



# **CADET ACTIVITY PROGRAM (CAP)**

## **JOINING INSTRUCTIONS**

**CADETS**

**2023**

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Dear Cadets and Parents,

It is my pleasure to welcome you to our Cadet Activity Program. This program has been designed to provide our cadets with an immersive and enriching experience, allowing them to develop important life skills and gain valuable knowledge.

Our summer training program is a vital component of the Cadet program, which focuses on promoting leadership, citizenship, and physical fitness. This program is open to all cadets, regardless of their background or experience, and provides a unique opportunity to learn from experienced instructors while interacting with other cadets from across the area.

The training opportunities offered through this program are diverse, challenging and designed to help cadets develop their communication, teamwork, and problem-solving skills. In addition, cadets will have the opportunity to engage in various physical activities, which will encourage them to improve their fitness levels and overall health.

As a parent, you can rest assured that the safety and well-being of your child is our top priority. We have a series of safety protocols and experienced staff members on hand to ensure that all cadets are well-supervised and cared for throughout their time at the cadet activity program.

I would like to take this opportunity to encourage all our cadets to approach this program with an open mind and a positive attitude. This is a unique opportunity to challenge yourself, learn new skills, and make lasting friendships.

I wish you all a successful and rewarding summer experience.

S.D. O'Leary, CD  
Lieutenant Colonel  
Commanding Officer  
Regional Cadet Support Unit (Central)

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## INTRODUCTION

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### 1. PURPOSE

- a. The purpose of these joining instructions is to provide you with the foundation required to prepare you to attend the Cadet Activities Program (CAP) this summer. Together, with the accompanying annexes, you must read each part in detail with your parents or guardians to ensure you understand what to expect during your time at the activity.

### 2. READING THE JOINING INSTRUCTIONS

- a. These joining instructions have been written in a way that should be easy to navigate by bringing the most important information to you first. They are intended to prepare you for the CAP whether as an activity cadet or Staff Cadet. This information is common across all CAP locations in Central Region.
- b. Each CAP site has a specific document attached as an annex which describes what to expect at that site, how to get there and site-specific contact information. If you're not sure which CAP site you're attending, contact your Corps/Sqn staff.
- c. What you should have:
  - i. Your Offer of Participation
  - ii. Common CAP Joining Instructions (this document)
  - iii. CAP Site-specific Annex

### 3. TRAINING ACTIVITIES IN A PERSISTENT COVID-19 ENVIRONMENT

- a. CJCR has resumed all in-person activities is committed to conducting activities safely while operating in a persistent COVID 19 environment. COVID 19 remains prevalent and RCSU Central will employ risk mitigation strategies, along with strict adherence to Public Health Measures (PHMs). These include washing of hands regularly, isolating and testing participants with flu-like symptoms and sanitizing high touch areas.
- b. All CTCs will be assigned a Senior Nursing Officer (SNO), tasked with providing daily guidance and recommendation to leadership, and are prepared to respond to COVID 19 activity should it occur. Isolation plans and medical care is available and ready if needed.
- c. Although vaccination against COVID 19 and wearing of masks are recommended, they are not required. We ask that everyone respects each other and their choices.

## PREPARING FOR CAP

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### 4. CAP TRAINING BRIEFING

- a. The CAP is a program of locally delivered day activities providing a fun, challenging and meaningful experience for cadets beyond the local Corps/Sqn program. The training day will typically run from 0800 to 1630.
- b. The CAP is offered in the following format:

Program	Length	General Delivery Method
CAP 1	4 days	Day training*
CAP 2	7 days (2 night)	Day training plus overnight component*
CAP Staff Cadet	Varies per contract	Day training plus overnight component*

- a. Some sites will be conducted fully in-house (Overnight) due to geographic considerations. This is detailed in the site annex.
- b. Activities while attending CAP will focus on leadership, marksmanship, drill, mental wellness and physical fitness. These will be augmented by specialized activities which will differ per site.

### 5. PACKING FOR CAP

- a. CAP is conducted as day training reducing the amount of kit that cadets are expected to pack and bring daily.
- b. Cadets are expected to attend the first day of CAP wearing the Corps/Sqn issued Field Training Uniform (FTU) for Air/Army Cadets or the Sea Training Uniform (STU) for Sea Cadets. Cadets without FTU/STU must wear appropriate civilian attire with active footwear (running shoes).
- c. Staff Cadets will attend in FTU/STU with appropriate civilian attire depending on the activity.
- d. 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/Sqn prior to attending CAP.
- e. 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.
- f. Civilian clothing must follow standard cadet practices by ensuring the clothing is appropriate, in good repair and free of offensive slogans/images.
- g. A common CAP Kit List can be found in ANNEX A which may be augmented by site staff depending on upcoming activities.

- h. Additional items for overnight sites and CAP2 FTX will be outlined in the Site Annexes.
- i. The common kit list details prohibited / restricted, and unauthorized items
- j. Any illegal items will be seized and reported to the police of jurisdiction

## **6. MEDICATION**

- a. If you require prescription medication, please make sure you bring them in their original packaging with the name and dosage information clearly visible. It is your responsibility to ensure you are taking medication as prescribed.
- b. Any over-the-counter medication, such as allergy medication or pain relief, must also remain in its original packaging. Cadets must not share any medication with other cadets.

## **7. ANAPHYLAXIS PROTOCOL**

- a. Anaphylaxis is defined as a serious allergic reaction that can be rapid in onset and may cause death. It affects about 2% of the Canadian population, with the most common allergens being food and insect stings. Medical attention is needed right away, as this type of reaction can be life-threatening.
- b. Cadets with serious allergies to insect stings or food must bring two prescribed Anakit/Epi-pen/Allerject with them to their site. [CATO 16-02 Annex E](#)
- c. Cadets with serious allergies **must** always carry their prescribed countermeasure with them.
- d. Cadets must hand-carry a copy of their Anaphylaxis Emergency Plan completed during their annual medical validation to the site and always keep a copy on their person (with their emergency medication).

## **8. MEDIC-ALERT BRACELETS / DEVICES**

- a. It is highly recommended that all cadets with known medical conditions requiring immediate identification wear their Medical Alert (Medic-Alert) devices (bracelets, necklaces etc.) at all times.

## **10. ELECTRONICS AND VALUABLES**

- a. Cadets who bring personal electronic devices or other valuables (i.e. cash) are responsible for these items while at the CAP site. Personal items which are lost or damaged while attending CAP will not be replaced.

- b. Cadets are expected to adhere to the Cadet Code of Conduct and instructions from the site staff as it relates to the use of personal electronic devices.

## **ATTENDING CAP**

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### **11. TRANSPORTATION**

- a. CAP sites are generally located within 30 minutes from a cadet's Corps/Sqn. 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.
- b. For certain sites, transportation is being provided. Specific pick-up and drop-off timings and locations are indicated in the individual site annex.
- c. 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.

### **12. FOOD AND ACCOMMODATIONS**

- a. Cadets attending day training will be provided lunch. Cadets participating in overnight activities will be provided additional meals (breakfast, dinner) as required.
- b. Meals will be catered by a local supplier or provided as a military-style Meal, Ready to Eat (MRE) depending on the CAP location, nature of activity and facilities availability.
- c. Notify your site staff upon arrival of any dietary restrictions. While not guaranteed, accommodations may be made where possible.
- d. Overnight accommodations may consist of soft-walled structures, dormitory-style buildings or appropriate field accommodations (tents or improvised shelter).

### **12. MEDICAL SERVICES**

- a. Cadets are covered through the Ontario Health Insurance Program (OHIP), and the Department of National Defence for all health-related expenses while attending training.
- b. CAP sites do not have dedicated medical staff. Public medical facilities (hospital, clinic, urgent care centre etc.) in the local community have been identified in the site Emergency Response Plan and will be utilized if a medical situation exceeds standard First Aid protocols.

- c. In the event of an emergency, 911 will be contacted and an ambulance may be utilized to transport the cadet to the nearest hospital. The parent(s)/guardian(s) will be notified and will be asked to meet the cadet at the hospital.

### **13. CODE OF CONDUCT**

- a. Each cadet activity has an expected standard of behaviour and individuals attending CAP are expected to adhere to this standard. Cadets will be required to read and sign the appropriate Cadet Code of Conduct.
- b. Breaches of the Code of Conduct will result in disciplinary action in accordance with [CATO 15-22](#), to include removal from the remainder of the cadet activity program.

### **14. SMOKING, DRUGS, ALCOHOL AND CONTROLLED SUBSTANCES**

- a. In accordance with [CATO 13-22](#) Smoking Policy, all CAP sites are smoke-free environments. Smoking is not permitted by cadets including the use of e-cigarettes, vaporizer pens (vapes) and other smoking paraphernalia.
- b. In accordance with [CATO 13-23](#), cadets are prohibited from buying, consuming or having controlled substances in their possession including alcohol and recreational cannabis and cannabis products. Cadets are also prohibited from buying, consuming, or having in their possession any narcotic or hallucinogenic substance. These are zero-tolerance policies and contravention will result in activity program failure and Return to Unit (RTU).

### **15. DRESS AND DEPARTMENT**

- a. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole.
- b. Cadet dress, particularly hair styles and facial hair, shall conform to the [CJCR Dress Instructions](#) following [CANCDTGEN 011/22](#) (Canada.ca).

### **16. FRATERNIZATION**

- a. The CAP features three different group of personnel: Cadets, Staff Cadets and Adult Staff (CAF Members, Civilian Instructors). Inappropriate interactions or relationships, as defined by [CATO 15-22](#), among any of these groups is not permitted. Failure to comply with this policy will not be tolerated and will result in an immediate Return to Unit for all parties involved.
- b. Relationships involving Staff Cadet to Cadet, or Adult Staff to Cadet (Staff or Course) is strictly prohibited by law. Circumstances of this nature will be investigated by the Chain of Command and local police of jurisdiction.

## 17. CONTACT INFORMATION

- a. Contact information for each site is listed in the appropriate site annex.

## 18. RETURN TO UNIT

- a. Circumstances may arise during your activity where you may be required to go home. This may be due to personal reasons (parental request, compassionate, medical) or performance related (unable to adapt to training, disciplinary or safety concern).
- b. Once a decision is made to Return a Cadet to their unit, the parent(s)/guardian(s) as well as the Corps/Sqn Commanding Officer will be contacted. Parent(s)/Guardian(s) will be requested to pick the cadet up from the CAP training site

## COMMON FORMS

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The following forms must be completed in their entirety and returned. Please note that these common forms may not be the only ones required for your course/CAP site. Consult your CAP site specific ANNEX for more information.

- a. [Common CAP Kit List](#)  
This document provides a list of common items required by each cadet attending the Cadet Activity Program. The checklist provides a minimum guideline for packing personal and issued items.
- b. [Common CAP Form – Personal Valuable Property Log](#)  
This form records all valuable property belonging to the cadet and may be used to identify lost or recovered property. It is recommended that all valuables remain at home for the duration of the activity.
- c. [Common CAP Form – Medication Record](#)  
This form records all prescription and non-prescription medication belonging to the cadet. Due to the sensitive nature of its contents, please place the completed document in a sealed envelope, and return it with the other required forms.

Common CAP Kit List (Annex A)

Please check-off each item as you pack them. Note that some additional items may be required for your CAP site, check your specific site ANNEX.

<b>MANDATORY ITEMS (pack these daily)</b>	
Provincial Health Card	Medical Alert Identification (if needed)
Prescription Medication	Over-the-Counter Medication (if needed)
Prescription Eyewear with protective strap	Cash (approx. \$20)
Offer of Participation	Water Bottle
<b>CADET ISSUED FTUs</b>	
Environmental T-Shirt (x1)	Wool Socks (x1)
Headdress (x1)	FTU Tunic (x1)
FTU/STU Pants (x1)	Belt (x1)
FTU/STU Boots (x1 Pair)	Rank Slip-ons (x1 Pair,)
<b>CIVILIAN – ESSENTIALS (Only required for CAP 2 FTX)</b>	
Underwear (x3)	Toothbrush (x1)
Cotton Socks (x3)	Toothpaste (x1)
Deodorant / Antiperspirant (x1)	Comb/Hairbrush (x1)
Shampoo / Conditioner (x1)	Hair Gel or Spray (x1)
Shower Sandals (x1 Pair)	Soap (x1)
Towel (x1)	Wash Cloth (x1)
Shaving Razor / Shaving Cream (x1)	Feminine Napkins / Tampons
Laundry Detergent	Combination Lock (x2)
<b>CIVILIAN – OTHER (Only Required for CAP 2 FTX)</b>	
T-Shirts (x2)	Shorts (x2)
Running Shoes (x1 Pair)	Pants (x1)
Sweatpants (x1)	Sweater (x1)
Swimsuit (x1)	Sleepwear (x2)
Hat (x1)	Lip balm, SPF 15+ (x1)
Sunblock, SPF 35+ (x1)	Polishing Kit
<b>PROHIBITED &amp; RESTRICTED ITEMS - BY LAW</b>	
<ul style="list-style-type: none"> <li>• <b>Tobacco products</b></li> <li>• <b>Illicit drugs or prescription drugs not in cadet's name</b></li> <li>• <b>Weapons (firearm; spring, gravity or switch assisted knives; handcuffs; brass knuckles, ninja stars, nun chucks, etc.)</b></li> <li>• <b>Explosive substance and ammunition</b></li> <li>• <b>Pornographic material</b></li> <li>• <b>Alcohol</b></li> </ul>	
<b>UNAUTHORIZED ITEMS</b>	
<p><i>These items will be confiscated for the duration of the training or returned at parental expense.</i></p> <ul style="list-style-type: none"> <li>• <b>Altered ankle / parade boots</b></li> <li>• <b>Motor vehicle (Any type)</b></li> <li>• <b>Machete, axe or saw</b></li> <li>• <b>Lighter, combustible, or fire-starting product</b></li> <li>• <b>Electronic cigarette, including a cartridge containing nicotine solution</b></li> <li>• <b>Safety / Straight razors &amp; blades</b> (Disposable and cartridge razors are acceptable.)</li> <li>• <b>Knife / Dagger</b> (Kirpan or Sgian Dubh allowed in accordance to CJCR dress instructions.)</li> <li>• <b>Laser Pointer</b></li> <li>• <b>Cutlass or sword</b></li> <li>• <b>Companion animal</b></li> </ul>	

Common CAP JI Form – Personal Valuable Property Log

*Complete this form with as much detail as possible. A lack of detail may result in a failure to identify recovered property.*

**1. CADET IDENTIFICATION**

Cadet Name: _____	CIN: _____
Corps/Sqn: _____	Location: _____
Activity: _____	CTC: _____
Phone Number: _____	

**2. PROPERTY IDENTIFICATION**

*List each item, accordingly, following the example provided.*

#	Item	Property Description (make, model, colour, etc.)	Serial Number
	<i>Cellphone</i>	<i>Samsung Galaxy 9, Black</i>	<i>AAA99999999-999</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**3. DECLARATION**

I, \_\_\_\_\_, hereby identify the above items as personal property, and accept liability for their care. I understand that I may be required to surrender valuable equipment, which may be returned to me following activity completion, or at any other time deemed appropriate by activity staff.

\_\_\_\_\_  
Cadet (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Print Name)

\_\_\_\_\_  
Witness (Signature)

**Common CAP Form – Medication Record**

Complete this form with as much detail as possible. Once completed, place in a sealed envelope, and return with all other documents to the CTC.

**1. CADET IDENTIFICATION**

Cadet Name:	_____	CIN:	_____
Corps/Sqn:	_____	Location:	_____
Course:	_____	CTC:	_____
Phone Number:	_____		

**2. MEDICATION IDENTIFICATION**

List each medication, accordingly, following the example provided.

#	Medication	Physical Description	Dosage
	<i>Lorazepam</i>	<i>Pill, round, white, "15mg"</i>	<i>As needed, 1 per day</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**3. DECLARATION**

I, parent/guardian/physician give consent for this cadet to use over the counter (OTC) or prescription medications for known conditions. I am aware that supervisory and medical staff will secure medication and make it available to the cadet at the prescribed time and that they are available should the cadet have questions or concerns regarding medication.

Parent/guardian/physician (Signature)	_____	Date	_____
Parent/guardian/physician (Print Name)	_____	Witness (Signature)	_____

# **SITE SPECIFIC ANNEX LIST**

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## **RCSU Central**

1. Blackdown CTC
2. Connaught CTC

## **COA**

1. York
2. Peel
3. Barrie

## **NGTA**

1. GTA East
2. GTA Central
3. Etobicoke
4. Halton
5. St Catherine's

## **SWOA**

1. Brantford
2. Hamilton
3. Kitchener
4. Guelph
5. Petrolia
6. London
7. Windsor

## **SEOA**

1. Durham
2. Peterborough
3. Kingston
4. Belleville

## **OSLA**

1. Uplands
2. HMCS Carleton
3. Kemptville
4. Cornwall
5. Petawawa

## **NOA**

1. North Bay
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