



National Défense  
Defence nationale



## REGIONAL CADET SUPPORT UNIT (NORTHWEST)

### Cadet Activity Program (CAP) Joining Instructions Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Operations and Plans

2023-06-19

## INTRODUCTION

1. You have been selected to attend a Regional Cadet Support Unit (Northwest) (RCSU (NW)) Cadet Activity Program 1 (CAP 1)/Cadet Activity Program 2 (CAP 2) for your local area.
2. While attending training at one of our CAPs each cadet has the ability to create a positive impact on their peer's summer experience as well as their own. Summer training will serve to augment your local corps/squadron program with the intent to provide a safe, engaging, and fun training opportunity.

## PREPARATION

### PRE-DEPARTURE CHECK

3. A pre-departure checklist is at Annex A. Please review it and post it on your refrigerator as a reminder to help you prepare to send your cadet away to the Cadet Activity Program. Please ensure that your cadet has all the information in this checklist, as it will assist them with travel and having an enjoyable summer.

- a. What you should have:
  - (1) Your Offer of Participation
  - (2) Common CAP Joining Instructions (*this document*)
  - (3) Site-specific Annex (*this is the document tells you about your location*)

### CLOTHING AND EQUIPMENT REQUIREMENTS

4. Issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List found at Annex B. All items should be clearly marked with cadet name and initials in permanent ink. Regimental kit and accouterments including, but not limited to, highland dress, patrol dress, and ceremonial white belts, lanyards, and gloves are **not required** and **must not be** brought to the CAP. CAP is conducted as day training reducing the amount of kit that cadets are expected to pack and bring daily depending on location.

5. Cadets are expected to attend the first day of CAP wearing the Corps/Squadron issued Field Training Uniform (FTU) for Air/Army Cadets or the Sea Training Uniform (STU) for Sea Cadets **unless otherwise specified in the CAP specific annex**. Staff Cadets will attend in FTU/STU with appropriate civilian attire depending on the activity. Cadets not in possession of the FTU/STU must wear appropriate civilian attire with active footwear (running shoes).

6. CAP sites do not have the ability to issue uniforms, all cadet-issued uniforms must fit properly and be in good condition. All exchanges or replacements must be done at your local corps/squadron prior to attending CAP as CAP sites do not have the ability to issue uniforms and PT gear.

7. Dress for each day of CAP will vary depending on the activity. CAP site staff will inform cadets of what attire is expected for each day during the initial briefing.

8. Civilian clothing must follow standard cadet practices by ensuring the clothing is appropriate, in good repair and free of offensive slogans/images.

9. The following is a daily kit list which may be augmented by site staff depending on upcoming activities:

<b>MANDATORY ITEMS</b>	
<i>Copy of their Provincial Health Card</i>	<i>Prescription Medication (if required)</i>
<i>Refillable Water Bottle</i>	<i>Prescription Eyewear (If required)</i>
<i>Backpack</i>	<i>Medic –Alert Devices (If required)</i>
<i>Tilly Hat/Ballcap</i>	<i>Sunblock</i>
<i>Notebook &amp; Pen</i>	<i>Lip balm</i>

- a. Additional items for overnight sites and CAP 2 overnight activities will be outlined in the Site Annexes.
- b. The following items are prohibited at all sites: firearms, illegal or controlled substances, weapons (brass knuckles, throwing stars, knives), handcuffs, pyrotechnics, or other explosives, vape pens or electronic cigarettes, laser pointers, straight razors, pornography.
- c. Any illegal items will be seized and reported to the police of jurisdiction.

## **TRANSPORTATION**

10. The sites are generally located within 30KM from a cadet’s residence. Parents/Guardians are required to drop-off cadets at the training location prior to the start of training and pick cadets up at the end of the day. Cadets will not be released to individuals who have not been authorized in advance by a parent or legal guardian. Please discuss individual requirements with your site staff.

- a. For certain sites, transportation is being provided. **Cadets are to travel in FTU/STUs while in transit.** Specific pick-up and drop-off timings and locations are indicated in the individual site annex.
- b. Sites will be available prior to the start of training and will remain open after the completion of the daily training to facilitate drop-off and pick-ups. Specific site timings are listed in the individual site annex.
- c. Individual travel itineraries will only be published in Fortress for those attending CAP via flight or commercial bus. All other travel details will be sent out by the CAP OPI or designate.

## **CADET CODE OF CONDUCT**

11. In order to participate at a CAP, course cadets, and staff cadets must complete and submit upon arrival at the CAP the Cadet Code of Conduct located in Annex C of the joining instructions and arrive with a signed copy of their offer of participation.

## **MEDICAL AND DENTAL CARE**

12. Medical Services. CAP Sites will utilize local hospitals and civilian resources in order to provide care for ill/or injured cadets. Cadets will use their provincial/territorial healthcare cards when accessing civilian medical resources. Requirements for services not covered by their

provincial/territorial healthcare cards will be dealt according to the SOP RCSU(NW) MEDICAL AND DENTAL CLAIM PROCESS.

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

14. Further details on prescription medication, over the counter medication, eyeglasses, and making a claim can be found at Annex D.

### **ACCOMMODATION PLAN REQUIREMENTS**

15. The Regional Cadet Support Unit (NW) is committed to attempting to resolve requests for accommodations including, but not limited to, gender related requests, except where accommodation would constitute “undue hardship”. Common requests in the CCO are for religious, gender, and medical (mental, physical disability, etc.) accommodation.

16. Requests for food related preferences, intolerances, and/or allergies cannot be accommodated. Requests for food related requirements based on religious reasons must be indicated to RCSU(NW) via email NorthwestPlans@forces.gc.ca.

### **ACTIVITY PROGRAM ROUTINES**

#### **IN-CLEARANCE**

17. Cadets attending a local CAP programme will be required to provide the following information:

- a. name;
- b. copy of their health card (confirmation cadets have it in their possession);
- c. eyeglass and other prescriptions (if applicable);
- d. all required paperwork outlined in the checklist (Annex A);

18. All cadets who are attending a non-local CAP site will be required to provide the following:

- a. name;
- b. course attending;
- c. copy of their health card (confirmation cadets have it in their possession);
- d. eyeglass and other prescriptions (if applicable);
- e. all required paperwork outlined in the checklist (Annex A); and
- f. any travel documents/tickets.

19. Arriving cadets may be 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.

## SEARCHES AND INSPECTIONS

20. Personal luggage will be subject to inspection upon arrival to ensure that no unsafe or prohibited items are brought into the activity program site. There may be other times during the training session that inspections may occur, inspections will be done in accordance with CATO 12-50.

## ACTIVITY PROGRAM SERVICES AND INFRASTRUCTURE

21. Accommodations. For all cadets who are participating in a centralized CAP, or an overnight CAP, accommodations are multi-occupant, gender-specific, and access-restricted. Sleeping equipment consists of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Steel lockers, “barrack boxes” or similar to those in schools provide security for cadets’ personal belongings. Cadets are expected to bring their own padlocks.

22. Meals. Meals will be provided to cadets and depending on location of the activity will vary. Cadet may be served in a cafeteria-style mess-hall environment, MREs, boxed rations or contracted meals should training go over a meal hour. Meal options 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, and 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.

## **SMOKING, ALCOHOL, AND DRUGS**

23. Smoking. All CAP sites have a NO SMOKING policy for all cadets. This includes electronic cigarettes and vaporizers. Course Cadets and Staff Cadets are not permitted to smoke either on or off CAP property. If a Cadet attends CAP with a smoking addiction, parents are expected to provide their Cadet with smoking cessation products.

24. Alcohol. All CAP sites have a NO ALCOHOL policy for all Cadets.

25. Drugs. Drugs are prohibited as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

26. Cannabis. To ensure the safety and well-being of all Staff and Cadets at a CAP site, the recreational usage or possession of cannabis will not be permitted on CAP premises, or during CAP sponsored activities that occur outside of CAP premises. This is regardless of the local base policy. The only exception is for prescribed medical cannabis.

27. Failure to adhere to any of the above policies or other the rules at CAP may result in the cadet being Returned to Unit (RTU) and/or referral to the appropriate authorities.

## **CELLULAR PHONE**

28. Cadets are authorized to bring cellular telephones to the CAP site. RCSU(NW) does not take any responsibility for the loss or cost of inappropriate use of a cellular phone. Cadets who bring a cellular phone CAP are to complete the Record of Valuable Items (Annex E). Each CAP site will advise Cadets on the policy for securing and use of cellular telephones. Cadets will be

required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CAP site. Cadets are only permitted to use their phone during non-training hours. Cell phone use is prohibited in washrooms.

### **STAFF CADET INFORMATION**

29. Staff cadets will participate in development training during the first few days of their course. They will be placed into staff positions based off their interest, experience, qualifications, and previous and current performance.
30. Some staff cadets have been predetermined and selected to fill specific positions based on the position requirement, their experience and qualifications. Staff Cadets pre-selected for positions will complete a Staff Cadet development training specifically for the positions they were selected for.
31. Staff Cadets will receive payment on the 15<sup>th</sup> and 30<sup>th</sup> of each month via direct deposit.
32. Staff Cadets will receive base rank pay for initial payment and CAP rank specific rate (if applicable) with the adjustments the following pay period (end of July).

T.J. Henry  
Major  
J35 Operations and Plans

### Annexes

Annex A	Check List
Annex B	Kit List - Cadet/Staff Cadet Uniform and Clothing Requirements
Annex C	Cadet Code of Conduct
Annex D	Medical Care for Cadets
Appendix 1	OTC (Over the Counter) / Prescribed Medication Administration
Annex E	Record of Valuable Items
Annex F	Northwestern Area CAP Information
Annex G	Southern Alberta Area CAP Information
Annex H	Northeastern Area CAP Information
Annex I	Central Prairie Area CAP Information

CHECK LIST

(Please print and fill in at your own leisure prior to departure for the training centre)

- \_\_\_ 1. Check Cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing. (1 Month before departure)
- \_\_\_ 2. Know travel arrangements and reporting date. (Week before departure).
- \_\_\_ 3. Pack complete cadet kit and personal kit. (Week before departure)
- \_\_\_ 4. If required, bring copy of eyeglasses prescription and/or extra pair of glasses. (Week before departure)
- \_\_\_ 5. Consider amount of spending money (RMCTC CAP will have an on-sight canteen available, week before departure)
- \_\_\_ 6. Label items and all luggage with name. Ensure luggage has home address, place name, address and phone number inside of luggage. (Week before departure)
- \_\_\_ 7. List of medications and dispensing information (dosage, frequency). (Week before departure and will be carried by the cadet)
- \_\_\_ 8. Obtain travel orders and information. (Carry with you)
- \_\_\_ 9. Proper Identification for Travel (Carry with you)
- \_\_\_ 10. Bring (carry with you) all required paperwork including:
  - \_\_\_ Signed Offer of Participation
  - \_\_\_ A copy of your Provincial Health Card
  - \_\_\_ Completed Annex C Code of Conduct
  - \_\_\_ Completed Annex D Appendix 1 for Over the Counter Medications
  - \_\_\_ Completed Annex E Record of Valuable Items

**KIT LIST - CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS**

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CAP. Cadets are not to bring any regimental or ceremonial accoutrements, C5 Training Dress is authorised due to limited space.
2. Cadets may reach out to local unit for PT gear that may be available. Units may be able to provide two additional elemental t-shirts and a tilly hat. Cadets will need to bring their own shorts, additional shirts, and footwear. Footwear must be appropriate for extended outdoor physical activity.
3. The following personal items of kit must be brought to the CAP (Overnight stays):

<b>ESSENTIAL PERSONAL HYGIENE (Check off once packed)</b>			
	Toothbrush		Bath Towel (x2) and if desired, face and hand towels
	Toothpaste		Shower Sandals
	Dental Floss		Fingernail Clippers or Nail file
	Shampoo/ Conditioner		Handkerchief or Tissue
	Deodorant		Eyeglass retainer band for sports (for eyeglass wears)
	Shaving Kit (if required)		Hairbrush or Comb
	Laundry soap (CAP Specific)		Feminine Hygiene Products
	Hair accessories and bobby pins (if necessary)		
<b>(Check off once packed)</b>			
	Underwear 1 per day		Cotton Socks 1 per day
	T-shirts 1 per day		Shorts x4
	Running shoes x1 pair		Appropriate pajamas
	Sweatpants and Sweatshirt		Conservative Swimsuit
	Hangers		Sweater
	Hat		Writing material
	Pad Lock (Combination type) x2		Water bottle
<b>CADET UNIFORM</b>			
	Field/Sea Training Shirt		Field/Sea Training Pants
	Elemental T-shirt		Multipurpose Boots
	Headdress		Belt
	Socks		
<b>*NO DRESS UNIFORM REQUIRED*</b>			

**ITEMS PROHIBITED AND NOT ALLOWED**

4. The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. These items will be confiscated and may be handed to the applicable police agency or disposed of if brought to the CAP site:



Annex B  
 RCSU(NW) Cadet Activity Program – Joining Instructions Course and Staff Cadets

<b>Prohibited By Law</b>	<b>Prohibited by the CCO</b>	<b>Items Not Allowed</b>
Firearms (any kind)	Daggers / Knives	Gaming Consoles
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade Boots
Controlled Substances	Pornographic materials	Motor Vehicles
Alcoholic Beverages (if under provincial age limit)	Alcoholic Beverages (regardless of age)	Pets
Explosives	Laser Pointers	
Weapons (Brass knuckles, ninja stars, etc.)	Lighters and other fire-starting equipment	
	Flammables	
	Tobacco/Cannabis products	

**VALUABLES AND DISCOURAGED ITEMS**

5. The following items are strongly discouraged from being brought to the CAP site:

- a. Smart phones / Cellular Phones;
- b. iPods, MP3 players; and
- c. Tablets / laptop computers.

6. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, iPods, tablets, or other “attractive items” to the CAP site. Cadets who bring valuables to CAP are to complete the Record of Valuable Items (Annex D) form and bring a copy of the completed form to the CAP. The form is to be presented to the administration staff during intake. Cadets are also encouraged to take a photo of any valuable items and leave with their parents in the event identification is needed.



### Cadet Code of Conduct

<b>Cadet Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Home Corps / Squadron</b>

1. The Cadet Code of Conduct applies to all cadets in the Sea, Army and Air Cadet Program.
2. The Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive program where everyone feels valued and is able to achieve their maximum potential. Treating each other with respect and fairness, and acting and making decisions in the best interests of others, are integral to maintaining a positive environment; free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour. Your behaviour, during activities whether in person or online, impacts this atmosphere.
3. Regulations, policies, directives, orders, and instructions have been or will be communicated to you through training.
4. This code of conduct has been developed to provide an opportunity for you to:
  - a. review and discuss key behaviour expected of you as a cadet.
  - b. confirm your responsibility to continue to learn and follow regulations, policies, directives, orders, and instructions; and
  - c. confirm that you agree to behave in a way that aligns with the values of the CJCR and abide by the laws of Canada, including the *Canadian Human Rights Act* and the *Canadian Charter of Rights and Freedoms*.
5. While participating in the Cadet Program and during all related communications and activities, you must:
  - a. set a positive example by your conduct and be kind and considerate of the impact of your actions and behaviour on others;
  - b. be honest and treat others fairly, respecting physical boundaries, personal property and privacy;
  - c. comply with all laws, regulations, policies, directives, orders and instructions;
  - d. follow the decisions and directions of your leaders;
  - e. use a calm and reasonable tone of voice when interacting with others, particularly when giving instructions or addressing concerns;
  - f. ensure that you always act in a safe manner, looking out for the safety of yourself and others;

Annex C  
RCSU(NW) Cadet Activity Program – Joining Instructions Course and Staff Cadets

- g. request the assistance of a senior cadet or adult staff member when you need help, and report any wrongdoing to an adult staff member as soon as possible;
- h. be respectful of the environment and your surroundings;
- i. behave in a way that is consistent with this code of conduct while using electronic communications, including your use of social media, email, instant messaging, online chatting, websites, and texting, when communicating about cadet activities or members of the Cadet Program, even on your own personal time;
- j. take care of clothing, materials and equipment loaned to you, and ensure that you are wearing your uniform as outlined in the *Cadet and Junior Canadian Rangers Dress Instructions*;
- k. speak only about your own Cadet Program experiences and not act as a spokesperson for the CJCR to the media or within any public forum on any topic without permission from your chain of command;
- l. keep personal opinions, improper comments and speculation regarding CJCR policies and programs to yourself or share only within your chain of command. Do not share these in any public forum, whether in person, written or online; and
- m. refrain from behaviours that are illegal **AND DO NOT**:
  - (1) intentionally make comments either verbally or in writing, that are critical or disrespectful of any person's race, national or ethnic origin, skin colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics;
  - (2) engage in conduct of a sexual nature that causes or could cause harm to others, including jokes, remarks or advances of a sexual nature, harassment of a sexual nature, and viewing, accessing distributing or displaying sexually explicit material;
  - (3) touch any other cadet or their belongings without their permission, except when necessary in an emergency;
  - (4) attempt to harass, bully, shame or socially isolate others;
  - (5) take, distribute, or share pictures of others without consent;
  - (6) act in a way that is considered to be hateful or racist. This includes, but is not limited to, using words, symbols or images that cause or encourage, justify or promote violence or hatred against others;
  - (7) use or consume, tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs, with the exception of over the counter drugs provided by your parent/guardian (i.e. Tylenol, Advil etc.);
  - (8) possess, purchase, or sell tobacco, e-cigarettes, cannabis, alcohol, or illegal or non-prescription drugs;

- (9) share prescription medication with any other person;
- (10) engage in romantic, sexual, or intimate conversations or relationships with persons in a position of authority over you; and
- (11) have any knife, gun, weapon, or ammunition in your possession unless authorized for use during a cadet activity.

6. Your failure to abide by this code of conduct and regulations, policies, directives, orders, and instructions may result in administrative or legal action, termination of membership in your cadet corps/squadron and/or involvement of the military or civilian police.

**ACKNOWLEDGEMENT**

7. I acknowledge by my signature below that I have read and understand this code of conduct, have asked questions for clarification as required, and agree to abide by this code of conduct.



Date

\_\_\_\_\_  
Cadet Signature (Print Name and Sign)

I have reviewed this code of conduct with the cadet and clarified their understanding of its content.



Date

\_\_\_\_\_  
Staff Member (Print Name and Sign)



Date

\_\_\_\_\_  
Parent/Guardian (Print Name and Sign) – Corps/Squadron only

## MEDICAL CARE FOR CADETS

### **MEDICAL SERVICES AT CADET ACTIVITY PROGRAM SITES**

1. Cadet Activity Program (CAP) sites will be equipped with qualified first aid staff to provide immediate assistance to minor or serious injuries, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive. Major ailments and emergency healthcare will be referred to local provincial/territorial health authorities for treatment.
2. There is a screening process completed prior to attending a CAP to ensure the Cadet is medically able to complete the training offered. Duty related injuries will be processed according to the entitlements to care. A Cadet with an ailment that cannot be supported by the CAP site will be returned home.

### **PROVINCIAL/TERRITORIAL HEALTH CARDS**

3. All Cadets must have a copy of their provincial/ territorial health and original photo identification card in their possession.

### **PRESCRIPTION MEDICATION**

4. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay CAP plus an additional 3 days. Medications will be logged in and retained by CAP staff, together with dispensing instructions. Although CAP staff supervise proper dosages and frequency, 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. All prescription medication must be accompanied with the completed CATO 16-04 (Annex C - OTC (Over the Counter)/Prescribed Medication Administration) found in these JIs at Annex D Appendix 1.

### **OVER-THE-COUNTER AND PRESCRIBED MEDICINES**

5. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant CAP staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed CATO 16-04 (Annex C - OTC (Over the Counter)/Prescribed Medication Administration) found in these JIs at Annex D Appendix 1.
6. Medic-Alert Bracelets. Cadets in possession of and/or with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending a Cadet Activity Program.

### **EYEGLASSES, LENSES, CONTACT LENSES AND FRAMES**

7. The CAF will replace, or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the Cadet; therefore, 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, bring a glasses case, etc.).

### **DENTAL SERVICES**

8. When a Cadet suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet is entitled to the treatment that is necessary to restore a state of oral health comparable to that, which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

### **ENTITLEMENTS/BENEFITS/COMPENSATION**

9. Cadets, Civilian Instructors, and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces: only CAF members are eligible/entitled to receive such benefits.

10. The Cadet will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authority.

11. The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

### **ALLERGIC REACTIONS/ANAPHYLAXIS**

12. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring **two** prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date and that it will not expire while the cadet attending the activity program. Cadets that have an emergency response plan to bring a signed copy and parent consent form that provided by the Regional Cadet Medical Liaison Officer when they completed a Detailed Health Questionnaire. Questions regarding these forms can be directed to Master Warrant Officer Gerald Power, [Gerald.power@forces.gc.ca](mailto:Gerald.power@forces.gc.ca).

### **MAKING A CLAIM**

13. In order to make a claim, Cadets must go to the applicable league website below and fill out / submit the claim form online:

- a. Sea Cadets: [Claim Form – Navy Cadet League of Canada](#);
- b. Army Cadets: [Claim Form – Army Cadet League of Canada](#); and
- c. Air Cadets: [Claim Form – Air Cadet League of Canada](#).

CATO 16-04 Annex C- OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION  
ADMINISTRATION

MUST BE FILLED PRIOR TO CAP

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: \_\_\_\_\_
  
  - c. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_

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

\_\_\_\_\_  
(Parent/guardian/physician – Printed)

\_\_\_\_\_  
(Parent/guardian/physician – signature)

\_\_\_\_\_  
(date)

Identification of cadet: \_\_\_\_\_  
(Full name and initials, unit and date of birth)

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: \_\_\_\_\_

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

\_\_\_\_\_

(Parent/guardian/physician – Printed)

\_\_\_\_\_

(Parent/guardian/physician – signature)

\_\_\_\_\_

(date)





NORTHWESTERN AREA CAP INFORMATIONSerial Information by Site

<b>EDMONTON</b>	
Daily Parent Drop Off (PDO)	0800-0830 (8:00-8:30am)
Daily Parent Pick Up (PPU)	1630 (430pm)
<b><u>Edmonton - CAP 1</u></b>	<b><u>Edmonton - CAP 2</u></b>
<p>Drop off location:  <b>Alberta Aviation Museum – 11410 Kingsway NW, Edmonton</b></p> <p>Serial 1: 10-14 July (23CAP1EDMa)            Serial 2: 17-21 July (23CAP1EDMb)            Serial 3: 24-28 July (23CAP1EDMc)</p>	<p><b>Drop off location:</b>  <b>Brig. James Curry Jefferson Armory – 11630 – 109 Street NW, Edmonton</b></p> <p>Serial 1: 30 July – 6 August (23CAP2EDMa)            Serial 2: 9-16 August (23CAP2EDMb)            Serial 3: 18-25 August (23CAP2EDMc)</p> <p>The last four days/three nights of each serial will be an overnight component delivered at Camp Wright, near Athabasca.</p> <p>PDO to take place on Day 5, PPU to take place on Day 8 from Jefferson Armory. Cadets will be transported on bus from Jefferson Armory to Camp Wright.</p> <p>Kit list and further details for this component will be provided on day 1 of serial.</p>
<b>CAMP WRIGHT</b>	
<b><u>Camp Wright</u></b>	
<p>PDO/PPU will be required for corps/squadrons in proximity to Camp Wright.</p> <p>Bus transportation will be provided by RCSU(NW) for cadets outside of 1 hour of Camp Wright.</p> <p>Transport details will be provided under separate cover.</p> <p style="padding-left: 40px;">CAP 1 Serial 1: 9-13 July 23 (23CAP1CWa)            CAP 1 Serial 2: 19-23 July 23 (23CAP1CWb)</p> <p style="padding-left: 40px;">CAP 2 Serial 1: 13-19 July 23 (23CAP2CW)</p>	
<b>GRANDE PRAIRIE</b>	
Location: D Company Armory – 9005 101 Street, Grande Prairie	
Daily Parent Drop Off (PDO)	0800-0830 (8:00-8:30am)
Daily Parent Pick Up (PPU)	1630 (4:30pm)
<b><u>Grande Prairie – CAP 1</u></b>	<b><u>Grande Prairie – CAP 2</u></b>
<p>Serial 1: 10-14 July (23CAP1GP)</p> <p>PDO/PPU as indicated above.</p>	<p>Serial 1: 16-23 July (23CAP2GP)</p> <p>There will be a four days/three night overnight component delivered at Nighthawk from 19-22 July. <i>(more info on next page)</i></p>

	<p>PDO to take place on Day 4 (19 Jul) PPU to take place on Day 7 (22 Jul) from D Company Armory.</p> <p>Cadets will be transported on bus from D Company Armory to Nighthawk.</p> <p>Kit list and further details for this component will be provided on day 1 of Serial.</p> <p>Day 8 (23 Jul) PDO/PPU per above to D Company Armory.</p>
<b>WHITEHORSE CTC (WCTC)</b>	
<p>PDO/PPU will be required for corps/squadrons in proximity to WCTC.</p> <p>Transportation will be provided by RCSU(NW) for cadets outside of Whitehorse. Transport details will be provided to under separate cover.</p> <p>Serial 1: 20-29 Jul (23CAPWCTC1) Serial 2: 3-12 Aug (23CAPWCTC2)</p>	

**Dress**

1. On the first day of each serial (except WCTC) Cadets will be required to wear appropriate civilian clothing for the activities being conducted. Cadets will be advised on the first day of any days where a STU/FTU uniform is required. Cadets should wear:

- a. T-shirt
- b. Pants/shorts
- c. Socks
- d. Comfortable walking shoes (no flip flops/Crocs)

2. Cadets should bring the following in a suitable day pack:

- a. Ball cap or sun hat
- b. Light jacket (in case of wet weather)
- c. Sports Activity Wear (shirt, pants/shorts, spare socks and running shoes)
- d. Sunscreen
- e. Sunglasses

**Communication and Contacts**

3. Prior to CAP starting the Point of Contact will be the Full Time Northwestern Area OPI. During the CAP, your first point of contact will be the respective Site OIC; however, should you need to speak to

Annex F

RCSU(NW) Cadet Activity Program – Joining Instructions Course and Staff Cadets

someone outside of the specific location, please reach out to the Duty Cell. Contact information is as follows:

- a. Full Time Northwestern Area OPI, Lt(N) J. Finkbeiner at (780) 902-5784 or by email at [jason.finkbeiner@cadets.gc.ca](mailto:jason.finkbeiner@cadets.gc.ca)
- b. **Summer CAP Duty Cell – 587-337-9238**
- c. Edmonton Site OIC, Capt Stephanie Russell by email at [Stephanie.russell@cadets.gc.ca](mailto:Stephanie.russell@cadets.gc.ca)
- d. Camp Wright Site OIC, Capt Gordon Read by email at [Gordon.read@cadets.gc.ca](mailto:Gordon.read@cadets.gc.ca)
- e. Grande Prairie Site OIC, Capt Scott Hagarty by email at [Scott.hagarty@cadets.gc.ca](mailto:Scott.hagarty@cadets.gc.ca)
- f. Whitehorse Site OIC, Maj Bonita Lydon by email at [Bonita.lydon@cadets.gc.ca](mailto:Bonita.lydon@cadets.gc.ca)
- g. Summer CAP OPI, Maj Alex Pike-Bryan at by email at [Alexandra.pike@cadets.gc.ca](mailto:Alexandra.pike@cadets.gc.ca)
- h. Summer CAP Admin O, Lt(N) Nicole Baker by email at [Nicole.baker@cadets.gc.ca](mailto:Nicole.baker@cadets.gc.ca)
- i. Summer CAP Training Officer, SLt Deryn Hotel by email at [Deryn.hotel@cadets.gc.ca](mailto:Deryn.hotel@cadets.gc.ca)
- j. OC – Northwestern Area, Maj J. Perry by email at [jonathan.perry@forces.gc.ca](mailto:jonathan.perry@forces.gc.ca)

SOUTHERN ALBERTA AREA CAP

Serial Information by Site

<b>BALZAC</b>	
<p><b><u>Calgary North - Balzac Hall - CAP 1</u></b>  <b><u>Serial 1 – 31 Jul – 04 Aug 23</u></b>  <b><u>(23CAP1BALZACa)</u></b></p> <p>Location: Balzac Hall 10075, AB-566 Balzac, AB</p> <p>Daily Parent Drop Off:                      0745-0830 (8:00-8:30am)</p> <p>Daily Parent Pick Up: 1630 (4:30pm)</p>	<p><b><u>Calgary North - Balzac Hall - CAP 2</u></b>  <b><u>Serial 1 – 10 – 17 Jul 23 (23CAP2BALZACa)</u></b></p> <p>All 8 days will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p>Parental Drop Off:  <b><u>09 Jul 23 0745 – 0830 hrs Balzac Hall (10075, AB-566 Balzac, AB)</u></b> to load on bus.</p> <p><i>Cadets will travel to RMCTC from via Bus bus will depart by 0830 hrs.</i></p> <p>Parent Pick Up:  <b>Cadets will return to Balzac Hall on 17 Jul 23 at 1600 hrs.</b>  <u>Parents to pick up 1600 hrs.</u></p>
<p><b><u>Calgary North - Balzac Hall - CAP 1</u></b>  <b><u>Serial 2 – 07 Aug – 11 Aug 23</u></b>  <b><u>(23CAP1BALZACb)</u></b></p> <p>Location: Balzac Hall 10075, AB-566 Balzac, AB</p> <p>Daily Parent Drop Off:                      0745-0830 (8:00-8:30am)</p> <p>Daily Parent Pick Up: 1630 (4:30pm)</p>	<p><b><u>Calgary North - Balzac Hall - CAP 2</u></b>  <b><u>Serial 2 – 20 – 27 Jul 23 (23CAP2BALZACb)</u></b></p> <p>First 4 days/3 nights will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p><b>Parental Drop Off (PDO):</b>  <b><u>19 Jul 23 0745 – 0830 hrs Balzac Hall (10075, AB-566 Balzac, AB)</u></b> to load on bus.</p> <p><i>Cadets will travel to RMCTC from via Bus bus will depart by 0830 hrs.</i></p> <p><b>Parent Pick Up (PPU):</b>  <b>Cadets will return to Balzac Hall on 23 Jul 23 at 1600 hrs</b>  <u>Parents to pick up 1600 hrs.</u></p> <p>Last 4 days will be Daily PDO:                      0800-0830 (8:00-8:30am)</p> <p>Daily PPU: 1630 (4:30pm)</p>

<b>HMCS TECUMSEH</b>	
<p><b><u>Calgary South – HMCS Tecumseh - CAP 1</u></b></p> <p><b><u>Location:</u></b> HMCS Tecumseh, 1820 24 St SW, Calgary, AB</p> <p>Daily Parent Drop Off 0745-0830 (8:00-8:30am)</p> <p>Daily Parent Pick Up 1630 (4:30pm)</p> <p>Serial 1: 31 Jul – 04 Aug 23 (23CAP1TECa)</p> <p>Serial 2: 07 Aug – 11 Aug 23 (23CAP1TECb)</p> <p>Serial 3: 14 Aug – 18 Aug 23 (23CAP1TECc)</p>	<p><b><u>Calgary South – HMCS Tecumseh - CAP 2</u></b></p> <p><b><u>Serial 1: 10 – 17 Jul 23 (23CAP2Teca)</u></b></p> <p>All 8 days will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p><b>Parental Drop Off:</b> <b><u>09 Jul 23 from HMCS Tecumseh (1820 24 St SW, Calgary) 0745 – 0830 hrs.</u></b></p> <p><i>Cadets will travel to RMCTC from via Bus bus will depart by 0830 hrs.</i></p> <p><b>Parent Pick Up:</b> <b>Cadets will return to HMCS Tecumseh on 17 Jul 23 at 1600 hrs.</b> <u>Parents to pick up 1600 hrs.</u></p> <hr/> <p><b><u>Calgary South – HMCS Tecumseh - CAP 2</u></b></p> <p><b><u>Serial 2: 20 – 27 Jul 23 (23CAP2Tecb)</u></b></p> <p>First 4 days/3 nights will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p><b>Parental Drop Off:</b> 19 Jul 23 from HMCS Tecumseh (1820 24 St SW Calgary) <b>0745 – 0830 hrs.</b></p> <p><i>Cadets will travel to RMCTC from via bus. Bus will depart by 0830 hrs.</i></p> <p><b>Parent Pick Up:</b> Cadets will return to HMCS Tecumseh on 23 Jul 23 at 1600 hrs.</p> <p>Last 4 days will Daily Parent Drop Off: 0800-0830 (8:00-8:30am)</p> <p>Daily Parent Pick Up: 1630 (4:30pm)</p>
<b>RED DEER</b>	
<p><b><u>Red Deer – Cormack Armory - CAP 1</u></b></p> <p><b><u>Serial 1: 20 - 24 Jul 23 (23CAP1RD)</u></b></p> <p>Location: Cormack Armory, 4402 55<sup>th</sup> St Red Deer, AB</p> <p>Daily Parent Drop Off 0745-0830 (8:00-8:30am)</p> <p>Daily Parent Pick Up :1630 (4:30pm)</p>	<p><b><u>Red Deer – Cormack Armoury - CAP 2</u></b></p> <p><b><u>Serial 1: 10 – 17 Jul 23 (23CAP2RD)</u></b></p> <p>First 4 days/3 nights will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p><b>Parental Drop Off:</b> <b><u>9 Jul 23 from Cormack Armory (4402 55rh St Red Deer, AB 0745 – 0830 hrs. (more info on next page)</u></b></p>

	<p><i>Cadets will travel to RMCTC from via bus. Bus will depart by 0830 hrs.</i></p> <p><b>Parent Pick Up:</b> Cadets will return to Cormack Armory on 13 Jul 23 at 1600 hrs</p> <p>Last 4 days will be Cormack Armory, 4402 55<sup>th</sup> St Red Deer, AB</p> <p>Daily Parent Drop Off: 0800-0830 (8:00-8:30am)</p> <p>Daily Parent Pick Up: 1630 (4:30pm)</p>
<b>LETHBRIDGE</b>	
<p><b><u>Lethbridge – Vimy Ridge Armory - CAP 1</u></b> <b><u>Serial 1 – 20 - 24 Jul 23 (23CAP1LETH)</u></b></p> <p>All 5 days will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p><b>Parental Drop Off:</b> <b>19 Jul 23 from Vimy Ridge Armory (337 Stubb Ross Rd, Lethbridge, AB) 0745 – 0830 hrs.</b></p> <p><i>Cadets will travel to RMCTC from via bus. Bus will depart by 0830 hrs.</i></p> <p><b>Parent Pick Up:</b> <b>return to Vimy Ridge Armory on 24 Jul 23 at 1600 hrs.</b> <u>Parents to pick up 1600 hrs.</u></p>	<p><b><u>Lethbridge – Vimy Ridge Armory - CAP 2</u></b> <b><u>Serial 1 – 10 – 17 Jul 23 (23CAP2LETH)</u></b></p> <p>All 8 days will be at Rocky Mountain Cadet Training Centre (RMCTC)</p> <p><b>Parental Drop Off:</b> <b>09 Jul 23 from Vimy Ridge Armory (337 Stubb Ross Rd, Lethbridge, AB) 0745 – 0830 hrs.</b></p> <p><i>Cadets will travel to RMCTC from via bus. Bus will depart by 0830 hrs.</i></p> <p><b>Parent Pick Up:</b> <b>Cadets will return to Vimy Ridge Armory on 17 Jul 23 at 1600 hrs.</b> <u>Parents to pick up 1600 hrs.</u></p>
<b>ROCKY MOUNTAIN CADET TRAINING CENTRE (RMCTC)</b>	
<p><b><u>RMCTC CAP 1</u></b> <b><u>Serial 1: 20 - 24 Jul 23 (23CAP1RMCTCa)</u></b></p> <p>Cadets will travel to RMCTC 19 Jul 23 from various locations in AB as per transportation plan which will be under separate cover.</p> <p>Cadets will return to respective drop off location as per transportation plan on 24 Jul 23 at various times.</p> <p><b><u>RMCTC CAP 1</u></b> <b><u>Serial 2: 27 - 31 Jul 23 (23CAP1RMCTCb)</u></b></p> <p>Cadets will travel to RMCTC 26 Jul 23 from various locations in AB as per transportation plan which will be under separate cover. <i>(more info on next page)</i></p>	<p><b><u>RMCTC CAP 2</u></b> <b><u>Serial 1: 10 – 17 Jul 23 (23CAP2RMCTC)</u></b></p> <p>Cadets will travel to RMCTC <b>09 Jul 23</b> from various locations in AB as per transportation plan which will be under separate cover.</p> <p>Cadets will return to respective drop off location as per transportation plan on 17 Jul 23 at various times.</p>

Cadets will return to respective drop off location as per transportation plan on 31 Jul 23 at various times.

**Dress**

1. On the first day of each CAP 1 serials except Red Deer cadets will be required to wear FTU/STU. Red Deer CAP will be in sport attire. When indicated in schedule cadets should wear appropriate civilian attire listed below:
  - a. T-shirt
  - b. Pants/shorts
  - c. Socks
  - d. Comfortable walking shoes (no flip flops/Crocs)
  
2. Cadets should bring the following in a suitable day pack:
  - a. Ball cap or sun hat
  - b. Light jacket (in case of wet weather)
  - c. Sports Activity Wear (shirt, pants/shorts, spare socks and running shoes)
  - d. Sunscreen
  - e. Sunglasses
  
3. CAP 2 and RMCTC will wear FTU/STU the first day and cadets should bring the following:

<b>Civilian - ESSENTIALS</b>	
Ball cap or sun hat	Light jacket (in case of wet weather)
Underwear (x 8)	Cotton socks (x 8)
Deodorant/Antiperspirant (x 1)	Shampoo/Conditioner (x 1)
Shower Sandals (x 1 pair)	Towels (x 2)
Shaving Razor/Shaving Cream (x 1)	Laundry Detergent (x 1)
Toothbrush /Toothpaste (x 1)	Comb/Hairbrush (x 1)
Hair gel or spray (x 1)	Soap (x 1)
Wash cloth (x 2)	Feminine Hygiene Products
Combination lock (x 1)	Conservative Swimsuits
T-Shirt (x 4)	Shorts (x 4)
Running Shoes (x 1 pair)	Pants (x 2)
Sweatpants (x 2)	Sweater (x 2)
Sleepwear (x 2)	Hat (x 1)
Lip balm, SPF 15+ (x 1)	Sunblock, SPF 35+ (x 1)
Optional Canteen Money ( <b>only RMCTC will have onsite canteen</b> )	
<b>Cadet Uniform</b>	
Environmental T-Shirt (x 4)	Wool Socks (x 4)
Headdress (x 1)	Parade Boots/SWAT (x 1)
FTU/STU Pants (x 1)	FTU/STU Shirt (x 1)



<b>Unacceptable – DO NOT BRING</b>	
Tobacco products	Explosive substance and ammunition
Illicit drugs or prescription drugs not in cadets name	Pornographic material
Alcohol	Weapons (firearm; spring, gravity or switch assisted knives; handcuffs; brass knuckles, ninja stars nun chucks, etc.

### **Communication and Contacts**

4. Prior to CAP starting the Point of Contact will be the Full Time Southern Alberta Area OPI. During the CAP, your first point of contact will be the respective Site OIC; however, should you need to speak to someone outside of the specific location, please contact CAP OIC. Contact information is as follows:
- a. Full Time Northwestern Area OPI, Lt(N) P. Mitchell at (403) 392-5721 or by email at [patricia.mitchell@cadets.gc.ca](mailto:patricia.mitchell@cadets.gc.ca)
  - b. Southern Alberta OIC – Maj R. Vanderlee by email at [rob.vanderlee@cadets.gc.ca](mailto:rob.vanderlee@cadets.gc.ca)
  - c. Summer CAP Admin Officer, Capt M. Ellis by email at [mark.ellis@cadets.gc.ca](mailto:mark.ellis@cadets.gc.ca)
  - d. Summer CAP Training Officer, Capt S. Fisher by email at [scott.fisher@cadets.gc.ca](mailto:scott.fisher@cadets.gc.ca)
  - e. OC – Southern Alberta Area, Maj K.Doner by email at [krissy.doner@forces.gc.ca](mailto:krissy.doner@forces.gc.ca)

NORTHEASTERN AREA CAP INFORMATION

**General**

- Northeastern Area (NEA) will provide activities at two locations to allow tri-service participation in the CAP for all communities within its area of responsibility.

<b>WINNIPEG- BLDG 21, 17 WING</b>	
CAP 1	CAP 2
<p>Location: Bldg 21 - 17 Wing Winnipeg - 1 Alley Ai Street, Winnipeg, MB</p> <p><b>Parental Drop Off:</b> between 0730 and 0830 hrs. (7:30 am and 8:30 am)</p> <p><b>Parent Pick Up:</b> 1630 and 1730 hrs. (4:30 pm and 5:30 pm)</p> <p>Serial 1: 10 Jul 23 - 14 Jul 23 (23CAP1NEA-a)</p> <p>Serial 2: 17 Jul 23 - 21 Jul 23 (23CAP1NEA-b)</p> <p>Serial 3: 24 Jul 23 - 28 Jul 23 (23CAP1NEA-c)</p> <p>Serial 4: 31 Jul 23 - 4 Aug 23 (23CAP1NEA-d)</p> <p><b>Drop off and Pick up Access to base requires an adult (18+) that is outlined on Fortress as a contract.</b> Please confirm contact with corps/squadron staff prior to CAP.</p> <p>Activities will be planned as a “day camp” format and will run five days in length from 0830 hrs to 1630 hrs (8:30 am to 4:30 pm)</p>	<p>Location: Bldg 21 - 17 Wing Winnipeg - 1 Alley Ai Street, Winnipeg, MB</p> <p><b>Parental Drop Off:</b> between 0730 and 0830 hrs. (7:30 am and 8:30 am)</p> <p><b>Parent Pick Up:</b> 1630 and 1730 hrs. (4:30 pm and 5:30 pm)</p> <p>Serial 1: 17 Jul 23 - 24 Jul 23 (23CAP2NEA-a)</p> <p>Serial 2: 28 Jul 23 - 4 Aug 23 (23CAP2NEA-b)</p> <p>Serial 3: 18 Aug 23 - 25 Aug 23 (23CAP2NEA-c)</p> <p>Serial 4: 18 Aug – 25 Aug 23 (23CAP2NEA-d)</p> <p><b>Drop off and Pick up Access to base requires an adult (18+) that is outlined on Fortress as a contract.</b> Please confirm contact with corps/squadron staff prior to CAP.</p> <p>Activities will be planned as a “day camp” format and will run eight days in length from 0830 hrs to 1630 hrs (8:30 am to 4:30 pm)</p> <p>excluding the overnight survival field training. Training will be conducted at Stephenfield Provincial Park, all transportation, meals and accommodations will be provided.</p>
<b>BRANDON/CFB SHILO</b>	
CAP 1	CAP 2
<p>Location: 1116 Victoria Ave, Brandon MB</p> <p><b>Parental Drop Off:</b> between 0730 and 0830 hrs. (7:30 am and 8:30 am)</p>	<p>Location: 1116 Victoria Ave, Brandon MB</p> <p><b>Parental Drop Off:</b> between 0730 and 0830 hrs. (7:30 am and 8:30 am)</p>

<p><b>Parent Pick Up:</b> 1630 and 1730 hrs. (4:30 pm and 5:30 pm)</p> <p>Serial 5: 21 Aug 23 - 25 Aug 23 (23CAP1NEA-e)</p> <p>Activities will be planned as a “day camp” format and will run five days in length from 0830 hrs to 1630 hrs (8:30 am to 4:30 pm)</p>	<p><b>Parent Pick Up:</b> 1630 and 1730 hrs. (4:30 pm and 5:30 pm)</p> <p>Serial 5: 10 Aug 23 - 17 Aug 23 (23CAP2NEA-e)</p> <p>Activities will be planned as a “day camp” format and will run eight days in length from 0830 hrs to 1630 hrs (8:30 am to 4:30 pm) <b>excluding</b> the overnight survival field training. Training will be conducted at Stephenfield Provincial Park, all transportation, meals and accommodations will be provided.</p>
--	--

2. For cadets not residing within the Winnipeg/Brandon area NEA will organize transportation for cadets from their corps/squadron community to the CAP site. Transportation will be provided from your communities with cadets arriving on each morning and departing each afternoon, if within an hour of the training site. If you are an overnight attendee, that will be outlined on your travel orders.

**Activities**

3. Activities are being scheduled to fully engage the cadet in a fun and safe environment. Cadets are expected to come to training physically and mentally ready to participate in the activities. Cadets will be provided a schedule on their first day of CAP to foresee the planned training schedule, however adjustments may be made to the specific daily activities to accommodate weather or resources.

4. Cadets are enrolled for the complete 5-day or 8-day program and expected to participate in the entire program. Absences for part of a day or an entire day will be addressed on a case-by-case basis but can result in the removal of the cadet from further participation in the CAP program. Parent(s)/guardian(s) are asked to advise the CAP Admin O of any absences as soon as they may become known.

**Meals**

5. Participants will be provided lunch for each day of scheduled training. Special dietary instructions (allergies to food, vegetarian meals) should be communicated to the CAP Admin O prior to the start of training on day 1.

6. Meals will be individually wrapped/packaged items, such as sandwiches, box lunches or Meals Ready to Eat (MREs).

7. Each participant is required to bring a refillable water bottle. They will be required to bring this with them to training each day. It should be hand washed and dried daily.

8. Day camp cadets may bring a personal snack that can be consumed during the day. The sharing of snacks will not be permitted. (Note: snacks will only be consumed on break and when approved by the supervisor.)

9. Over-night Activity Cadets WILL NOT bring personal food items. Food will not be stored in the sleeping accommodations of cadets for overnight activities.

**Dress and Kit List – Day Activities**

10. Cadets will be required to wear their FTU/STU’s. If you do not have an issued uniform, you are to wear the following:

- a. a t-shirt
- b. pants/shorts
- c. socks
- d. comfortable walking shoes or walking sandals (no flip-flops/Crocs)

11. Cadets should bring the following in a suitable day pack:

- a. Ball cap or sun hat
- b. Light jacket (in case of wet weather)
- c. Sports activity wear (shirt, pants/shorts, spare socks and running shoes)
- d. Sunscreen
- e. Sunglasses
- f. Hand-towel

**Dress and Kit List – Overnight**

12. Cadets will be required to wear appropriate civilian clothing for the activities being conducted. Cadets will be sleeping in accommodation buildings with bunk beds and access to toilets, sinks and showers. Cadets should pack for function not fashion. Only emergency laundry service is available, so cadets should bring suitable quantities of the following items:

Shirts – long and short sleeve	Pants & shorts
under-garments & socks	second pair of comfortable walking shoes or walking sandals (2 pairs – one for wear and the other for “air” or drying out)
footwear for accommodations and showers (slippers/flip-flops/Crocs)	Ball cap or sun hat
Light sweater (in case of cool weather)	Light jacket (in case of wet weather)
Sports activity wear (shirt, pants/shorts, spare socks and running shoes)	Night wear in accommodations.
Sunscreen	Sunglasses
Towels (Face Cloth, Hand-towel and Full-Body-towel)	Hygiene kits (soap, shampoo, toothbrush, shaving items, etc)
Required Medications only	

### **Dress and Kit List – Overnight FTX (8-Day CAP only)**

13. Cadets on the 8-day CAP will participate in a 3-day, 2-night FTX and will be required to wear their FTU/STU for the activities being conducted. Cadets will be sleeping in tents, ground sheet shelters and improvised shelters. They will not have access to the accommodation buildings. They will have access to portable toilets and wash basins, but not the toilets, sinks and showers. Cadets should pack for function not fashion, this will be discussed during the first week of training for cadet. Items for the FTX should be packed in a soft-shell bag (duffle bag) and hard-shell suitcases should not be used. Cadets will not be required to hike long distances with their items, but their kit must fit within their tents. Beyond the items for overnight, the following should be considered:

- a. KFS (Fork, Knife, Spoon)
- b. Non-breakable mug w/lid and bowl
- c. Pocket knife (less than 3-inch blade Small for cutting rope and cords)
- d. Small flashlight / headlamp
- e. Extra Sweat pants, long sleeve shirts and sweater for staying bug free and warm
- f. Shirt / shorts / bathing suit / footwear - for canoe activity

14. Cadets will be provided individual (sleeping bag, liners, ground sheets, air mattress) and group kit (tents, stoves, lanterns, axes, saws) for the safe conduct of these activities.

### **Transportation / Movements**

15. Transportation will be provided for cadets to and from the CAP site when activities are being conducted at a different facility. Following the conclusion of the activity, cadets will return to the CAP site.

16. For cadets travelling to CFB Shilo, they will receive an itinerary that identifies the departure time and location and the return time and location. This information will be provided at least 7-days before the activity start date. Cadets should ensure they have eaten a meal prior to their departure. Cadets travelling long distances will be provided a meal in transit or upon arrival at CFB Shilo.

### **Communication and Contacts**

17. During the CAP, your first point of contact will be the on-site staff; however, should you need to speak to someone outside of the specific location, please reach out to your CAP Headquarters team. Contact information is as follows:

- a. CAP Admin Officer, Lt Treen at (204) 880-6716 or by email at [gillian.treen@cadets.gc.ca](mailto:gillian.treen@cadets.gc.ca);

Annex H

RCSU(NW) Cadet Activity Program – Joining Instructions Course and Staff Cadets

- b. CAP Officer-in-Charge, Capt Christina Fisette at (204) 612-6245 or by email at [christina.fisette@cadets.gc.ca](mailto:christina.fisette@cadets.gc.ca);
- c. Northeastern Area OPI, Capt Don Thomson at (306) 501-9780 or by email at [donald.thomson@cadets.gc.ca](mailto:donald.thomson@cadets.gc.ca);
- d. OC – Northeastern Area, LCdr Allyson Bourre at (306) 201-5813 or by email at [Allyson.Bourre@cadets.gc.ca](mailto:Allyson.Bourre@cadets.gc.ca).

CENTRAL PRAIRE AREA CAP INFORMATION**General – CAP1**

1. Central Prairie Area (CPA) will provide activities at three locations to allow tri-service participation in the CAP for all communities within its area of responsibility. In Regina and Saskatoon, the activities will be planned as a “day camp” format and will run five days in length from 0830 hrs to 1630 hrs (8:30 am to 4:30 pm).

<b>REGINA-HMCS QUEEN</b>	
Daily Parent Drop Off (PDO)	0730 and 0830 hrs (7:30-8:30 am)
Daily Parent Pick Up (PPU)	1630-1730 (4:30-5:30 pm)
Location: HMCS Queen, 100 Navy Way, Regina, SK	
CAP1 Regina – 20 July 23 to 24 July 23	
<b>SASKATOON – HMCS SASKATOON</b>	
Daily Parent Drop Off (PDO)	0730 and 0830 hrs (7:30-8:30 am)
Daily Parent Pick Up (PPU)	1630-1730 (4:30-5:30 pm)
Location: HMCS Unicorn, 405 24 St E, Saskatoon, SK	
CAP 1 Saskatoon – 10 July 23 - 14 July 23	

2. For cadets not residing in the above communities, the activities will be planned as a centralized overnight camp format. CPA will organize transportation for cadets from their corps/squadron community to the training site for one of the following dates:

<b>CAMP SASKADET</b>
Camp Saskadet CAP 1a: 17 July 23 - 21 July 23
Camp Saskadet CAP 1b: 3 Aug 23 - 7 Aug 23

3. Cadets in outlying communities who have a medical restriction of 30 minutes will attend Regina for their training. These cadets should follow direction and information for the Centralized camp but will receive travel and accommodation information separately. Cadets in Saskatoon will remain within the restriction for all of their activities.

**General – CAP2**

4. CPA will provide activities at three locations to allow tri-service participation in the CAP for all communities within its area of responsibility. In Regina and Saskatoon, the activities will be planned as a “day camp” format of five days building on the CAP1 experience with an addition of a FTX portion.

<b>REGINA-HMCS QUEEN</b>	
Daily Parent Drop Off (PDO)	0730 and 0830 hrs (7:30-8:30 am)
Daily Parent Pick Up (PPU)	1630-1730 (4:30-5:30 pm)
Location: HMCS Queen, 100 Navy Way, Regina, SK	
CAP2 Regina – 10 Jul 23 to 17 Jul 23	
HMCS Queen, 100 Navy Way, Regina, SK S4P 4K6	

FTX Dates: July 15-17	
<b>SASKATOON – HMCS SASKATOON</b>	
Daily Parent Drop Off (PDO)	0730 and 0830 hrs (7:30-8:30 am)
Daily Parent Pick Up (PPU)	1630-1730 (4:30-5:30 pm)
Location: HMCS Unicorn, 405 24 St E, Saskatoon, SK	
CAP 2 Saskatoon – 17 Jul 23 to 24 Jul 23	
HMCS Unicorn, 405 24 St E, Saskatoon, SK S7K 0K7	
FTX Dates: 22-24 July 23	

5. For cadets not residing in the above communities, the activities will be planned as a centralized overnight camp for the entire duration. CPA will organize transportation for cadets from their corps/squadron community to the training site.

<b>CAMP SASKADET</b>
Camp Saskadet CAP 2A – 24 July 23 to 31 July 23
Camp Saskadet CAP 2B- 10 Aug 23 to 17 Aug 23

6. Cadets who have been identified as having a 30-minute restriction will attend CAP2 in Regina regardless of their unit location. Cadets will receive separate travel and accommodation information.

7. Parent(s)/guardian(s) are to provide the site supervisor their contact information for the day when they drop off their cadet, if it is different from what is on the Fortress validation information sheet (e.g., confirm best phone number on first day of training).

**Activities**

8. Activities are being scheduled to fully engage the cadet in a fun and safe environment. Cadets are expected to come to training physically and mentally ready to participate in the activities.

9. Cadets are enrolled for the complete CAP1 or CAP2 program and expected to participate in the entire program. Absences for part of a day or an entire day will be addressed on a case-by-case basis but can result in the removal of the cadet from further participation in the CAP program. Parent(s)/guardian(s) are asked to advise the CAP Admin O of any absences as soon as they may become known.

**Meals**

10. Participants will be provided lunch for each day of scheduled training. Special dietary instructions (allergies to food, vegetarian meals) should be communicated to the CAP Admin O upon receipt of these joining instructions.

11. Meals will be individually wrapped/package items, such as sandwiches, box lunches or Meals Ready to Eat (MREs).

**Dress and Kit List – Day Activities**



12. Cadets will be required to wear their Field Training Uniform (FTU). When appropriate civilian clothing for the activities being conducted will be allowed and identified on the tentative schedule. In addition to the kit list in the general joining instructions cadets will be told if they need any additional items by the staff.

### **Dress and Kit List – Overnight Saskadet**

13. Cadets will be sleeping in accommodation buildings with bunk beds and access to toilets, sinks and showers. Cadet should primarily wear FTUs. Cadets should pack for function not fashion. Only emergency laundry service is available, so cadets should bring suitable quantities of personal kit. Cadets should ensure they pack appropriate civilians for downtime during the course.

### **Dress and Kit List – Overnight FTX CAP2**

14. Cadets on CAP2 will participate in a 3-day, 2-night FTX as part of their training and will be required to wear FTU clothing for the activities being conducted. Cadets will be sleeping in tents, ground sheet shelters and improvised shelters. They will not have access to the accommodation buildings. During these days cadets will not have access to showering but will have appropriate hygiene. Cadets should pack for function not fashion. This will be discussed during the first week of training for cadets in Regina and Saskatoon. Items for the FTX should be packed in a soft-shell bag (duffle bag) and hard-shell suitcases should not be used. Cadets will not be required to hike long distances with their items, but their kit must fit within their tents. Beyond the items for overnight at Saskadet, the following should be considered:

- a. Non-breakable mug w/lid
- b. Pocket knife (less than 3-inch blade Small for cutting rope and cords)
- c. Small flashlight / headlamp
- d. Extra Sweatpants, long sleeve shirts and sweater for staying bug free and warm
- e. Shirt / shorts / bathing suit / footwear - for canoe activity

15. Cadets will be provided individual (sleeping bag, liners, ground sheets, air mattress) and group kit (tents, stoves, lanterns, axes, saws) for the safe conduct of these activities.

### **Electronic items**

16. Cadets attending the centralized Saskadet CAP programs may bring small electronic devices but will have limited access. There will be no access to charge or utilize these devices during single day activities and FTX portion of CAP2.

- a. They will be responsible for the safe storage of these items. DND provides no responsibility in the event of loss or damage to devices. Due to the location being utilized at Saskadet there are no lockers or barrack boxes to secure items.
- b. They will NOT have access to charging stations during day activities and will not bring charging cords.

- c. They will NOT use these devices during training activities and may only access them after hours. They will be kept in their accommodations during this time.
- d. Cadets will NOT take pictures and/or post them on social media. Staff will be taking pictures and sharing them with public affairs. Public affairs will be making all social media posts about these activities.
- e. Saskadet has minimal, spotty cell coverage and no access to Wi-Fi or internet.

17. Cadets who are not from Regina who are attending CAP in Regina will be housed in secure facilities and can bring small electronics for after training hours.

### **Transportation / Movements**

18. Transportation to any activities not hosted at the main location will be provided. Following the conclusion of the activity, cadets will return to the CAP location.

19. For cadets travelling to Saskadet, they will receive an itinerary that identifies the departure time and location and the return time and location. This information will be provided at least 7-days before the activity start date. Cadets should ensure they have eaten a meal prior to their departure. Cadets travelling long distances will be provided a meal in transit or upon arrival at Saskadet.

### **Communication and Contacts**

20. During the CAP, your first point of contact will be the on-site staff; however, should you need to speak to someone outside of the specific location, please reach out to your CAP Headquarters team. Contact information is as follows:

- a. CAP Officer-in-Charge, Capt Patti Paul at (306) 220-3743 or by email at [patricia.paul@cadets.gc.ca](mailto:patricia.paul@cadets.gc.ca)
- b. CAP Admin Officer, 2Lt Tori Towers at email at [tori.davidson@cadets.gc.ca](mailto:tori.davidson@cadets.gc.ca)
- c. CAP Site Supervisor Saskatoon, Capt T. Clyde Garrett at (306) 313-2977 or by email at [thomas.garrett@cadets.gc.ca](mailto:thomas.garrett@cadets.gc.ca)
- d. CAP Site Supervisor Saskadet, Lt(N) Lasha Gareau at (306) 960-2747 or by email at [lasha.gareau@cadets.gc.ca](mailto:lasha.gareau@cadets.gc.ca)
- e. CAP Site Supervisor Regina, Lt(N) Bruce Boczkowski at 306-690-3801 or by email [bruce.boczkowski@cadets.gc.ca](mailto:bruce.boczkowski@cadets.gc.ca)