range practices.

Primary Duties:

1. The complete safety of all personnel using the range.
2. Implementing the policy and ensuring the observance of the safety regulations contained in appropriate orders.
3. Coordinating all operations that take place on the range location.
4. Reporting all unsafe equipment or practices immediately to the Commanding Officer, and recommending changes to existing orders in the interest of safety.
5. Canceling any range exercise when conditions exist that, in his/her opinion would constitute a hazard or render the exercise unproductive.
6. Taking prompt action whenever an ammunition accident occurs on the range, in order that medical assistance is rendered to the injured person.
7. Notifying the following persons immediately after a range accident:
 - a. The Commanding Officer of this Unit;
 - b. The injured persons parents, legal guardians or next of kin;
 - c. The local police (NRP);
 - d. The Area Cadet Officer in London, Det.
8. Remaining at the scene of an accident, cordoning off the area and taking all measures deemed necessary in the circumstances.
9. Undertaking any or all other Cadet duties as may from time to time be assigned by the Commanding Officer.

Terms of Reference

Position Title: Civilian Instructors and Volunteers

Responsible To: Commanding Officer

General Statement of Duties:

All Civilian Instructor(s) (CI(s)) and Civilian Volunteer(s) (CV(s)) shall be responsible to the Commanding Officer (CO) for carrying out all of the duties assigned to his/her position.

Primary Duties:

1. Delivering the training program in his/her scope of knowledge under the direction of the Trg O and in accordance with the training manuals.
2. Arranging to obtain guest speakers and other qualified volunteers to supplement or enhance the training program, in conjunction with this Unit's Trg O.
3. Advising the CO and Trg O of all special training projects and exercises to ensure that all proper documentation is both complete and approved for same.
4. Ensuring an adequate system of examinations is used to monitor the progress of all Cadets on the course for the Trg O.
5. Compiling all training exams and results and submitting to the Trg O.
6. Undertaking any or all other cadet duties as may from time to time be assigned by the CO for the betterment of the Cadet Training Program.

RESPONSIBILITIES OF RCL BR 124 & THE SPONSORING COMMITTEE OF 809 NEWARK AIR CADET SQUADRON

The following responsibilities are listed as a general guide for the Sponsoring Committee and Royal Canadian Legion Branch 124 for the purpose of sponsoring 809 Newark Squadron and does not, in any way, limit the amount or kind of work the Sponsoring Committee or RCL can perform for this Unit. The Sponsoring Committee and Royal Canadian Legion Br. 124 are responsible to:

1. Provide, whenever necessary, suitable training quarters for this Unit.
2. Provide adequate finances for the needs of this Unit not otherwise covered by DND.
3. Work with appropriate service authorities in obtaining the services of properly qualified employees to staff this Unit.
4. Finance and award trophies and other special inducements for the proper recognition of proficiency by any of our Cadets.
5. Assist all COATS Officers and Civilian Instructors of this Unit in devising and carrying out projects that will be of benefit to the community as a whole.
6. Being diligent as to the welfare of this Unit under their auspices and to take steps, through this Unit's CO, to ensure that discipline, morale, attendance and efficiency are being maintained at all times.
7. Ensure that adequate care and security of clothing and equipment on issue to this Unit and assurance that such will be used only for the enhancement of Cadet training.
8. Co-operate with this Unit's CO in arranging and financing all medical examinations required by Cadets.
9. Promote and finance recruiting of Air Cadets to maintain this Unit's strength at proper quota levels to ensure maximum running efficiency.
10. Visit this Unit as frequently as possible during the training year.
11. Co-operate with this Unit's CO in selection of Cadets for activities and special courses. Wherever possible, these selections shall be decided upon by using the "majority rule system" of both the sponsoring committee and the staff of this Unit.
12. Recommend to the Zone Training Officer (ZTrgO), the appointment, promotion and release of all COATS Officers and CI's of this Unit.
13. Recommend to the ZTrgO, the replacement of any of this Unit's staff, when he/she fails to work for the welfare of this Unit, or has proven unsuitable in the performance of assigned duties.
14. Complete, on time, all monthly report forms as required by the ACO and the Air Cadet League Provincial Secretary on all of this Unit's statistics and activities.
15. Keep the public at large informed, through all local media, on the activities and achievements of this Unit.
16. Interpret the aims of the Air Cadet Training Program to parents and the community.
17. As a member of the Provincial Committee of the League, participate in League meetings and assist the Provincial Committee in any way possible.

809 Squadron Cadet Code of Conduct

- Respect your fellow cadets and senior cadets – they all want you to perform to your best.
- Use the chain of command
- Ask for help and clarification when needed
- Act in an appropriate manner on parade – no talking or moving around unless directed to do so
- Wear your uniform with pride, and wear it correctly
- Make necessary changes to the uniform specified by a senior by the following week, including making an appointment in supply if needed.
- Be responsible for your own actions
- If you will be absent, call the senior who is in charge of calling you
- If you missed a training night, contact the appropriate person to find out what was missed

809 Squadron NCO Code of Conduct

- Know the job that needs to be done. Ask questions.
- Ensure the job gets done efficiently and correctly.
- Set a positive example for how you want your cadets to act.
- Use the chain of command, and respect superiors.
- Pay correct military respects to Officers.
- Show personal initiative.
- Wear your uniform with pride and correctly. Make changes if needed.
- Motivate the cadets with positive reinforcement.
- Practice and demonstrate the qualities of a leader and the principles of leadership.
- Work together as a team.
- Be prepared with pen and paper at all times.

| PARADE NIGHT TIMETABLE | | |
|------------------------|-------|-----------------------------------|
| Begins | Ends | Period |
| 18:15 | 18:30 | Building Open, Parade Set-Up |
| 18:30 | 18:45 | Uniform Inspection/Opening Parade |
| 18:45 | 19:20 | Period #1 |
| 19:25 | 20:00 | Period #2 |
| 20:00 | 20:15 | Break |
| 20:15 | 20:50 | Period #3 |
| 20:50 | 21:00 | Clean-up Trg Areas/Parade |
| 21:00 | 21:15 | Closing Parade |
| 21:15 | 21:30 | Building Closed |

Parade Order

| OPENING PARADE | | |
|-----------------------|--|---------------------------------------|
| Position | Action | Command |
| D/CSC | On the direction of the CSC form up cadets | Squadron Fall-In |
| D/CSC | | Squadron Attention |
| D/CSC | CSC Takes command | |
| CSC | | Squadron Stand at Ease |
| CSC | | Stand Easy |
| CSC | Attendance sheets given to Flt Comds then handed to Duty NCO | |
| Duty NCO | Reports to office to hand-in the attendance | "Sir / Ma'am the Squadron attendance" |
| CSC | Uniform Inspection | |
| CSC | | Squadron Attention |
| CSC | | Squadron Right Dress |
| SWO | Dresses Sqn | As needed |
| CSC | | Eyes Front |
| CSC | Flight Commanders to do Inspection | As needed Stand at Ease |
| CSC | Any Annoucements | |
| CSC | | Squadron Attention |
| CSC | Squadron dismissed to attend classes | Squadron Dismiss |

Parade Order

| CLOSING PARADE | | |
|-----------------------|--|--|
| Position | Action | Command |
| D/CSC | On the direction of the CSC form up cadets | Squadron Fall-In |
| D/CSC | | Squadron Attention |
| D/CSC | CSC Takes command | |
| CSC | | Squadron Stand at Ease |
| CSC | | Stand Easy |
| CSC | closing announcements | |
| Duty NCO | Reports to office to inform the Duty officer the squadron is ready for dismissal | Sir/Ma'am "Sir / Ma'am the Squadron is formed up and ready for dismissal" |
| CSC | The sqn waits for arrival of the Duty officer | |
| CSC | | Squadron Attention |
| | Duty Officer & remaining staff come to front of parade square | |
| CSC | | Squadron Stand at Ease |
| | | Squadron Stand Easy |
| Duty Officer | All announcements | |
| CSC | | Squadron Attention |
| | Duty Officer & remaining staff exit parade square | |
| CSC | NLT 2115 | Squadron Dismiss |

Terms of Reference

Position Title: Duty Officer

Responsible To: Commanding Officer

General Statement of Duties:

The Duty Officer is responsible to the Commanding Officer for overseeing unit Standing orders are followed on regular LHQ training nights.

Primary Duties:

1. Arrive no later than 18:15 and open training areas
2. Conduct an opening security/condition check of training areas
3. Supervise the parade square for opening and closing parade
4. Ensure Duty NCO Terms of Reference are being followed
5. Ensure class schedule is being followed
6. Ensure cadet safety
7. Attendance numbers and issues are reported to Commanding Officer
8. All disciplinary issues are immediately reported to the CO
9. Ensure general building and cadet Security
10. Ensure all cadets are picked up
11. Conduct a closing security/condition check of training areas.
12. Ensure on-site building monitor is aware of our departure each evening.

Secondary Duties:

1. Supervise Duty NCO and ensure they complete all assigned duties
2. Confirm absent cadets have been contacted with reason for absence noted
3. Canteen is opened and closed with all sales accounted
4. All visitors and non-unit staff have signed in

Terms of Reference

Position Title: Duty NCO

Responsible To: Duty Officer

General Statement of Duties:

The Duty NCO is responsible on any given training night to the Duty Officer for the general administration of the LHQ Standing orders. Any questions regarding the following duties should be addressed with the duty officer.

Primary Duties:

1. Arrive no later than 18:15
2. Remain at main entrance to building until 1830 hrs to monitor influx of cadets
3. Ensure all cadets and visitors sign in at Admin office.
4. Attendance is ready for Opening Parade
 - i. see Opening Parade Sequence for list distribution
 - ii. attendance is brought to administration officer after opening parade is finished
 - iii. participate in opening parade
5. 5 min prior to period ending warning for Instructors
6. Notify Duty Officer when cadets are formed up and ready for dismissal (see closing parade sequence)

Secondary Duties:

7. Absent cadet calling
8. as instructed by the Administration officer
9. Canteen set up
10. Canteen cleaned up (money will be handled strictly by Canteen NCO only)
11. All garbage cans are emptied
12. Assist all officers with duties as necessary

WEARING OF UNIFORM

1. All COATS Officers and Cadets SHALL NOT wear a uniform except when:
 - a. On duty or proceeding to and from their place of duty.
 - b. Attending military ceremonies, functions or entertainments at which the wearing of a uniform is appropriate and has been authorized by the CO.
 - c. At any time that the wearing of a uniform has been authorized by the CO of this Unit.
2. As a basic rule, all members of this Unit parading as a group in uniform shall be required to wear the same order of dress.
3. All COATS Officers shall adhere to the Canadian Armed Forces Dress Regulations in accordance with CFP 265 Dress Manual.
4. All Cadets shall adhere to the Canadian Armed Forces Dress Regulations in accordance with CCP 990 Dress Regulations for Air Cadets.

PERSONAL APPEARANCE

1. The standard of personal dress and appearance of all members of this Unit shall be such as to reflect credit on the individual and the Canadian Armed Forces as a whole. The uniform shall be neat, clean, well pressed and boots will be at all times cleaned and polished.
2. Chewing gum, slouching, sauntering, hands in pockets, smoking, walking arm in arm, and similar deportment which detracts from a proper military appearance and bearing, in the eyes of the public, are to be considered totally unacceptable for any member of this Unit.
4. Male personnel shall keep their hair trimmed and neat. Hair on the head is to be kept short and neatly trimmed and cut to terminate above the collar of the uniform and taper (not straight cut) at the sides and back. Sideburns shall not extend below the point where the top of the ear lobe joins the face. They shall be squared off in a horizontal line at the bottom edge and be taper trimmed to conform to the overall haircut.
5. Female personnel shall keep their hair neat and well groomed. It shall:
 - a. Be worn in a bun and not extend below the edge of the jacket collar, or

PERSONAL APPEARANCE (CONTD)

- b. be worn in one or two french braids, where the end of the braid does not extend below the underarms.

Hair ornaments shall not be worn; bobby pins, hair elastics and similar items used to secure the hair shall not be visible. Hair nets are permitted, but must be the same colour as the hair.

- 6. While in uniform female personnel shall apply make-up conservatively. This precludes the use of false eyelashes, heavy eye-liner, bright eye shadow, coloured nail polish and excessive facial make-up.
- 7. Jewelry shall not be worn by personnel in uniform, except wrist watches, ID or Medic Alert bracelets and rings which are not of a costume nature. Female personnel may wear plain gold stud earrings in pierced ear lobes, but they shall be spherical in shape and not exceed 1/4 inch in diameter. No other type of earring shall be worn, except that sleepers may be worn while ears are healing after piercing.
- 8. While CI's are not subject to any military Code of Dress, it should be remembered that younger Cadets will only do as you do, and not always what you say. As such the highest standard of personal dress and appearance should be exercised at all times reflecting credit on you as an individual and illustrating the standards of the Canadian Forces as a whole. Dress for CI's will be: Squadron Golf Shirt and beige pants.

FIRE ORDERS

1. General

- a. THE PREVENTION OF FIRE IS OF PRIMARY IMPORTANCE.

2. Responsibilities

- a. Whenever a fire occurs at this Units Training Base or in any other location which training may take place, it will be the responsibility of all COATS Officers and CI's to immediately EVACUATE ALL CADETS AND TAKE A ROLL CALL TO ENSURE THAT NO ONE IS MISSING.
- b. All of this Unit's personnel shall know the location of fire alarm stations, fire extinguishers and their method of operation.
- c. 9-1-1 shall be immediately be dialed from a phone not located in the fire area.

3. Action Upon Discovering a Fire

- a. Any person discovering a fire will shout FIRE, FIRE, FIRE. The Fire Station and Police Station shall be telephoned and the fire alarm will be sounded. All Cadets will immediately be evacuated in an orderly manner and a roll call will be taken. After everyone is out of the building, the CO will stand by to direct the Fire Department to the scene of the fire.

4. Combating the Fire

- a. If the fire is not of a serious nature, the CO and any other persons he/she may appoint (NO CADETS), shall re-enter the building to combat the fire with any fire fighting equipment which may be available until the Fire Department, the Fire Chief, or his/her Deputy, will then assume full command of the situation.

5. Evacuation of the Building

- a. All offices and classrooms of a building on fire shall be immediately vacated, filing cabinets will be locked and all documents secured and all personnel will form up outside the building with their Unit in a location far enough away to be considered safe from danger. Roll calls will then be taken. NO PERSON SHALL LEAVE UNTIL ROLL CALLS HAVE BEEN COMPLETED AND THEY ARE ORDERED TO DO SO.

6. Assembly Areas

- a. Assembly area will be the sidewalk area immediately in front of the school on Niagara Stone Road (outside the front entrance).
- b. All COATS Officers and CI's will stand by their respective training units unless they are requested by the CO, to assist in fire fighting operations, or security duties.

FIRE PREVENTION ORDERS

1. Housekeeping

- a. Soiled rags, waste paper or any other combustible materials will not be allowed to accumulate in any areas. Suitable metal containers of adequate size are to be used for the disposal of all such material.

2. Heating Appliances

- a. No unauthorized electric heaters will be used in this Units quarters. The Duty Officer will ensure all appliances are turned off prior to departing the building.

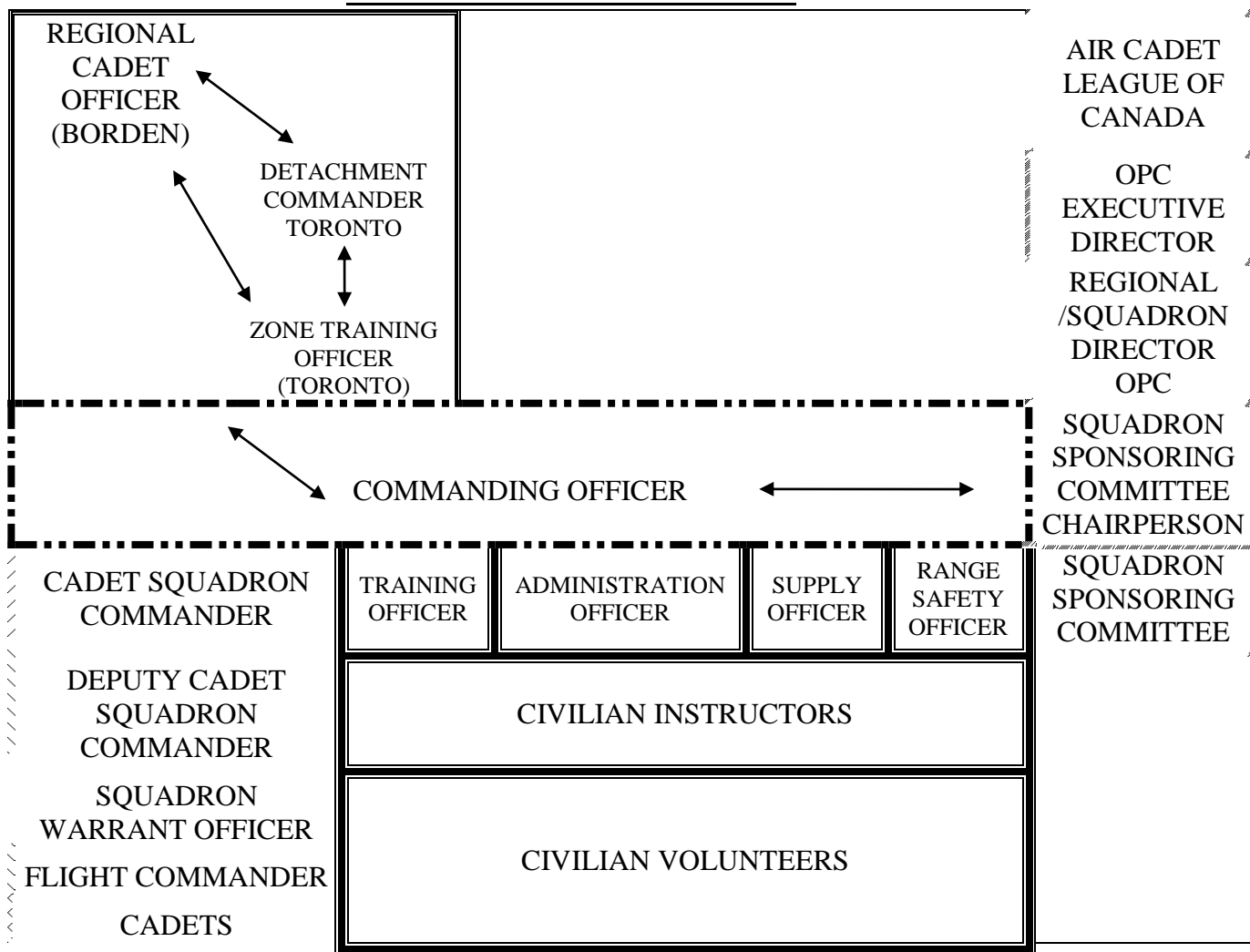
3. Fire Doors and Exits

- a. No fire door or exit is to be obstructed or blocked in any way. Fire doors are not to be wedged open and any door not operating properly will immediately be reported to the CO.

4. Flammable Materials

- a. No flammable materials of any nature are to be stored in this Units quarters.

CHAIN OF COMMAND



In any situation arising at this Unit, the Military Chain of Command shall always be in practice. In any given situation the highest rank shall have control, and any problems or misunderstandings will be brought to the immediate attention of this Unit's CO. His/her decision on any matter shall be considered final.

Annex A



809 Squadron ANNOUNCEMENTS



| # | Announce During | | Originator | Announcement |
|---|-----------------|---------|------------|--------------|
| | Opening | Closing | | |
| | | | | |
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Annex B

809 Squadron Leave of Absence Request (LOA)

| | | |
|----------------------|------------------------------|---------------|
| _____ Surname/Nom | _____ Given Names/Prenome | _____ Rank |
|----------------------|------------------------------|---------------|

Reason for LOA: _____

Leave Starts: _____ (dd-mmm-yyyy)

Anticipated Return Date: _____ (dd-mmm-yyyy)

Parent Signature: _____

Cadet Signature: _____

CO Signature: _____

809 Standing Orders Revision Request Log

[illegible]

Annex D

809 Standing Orders Read Confirmation

[illegible]

SOS CADETS CHECK LIST

1. Talk to Commanding Officer. Explain reasoning for quitting.

Officer Signature _____ Cadet Signature _____

2. Report to Supply and Return Uniform. Bring Signed off Temporary Loan Card back to Administration Officer.

Officer Signature _____ Cadet Signature _____

3. See Training Administration Officer for Fortress SOS

Officer Signature _____ Cadet Signature _____

4. See Administration Officer for removal of file.

Officer Signature _____ Cadet Signature _____

ALL
VISITORS
MUST SIGN
IN WITH
ADMIN O

CENTRAL REGION CODE OF CONDUCT FOR CADETS

Surname / Nom

Given Names / Prenom

Date
(dd-mmm-yyyy)

1. I hereby agree to carry out my duties to the best of my ability and to conform to these rules:
 - a. I agree to respect the people around me, my environment , and the belongings of others;
 - b. I agree to not purchase, sell, consume, or distribute alcohol, narcotics, prohibited substances, drug related paraphernalia, or pornographic material, and to not take part in illegal gambling activities;
 - c. I agree not to purchase, sell or distribute tobacco products;
 - d. I agree to not consume an prescription or non-prescription medications no specifically prescribed to me for a current health condition;
 - e. I agree to not commit theft or to borrow the belongings of others without having been authorized to do so by the owners of the belongings in question;
 - f. I agree to not sell, barter or steal any items belonging to the Department of National Defence or the government or Cadet League or sponsor;
 - g. I agree to respect my peers and supervisors and to conduct myself toward others following the values and regulations of the Cadet Harassment and Abuse Prevention Program;
 - h. I agree to not fight with, shout at or bully anyone;
 - i. I agree to be loyal, honest, courageous, diligent, fair and responsible;
 - j. I agree to respect all rules and regulations and to report to my supervisors any breach of the rules of which I may be aware;
 - k. I agree to conform to the approved cadet dress regulations, and any other requirements my Local Head Quarter may have
 - l. I agree to obey proper orders, directives, and instructions issued by persons in positions of authority; and
 - m. I agree to do nothing that might endanger the immediate safety of other persons.
2. I understand these rules apply when I am engaged in authorized cadet activities, in or out of uniform
3. I acknowledge that a breach of one or more of the aforementioned rules may result in administrative or disciplinary measures to include release from the cadet unit or training centre

I, _____ agree to obey these rules of conduct while
(Signature of Cadet)
enrolled as a cadet in 809 Newark Squadron.

809 Squadron Visitor Sign In/Out

| Date | Last Name | First Name | Phone # | Reason for Visit |
|------|-----------|------------|---------|------------------|
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