

JOINING INSTRUCTIONS:
GIMLI CADET FLYING TRAINING CENTRE
[GCFTC]
AND THE POWER PILOT SCHOLARSHIP
IN MEDICINE HAT, AB
SASKATOON, SK
STEINBACH, MB



REGIONAL CADET SUPPORT UNIT

[NORTHWEST]



BRACE CANOPY RELEASE

SASKATCHEWAN

CANADIAN AIR CADETS CANADA

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[PURPOSE]

1. The purpose of these joining instructions is to provide cadet candidates, staff cadets, and their parents with the necessary information for course participation. It is important to read this document in full as it contains important information about the cadet's participation at the Gimli Cadet Flying Training Centre (GCFTC). In order to participate in training, upon arrival at the CFTC course cadets and staff cadets must also complete and submit the Articles of Conduct located in Annex E and F of the joining instructions and arrive with a signed copy of their Offer of Participation.

[COURSE DETAIL]

2. The Gimli Cadet Flying Training Centre (GCFTC) is located at the former RCAF Station in Gimli, Manitoba. Gimli is located 100 km north of Winnipeg, Manitoba. GCFTC provides three training courses during its summer operations:

- a. Basic Aviation Technology and Aerospace (BATA) - Training 180 cadets over two intakes;
- b. Glider Pilot Scholarship (GPS) - Training 60 cadets over one intake; and
- c. GCFTC provides support and oversight for the Power Pilot Scholarship. This course is not hosted in Gimli, MB. **Additional information regarding the Power Pilot Course can be found in Annex D.**

3. Cadets who arrive in Gimli for the glider pilots' course in excess of the weight and height limits for a glider will be returned to unit in accordance with CATO 52-06. The limitations are as follows:

	Height	Weight
Minimum	5ft 0 in (152.4cm) in socks	90lbs (40.82kg)
Maximum	6ft 3 in (190.5cm) in socks	200lbs (90.72kg)

4. Cadets attending the Glider Pilot Course will be issued with appropriate clothing for flying operations. Cadets on course do not wear flight suits; therefore there is no requirement for cadets to bring them to the GCFTC. Civilian clothes may be permitted during off duty hours. All of the required flying manuals will be issued at the training centre.

[ESSENTIAL DOCUMENTS FOR GLIDER PILOT SCHOLARSHIP]

5. Cadets attending the Glider Pilot Course are required to bring the following documentation to the GCFTC:

Document	Original or Copy	Reason
Birth Certificate, Passport, Citizenship or Landed Immigrant Status	Original or Certified Photocopy	Required for license application
Transport Canada Medical Certificate (Category 1 or 3)	Original	Required for license application, required to begin training
Passport Photograph (1)	Original, stamped and dated by the company that took the photo DO NOT SIGN THE REVERSE	Required for licence application

6. Cadets attending the Glider Pilot Course are required to pay a \$160 fee for a Transport Canada license and test. Cadets can either arrive with these funds at the start of the course or they may use a portion of their training bonus to offset this cost. Further information on the training bonus can be found in paragraph 42.

[PREPARATION]

[CLOTHING AND EQUIPMENT REQUIREMENTS]

7. Military and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List (Annex C). All items should be clearly marked with cadet name and initials in permanent ink. Accouterments including; but not limited to, ceremonial white belts, white lanyards and white gloves are not required and must not be brought to the CFTC.
8. 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 GCFTC. Any necessary clothing exchanges must be completed at the local corps.
9. Appropriate civilian clothing may be worn during non-training activities, such as dances and relaxed periods. There is no requirement for cadets to wear civilian clothing; cadets can wear issued clothing if they desire. If worn, civilian clothing must not be defaced, cut, ripped, or have drawings, lettering, or other adornment on them that is offensive in nature.
10. Personal storage space within GCFTC accommodations is limited. Cadets are discouraged from bringing any items not specifically described in Annex C. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Forces accepts no responsibility for personal property. All personal items shall be documented on a **Record of Valuable Items (Annex B)** which shall accompany the cadet.

[MEDICAL AND DENTAL INFORMATION]

11. Provincial/Territorial Health Cards. All cadets must have a copy of their provincial/territorial health card and original photo identification in their possession.
12. Prescription Medication. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Medication will be logged in and retained by CFTC Medical staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CFTC 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. All prescription medication must be accompanied with the completed **CATO 16-04 Record of Medication** found in **Annex G**.
13. Over-the-Counter Medicines. Cadets are not permitted to retain any non-prescription medications. It is strongly discouraged for cadets to bring "just in case" over-the-counter medications. Should circumstances warrant, medical staff can administer any appropriate medication. All over-the-counter medication must be accompanied with a completed **CATO 16-04 Record of Medication** found in **Annex G**.
14. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date and will not expire while the cadet is at the Training Centre.
15. Medic-Alert Bracelets. Cadets with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending the CFTC.

16. Eyeglasses, Lenses, Contact Lenses and Frames are the personal property of the cadet. The Canadian Armed Forces will not replace or repair lost or broken eyeglasses, lenses, frames or contact lenses. 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 due diligence in preventing loss or damage (wearing retaining straps, hard case, etc.). If it is determined that the cadet was on duty and due diligence was exercised by the cadet to prevent loss/damage, a claim against the crown may be submitted.

[TRANSPORTATION ARRANGEMENTS]

17. The Regional Cade Support Unit (Northwest) (RCSU (NW)) Movements staff will arrange transportation to and from GCFTC. Details will be made available in Fortress to Squadron's Commanding Officer and Zone Training Officer who will provide cadets with the necessary instructions and/or documents. A contact list of Regional Movements Officers is to be carried by the cadet, and used if required while travelling. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (NW) Movements Officers is:

- a. Toll Free: 1(855)761-3747;
- b. duty cell phone: (204)292-1055; and
- c. for out of region personnel attending Gimli CFTC, contact your applicable region movements staff.

18. Cadets shall travel to and from the CTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. All cadets must have a valid Government issue identification card prior to their departure from home to the CTC. The name must be identical to the legal name submitted when they applied for a CTC.

19. 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 and legal name. 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 training period will be required to hold the higher level of documentation for their homeward journey.

20. 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.

21. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for them by RCSU Northwest. Additional baggage entitlements and restrictions will be identified in the Travel Orders and are specific to the method of travel. The following are some general guidelines to adhere to:

- a. Baggage must be tagged with identification tags, displaying your name, address, telephone number and corps number, and must not exceed 50 lbs;
- b. Garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. Do not carry breakables in your baggage;
- d. Aerosol, liquids and gels are not permitted in carry-on luggage; however in checked luggage the items together cannot exceed: 2L, or 2kg (75 fl. oz);
- e. Due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc.; and

f. Carry-on baggage should be no larger than a school backpack.

22. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc.) it is the travelling individuals responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Movements Officer shall assist in locating the lost baggage.

23. Meals appropriate to the time of day are provided enroute if cadets travel extends over a meal period.

24. Cadets are not authorized to bring private motor vehicles of any type to a CFTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the Movements Officer through the Squadron Commanding Officer or summer contact officer. Parents/Guardians are to complete the **Parental Pick Up/Parental Drop Off Form (Annex H)** and submit it to the Movements Officer to ensure all personnel are made aware of the request.

[PRE-DEPARTURE CHECKLIST]

25. A pre-departure checklist can be found at Annex A. Please review it and post on your fridge as a reminder to help you prepare to send your cadet away for summer training. Please ensure that your cadet has all the information in this check list as it will assist them with travel and having an enjoyable summer.

[TRAVEL TIPS]

26. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a Cadet Training Centre.

27. Always have your travel orders and identification available on you, not packed in your luggage.

[TRAINING CENTRE ROUTINES]

[IN-CLEARANCE]

28. All cadets are processed through an in-routine upon arrival and will be required to provide the following:
- Name;
 - Course attending;
 - Health card (confirmation cadets have it in their possession);
 - Eyeglass and other prescriptions (if applicable);
 - All required paperwork outlined in the checklist (Annex A);
 - Any travel documents/tickets;
 - Transport Canada Medical Certificate (Power and Gliding Courses only);
 - Passport photo (Power and Gliding Courses only); and
 - Birth Certificate, Passport, Citizenship or Landed Immigrant Status documentation (Power and Gliding Courses only).
29. 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 inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre.

[TRAINING CENTRE SERVICES AND INFRASTRUCTURE]

30. Light refreshments, including soft drinks, chocolate bars, souvenirs and various sundry items are available at the cadet canteen for purchase.
31. Pay phones are available within the cadet accommodations for personal calls when cadets are off duty.
32. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping arrangement consists generally of two cadets per room with bunk beds. All bedding (sheets, blankets, pillows) is provided. Security for cadets' personal belongings is provided by in room "barracks boxes." Cadets must bring their own padlocks as they are not provided by GCFTC.
33. Meals are served to cadets in a cafeteria style mess-hall environment three times daily. CAF 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.
34. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters.

[MEDICAL AND DENTAL CARE]

35. Medical Services. GCFTC is staffed with medical personnel to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals will be referred to the Gimli Hospital for more comprehensive diagnosis and/or treatment.

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

[POSTAL SERVICES]

37. Postage deliveries and pickups occur daily at GCFTC. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at the cadet canteen. Anyone wishing to send mail to a cadet or to a Training Centre headquarters should refer to the address in paragraph 57.

[LAUNDRY]

38. Full service laundry services are provided to all cadets and staff cadets while they attend training at the GCFTC. Cadets are not required to bring laundry detergent or other items to the training centre.

[WORSHIP AND COUNSELLING SERVICES]

39. The GCFTC employs a counsellor and/or chaplain to assist cadets with personal guidance and spiritual needs. There is routine access to both Protestant and Roman Catholic services for those cadets wishing to attend. For cadets seeking services or support in other denominations, the GCFTC Counsellor or Chaplain will assist cadets in locating services in the community.

[CADET BANKING]

40. GCFTC provides 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. Cadets may wish to purchase such items as caps, T-shirts, fleece jackets, soft drinks or confections through the cadet canteen. They are responsible for personal hygiene items including soap, shampoo, razors and haircuts.

41. There are no ATMs (Automated Teller Machines) located within the Training Centre. However, cadets holding their own personal banking cards may be provided periodic opportunities to access an ATM at nearby commercial locations.

[TRAINING BONUS]

42. Course cadets qualify for a training bonus of \$10 per day starting on the first day of training, to a maximum of \$60 per week for all courses. The bonus is paid in installments, at the end of their first and third week of training and for Glider Pilot cadets at the end of the sixth week of training. Interim installments are paid to the cadet's internal bank account and the final installment is paid by cheque. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit. Glider Pilot Scholarship and Power Pilot Scholarship candidates qualify for a training bonus of \$60 per week for a maximum of 6 weeks.

[PERSONAL APPEARANCE]

43. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating at a Training Centre. Personal appearance will adhere to CATO 55-04 Air Cadet Dress Instructions.

[VISITS, LEAVE AND PASSES]

44. Cadets attending GCFTC are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day.

45. Cadets require parental consent to depart GCFTC. The cadet must be accompanied by a responsible individual, authorized by the parent/guardian and normally identified in Fortress (the administration system of the Canadian Cadet Organizations). Questions on authorized adults stored in Fortress can be directed to your squadron Administration Officer. In all cases, leave authorization is dependent on training requirements.

46. 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 GCFTC requires notice in writing, either by mail or by fax.

47. Leave periods vary according to the training requirements on each course and parents should consult with the GCFTC Staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

[SMOKING, ALCOHOL AND DRUGS]

48. All Cadet Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off GCFTC property. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products.

49. All Cadet Training Centres have a NO ALCOHOL policy for all cadets.

50. Drugs are prohibited as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

51. Failure to adhere to any of the above policies or other the rules at GCFTC may result in the cadet being Returned to Unit (RTU) and/or referral to the appropriate authorities.

[CELLULAR PHONE]

52. Cadets are authorized to bring cellular telephones to the GCFTC. RCSU (NW) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Each GCFTC will advise cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the GCFTC. Cadets will only be permitted to use their phones during non-training hours.



[GRADUATION AND RETURNING HOME]

53. GCFTC conducts a full ceremonial review Graduation Parade at the conclusion of each training serial. Parents and friends are welcome and encouraged to attend. The Graduation Parade dates and times are as follows:

- a. First Serial - 3 week courses:
 - (1) Basic Aviation Technology and Aerospace Course, 28 July 2017.
- b. Second Serial 3 week and 6 week courses:
 - (1) Basic Aviation Technology and Aerospace Course, 18 August 2017; and
 - (2) Glider Pilot Scholarship, 18 August 2017.
- c. For the Power Pilot Scholarship please see **Annex D**.

54. 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.

55. It is imperative that parents desiring an early departure with their sons/daughters advise the Training Centre. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the **Parental Pick-up Form (Annex H)**. If circumstances change, a substitute form may be sent by fax or mailed to the Training Centre, or arrangements may be made by telephone.

56. 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 in Fortress, on the cadet's Offer of Participation or **Parental Pick-up Form**. CFTC staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

[GCFTC CONTACT INFORMATION]

57. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope. All mail and parcels MUST have a return address as some of the mail/parcels are received after the cadet has departed the GCFTC. Mail addressed to the GCFTC HQ may be by *Attn: Orderly Room* or the name/rank of the person you wish to reach. The mailing address is as follows:

RANK, FULL NAME, INITIAL
Gimli Cadet Flying Training Centre
PO Box 1960
Gimli, MB R0C 1B0

58. Phone Number. The phone number to contact cadets and staff cadets at GCFTC is 1(204)642-9022. Please indicate who you are calling for and what course they are on for messages to be relayed in a timely manner. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

59. Email Address. The Email address for the GCFTC is Gimli@cadets.gc.ca.

[Annex A - CHECK LIST]

(Please print and fill in at your own leisure prior to departure for the CFTC)

- ___ 1. Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing.
(1 Month before departure)
- ___ 2. Put name on all items brought to the training centre.
(Week before departure)
- ___ 3. Know travel arrangements and reporting date.
(Week before departure).
- ___ 4. Pack complete cadet kit and personal kit.
(Week before departure)
- ___ 5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses.
(Week before departure)
- ___ 6. Consider amount of spending money for two weeks.
(Week before departure)
- ___ 7. Label all luggage with name and home address, place name and address inside of luggage.
(Week before departure)
- ___ 8. List of medications and dispensing information (dosage, frequency).
(Week before departure)
- ___ 9. Prescribed medications.
(Week before departure)
- ___ 10. Get hair cut.
(Day before departure)
- ___ 11. Obtain travel orders and information.
(Carry with you)
- ___ 12. Proper Identification for Travel.
(Carry with you)
- ___ 13. Long Distance Calling Card (to call home periodically).
(Carry with you)
- ___ 14. Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week).
(Carry with you)
- ___ 15. Bring (carry with you) all required paperwork including:
 - ___ Signed Offer of Participation
 - ___ Completed Annex B Record of Valuable Items
 - ___ Completed Annex D/E Code of Conduct
 - ___ Completed Annex F for Over The Counter Medications
 - ___ Completed Annex G for Parental Pickup (if applicable)
 - ___ A copy of your Provincial Health Card.

[Annex C – CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS]

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CFTC. The Army Cadet Field Training Uniform (FTU) should not be brought to GCFTC.

2. As a result of recent changes to the allocation of uniforms in the Canadian Cadet Organizations, physical training or PT gear will no longer be issued to cadets either at the corps/sqn or at the training centre. This is in recognition of the fact that cadets are generally more comfortable in their own clothing when participating in physical activities. Effective summer 2014, cadets are required to bring the following items for physical training. All cadets shall pack their issued blue T-shirts. Shorts shall be either serviceable grey PT shorts issued from previous courses or equivalent civilian shorts that are either grey or white in colour. Civilian shorts should extend to at least the middle of the thigh and should be breathable and easily washable. Footwear must be appropriate for extended outdoor physical activity. Cadets arriving without or with improper PT clothing will be issued appropriate clothing from training centre stocks.

3. The following personal items of kit must be brought to the CFTC:

- a. toothbrush, toothpaste, dental floss;
- b. soap and shampoo;
- c. two bath towels, two hand towels, face cloths, one beach towel;
- d. shaving kit (if required);
- e. hairbrush or comb;
- f. fingernail clippers or nail file;
- g. handkerchief or tissue;
- h. deodorant, sunscreen and lip balm;
- i. shoeshine kit;
- j. sewing kit;
- k. writing material;
- l. two padlocks (combination type);
- m. several changes of underclothing, T-shirts and socks;
- n. pyjamas;
- o. sweat suit and sweatshirts;
- p. conservative swimsuit;

- q. sweater;
- r. hangers;
- s. lint brush;
- t. eyeglass retainer bands for sports (for eyeglass wearers);
- u. shower sandals; and
- v. neutral colour bobby pins/hair accessories (if necessary).

[ITEMS PROHIBITED AND NOT ALLOWED]

4. The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. These items will be confiscated and may be handed to the applicable police agency or disposed of if brought to the training centre:

Prohibited By Law	Prohibited by The CCO	Items Not Allowed
Firearms (any kind)	Daggers / Knives	Gaming Consoles
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade Boots
Controlled Substances	Pornographic materials	Motor Vehicles
Alcoholic Beverages	Laser Pointers	Pets
Explosives	Lighters and other fire starting equipment	
Weapons (Brass knuckles, ninja stars, etc.)	Flammables	
	Tobacco products	

[VALUABLES AND DISCOURAGED ITEMS]

5. The following items are strongly discouraged from being brought to the training centre:

- a. Smart phones / cell phones;
- b. iPods, iPads, tablets;
- c. MP3 players; and
- d. laptop computers.

6. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, iPods, tablets, or other “attractive items” to the CFTC. Cadets who bring valuables to CFTC are to complete the Record of Valuable Items (Annex B) form and bring a copy of the completed form to the CFTC. The form is to be presented to the administration staff during intake.

[Annex D]

[NORTHWEST REGION AIR CADET POWER PILOT SCHOLARSHIP]

1. The Air Cadet Power Pilot Scholarship course will be located at various selected locations. Each cadet will be informed of his or her specific location for training prior to departure.
2. The wings graduation parades dates are:
 - a. TBC, Saskatoon SK, 18 Aug 17;
 - b. Super T Aviation, Medicine Hat AB, 18 Aug 17; and
 - c. Harv's Air, Steinbach MB, 18 Aug 17.
3. It is imperative to understand that regardless of the location of the training, Power Pilot Scholarship Cadets are cadets. Therefore all the rules, regulations and orders involved with the cadet organization still pertain and govern behaviour and conduct. Cadets will be briefed and presented with the respective rules and regulations for the location that they are attached to. Cadets will be required to read, understand, and sign as having read and understood these regulations. Any breach of these rules or inappropriate behaviour may result in the cadet being returned to unit. A high level of discipline and maturity is required throughout all aspects of summer training both in and out of the aircraft.
4. Cadet squadrons must ensure all cadets are issued required clothing items. This should include one extra pair of boots (to be returned to the squadron immediately after course completion) and appropriate rank insignia.
5. At the course location, cadets will be issued a Canadian Armed Forces flying suit, flight computer, ruler, protractor and the training publication "From the Ground Up". All items must be returned to the Supervisory Officer at the completion of training. A pilot logbook and maps will also be issued and retained by the cadet.
6. Cadets, upon arrival, must have in their possession, the following additional items:
 - a. proof of age and citizenship, birth certificate, baptismal or Canadian Landed Immigrant status documentation. The actual certificate, not a photocopy, is required.
 - b. the original Licence Validation Certificate (not a copy), showing a Medical Category 3 (or 1);
 - c. one passport photo if the candidate is not already in possession of a Transport Canada Aviation Document Booklet. The back of the photo must be stamped and dated by the company that took the photo. Do not sign the back of the photo, the signature on the photo must match the signature on the license application; and
 - d. Transport Canada Aviation Document Booklet (if the candidate has been issued one.)

7. The following list of additional items may be brought to the Training Centre:
- a. personal owned flight suits may be worn only if properly badged and attired according to CAF regulations and Northwest Region Flying Orders. Cadets will be briefed on arrival as to these regulations;
 - b. suitable civilian clothing, especially for hot weather;
 - c. personal sports gear (i.e. roller blades, tennis racquets);
 - d. additional blue plain t-shirts, cadets will each be issued two at the course location, as these are required to be worn under the flight suit; and
 - e. additional funds to cover the cost of course shirts and or crests. These are purchased at personal expense.

Note: All cadets are reminded that although their training may be conducted at a civilian establishment, military discipline will be maintained. A high standard of both dress and deportment is expected.

8. Cadets should have sufficient funds to pay for the following items, which have an approximate cost of \$300.00; however, they are reminded that their training bonus may be used to offset these costs:

- a. Transport Canada Private Pilot Licence Application and licensing Fees. (\$160.00);
- b. Aeronautical Information Manual. If you have an up to date copy of this publication, bring it with you; and
- c. Aircraft Operating Manual.

9. Cadets with an existing glider pilot licence must ensure that this issued glider pilot licence is brought to the training centre.

Note: Each Supervisory Officer will have a Cell phone for 24-hour contact. This number along with a postal address will be given to the cadets upon arrival at each location.

[Annex E]

[CODE OF CONDUCT FOR COURSE CADETS]

Last Name		First Name	
Course	Home Corps/Sqn	Year	

1. I, hereby agree to respect the rules at Gimli Cadet Flying Training Centre (CFTC) during my training period. I understand that my attendance at the CFTC is subject to the following rules:
- a. I will familiarize myself with and abide by all CFTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
 - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
 - i. Alcohol;
 - ii. unlawful drugs, non-prescription medication, or mood altering substances;
 - iii. cigarettes/tobacco products; and
 - iv. knives, guns, weapons or any pornographic materials;
 - c. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
 - d. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
 - e. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
 - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
 - g. I will use a reasonable and firm tone when in a position of leadership and giving orders;
 - h. I will not harass any member of the CFTC and will avoid any gesture, comment, action, or display that may be interpreted as demeaning, humiliating, or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
 - i. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);

- j. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- k. I will not lie, cheat, or make a false declaration when I am required to be honest;
- l. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;
- m. I will respect the environment and my surroundings;
- n. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency, or life-threatening situations;
- o. I will request the presence of an adult supervisor when the circumstances dictate;
- p. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
- q. I will not act in a manner which brings discredit to the cadet organization;
- r. I will not act or fail to act in a manner which results in the safety of another cadet being jeopardized;
- s. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- t. I will stay out of the opposite gender's quarters;
- u. Should I be Returned To Unit (RTU) before the end of summer training, I authorize the CFTC authorities to inform my parents or guardian of the reasons that have led to my early return.

2. I am aware that the expectations detailed above are in effect both while I am at the CFTC and when I am away from the CFTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a return to unit (RTU). I am aware that I may speak with an officer or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.

3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

Date

Cadet's Signature

Parent/Guardian Signature

Supervising Officer's Signature

[Annex F]

[CODE OF CONDUCT FOR STAFF CADETS]

Rank	Last Name	First Name
Course	Home Corps/Sqn	Year

1. I have agreed to serve as a staff cadet at _____ Cadet Flying Training Centre (CFTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:

- a. I will familiarize myself with and abide by all CFTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
- b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
 - i. Alcohol;
 - ii. unlawful drugs, non-prescription medication, or mood altering substances;
 - iii. cigarettes/tobacco products; and
 - iv. knives, guns, weapons or any pornographic materials;
- c. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency or life-threatening situations;
- d. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
- e. I will use a reasonable and firm tone when correcting faults or passing on orders and will not use profanity, coaxing or making jokes to do so;
- f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
- g. I will not lie, cheat, or make a false declaration when I am required to be honest;
- h. I will not act or fail to act in a manner which results in the safety of another member being jeopardized;
- i. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
- j. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
- k. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;

- l. I will request the presence of an adult supervisor when a circumstance is beyond my authority or ability;
 - m. I will not harass any member of the CFTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
 - n. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
 - o. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CFTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
 - p. I will not disclose any personal or protected information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.);
 - q. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
 - r. If a cadet refuses to obey an order promptly, I will repeat it; after a second refusal, I will inform the cadet that they will be reported to their superior officer and do so;
 - s. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
 - t. I will not act in a manner which brings discredit to the cadet organization;
 - u. I will behave in a manner that does not belittle, embarrass, demean, or humiliate another person, and which is not contrary to the DND policy on Harassment;
 - v. I will report all situations implying any emotional and/or moral problems to my immediate superior;
 - w. I will respect the environment and my surroundings;
 - x. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
 - y. Should I be Returned To Unit (RTU) before the end of summer training, I authorize the CFTC authorities to inform my parents or guardian of the reasons that have led to my early return.
2. I acknowledge that the expectations detailed above are in effect both while I am at the CFTC and when I am away from the CFTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a return to unit (RTU).
3. I am aware that I may speak with an adult supervisor at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.
4. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date

Staff Cadet's Signature

[ANNEX G]

[OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION
ADMINISTRATION]

MUST BE FILLED PRIOR TO CFTC

1. Identification of cadet:

_____ (Full name and initials, unit and date of birth)

2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

4. Medication and quantity brought by the cadet:

a. Name of drug_____

Dosage_____

Administration time_____

Total quantity_____

b. Name of drug_____

Dosage_____

Administration time_____

Total quantity_____

c. Name of drug_____

Dosage_____

Administration time_____

Total quantity_____

d. Name of drug_____

Dosage_____

Administration time_____

Total quantity_____

e. Name of drug_____

Dosage_____

Administration time_____

Total quantity_____

Identification of cadet:

(Full name and initials, unit and date of birth)

- f. Name of drug_____
- Dosage_____
- Administration time_____
- Total quantity_____

(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

[PARENTAL PICK - UP FORM & CONSENT OF RELEASE AND LIABILITY]

REQUEST FOR DEVIATION OF TRAVEL PARENTAL PICK UP AND/OR DROP OFF

SECTION "A" CADET PERSONAL DATA				
CADET'S RANK	CADET'S LAST NAME	CADET'S FIRST NAME	CADET'S INIT	TELEPHONE ()
HOME ADDRESS		CITY	PROV.	POSTAL CODE
CADET CORP/ SQUADRON NUMBER & NAME			CADET CORP/SQUADRON'S LOCALITY (CITY)	
SECTION "B" CADET ACTIVITY				
THE COURSE/EXCHANGE/EMPLOYMENT THE CADET IS ATTENDING			THE TRAINING CENTRE/COUNTRY THE ACTIVITY IS LOCATED	
SECTION "C" PICK UP / DROP OFF POINT				
DROP OFF POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm)	
PICK UP POINT			DATE/ TIME (dd/mmm/yyyy – hh:mm)	
SECTION "D" AUTHORIZED PERSON				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET			TELEPHONE : ()	
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET (print)			TELEPHONE : ()	
SECTION "E" PARENT / GUARDIAN SIGNATURE				
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE (See point 4 below)			TELEPHONE : ()	
(PRINT)				
SECTION "F" SIGNATURE OF PERSON PICKING UP CADET				
(to be signed at time of pick up)			DATE (dd-mmm-yyyy)	
(SIGNATURE)			(PRINT)	

1. This form must be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the travel orders and/or the person picking up the cadet differs from the person(s) identified in the national cadet database (Fortress).
2. The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet summer training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
3. The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
4. Parent or Guardian authorizing name and corresponding signature in Section E of this form must be the same as the name identified in the national cadet database.
5. The person picking up the cadet must:
 - a. Be the person(s) authorized in Section D of this form;
 - b. Be at least 18 years old; and
 - c. Possess government issued identification proving to be the individual identified in Section D.

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