



National Défense
Defence nationale



REGIONAL CADET SUPPORT UNIT (NORTHWEST)

Whitehorse Cadet Training Centre – Joining Instructions Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Deputy Chief Training Officer

2018-05-24

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PURPOSE

1. The purpose of the joining instructions is to provide cadet candidates, selected staff cadets, and their parents, with the necessary information for course participation. They must be read in full, as it contains important information about the cadet's participation at the Cadet Training Centre (CTC).

COURSE DETAIL

2. Located at the Boyle Barracks 20km south of Whitehorse, YT; Whitehorse CTC (WCTC) is the only Cadet Training Centre "North of 60". Cadets from across Canada along with cadets from the United Kingdom will participate in the training programmes delivered during the summer months at WCTC. This cross-cultural environment presents a unique citizenship opportunity for all cadets attending WCTC. Our area of operations covers an area of the Yukon Territory from the Robert Campbell Highway to the North, the South Canol Road to the East, Tagish to the South and Kusawa Lake to the West.

3. WCTC conducts the following six training courses during the summer:

- a. General Training;
- b. Basic Expedition;
- c. Basic Marksman;
- d. Basic Drill and Ceremonial;
- e. Expedition Instructor; and
- f. Air Rifle Marksmanship Instructor.

4. WCTC comprises approximately 120 staff and staff cadets as well as 400 course cadets.

5. Training at WCTC ranges from basic indoctrination for new cadets to leadership, team building and instructional techniques training for second and third year cadets; as well as on the job training for fourth and fifth year cadets.

PREPARATION

PRE-DEPARTURE CHECK

6. A pre-departure checklist can be found at Annex A. Please review it and post it on your fridge as a reminder to help you prepare to send your cadet away for a Training Centre. Please ensure that your cadet has all the information in this check list as it will assist them with travel and having an enjoyable summer.

CLOTHING AND EQUIPMENT REQUIREMENTS

7. Issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List (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, are not required and must not be brought to the CTC.

8. 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 CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron. Fleece jackets are highly recommended for all expedition training cadets.

9. Warm Clothing. All personnel are advised to bring long underwear and suitable warm outer clothing. The mean temperature for the July to August time frame ranges from a daytime high of +25 Celsius to a night time low of +2 Celsius. Exercises are often conducted at higher altitudes with lower temperatures and generally poorer weather conditions. Fleece jacket and trousers are only issued to the Expedition Instructor course.

10. Civilian Clothing. There is no need for cadets to wear civilian clothing, however, appropriate civilian clothing may be worn but must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them that is offensive in nature. Civilian clothing may be worn during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt.

11. Lockers/Personal Storage. Personal storage space within CTC accommodations tends to be limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Armed Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items (Annex C) which should accompany the cadet.

12. Mess Dinner. Mess Dinners (for staff cadets) may be arranged while at CLCTC. If held, the staff cadet mess dinner will be held during the first week of the course. Staff cadets are to wear Mess Dress (C2 - Sea Cadets, C6 - Army Cadets and C8 - Air Cadets). The Commanding Officer may permit staff cadets to wear suitable equivalent civilian attire to the dinner.

TRANSPORTATION ARRANGEMENTS

13. The Regional Cadet Support Unit (Northwest) (RCSU (NW)) Movements staff will arrange transportation to and from the CTC. Details will be made available in Fortress (the administration system of the Canadian Cadet Organizations) to Corps/Squadron's Commanding Officer and Zone Training Officer who will provide cadets with the necessary instructions and/or document. A contact list of Regional Movements Officers is to be carried by the cadet, and used if required while travelling. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (NW) Transport Officers is:

- a. 1(855)761-3747; and
- b. for out of region personnel attending Whitehorse CTC, contact your applicable region movements staff.

14. Cadets shall travel to and from the CTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. Cadets are not to wear ceremonial accoutrements while travelling. This includes but not limited to white lanyards, medals, white gloves, etc.

15. All cadets must have a valid Government Issue identification card prior to their departure from home to the CTC. The name must be identical to the legal name submitted when they applied for a CTC. 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 and legal name. Documents such 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 Cadet Corps/squadron I.D. cards are not accepted. Cadets whose 16th birthday falls within their summer training 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 Cadet Corps/squadron MUST match the identification being carried.

17. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for. Additional baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying cadet's name, address, telephone number and Cadet Corps number, and must not exceed 50 lbs;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged;
- d. aerosol, liquids, gels are only permitted in carry-on luggage in limited amounts. In checked luggage the items together cannot exceed: 2L, or 2kg (75 fl. oz.);
- e. due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc;
- f. a full list of permitted and none permitted items allowed on aircraft can be found at the Canadian Air Transport Security Authority [website](#); and
- g. carry-on luggage should be no larger than a school backpack.

18. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc) it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Movements Officer shall assist in making contact with the carrier and assist with the retrieval of the lost luggage.

19. Meals appropriate to the time of day are provided enroute if cadets travel extends over a meal period.

20. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the Training Centre if prior arrangements are made with the Movements Officer through the Corps Commanding Officer/summer contact officer. Parents/Guardians are to complete the Parental Pick Up/ Parental Drop Off Form and submit it to the Movements Officer to ensure all personnel are made aware of the request.

TRAVEL TIPS

21. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC.

22. Always have your travel orders and identification available on you, not packed in your luggage.

CADET CODE OF CONDUCT

23. In order to participate at a CTC, course cadets and staff cadets must complete and submit upon arrival at the CTC the code of conduct located in Annex D and E of the joining instructions and arrive with a signed copy of their offer of participation.

MEDICAL AND DENTAL CARE

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

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

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

ACCOMMODATION PLAN REQUIREMENTS

27. 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.) accommodations.

28. Requests for food related preferences, intolerances, and/or allergies cannot be accommodated.

29. Until such time as Fortress is able to provide functionality in advising of accommodation plan requirements, RCSU (NW) will implement a regional work process as follows:

- a. cadet corps shall handle requests for accommodations for the local program internally, except in the case of not accommodating based on “undue hardship”, which should only be determined in consultation with their Zone Trg O; and

- b. requests for accommodations for all other activities including CTC should be made with as much notice as practicable to NorthwestTraining@forces.gc.ca. If the specifics of the request cannot be emailed, please use email to request follow-up with RCSU (NW) staff by phone.

TRAINING CENTRE ROUTINES

IN-CLEARANCE

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

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

31. 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 inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre.

TRAINING CENTRE SERVICES AND INFRASTRUCTURE

32. Cadet Banking. A banking system will be in place for cadet use. Cadets are encouraged to limit their spending money on hand, and bank the remainder as a safeguard against loss or theft. WCTC uses a cashless system during the summer. Cadet bank accounts are created for each cadet. On arrival at WCTC, cadets will deposit any money into this account for safe keeping for the duration of their course. Cadet Training Bonuses are automatically deposited for each cadet into their bank account. Should the cadet wish to purchase items from the Cadet Canteen such as caps, t-shirts, fleece jackets, soft drinks or confectionary items, the amount of each purchase is automatically debited from their Cadet bank account. Cadets can “spend” up to the amount currently in their Cadet bank account. Note that cadets are responsible for personal hygiene items including soap, shampoo, haircuts, etc. At the end of the summer, Cadet bank accounts are reconciled with their total purchases and the cadet is issued a cheque for the remaining balance upon their departure from the CTC. Cadets will also receive a copy of the purchases they made during their time at WCTC.

33. There are no ATMs (commercial banks’ Automated Teller Machines) located within the Training Centre. However, cadets holding their own personal banking or ATM cards may be provided periodic opportunities to access an ATM at nearby commercial locations (RBC, BMO, Scotia Bank, TD Canada Trust, and CIBC are available in Whitehorse).

34. There are no barber services available on-site at WCTC. All cadets must arrive with a recent haircut as opportunities for haircuts will be minimum. There are barbers in the City of Whitehorse, when if used, cadets will arrange for their own payment.
35. Canteen Light refreshments, including soft drinks, chocolate bars, souvenirs and various sundry items are available at the cadet canteen for purchase by cadets.
36. Pay Phone. Pay phones are available at the CTC for personal calls.
37. Barracks. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Security for cadets' personal belongings is provided by "barracks boxes" or steel lockers similar to those in school. CTC will issue 3 keyed alike combo locks for securing personal belongings.
38. Meals. 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, 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.
39. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters.
40. Postal Services. Postage 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 the address in paragraph 64.
41. Laundry. Full service laundry services are provided to all cadets while they attend training at WCTC.
42. Cadets are not required to bring laundry detergent or other items to the training centre. Irons are available in cadet accommodations so they may prepare their uniforms.
43. Laundry facilities are made available for staff cadets to do their own laundering. Staff cadets are only to use the detergent pods and dryer sheets provided by WCTC.
44. Worship Services And Spiritual Guidance. WCTC will have one chaplain on staff, who will make every effort to meet the needs of all religious denominations with assistance from local places of worship. The centre provides access to 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.

TRAINING BONUS

45. 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 for all courses. The bonus is paid in instalments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim installments are paid into their Training Centre bank account and the final

installment is paid by cheque. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.

PERSONAL APPEARANCE

46. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating at a Training Centre. Personal Appearance will adhere to the applicable elemental policy: CATO 46-01 Army Cadet Dress Regulations, or CATO 55-04 Air Cadet Dress Instructions.

VISITS, LEAVE AND PASSES

47. Cadets attending the Training Centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day.

48. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, authorized by the parent/guardian and normally identified in Fortress. The names of these individuals can be communicated to Corps/Sqn staff for input in Fortress. Questions on authorized adults stored in Fortress can be directed to your Administration Officer. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

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

50. Leave periods vary according to the training requirements on each course and parents should consult with the Training Centre Staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

51. Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town. Staff Cadets are to bring with them the Parental Consent Form – Staff Cadet Unsupervised Day Trips indicating if their parent/guardian authorizes unsupervised day trips. The form can be found at Annex G.

SMOKING, ALCOHOL, AND DRUGS

52. Smoking. All Cadet Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off CTC property. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products.

53. Alcohol. All Cadet Training Centres have a NO ALCOHOL policy for all cadets.

54. 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.

55. At this time, cannabis remains a prohibited drug in Canada. Should that change, the Cadet Training Centre will promulgate an applicable policy with regards to its use. Until such time that a specific policy is promulgated, all Cadet Training Centre's will follow the currently policy that states: "No staff member or cadet shall use any drug unless: the individual is authorized to use the drug by a qualified medical or dental practitioner for the purposes of medical treatment or dental care; or the drug is contained in non-prescription medication used by the individual in accordance with the instructions accompanying the medication."

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

CELLULAR PHONE

57. Cadets will be authorized to bring cellular telephones to the CTC. RCSU Northwest does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones are valuable items. Each CTC 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 CTC. Cadets will only be permitted to use their phone during non-training hours. Cell phone use in the barracks and washrooms is prohibited.

58. Cellular phone providers that provide coverage to the WCTC training area are:

- a. Northwestel;
- b. Rogers;
- c. Bell; and
- d. Telus.

GRADUATION AND RETURNING HOME

59. WCTC 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.

60. Graduation Parades. The graduation parade dates for WCTC are as follows:

- a. First Serial – General Training, 20 Jul 18, 1030 hrs;
- b. Second Serial – General Training, 3 Aug 18 1030 hrs;
- c. Third Serial – General Training, 16 Aug 18 1400 hrs;

- d. First Serial 3 Week Courses: Basic Expedition and Basic Drill and Ceremonial, 28 Jul 17 1030 hrs; and
- e. Second Serial 3 Week Courses, and all 6 Week Courses:
 - (1) Basic Drill and Ceremonial and Basic Marksman, 16 Aug 18 1400 hrs; and
 - (2) Expedition Instructor and Air Rifle Marksmanship Instructor, 16 Aug 18 1400 hrs.

61. 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.

62. It is imperative that parents desiring an early departure with their sons/daughters advise the Training Centre. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Parental Pick-up Form (Annex H). If circumstances change, a substitute form may be sent by fax or mailed to the Training Centre, or arrangements may be made by telephone.

63. 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 in Fortress, on the cadet's Offer of Participation or Parental Pick-up Form. CTC staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

WCTC CONTACT INFORMATION

64. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope. All mail and parcels MUST have a return address as some of the mail/parcels are received after the cadet has departed the CTC. The mailing address for WCTC is as follows:

RANK, FIRST & LAST NAME
 Course attending
 Whitehorse Cadet Training Centre
 Boyle Barracks
 45 Fireweed Drive
 Whitehorse, YT Y1A 5T8

65. Phone number. To contact cadets and staff cadets at WCTC call (867) 393-7373. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

66. Email Address. The email address for WCTC is Whitehorse@cadets.gc.ca.

CADET TRAINING CENTRE LOCATION

67. WCTC can be located using the following coordinates: 60°35'52.9"N 134°57'05.5"W or can be found on Google Maps by searching “Boyle Barracks – Whitehorse Cadet Training Centre” or clicking [here](#). Location map can found in annex I.

E.D. McLean
Major
J35 Deputy Chief Training Officer

Annexes

Annex A	Check List
Annex B	Kit List - Cadet/Staff Cadet Uniform and Clothing Requirements
Annex C	Record of Valuable Items
Annex D	Code of Conduct for Course Cadets
Annex E	Code of Conduct for Staff Cadets
Annex F	Medical Care For Cadets
Appendix 1	OTC (Over the Counter) / Prescribed Medication Administration
Annex G	Parental Consent Form – Staff Cadet Unsupervised Day Trips
Annex H	Parental Pick - Up Form & Consent of Release and Liability
Annex I	Whitehorse Cadet Training Centre Map

Annex A

Whitehorse Cadet Training Centre – Joining Instructions Course and Staff Cadets

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. Put name on all items brought to the training centre.
(Week before departure)
- ___3. Know travel arrangements and reporting date.
(Week before departure).
- ___4. Pack complete cadet kit and personal kit.
(Week before departure)
- ___5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses.
(Week before departure)
- ___6. Consider amount of spending money for two weeks.
(Week before departure)
- ___7. Label all luggage with name and home address, place name and address inside of luggage.
(Week before departure)
- ___8. List of medications and dispensing information (dosage, frequency).
(Week before departure)
- ___9. Prescribed medication.
(Week before departure)
- ___10. Get haircut.
(Day before departure)
- ___11. Obtain travel orders and information.
(Carry with you)
- ___12. Proper Identification for Travel.
(Carry with you)
- ___13. Long Distance Calling Card (to call home periodically).
(Carry with you)
- ___14. Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week).
(Carry with you)
- ___15. Bring (carry with you) all required paperwork including:
 - ___ Signed Offer of Participation
 - ___ Completed Annex C Record of Valuable Items
 - ___ Completed Annex D/E Code of Conduct
 - ___ Completed Annex F Appendix 1 for Over The Counter Medications
 - ___ Completed Annex G Staff Cadet Unsupervised Day Trip Consent (if applicable)
 - ___ Completed Annex I Parental Pickup (if applicable)
 - ___ A copy of your Provincial Health Card.

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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 CTC. The Army Cadet Field Training Uniform (FTU) must be brought by all army cadets and staff cadets to WCTC. Cadets are not to bring any regimental accoutrements; only C-1's are authorised due to limited space.
2. Cadets will be issued PT gear upon arrival at the CTC/CFTC. All cadets will be issued two pairs of shorts, two elemental t-shirts and a Tilley hat. Cadets will need to bring their own footwear. Footwear must be appropriate for extended outdoor physical activity. Cadets arriving without or with improper PT clothing will be issued appropriate clothing from training centre stocks.
3. The following personal items of kit must be brought to the CTC:
 - a. toothbrush, toothpaste, dental floss;
 - b. soap and shampoo (biodegradable);
 - c. two bath towels and if desired hand towels and face cloths;
 - d. shaving kit (if required);
 - e. hairbrush or comb;
 - f. fingernail clippers or nail file;
 - g. handkerchief or tissue;
 - h. deodorant;
 - i. shoeshine kit;
 - j. sewing kit;
 - k. laundry soap (biodegradable) * Staff Cadets only;
 - l. writing material;
 - m. two padlocks (combination type);
 - n. several changes of underclothing, T-shirts and socks (enough for one week);
 - o. pyjamas;
 - p. sweat suit and sweatshirts;
 - q. conservative swimsuit;
 - r. sweater;

- s. hangers;
- t. lint brush;
- u. eyeglass retainer bands for sports (for eyeglass wearers);
- v. shower sandals; and
- w. neutral colour bobby pins/hair accessories (if necessary).

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 training centre:

Prohibited By Law	Prohibited by The CCO	Items Not Allowed
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 products	

VALUABLES AND DISCOURAGED ITEMS

5. The following items are strongly discouraged from being brought to the training centre:

- a. Smart phones / Cellular Phones;
- b. iPods;
- c. MP3 players; and
- d. 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 CTC. Cadets who bring valuables to CTC are to complete the Record of Valuable Items (Annex C) form and bring a copy of the completed form to the CTC. The form is to be presented to the administration staff during intake

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COURSE CADET CODE OF CONDUCT

Last Name		First Name	
Course	Home Unit		Year

1. I, hereby agree to respect the rules at Whitehorse Cadet Training Centre (WCTC) during my training period. I understand that my attendance at the CTC is subject to the following rules:
- a. I will familiarize myself with and abide by all CTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
 - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
 - (1) alcohol;
 - (2) unlawful drugs, non-prescription medication, or mood altering substances;
 - (3) cigarettes/tobacco products; and
 - (4) knives, guns, weapons or any pornographic materials;
 - c. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
 - d. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
 - e. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
 - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
 - g. I will use a reasonable and firm tone when in a position of leadership and giving orders;
 - h. I will not harass any member of the CTC and will avoid any gesture, comment, action, or display that may be interpreted as demeaning, humiliating, or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
 - i. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);

Annex D

Whitehorse Cadet Training Centre – Joining Instructions Course and Staff Cadets

- j. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- k. I will not lie, cheat, or make a false declaration when I am required to be honest;
- l. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;
- m. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
- n. I will respect the environment and my surroundings;
- o. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency, or life-threatening situations;
- p. I will request the presence of an adult supervisor when the circumstances dictate;
- q. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
- r. I will not act in a manner which brings discredit to the cadet organization;
- s. I will not act or fail to act in a manner which results in the safety of another cadet being jeopardized;
- t. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- u. I will stay out of the opposite gender's quarters;
- v. should I be Returned To Unit (RTU) before the end of summer training, I authorize the CTC authorities to inform my parents or guardian of the reasons that have led to my early return.

2. I am aware that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a Return To Unit (RTU). I am aware that I may speak with an adult or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.

3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

Date

Signature

STAFF CADET CODE OF CONDUCT

Rank	Last Name	First Name	
Position	Home Unit		Year

1. I have agreed to serve as a staff cadet at Whitehorse Cadet Training Centre (WCTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:
- a. I will familiarize myself with and abide by all CTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
 - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
 - (1) alcohol;
 - (2) unlawful drugs, non-prescription medication, or mood altering substances;
 - (3) cigarettes/tobacco products; and
 - (4) knives, guns, weapons or any pornographic materials;
 - c. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency or life-threatening situations;
 - d. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
 - e. I will use a reasonable and firm tone when correcting faults or passing on orders and will not use profanity, coaxing or making jokes to do so;
 - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
 - g. I will not lie, cheat, or make a false declaration when I am required to be honest;
 - h. I will not act or fail to act in a manner which results in the safety of another member being jeopardized;
 - i. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
 - j. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
 - k. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;
 - l. I will request the presence of an adult supervisor when a circumstance is beyond my authority or ability;

Annex E

Whitehorse Cadet Training Centre – Joining Instructions Course and Staff Cadets

- m. I will not harass any member of the CTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
- n. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
- o. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
- p. I will not disclose any personal or protected information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.) ;
- q. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- r. If a cadet refuses to obey an order promptly, I will repeat it; after a second refusal, I will inform the cadet that they will be reported to their superior officer and do so;
- s. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
- t. I will not act in a manner which brings discredit to the cadet organization;
- u. I will behave in a manner that does not belittle, embarrass, demean, or humiliate another person, and which is not contrary to the DND policy on Harassment;
- v. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- w. I will respect the environment and my surroundings;
- x. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
- y. should I be Returned To Unit (RTU) before the end of summer training, I authorize the CTC authorities to inform my parents or guardian of the reasons that have led to my early return.

2. I acknowledge that the expectations detailed above are in effect both while I am at the CTC and when I am away from the CTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a Return To Unit (RTU).

3. I am aware that I may speak with an adult supervisor at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.

4. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date

Signature

MEDICAL CARE FOR CADETS

CLINICS AT CADET TRAINING CENTRES

1. Cadet Training Centres (CTCs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets are provided treatment at the CTC similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications at hat cadets have when they arrive. Major ailments or injuries to cadets beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

2. There is a screening process completed prior to attending a CTC to ensure the cadet is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet from participating in the directed training. A cadet with an ailment that cannot be supported by the CTC 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. Cadets who live outside of Northwest Region must also have a photocopy of their personal or family health card issued by the respective province.

PRESCRIPTION MEDICATION

4. 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 CTC Medical staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC 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. All prescription medication must be accompanied with the completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

OVER-THE-COUNTER AND PATIENT MEDICINES

5. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC medical staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed CATO 16-04 Record of Medication found in Annex F 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 Training Centre.

EYEGASSES, 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 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 their 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 is at the Training Centre. Cadets are to bring a signed copy of their emergency response plan 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.

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](#).

OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION

MUST BE FILLED PRIOR TO CTC

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)

Annex F
Whitehorse Cadet Training Centre – Joining Instructions Course and Staff Cadets

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)

PARENTAL CONSENT FORM
STAFF CADET UNSUPERVISED DAY TRIPS CADET TRAINING CENTRE

IMPORTANT: This form must be completed in full and brought by the Staff Cadet to the CTC.

Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example.

Staff Cadets will need to request time off through their chain of command in accordance with established CTC policies. Staff Cadets will normally be required to return prior to lights out. Each CTC/CFTC will establish the required return time as indicated in the CTC/CFTC Standing Orders.

Staff Cadets will not normally be permitted unsupervised leave overnight.

SECTION "A" CADET PERSONAL DATA	
CADET'S LAST NAME	GIVEN NAMES
CORPS/SQUADRON	COURSE
SECTION "B" UNSUPERVISED DAY TRIPS	
<p>Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town.</p> <p>Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Comments</p> 	
SECTION "C" PARENT/GUARDIAN'S SIGNATURE (AS LISTED IN FORTRESS)	
<p>The information provided below is complete and accurate to the best of my knowledge.</p>	
Parent/Guardian's Name	Relationship to Cadet
Signature	Date

Staff Cadet to bring to CTC

(Left blank intentionally)

**REQUEST FOR DEVIATION OF TRAVEL
PARENTAL PICK UP AND/OR DROP OFF**

SECTION "A"					CADET PERSONAL DATA				
CADET'S RANK	CADET'S LAST NAME	CADET'S FIRST NAME	CADET'S INIT	TELEPHONE ()					
HOME ADDRESS		CITY			PROV.	POSTAL CODE			
CADET CORP/ SQUADRON NUMBER & NAME				CADET CORP/SQUADRON'S LOCALITY (CITY)					
SECTION "B"					CADET ACTIVITY				
THE COURSE/EXCHANGE/EMPLOYMENT THE CADET IS ATTENDING					THE TRAINING CENTRE/COUNTRY THE ACTIVITY IS LOCATED				
SECTION "C"					PICK UP / DROP OFF POINT				
DROP OFF POINT					DATE/ TIME (dd/mmm/yyyy – hh:mm)				
PICK UP POINT					DATE/ TIME (dd/mmm/yyyy – hh:mm)				
SECTION "D"					AUTHORIZED PERSON				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET					TELEPHONE : ()				
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET (print)					TELEPHONE : ()				
SECTION "E"					PARENT / GUARDIAN SIGNATURE				
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE (See point 4 below)					TELEPHONE : ()				
(PRINT)									
SECTION "F"					SIGNATURE OF PERSON PICKING UP CADET				
(to be signed at time of pick up)					DATE (dd-mmm-yyyy)				
(SIGNATURE)					(PRINT)				

1. This form must be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the travel orders and/or the person picking up the cadet differs from the person(s) identified in the national cadet database (Fortress).
2. The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
3. The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
4. Parent or Guardian authorizing name and corresponding signature in Section E of this form must be the same as the name identified in the national cadet database.
5. The person picking up the cadet must:
 - a. be the person(s) authorized in Section D of this form;
 - b. be at least 18 years old; and
 - c. possess government issued identification proving to be the individual identified in Section D.
6. Completed form is to be emailed to NorthwestTransport@forces.gc.ca

WHITEHORSE CADET TRAINING CENTRE MAP



All personnel report to the Orderly Room, Building D1 HQ, Boyle Barracks, as indicated on the map.