



Central Ontario Area



Joining Instructions



SECTION 1: COORDINATION

Introduction

These joining instructions are for the Area Directed Activities (ADA) conducted by the Central Ontario Area. ADAs are Area-level, multi-cadet corps/squadron (cc/sqn) training activities. These activities are conducted by the Area, with assistance from cc/sqn staff, as required, and funded by the Cadets and Junior Canadian Rangers (CJCR).

Mission

The mission of ADA's are to provide cadets with enriched opportunities to enhance local training, experience multi-unit activities, network with peers, and expand their shared Canadian Cadet Organizations (CCO) experiences with sea, army, and air cadets.

Joining Instructions

Joining Instructions (JI) will be issued to all participating personnel. The JI's shall be used as a reference to benefit all. The JI shall be divided into two sections:

- **Joining Instructions:** These are generic JIs that will not change from activity to activity.
- **Annex A:** Unique activity details will be published for every activity conducted and to be read in conjunction with the JI's.

SECTION 2: DEPLOYMENT TO ACTIVITY

Parental Responsibility

All parents/guardians with cadets under the age of 18 are asked to:

- **Kit List:** Ensure their child is packed for the activity according to the kit list (provided through separate correspondence).
- **Forms:** Have their child attend with all their forms signed (hard copy, not digital), provincial health card, and medication for the activity.
- **Social Interaction:** Prepare their child for an activity that has lots of activities, social interactions, and positive / respectful relations between all attendees.
- **Medical:** Should a medical situation arise where the cadet is taken to hospital, the activity staff will contact the parent/guardian listed on the cadet's file. The staff member will brief the parent/guardian on the event leading to the cadet going to the hospital. A staff member will remain with the cadet until such a time when the parent/guardian is able to arrive and custody has been returned to the parent/guardian.
- **Contact Information:** Ensure the cc/sqn has the most up-to-date contact information for the cadet.

Dress and Department

The dress for each ADA will be identified. All participants will be dressed as identified to the standard identified in the respective orders and instructions:

- Cadets: [CJCR Dress Instructions \(Canada.ca\)](#)
- CV/CI: [CJCR GpO 5530-1, Civilian Instructor Management \(para 5.12\)](#)
- CAF: [CFP 265 – CAF Dress Instructions \(Canada.ca\)](#)

The deportment and behaviour of all participants will be positive, inclusive, professional, team-oriented, and display the Canadian Cadet Organizations / Canadian Armed Forces in a positive light.

Medical and Dental

All participants will be in possession of their provincial health card and will be asked to show proof that it is in their possession upon arrival to the activity (or boarding the transport).

All medication and medical requirements shall be declared during the in-routine process

The responsibility to ensure that the medical limitations for all participating cadets have been reviewed rests with the CC/Sqn CO. Each of the cadets' medical limitations (located in Fortress) will be reviewed to ensure that attending cadets have no limitations that would affect their ability to safely participate. Area office will also review to ensure conformity to this requirement.

- **Anaphylaxis protocol:** Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away, as this type of reaction can be life threatening. Cadets with serious allergies to insect stings or food must bring two (2) prescribed Anakit/Epi-pen/Allergic with them to this activity. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to this activity and always keep a copy on their person (with their emergency medication).
- **Medic-Alert Bracelets / Devices:** It is highly recommended that all cadets and adults with known medical conditions requiring immediate identification, wear their Medical Alert devices (bracelets, necklaces, etc.) at all times.
- **Provincial Health Cards:** Everyone attending must have their provincial health cards.

Health and Safety

While the event focuses on leadership and planning in line with the three aims of the Canadian Cadet Organizations (CCO), the safety of all personnel is paramount. Everyone is expected to participate, however, only at the rate of their endurance.

Meals / Rations

Attending personnel will be provided meals based on the activity requirements. Typically, the entitlement is:

- **One day activity:** Lunch only
- **Weekend activity:** Saturday: Breakfast, lunch, dinner / Sunday: Breakfast, lunch
- **NOTE:** Additional meals may be provided based on the activity location and duration (including travel time)

Cadets must bring a refillable water bottle.

CC/Sqn may, in addition to regular meals, request meals that have special dietary needs to include: vegetarian, vegan, halal, and gluten-free. Every effort will be made in the contracting stage to accommodate special meal requests, however, the activity cannot guarantee the contractor can/will accommodate. Should an issue arise, the CC/Sqn will be notified in advanced.

Electronics and Valuables

Personnel bringing personal electronic devices, or other valuables, please record description or serial numbers as appropriate. Each individual is responsible for these items and the Regional Cadet Support Unit (RCSU) will not replace personal items which are lost or damaged during the activity. The RCSU may have rules governing the use of cell phones, smart devices, and any devices with video/audio recording capacity. The expectation is that personnel will follow these rules, or risk losing the privilege of using them during personal time.

Drug, alcohol, and Smoking policies

As per CJCR orders, participants shall not bring, consume, or distributed drugs, alcohol, tobacco, marijuana, vaping, or non-prescription drugs. Any infraction to these orders may result in the participant being sent home. Further discipline as directed by CATO 15-22 as directed.

Supervision and Discipline

Cadets will be traveling to and from their local cc/sqn according to the specific movement orders. Cadets are reminded to be properly dressed at all times and act accordingly.

Cadets attending training are subject to the CJCR Code of Conduct. By consenting to participate in the activity, they have agreed to conform to the orders and instructions issued by the OPI and their staff.

Cadets indulging in inappropriate behaviour, violation(s) of rules/regulations, or disrupting the learning experiences of others will be subject to a progressive disciplinary process under CATO 15-22. Continual poor behavior or serious breaches of discipline may result in the cadet being sent home ahead of schedule. Costs incurred as a result of early removal from the activity may be borne by the cadet's family and not DND.

Conduct

All attending personnel, Cadets, CI's, CAF members shall be held to their signed CJCR Code of Conduct. The details of such will support an inclusive, supportive, and professional environment that is built upon respect, understanding, and military ethos. During the activity, every effort should be made to speak, act, and conduct themselves in a manner that will reflect positively on the Canadian Armed Forces/Canadian Cadet Organizations

- CAF members are reminded that they are subject to the Code of Service Discipline while attending this activity as detailed in the National Defence Act.

Return to Unit

Circumstances may arise during this activity where you may be required to go home. This may be due to personal reasons (parental request, compassionate, medical), performance issues, or misconduct. Once a decision has been made to return a cadet to their unit, their parent/guardian will be contacted, along with their CC/Sqn Commanding Officer. If a cadet is sent home due to misconduct reasons, parents/guardians may be responsible to cover the cost associated with getting them home.

Fraternization

ADA are comprised of a mixed activity including Cadets and Adult Staff (CAF Members, Civilian Instructors). Inappropriate interactions or relationships, within or among any of these groups, are not permitted. Failure to comply will result in immediate Return to Unit and other administrative and/or disciplinary action. Relationships involving Cadets and Adults are strictly prohibited by law. Circumstances of this nature will be investigated by the Chain of Command and the local police service.

Issue of Kit

Cadets may be issued (temporarily loaned) military kit to conduct the activity. This kit remains property of the Government of Canada and will be returned at the end of the activity. Kit that is not returned will be considered stolen and may be subject discipline and/or the involvement of military police or local police services.

Transportation

For each activity, there will be a transportation/movements plan created and shared with each cc/sqn. The plan will be the most reasonable, economical, and timely way to move cadets to the activity location. For the Area Office, unless otherwise identified, there will two main methods of transport:

- **Bus:** Cadets will meet at a central location to board a bus within a central, geographical location to their cc/sqn.
- **Parental Drop-Off / Pick-Up:** Cadets with a cc/sqn up to 30-40 minutes away from the activity location may be directed to have parental drop-off and pick up.

In Routine

Upon arrival to the activity each person will be onboarded. This process known as 'in-routine' will, at the very least, require the cadet to:

- Verify their attendance at the activity.
- Show their original provincial health card.
- Verify any medical needs they may have/require.
- Hand in permission slips.
- Hand in CCO Informed Consent (if used for the activity).
- Ensure they are prepared for the activity (kit and/or dress).
- Receive any training materials and/or issued kit they require.
- Receive instructions for the activity.

Out Routine

At the completion of the activity, an offboarding process known as 'out-routine' will be held. Typically, cadets will be tasked to assist with the dismantling of the activity venue and/or assist with clean up. Each cadet will assist as directed by conducting staff to assist prior to dismissal from the activity without exception.

Accommodations

Should overnight accommodations be required, these will be shared accommodations split by gender and on the needs of the participants.

Every member is fully expected and required to respect the dignity and privacy of everyone involved. Shared accommodations shall be neatly maintained, and kit shall be managed to ensure the safety and fire rules of the facilities are maintained.

Everyone is expected to know evacuation points and rallying points while on the premises.

Personal Hygiene

Everyone is expected to follow proper hygiene and personal grooming standards.

Cadet365/Teams

All attending participants must have an active Cadet365 account and the means to use it.

Prior to the activity, all participants will be added to a Team Chat. These Teams chats will be used as the main means of communication for all attendees and staff. In addition, all important documents will be added into the channel for reference and communication.

Updates to this JI

Further updates to this JI may be necessary to fit within operational needs. Those messages shall be directed to the individual person(s) and the CC/Sqn + email accounts.

Overall

The training exercise is a weekend for cadets in the Canadian Cadet Organizations to network, meet new cadets, experience new ideas, provide feedback, and to rely on their peers for experience-based learning.

Cadets are expected to learn, engage, have fun, and provide insight into their own experiences.

SECTION 3: POST OPERATION

Post-activity Survey

All personnel (staff and cadets) attending the activity shall complete a post-activity survey. This is to assist with planning and lessons learned for future and upcoming ADA's.



Annex A
To ADA 6/7 Army Supported Weekend (April 2025)

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Army cadets from Central Ontario Area (COA) Corps will participate in an Area Directed Activity (ADA) Army Elemental Exercise. This activity will take place from 25 – 27 April 2025 at Blackdown Cadet Training Center, 1 Blackdown Road, Borden ON, L0M 1C0/CFB Borden.

APPENDIX 1

ACTIVITY DETAILS

TRAINING OR ACTIVITY	
Exercise ADA 6/7 Army Elemental Weekend	Location Blackdown CTC 1 Blackdown Rd, Borden, ON, L0M 1C0
Start Date Friday, 25 April 2025	End Date Sunday, 27 April 2025

TRAINING OR ACTIVITY DETAILS	
Type Weekend (overnight)	Risk Low to medium
Meals Breakfast, Lunch, Dinner (Sat); Breakfast, Lunch (Sun)	Medication To be declared
Parental Consent Form (Provided by Corps staff) Yes. Due at in-routine	CCO Informed Consent Form Yes. Due at in-routine
Medical Limitations There are no limitations to this activity, however: <ul style="list-style-type: none"> Participate at own pace Keep medical equipment/medication on person 	Weather Majority of the activity will be conducted outdoors and in all-weather events. A severe storm may cease this operation.

TRAINING OR ACTIVITY DRESS	
Cadet C5 – Training Dress (FTUs)	Staff Cadet C5 – Training Dress (FTUs)
C/ICV Appropriate civilian attire	CAF No. 5 – Operational Dress (CADPAT/NECU)
Note: <ul style="list-style-type: none"> All participants will review the kit list. Red Star cadets and above will have the opportunity to abseil. Green, Red, and Silver Star cadets will have the opportunity to fire the Anschutz .22 rifle. Silver Star (qualified) and Gold Star cadets will have the opportunity to fire the C7A2 rifle. 	

TRAINING OR ACTIVITY MISSION
Mission Army cadets from Central Ontario Area (COA) Corps will participate in an Area Directed Activity (ADA) Army Elemental Exercise. This activity will take place from 25 – 27 April 2025 at Blackdown Cadet Training Center, 1 Blackdown Road, Borden ON, L0M 1C0/CFB Borden.

APPENDIX 2

KIT LIST FOR ACTIVITY

TRAINING OR ACTIVITY DETAILS	
Exercise ADA 6/7 Army Elemental Weekend	Location Blackdown CTC, 1 Blackdown Rd, Borden, ON, L0M 1C0
Start Date Friday, 25 April 2025	End Date Sunday, 27 April 2025

KIT LIST	
Provincial health card	1
Parental Permission Form (from Fortress)	1
CCO Informed Consent Form	1
Medication (if required)	
Refillable water bottle	1
Hygiene Kit (toothbrush, toothpaste, floss, baby wipes, deodorant, etc.)	
Small notebook, pen, and pencil	
Small pillow	1
Appropriate warm sleeping attire	2
Wool socks	3pr
Environmental t-shirt	2
Cadet parka (if not worn)	1
Sweatshirt/sweater	1
Gloves	1pr
KIT TO BE ISSUED UPON ARRIVAL	
Sleeping bag	1
Sleeping bag liner	1

PROHIBITED
<p>The wearing or bringing of valuables, large amounts of money, jewelry, electronics, electronics, knives and attractive items are not allowed. Any personnel bringing such items shall be responsible for same. The event and facility will not be held responsible for lost/stolen/damaged items.</p> <p>Alcohol, illegal/non-prescription drugs, drug paraphernalia, weapons, cigarettes, e-cigarettes/vaping, pornography or anything else deemed illicit are forbidden. Anyone in possession of, distributing, or using illicit items shall be RTU from the exercise at parent / guardian expense. If warranted, local police services shall be contacted.</p>

ACTIVITY DETAILS	
Weather	<ul style="list-style-type: none"> The activity will be conducted in all weather conditions (expected to be cold, wet, and windy).
Health	<ul style="list-style-type: none"> Access to the bus and/or parental drop-off will require visual confirmation of the provincial health card (non-digital copy) Medication and health cards must be declared during in-routine and kept on the person for the duration of the activity. Report any medical and/or dietary restrictions to the Activity AdminO during intake
Money	<ul style="list-style-type: none"> Do not bring money.
Food/Drink	<ul style="list-style-type: none"> Cadets are required to eat dinner prior to leaving for the activity. Meals will be provided at the Blackdown CTC mess hall. Everyone is welcome to bring extra food and water during training. Please note, anything that a person brings will also have to be carried by them.
Safety	<ul style="list-style-type: none"> Cadets must have a signed Parental Consent form. Cadets must have a signed CCO Informed Consent form.

APPENDIX 3

Informed Consent for Cadet Training/Activity CAF Engagement: C7 Shooting and Abseiling

THIS FORM MUST BE READ AND SIGNED BY EVERY CADET WHO WISHES TO PARTICIPATE IN THE CAF ENGAGEMENT: C7 SHOOTING AND/OR ABSEIL; WELL AS BY A PARENT / GUARDIAN OF THE PARTICIPATING CADET.

Section 1 – Cadet Information

Last Name of Cadet:	First Name of Cadet:
Corps/Sqn #:	Emergency Contact Name: <small>(contact must be available for duration of the activity)</small>
Telephone:	Emergency Contact Number: <small>(contact must be available for duration of the activity)</small>

Section 2 – Training / Activity Information

Cadet Training / Activities that will be conducted are: Abseiling, rifle firing (C7A2 and/or .22 Anschutz)	
Location of Training/Activity: Blackdown Cadet Training Center, 1 Blackdown Rd, Borden, On L0M 1C0	Dates of Training/Activity: 25 – 27 April 2025

Section 3 – Parent/Guardian Consent (PLEASE READ CAREFULLY)

I consent to the participation of my son/daughter/ward in the activity described on this form. I am aware that the training/activities which the cadet will participate in contains hazards, elements of danger and a level of risk that may result in injury. I understand that these injuries may occur simply due to the nature of the activity and can occur without any fault of the cadet or RCSU Central Officers, or the Activity Service Providers who are under contract with the RCSU Central. By reading page two (2) and signing this form I am aware of the potential associated hazards and the steps taken to mitigate them. I also confirm that the emergency contact person will be reachable via phone for the duration of the activity. I acknowledge that it is my responsibility to advise the Department of National Defence through the submission of a Detailed Health Questionnaire, of any medical or health concerns of my child/ward, which may affect their participation in the stated program or activity. I am also aware that I may be required to directly advise the Activity Service Provider or others whom are under contract with the RCSU Central of any medical or health concerns of my child/ward, which may affect their participation in the stated program or activity.	
Name of Parent/Guardian:	Signature of Parent/Guardian:

Section 4 – Cadet Agreement (READ CAREFULLY AND INITIAL EACH PARAGRAPH)

	Initials
This training/activity has been explained and illustrated to me to my satisfaction and I understand the nature, hazards and risks that are involved.	
I am aware that the activity in which I plan to participate contains a certain level of risk and that I may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event.	
I pledge to abide by all the directions and instructions issued by the Officer In Charge, CIC/COATS staff, senior cadets, guides or other supervisors.	
I hereby declare that I have understood each of the provisions of this agreement.	
Cadet Signature: _____ Date: _____	

HAZARDS AND MITIGATION STRATEGIES

- As with any training in an adventurous environment there is a degree of inherent risk associated with participation. The purpose of this information is to inform you of the potential risks associated with the cadet's participation in the training and steps that we have taken to minimize those risks.
- Please note that this is not an exhaustive list and hazards not listed may occur on occasion. Corps/Squadron staff are well versed an assessing hazard as they occur and reacting as required.

HAZARD		LIKELIHOOD (often, occasional, rare)	SEVERITY (severe, moderate, minor)	SAFETY MANAGEMENT STRATEGIES
Extreme Weather		Occasional	Minor ➔ Severe	Check forecast; appropriate clothing & equipment; pacing to maintain warmth; carry emergency gear (stove, tarp, thermos etc.)
Athletic Injuries (e.g. sprains & strains)		Occasional	Minor ➔ Severe	Begin training in easy terrain to lessen likelihood of falls; appropriate pacing; instructor coaching, appropriate teaching progression, warm up time
Trips, Falls, Collisions (including cuts, fractures, head/spinal injury)		Rare ➔ Occasional	Minor ➔ Severe	Advise cadets about dangerous terrain; control speed; keep tidy training area; discontinue involvement for participants who fail to obey instructions
Falling objects (rocks, trees, equipment)		Rare ➔ Occasional	Moderate ➔ Severe	Assess overhead hazards, avoid areas of known hazard, alert group to hazard & implement management strategy if unavoidable
Falls from Height		Rare	Moderate ➔ Severe	Cadets to remain a minimum of 2-3 body lengths from edges, drop offs etc.; careful route finding
Driving Accident		Rare	Minor ➔ Severe	Keep vehicles in good repair; check road conditions; monitor cadet behaviour in vehicle, ensure driver is competent
Equipment Failure		Rare	Minor ➔ Severe	Use quality equipment; provide clear equipment list; check student equipment, carry repair kits, instruct on proper usage;
Allergic Reaction		Rare	Minor ➔ Severe	Check medical limitations prior to trip; instruct cadet to carry Auto Injector for allergic reactions; First Aid trained staff;
Environmental Injuries (Heat / Cold Injuries)		Occasional	Minor ➔ Severe	Self & staff instruction / monitoring; use proper clothing; appropriate pacing, carry emergency gear;
Drowning		Rare	Severe	Use of Personal Flotation Devices, provide training for capsizing & rescue drills; take care filling water bottles;
Lost Participant		Rare	Moderate ➔ Severe	Keep group together; brief cadets on lost and alone procedures; regroup at junctions; have tail end sweep;
Physical or mental injury (eye, bruises, sprains, cuts, stress)	Lack of safety procedures	Rare ➔ Occasional	Minor ➔ Moderate	Mandatory safety briefing supervision
	Improper use of equipment			
	Terrain - unevenness & obstacles			