

PROPERTY OF



Cadet Handbook



To Learn ♦ To Serve ♦ To Advance



Congratulations

on your decision to become a member of 173 Royal Tiger Squadron. Welcome to the 173 Family! Although our focus is on aviation, you will also learn drill, camaraderie, physical fitness leadership, good citizenship, build self-confidence and a sense of responsibility, and witness first hand the possibilities offered by the Canadian Armed Forces. As a cadet you may take part in local events, weekend field exercises, summer training opportunities and interesting trips farther away. Senior cadets can apply for glider or private pilot scholarships and international exchanges.

The staff, volunteers, and sponsoring committee are committed to ensuring that the cadet program we offer meets the criteria set out in the cadet training program, while being fun, engaging and inspiring. In return, we expect each cadet to take an active role in the squadron and take advantage of all aspects of the program. We encourage you to embrace the opportunities presented as unique learning experiences. Make the commitment to be the best you can be. Enjoy yourself and we have no doubt you will forever remember your time as a Tiger.

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Please take the time to read the information in this booklet, it will help you understand a little more about what to expect. If you have any questions after reading it please ask.

cadet general knowledge

Parades

173 Royal Tiger Squadron parade from 6:00pm until 9:00pm every Wednesday evening beginning the first Wednesday in September after the Labour Day long weekend until the first Wednesday of June.

If unable to attend parade, the family is required to call the Squadron office at 613-394-5156, send an email to 173tigers@gmail.com or send a message via Facebook Messenger.

What to do if I'm Late for Parade

It is expected that you will arrive to cadets on time, however it is also expected that you know what to do what to do if you arrive late. Ensure that you are familiar with these procedures if you are late:

Step 1

Report to Staff Office in the basement for attendance.

Step 2

Enter the gymnasium and march to the left corner of the parade square, come to attention and wait to be addressed by the Squadron Warrant Officer (SWO) or another member of the Squadron Staff.

Step 3

When addressed, request to falling using the following format: "RANK LASTNAME request permission to fall in, (SIR/MA'AM/RANK)" (ie; "Flight Corporal Tomato request permission to fall in, Ma'am")

Step 4

When granted, march along the edge of the parade square turning onto the parade square coming to a halt in front of your Flight Commander. When addressed, request permission to fall in using the same format as Step 3, substituting the rank of your Flight Commander.

Step 5

Once granted permission to fall in, dismiss yourself (right turn) and properly fall into your flight.



What to Bring Each Week

It is expected that cadets will come to Parade with a binder with paper or a notebook and a pen or pencil.

Marching

Cadets are expected to march to and from classes and when on the parade square. When marching as a group Cadets will march in two organized files. For safety, running is not allowed in the hallways at any time.

Talking on the Parade Square

When on the parade square, if not in a command position, you shall only speak when spoken to. If a senior NCO or Staff member addresses you while on the parade square, you will come to attention, and address their rank.

Communication

The Squadron's Facebook page is typically used out of hours to notify or remind Cadets of upcoming events or changes to the training schedule or planned events. We encourage all families to join our Facebook group, '173 Royal Tiger Squadron', which is a closed group and that must request to join.

Staff Offices

The Staff Offices are located in the basement. The stairway is located on the wall directly across from the main entrance near the THS Phys-Ed offices. The following procedure shall be observed for both Staff and Commanding Officers offices;

When arriving at, or entering Offices:

Step 1

Come to attention and knock on door

Step 2

When prompted take one pace forward, salute if required (If an Officer is present), and state your request preceded by your rank and last name (ie; "LAC Peach, permission to get flags for parade, Sgt.")

When leaving the office;

Step 1

Come to attention in the doorway.

Step 2

Salute if required, request permission to carry on, about turn and march off.

Weekly Closing Parade

The Weekly Closing Parade begins at 8:45 PM on the parade square. Weekly announcement and important information are presented at this time.

Commanding Officer's (CO's) Parade

Typically held once monthly at 8:10 PM, the Commanding Officer's Parade is a ceremonial parade to commemorate the achievements of 173 Royal Tiger Squadron Cadets accomplished throughout each month. Commanding Officer's Parades are especially significant as they provide the CO the opportunity to formally recognize and promote eligible Cadets. Additionally, CO's parades are where new recruits are officially inducted through the reciting of our Oath.

Order of Dress for Commanding Officer's Parades is C-1 (see *Cadet Uniform* section of this handbook for further direction on the different *Orders of Dress*)

Annual Ceremonial Review

The Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. This mandatory event is the opportunity for the cadets to display what they have learned over the past training year to their families and assembled guests. It is also the opportunity for the Squadron to honour deserving cadets by presenting them with various awards.

The Annual Ceremonial Review is part of Mandatory Training. Cadets must attend this event in order to complete their training level, receive any related rank promotion, and participate in summer training. Only the Commanding Officer is authorized to excuse cadets.

Order of Dress for Annual Ceremonial Review is C-1 (see the *Cadet Uniform* section of this handbook for further direction on the different *Orders of Dress*)

Parental Involvement

Parents and guardians are encouraged to attend all of these parades to celebrate their child's achievements and receive important information about upcoming activities and events.

Cadet Organization



The Department of National Defense provides Staff , uniforms and specific training support. The Squadron Sponsoring Committee, among other things, provides fundraising for training support and non-training support related activities (ie; recreational trips). The Parent Committee provides support from parents for goals set by the Squadron Sponsoring Committee (ie; legion dances, fundraising events, drivers)

Please direct questions, comments or concerns regarding training, promotions, scheduling or the Cadet Program through Squadron Chain of Command.

Questions, concerns or comments regarding fundraising (Tagging, OPC Lottery Tickets, etc) or Finances (Squadron or personal) should be directed to the Sponsoring Committee Chairperson.

chain of command

What is the Chain of Command

The Chain of Command is an order of hierarchy that shows the reporting relationships of an organization. By design, authority flows in a downward direction along the chain of command and accountability flows upward.

Why Do We Use the Chain of Command

The chain of command is how information flows through the rank structure.

Example:

WO1 Pineapple has information from Capt Eggplant that needs to be distributed to the flights. She will tell WO2 Cherry, who will pass it on to each flight commander to share with the cadets in their flight.

How Does This Apply to Me

When you have a question or idea, make sure to pass it up the chain of command.

Example:

Cadet Pear lost his gliding handout and wants to know where to meet for gliding. First, he will ask LAC Banana for this information. If LAC Banana doesn't know the answer, LAC Banana will ask Cpl Kiwi for the answer. If Cpl Kiwi doesn't know the answer, he will ask FCpl Apple. This continues up the chain of command until Cadet Pear gets the correct answer.

Not all questions require the chain of command. Don't forget that your fellow cadets might be able to answer your question, check with them before using the Chain of Command.

Jumping the Chain of Command

All safety concerns or emergencies should be reported to the first available officer. Jumping the chain of command should be a last resort, unless there is conflict within the chain of command. If a cadet requires clarification on a matter, has any questions or suggestions they should approach a cadet who is the next highest rank or position.

Example:

FCpl Pineapple feels that he/she has been treated inappropriately by the FSgt SourGrapes, the Commander of her flight. As is FCpl Pineapple's next link in the Chain of Command it is acceptable for FCpl Pineapple to go directly to the Deputy Squadron Warrant (DSWO) with her concerns.

cadet uniform

Origin of the Uniform

In early wars, during the heat of battle, the fighting men could not recognize each other and often fought their own friends. In those days, people wore whatever they owned and no one knew by sight alone who was friend and who was foe. Clever generals dressed their men all the same, or in a “uniform dress,” and scored many victories before this new development in warfare became widely known.

The story of the origin of the Air Force Blue uniform is interesting. At one time, England was a major supplier of uniforms and the materiel for them. At the time of the October Revolution in Russia, there was a large quantity of clothing in England that was originally ordered for the old Russian Army. The cloth remained unused until at the end of the First World War, the Royal Air Force (RAF) came into existence and required uniforms. The result was that the RAF and original Royal Canadian Air Force (RCAF) uniforms were the same colour as the old Tsarist Russian uniform.

The original cadet uniform was also blue. In 1968 the Army, Navy and Air Force unified into the Canadian Armed Forces. At that time the Canadian Forces adopted a single green uniform that remained for almost 20 years. In 1994, the Air Cadet uniform changed once again to the present traditional air force blue style.

Dress Regulations

Cadet Administrative and Training Order (CATO) 55-04, Air Cadet Dress Instructions (Apr 2006), details the items of wear and the uniforms that you are allowed to wear. Your squadron has a copy of this book. DND approves and issues on loan, the uniform worn by air cadets. The care and custody of all items of clothing issued are the responsibility of individual cadets and their parents or guardians during the cadet’s service with the organization.

The dress and appearance of air cadets in uniform shall, on all occasions, be such to reflect credit to their unit and the Royal Canadian Air Cadets. The uniform is to be worn only when attending authorized parades or activities. When cadets appear in uniform in public, it is their duty to be sure that their uniforms are properly maintained and correctly worn and at no time shall civilian attire be mixed the Cadet uniform.

Department

When you are in uniform you should present a good appearance. Chewing gum, slouching, hands in pockets, walking arm in arm, and similar actions do not look good for a cadet in uniform. Cadets should not hold hands or show other displays of affection while in uniform. Cadets are not permitted to Smoke. Remember the way you behave in uniform will affect what people think of all cadets. The pride you show in your uniform is a reflection of the pride you have in yourself, your squadron and your Country.



Your Uniform is Your Responsibility

Your uniform is the property of the Government of Canada, and is loaned to you for use while you are an active Cadet. Each Cadet is responsible for the care and custody of each piece of the Cadet uniform they were issued are required to keep the uniform in good repair. We suggest you should follow these rules:

- Do not leave your uniform lying around.
- Mark your name in every piece of uniform.
- Return damaged or poorly fitting parts of your uniform to your Squadron supply and get new parts.
- You must return your uniform promptly if you leave the Squadron.

Parts of the Cadet Uniform

As a member of 173 Royal Tiger Squadron, you will be issued the following kit;



Tilley Hat



Wedge



Toque



Blue Dress Shirt



Tunic



Winter Parka



Black Tie



Blue T-Shirt



Belt & Buckle



Trousers



Parade Boots



Grey Socks



Gloves

Orders of Dress

What is an Order of Dress? How do you know what to wear for different activities? Each variation of the Cadet uniform (ie; tunic with medals, short sleeve shirt only, sport wear, etc) is called an *Order of Dress*. Typically dress for Parade nights, depending on the season, will be either C-2 or C-2B from the chart below.

For additional activities (field trips, Mess Dinners, etc) Cadets will be provided a briefing which will indicate which Order of Dress Cadets are expected to wear for each event. For the complete description of all Orders of Dress consult CATO, Annex A, CATO 55-04, Air Cadet Dress Instructions (Apr 2006).



C-1 (Ceremonial Dress)

- Wedge
- Tunic, Dress Shirt and Tie
- Belt, Boots and Grey Wool Socks
- Medals and pins worn on tunic
- Name tag may be worn on tunic at discretion of the Sqn CO
- Cloth pilot wings, not metal



C-2B (Summer Dress)

- Wedge
- Dress Shirt only. No Tie. No Tunic
- Rank Slip-Ons shall be worn on shirt
- Belt, Boots and Grey Wool Socks
- Name tag may be worn on shirt at the discretion of the Sqn CO.
- Metal pilot wings may be worn, not cloth
- Medal ribbons may be worn on shirt



C-2 (Winter Dress)

- Wedge
- Tunic, Dress Shirt and Tie
- Belt, Boots and Grey Wool Socks
- Medal ribbons worn on tunic
- Name tag may be worn on tunic at discretion of the Sqn CO
- Cloth pilot wings, not metal



C-8 (Mess Dress)

- Wedge
- Tunic and Trousers
- White Dress Shirt & Black Bow Tie
- Belt, Boots and Grey Wool Socks
- Cloth pilot wings on jacket, not metal
- Name tag worn on jacket
- Medal ribbons may be worn on jacket



C-2A (Routine Dress)

- Wedge
- Dress Shirt and Tie. No Tunic
- Rank Slip-Ons shall be worn on shirt
- Belt, Boots and Grey Wool Socks
- Name tag may be worn on shirt at the discretion of the Sqn CO
- Metal pilot wings may be worn, not cloth
- Medal ribbons may be worn on shirt



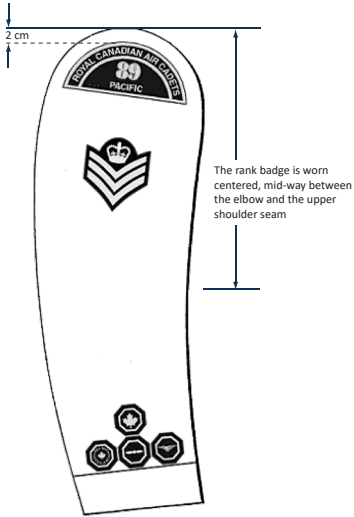
C-6 (Physical Training Dress)

- Dark Blue T-shirt (issued)
- Grey Sports Shorts (Issued)
- Socks and Running shoes
- No rank slip-ons, or name tags
- No medals or medal ribbons
- No pilot wings, no pins
- Swimming; conservative one-piece (F)

Placement of Badges

Right Sleeve

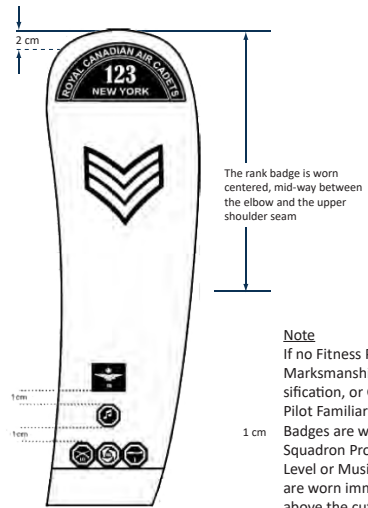
Other than Warrant Officers



The rank badge is worn centered, mid-way between the elbow and the upper shoulder seam

Left Sleeve

Other than Warrant Officers

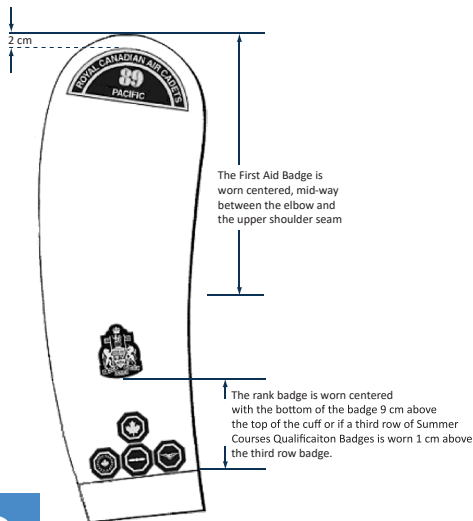


The rank badge is worn centered, mid-way between the elbow and the upper shoulder seam

Note
If no Fitness Program, Marksmanship Classification, or Glider Pilot Familiarization Badges are worn, the Squadron Proficiency Level or Music badges are worn immediately above the cuff.

Right Sleeve

For Warrant Officers



The First Aid Badge is worn centered, mid-way between the elbow and the upper shoulder seam

The rank badge is worn centered with the bottom of the badge 9 cm above the top of the cuff or if a third row of Summer Courses Qualification Badges is worn 1 cm above the third row badge.

Acceptable Appearance

Hair on the head shall be neatly groomed and conservatively styled. The length, bulk and style of hair shall not preclude the proper wear of the wedge (bulk is the distance that the mass of hair extends from the skin, when groomed, as opposed to the length of hair). In particular, style and colour shall not be bizarre, exaggerated or unusual appearance. Unusual colours such as green, bright red, orange, purple, etc are not permitted. Hair must be secured or styled back to reveal the face and any accessories used to secure or control hairstyles shall be as unobtrusive as possible. Hair ornaments shall not be worn, except for female cadets' conservative hair clips. Cadets may use hair gel or hairspray as a personal choice.

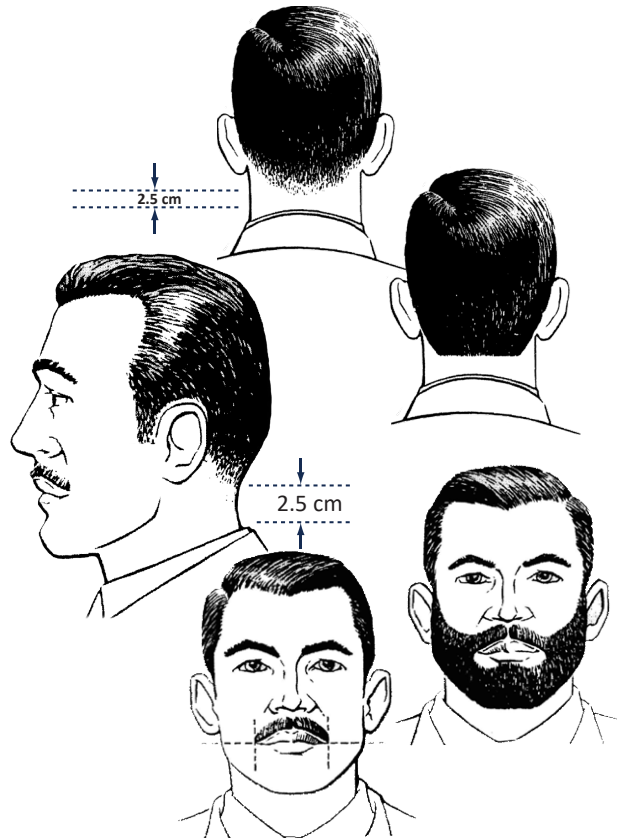
Male Appearance

As shown in the diagram to the right, hair must be taper-trimmed at the back, sides, and above the ears to blend with the hairstyle; be no more than 15 cm (6 in.) in length and sufficiently short that, when the hair is groomed and wedge is removed, no hair shall touch the ears or fall below the top of the eyebrows; be no more than 4 cm (1-1/2 in.) in bulk at the top of the head, gradually decreasing to blend with the taper trimmed sides and back; and be kept free from the neck to a distance of 2.5 cm (1 in.) above the shirt collar. Taper trimmed square back styles and shaving of all the hair on the head are permitted.

Sideburns shall not extend below a line horizontally bisecting the ear, and shall be squared off horizontally at the bottom edge and taper trimmed to conform to the overall hairstyle.

Beards shall be worn with a moustache, kept neatly trimmed especially on the lower neck and cheekbones; not exceeding 2 cm in bulk. Cadets shall, on their own accord or upon direction from their CO shave off unsuccessful attempts to grow a beard unless beard is grown due to an accommodation.

When moustaches are worn alone, the unshaven portion of the face shall not extend outwards beyond the corners of the mouth. Moustaches shall be kept neatly trimmed; not be greater than 2 cm (3/4 in.) in bulk; not extend below the corners of the mouth and not protrude beyond the width of the mouth.



Only cadets adherent of the Sikh religion or cadets experiencing recognized medical problems preventing them from shaving may wear the beard. In the latter case, a note from a medical practitioner is required.

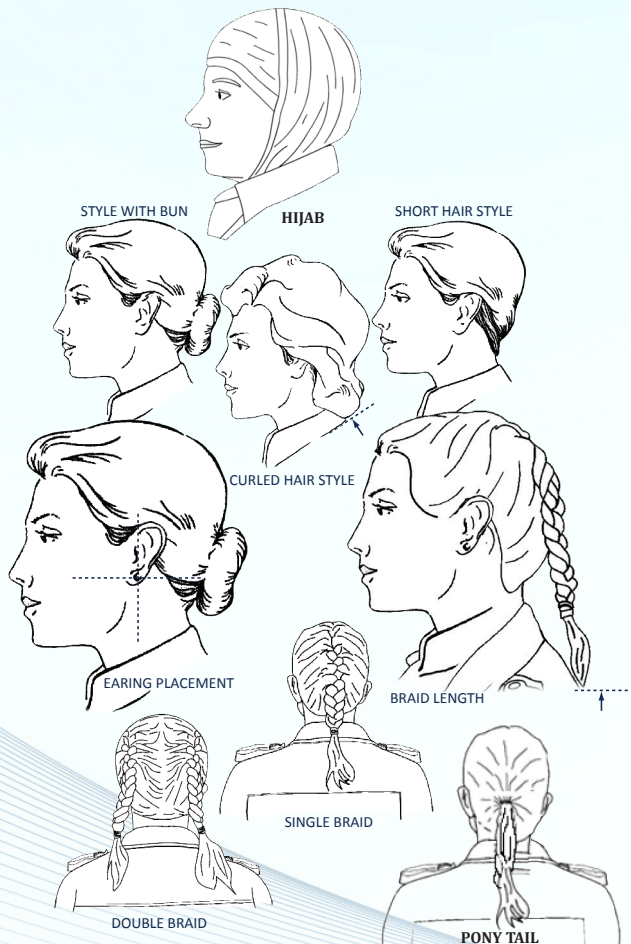
Male cadets are not authorized to wear an earring or earrings.

Female Appearance

Hair shall not extend below the lower edge of the shirt collar. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized. Poly tails, if worn, shall be styled conservatively and tied tightly by a knot or a small unadorned fastener. A poly tail shall be worn in the centre back. 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. With the permission of the Commanding Officer, a reasonable period may be authorized in order to transition from short to long hairstyles during which time hair may extend below the lower edge of the shirt collar.

Female cadets are authorized to wear a minimal amount of make-up. When in uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.

The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet and a maximum of two rings, which are not of a costume jewellery nature. In addition, female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and not exceed 0.6 cm in diameter. No other type of earring shall be worn except for a gold or silver-healing device of similar shape and size, which may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each earlobe, may be worn at a time.

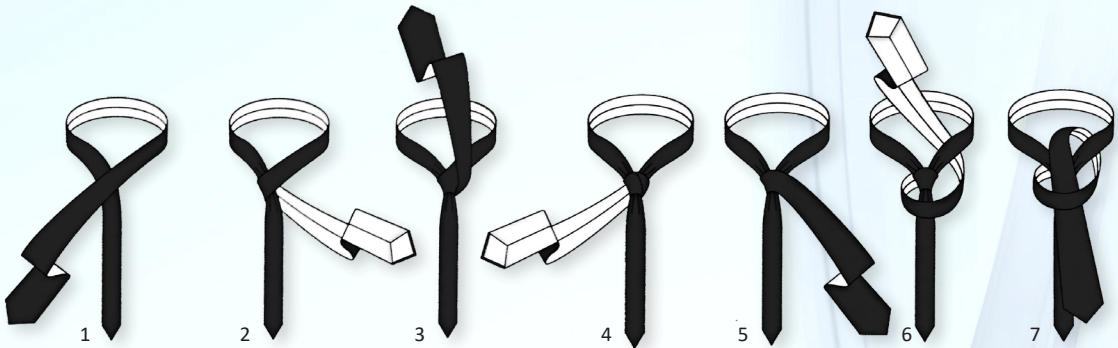


How to Properly Tie Your Tie

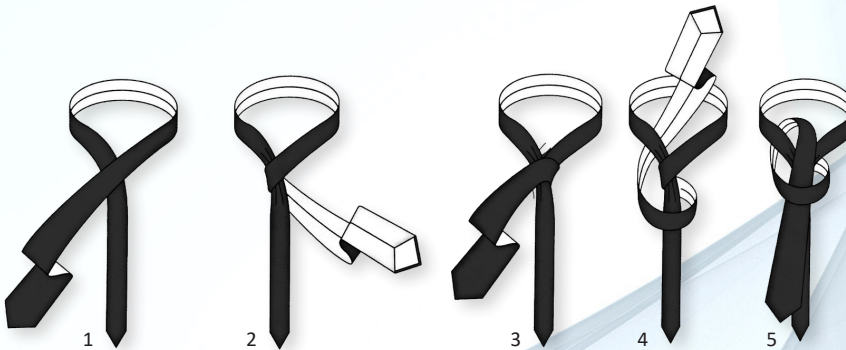
Ties shall be knotted neatly using a Windsor or four-in-hand knot and shall be kept tight. The illustrated reference on knotting of a tie is shown below. Plain gold colour tie clips or pins may be used. When jacket is removed the tie shall not be tucked into the shirt except for safety reasons.

Follow one of the step-by-step guides below to properly tie your necktie.

Half Windsor Knot



4-In-Hand Knot



paying of compliments

We usually think of a compliment as a pleasing comment. In the military, compliments are somewhat similar. The reason for saluting is, in one word, respect. Air Cadets salute because they have respect for the organization in which they serve. A salute between an Officer and Service person is a sign of mutual trust and respect. It is a privilege granted to members of a service to use this form of greeting. For the same reason, the cadet organization follows this custom

It is expected that Cadets will salute and pay proper compliments to any Officer, Staff member or volunteer each time you approach them (see *When to Salute* for further direction). Knowing the insignia for each rank and where it falls within the *Chain of Command* will help you properly address whom you are speaking with.

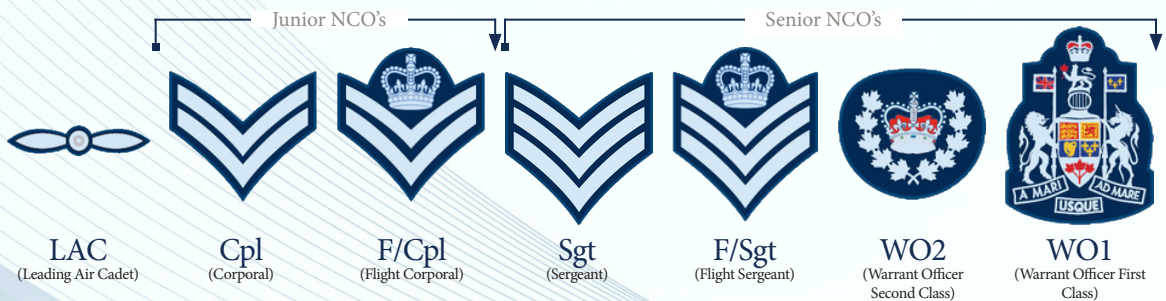
All staff and senior cadets are to be referred to by their appropriate rank and last name. Cadet Warrant Officers are referred to as *Ma'am* or *Sir*. If a higher ranking cadet gives you a task to complete or asks you a yes or no question reply with "Yes" followed by the cadet's rank before dismissing yourself.

Example:

F/Cpl Orange tasks LAC Coconut with putting away the drums after closing parade. Before properly dismissing himself to complete the assigned task, LAC Coconut responds with "Yes, Flight Corporal."

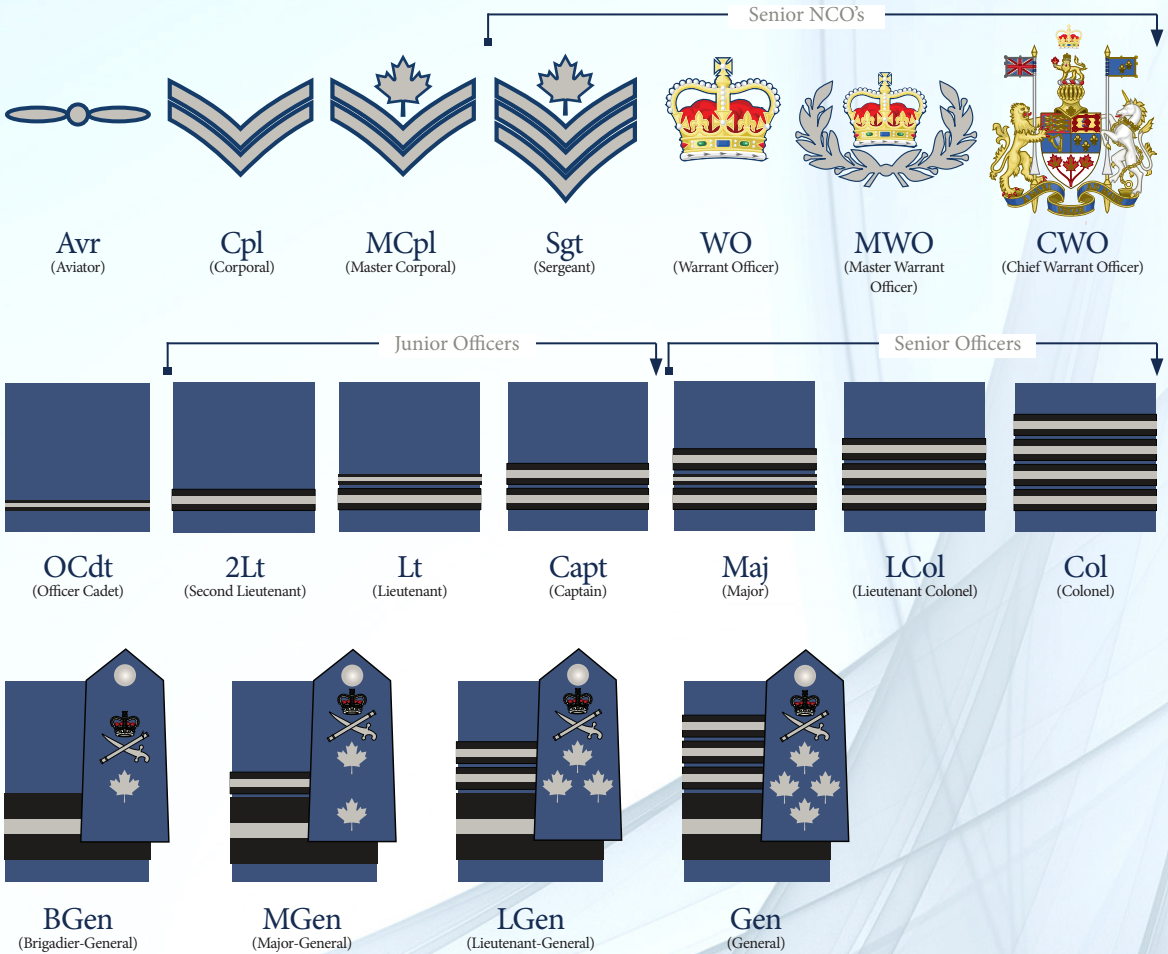
Air Cadet Ranks

Upon enrolment you are issued the rank of *Cadet*, and issued rank slip-ons with no insignia (as seen in the image to the right). As you progress you will be promoted into the next rank and receive more authority and responsibility. Below is the list of Royal Canadian Air Cadet ranks in their position of seniority (left to right).



RCAF Ranks

It is equally important to recognize the ranks of the NCM Staff and Officers, as it is to recognize the ranks of fellow air cadets. If a squadron is to function smoothly, everyone in that squadron must recognize the rank of supervising staff and their equivalent authority. As well, recognition of rank is important as a courtesy. Just as everyone should be addressed by their correct name, staff should be addressed by their correct rank.



When To Salute?

When approaching a commissioned Officer, the cadet shall halt, stand at the position of attention and give the appropriate salute. Throughout the conversation the cadet shall address the commissioned Officer by their rank and surname and always remain at the position of attention unless otherwise directed by the commissioned Officer. When the cadet has completed addressing the Officer, they should again salute and dismiss themselves appropriately.

When walking past any Officer, address them as “Sir” or “Ma’am”, if they are a commissioned Officer (any Officer rank other than *Officer Cadet*) provide the appropriate salute. Your right arm shall remain in the salute position until the Officer returns your salute or until you have fully passed.

Other Times to Salute

- During the playing of a national anthem (any country, not just Canada’s);
- At Memorial Services, during the playing of *The Last Post* and *God Save The Queen*;
- When passing the Canada flag and/or Squadron Colour Party on parade;



Note: these examples above are only when you are standing as an individual or holding a parade position. DO NOT SALUTE if you are in a flight

- Getting permission to enter and leave an commissioned Officers’ offices

Saluting shall only be done when wearing your full uniform, including headdress. When not in uniform, or in uniform but not wearing a headdress, compliments shall be paid by standing at attention. If on the march, arms shall be swung and the head turned to the left or right as required.

Who To Salute?

Cadets shall salute every commissioned Officer. whether the Officer is in uniform or not.



The rank of Officer Cadet is a non-commissioned appointment, as a result instead of saluting, Cadets are to come to attention and address the Officer as “Sir” or “Ma’am.”



Remember, in order to salute, you must be in full uniform (including headdress), otherwise come to attention and address the Officer as “Sir” or “Ma’am.”

Addressing the Highest Rank

Officers and non-commissioned members not part of a formed military group shall pay individual compliments to an approaching higher ranking officer. The senior Officer receiving the salute shall return the compliment, while military persons accompanying the Officer adopt the position of attention.

If you walk by multiple NCOs or Officers, or when addressed while on the Parade square only address the highest rank.

Example:

The CO, Capt Kiwi, a female, is handing out promotions with F/Sgt Plum assisting. F/Sgt Plum calls your name to come forward to receive your promotion from AC to LAC. Capt Kiwi is the highest ranking member so you would respond with “Ma’am!”

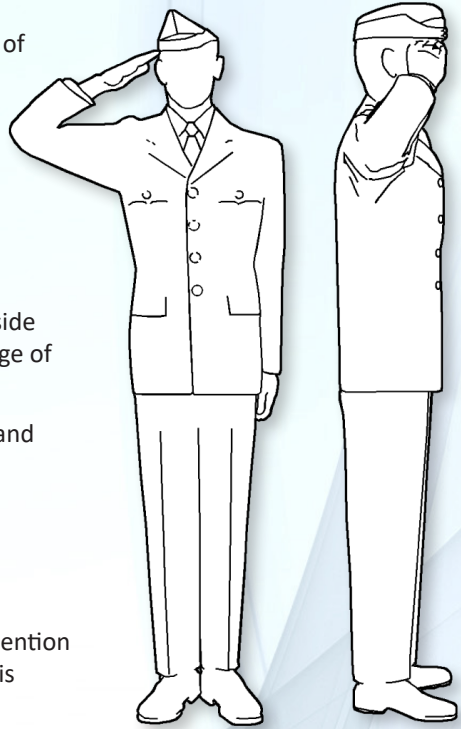
How to Salute Properly

The salute is given with the right hand. When physical incapacity or carrying of articles makes a salute with the right hand impracticable, compliments will be paid by turning the head and eyes to the left or right or standing to attention, as appropriate.

To properly salute, bend the right elbow and open the palm of the right hand as it passes the shoulder. Force the right hand by its shortest route to the front of the headdress (as seen in the image to the right) so that;

- the palm of the hand is facing down,
- the thumb and fingers are fully extended and close together,
- the tip of the second finger is in line with the outside of the right eyebrow and touching the outside edge of the headdress or arm of glasses, if worn,
- the hand, wrist and forearm are in a straight line and at a 45 degree angle to the upper arm,
- the elbow is in line with the shoulders, and
- the upper arm is parallel to the ground.

The right hand is then brought sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level.



173 Royal Tiger Squadron: Developing Future Leaders Since 1942

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