

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

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PURPOSE

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

COURSE DETAIL

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

PREPARATION

CLOTHING AND EQUIPMENT REQUIREMENTS



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

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

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

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

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

MEDICAL AND DENTAL INFORMATION

7. Provincial Health Cards

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

8. Prescription Medication

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

9. Over-the-Counter and Patent Medicines

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

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

11. Medic-Alert Bracelets

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

12. Eyeglasses

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

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

TRANSPORTATION ARRANGEMENTS

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



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

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

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

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

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

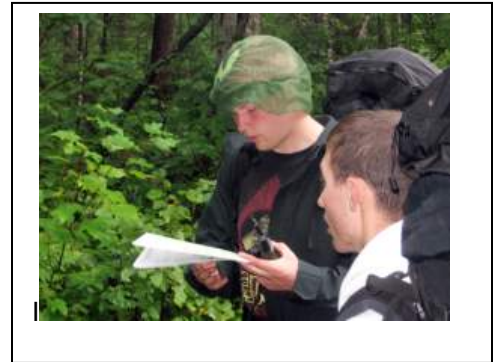
19. All parents/guardians must complete a [Cadet Transportation Form](#) to assist Movements staff in planning return transportation. The form should accompany the cadet to the CSTC. Parents/Guardians intending to retrieve their son/daughter/ward at the completion of training **MUST** inform the training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

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

PRE-DEPARTURE CHECK

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

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



TRAINING CENTRE ROUTINES

IN-CLEARANCE

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

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

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

TRAINING CENTRE SERVICES AND INFRASTRUCTURE

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



College of Canada.

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

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

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

MEDICAL AND DENTAL CARE

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

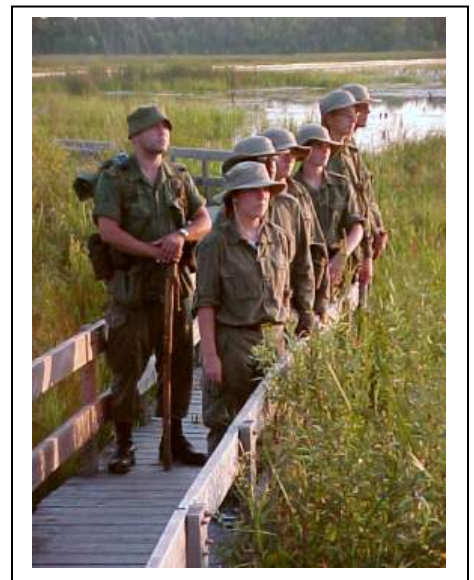
29. Dental Services –Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

TELEPHONES

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

POSTAL SERVICES

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



LAUNDRY

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

CANTEEN

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

WORSHIP SERVICES AND SPIRITUAL GUIDANCE

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

CADET BANKING

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



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

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

TRAINING BONUS

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

PERSONAL APPEARANCE

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

HAIR STYLE – MALE PERSONNEL

39. As guidelines, hair shall be:

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

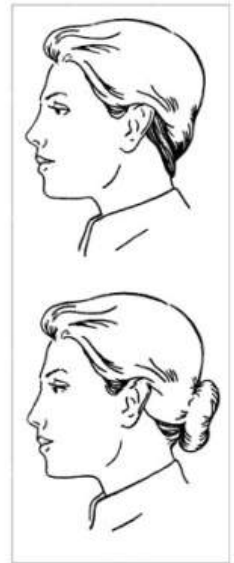


average man should be 2.5 centimetres (1 inch) but this may vary according to whether the individual has a short or long neck; and,

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

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

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



HAIR STYLE – FEMALE PERSONNEL

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

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

MAKE-UP – FEMALE PERSONNEL

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

JEWELRY

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

DISCIPLINE AND DEPORTMENT



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

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

VISITS, LEAVE AND PASSES

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

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

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

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

SMOKING

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



CONTROLLED SUBSTANCES (ALCOHOLIC BEVERAGES AND DRUGS)

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

FRATERNIZATION

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

RETURN TO UNIT (RTU)

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

GRADUATION AND RETURNING HOME

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



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

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

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

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

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

CSTC CONTACTS AND GRADUATION PARADE SCHEDULES

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

ANNEXES

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

HMCS ONTARIO SEA CADET SUMMER TRAINING CENTRE

1. CONTACT INFORMATION

- a. Telephone:
 Ship's Main Office: 613-541-5010 Ext. 4681 (0730-1600 hrs, Mon-Fri)
 Ship's Summer Office (Regulating): 613-541-5010 Ext: 6063
 After Hours/Duty Centre (Regulating): 613-541-5010 Ext: 6063
 Fax: 613-541-5013
 email: HMCSOntario@cadet.gc.ca
- b. Mail – Ship's main Office:
 Commanding Officer
 HMCS ONTARIO
 CFB Kingston
 PO Box 17000 STN Forces
 Kingston, ON K7K 7B4
- c. Mail – Course Cadet in the summer:
 COURSE CADET *First name/Initials and Surname*
Cadet's Division and Course
 HMCS ONTARIO
 CFB Kingston
 PO Box 17000 STN Forces
 Kingston, ON K7K 7B4

2. COURSE DATES

COURSE TITLE	BEGINS	ENDS
General Training (Serial A)	8 July	19 July
General Training (Serial B)	22 July	2 Aug
General Training (Serial C)	5 Aug	15 Aug
Basic Drill & Ceremonial (Serial A)	8 July	26 July
Basic Drill & Ceremonial (Serial B)	29 July	15 Aug
Drill & Ceremonial Instructor	8 July	15 Aug
Basic Sail (Serial A)	8 July	26 July
Basic Sail (Serial B)	29 July	15 Aug
Intermediate Sail	8 July	15 Aug
Sail Coach	8 July	15 Aug
Advanced Sail	8 July	15 Aug
Basic Seamanship (Serial A)	8 July	26 July
Basic Seamanship (Serial B)	29 July	15 Aug
Ship's Boat Operator	8 July	15 Aug
Military Band - Basic Musician (Serial A)	8 July	26 July
Military Band - Basic Musician (Serial B)	29 July	15 Aug
Intermediate Musician	8 July	15 Aug
Advanced Musician	8 July	15 Aug

3. GRADUATION PARADES

COURSE TITLE	DATE	TIME
General Training (Serial A)	19 July	1000
General Training (Serial B)	2 Aug	1000
General Training (Serial C)	15 Aug	1800
Basic Drill & Ceremonial (Serial A)	26 July	1000
Basic Drill & Ceremonial (Serial B)	15 Aug	1800
Drill & Ceremonial Instructor	15 Aug	1800
Basic Sail (Serial A)	26 July	1000
Basic Sail (Serial B)	15 Aug	1800
Intermediate Sail	15 Aug	1800
Sail Coach	15 Aug	1800
Advanced Sail	15 Aug	1800
Basic Seamanship (Serial A)	26 July	1000
Basic Seamanship (Serial B)	15 Aug	1800
Ship's Boat Operator	15 Aug	1800
Military Band - Basic Musician (Serial A)	26 July	1000
Military Band - Basic Musician (Serial B)	15 Aug	1800
Intermediate Musician	15 Aug	1800
Advanced Musician	15 Aug	1800

4. DRIVING DIRECTIONS

- ➔ Route to the Kingston area via Highway 401 (MacDonald-Cartier Freeway); Exit 623 at Highway 15 (Kingston/Smiths Falls/CFB Kingston/Ft. Henry).
- ➔ Turn South and proceed 6.6 km to Highway 2.
- ➔ Turn West (right) and proceed 0.7 km to Fort Henry Drive.
- ➔ Turn South (left) onto Fort Henry Drive for approx. 100 m to Precision Drive, the main entrance to the Royal Military College of Canada and turn right.
- ➔ Stop at the gatehouse if requested; proceed 0.5 km to Gen Crerar Cres.
- ➔ Turn right and proceed 200 m to Valour Drive.
- ➔ Turn left and proceed 200 m to Amiens Avenue.
- ➔ On the South side of the Parade Square, look for the signs identifying HMCS ONTARIO's summer Ship's Office.

[Map](#)

AMPLIFICATIONS / ADDENDA

5. LAUNDRY

Laundry services are available to all cadets at HMCS ONTARIO and are coordinated by divisional staff. **All clothing must be marked in permanent marker** so that any inadvertently misplaced items can be quickly returned. Normally, items submitted in the early morning are ready for pick up the same evening.

6. SMOKING

Provisions of Joining Instructions main document, paragraph 51, notwithstanding, RMCC is a Federal property, and therefore course cadets are not permitted to smoke at any time while attending HMCS ONTARIO.

7. ADDITIONAL KIT: SAILORS

As detailed in [Kit List](#), Sailing and General Training course cadets require additional quantities of solid-colour, civilian pattern shorts or appropriate sailing wear while on the water, as issued grey PT shorts tend to become easily water-laden. These will be worn only when engaged in on-water activities.

8. CADET UNIFORMS AND OTHER KIT

Please pay particular attention in regards to what items are to be taken to camp and those that are not. Cadets are to bring their corps issued Work Dress uniforms as well as any PT clothing including running shoes they have been issued.

9. MEDIA UPDATES

For the latest information on the ship and activities that HMCS ONTARIO is undertaking please refer to our Ship's web page at www.cadets.ca/cstc/ontario or follow us on Facebook at www.facebook.com/cstchmcsontario Last minute changes or updates to our schedule will be posted on line.

KIT LIST

The following table describes the clothing and personal items required by course cadets.
 For a printer-friendly checklist, click the CSTC being attended.

IMPORTANT! – See [Restricted and Prohibited Items](#) below

	Blackdown	Connaught	HMCS Ontario	Trenton	RGS	Advanced Aviation Technology	Power Pilot Scholarship
Headress* NOTE 1	1	1	1	1	1	1	1
Shirt, Uniform*	1	1	1	1	1	1	1
Tie, Uniform*					1	1	
Sweater, turtle-neck*	1				1		1
T-shirt, Uniform*				Min. 1 blue	Min. 1 blue		
Trouser, Uniform*	1	1	1	1	1	1	1
Belt, black web, Uniform*	1	1	1	1	1	1	1
Tunic, Uniform*			1			1	
Socks, grey wool, pair, Uniform*	2	2	2	2	2	2	2
Boots, ankle, black, pair, Uniform*	1	1	1	2 NOTE 9	1	2 NOTE 9	2 NOTE 9
Raincoat, Uniform (Cadet parka)*			1	1	1	1	1
Hat, Tilley*	1	1	1	1	1	1	
T-shirt, grey* (PT)	1	1	1	1	1	1	1
T-Shirt, white	1				2		5
Shorts, grey* (PT)	1	1	1	1	1	1	1
Sweat suit	1		1 NOTE 8			1	
Swimsuit NOTE 2	1	1	1	1	1	1	1
Swim Cap NOTE 3			1		1		1
Socks, athletic, white. Pair	2	G	3	8	2	2	2
Shoes, Running/Cross-training*, pair	1	1	1	1	1	1	1
Shoes, Water-activity, pair NOTE 5	2	1		1	1		
Jacket NOTE 7			1	1	1	1	1
Underwear	6	6	5	6	5	5	5
Sleepwear NOTE 2	2	2	1	1	1	1	1
Jeans NOTE 6		0	Nil	2	1	2	1
Personal Hygiene Kit ¹⁰ including:							
Soap	1	1	1	1	1	1	1
Shampoo	1	1	1	1	1	1	1
Toothbrush	1	1	1	1	1	1	1
Toothpaste	1	1	1	1	1	1	1
Deodorant ¹⁰	1	1	1	1	1	1	1
Hairbrush	1	1	1	1	1	1	1
Shaving Kit (Razor, lather, as required)	1	1	1	1	1	1	1

	<u>Blackdown</u>	<u>Connaught</u>	<u>HMCS Ontario</u>	<u>Trenton</u>	<u>RGS</u>	<u>Advanced Aviation Technology</u>	<u>Power Pilot Scholarship</u>
Handkerchief or Tissues	1	1	1	1	1	1	1
Towel, bath	2	2	2	2	2	2	2
Towel, hand	2		2			2	
Cloth, face	2	1		1			2
Footwear, shower, pair NOTE 4	1	1	1	1	1	1	1
Lip Balm (as required)	1			1	1		1
Sunscreen: minimum SPF 29 suggested	1	1	1		2	1	2
Insect Repellent DEET Caution					1	1	1
Eyeglasses, prescription (as required)	2	2	2	2	2	2	2
Sports strap (retaining strap for cadets with prescription eyewear)	1	1	1	1	1	1	1
Shine Kit (Shoe polish, soft cloth, e.g. Kiwi cloth, brush)	1	1	1	1	1	1	1
Stationery supplies (pens, pencil, paper, stamps etc..)	1	1	1	1	1	1	1
Lock, Combination or keyed padlock/ 2 keys unless otherwise specified	2, Combin- ation	1	2	2	1	2	1, Combin- ation
Clothes hangars	6	6	6	4	4		4
Sewing Kit (Needle, thread)	1	1	1	1		1	1
Bottle, sport				1, w/ carry case	1, w/ carry case	1	1
Laundry detergent (also available for purchase at canteen)	1			1			
Kit bag*				1	1		1
Gym bag/ knapsack / School-type back pack			1	1	1	1	1
Additional Items as Specified in Annex:	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
Documents							
Health Card	1	1	1	1	1	1	1
Personal Items Log	1	1	1	1	1	1	1
Transportation Form	1	1	1	1	1	1	1
Prescription(s) – Meds	1	1	1	1	1	1	1
Prescription – Eyeglasses	1	1	1	1	1	1	1
Smoking Permission (as applicable)	1	n/a	1	1	1	1	1
Identification (under age 16, Government-issued, e.g. birth certificate) if travelling by rail or air OR Photo identification (Age 16 and over, Government- issued, e.g. passport) if travelling by rail or air	2	2	2	2	2	2	2
	1	1	1	1	1	1	1
Long Distance Telephone Calling Card	1	1	1	1	1	1	1

	<u>Blackdown</u>	<u>Connaught</u>	<u>HMCS Ontario</u>	<u>Trenton</u>	<u>RGS</u>	<u>Advanced Aviation Technology</u>	<u>Power Pilot Scholarship</u>
<u>Glider & Power Pilot Candidates:</u> Cheques payable to Receiver General for Canada					1 @ \$55.00 1 @ \$105.00		1 @ \$55.00 1 @ \$105.00
Passport Photo					1		1

ADDITIONAL ITEMS FOR CADET LEADER INSTRUCTOR ADVENTURE AND BASIC EXPEDITION COURSE CADETS							
Not mandatory, but recommended in view of the substantial time spent in hiking, backpacking, canoeing and mountain biking.							
Quick-dry shirts, shorts, pants (as required) **	3						
Hat with visor for sun protection	1						
Appropriate style hiking boot (as required) **	1						
Extra sports socks (minimum 3 pair extra)	3						
Sunglasses	1						
Wristwatch	1						
Dry bag(s)	2						
Bottle, sport	1, Nalgene style						
ADDITIONAL ITEMS FOR SAILING AND GENERAL TRAINING (SEA) COURSE CADETS							
Shorts, civilian pattern, solid colour (blue, black, brown, khaki, white) and/or appropriate sailing attire			3-5				
ADDITIONAL ITEMS FOR LEADERSHIP AND CEREMONIAL INSTRUCTOR COURSE CADETS							
Shirt, white, long-sleeved, plain collared				1			
Bow tie, black				1			
Tunic, Uniform*				1			
Awarded medals and ribbons				All			

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. 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: Sweater and pants may be substituted.
- Note 9: Additional pair of boots, ankle, black to be drawn from home squadron. (Applies to Advanced Aviation Technology Courses at Canador College, Leadership and Ceremonial Instructor Course at Trenton, 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.

RESTRICTED & PROHIBITED 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 directing staff and could result in disciplinary or legal action.

DESCRIPTION	EXTENSION, EXAMPLES
Flammables	Lighter fluid,
Explosives	Fireworks, firecrackers, ammunition, pyrotechnics
Weapons	Knives, daggers, camping knives, sheath knives, machetes, scissors, and sharp instruments of any sort, pistols and rifles (whether firearms or air/pellet),
Controlled Substances	Non-prescription and over-the-counter medications, hallucinogens
Alcoholic Beverages	
Foodstuffs and beverages	Perishables, packaged goods, snacks, candy
Unauthorized Uniforms or Accoutrements	Combat clothing, gaiters, webbing, clickers
Personal Attire	Clothing not specified in kit lists, contact lenses (Connaught only)
Sports Equipment	Skate boards, roller skates, roller blades, private sailboats, sailboards
Personal Electronics	Pagers, "Ghetto Blasters", "Boom boxes", Laser pointers, "Diskman" CD players, Ipods, laptop and tablet computers.
MAY be permitted if so indicated in individual CSTC Annex	EXCEPTION: Cell phones and personal handheld devices are generally permitted for use during non-training hours. Each CSTC has a procedure to secure all course cadets' cell phones. Cadets may then sign out their phones for use during non-training hours, to later be retrieved and re-secured at the end of the use period. Individual CSTC policies may vary according to prevailing training conditions; consult specific Annex.
Small Appliances	Hair dryers*, curling irons, clothes irons, hotplates. *EXCEPTION: Hair dryers permitted at RGS; maximum 900 Watts
Pornographic Materials of any sort	Pornographic books, movies,
Pets	
Motor vehicles of any sort	
Miscellaneous Items potentially hazardous to others	Glass containers, felt-tipped markers,

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.

AUTORISATION DE CONGÉ – PARENT/TUTEUR

NOM DU CADET : _____
PRÉNOM *NOM*

AUTORISATION

Par la présente, j'autorise la/les personne(s) suivante(s) à passer prendre mon enfant/l'enfant sous ma tutelle au

_____ durant la fin de semaine du
CENTRE D'INSTRUCTION

_____ *DATES*
VEUILLEZ ÉCRIRE LISIBLEMENT ET ENLEVER TOUT ESPACE NON UTILISÉ

Parent/tuteur : _____

Parent/tuteur : _____

Ami/proche : _____

Ami/proche : _____

LES PERSONNES AUTORISÉES PAR LA PRÉSENTE À PASSER PRENDRE UN ENFANT DOIVENT PRÉSENTER UNE PIÈCE D'IDENTITÉ AVEC PHOTO LORSQU'ELLES VIENNENT CHERCHER LE CADET.

CONFIRMATION

JE COMPRENDS QUE

1. S'il est nécessaire d'autoriser une autre personne ne faisant pas partie de la liste ci-dessus à passer prendre mon enfant/l'enfant sous ma tutelle, je dois communiquer avec le CIEC concerné et prendre les mesures pertinentes.
2. Si je ne le fais pas, le personnel refusera d'accorder le congé/la permission à mon enfant/l'enfant sous ma tutelle.
3. Je ne peux pas autoriser une personne de moins de 18 ans à passer prendre mon enfant/l'enfant sous ma tutelle.
4. Je confirme que toutes les personnes autorisées à passer prendre mon enfant/l'enfant sous ma tutelle sont majeures.

SIGNATURE DU PARENT/TUTEUR

NOM EN LETTRES MOULÉES

NOTA : LES CADETS INSCRITS À UN COURS DE DEUX SEMAINES N'ONT PAS DROIT À UN CONGÉ.

RÉSERVÉ AU CENTRE D'INSTRUCTION

Le cadet est confié aux soins de _____

Signature du membre du personnel responsable

Date et heure

RULES OF CONDUCT – COURSE CADETS

While attending

_____ at _____
Course Title Cadet Summer Training Centre

I, CADET _____
Given Name / Initials and Surname

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/CSTC/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.

Cadet Signature

Unit / Section / Company / Flight

Signature of Commanding Officer or Designate

Date Signed

RÈGLES DE CONDUITE – CADETS STAGIAIRES

Durant le cours

_____ au _____
Titre du cours Centre d'instruction d'été des cadets

Je, CADET _____,
Prénom, nom et initiales

m'engage par la présente à remplir mes fonctions de mon mieux et convient de respecter les règles suivantes :

1. **Je serai** loyal, juste, honnête, courageux, prudent, équitable et responsable;
2. **Je** conserverai une tenue irréprochable et me conduirai dignement d'une façon qui me fera honneur et fera honneur à l'Organisation des cadets du Canada;
3. **Je** respecterai les gens, mon environnement et les biens d'autrui;
4. **Je** prendrai soin des vêtements et de l'équipement du MDN à ma disposition et les utiliserai de façon responsable;
5. **Je ne volerai pas** ni n'emprunterai de biens appartenant à autrui sans autorisation;
6. **Je ne vendrai pas** d'articles appartenant au gouvernement du Canada;
7. **Je ne vendrai pas**, ne consommerai pas et ne distribuerai pas d'alcool, de drogue, de narcotiques, de produits du tabac, de matériel pornographique ou tout autre substance réglementée. Je ne participerai pas non plus à des activités de jeu;
8. **Je ne consommerai pas** de médicaments sur ordonnance ou en vente libre n'ayant aucun lien direct avec mon état de santé actuel;
9. **J'obéirai** aux règles en vigueur aux Écoles/Centres d'instruction d'été des cadets durant les activités des cadets. Je respecterai et suivrai les ordres, les directives et les instructions donnés par les personnes dont je relève;
10. **Je** respecterai les politiques sur les relations personnelles et le harcèlement;
11. **Je n'aurai pas** de relations inappropriées (définies dans l'OAIC 15-22) avec une personne en position d'autorité au sein de l'unité;
12. **Je** respecterai mes pairs et mes supérieurs et ne formulerai pas de remarques déplaisantes, humiliantes ou désobligeantes sur l'origine culturelle, la religion, la couleur, la race, l'âge, l'orientation sexuelle, le statut matrimonial, la situation familiale ou les difficultés physiques d'une personne;
13. **Je ne tolérerai pas** et ne participerai pas à des rites d'initiation qui blessent, humilient, rabaissent ou déprécient les participants;
14. **Je** signalerai aux autorités concernées tout manquement à ces règles dont je suis témoin;
15. **Je ne mettrai pas** en danger la sécurité ou les biens des autres cadets ou du personnel.

Je comprends que je dois respecter ces règles quand je participe à des activités de n'importe quel CIEC/corps/escadron/école des cadets avec ou sans mon unité.

Je comprends que tout manquement à ces règles peut entraîner la prise de mesures administratives ou disciplinaires, y compris la fin de ma participation au cours.

En signant le présent document, je reconnais avoir été informé de ces règles et avoir reçu des explications, au besoin.

Signature du cadet

unité/section/compagnie/escadrille

Signature du commandant ou d'une personne désignée

Date

**OTC (OVER THE COUNTER) /
PRESCRIBED MEDICATION
ADMINISTRATION
(MUST BE FILLED PRIOR TO CSTC)**

**ADMINISTRATION DE
MÉDICAMENTS EN VENTE LIBRE
/PRESCRIPTION
(REEMPLIR AVANT LE CIEC)**

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 _____

(Parent/guardian/physician - signature and date)

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

1. Identification du cadet :

(Nom complet, initiales, unité et date de naissance)

2. Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

3. Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

4. Médicaments et quantités conservés par le cadet :

a. Nom du médicament _____

Dosage _____

Heure d'administration _____

Quantité totale _____

b. Nom du médicament _____

Dosage _____

Heure d'administration _____

Quantité totale _____

(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original ou sous plaquettes

Identification of cadet:

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

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 _____

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.

thermoformées si possible.

Identification du cadet :

(Nom complet, initiales, unité et date de naissance)

c. Nom du médicament _____

Dosage _____

Heure d'administration _____

Quantité totale _____

d. Nom du médicament _____

Dosage _____

Heure d'administration _____

Quantité totale _____

e. Nom du médicament _____

Dosage _____

Heure d'administration _____

Quantité totale _____

f. Nom du médicament _____

Dosage _____

Heure d'administration _____

Quantité totale _____

(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.