

# Welcome to 88 Royal Canadian Army Cadets Hastings & Prince Edward Regiment



## Parent Guide

**For the Parents and Guardians of Army Cadets serving at  
88 Cobourg Royal Canadian Army Cadet Corps**

**This guide will assist you and your family in understanding how Corps 88 and the cadet program works. Who pays for all of this and how you can further help the program both as a parent and a volunteer.**

### A WELCOME FROM THE COMMANDING OFFICER

Hello:

Contained in these few pages are some guidelines on how to better assist Corps 88. It has often been said that “It take a community to raise a child”. It is no different in a cadet corps. Here at Corps 88 we value the contribution of parents and volunteers who make up this community. Each person is a valued member contributing to the growth of each cadet. Not all people can stand in front of a group of cadets and deliver a class on proper drill technique. However, each volunteer can assist in numerous other ways to make a valuable contribution. Every bit counts, every time an adult says I will help, or I can assist here, is an opportunity to help our cadets grow, sometimes directly, often indirectly.

Please take some time and read over these pages and consider what you may do to help raise this community of Corps 88. We’ll both be glad you did!

## History of Corps 88

The Cadet Corps in Cobourg originally operated from 1902 to 1934 as #88 Cobourg Collegiate Institute Army Cadet Corps. It was re-established in 1998 as a satellite of #2817 Royal Canadian Army Cadet Corps, Lindsay. It was named #88 Hastings and Prince Edward Regiment Royal Canadian Army Cadet Corps.

As the name suggests, this Corps is affiliated with the Hastings and Prince Edward Regiment that has been in Cobourg since 1989. A few years ago, Corps 88 was privileged to join the Hastings and Prince Edward Regiment Family on parade to be reviewed by their Commander and Chief, His Royal Highness, Prince Edward.

## How the Program Works

**The Department of National Defence** and the **Army Cadet League of Canada** entered into a partnership to create and fund the cadet program. This partnership is very strong and is visible at all levels of this program: National, Provincial, and Local. **National** is centered in Ottawa, these two organization heads meet regularly to discuss the program. On the military side, the Vice-Chief of Defence Staff receives updates through the Chief, Reserves and Cadets. On the civilian side, we have the Army Cadet League receiving reports from each Provincial Division.

**Provincially**, we're broken down even more. On the military side, the country is broken into Regional Cadet Support Units. In Ontario (excluding Ottawa), we report through the Regional Cadet Support Unit (Central), located in CFB Trenton. The Commanding Officer of RCSU(C) is considered the Commanding Officer for all Officers in that Region (cadet unit COs are supervisors). On the League side, we have the Army Cadet League of Canada, Ontario Division. They're headquartered in Toronto. **The Army Cadet League** is the national supervisory sponsor for all Royal Canadian Army Cadet Corp. The League ensures support for all programs and services not provided by the Department of National Defence. The League also ensures proper screening of all volunteers involved with the program including a criminal records check and vulnerable sector screening and provides all volunteers with a photo identification card.

**Locally**, we have the unit-level command. On the military side, the Corps Commanding Officer (CO), supervises all staff and officers, and acts as the unit manager. He/she performs these functions with the support of a local detachment. On the League side, we have the Sponsoring Committee Chairperson, (SSC). Working together, the CO and SSC run the unit. The CO is responsible for the operation of the Corps, while the SSC, who manages the equipment, owned by the Corps and manages the finances. **Our Local Support Committee** is a vital part of Corps 88. The committee members are the corps representatives of the Army Cadet League. The committee is made up of volunteers that provide fundraising and financial management as well as conducting recruitment campaigns within the community. This committee is generally made up of parents of past and present cadets but is also open to adult members in good standing of the community at large. **Please consider volunteering your time to the Support Committee.** Many hands make light(er) work and it's a fun, rewarding role supporting the corps.

**The Lion's Club of Cobourg** is the official sponsor of Corps 88 Cobourg. In return, the Cadets at 88 assist the Lion's Club with their Waterfront Festival, held yearly in conjunction with Cobourg's Canada Day Celebrations. The Lions Club offer Corps 88 the opportunity to run coat checks over the holiday season, this is a fundraiser that allows the local residents a chance to meet our cadets.

## Cadet Responsibilities

Army cadets benefit from the national program, and from local initiatives. To run a program of this quality takes a great deal of resources, and the Sponsoring Committee remains committed to keeping this program affordable for all cadets who wish to participate. Along with this commitment from the sponsoring committee there are expectations for all cadets.

1. Attending all training nights, training activities and parades - It is important for cadets to attend **all** scheduled activities. Cadets who do not attend parade nights regularly will fall behind in their training and will not be as successful and may be released from the squadron. If your cadet is unable to attend a regular evening (Monday or Wednesday) please notify the corps either through 88's Face Book page or by calling the corps at 905-373-6903 and leave a message.
2. Attendance at special parades such as the Annual Review is critical. A cadet failing to participate in corps mandatory events will prevent them from participating in some activities defined by the Commanding Officer and

the Support Committee. If your son/daughter has a legitimate reason why he/she cannot attend a Corps activity, please contact us in advance.

3. Cadets are expected to take part in all fundraising activities such as Tag Days, bottle drives, and other fundraising activities as required. These activities raise the necessary funds to help the Corps plan and implement various training activities, keeping the program mostly free for participants.

### **Taking care of their uniform**

Each cadet will be issued a uniform when she/he completes the intake administration process. It costs (DND) approximately \$400 to outfit each cadet. The Corps is provided with a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of his/her uniform, keeps it clean and pressed; cadets are given training on how to look after their uniform, if they out grow the uniform they can return the piece to be replaced. We ask the kit issued is returned to the Corps when he/she leaves.

### **Paperwork**

At Corps 88 we do not permit harassment of any sort. Cadets will NOT be permitted to bully, belittle or criticize your son or daughter because of their background, abilities, heritage or sexual orientation. Cadets must be a safe and friendly place, and we will take steps to ensure that it always remains this way, so that Cadets can safely push themselves to new limits. Each year all cadets and staff are required to complete a **Code of Conduct**, this form is to remind everyone of the conduct we expect all members to follow. As a parent you are welcome to review this form at any time. **Permission forms** for weekend training, summer camp applications, etc, are unfortunately always required and part of the Cadet system. This information is provided to you at every event scheduled. Please ensure that these forms are received, properly completed and returned in a timely manner.

### **Army Cadet Promotion Structure**

Army cadet promotions are merit and standards based, according to our “Cadet Administrative and Training Orders”. Certain criterion must be met in order for a cadet to even be considered for a new rank or position. Once met, the CO consults with the Corps staff to determine if a cadet is ready for their next rank with the final decision resting on the CO.

Promotion to Lance Corporal (LCpl):

- participate in the first year of the star training program for a minimum the appropriate term of service

Promotion to Corporal (Cpl):

- hold the rank of LCpl • participation in the Cadet Fitness Assessment • successfully complete year one of the star training program

Promotion to the rank of Master Corporal (MCpl):

- completed the appropriate term of service at the rank of Cpl • participation in the Cadet Fitness Assessment
- have successfully completed the second year of the star training program

Promotion to the rank of Sergeant (Sgt):

- completed the appropriate term of service at the rank of MCpl • participation in the Cadet Fitness Assessment
- have successfully completed the third year of the star training program

Promotion to the rank of Warrant Officer (WO):

- completed the appropriate term of service at the rank of Sgt • participation in the Cadet Fitness Assessment,
- have successfully completed the fourth year of the star training program • have achieved enhanced proficiency in most subject areas including leadership and instructional techniques

Promotion to the rank of Master Warrant Officer (MWO):

- completed the appropriate term of service at the substantive rank of WO • participation in the Cadet Fitness Assessment • be identified as a successful candidate through the merit review board process.

Promotion to the rank of Chief Warrant Officer (CWO):

- completed the appropriate term of service at the substantive rank of MWO • be identified as a successful candidate through the merit review board process.

## Summer Training (Camp)

CSTCs offer more in-depth study and experience in the area in which you are selected to participate. Summer camp, as cadets fondly call it, are located on the Pacific and Atlantic Oceans, the Rocky Mountains and everywhere in between. Some summer training centres involve all three elements (Sea, Army and Air Cadets) learning and working together in one location. It is the chance to meet friends for life during an experience you will never forget! Cadets are selected to attend summer training based on their attendance, behaviour, and other attributes that they had demonstrated throughout the cadet training year. The cadet must have joined prior to January 1 in order to be considered and apply for summer training. If your cadet is selected to participate they will have the chance to travel to a training centre in our Region. If they are selected for a specialized course they may have the opportunity to travel to another training centre located out of our Region, where you will meet other cadets from all over Canada. Every summer Corps 88 is offered positions at summer camps. Here are some of the camps offered in our region.

**General Training** The General Training Course provides cadets who have recently joined the Cadet Program an introductory summer training experience where they will participate in a variety of activities from each specialty, to include Drill and Ceremonial, Music, Marksmanship, and Expedition. Cadets applying for this course should have successfully completed Green Star. This is a two week camp.

**Drill and Ceremonial** The Basic Drill and Ceremonial (Army) Course provides cadets an opportunity to build on drill learned at the corps, participate in advanced drill and ceremonial activities, and to develop leadership skills and knowledge; while performing the role of a team leader. This is a three week camp. **Drill and Ceremonial Instructor (Army)** Drill and Ceremonial Instructor Course provides cadets an opportunity to develop the skills and knowledge to become a Drill and Ceremonial Instructor. This is a six week camp.

**Expedition** The Basic Expedition course provides cadets with the fundamentals of expedition training, activities include navigation, a five-day expedition and adventure training. This is a three week camp. **Expedition Instructor** Expedition Instructor course provides cadets with the knowledge and skills to perform the duties of a specialist with the skills and subject matter knowledge required to be an instructor and team leader for Expedition activities within the Army cadet program. Activities include first aid, navigation, an 18-day expedition, adventure training, leadership and instructional technique. Cadets applying for this course should have achieved a minimum Bronze Fitness Level; this is a six week camp.

**Basic Marksman** The Basic Marksman Course provides cadets an opportunity to develop marksmanship skills and subject matter knowledge. Activities include team-building, marksmanship and adventure training.

## Basic Sports and Fitness – Sports and Fitness Instructor

When it is time for the cadets to apply for camp, information will be sent home.

## Some of the Various Activities at Corps 88

**SEPTEMBER - Plattsburgh, NY Trip** – selected cadets (plus a support committee member and some of the officers at 88 ) accompany the Cobourg Concert Band as Honour Guard and Flag bearers for a parade and concert in Plattsburgh, New York which celebrates the Battle of Plattsburgh in the war of 1812. This is quite the weekend experience for the chosen. Cadets are usually asked to bring a small amount of Canadian and US money to help cover the cost of meals.

**Open House** – Open House is held in September at the armouries and is for all cadets and their families and for any recruits and their families interested in joining. Open house often includes a BBQ.

**OCTOBER - Tagging** - Tagging is the major way cadets fundraise. Twice a year, cadets are sent in to locations around Northumberland County where the support committee have permission to do our fundraising. More senior cadets are paired with new cadets to help teach tagging etiquette. Cadets ask benefactors if they would like to support Army Cadets, and the benefactor can put money in the sealed cash box. Corps 88 typically tags on a Friday night and all day Saturday and full participation from all cadets is expected. The Support Committee traditionally provides lunch for all participating cadets and volunteers. Parents' participation as drivers is also appreciated. **Field Training Exercises, FTX's** - are weekend activities conducted outside of the armouries, often at the Cochrane Farm on Racetrack Road. The aim of these exercises is to support the regular training to teach outdoor survival skills, land navigation, leadership and radio communications among other things. These classes are part of the mandatory cadet training program at all levels geared to the cadets' level of skill and experience. Providing instruction allows practical, experiential learning in an outdoors

environment. The key is learning these skills in a safe, controlled environment with trained, competent and experienced adult leaders. Army Cadets participate in 3 FTXs per training year. **Silver & Gold Expedition** – Regional training.

**NOVEMBER - Poppy Campaign** - Every year, The Royal Canadian Legion conducts the Poppy Campaign, along with thousands of their members who volunteer from coast to coast to coast, to raise funds in support of Veterans and their families. Poppies are distributed freely, but donations are invaluable. The Cadets at 88 assist our local Legions with this campaign. **Remembrance Day** - The cadets at 88 participate/organize an overnight vigil at the Cenotaph in Victoria Park in Cobourg in honour of our veterans. The cadets also participate in parades and ceremonies in both Grafton and Cobourg on November 11<sup>th</sup>. **Coat Checks** – the cadets work the coat check at the Lion’s Center in Cobourg for various functions occurring at the hall (Christmas Dinners and Dances, New Year’s etc.). The cadets run the coat check during the function. The Corps receives tips for this. All tips received go directly to Corps 88. **Master Cadet Workshops**

**DECEMBER - Barrack Room Dinner & Silent Auction** – Every December Corps 88 holds a barrack room dinner with a traditional Christmas turkey dinner at the Grafton Legion. Cadets attend for free and there is a nominal fee for parents/guests to help alleviate the costs. During the event the support committee holds a Silent Auction. This is a major fundraising event for the Corps. Help is always needed gathering and organizing the items for the auction. **Friends and Family Christmas Party** – a fun filled night held at the armouries. Open to all cadets, their friends and family. We all enjoy some silly games, lots of seasonal snacks and usually Combat Santa makes an appearance. **The Salvation Army Christmas Hamper Program** - The Christmas Hamper Program, cadets of 88 assist the Salvation Army at their church in Cobourg by packing the hampers, and loading vehicles. This takes place a few days prior to Christmas and may require cadets missing school. It is not a mandatory event, but the assistance Corps 88 offers is very appreciated by the Salvation Army and is a very rewarding experience for the cadets.

**JANUARY - Bottle Drives** - A bottle drive is a successful method of fundraising that Corps 88 utilizes to collect donations. Corps 88 prearranges pickups plus cold calling by knocking on doors. Cadets go out in groups accompanied by an adult from the Corps.

**FEBRUARY** – Lions Club Coat Check, Winter FTX, Spring Tagging, Zone Marksmanship Shoot, Camp Applications, Cadet Correspondence Workshop

**MARCH** – Fundraising Activity

**APRIL**- Coat Check

**MAY** - Spring FTX, Bottle Drive

**JUNE - The Annual Ceremonial Review (ACR)** – is the most important event of the Cadet Training year. This mandatory event is the opportunity for the cadets to display what they have learned over the past training year to their families and invited guests. It is also the opportunity for the corps to honour deserving cadets by presenting them with various awards. **Year End Trip/Reward Trip** – this is a full day or a weekend event. Previous trips have included day trips to Kingston, weekend events at Camp Medeba wilderness camp, water rafting on the Ottawa River, Ottawa to visit the parliament buildings and various museums and even a 10 day trip into the United States including a stay at a Marine Corps Base. The trip is organized by the Commanding Officer in conjunction with the Support Committee. Details of the event yearly depend on funds raised by the cadets during the training year through fundraising activities. Cadets will be invited by the Commanding Officer to participate on the trip based on their participation throughout the year at regular training nights, weekend activities and all fundraising functions. Although costs are usually covered by the Support Committee, for some trips cadets will be asked to bring a small amount of money with them to cover a meal or two and for souvenirs. **Lion’s Waterfront Festival/Canada Day Cobourg** -Held annually in Victoria Park Cobourg in conjunction with Cobourg’s **JULY 1<sup>st</sup>** Canada Day Celebrations. The Cobourg Lion’s Club is a major sponsor to Corps 88. To show our appreciation the cadets, Officers and Support Committee assist the Lion’s with the setup, tear down and during the event (usually parking lot security). This is a huge event for the Lion’s Club, for Cobourg and for Corps 88. It requires the assistance of all involved at 88! It is also a great opportunity for our cadets to showcase themselves out in the community.

**AUGUST - The Rotary Ribfest** - the Northumberland Rotary Ribfest is held annually by the Rotary Club of Cobourg in Victoria Park. More than 20,000 people enjoy great food and entertainment. The Rotary Club appreciates assistance from Corps 88 in the setup and teardown of the event. This requires the assistance of all involved at 88!

**SEE YOU IN SEPTEMBER!**

## Corps 88 Staff:

Captain Giovanni (John) Sudano – Commanding Officer (CO) Captain Brenda Crawford - Deputy Commanding Officer (DCO) LT(N) Konrad Da Cunha – Officer LT Thomas Wood – Supply Officer SLT(N) Amanda Da Cunha – Officer SLT(N) Louis Dermerchant – Officer	CI Mrs. Kathy Powell, Administration Officer CV Mr. Alex Brown CV Mr. Terry Herbert CV Ms. Emma McArthur CV (Band) Mr. Mark Dimini CV Mr. Andrew Chatwood
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## Support Committee - Executive

Mrs. Nicole Powney, Chair Anissa Grace Brown, Vice Chair Mrs. Amy Davey, Treasurer Anissa Grace Brown, Secretary	Mrs. Michelle Miller, Canteen Coordinator Mrs. Pavanne Hawkes, Public Relations Coordinator Mrs. Brenda Marshall, Special Events Coordinator Mrs. Colline Bell, Director at Large
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The above league members are voted in during an annual election held at the end of each Cadet year. Prior to an announced election, any person in good standing (has current league ID) can present themselves to be nominated for any of the executive positions.

Other screened committee volunteers: Mrs. Mary-Anne Allen, Mr. Henry Hawkes, Ms. Kim Hoogwerf, Mrs. Beverley Ryan-James

## League Representatives

Mrs. Charlene (Ruby) Orrell – Army League of Ontario 2<sup>nd</sup> Vice President  
Mrs. Andrea Hamlin - Army League of Ontario, Liaison Officer for Corps 88

## CORPS CONTACT INFORMATION

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### Mailing Address:

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### Support Committee Chair

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### Army Cadet League Liaison

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