

WHITEHORSE CADET SUMMER TRAINING CENTRE



COURSE CADET JOINING INSTRUCTIONS

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Refs: A. CATO 42-01 Summer Training Directive Royal Canadian Army Cadets;
B. CATO 54-20 Summer Training Directive Royal Canadian Air Cadets

AIM

1. The aim of these instructions is to provide course cadets with information required before joining Whitehorse Cadet Summer Training Centre (WCSTC).

GENERAL

2. Objective. The purpose of WCSTC operations is to further the objectives of the Cadet Movement by providing leadership and skills training for cadets to use at their home units. The training is offered to reinforce and supplement cadet training received at the local corps/squadron. Training at WCSTC ranges from basic indoctrination for new cadets to leadership, team building and instructional techniques training for second and third year cadets.

3. Scope. Located at Boyle Barracks 20kms south of Whitehorse, Yukon Territory, WCSTC is the only Cadet Summer Training Centre "North of 60°". As such, 40 % of the course cadets come from the Northern territories. Senior cadets from Western Canada and the United Kingdom join the Northern cadets to participate in the Army Cadet courses. This cross-cultural environment presents a unique citizenship opportunity for all cadets attending WCSTC.

TRAINING

4. In 2006 WCSTC will provide the following courses:

- a. Army Cadet Basic Course (three serials). Primarily for cadets from Northern communities, this course is a basic introduction to Training Centre life and the Army Cadet Summer Training program;
- b. Army Cadet Leader Course. The aim of this course is to train junior leaders for parent cadet corps. It consists of a combination of garrison and field training;
- c. Army Cadet Leader Instructor (Adventure) Course. The aim of this course is to produce senior leaders capable of instructing in a field environment. It combines both garrison and field training. Cadets should expect to spend one half of this course in the field;
- d. Air Cadet Basic Course. This course is a basic introduction to Training Centre life and the Air Cadet Summer Training program; and

- e. Air Cadet Air Crew Survival. This course is an introduction to the basic skills for survival.

ACCOMMODATIONS AND FACILITIES

5. A diagram of the Training Centre layout is attached at Annex A. The Training Centre consists of the following:
 - a. nine barracks capable of housing a total of 210 course cadets and 56 staff cadets;
 - b. ten MacPherson tents capable of holding 16 staff cadets;
 - c. four staff barracks capable of housing 72 adult staff in shared rooms with shared ablutions;
 - d. three ablution buildings for staff and course cadets;
 - e. four training office buildings;
 - f. a headquarters building which houses administration and training offices, a Medical Inspection Room (MIR), TV lounge/conference room and living quarters for up to 30 adult staff;
 - g. three dining halls capable of seating 300 personnel;
 - h. modular tents which are used for classrooms, messes and storage;
 - i. a supply warehouse and compound; and
 - j. an operations centre.

6. The Yukon capital features many excellent locations for outdoor recreation. The City of Whitehorse (<http://www.city.whitehorse.yk.ca/>) has many attractions related to the Klondike Gold Rush. Where time in the training schedule permits, cadets may be taken to local sites as part of an organized tour.

FINANCE

7. All cadets on course will receive a training bonus in cash for every full week that they attend their course. Training bonuses are normally paid out to the cadet at the start of training, every two weeks, and at the end of their course.
8. WCSTC operates “cadet banking” activities during the training session. At the discretion of the cadet and/or their parents/guardian, on arrival at the Training Centre

cadets may submit any larger sums of money to the cadet banking for safekeeping. The money is then held in a safe at the Training Centre and the cadet may withdraw or deposit additional funds during posted banking hours. Banking hours are normally 3-4 times a week, in the evenings for 2-3 hours at a time. No interest is paid on the money held in cadet banking and all unexpended money is returned to the cadets in cash prior to their departure. It is highly recommended that cadets use this service to prevent possible theft and to perhaps save some money at the end of their course.

TRANSPORTATION

9. In accordance with CATOs 46-01 and 55-04, cadets must travel in uniform. The appropriate uniform for summer travel is C-2A (Army Cadet) and C-2B (Air Cadet) consisting of:

- a. beret or wedge;
- b. shirt (long sleeved shirt with sleeves rolled);
- c. pants;
- d. boots; and
- e. it should be noted that a tunic with shirt and tie or turtleneck will be worn in inclement weather.

10. Cadets will be met at Whitehorse airport and transported to the Training Centre. If for any reason a cadet arrives at the airport and there is no one there to meet them, the cadet is to call the Operations Centre at 393-7327 or ask any uniformed airport employee for assistance. Signs will also be posted in the Whitehorse airport indicating meeting areas.

11. Cadets from Whitehorse will be advised of pickup location and time.

12. Parents/Guardians from outside the Whitehorse area who intend to drive their child to the Training Centre or parents who intend to pickup their child from the Training Centre at the end of training must inform their child's Commanding Officer (CO) of their intent to do so in writing prior to the cadet departing for the training session. COs will then forward this information to WCSTC. The Training Centre Mov O will advise the Regional Cadet Support Unit (Northern) (RCSU(N)) Mov O of all such requests.

13. Parents/Guardians who wish to visit their children are to report asked the WCSTC Operation Centre and advise the adult Duty Officer of their request. The Duty Officer may ask for photo identification. The Duty Officer will then advise the appropriate Training Company who will send the cadet to the Operations Centre. It should be noted that parents/guardians will not be allowed entrance to the Training Centre unless escorted by WCSTC staff.

CLOTHING AND EQUIPMENT

14. Requirements. Clothing and equipment requirements are attached at Annex B. All items brought to the Training Centre must be clearly marked with the cadet's name.

15. 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 °C to a night time low of +2 °C. Exercises are often conducted at higher altitudes with lower temperatures and generally poorer weather conditions.

Transportation

16. Cadets traveling by aircraft are restricted to two pieces of luggage with a total weight of no more than 50 lbs and one piece of unchecked cabin baggage. There is no provision for extra baggage charges. **NOTE: DND will not reimburse members for excess baggage or transportation of personal items such as computers, stereos and bicycles.**

17. The following are items that cannot be carried in checked baggage on an aircraft but may be carried onboard: nail polish, nail polish remover, shaving lotion, safety matches and cigarette lighters. The following items are prohibited onboard aircraft: strike anywhere matches, plastic reservoir lighters, lighter fluid, butane for cordless curling irons and photo flashbulbs. Cadets should check with individual carriers for more complete lists. There are major chain stores in the city of Whitehorse that carry a wide range of personal items.

18. Forbidden Articles. Cadets are not permitted to bring the following items to the Training Centre:

- a. civilian clothing except for clothing listed in Annex B;
- b. hunting or pocket knives or any other item that could endanger cadets or staff;
- c. extra uniform items or military style equipment (other than listed in Annex B);
- d. firearms;
- e. non-prescription solutions containing alcohol;
- f. expensive jewellery; and

- g. portable stereos.
- h. Laptops
- i. Cell phones
- j. Non prescription drugs
- k. Alcohol

19. Mailed Packages. To ensure the safety of all personnel, cadets who arrive with or who are mailed any type of package will be required to open them in the presence of an adult staff member to ensure that dangerous articles or materials are not present.

MEDICAL AND DENTAL

20. Facilities Restrictions. WCSTC has basic medical facilities and is located 30 minutes by road from the nearest hospital. Although skilled Canadian Forces medical personnel staff the Medical Inspection Room, the Training Centre cannot provide treatment for serious trauma incidents resulting from asthmatic attacks, diabetes or seizure disorders. Cadets must have completed the medical section of the CF-51 Application For Summer Training prior to proceeding to WCSTC. If the parent or guardian/cadet has made note that the cadet has a serious medical condition the CF-51 will be forwarded to the Regional Medical Liaison Officer for authority to send the cadet to the Training Centre. If it is found that a cadet has a serious unreported medical condition that may jeopardize his or her own or others safety, they will be returned home.

21. Treatment. Emergency medical and dental treatment will be provided at WCSTC on an as required basis 24 hours a day. Access to Training Centre medical personnel is also available through daily sessions called Sick Parades, for any cadet that feels ill or injured.

22. Eyeglasses. Cadets who wear eyeglasses are strongly advised to have them fitted with athletic bands. It is recommended that cadets bring a spare set of eyeglasses and a copy of their prescription. Eyeglasses damaged in the performance of duty will be repaired or replaced with standard issue safety glasses. Contact lenses are not permitted at WCSTC and there are no provisions to replace missing/damaged contact lenses.

23. Sunglasses. Cadets can expect up to 20 hours per day of bright sunlight during early summer. All cadets are encouraged to bring conservatively styled sunglasses (black frames are recommended). Brightly colored frames and mirrored reflective lenses are not permitted.

24. Medication. Cadets who require special medication must bring sufficient medication to the Training Centre and a copy of the prescription. Training Centre staff strictly monitors dispensing of prescription medication.

PHYSICAL FITNESS

25. Training. As one of the aims of the Cadet Movement is to promote physical fitness, all cadets will undertake a regular fitness program.

26. Smoking. Smoking is actively discouraged at the Training Centre and will be permitted only at specific times and places according to Canadian Forces policy. Cadets must have written parental permission to smoke (form attached as Annex C). Tobacco products are not sold at the Training Centre nor will cadets be permitted to purchase tobacco products from establishments in town. **Therefore, if a cadet has written permission to smoke, from their parent or legal guardian, they must bring sufficient cigarettes to the Training Centre for the entire summer. Cadets will not be able to purchase cigarettes at the Training Centre or in town.** Any cadet found selling tobacco products will be sent home. The legal age to purchase tobacco products in the Yukon is 19 years of age..

SUPPORT SERVICES

27. Laundry. Laundry services for cadets are provided free of charge for cadets' use while at the Training Centre.

28. Accommodations and Food Services. Cadets will live in barracks while attending WCSTC. During field training they will live in tents or improvised shelters. Professional caterers will prepare meals at the Training Centre. While in the field, cadets will eat military field rations for most meals.

29. Canteen. The Training Centre canteen is a small store, that sells snack foods, beverages, souvenirs, and limited toiletries (ie: toothpaste).

30. Spiritual Welfare. Religious services (voluntary) will be available to all cadets while at the Training Centre. Every effort will be made to satisfy the needs of cadets belonging to various religions.

31. Telephones. Cadets may make personal long distance telephone calls on pay phones located on WCSTC at their own expense. Calling cards are strongly recommended. Personal phone calls will not be accepted on official WCSTC telephones however, messages may be taken and forwarded to individuals.

32. Pets. Pets are not permitted at the Training Centre.

DISCIPLINE

33. General. Cadets must obey the instructions, regulations and orders issued by the CO, adult staff and Staff Cadet instructors. For minor infractions cadets will have their passes and privileges restricted. Cadets who commit serious breaches of discipline or who refuse to correct their behavior may be sent home or suspended from training by the CO.

34. Return To Unit. It is a RCSU(N) policy that cadets who are returned to their unit for disciplinary reasons shall not be permitted to return to WCSTC the following summer because of the expense involved in transporting cadets to and from the Training Centre.

35. Hair. Hairstyles shall be neatly arranged and shaped to present a conservative appearance in accordance with cadet regulations. Haircuts in Whitehorse are expensive (\$20.00 or more) and the Training Centre does not regularly employ a barber. Cadets are therefore encouraged to have their hair cut immediately prior to arriving at the Training Centre. This will normally be adequate for cadets attending the two-week basic courses and should ensure that cadets attending longer courses do not have to have their hair cut more than twice. All haircuts are at the cadet's expense.

PERFORMANCE ASSESSMENTS AND COURSE REPORTS

36. A course report will be prepared on each cadet at the conclusion of their course and distributed to the cadet unit COs via the RCSU(N) and applicable Detachments. Cadets will be given the opportunity to read and sign these reports. Parents or Guardians who wish to review these reports shall contact the cadet corps/squadron CO. Certificates and qualification badges will be presented to those cadets who successfully complete the training.

COURSE DATES AND GRADUATIONS

37. Course dates and tentative graduation parade dates are as follows (travel dates not included):

- a. Army Cadet Basic Course 0001 and Air Cadet Basic 0001 will be conducted from 10 July - 20 July with the graduation scheduled for 20 July;
- b. Army Cadet Basic Course 0002 will be conducted from 24 July – 3 August with graduation scheduled for 3 August;
- c. Army Cadet Basic Course 0003 will be conducted from 7 August - 17 August with graduation scheduled for 17 August;
- d. Air Cadet Air Crew Survival will be conducted from 7 August - 17 August with graduation scheduled for 17 August; and

- e. Army Cadet Leader course and Army Cadet Leader Instructor (Adventure) Course will be conducted 10 July - 17 August with graduation scheduled for 17 August.

DAILY ROUTINE

- 38. An outline of the daily schedule is provided at Annex D.

TRAINING WAIVERS

39. Training is conducted at various locations in the Yukon, both close to the Training Centre and farther afield. Part of the training is conducted on our behalf by local civilian agencies. The Basic and Cadet Leader courses partake in horseback riding, while the Cadet Leader Instructor (Adventure) course includes whitewater rafting. These contractors require waivers to be signed by all participants. All cadets are required to bring a signed copy of the waivers at Annex E and Annex F. The waivers are to be signed by the parent/guardian for the cadets participating in those courses. All participants must have these forms filled out before arriving at WCSTC.

COMMUNICATIONS

- 40. Mailing Address.

Cadet's Name
Course
Whitehorse Cadet Summer Training Centre
Boyle Barracks
45 Fireweed Drive
Whitehorse YT Y1A 5T8

- 41. Emergency Telephone. (867) 393-7327 (Operations Centre) as of 1Jul 06

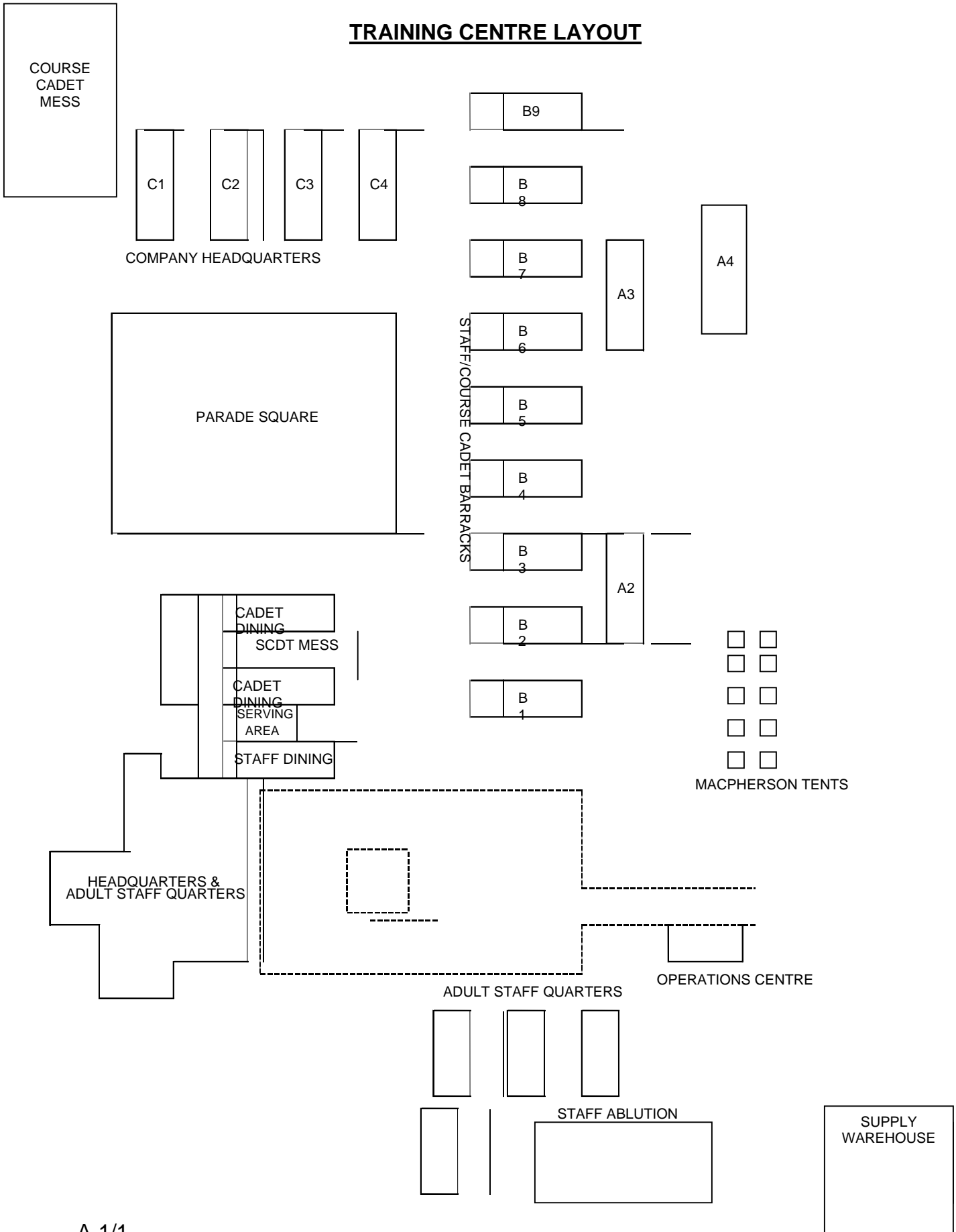
- 42. Fax. (867) 393-7373

- 43. Web Address. www.cadets.net/nor

CONCLUSION

44. It is hoped that these instructions will provide cadets with essential information to prepare for a successful experience WCSTC. The primary point of contact regarding these instructions is Capt Jennifer Lafrenière at (867) 873-0700 ext 6792 until 9 Jun 06. From 10 Jun 06 to 29 Aug 06 the primary contact is the WCSTC Admin O at (867) 393-7312.

TRAINING CENTRE LAYOUT



COURSE CADET

PERSONAL CLOTHING AND EQUIPMENT REQUIREMENTS

UNIFORM

Cadets will bring their complete cadet uniform (including tie) as issued from their home unit.

OTHER

Duffle Bag / luggage
Bathing suit
Pajamas and slippers
Changes of underclothing (7)
Socks (7 pr)
Face Cloth (2)
Hand Towel (2)
Bath Towel (2)
Bar Soap
Shampoo
Toothbrush/toothpaste
Comb/Hairbrush
Shaving kit (if required)
Nail file/clippers
Cleaning/polishing material for boots
Writing materials (to write home)
Musical instrument (optional)
Athletic/Running shoes
Sandals (suitable for wear in showers – optional)

NOTE: It is strongly recommended that attractive items like radios, tape deck, disc player, MPV players, camera etc not be brought to WCSTC, as missing personal articles are not the responsibility of WCSTC or its staff and will not be replaced.

PIERCINGS

In accordance with cadet dress regulations, visible piercings are prohibited for all cadets while at WCSTC. Females are permitted to wear one set of gold ball studs in their ears.

RELEASE OF PERSONAL INFORMATION FORM
Whitehorse Cadet Summer Training Centre

Full Name of Cadet

The following statement is an excerpt from the Cadet Application for Membership, Form CF 1158:

I understand that the photographic image of my son/daughter/ward and information including: name, age and hometown may be used to publicly recognize cadet accomplishments and achievements while in the Cadet Program and to promote the Cadet Program through print or electronic media including radio, television, the Internet, newspapers and magazines. This use is valid until one year after he/she is no longer a cadet unless rescinded in writing.

- I have read and understood this statement and **agree** to its terms knowingly and voluntarily.
- I have read and understood this statement and **do not agree** to its terms. I understand that RCSU(N), to the best of their ability, will withhold personal information and images on the above cadet from publication.

Date

Parent/Legal Guardian signature

SMOKING AUTHORIZATION FORM
Whitehorse Cadet Summer Training Centre

This form must be signed in order for a cadet to be permitted to smoke while at WCSTC.

I, _____, hereby authorize _____ to smoke.
(Parent/Legal Guardian) (Cadet name)

Parent/Legal Guardian Signature

Cadet Signature

Date

It is illegal in Canada for minors (i.e. under the age of 19) to purchase cigarettes. It is illegal for an adult (i.e. over the age of 19) to sell or provide cigarettes to a minor.

DAILY ROUTINE – MONDAY THROUGH SATURDAY

<u>TIME</u>	<u>ACTIVITY</u>	<u>REMARKS</u>
0730	Reveille	
0730-0750	Wake-up PT-Training Period 1	
0750-0820	Ablutions	
0820-0920	Breakfast	All meal times are scheduled
0920-0950	Parade/Inspection	
1000-1040	Training Period 2	
1050-1130	Training Period 3	
1130-1145	Morning Break	
1150-1230	Training Period 4	
1240-1320	Training Period 5	
1320-1420	Lunch	
1420-1500	Training Period 6	
1510-1550	Training Period 7	
1600-1615	Afternoon Break	
1620-1700	Training Period 8	
1710-1750	Training Period 9	
1750-1850	Supper	
1855-1935	Training Period 10	
1945-2025	Training Period 11	
2030-2050	Late Snack	
2050-2230	Free Time	
2230	Prepare for Lights Out (Course Cadets)	
2300	Lights Out (Course Cadets)	
2359	Lights Out (Staff Cadets)	

DAILY ROUTINE - SUNDAY

0730-0820	Individual Reveille	
0820-0920	Breakfast	
0930-1130	Religious Services downtown	Voluntary Attendance
1320-1420	Lunch	
1430-1700	Organized Recreation	As directed by the CO
1750-1850	Supper	
1900-2230	Free Time or Field Prep	As directed by Company OC's
2230	Prepare for Lights Out (Course Cadets)	
2300	Lights Out (Course Cadets)	
2359	Lights Out (Staff Cadets)	

Tatshenshini Expediting
Liability Release
CLI Adventure

The customer acknowledges that the use of a raft involves an element of personal risk and danger. The list of risks, known or unknown, identified or unidentified, anticipated or unanticipated may also result in injury, emotional injury, death, illness or disease. The customer participation in this activity is purely voluntary and the customer accepts all risk involved in the activity.

Tatshenshini Expediting Ltd is not responsible for any loss or damage suffered by any person either in traveling to the location of the trip, before, during or after the trip, for any reason whatsoever including negligence on the part of the company, its agents or servants.

Agreement: The customer hereby releases Tatshenshini Expediting Ltd, its principals, employees and agents from liability for any act or omission, including the negligence of Tatshenshini Expediting Ltd, its principals, employees or agents. The customer hereby waives the right to claim compensation for any damages suffered by the customer.

Occasionally, while seeking more thrills and a more exciting ride, the guides will purposefully bounce off a rock, ride wave trains or big wave reversals or flip a raft. You will be asked if you want to participate and it is your responsibility to accept or refuse these challenges. Should you choose not to ride in this particular raft, there will always be space available in a more conservatively guided raft.

I agree that the laws of the Yukon Territory govern this contract and any legal disputes will be resolved through arbitration, or by a court of the Yukon Territory, in Whitehorse, Yukon.

I have read the above and hereby release, forever discharge and agree to indemnify and hold Tatshenshini Expediting Ltd, its agents or employees from any and all liability, claims, demands or cause of action, which are in any way connected with my participation in this activity, including any such claims which allege negligent acts or omissions of Tatshenshini Expediting Ltd. Parents or Guardians please sign for minors.

Date

Name of Cadet

Signature

Witness Signature

Parent or Guardian of Cadet

Signature

Witness Signature

Yukon Horsepacking Adventures
Basic and Cadet Leader Courses

Disclosure of Risk, Agreement to Indemnify, Release & Waiver Form

Acknowledgement of Risk

Trail riding is a potentially dangerous activity with hazards including rock fall, danger from avalanches, hidden hazards, sudden changes in weather, hypothermia, falls on steep terrain, failure of equipment, as well as all other hazards associated with wilderness travel and other pursuits of Yukon Horsepacking Adventures.

Release and Waiver of Liability

In **CONSIDERATION** of my being permitted to participate in the activities arranged by Yukon Horsepacking Adventures, I for myself, my heirs, executors and anyone else who may claim on my behalf **HEREBY WAIVE ANY AND ALL CLAIMS, LIABILITY AND DAMAGES** I may now and in the future have against Yukon Horsepacking Adventures, trip organizers and all persons acting under its authority, collectively described here as Yukon Horsepacking Adventures, arising from any and all personal injury, death, property damages or loss sustained by me arising from or in connection with my participation in the activities of Yukon Horsepacking Adventures however caused. **I FURTHERMORE HEREBY RELEASE AND FOREVER DISCHARGE** Yukon Horsepacking Adventures from and against all demands, claims, actions, damages, costs and expenses arising from or with respect to death, injury, damages or loss to my person or property and any links whatsoever, no matter how caused, in connection with my participation in Yukon Horsepacking Adventures activities though the same may have contributed to or been caused by the **NEGLIGENCE or GROSS NEGLIGENCE** of Yukon Horsepacking Adventures. I further agree to hold harmless and indemnify Yukon Horsepacking Adventures from any and all liability for any damage or injury to the property or persons of any third party resulting from my involvement in or presence during any of the activities of Yukon Horsepacking Adventures.

I ACKNOWLEDGE that Yukon Horsepacking Adventures, in obtaining this waiver from me is doing so for Yukon Horsepacking Adventures including its owners, employees, trip organizers and all persons acting under the authority of Yukon Horsepacking Adventures.

(Delete If Not Applicable)

I CONFIRM THAT I AM THE FULL AGE OF NINETEEN YEARS AND THAT I HAVE READ THIS INDEMNITY AND RELEASE LIABILITY AND ACCEPT ITS TERMS AND IN WITNESS WHEREOF; I have hereunder set my hand and seal.

IF REGISTRANT IS A MINOR, I (as parent or guardian) agree to indemnify and hold harmless Yukon Horsepacking Adventures against any claim for any loss said minor may sustain in legal or other expenses incurred by any Claim by or on behalf of said minor for any such loss.

This ___ Day of _____, 20__

Signature of PARTICIPANT (Cadet) (CF Member)

Signature of WITNESS

Please PRINT Name

Please PRINT name

Signature of PARENT OR GUARDIAN (of Cadet)

Please PRINT Name