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Regional Cadet Support Unit (Pacific)
PO Box 17000 Stn Forces
Victoria BC V9A 7N2

1085-12 (CAP Planning – IN)

1 Jun 2023

Distribution List

JOINING INSTRUCTIONS – CADET ACTIVITY PROGRAM (CAP) - SUMMER 2023

1. **General.** The Regional Cadet Support Unit (Pacific) will be conducting in-person Cadet Activity Program (CAP) activities for all Corps/Squadrons during Summer 2023. CAP is a decentralized cadet engagement opportunity to augment the corps/squadron program for first year (CAP1) and second year (CAP2) cadets, offering experiential citizenship, fitness, and CAF/CCO familiarization activities with the following objectives:

- a. the objective of CAP1 is 5 days of activities designed for 12 to 13-yr-old cadets, with focus on general cadet knowledge and partaking in activities within the local community; and
- b. the objective of CAP2 is 9 days of training activities for 13 to 14-yr-old cadets, with an overnight outdoor field training exercise (FTX) portion consisting of 4 days (3 nights). There may be opportunities to achieve cadet qualifications, including marksmanship and fitness.

2. **Timings.**

- a. Each CAP site information is noted in the related Annex:
 - (1) Vernon (VRN);
 - (2) Terrace (TER);
 - (3) Fruitvale (FRU);
 - (4) Nanaimo (NAN);
 - (5) Quadra (QUA);
 - (6) Victoria (VIC);
 - (7) Abbotsford (ABB);
 - (8) Richmond (RIC);
 - (9) Surrey (SUR);

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- (10) Tri-Cities (TRI); and
 - (11) Vancouver (VAN).
 - b. out of town participants will receive movement information closer to the CAP date with bus times and pickup/drop off locations.
3. **Dates/Serials.** Refer to your participation selection email. Attendance for all days of training is expected unless the cadet becomes sick and cannot attend.
4. **Transportation.**
- a. LOCAL PARTICIPANTS – Parental/guardian drop-off and pick-up daily;
 - b. OUT OF TOWN PARTICIPANTS - Cadets will be transported to and from their Local Headquarters (LHQ) location at the beginning and end of their CAP session; and
 - c. OUT OF TOWN PARTICIPANTS – PARENT/GUARDIAN DROP-OFF OR PICK-UP – If parents/guardians of out-of-town cadets wish to drop-off their cadet(s) in person at the beginning of the CAP serial or pick them up in person at the end, they must complete the form CDT 118a - REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS. A copy of the form has been enclosed at the end of the joining instructions annexes. This form must be submitted via your local cadet unit Commanding Officer or Summer Contact Officer.
5. **Meals.**
- a. **DAY-TRAINING ONLY PARTICIPANTS:** cadets doing day-training only will receive lunch daily. Cadets are to provide their own daily snacks and a refillable water bottle for activities;
 - b. **OVERNIGHT PARTICIPANTS:** will have all meals and daily snacks provided. Cadets are to bring a refillable water bottle for activities;
 - c. **CAP 2 cadets on FTX** will have military rations (Meal Ready-To-Eat (MRE)) provided for meals in the field, and canteens for water; and
 - d. **Dietary concerns.** CAP sites will have food catered by an outside caterer. We will do our best to accommodate special dietary requirements. It can not be guaranteed that cross contamination has not occurred. Additionally, the Canadian Armed Forces does not have the mandate nor are equipped or staffed to offer allergen-free foods. Only cadets who are mature enough to avoid food items which can cause them an allergic reaction should participate in CAP activities.
6. **Dress.** 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

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expected to ensure a standard of grooming consistent with cadet standards while participating in training. Authorized dress for summer CAP is as follows:

- a. Cadets will not be required to wear uniforms for travel. Cadets who will be bussed to and from the CAP site and staying overnight will wear appropriate civilian clothing while travelling;
- b. CAP 1 Cadets: Appropriate civilian clothing for day activities. Dress for expected weather daily and bring coat or spare items in a day-backpack;
- c. CAP 2 Cadets: Appropriate civilian clothing or Field Training Uniform (FTU) for day activities. Dress for expected weather daily and bring coat or spare items in a day-backpack. CAP 2 cadets will also require additional FTU/STU uniform, hiking boots, and appropriate camping clothing for the FTX;
- d. Staff Cadets: shall wear cadet issued Field Training Uniform (FTU) / Sea Training Uniform (STU) during training hours except as authorized by the CAP Site Commander. Appropriate civilian clothing will be worn for sports activities and after-training wear;
- e. Dress – Officers: CADPAT / NCDs. Appropriate civilian clothing for sports activities and after-training wear; and
- f. Full requirements for all participants are in the Kit List attached as Annex L.

7. **Prohibited Items.** The following items are prohibited, and members shall not have them in their possession during training: alcohol, tobacco in any form, electronic cigarettes / vapes, cannabis products in any form, controlled substances (i.e. illicit drug or prescription medication not in the cadet's name), pornographic material, weapons (including toy replicas), knives (except as authorized for the FTX), lighters or other fire-starting items (except as authorized for the FTX).

8. **Medical / COVID Safety.** All activities must abide by current COVID training posture in accordance with Public Health Measures mandated by Canadian Armed Forces / CJCR policy and by federal/provincial/local health authorities. The following reminders apply to in-person activities:

- a. Medical Status. All participating cadets must have a valid medical status in FORTRESS and staff must ensure that the participation limitations are within tolerance for each activity;
- b. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local corps/squadron staff prior to departure. If a new medical condition occurs prior to CAP training, that was not reported on the Detailed Health Questionnaire (DHQ) submitted in the fall at the Corps/Squadron, parents/guardians must notify the Corps/Squadron Commanding Officer who will liaise with the Regional Medical Liaison Officer (RMLO). Examples of a new medical condition include a recent injury that affects their ability to partake in

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physical activities, a new cast, recent surgery, admission to hospital, or a diagnosis requiring treatment. If your cadet has a cast on or is on crutches (even if your family doctor states they are OK to attend), they are not allowed at CAP training, and they should not be sent as they will be returned home shortly after arrival;

c. Medications:

- (1) Medications - Day-Training Only. Cadets on day-training only who require medications will be responsible to bring their medication daily and hold it themselves in their day pack. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information and expiry date and must be accompanied with the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at Annex M;
- (2) Medications – Overnight Training. All cadets on overnight training requiring medications will have medications held by the CAP Staff, and the cadet is responsible to coordinate with CAP Staff to take the medication as prescribed by their physician. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information and expiry date and must be accompanied with the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at Annex M. Pharmacy-provided “blister packs” may be used to aid in ensuring proper dosages and timings; and
- (3) In the event of an injury or illness, cadets will be taken to a local medical facility. **Cadets are required to have their Provincial Health Plan card (or a legible copy) in their possession.**

d. Masks. During training at the CAP Site, cadets may choose whether to wear a mask or not, indoors or outdoors, based on their personal comfort level. Cadets who choose to wear a NMM will be respectfully supported in their choice to do so;

e. Illness / COVID Symptoms. If a cadet is not feeling well with any COVID symptoms or other illness, they must immediately notify CAP staff and they are NOT to attend further in-person training; and

f. Cadets requiring medical attention shall report to adult CAP staff for first aid and shall be taken to the appropriate medical facility if required. Incidents shall be reported to the appropriate Area CAP OIC and followed up with accompanying DND2299.

9. **Discipline.** Cadets are to follow the regulations and standards set out for the Canadian Cadet Organization to ensure the safety, efficiency, and well-being of everyone. All cadets and staff will sign a code of conduct (attached at the end of the annexes) to acknowledge the standards of conduct and behaviour expected of them while participating in training. Any

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conduct issues will be dealt with in accordance with established policy and may result in the cadet being removed from training and/or referral to the appropriate authorities. CAP staff shall notify the applicable CAP OIC of any significant incidents.

10. **Return to Unit (RTU)** An RTU is a process of sending a cadet home early and is considered a measure of last recourse. As per CATO 13-26, cadets and staff cadets may be returned to unit under the following circumstances:

- a. medical reasons;
- b. does not meet age prerequisites;
- c. unable to meet the course prerequisites or standard;
- d. compassionate reasons;
- e. parents/guardians or the cadet request an RTU;
- f. misbehaviour;
- g. unsatisfactory performance; or
- h. any other action violating the Course/Staff cadet Code of Conduct.

11. **Contact Info.** During the CAP training, parents/guardians needing information or to contact their child in case of emergency may contact the regional staff members at their respective site (contact information included in the site Annex).

Sherri Shaw
Captain

Acting Area Officer Commanding (Interior)
Canadian Armed Forces

Officier de secteur par intérim commandant (intérieur)
Forces armées canadiennes

Distribution List

Action

All RCSU (Pac) Corps/Squadron COs / Registered cadets

Information

RCSU HQ//CO/DCO/COS/COXN/PAO/RMLO/ROCC

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Annexes :

Annex A	VERNON SITE
Annex B	TERRACE SITE
Annex C	FRUITVALE SITE
Annex D	NANAIMO SITE
Annex E	QUADRA SITE
Annex F	VICTORIA SITE
Annex G	ABBOTSFORD SITE
Annex H	RICHMOND SITE
Annex I	SURREY SITE
Annex J	TRI-CITIES SITE
Annex K	VANCOUVER SITE
Annex L	KIT LIST
Annex M	OVER THE COUNTER AND PRESCRIBED MEDICATION FORM

Enclosure:

CDT 118a - REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS
CADET CODE OF CONDUCT – YOUTH
CAP VERNON ONLY – MYRA CANYON ADVENTURE PARK WAIVER