

**CENTRAL REGION
CADET SUMMER TRAINING CENTRES
JOINING INSTRUCTIONS - COURSE CADETS**

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ANNEXES



PURPOSE

1. The purpose of these joining instructions is to provide cadet candidates selected, and their parents, with the necessary information for course participation. They must be read in full, together with the specific annexes appropriate to the Cadet Summer Training Centre (CSTC) the cadet will be attending.

COURSE DETAIL

2. Course location, dates and transportation details will be provided by the Commanding Officer of the home corps/squadron prior to commencement of the course. Transportation is generally arranged for cadets' arrival one day prior to commencement of the course, and departure one day following completion of training. Distance to destination, equipment scheduling and local (CSTC) routines may dictate modification of that practice. Thus, it is important for parents to maintain close coordination with their cadets' local corps/squadron.

PREPARATION

CLOTHING AND EQUIPMENT REQUIREMENTS



3. Military and civilian clothing and equipment requirements are detailed in the joining instruction [Kit List](#). All items should be clearly marked with name and initials in indelible ink.

4. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CSTCs. Any necessary clothing exchanges must be completed at the local corps/squadron.

5. There is no need for cadets attending training centres in Central Region to wear civilian clothing. Jeans only will be allowed and must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them. They may be worn during non-training

activities such as dances and relaxed periods, along with the training centre or other issued T-Shirt.

6. Personal storage space within CSTC accommodations tends to be limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant [Kit List](#). Bringing valuables of any sort (personal electronics, cameras, jewelry, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and DND accepts no responsibility for personal property. All personal items should be documented on a [Personal Articles Log](#) which should accompany the cadet..

MEDICAL AND DENTAL INFORMATION

7. Provincial Health Cards

All cadets must have their valid provincial health card in their possession and be prepared to show it before boarding transportation. In the event the cadet is awaiting a new or replacement card, the Ontario Ministry of Health receipt (or other provincial equivalent) may be shown instead. If the card's expiry date falls within the cadet's course dates, it must be renewed prior to departure. Cadets who live outside of Ontario must have in their possession a legible photocopy of their personal or family health card issued by the respective province.

8. Prescription Medication

Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Medications will be logged in and retained by CSTC staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CSTC staff, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions.

9. Over-the-Counter and Patent Medicines

Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CSTC MIR personnel will administer any appropriate medications.

10. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them.

11. Medic-Alert Bracelets

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

12. Eyeglasses

Lenses and frames are the personal property of the cadet. The Canadian Forces will not replace or repair lost or broken glasses. It is strongly recommended that the cadet or the parent have insurance coverage for repair/replacement of eyeglasses. In addition, cadets requiring eyeglasses shall have in their possession, two pairs of glasses and a copy of the prescription. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.). If it is determined that the cadet was on duty and all due diligence was exercised by the cadet to prevent loss/damage, a claim against the crown may be submitted.

Note: cadets are NOT permitted to wear contact lenses if attending the International Exchanges, Parachute or Marksmanship courses conducted at Connaught NACSTC.

TRANSPORTATION ARRANGEMENTS

13. Transportation to and from the CSTC is provided at no expense to the cadet or family and is generally via charter motor coach. Out-of-region travel may be provided by rail or by military or commercial air transport. The Movements Officer of the appropriate Regional Cadet Support Unit arranges all transportation for cadets. This information, including the pick-up location, is then passed to corps/squadron Commanding Officers for onward dissemination to cadets and parents/guardians. Cadets shall travel to and from training centres in uniform.



14. Cadets travelling by rail or air MUST carry [government-issued identification](#). For air travel, as a minimum, cadets under age 16 must have either one piece of photo identification or two pieces of identification, one of which specifies gender and date of birth. Such documents as a health card or birth certificate satisfy this requirement. Cadets aged 16 and over must have identification with photo. In both circumstances, a valid passport fulfills the requirements. School identification or corps/squadron I.D. cards are not accepted. Cadets whose 16th birthday falls within their camp period will be required to hold the higher level of documentation for their homeward journey.

15. Under the Government of Canada's [Passenger Protect](#) program, for all air travel, full legal names must be used. Cadets' names as registered with their home corps/squadron MUST match the identification being carried. Discrepancies such as short forms or nicknames, use of a middle name, surnames assumed by the cadet instead of their legal name, or spelling errors may result in denied boarding. Additional details about the [Passenger Protect](#) program are available from [Transport Canada](#).

16. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). [Luggage restrictions](#) may apply to cadets travelling by air. Details regarding checked and carry-on luggage may be obtained from the [Canadian Air Transport Security Authority \(CATSA\)](#).

17. Parents/Guardians bringing their son/daughter to the training centre must ensure that the corps/squadron Commanding Officer is so informed in advance, and should plan their journey to arrive at the CSTC Operations Centre no later than 13:00 hours (1:00 p.m.) of the reporting-in day, which is generally the day before the course start date. Individual CSTC arrival timings may vary, as detailed in each Annex.

18. Meals appropriate to the time of day are normally provided enroute if cadets' travel extends over a meal period. In the event cadets are required to purchase a meal if approved in advance through the Training Centre Orderly Room, receipts must be obtained for reimbursement purposes upon arrival at the training centre.

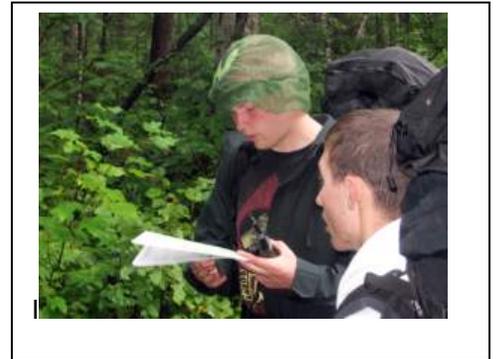
19. All parents/guardians must complete a [Cadet Transportation Form](#) to assist Movements staff in planning return transportation. The form should accompany the cadet to the CSTC. Parents/Guardians intending to retrieve their son/daughter/ward at the completion of training **MUST** inform the training centre in advance to prevent unnecessary transportation arrangements for their son/daughter/ward.

20. Cadets are not permitted to bring private motor vehicles of any type to the training centre.

PRE-DEPARTURE CHECK

21. In preparing for departure, all cadets must assemble the following items to bring with them.

- a. Provincial Health Card. (see [para. 7](#));
- b. Personal identification (see [para. 14](#));
- c. Prescriptions for eyeglasses ([see para. 12](#)) and/or medications see ([para. 8](#));
- d. List of medications and dispensing information (dosage, frequency);
- e. Prescribed medications (see [para. 8](#));
- f. Eyeglasses (see [para. 12](#));
- g. Long-distance calling card (suggested, for cadets to call home periodically);
- h. Pocket money for incidental personal expenses (canteen snacks, souvenirs, etc., \$15 - \$20 per week suggested); and,
- i. Completed [Cadet Transportation Form](#).



TRAINING CENTRE ROUTINES

IN-CLEARANCE

22. All cadets are processed through an in-routine upon arrival and will be required to provide the following:

- a. Name;
- b. Course attending;
- c. Health card (confirmation cadets have it in their possession);
- d. Eyeglass and other prescriptions (if applicable);
- e. List of medications (if applicable);
- f. Any travel documents/tickets; and,
- g. [Cadet Transportation Form](#) particularly if requesting early departure

23. Arriving cadets are subject to a brief interview and health screening examination by medical personnel to help inhibit the possibility of migrating any contagious or communicable condition to other personnel and to ensure the cadet is medically fit for training. Personal luggage will be subject to search upon arrival to ensure that no unsafe or [prohibited items](#) are brought into the training centre.

TRAINING CENTRE SERVICES AND INFRASTRUCTURE

24. Central Region CSTCs utilize a mix of permanent structures for sleeping accommodation, instructional and administrative functions. Blackdown and Connaught ACSTCs employ semi-permanent softwall shelters for instructional and sleeping quarters. Trenton ACSTC employs permanently erected single-storey modular quarters. Advanced Aviation course cadets are housed in community college student residences, and HMCS ONTARIO cadets occupy student quarters at the Royal Military



College of Canada.

25. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Security for cadets' personal belongings is provided by "barracks boxes" or steel lockers similar to those in school. Cadets are expected to bring their own padlocks.

26. Meals are served to cadets in a cafeteria style mess-hall environment three times daily. CF facilities do not offer allergen-free foods or food preparation conditions, and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

27. Personal stocks of foodstuffs (snacks, confections, beverages) are discouraged in living quarters. Prevailing seasonal weather conditions promote early spoilage and the presence of foodstuffs tends to attract vermin and insect pests. Foodstuffs and beverages brought to the Training Centre are subject to confiscation.

MEDICAL AND DENTAL CARE

28. Medical Services – Each Training Centre is staffed with medical personnel, including a physician during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment.

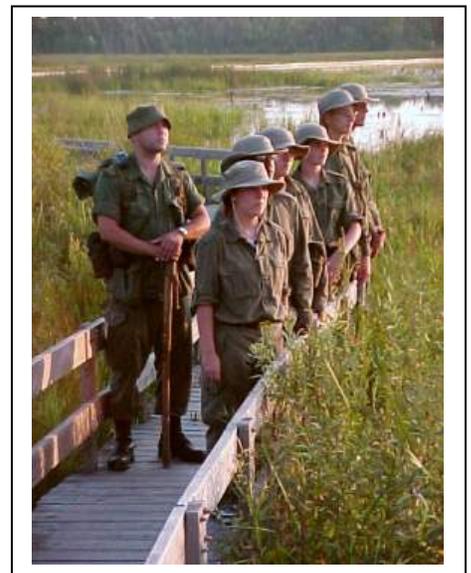
29. Dental Services –Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

TELEPHONES

30. Personal calls may not be made from DND telephones. Commercial pay telephones are conveniently located in the common areas of each Training Centre. If desired, the cadet may bring a Calling Card, Prepaid Phone Card, etc., to make phone calls at parent / guardian / cadet expense. In emergency circumstances, CSTC staff will initiate telephone calls to cadets' homes at government expense. In the event of urgent or emergency circumstances requiring parents to contact cadets, they may do so by calling the appropriate CSTC duty centres as listed in each of the Training Centre annexes.

POSTAL SERVICES

31. Postal deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their sons/daughters or to a Training Centre headquarters should refer to address instructions in the [Training Centre Annex](#) specific to the one their children attend.



LAUNDRY

32. Laundry services vary from centre to centre. Fully equipped laundry facilities are available. In the case of Trenton, HMCS Ontario, Blackdown, and Connaught laundry attendants are employed to perform laundry services. Pressing facilities (irons provided) are available on a "do-it-yourself" basis. Cadets must clearly mark their name on all items of clothing (inside collars and waistbands) using non-soluble ink.

CANTEEN

33. Canteen with snack bar and retail outlet are available for the purchase of soft drinks, confections, hygiene items, shoe polish, souvenirs and items of clothing such as Training Centre T-shirts. All merchandise is modestly priced and the profits are devoted to providing amenities for the cadets.

WORSHIP SERVICES AND SPIRITUAL GUIDANCE

34. Each Training Centre maintains a multi-denominational staff of chaplains in making every effort to meet the needs of all religious denominations. The centres provide both Protestant and Roman Catholic services for those cadets wishing to attend. Those cadets seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.

CADET BANKING

35. The Training Centres, except Advanced Aviation locations, provide an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days' spending. It is emphasized that there are absolutely no mandatory charges associated with attendance at



a summer training centre. Cadets, however, may wish to purchase such items as caps, T-shirts, fleece jackets, soft drinks or confections. They are responsible for personal hygiene materials including soap, shampoo etc... and haircuts.

36. There are no ATMs (commercial banks' Automated Teller Machines) located within Training Centres. However, cadets holding their own personal banking or ATM cards may be provided periodic opportunities to access an ATM at nearby commercial or on-base locations. The Advanced Aviation Technology courses, being housed in a community college campus, have ATM service onsite.

TRAINING BONUS

37. Course cadets qualify for a [training bonus](#) of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week. The bonus is paid in installments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim installments are paid in cash and the final installment is paid by cheque. When a cadet is, for any reason, unable to finish the authorized activity and is returned to his or her unit (RTU), entitlement for the training bonus shall be determined on a per-diem basis for each completed day of training.

PERSONAL APPEARANCE

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

HAIR STYLE – MALE PERSONNEL

39. As guidelines, hair shall be:

- a. neatly groomed;
- b. taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;
- c. not more than 15 centimetres (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the

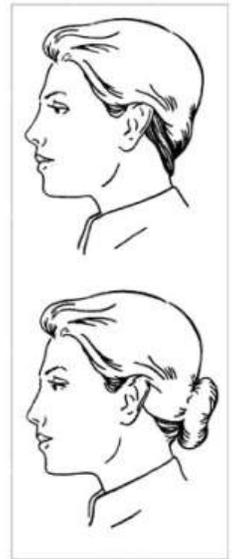


average man should be 2.5 centimetres (1 inch) but this may vary according to whether the individual has a short or long neck; and,

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

40. Male cadets are expected to be clean-shaven. Reasonable medical or religious considerations will be accommodated. Sideburns shall:

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



HAIR STYLE – FEMALE PERSONNEL

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

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

MAKE-UP – FEMALE PERSONNEL

43. Make-up shall be conservatively applied when in uniform. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, coloured nail polish and excessive make-up.

JEWELRY

44. The wearing of jewelry by personnel in uniform is restricted. Wrist watches, ID or Medic Alert bracelets are permitted. A maximum of two rings may be worn provided that they are not of a gaudy or costume nature. Personnel in uniform shall not wear necklaces or chains about the neck. Females may wear only a single pair of plain gold, silver stud or white pearl earrings in pierced ears. A healing device of similar size not to exceed 0.6 cm. in diameter and spherical in shape may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear, may be worn at a time.

DISCIPLINE AND DEPORTMENT



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

46. Cadets are required to sign a '[Rules of Conduct](#)' declaration in which they acknowledge the standards of conduct and behaviour expected of them while participating in summer training.

VISITS, LEAVE AND PASSES

47. Cadets attending a training centre are considered undergoing training. Parents are reminded that training occurs six days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day. Each training day is a stepping stone for the next and is therefore important. Parents are thus strongly encouraged to confine any visits to evening hours or weekends, according to the specific variations at each CSTC [described in their respective Annexes](#), and to limit the frequency of those visits.

48. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, as noted in Section D of the Application for Training (CF51) and the [Consent for Leave](#) form. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

49. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail or by fax. [Refer to the Training Centre Annexes](#) for contact information.

50. Leave periods vary according to the training requirements at each CSTC and [parents should consult their respective Annexes](#) before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

SMOKING

51. Central Region Cadet Summer Training Centres are a preferred Smoke Free Environment. Therefore, smoking will strongly be discouraged at ALL CSTCS. ***Please note that Connaught NACSTC and Trenton ACSTC are fully non-smoking environments.*** Government policy forbids smoking inside DND buildings or while riding in any DND vehicles or aircraft. In any case, cadets are not permitted to smoke at a CSTC without [written authorization](#) from their parent/guardian. Tobacco products will not be available for sale at Training Centres.



CONTROLLED SUBSTANCES (ALCOHOLIC BEVERAGES AND DRUGS)

52. Cadets are prohibited from buying, consuming, or having in their possession any alcoholic beverage of any sort. Cadets are prohibited from buying, selling, using or being in possession of any narcotic or hallucinogenic substance. Anyone suspecting another of using or being in possession of drugs or alcohol is obliged to advise their supervisor immediately. Central Region adheres to a zero-tolerance policy with regard to the misuse of controlled substances, and any cadet so involved may be subject to immediate RTU and possible criminal charges.

FRATERNIZATION

53. Cadet Summer Training Centres embody three groups of individuals: course cadets, staff cadets, and adult staff (including Officers, Civilian Instructors and non-commissioned members of the Regular Force, Primary Reserve and/or COATS). Fraternization, that is, inappropriate interactions as defined in CATO 15-22, among any of these categories is not permitted. Living quarters are gender-exclusive and are off limits to members of the opposite sex. Failure to comply will not be tolerated and may result in personnel being RTU.

RETURN TO UNIT (RTU)

54. A cadet may be Returned to Unit (RTU) for serious disciplinary problems, medical reasons, upon parental request, as a training failure or when determined by the Commanding Officer to be in the best interest of the cadet. The RTU procedure may commence on very short notice. It is imperative, therefore, that the parent/guardian's whereabouts are known by the corps/squadron Commanding Officer at all times. It is also important that parent/guardians have accurately specified (on the initial Application for Training [CF 51]) contact numbers including their alternate contact. Undue delay in returning home may place unnecessary stress on the cadet.

GRADUATION AND RETURNING HOME

55. Each Training Centre conducts a full ceremonial review Graduation Parade at the conclusion of each two-, three- and six-week training serial. Parents and friends are welcome, and encouraged, to attend. Dates are course-specific and individual parade schedules and locations are detailed in each of the CTSCs' individual annexes.



56. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

57. It is imperative that parents desiring an early departure with their sons/daughters **advise the Training Centre well in advance**. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Cadet Transportation Form

submitted as part of their cadets' In-Routine. If circumstances change, a substitute form may be sent by fax or mail to the Training Centre, or arrangements may be made by telephone.

58. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent or individual identified on the cadet's original Application for Training (Form CF51) or Transportation Form. CSTC staff is obliged to exercise due diligence and not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

59. As detailed in paragraph 13 earlier in this instruction, transportation from the CSTC is provided at no expense to the cadet or family. All travel instruction detailed in paragraphs [13, 14 and 15](#) apply to home-bound travel as well. Cadet transportation generally terminates at the same location outbound transport originated.

CSTC CONTACTS AND GRADUATION PARADE SCHEDULES

60. CSTC contact information and Graduation Parade schedules are detailed in the following Annexes.

ANNEXES

- Annex A - [Forms](#)
- Kit List (including list of Restricted and Prohibited Items)
 - Personal Articles Log
 - Transportation Form
 - Smoking Consent
 - Leave Consent and Parental Direction
 - Rules of Conduct – Course Cadets
 - OTC (Over The Counter) / Prescribed Medication
- Annex B - [Blackdown Army Cadet Summer Training Centre](#)
- Annex C - [Connaught National Army Cadet Summer Training Centre](#)
- Annex D - [HMCS Ontario Sea Cadet Summer Training Centre](#)
- Annex E - [Trenton Air Cadet Summer Training Centre](#)
- Annex F - [Regional Gliding School \(Central\)](#)
- Annex G - [Advanced Aviation Technology Courses](#)
- Annex H - [Power Pilot Scholarship Course](#)