

CONNAUGHT CADET SUMMER TRAINING CENTRE

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INTRODUCTION

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.

GETTING READY

CLOTHING AND EQUIPMENT REQUIREMENTS

3. Military and civilian clothing and equipment requirements are detailed in the joining instruction **Kit List** found at Annex B to these Instructions. 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** (see 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.

MEDICAL AND DENTAL REQUIREMENTS

Cadet Offer of Participation Documentation

7. Cadets must hand carry accepted "Offers of Participation" signed by their parent/guardian with them to their respective Cadet Summer Training Centre. *****This is new for 2014*****

Provincial Health Cards

8. 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.

Prescription Medication

9. 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.

Over-the-Counter and Patent Medicines

10. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CSTC medical personnel will administer/make available the appropriate medications. Cadets bringing any form of medication with them to the CSTC must complete Annex D to this Instruction and submit it with the medication itself during intake.

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

Medic-Alert Bracelets

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

Eyeglasses

13. 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 NACSTC.

GETTING THERE

TRANSPORTATION ARRANGEMENTS

14. 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.



15. 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.

16. 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](#).

17. 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 \(CATSA\)](#).

18. 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 1300 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 Annex A.

19. 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.

20. 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 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.



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

PRE-DEPARTURE CHECK

22. 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** (see Annex E).

TRAINING CENTRE IN-CLEARANCE

23. All cadets are processed through an in-routine upon arrival and will be required to provide the following:
- Name;
 - Course attending;
 - Health card (confirmation cadets have it in their possession);
 - Eyeglass and other prescriptions (if applicable);
 - List of medications - Annex D (if applicable);
 - Any travel documents/tickets; and
 - Cadet Transportation Form** (Annex E) particularly if requesting early departure.

24. 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 FACILITIES

25. 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 college student residences, and HMCS ONTARIO cadets occupy student quarters at the Royal Military College of Canada.

26. 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.

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

28. Personal stocks of foodstuffs (snacks, confections, beverages) are discouraged and in some CSTCs, 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

29. 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

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

TELEPHONES

31. 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

32. 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

33. 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

34. 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

35. 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

36. For the security of cadets' monies, the CSTC (except Advanced Aviation locations) provides an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days' spending. 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. Cadets are also responsible for their own haircuts. Barbering services are made available at each CSTC.

37. 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

38. 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.

VISITS, LEAVE AND PASSES

39. 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 Annex (Annex A), and to limit the frequency of those visits.

40. 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 (CF-51) and the completed Consent for Leave form (see Annex F). In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

41. 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 Annex (A) for contact information.

42. 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.

PERSONAL APPEARANCE

43. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet 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

44. As guidelines, hair shall be:
- neatly groomed;
 - 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;
 - 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.

45. 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

46. 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.

47. 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

48. 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

49. 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



50. Regulations and standards have been developed to ensure the safety, efficiency, and well-being of everyone (see Annex G). 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.

51. Upon arrival at the CSTC, 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 summer training.

SMOKING

52. Central Region Cadet Summer Training Centres are a preferred Smoke Free Environment. Therefore, smoking will strongly be discouraged at ALL CSTCS. For course cadets, **HMCS ONTARIO, Connaught NACSTC, and Trenton CTC 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 (see Annex H). Tobacco products will not be available for sale at Training Centres.

CONTROLLED SUBSTANCES (DRUGS AND ALCOHOL)

53. 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

54. 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)

55. A cadet may be Returned to Unit (RTU'd) 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 [CAF 51]) contact numbers including their alternate contact. Undue delay in returning home may place unnecessary stress on the cadet.

GRADUATION AND RETURNING HOME

56. 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.



57. 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.



58. 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.

59. 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 CAF51) 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.

60. 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 [14 - 17](#) apply to home-bound travel as well. Cadet transportation generally terminates at the same location outbound transport originated.

CSTC CONTACTS AND GRADUATION PARADE SCHEDULES

61. CSTC contact information and Graduation Parade schedules are detailed in Annex A.

ANNEXES

- Annex A - Connaught National Army Cadet Summer Training Centre
- Annex B - Kit List (including list of Restricted and Prohibited Items)
- Annex C - Personal Articles Log
- Annex D - OTC (Over The Counter) / Prescribed Medication
- Annex E - Transportation Form
- Annex F - Leave Consent and Parental Direction
- Annex G - Rules of Conduct – Course Cadets
- Annex H - Smoking Consent



CONNAUGHT NATIONAL ARMY CADET SUMMER TRAINING CENTRE

CONTACT INFORMATION

- a. Orderly Room: 613-991-4294
 Fax: 613-998-9154
 email: CNACSTC@forces.gc.ca
Connaught@cadets.gc.ca

- b. Mailing Address – Headquarters
Addressee
 Connaught NACSTC
 1 Lewis Gun Road
 Nepean, ON K2K 2W6

- c. Mailing Address – Cadet
 CADET *Cadet Initial(s) and Surname*
 _____ Company
 Connaught NACSTC
 1 Lewis Gun Road
 Nepean, ON K2K 2W6

COURSE DATES

| COURSE TITLE | BEGINS | ENDS |
|--|--------|--------|
| Basic Marksman (Serial 1) | 6 Jul | 25 Jul |
| Basic Marksman (Serial 2) | 27 Jul | 14 Aug |
| Air Rifle Marksmanship Instructor | 6 Jul | 14 Aug |
| Fullbore Marksmanship Phase 1 | 6 Jul | 14 Aug |
| Fullbore Marksmanship Phase 2 | 6 Jul | 24 Aug |
| Royal Canadian Army Cadets National Rifle Team | 23 Jun | 1 Aug |
| Army Cadet Exchange: Australia & Cayman Island | 30 Jun | 21 Jul |
| Maple Leaf Exchange (England) | 8 Jul | 14 Aug |
| Outward Bound Exchange (Scotland) | 8 Jul | 14 Aug |
| Outward Bound Exchange (Wales) | 8 Jul | 14 Aug |

GRADUATION PARADES

| COURSE TITLE | PARADE DATE | TIME |
|--|-------------|------------|
| Basic Marksman (Serial 1) | 25 Jul | 1000 hrs |
| Basic Marksman (Serial 2) | 14 Aug | 1400 hrs |
| Air Rifle Marksmanship Instructor | 14 Aug | 1400 hrs |
| Fullbore Marksmanship Phase 1 | 14 Aug | 1400 hrs |
| Fullbore Marksmanship Phase 2 | 23 Aug | 1400 hrs** |
| Royal Canadian Army Cadets National Rifle Team | 2 Aug | 0900 hrs |
| Army Cadet Exchange: Australia & Cayman Island | 21 Jul | 1000 hrs |
| Maple Leaf Exchange (England) | 14 Aug | 1400 hrs |
| Outward Bound Exchange (Scotland) | 14 Aug | 1400 hrs |
| Outward Bound Exchange (Wales) | 14 Aug | 1400 hrs |

DRIVING DIRECTIONS

- ➔ Route to the Ottawa/Kanata area via Highway 417 (The Queensway) West, and Exit 134 at Moodie Drive.
- ➔ Turn North and proceed 2.1 km to Carling Avenue (RR 38).
- ➔ Turn West (left) and proceed 2.4 km to Rifle Road and the sign reading “Connaught Range & Primary Training Centre”
- ➔ Turn North (right) and proceed 1.8 km along Rifle Road. The road will curve left at Shirley Boulevard and becomes Malibar Rd.
- ➔ Continue West 2.3 km past the guard shack to Sir Sam Hughes Rd.
- ➔ Follow signs directing cadets to the drop off point at the large white domed-shelter. [Map](#)

REPORTING IN

- 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 CNACSTC by their parent/guardian they are to arrive between the hours of 1300-1600h. Cadets 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 CNACSTC 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 CNACSTC.
- d. **CLOTHING** – It is reminded that CNACSTC Supply does not carry dress uniform parts. All dress uniform clothing should fit properly prior to arriving at CNACSTC.

AMPLIFICATIONS / ADDENDA

- a. **VISITS AND LEAVE** – Cadets train from 0800 hrs Monday until 1630 hrs Saturday. Parental visits and course cadet leave are permitted Saturday at 1630 hrs until Sunday at 2100 hrs. Leave must be approved by their respective Company Commander.
- b. **PERSONAL FULLBORE EQUIPMENT (ie: GLOVES, HATS, ETC)** – Personal fullbore equipment such as gloves, hats or jackets are permitted, however these items must be declared on arrival.
- c. **PERSONAL ELECTRONICS** – CNACSTC 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.
- d. **SMOKING** – CNACSTC is a totally smoke-free environment. Smoking is NOT permitted at any time.
- e. **CONTACT LENSES** – Contact lens are not permitted on any marksmanship course.
- f. **CIVILIAN CLOTHING (ie. Jeans)** – Cadets may be, from time to time, 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.
- g. **FIELD TRAINING UNIFORM (FTU)** – Army cadets will be required to bring their full issued field training uniforms (FTU), including combat boots, to CNACSTC. Air and sea cadets will be temporary issued FTU’s at CNACSTC, which will be returned to the QM at the end of the summer.



- h. **PHYSICAL TRAINING (PT) CLOTHING** – The issuing of PT Gear (grey t-shirts, grey shorts, and running shoes) was suspended earlier this year. Although a study will be carried out to identify suitable replacement for these items, this will not be in place for the 2014 CSTC season. **All cadets are required to bring a minimum of 2 pairs of black or navy blue athletic-style shorts (of appropriate length) and 1 pair of running shoes with them** to allow them to safely participate in CSTC training this summer. For those who were previously received them, CCO-issued grey shorts and running shoes are still authorized for wear this summer. Cadets will still be issued one elemental t-shirt (black, green, or blue) at the CSTC.
- i. **WIFI** – As we all prepare for this exciting summer ahead, a new year comes with some changes at Connaught National Army Cadet Summer Training Centre. Due to new guidelines established by Connaught Ranges and Primary Training Centre (CRPTC), the free service of “public” Wi-Fi will be suspended for communications/security reasons until further notice. Adult Staff and Staff Cadets are still permitted to create their own personal “hotspots” from their smartphones, but at their own expense. We apologize for the inconvenience, and hope this announcement provides ample time for those who wish to upgrade their mobile data plans, for the summer months.

KIT LIST

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

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

| | Blackdown | Connaught | HMCS Ontario | Trenton | Central Region Gliding School | Advanced Aviation Technology | Power Pilot Scholarship |
|---|---------------------------|---------------------------|------------------------------|-------------------------|---|--|---|
| Headdress* 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, Environmental colour* | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 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 | 1 | 1 | NOTE 9 | NOTE 9 |
| Raincoat, Uniform (Cadet parka outer layer)* | | | 1 | 1 | 1 | 1 | 1 |
| Hat, Tilley* | 1 | 1 | 1 | 1 | 1 | 1 | |
| T-Shirt, white | 1 | | | | 2 | | 5 |
| Shorts, athletic (black preferred) (purchase) | 2 | 2 | NOTE 3 | 2 | 2 | 2 | 2 |
| Sweat suit | 1 | | NOTE 8 | | | 1 | |
| Swimsuit NOTE 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Socks, athletic, white. Pair | 2 | | 5 | 5 | 5 | 2 | 2 |
| Shoes, Running/Cross-training | 1 | 1 | 1 | 1 | 1 | NOTE 11 | 1 |
| Shoes, Water-activity NOTE 5 | 1 | | 1 | 1 | 1 | | |
| Jacket NOTE 7 | | | 1 | 1 | 1 | 1 | 1 |
| Underwear | 6 | 6 | 6 | 6 | 5 | 5 | 5 |
| Sleepwear NOTE 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 |
| Jeans NOTE 6 | | | | | 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 |
| Handkerchief or Tissues | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Towel, bath | 2 | 2 | 2 | 2 | 2 | 2 | 2 |



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|--|----------------------|------------------|---------------------|------------------------|--------------------------------------|-------------------------------------|--------------------------------|
| 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 30 suggested | 1 | | | 1 | 2 | 1 | 2 |
| Insect Repellent (DEET Recommendation) | | | | | 1 | 1 | 1 |
| Eyeglasses, prescription (as required) | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Sports strap (retaining strap 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 Combina tion | 1 | 2 | 1 | 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) | Y | N | N | N | Y | Y | Y |
| Kit bag* | | | | 1 | 1 | | 1 |
| Gym bag / knapsack / School-type back pack | | | 1 | 1 | 1 | 1 | 1 |
| Additional Items as Specified in Annex A: | Y | Y | Y | Y | Y | Y | Y |

Documents

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Offer of Participation form | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 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 | | | | 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 |
| Long Distance Telephone Calling Card | 1 | 1 | 1 | 1 | 1 | 1 | 1 |



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|--|------------------|------------------|---------------------|----------------|--|---|------------------------------------|
| Glider & Power Pilot Candidates Only: Cheques payable to Receiver General for Canada | | | | | 1 @ \$55.00 | | 1 @ \$55.00 |
| | | | | | 1 @ \$105.00 | | 1 @ \$105.00 |
| Passport Photo | | | | | 1 | | 1 |

| ADDITIONAL ITEMS FOR EXPEDITION INSTRUCTOR 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 | | | | | | |

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: Cadets attending Boatswain and Sailing courses need to bring additional pairs of athletic shorts due to the wet nature of training.
- 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 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.
- Note 11: Athletic shoes must be non-marking.



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/combustibles | Lighter fluid |
| Explosives | Fireworks, firecrackers, ammunition, pyrotechnics |
| Weapons | Knives, daggers, camping knives, sheath knives, machetes, large scissors, and sharp instruments of any sort, pistols and rifles (whether firearms, air/pellet, air soft) |
| 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, parade boots with 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 MAY be permitted if so indicated in individual CSTC Annex | Non-personal music players, laser pointers, iPods, MP3 players, laptop and tablet computers. <i>EXCEPTION:</i> Cell phones and personal handheld devices are generally permitted for use during non-training hours. CSTC policies vary according to prevailing training conditions; security, available monitoring etc. Consult specific Annex. |
| Small Appliances | Hair dryers*, curling irons, clothes irons, hotplates. |
| 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



CADET TRANSPORTATION FORM

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

COURSE TITLE

CORPS / SQUADRON NUMBER

WILL REQUIRE TRANSPORTATION HOME

WILL **NOT** REQUIRE TRANSPORTATION HOME THEY WILL BE PICKED UP FROM CSTC

PICKUP DATE:

NAME OF PERSON PICKING UP THE CADET

RELATIONSHIP TO CADET

STREET ADDRESS

CITY, PROVINCE & POSTAL CODE

()

TELEPHONE NUMBER

SIGNATURE OF PARENT/GUARDIAN

PLEASE PRINT NAME

DATE



RULES OF CONDUCT – COURSE CADETS

While attending

_____ at _____
COURSE TITLE CADET SUMMER TRAINING CENTRE

I, CADET _____
PRINT SURNAME AND GIVEN NAME(S)

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; and
15. **I will** do nothing to endanger the safety or property of other cadets or any personnel around me.

SIGNATURE OF PARENT/GUARDIAN

PLEASE PRINT NAME

DATE



PARENT/GUARDIAN AUTHORIZATION FOR CADET TOBACCO USE

I, THE UNDERSIGNED, legal parent/guardian of cadet

PRINT CADET's SURNAME AND GIVEN NAME(S)

certify herein that my son / daughter / ward does smoke tobacco products and has my permission to smoke while attending training at (indicated which Training Centre below):

BLACKDOWN Cadet Summer Training Centre,
CFB Borden

ADVANCED AVIATION TECHNOLOGY COURSES
Canadore College, North Bay

HMCS ONTARIO Sea Cadet Summer Training Centre,
CFB Kingston

POWER PILOT SCHOLARSHIP COURSE at:

- Diamond Flight Centre, London
- Durham Flight Centre, Oshawa
- Journey Air Ltd, Windsor
- Waterloo-Wellington Flight Centre, Breslau
- Windsor Flying Club, Windsor

REGIONAL GLIDING SCHOOL (Central),
Mountain View Detachment, CFB Trenton

SIGNATURE OF PARENT/GUARDIAN

PLEASE PRINT NAME

DATE