



# Joining Instructions

For cadets attending

## Connaught Cadet Training Centre

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## INTRODUCTION

### PURPOSE

1. The purpose of these joining instructions is to provide cadets, 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 Training Centre (CTC) 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 CTC routines may dictate modification of that practice. Thus, it is important for parents to maintain close coordination with their cadets' local corps/squadron.

## GETTING READY

### CLOTHING AND EQUIPMENT REQUIREMENTS

3. Military and civilian clothing and equipment requirements are detailed in the joining instruction [Kit List \(Annex B\)](#). 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 very limited facilities for clothing exchange at the CTCs. 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 CTC accommodations tends to be limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant [Kit List \(Annex B\)](#). 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 \(Annex C\)](#) which should accompany the cadet.

7. Army Cadets shall bring with them corps-issued Field Training Uniform (FTU) for use at CTCs

8. Sea Cadets shall bring with them corps-issued Sea Cadet Training Uniform (blue shirt) along with ball-cap.

### MEDICAL AND DENTAL INFORMATION

#### Cadet Offers of Participation

9. Cadets must hand carry accepted "Offers of Participation" signed by their parent/guardian with them to their respective Cadet Training Centre.

## Provincial Health Cards

10. 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.

## Prescription Medication

11. 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 CTC staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC 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.

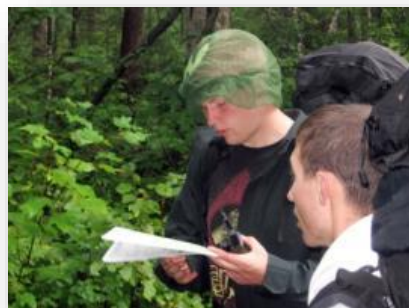
## Anaphylaxis Protocol

12. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away as this type of reaction can be life-threatening. Cadets with serious allergies to insect stings or food must bring two prescribed Anakit/Epi-pen/Allerject with them to the CTC. Also, they must hand carry the Anaphylaxis Emergency Plan completed during their annual medical validation to the CTC and keep this copy on their person (with their epi-pen) at all times.

## Over-the-Counter and Patient Medicines

13. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC medical personnel will administer/make available appropriate medications.

14. It is highly recommended that parents/guardians send daily medications in pre-packaged blister packs. This greatly assists training centre and medical staff in ensuring medication compliance. This is typically a service that pharmacies can accommodate with little to no cost.



## Medic-Alert Bracelets

15. It is highly recommended that cadets with known medical conditions (diabetes, allergies etc.) wear a Medic-Alert bracelet while attending CTCs.

## Eyeglasses

16. 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 or Marksmanship courses conducted at Connaught CTC.

## Immunization

17. It is important that cadets attending CTCs have up-to-date immunization for age, in accordance with their provincial standards, as well as meningococcal immunization. It is advised that cadets bring immunization records with them to CTCs.
18. Immunizations will not be provided by Canadian Forces Health Services.
19. Cadets could be excluded from training during certain infectious disease outbreaks if the cadet is not immunized against that communicable disease.
20. For more information on Immunization in Ontario, please visit the website for Ontario's Ministry of [Health and Long-Term Care](#).

## GETTING THERE

### TRANSPORTATION ARRANGEMENTS

21. Transportation to and from the CTC 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.



22. 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 ID 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.

23. 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](#).

24. 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. Please consult the travel order received and the transporting airline. Details regarding checked and carry-on luggage may be obtained from the [Canadian Air Transport Security Authority \(CATSA\)](#).

25. 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 CTC Operations Centre no earlier than 1000 hours (10:00 am) and no later than 1400 hours (2:00 p.m.) of the reporting-in day, which is generally the day before the course start date. Individual CTC arrival timings may vary, as detailed in each Annex.

26. Meals appropriate to the time of day are normally provided on route 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.

27. All parents/guardians must complete a [Cadet Transportation Form \(Annex E\)](#) to assist Movements staff in planning return transportation. The form should accompany the cadet to the CTC. 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.

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

### PRE-DEPARTURE CHECK

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

- a. Provincial Health Card (see [para 11](#));
- b. Personal identification (see [para 23](#));
- c. Completed **Personal Articles Log** (as required) ([Annex C](#));
- d. Prescriptions for eyeglasses (as required) ([see para 17](#));
- e. Prescribed medications (as required) (see [para 12](#));
- f. Completed OTC/Prescribed Medications List that includes dispensing information (as applicable) ([Annex D](#));
- g. Completed **Cadet Transportation Form** ([Annex E](#));
- h. Completed **Parental / Guardian Leave Authorization and Direction Form** ([Annex F](#));
- i. Completed **Code of Conduct – Course Cadets** ([Annex G](#));
- j. Long-distance calling card (suggested, for cadets to call home periodically); and
- k. Pocket money for incidental personal expenses (canteen snacks, souvenirs, etc., \$15 - \$20 per week suggested);

## TRAINING CENTRE ROUTINES

### IN-CLEARANCE

30. 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;
- g. **Cadet Transportation Form** particularly if requesting early departure;
- h. **Parental / Guardian Leave Authorization and Direction Form** (as applicable); and





**i. Code of Conduct – Course Cadets.**

31. 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.

32. Personal luggage will be subject to inspection upon arrival to ensure that unsafe or prohibited items are not brought into the training centre. Staff will also inspect to be sure that cadets have the necessary items to successfully complete training.

**TRAINING CENTRE SERVICES AND FACILITIES**

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

34. 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 lockers similar to those in school. Cadets are expected to bring their own padlocks.

35. 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.

36. Personal stocks of foodstuffs (snacks, confections, beverages) are discouraged and in some CTCs, prohibited 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 and possible disposal.

**MEDICAL AND DENTAL CARE**



**Medical Services**

37. 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.

**Dental Services**

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

**TELEPHONES**

39. 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, CTC 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 CTC duty centres as listed in each of the Training Centre annexes.

## **POSTAL SERVICES**

40. 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**

41. 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**

42. 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**

43. Each CTC 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**

44. For the security of cadet's monies, 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 CTC. 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. Cadets are also responsible for their own haircuts. Barbering services are made available at each CTC.

45. There is an ATMs (commercial banks' Automated Teller Machines) located within Training Centres. The Advanced Aviation Technology courses, being housed in a community college campus, have ATM service onsite.

## **TRAINING BONUS**

46. Course cadets may qualify for a training bonus (amount to be determined) per day starting on the first day of training, to a maximum amount 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. 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.

## **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 0600hrs daily and concluding at 2000hrs 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 CTC described in their respective Annexes, and to limit the frequency of those visits.

48. 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, this information must be documented in FORTRESS through the home corps/squadron. If circumstances change during training, the CTC should be contacted directly by means of the contact information at Annex A below.

49. Leave periods vary according to the training requirements at each CTC 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.



## ONLINE AND COOPERATIVE EDUCATION

50. Cadets who are on a six week course who enrolled in the Upper Canada District School Board summer cooperative education program will be able to earn up to two-co-op credits for high school. Cadets will be given time during their course and assistance in order to complete the co-op program. The program runs from 3 July – 10 August 2018.

## PERSONAL APPEARANCE

51. 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

52. 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.



53. 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;

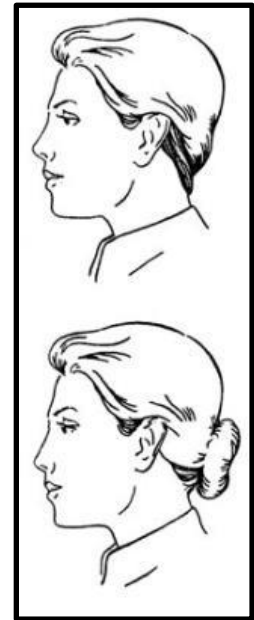


- b. be squared off in a horizontal line at the bottom edge; and
- c. be taper-trimmed to conform to the overall hairstyle and of even width.

#### Hair Style – Female Personnel

54. 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.

55. 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

56. 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

57. 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 DEPARTMENT



58. 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.

59. Upon arrival at the CTC, cadets are required to sign a [Cadet Code of Conduct](#) declaration in which they acknowledge the standards of conduct and behaviour expected of them while participating in training.

#### SMOKING

60. Central Region Cadet Training Centres are smoke-free environments. As such, cadets are prohibited from smoking while attending all Central Region CTCs. Government policy forbids smoking inside DND buildings or while riding in any DND vehicles or aircraft.



## CONTROLLED SUBSTANCES (DRUGS AND ALCOHOL)

61. Cadets are prohibited from buying, consuming, or having in their possession 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 investigation/charges.

## FRATERNIZATION

62. Cadet 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)

63. 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 of the CTC, 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 contact numbers including alternate contacts when accepting offers to participate in training or activities. Home corps/squadrons will include/amend information in FORTRESS regarding contact person(s). Undue delay in returning home may place unnecessary stress on the cadet.

## GRADUATION AND RETURNING HOME

64. 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.

65. 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.

66. 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.

67. 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 or on Cadet Offers of Participation. CTC staff are obliged to exercise due diligence and not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

68. As detailed in paragraph 22 earlier in this instruction, transportation from the CTC is provided at no expense to the cadet or family. All travel instruction detailed earlier in this instruction apply to home-bound travel as well. Cadet transportation generally terminates at the same location outbound transport originated.

### **CTC CONTACTS AND GRADUATION PARADE SCHEDULES**

69. CTC contact information and Graduation Parade schedules are detailed in the following Annexes specific to each CTC.

#### **ANNEXES**

- Annex A - Cadet Training Centre specific information
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## CONNAUGHT CADET TRAINING CENTRE (CCTC)

### CONTACT INFORMATION

- a. ORDERLY ROOM:** 613-991-4294  
**DUTY CENTER:** 613-998-9068

Fax: 613-998-9154  
Email: [ConnaughtCadets@forces.gc.ca](mailto:ConnaughtCadets@forces.gc.ca)  
[connaught@cadets.gc.ca](mailto:connaught@cadets.gc.ca)

### b. MAIL:

- i. Mail – Headquarters  
*Commanding Officer  
Connaught CTC  
1 Lewis Gun Road  
Nepean, ON K2K 2W6*

- ii. Mail – Individual  
*CADET LAST NAME, FIRST NAME  
\_\_\_\_\_ Company \_\_\_\_\_ Platoon  
Connaught CTC  
1 Lewis Gun Road  
Nepean, ON K2K 2W6*

- iii. Mail – Personal mail should not be sent after 4 Aug, as it will not likely be delivered before conclusion of the employment period.

### c. INTERNET:

Facebook: <https://www.facebook.com/ConnaughtCadets/>  
Twitter: @ConnaughtCadets

### IN-CLEARANCE/OUT-CLEARANCE

- a. INTAKE DRESS** – Cadets are required to wear their uniform in C2A order (**no tunics or ties**).

**b. INTAKE ARRIVAL TIME** – If cadets are being driven to CCTC by their parent/guardian they are to arrive between the hours of 1000-1400h. Cadets are not to arrive and will not be processed before 1300h. If a cadet chooses parental drop-off, the cadet must notify their Commanding Officer in June.

**c. PROVIDED TRANSPORT** – Cadets who are being provided transport to and from CCTC will receive travel orders from their Commanding Officer. Be advised that in some cases these travel orders may arrive the same week as the cadet travels to CCTC.

**d. CLOTHING** – It is reminded that CCTC Supply does not carry dress uniform parts. All dress uniform clothing should fit properly prior to arriving at CCTC.



## COURSE DATES

COURSE TITLE	BEGINS	ENDS
Basic Marksman (Serial 1)	8 July	27 July
Basic Marksman (Serial 2)	29 July	17 August
Fullbore Marksmanship Phase 1	8 July	17 August
Fullbore Marksmanship Phase 2	8 July	25 August
National Rifle Team	3 July	17 August
Maple Leaf Exchange	4 July	12 August
Voyage in History	8 July	27 July
Air Rifle Marksmanship Instructor	8 July	17 August
British Cadets Rifle Team	3 August	29 August

## GRADUATION PARADES

Graduation parades to be held at Connaught Range & Primary Training Centre. **Note: kindly leave pets at home.**

COURSE TITLE	PARADE DATE	TIME
Basic Marksman (Serial 1)	27 July	1000 hrs
Basic Marksman (Serial 2)	17 August	1830 hrs
Fullbore Marksmanship Phase 1	17 August	1830 hrs
Fullbore Marksmanship Phase 2	25 August	1330 hrs
National Rifle Team	17 August	1830 hrs
Maple Leaf Exchange	12 August	1630 hrs
Voyage in History	27 July	1400 hrs
Air Rifle Marksmanship Instructor	17 August	1830 hrs





**DRIVING DIRECTIONS**

CCTC is located on the Connaught Range and Primary Training Centre military facility, west of Ottawa, Ontario.

Coming West (via Hwy 17/417)	Coming East (via Hwy 417)	Coming North (via Hwy 416)
<ul style="list-style-type: none"> <li>• Route to Ottawa via Hwy 417 and exit 134 (Moodie Drive).</li> <li>• Take exit 134 for Moodie Drive North</li> <li>• Turn left onto Moodie Dr</li> </ul>	<ul style="list-style-type: none"> <li>• Route to Ottawa via Hwy 417 and take Moodie Drive North exit 134 (it will form a T-junction with Carling)</li> </ul>	<ul style="list-style-type: none"> <li>• Head northwest on Hwy 416 North toward Exit 75A</li> <li>• Take exit 75B for Hwy 417 E toward Ottawa</li> <li>• Take exit 75C toward Chemin Acres Road /Chemin Richmond Road</li> <li>• Turn left onto Holly Acres Rd /Ottawa Road 16W</li> <li>• Continue north to Carling Avenue</li> </ul>
<p>Turn left onto Carling Avenue and continue to Rifle Road. There will be a government sign on the right side saying "Connaught Range &amp; Primary Training Centre"</p> <ul style="list-style-type: none"> <li>• Turn right onto Rifle Road.</li> <li>• Continue down Rifle Road veer left onto Shirley Boulevard. The road makes a left turn at Shirley's Bay.</li> <li>• Continue straight passing the guard shack. At this point the road turns into Malibar Road.</li> <li>• Turn right on Perimeter Road.</li> <li>• Turn right onto Shirley Boulevard.</li> <li>• The cadet drop off is at the big white sprung shelter (Air 1).</li> </ul>		

**AMPLIFICATIONS/ADDENDA**

**a. VISITS AND LEAVE** – Cadets train from 0800h Monday until 1630h Saturday. Parental visits and course cadet leave are permitted Saturday at 1630h until Sunday at 2100 hours. Leave must be approved by their respective Company Commander.

**b. PERSONAL ELECTRONICS** – CCTC permits course cadets to retain a reasonable quantity of personal electronics at the owner's risk. Access to, and use of, cellular telephones, wireless hand-held, and personal hand-held devices is restricted during training hours. It must be clearly understood that the training centre accepts no liability or responsibility for the loss of, or damage to, such property, however caused. It also must be clearly understood that no cadet is permitted to use any personal entertainment electronic devices during training hours. Any device with sound capabilities must include headphones.

**c. SMOKING** – CCTC is a totally smoke-free environment. Smoking is NOT permitted at any time.

**d. CONTACT LENSES** – Contact lens are not permitted on any marksmanship course.

**e. CIVILIAN CLOTHING (ie. Jeans, Sweatshirt)** – Cadets may be, from time to time, be permitted by their Company Commander to wear jeans during free time. Quite simply, only jeans in good repair, preferably blue or black denim are permitted. Torn, frayed, embellished (written-upon, painted, spangled, etc.) or low-rider garments are not permitted and will be confiscated. Cadets are required to bring a sweatshirt to wear under their shooting jackets. This sweatshirt should be in good repair and free from inappropriate images or text.

**f. WIFI** – CCTC supports public WiFi that is accessible to cadets during their summer training. It is to be understood that WiFi privileges are to be used appropriately by all cadets.

**g. FULLBORE PHASE II** – Cadets on the Fullbore Phase II course will not be dismissed before 2100h, on 26 Aug 2018. Cadets must attend the Dominion of Canada Rifle Association (DCRA) Prize Ceremony; for this reason, parental pick-up will take place the following morning at 27 Aug 2016.



**KIT LIST**

**PROHIBITED, RESTRICTED AND UNAUTHORIZED ITEMS**

The following table describes items which should NOT accompany cadets to a Training Centre. Any such items discovered during routine in-clearance or during a cadet’s attendance to training are subject to confiscation by training centre staff and could result in disciplinary or legal action.

Handling of prohibited, restricted and unauthorized allowed items:

PROHIBITED or RESTRICTED items by law or cadet program policy – items will be either handed over to the Military or civilian police, or disposed of. The chart below details the handling of these items.

UNAUTHORIZED – items will be returned home at the parent’s expense or held by the CTC until the cadet departs.

<b>List of PROHIBITED OR RESTRICTED items that will be turned over to police</b>	<b>List of PROHIBITED or RESTRICTED items that will be disposed of</b>	<b>List of items NOT ALLOWED at Cadet Training Centres</b>
<ul style="list-style-type: none"> <li>• Controlled substances; including but not limited to illicit drug or prescription medication not in the cadet’s name</li> <li>• Explosive substance or ammunition</li> <li>• Weapons; including but not limited to firearm(s), knives that open automatically by gravity or centrifugal force or by hand pressure applied to a button, brass knuckles, ninja stars, nunchucks, handcuffs</li> </ul>	<ul style="list-style-type: none"> <li>• Alcoholic beverages</li> <li>• Tobacco products</li> <li>• Pornographic material depicting adults only</li> </ul>	<ul style="list-style-type: none"> <li>• altered ankle / parade boots;</li> <li>• cutlass or sword;</li> <li>• knife or dagger, although a cadet may carry a kirpan or Sgian Dubh in accordance with elemental dress instructions;</li> <li>• laser pointer;</li> <li>• lighter, combustible product and fire starting product or equipment;</li> <li>• machete, axe or saw;</li> <li>• motor vehicle of any type;</li> <li>• companion animal;</li> <li>• an electronic cigarette, including a cartridge containing nicotine solution; and</li> <li>• reusable razor blades normally used in safety or straight blade razors.</li> </ul>

## KIT LIST

The following table describes the clothing and personal items required by course cadets.

	Blackdown	Connaught	HMCS Ontario	Trenton	Glider Pilot Scholarship	Advanced Aviation Technology	Power Pilot Scholarship
Headdress* <a href="#">NOTE 1</a>		1					
Dress Shirt, Uniform/Gunshirt*		1					
Tie, Uniform*							
Sweater, turtle-neck*							
Undershirt, Uniform*		Min 1 – by element					
Trouser, Uniform*		1					
Belt, black web, Uniform*		1					
Tunic, Uniform*							
Socks, grey wool, pair, Uniform*		2					
Boots, ankle, black, pair, Uniform*		1					
Raincoat, Uniform (Cadet parka)*		1					
Hat, Tilley*		1					
T-Shirt, white							
Shorts, athletic (black, navy or grey* (PT)		1					
Sweat suit		1 <a href="#">NOTE 8</a>					
Swimsuit <a href="#">NOTE 2</a>		1					
Swim Cap <a href="#">NOTE 3</a>							
Socks, athletic, white. Pair		2					
Shoes, Running/Cross-training*, pair		1					
Shoes, Water-activity, pair <a href="#">NOTE 5</a>		1					
Jacket <a href="#">NOTE 7</a>							
Underwear		6					
Sleepwear <a href="#">NOTE 2</a>		2					
Jeans <a href="#">NOTE 6</a>		1					
Personal Hygiene Kit <a href="#">NOTE 10</a> including:							
Soap		1					
Shampoo		1					
Toothbrush		1					
Toothpaste		1					
Deodorant <sup>10</sup>		1					
Hairbrush		1					
Shaving Kit (Razor, lather, as required)		1					
Handkerchief or Tissues		1					
Towel, bath		2					

	Blackdown	Connaught	HMCS Ontario	Trenton	Glider Pilot Scholarship	Advanced Aviation Technology	Power Pilot Scholarship
Towel, hand							
Cloth, face		1					
Footwear, shower, pair <a href="#">NOTE 4</a>		1					
Lip Balm: minimum SPF 15 suggested		1					
Sunscreen: minimum SPF 30 suggested		1					
Insect Repellent <a href="#">DEET Caution</a>							
Eyeglasses, prescription (as required)		2					
Sports strap (retaining strap for cadets with prescription eyewear)		1					
Shine Kit (Shoe polish, soft cloth, e.g. Kiwi cloth, brush)		1					
Stationery supplies (pens, pencil, paper, stamps etc..)		2					
Lock, Combination or keyed padlock/ 2 keys unless otherwise specified		2					
Clothes hangars		6					
Sewing Kit (Needle, thread)		1					
Bottle, sport							
Laundry detergent (also available for purchase at canteen)		No					
Kit bag*							
Gym bag/ knapsack / School-type back pack		1					
Additional Items as Specified in Annex A		Yes					
<b>Documents</b>							
Health Card		1					
Personal Items Log		1					
Transportation Form		1					
Prescription(s) – Meds		1					
Prescription – Eyeglasses		1					
Identification (under age 16, Government-issued, e.g. birth certificate) if travelling by rail or air <b>OR</b> <b>Photo</b> identification (Age 16 and over, Government-issued, e.g. passport) if travelling by rail or air		2					
Long Distance Telephone Calling Card		1					
<b>Glider &amp; Power Pilot Candidates:</b> Cheques payable to Receiver General for Canada					1 @ \$55.00 1 @ \$105.00		1 @ \$55.00 1 @ \$105.00
Passport Photo					1		1

NOTES:

- \* Issued at home corps/squadron
- Note 1: Issued elemental cap, beret or wedge cap **INCLUDING brass or insignia**
- Note 2: Must be conservative in style and fit. Swimwear: Must reflect prevailing standards of modesty and good taste; should be functionally styled for swimming, not tanning or beach wear. Sleepwear: Appropriate to time of year, but sufficiently conservative to ensure standards of personal modesty.
- Note 3: For females with long hairstyles
- Note 4: For shower; Water resistant, Velcro fastener recommended, e.g. beach sandals, jelly shoes
- Note 5: Footwear capable of foot protection during water activities, e.g. canoeing, etc. Blackdown: Sandals with ankle strap, water shoes etc. RGS: Old running shoes, etc. Connaught: Sandals with ankle strap or water shoes. Trenton: Must be closed-toed shoe or water-sock.
- Note 6: Only jeans, preferably blue denim, in good repair will be permitted for off-duty casual wear at those Training Centres permitting jeans at all. Torn, frayed, embellished (written-upon, painted, spangled, etc.) or low-rider garments are not permitted.
- Note 7: Lightweight windbreaker style. Warm sweater may be substituted.
- Note 8: Ontario: Sweater and pants may be substituted. Connaught: Sweatshirt Only
- Note 9: Additional pair of boots, ankle, black to be drawn from home squadron. (Applies to Advanced Aviation Technology Courses at Canadore College, and Power Pilot Scholarship candidates.)
- Note 10: In deference to those with significant sensitivities to scents, those using personal care products such as perfumes, body lotions, after-shave lotions, hairsprays, etc. are encouraged to use only of low-scented or unscented varieties.

**Alterations to Footwear**

CF Dress Regulations prohibit the altering of footwear; therefore “clickers” may not to be installed on footwear. Additionally, clickers tend to damage flooring and are considered a fire hazard in some environments (e.g. flight lines). Any such additions to footwear (boots, shoes) will be removed before travelling to camp, and not replaced.





**PERSONAL ARTICLES LOG**

This page may be completed for identification purposes only.

DND accepts no responsibility for personal property.

SURNAME	
GIVEN NAMES	
CORPS/SQN NUMBER	
<input type="checkbox"/> SEA <input type="checkbox"/> ARMY <input type="checkbox"/> AIR	

ITEM DESCRIPTION	SERIAL NUMBER

Use additional pages if required.



**OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION**

(MUST be completed prior to arriving at CTC)

CADET NAME: \_\_\_\_\_  
SURNAME GIVEN NAMES

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

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

Medication and quantity brought by the cadet are as follows:

Name of drug _____	Name of drug _____
Dosage _____	Dosage _____
Administration time _____	Administration time _____
Total quantity brought _____	Total quantity brought _____
Name of drug _____	Name of drug _____
Dosage _____	Dosage _____
Administration time _____	Administration time _____



Total quantity brought _____	Total quantity brought _____
---------------------------------	---------------------------------

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

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
DATE



**CADET TRANSPORTATION FORM**

NAME OF CADET BEING PICKED UP (PLEASE PRINT SURNAME, GIVEN NAMES)

COURSE TITLE

CORPS/SQUADRON NUMBER

CORPS/SQUADRON LOCATION

WILL REQUIRE TRANSPORTATION HOME

WILL NOT REQUIRE TRANSPORTATION HOME   
(THEY WILL BE PICKED UP FROM CTC)

PICKUP DATE:

NAME OF PERSON PICKING UP THE CADET

RELATIONSHIP TO THE CADET

STREET ADDRESS

CITY, PROVINCE & POSTAL CODE

TELEPHONE NUMBER ( )

SIGNATURE OF PARENT/GUARDIAN

PLEASE PRINT NAME

DATE





## **CODE OF CONDUCT – COURSE CADETS**

While attending \_\_\_\_\_ at  
COURSE TITLE

\_\_\_\_\_  
CADET TRAINING CENTRE

I, Cadet \_\_\_\_\_  
PRINT SURNAME AND GIVEN NAMES

Hereby undertake to carry out my duties to the best of my ability, and agree to abide by the following rules:

1. **I will** be loyal, fair, honest, courageous, diligent, fair and responsible;
2. **I will** maintain a high standard of personal appearance and conduct myself in a dignified manner, so as to reflect credit upon the Canadian Cadet Organizations and myself;
3. **I will** respect the people around me, my environment and the belongings of others;
4. **I will** take good care of all articles of dress and any and all DND equipment placed at my disposal, and I will use them responsibly;
5. **I will not** commit theft, nor will I borrow the belongings of others without first having been authorized to do so by the owners of those belongings;
6. **I will not** sell any items of property belonging to the Government of Canada;
7. **I will not** sell, consume and/or distribute alcohol, drugs, narcotics, tobacco products, pornographic materials or any other controlled substances, nor will I participate in any gambling activity;
8. **I will not** consume any prescription or non-prescription medications for any reasons not directly relating to my actual medical condition;
9. **I will** obey the rules that apply at the Cadet Summer Training Centres/Schools during cadet activities, and will respect and obey the orders, directives and instructions issued by persons in authority over me;
10. **I will** obey the policies regarding personal relations and harassment;
11. **I will not** engage in any inappropriate interactions (as defined in CATO 15-22) with any person in a position of authority within the unit;
12. **I will** respect my peers and superiors and will utter no unpleasant, demeaning or disparaging remarks concerning anyone's ethnic origin, religion, colour, race, age, sexual orientation, matrimonial status, family situation or physical challenge of any sort;
13. **I will** not condone or participate in any rites of initiation that offend, demean, belittle or humiliate their participants;
14. **I will** advise duly appointed authorities of any breach of these rules I observe or of which become aware;
15. **I will** do nothing to endanger the safety or property of other cadets or any personnel around me.

I understand that these rules also apply in the context of activities taking place at any Cadet Corps/ Squadron/ CTC/ School I may be attending, both on and off the unit.



I understand that any breach of any one or more of these rules could result in either or both administrative or disciplinary measures, including termination of membership.

In signing this document, I acknowledge that I have been informed of these rules and that, if I did not understand any of them, they have been explained to me in full.

\_\_\_\_\_  
SIGNATURE OF CADET

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
DATE