

707 Marion Orr CM SQUADRON



STANDING ORDERS

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INTRODUCTION

1. Standing Orders are issued under the authority of the Commanding Officer 707 Marion Orr CM Squadron. These Standing Orders outline the established policies and procedures as carried out by the Squadron and are to be adhered to by all cadets, civilian instructors and CIC officers.
2. The Standing Orders are to be reviewed by all members of Squadron prior to 31 Sep of each training year.
3. Standing Orders will be published and available to all cadets at the Squadron HQ.
4. All cadets, civilian instructors and CIC officers who perceive a need to amend Standing Orders may make application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, Standing Orders will be amended accordingly.
5. Standing Orders shall be reviewed on change of command by incoming Commanding Officer. The incoming Commanding Officer shall issue amendments at his/her discretion.
6. Routine orders will be issued on a periodic basis to supplement Squadron Standing Orders as needed.
7. In this Order these words denote the following: SHALL- will be construed as imperative, MAY- will be construed as permissive, SHOULD- will be construed as informative.
8. Squadron Standing Orders are issued effective 01 September 2012.
9. Within this document cadets are defined as referenced in CATO 13-01
10. Within this document staff are defined as All CIC Officers, CF Members volunteering with the unit, Civilian Instructors, Volunteers and shall include the Sponsoring Committee members.
11. Within this document Squadron Members include everyone.

PART 1 - DRESS AND DEPARTMENT

1.1 DRESS – CADETS

1.1.1 All Members of the Squadron will adhere to the following appropriate Dress regulations detailed in Part 6.

1.1.2 All cadets shall conform to the Air Cadet Dress Regulations, CATO 55-04, while in uniform.

1.2 DRESS – OFFICERS/STAFF

1.2.1 All CIC Officers shall conform to the Canadian Forces Dress Regulations.

1.2.2 Shall civilian articles of clothing shall not be worn with any part of an Air cadet or CF uniform unless previously authorized by the CO. All Civilian Instructors shall wear appropriate attire during Squadron training nights and training activities. Civilian Instructors are not authorized to wear any part of cadet or CF uniforms.

1.2.3 The following is the order of dress for:

| | Cadets | Officers | Civilians |
|------------------------------------|--------|----------|-------------|
| (Winter) Regular Training Night | C-2 | 3 C | Informal |
| (Summer) Regular Training Night | C-2A | 3 B | Informal |
| CO's Inspections | C-1 | 1 A | Semi-Formal |

Due to the limited quantity of properly issued overcoats, and concern of the health and safety of cadets, appropriate winter jackets may be worn by cadets as required who have not been issued the required overcoats.

1.3 DRESS - ACTIVITIES

1.3.1 Sports Nights - Cadet PT gear or Civilian PT gear as ordered

1.3.2 Band Practices - Casual civilian clothes

1.3.3 Drill Practices - Casual civilian clothes

1.3.4 Flag Party Practices - Casual civilian clothes

1.4 DEPARTMENT

- 1.4.1** All members of Squadron including, cadets, civilian instructors and CIC officers shall conduct themselves in a professional and responsible manner at all times. Course or vulgar language is not permitted.
- 1.4.2** Squadron members while in uniform shall not chew gum, slouch, saunter, place hands in pockets, smoke, walk arm in arm or similar deportment that detracts from a military bearing in the eyes of the public.

PART 2 - SQUADRON POLICY

2.1 SMOKING

- 2.1.1** Under no circumstances shall cadets smoke or be in possession of tobacco products. (Ref: CATO 13-23)
- 2.1.2** All staff, including civilian instructors and CIC Officers, shall not smoke in front of Squadron's or any other Squadron's cadets.

2.2 ALCOHOL

- 2.2.1** No cadet shall consume or be in possession of alcoholic beverages or be intoxicated during Squadron activities.
- 2.2.2** No Squadron Staff Member shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a CI or CIC Officer.

2.3 DRUGS

- 2.3.1** No Squadron member, including cadets, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort.
- 2.3.2** Cadets will only be in possession of prescription medications that they have been prescribed by a physician.
- 2.3.3** Any breach of this Drug policy shall be reported to the Commanding Officer immediately. Membership of any member will normally be terminated immediately.

2.4 HARRASSMENT

- 2.4.1** Under no circumstance shall members of Squadron, including cadets, civilian instructors and CIC Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.
- 2.4.2** All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) will be reported to the UCCMA, Commanding Officer or the immediate supervisor of the harassed.

2.5 ABUSE

- 2.5.1** Under no circumstances shall Squadron members, including cadets, civilian instructors and CIC Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.
- 2.5.2** All infractions of CATO 13-25 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to UCCMA, Commanding Officer, or any officer present.

2.6 FRATERNIZATION

- 2.6.1** The cadet squadron and activities are considered to be a workplace. Cadets, CI's and officers who are in attendance at parades, training activities or other official functions are considered to be on duty. While on duty, it is each member's responsibility to conduct themselves in a professional manner.
- 2.6.2** Any inappropriate dialogue reflective of a personal relationship in which they may be engaged with another member including the use of any terms of endearment; and
- 2.6.3** Any non appropriate, physical demonstration or act of affection or intimacy, including but not limited to hand holding, caressing, massaging, hugging, and kissing.

2.7 ATTENDANCE

- 2.7.1** All Squadron Cadets must maintain a minimum 60% attendance rate throughout the cadet training year.
- 2.7.2** Any cadet who is absent for three or more training nights in a row shall normally be SOS and recovery action for uniform undertaken.
- 2.7.3** It is the responsibility of the individual cadet to inform his/her immediate supervisor of his/her reason(s) for being absent from a Squadron training night or compulsory training activity.
- 2.7.4** It is the responsibility of the individual staff member to inform his/her immediate supervisor of his/her reason(s) for being absent from a Squadron training night or compulsory training activity.

2.8 ENVIRONMENTAL ORDERS

- 2.8.1** The purpose of these orders is to ensure that our Squadron makes every effort to take environmental considerations into account for all activities in keeping with CATO 11-08.
- 2.8.2** It is the duty of all personnel to make every effort to ensure that waste and energy consumption is reduced where practicable. This includes such things as turning off the lights when a room is not in use. As well, if any member notices an area where waste or energy consumption can be reduced or eliminated, make your suggestion to the Environmental Officer who will implement it if practical.
- 2.8.3** The Environment is everyone's business; all personnel should be encouraged to participate in making the Squadron environmentally friendly.
- 2.8.4** Environmental Assessments shall be completed for all training areas in use by the Squadron (if it is a non-DND area), and shall be updated when there is a change of location, change of season, change in type or scope of activity, or any other change that would impact on or alter the risk of harm to the environment (CATO 11-08).
- 2.8.5** Contingency plans shall be in place for all Squadron activities that may result in an environmental incident (CATO 11-08). These plans will be reviewed on an annual basis, and updated as necessary.
- 2.8.6** The following rules will be observed for all Day Exercises, and Field Training Exercises:
- a. no live trees, plants, or bushes shall be intentionally harmed,
 - b. when provided, pre-cut logs shall be used as fire fuel, and when not provided only dead fall shall be collected for the fire,
 - c. Cadets shall use existing toilet facilities when possible,
 - d. no Cadet shall conduct ablutions within fifty meters of any creek, stream, river, lake, or other water course,
 - e. a thorough garbage sweep shall be conducted of any area that is used by the Squadron, and the area shall be left clear of garbage or any other litter,
 - f. all garbage and waste shall be packed out of any area used by the Squadron for training,
 - g. no holes shall be dug unless permission is given by the Environmental Officer, or Exercise OIC,
 - h. on Day Exercises, all stoves shall be fuelled and tested prior to going to the field, no extra fuel shall be carried during the activity,
 - i. on exercises, all water shall be poured as needed above the drip pan provided,

- j. any waste water is to be poured into the Jerry Cans marked “Grey Water” and be transported out of the training area for proper disposal,
- l. all vehicles on an FTX shall be equipped with a drip pan, to be placed under the vehicle oil pan when the vehicle is parked, with the drip pan tied to the side view mirror on the drivers side of the vehicle by way of string or rope,
- m. the number of vehicles present during an FTX will be kept to an absolute minimum.

- 2.8.7** The Squadron Environmental Officer shall (per CATO 11-36, Annex Z):
- a. advise the CO on environmental matters,
 - b. ensure that environmental considerations are taken into account in the planning of all Squadron activities,
 - c. recommend amendments to Squadron orders to reflect CATO 11-08, regional environmental policy, municipal environmental bylaws, and base environmental orders (where applicable) and review bylaws and base orders as required,
 - d. complete Environmental Assessments required for unit activities, forwarding a copy to NDHQ/D Cds through the region,
 - e. respond to Environmental incidents within the Squadron,
 - f. ensure that hazardous materials are used, stored, transported, and disposed of properly,
 - g. ensure that waste reduction and energy conservation is implemented where practicable within the unit,
 - h. liaise with the appropriate environmental authorities, including the local base Environmental Officer, where applicable, and
 - i. anything else as assigned by the Commanding Officer.

2.9 FIRST AID

- 2.9.1** A First Aid kit must be present during all training. At the LHQ, it is sufficient to have one available in the Orderly Room. However, during Field training there must be one present at the HQ, and in the Field with the cadets. In the Field a stretcher must also be present. It is the responsibility of the OPI to ensure that the appropriate First Aid kits are available.
- 2.9.2** As well, it is the responsibility of the Exercise OPI to ensure that there is a qualified First Aider present. The OPI must ensure that all know this person, and that this person is in possession of, or has access to the First Aid Kit.
- 2.9.3** All injuries (however minor) will be reported to the First Aider for action. The First Aider will keep the Exercise OPI informed as necessary, as well as maintain a First Aid Log.

2.9.4 The Exercise OPI and/or First Aider will be in possession of CF98's at all times. In event of an injury, these will be filled out without delay. All Staff are to be aware of the proper use of a CF98.

2.10 CHANGE IN PERSONAL INFORMATION

2.10.1 All Personnel are expected to report any changes in personal information to the Administration Officer as necessary. i.e. phone number, postal address. This must be done to ensure the proper administration of the Squadron.

2.11 PARADE STATE

2.11.1 A Parade State will be filled out nightly by the duty desk under the guidance of the SWO, to be turned in to the Commanding Officer no later than (NLT) 1930hrs nightly.

2.12 PLANNED ABSENCES

2.12.1 If any Cadet is aware that they will be absent from regular Parade Nights for more than a week but less than three, they will inform the Administration Officer immediately. This will allow the Administration Officer to excuse them from training for the period to be missed. Otherwise, the Cadet will be considered to be not in good standing and disciplinary action may result.

2.13 LEAVES OF ABSENCE

2.13.1 If a Cadet is aware that they will be absent from training for more than three weeks, they will inform the Administration Officer immediately. This will allow the Administration Officer, with the approval of the Commanding Officer, to excuse them from training for the period to be missed. Otherwise, the Cadet will be considered to be not in good standing and disciplinary action may result. As well, this period of time missed may result in lost opportunities such as Summer Courses and promotion.

2.14 CLASSROOM BEHAVIOR

- 2.14.1** As with any organization, the larger the number of students, or cadets in this case, the more difficult it becomes to manage the classroom.
- 2.14.2** Disruptive behavior will not be tolerated. Cadets that are disruptive in class will be removed from class and be required to discuss their behavior with one of the officer staff.
- 2.14.3** If a cadet continues to demonstrate disruptive behavior in class the cadet will be removed from class, the parents of the cadet will be phoned and the cadet will be sent home.
- 2.14.4** Repeated incidents where a cadet is sent home due to disruptive behavior may constitute means of dismissal from the squadron.

PART 3 – CODES OF CONDUCT

3.1 Cadets shall not:

- 3.1.1** Disrespect the environment, and the belongings of others.
- 3.1.2** Purchase, sell, consume and/or distribute alcohol, narcotics, prohibited substances, drug related paraphernalia, or pornographic material and not to take part in illegal gambling activities.
- 3.1.3** Purchase, sell, and/or distribute tobacco products.
- 3.1.4** Consume any prescription and/or non-prescription medications not specifically prescribed for a current health condition.
- 3.1.5** Commit theft nor to borrow the belongings of others without having been authorized to do so by the owners of the belongings in question.
- 3.1.6** Sell, barter, or steal any items belonging to the Department of National Defense or the government or a Cadet League or sponsor.
- 3.1.7** Disrespect their peers and supervisors. Cadets will conduct themselves towards others following the values and regulations of the Cadet Harassment and Abuse Prevention Program.
- 3.1.8** Fight with, shout at, or bully anyone.
- 3.1.9** Be disloyal, dishonest, unfair, and irresponsible.
- 3.1.10** Fail to report any breach of rules or regulations of which they may be aware.
- 3.1.11** Disregard the approved cadet dress regulations.
- 3.1.12** Disobey proper orders, directives, and instructions issued by persons in positions of authority.
- 3.1.13** Do nothing that might endanger the immediate safety of other persons.
- 3.1.14** Compromise their position of leadership by having intimate relationships with cadets who are subordinate to them.
- 3.1.15** Fight, quarrel or involve themselves in any disturbance.

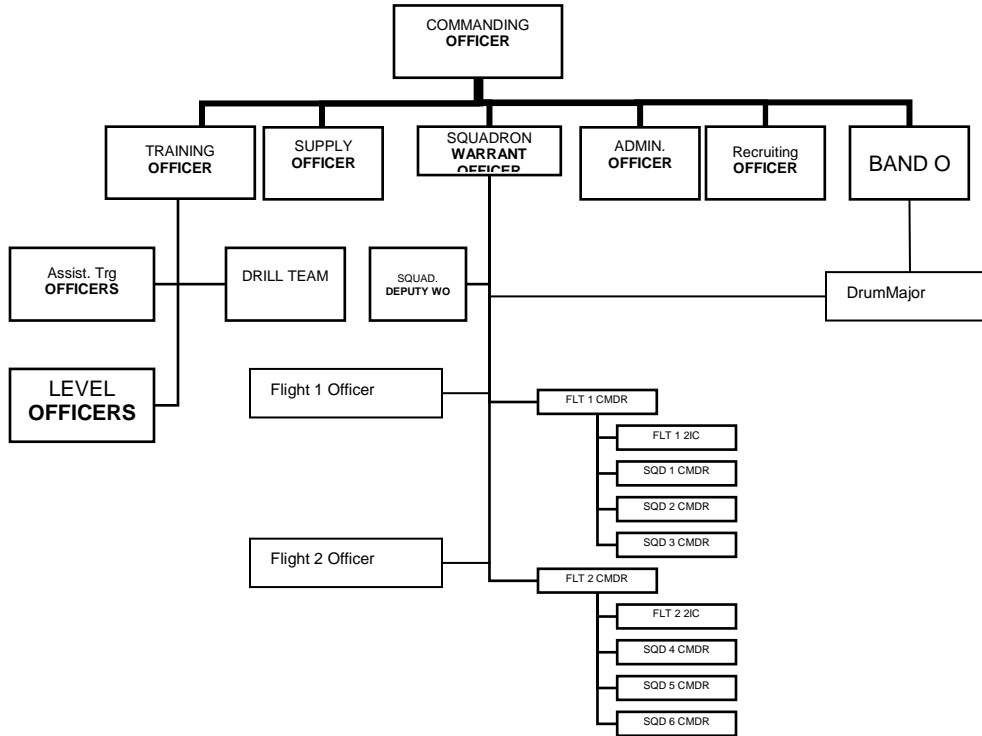
- 3.1.16** Refuse an order. Resort to physical or psychological abuse (e.g., push-ups, physical restraint, threats, yelling, swearing, abuse of power, etc.).
- 3.1.17** Cause any situation involving emotional, personal, or morale problems.
- 3.1.18** Exercise poor leadership qualities or to serve as poor example to other cadets.

3.2 Scope of Rules

- 3.2.1** All rules of conduct apply when engaged in any cadet activity in or out of uniform.
- 3.2.2** At the discretion of the Commanding Officer, the Squadron's Rules and regulations along with other CF Regulations may be extended to include situations where a member of the unit not participating in an authorized activity has represented himself / herself in a manner that does not reflect well upon the Squadron. Some CF Regulations such as Drug policy applies at all times.
- 3.2.3** Any breach of any Standing orders could result in administrative or measures to include release from the cadet unit or training centre.

PART 4 - SQUADRON ORGANIZATION

4.1 SQUADRON ORGANIZATIONAL CHART



4.1.1 Staff Appointments as per Appendix A.

4.1.2 For Terms or Reference see 707 Squadron Terms of Reference document.

4.2 WEEKLY TRAINING ROUTINE

| | Event | Start | End | Remarks |
|-----------|--|-------------------------|-------------------------|--------------|
| Sunday | | | | |
| Monday | Band/ Marksmanship | 18:45 | 21:15 | |
| Tuesday | Training parade | 18:30 | 21:45 | See schedule |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | Flag Party/ SPORTS Flying Schol. | 18:30 19:30 18:30 | 19:30 22:00 21:00 | |
| Saturday | | | | |

4.3 Regular Training Schedule

| | |
|-------------|-----------------------|
| 1830 | Fall in (NCOs) |
| 1845 | Squadron Fall IN |
| 1850 – 1910 | Opening Parade |
| 1915 – 1945 | Training Period One |
| 1950 – 2020 | Training Period Two |
| 2020 – 2035 | Break |
| 2035 – 2105 | Training Period Three |
| 2110 – 2130 | Closing Parade |
| 2130 – 2200 | Evening De-Brief |

PART 5 - SALUTING ZONES

5.1 CADETS SHALL SALUTE WHEN:

- 5.1.1** Entering and leaving the office/ a classroom if a commissioned officer is present (2Lt or higher);
- 5.1.2** Approaching a commissioned officer for whatever reason;
- 5.1.3** Marching past a commissioned officer;
- 5.1.4** If marching in a group, the highest ranking/ leading cadet shall salute; If marching in a group, and pass a senior commissioned officer (Major or higher in rank), the entire group shall execute an eyes right or left and the highest ranking/ leading cadet shall salute;
- 5.1.5** If in a stationary position, and a commissioned officer passes, the cadet/ group of cadets shall turn to face the officer, come to the position of attention, and the highest ranking/ leading cadet shall salute;
- 5.1.6** If in a stationary position, and a subordinate officer (O/Cdt) or a Civilian Instructor (C.I.) passes, the group of cadets shall come to the position of attention.
- 5.1.7** All zones are saluting zones, with the exception of stair wells.
- 5.1.8** Room Shall be called when;
- 5.1.9** When any officer or visiting dignitary senior to the instructor, enters/ leaves any room, with the exception of when a class/ examination is not in session or waiting to begin a session.
- 5.1.10** Calling of room shall be called unless it is impractical or hazardous any time a class is in progress.

PART 6 - UNIFORM DRESS REGULATIONS

- 6.1.1** When a uniform is required to be worn, all cadets shall wear the Air Cadet uniform as detailed in CATO 55-04.
- 6.1.2** This order amplifies the dress policy and authorized items of dress.
- 6.1.3** Air Cadet Uniform. The Air Cadet uniform as scaled in (CFS 8 D-08-101) is authorized for wear.
- 6.1.4** Canadian Forces flying suit. The CF flying suit as scaled in CFS 8 DO8-113 is authorized for wear by Air Cadet pilots undergoing Flying Scholarship Program training only.
- 6.2** UNIFORMITY OF DRESS
- 6.2.1** All cadets parading as a group shall normally be required to wear the same order of dress. The CO of the squadron may authorize certain appointments or groups to wear an appropriate order of dress as dictated by the type of parade or function if this CATO authorizes such dress.
- 6.3** PERSONAL APPEARANCE
- 6.3.1** General. The standard of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Air Cadet Organization. The intent of these regulations is to ensure a high standard of grooming consistent with that expected of cadets while also recognizing the standards of Canadian society.
Deportment. Chewing gum, slouching, sauntering, placing hands in pockets, smoking or eating on the street, walking arm in arm, and similar deportment that detracts from a military appearance in the eyes of the public is unacceptable for cadets in uniform. The object of this guideline is to project an image of a disciplined and self-controlled group.

Part 7 Promotion Criteria

7.1 General

- 7.1.1** As the cadets progress through the Air Cadet program, they will be eligible for promotion. Promotion is one of the ways to motivate the cadets to reach a higher plateau in their training with the Air Cadets. As the cadets get promoted through the ranks, they belong to a group of young men and women that help shape the future of the Squadron. The success of the Squadron is largely dependent on the quality of the senior NCO's who are expected to lead, teach and set examples for the Squadron.
- 7.1.2** In addition to the requirements described in the Standing Orders, and requirements specified in CATO 13-02. For ranks higher the Sergeant CATO 13-20 Para 15. e (3) have achieved enhanced proficiency in most subject areas including leadership and instructional techniques, and (4) be recommended by the appropriate divisional officer;
- 7.1.3 Commitment:** In addition to attending regular training nights, all cadets are expected to attend other activities such as Remembrance Day Parade, Tag Days, OPC Ticket Sales, Survival Weekend, and Fitness Training.
- 7.1.4 Leadership:** Cadets of all ranks are expected to take initiatives and follow through with their ideas. The Staff expects senior cadets to exercise sound leadership skills, to set good examples for the rest of the Squadron, and to assist in the management of the Squadron such as administrative and training duties, and planning of activities.
- 7.2** Promotions will be carried out as referenced in CATO 13-02. Review boards will be used to assess these criteria for ranks above Flight Sergeant.

Part 8 Safety and Security

8.1 General

- 8.1.1** Mount Oscar Peterson and Harry Bowse Public Schools are equipped with smoke detectors and heat-activated devices. Tampering with these devices is prohibited. Do not jeopardize life by tampering with fire detectors or equipment. All Squadron Members are considered to be Safety Officers. All individuals are to endeavor to report all safety concerns to their supervisor.
- 8.1.2** There will be no smoking anywhere inside the school. No open flame of any kind will be permitted in any area or property of the school.

8.1.3 Maintain housekeeping to high standard. All refuse material is to be placed in waste receptacles and emptied at least daily, or when full, to outside disposal containers.

8.2 Fire Orders

8.2.1 Oscar Peterson Public School.

As per posted by the York Region Public School board. The Emergency Assembly Point will be the western parking lot. The Duty Officer will ensure that all cadets from the area proceed directly to the Emergency Assembly Point. The senior rank on site will ensure that all personnel proceed directly to the Emergency Assembly Point.

Cadets will remain at the Emergency Assembly Point until ordered to return to their area. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated.
ated.

8.2.2 Harry Bowes Public School.

As per posted by the York Region Public School board. The Emergency Assembly Point will be the southern parking lot. The Duty Officer will ensure that all cadets from the area proceed directly to the Emergency Assembly Point. The senior rank on site will ensure that all personnel proceed directly to the Emergency Assembly Point.

Cadets will remain at the Emergency Assembly Point until ordered to return to their area. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated.

8.2.3 Royal Canadian Legion Branch 459 Stouffville

150 Mostar Street

It is mandatory that all personnel familiarize themselves with the following fire orders

IN CASE OF FIRE

Immediately shout: "FIRE! FIRE! FIRE!"

Call 911 from a safe location

The Emergency Assembly Point will be the west parking lot. The senior rank in the Headquarters will ensure that all personnel proceed directly to the Emergency Assembly Point. Cadets will remain at the Emergency Assembly Point until ordered to return to their area. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated.

Attendance must be taken after any evacuation or fire drill.

8.3 Reporting Loss, Theft or Damage

- 8.3.1** Theft of personal or public articles is considered a serious offense and will be dealt with accordingly. The appropriate Flight Commander will be advised if corrective action is required.
- 8.3.2** Any loss, theft or damage of personal or public property shall be immediately reported to the Duty Officer. The Duty Officer will then make out a written report and submit it to the Deputy Commanding Officer, who will then inform the Commanding Officer and complete any administrative action.

8.4 Office Lock up

- 8.4.1** Supply room must be locked at all times when out in use. The door will lock automatically upon correct closure.
- 8.4.2** All protected cabinets must be locked.
- 8.4.3** All electrical appliances, computers and lights must be turned off.
- 8.4.4** Weapons room must be secured as per related CATOs.

Part 9 Annual Awards Criteria

9.1 General

- 9.1.1 Listed below are the awards given out at the end of each training year at the Annual Parade and their selection criterion.

9.2 Outstanding Cadet Career Achievement / Peter Hodges Memorial Award (Top Cadet)

- 9.2.1 This award is presented to the cadet or NCO who has displayed exemplary leadership and goes above and beyond the call of duty. This cadet must also have participated in the most extracurricular activities within the squadron and within the community. Noted for giving his or her time unselfishly, the recipient is the top all-round cadet who always goes the extra mile, and have been an Air Cadet for a minimum of three years. **This award takes into consideration the cadet's entire cadet career and is only presented to the most proficient member of the Squadron.**

- 9.2.2 "Peter Hodges Memorial Plaque / 707 (Etobicoke) Squadron"

- 9.2.3 Normally presented by the Commanding Officer.

9.3 Exemplifying the Aims of the Air Cadet Movement / Glen Gracie Trophy

- 9.3.1 This award is presented to the cadet deriving the most from the aims and objectives of the Royal Canadian Air Cadets.

- 9.3.2 Normally presented by the xxxxxx.

9.4 Recognition of the Squadron WO1 / Major Colin Moore Award

- 9.4.1 This award is presented to the cadet who has lead the squadron as the WO First Class or acting rank for the training year.

- 9.4.2 Normally presented by the Training Officer.

9.5 Outstanding Performance by a Senior NCO / Millenium Officer Staff Award

- 9.5.1 This award is presented to the Flight Sergeant or Warrant Officer who displays the best dress, drill and deportment throughout the training year. This cadet has attended at least 70% of all parades. This NCO has also

shown exemplary leadership, citizenship and will have organized and managed a number extra-curricular activities for the squadron. Cadets presented this award are considered as exceptional role-models by their Officers, peers, and cadets.

9.5.2 Normally presented by the Reviewing Officer.

9.6 Outstanding Performance by a Junior NCO / Commanding Officers Award

9.6.1 This award is presented to the Corporal or Flight Corporal who displays the best dress, drill and deportment throughout the training year. This cadet has received top marks in all their classes and has attended at least 70% of all parades. This NCO must have also shown exemplary leadership and citizenship and have assisted in organizing and leading a number of the squadron's extra-curricular activities. The cadet presented this award is considered as exceptional role-models by the Officers, and fellow cadets.

9.6.2 Normally presented by the Sponsoring Committee Chairperson.

9.7 Best First Year Cadet

9.7.1 This award is presented to the level one cadet who has displayed the best dress, drill and deportment throughout the training year. This cadet has also received top marks in all his/hers classes, has attended at least 70% of all parades and has significant participation in the squadron's extra curricular activities.

9.7.2 Normally presented by the League Representative.

9.8 Most Improved Cadet

9.8.1 This award is presented to the cadet who has shown the most improvement in dress, drill, leadership and deportment throughout the training year.

9.8.2 Normally presented by the Stouffville Legion Representative.

9.9 Best Dressed Cadet

9.9.1 This award is presented to the cadet who has shown the most outstanding dress and deportment throughout the training year.

9.9.2 Normally presented by the Supply Officer.

9.10 TOP FLIGHT (Future)

9.10.1 The flight that has the most number of cadets attending any regularly scheduled parade nights, tag days, survival weekends and other activities. The flight conducts themselves in the most professional manner.

9.10.2 Normally presented by the Detachment Representative.

9.11 Scholarships and Senior Courses

9.11.1 These awards are presented to the cadets that have successfully been accepted to the respective flying scholarships or other national courses this summer.

International Exchange

Power Scholarship

Glider Scholarship

Technical Courses (e.g. Airport Operations)

9.11.2 Normally presented by the Commanding Officer, League Representative and Sponsoring Committee Chairperson.

9.10 TOP CADET – FLAG PARTY (Future)

9.11.3 This award is presented to the cadet who has shown top performance and knowledge of the flag party throughout the year. This cadet has demonstrated the highest standard in dress, deportment, conduct and leadership within the flag party.

9.11.4 Normally presented by the Flag Party Officer.

9.11 TOP CADET – BANDSPERSON

9.11.1 This award is presented to the band-person who has shown the top contribution to the band.

9.11.2 Normally presented by the Band Officer.

9.12 Most Improved Band Band Member / Major Brierley Award

9.12.1 This award is presented to the band-person who has shown the improvement in bandsman ship.

9.12.2 Normally presented by the Band Officer.

9.13 Top CADET - DRILL TEAM (Future)

9.13.1 This award is presented to the cadet who has shown top drill performance and knowledge throughout the year. This cadet has demonstrated the highest standard in dress, deportment, conduct, and leadership within the drill team.

9.13.2 Normally presented by the Drill Team Officer.

9.14 TOP CADET - Range Instruction / Captain Laszlo G. Szabo Award

9.14.1 This award is presented to the cadet who has successfully completed the unit range safety program, has demonstrated strong coaching skills and was able to compete at the highest levels of the Squadron Marksmanship program.

9.14.2 Normally presented by the Marksmanship Officer.

9.15 TOP CADET - EFFECTIVE SPEAKING (Future)

9.15.1 The cadets who partake in the effective speaking program are instructed on how to effectively give public speaking presentations. This cadet must have been selected to attend the zone speak-off. The cadet has demonstrated improvements in proficiency and confidence, and has excelled within the unit.

9.15.2 Normally presented by the Effective Speaking Officer.

9.16 TOP CADET – CANADIAN FORCES GROUND SCHOOL QUALIFYING EXAM

9.16.1 This award is presented to the cadet that has the highest mark in the Canadian Forces Qualifying Exam.

9.16.2 Normally presented by the Flying Scholarship Officer.

9.17 TOP CADET – Instructional Leadership / Captain Nina Hollington Award

9.17.1 “Capt Nina Hollington Award for Instructional Leadership / This Award is Presented to the Level 5 or Staff Cadet / Instructor who shows instructional leadership, dedication, / and enthusiasm toward the Squadron Mandatory Training Program”.

9.17.2 Normally presented by the Training Officer.

Appendix A

A.1 Squadron Appointments

| | | |
|----------------------------|------------|---------------------|
| Commanding Officer | S. Harvey | Captain |
| Training Officer | B. Kot | Lieutenant |
| Administration Officer | C. Hodgins | Officer Cadet |
| Supply Officer | L. Harvey | Civilian Instructor |
| Assistant Trg Officer | K. Chase | Civilian Instructor |
| Band Officer | R. Chan | Civilian Instructor |
| Summer Camp Officer | P. Jenner | Officer Cadet |
| Standards Officer | P. Jenner | Officer Cadet |
| Flying Scholarship Officer | S. Harvey | Captain |
| Range Safety Officer | S. Harvey | Captain |
| Level 1 Officer | TBD | |
| Level 2 Officer | TBD | |
| Level 3 Officer | TBD | |
| Level 4 Officer | TBD | |
| Level 5 Officer | B. Kot | Lieutenant |

Appendix B

B. 1 707 Squadron Awards History

Outstanding Cadet Career Achievement / Peter Hodges Memorial Award

“Peter Hodges Memorial Plaque / 707 (Etobicoke) Squadron”

| | |
|------|--------------------|
| 1972 | WOII G. Muroe |
| 1973 | WOII B. Wilson |
| 1974 | WOII M. Adams |
| 1975 | WOII P. Korpál |
| 1976 | FSgt P. Hooper |
| 1977 | WOI G. Mitchell |
| 1978 | WOII J. Soames |
| 1979 | WOI F. McGrath |
| 1980 | WOI T. Weijers |
| 1981 | x |
| 1982 | WO J. Cummings |
| 1983 | WOII S. Whitefield |
| 1984 | x |
| 1985 | WOI A. Wiemer |
| 1986 | WOI R. Medal |
| 1987 | WOII P. Galveias |
| 1988 | WOI N. Romano |
| 1989 | WOI M. Agogian |
| 1990 | WOII A. Ceballos |
| 1991 | x |
| 1992 | WOI B. Robinson |
| 1993 | WOI U. Wong |
| 1994 | x |
| 1995 | x |
| 1996 | x |
| 1997 | x |
| 1998 | x |
| 1999 | WOI C. Inguanez |
| 2000 | WO P. Inguanez |
| 2001 | WO1 P. Inguanez |
| 2002 | WOI C. Furgala |
| 2003 | WOI N. Debrincat |
| 2004 | x |
| 2005 | x |
| 2006 | WOI Michael Singh |

| | |
|------|--------------|
| 2007 | WOI A. Jangi |
| 2008 | x |
| 2009 | x |
| 2010 | ? |
| 2011 | |

Exemplifying the Aims of the Air Cadet Movement / Glen Gracie Trophy

“Glenn Gracie Trophy / Presented to / The Cadet Deriving the Most / From the Aims & Objectives of the / Royal Canadian Air Cadets / 707 (Etobicoke) Squadron”

| | |
|------|-----------------------|
| 2000 | FSgt D. Lewis |
| 2001 | FSgt O. Chuyko |
| 2002 | Sgt C. Brandejs |
| 2003 | WOII R. Coelho |
| 2004 | Sgt C. Cloutier |
| 2005 | Sgt Kathryn Schumelda |
| 2006 | Sgt A. Raut |
| 2007 | Cpl D. Cabalse |
| 2008 | Sgt M. Valentine |
| 2009 | Sgt Vaolodymyr Skip |
| 2010 | ? |
| 2011 | x |

Recognition of the Squadron WO1 / Major Colin Moore Award

“Donated by / Major Collin Moore, CD / Founding Officer / 707 Etobicoke Squadron / To Honour & Recognize / Position of Squadron Warrant Officer”

| | |
|------|---|
| 1962 | B. Reid (May) |
| 1963 | G. Beech (October) |
| 1964 | P. Hodges (December) |
| 1965 | X |
| 1966 | X |
| 1967 | G. Gracie (May) |
| 1968 | D. Kent (April) |
| 1969 | B. Stewart (October) |
| 1970 | I. Dear (May) |
| 1971 | X |
| 1972 | D. Cummings (February) / P. Nesbitt (March) / G. Munroe (September) |
| 1973 | M. Titchener (December) |
| 1974 | M. Adams (September) |
| 1975 | R. Pyne (February) / P. Korpul (December) |
| 1976 | G. Mitchell (October) |
| 1977 | X |

| | |
|------|--|
| 1978 | D. Gilbertson (February) |
| 1979 | F. McGrath (no date) / A. Zakel (no date) / T. Weijers (no date) |
| 1980 | X |
| 1981 | J. Cummings (December) |
| 1982 | R. Adams (September) |
| 1983 | S. Whitefield (no date) |
| 1984 | C. Lewis (February) / S. Bridgette (September) |
| 1985 | A. Wiemer (December) |
| 1986 | R. Medal (December) |
| 1987 | N. Romano (February) |
| 1988 | P. Galveias (no month) |
| 1989 | M. Agobian |
| 1990 | A. Ceballos |
| 1991 | L. Natale |
| 1992 | B. Robinson |
| 1993 | U. Wong |
| 1994 | L. Yap VII (1994-95) |
| 1995 | X |
| 1996 | X |
| 1997 | X |
| 1998 | X |
| 1999 | C. Inguanez |
| 2000 | J. Wesselo / G. Fernandes |
| 2001 | WOI P. Iguanez / WOII M. Dalli / WOI D. Lewis |
| 2002 | WOI C. Furgala / WOII R. Fernandes / WOII P. Russell / WOII C. Filazzola |
| 2003 | WOI N. De Brincat |
| 2004 | WOI M. Furgala |
| 2005 | WOI Michael Singh |
| 2006 | WOI A. Jangi |
| 2007 | WOI A. Jangi / WOI K. Shumelda / WOI R. Nazareth |
| 2008 | WO2 A. Stafrace |
| 2009 | WOI Paul Ardan |
| 2010 | ? |
| 2011 | WO1 Ng |

Outstanding Performance by a Senior NCO / Millenium Officer Staff Award

“Donated by the Staff of the 707 Squadron 2000-2001 / In Recognition of the Senior NCO Who / Proactively Contributes to the Esprit de Corps of / The Squadron and the Canadian Cadet Movement”

| | |
|------|--------------------|
| 2001 | Sgt C. Craddock |
| 2002 | FSgt N. De Brincat |
| 2003 | FSgt M. Furgala |

| | |
|------|------------------|
| 2004 | FSgt D. Antoniou |
| 2005 | FSgt Anna Jangi |
| 2006 | WO2 R. Nazareth |
| 2007 | Sgt W. Barnett |
| 2008 | X |
| 2009 | X |
| 2010 | ? |
| 2011 | FSgt Chu, Tak Po |

Outstanding Performance by a Junior NCO / Commanding Officers Award

“Commanding Officers Trophy /

Awarded Annually to the Junior NCO / who exhibits the attributes / of a good leader; obedience, steadiness, / self confidence and discipline.”

Donated by Captain Dale Pyne and Family

| | |
|------|---------------------|
| 1988 | Sgt R. Mascoll |
| 1989 | Sgt M. Grodski |
| 1990 | Sgt C. Rosario |
| 1991 | Sgt B. Robinson |
| 1992 | Cpl D. Chartrand |
| 1993 | ? |
| 1994 | Sgt P. Contractor |
| 1995 | Sgt A. Curnew |
| 1996 | ? |
| 1997 | Sgt P. Drew |
| 1998 | Cpl A. Klisz |
| 1999 | Sgt Furgala |
| 2000 | Cpl N. De Brinca |
| 2001 | Sgt P. Arnold |
| 2002 | Sgt Lucoe |
| 2003 | Sgt C. Ditomasso |
| 2004 | Sgt H. Jordan |
| 2005 | ? |
| 2006 | Cpl W. Barnett |
| 2007 | Cpl A. Fonseca |
| 2008 | FCpl V.Skip |
| 2009 | FCpl Vanessa Eugene |
| 2010 | ? |
| 2011 | Cpl Poon, Hewie |

Top Power Scholarship Recipient / Peter Anthony Booth Award

“In Memory of / Peter Anthony Booth / “Oh! I have slipped the surly bonds of earth / and danced the skies on laughter silvered wings” / Gliding Scholarship Graduates / September 24, 1955 – August 12, 1984”

| | |
|------|--|
| 1977 | Cpl T. Petsold / Cpl A. Depippo / LAC R. Grzeslo |
| 1978 | Cpl T. Weisers / Cpl D. Moffet |
| 1979 | WO A. Zakel |
| 1980 | x |
| 1981 | x |
| 1982 | Cpl C. Lewis |
| 1983 | Sgt V. Phillips / Cpl P. Ottovainen |
| 1984 | Sgt M. Wasylyk |
| 1985 | Cpl P. Martin / Cpl P. Lodwich |
| 1986 | FSgt N. Romano / Sgt M. Grzeslo |
| 1987 | M. Aita |
| 1988 | M. Agobian / G. Walsh |
| 1989 | x |
| 1990 | M. Grodski / C. Kynkal |
| 1991 | U. Kwaun / U. Wong |
| 1992 | N. Gaughan / M. Mangan |
| 1993 | J. Muller |
| 1994 | P. Contractor / I. Yiu |
| 1995 | M. Cooper / J. Esdelle |
| 1996 | J. Perry / P. Wooster |
| 1997 | M. Dorn / L. Duggan |
| 1998 | FSgt K. Davison / Sgt J. Wesselo |
| 1999 | Sgt Lewis / Sgt Nowogrodski |
| 2000 | FSgt R. Fernandes / Sgt C. Furgala |
| 2001 | Sgt H. Nowogrodski |
| 2002 | WOII P. Russell / FSgt R. Coelho / Sgt K. Grela |
| 2003 | WOII R. Coelho |
| 2004 | Sgt Heather Jordan |
| 2005 | FSgt Alex Whitiahlowsky |
| 2006 | Sgt A. Rait |
| 2007 | Cpl M. Valentine |
| 2008 | x |
| 2009 | Sgt Natalie Bailey |
| 2010 | ? |

Top Gliding Scholarship Recipient / Captain Wally Luchka Award

“Dedicated to / Capt Wally A. Luchka, CD / In Recognition of His Outstanding Contribution / as Chief Instructor / of the Flying Scholarship Program / Flying Scholarship Graduates”

| | |
|------|----------------|
| 1977 | Sgt F. McGrath |
|------|----------------|

| | |
|------|--|
| 1978 | Sgt T. Petzold / Cpl R. Grezlo |
| 1979 | FSgt T. Weisers |
| 1980 | WOI A. Zakel |
| 1981 | FSgt D. Skripac / Cpl K. Staynor |
| 1982 | X |
| 1983 | FSgt C. Lewis |
| 1984 | FSgt P. Ottavainen / FSgt V. Phillips |
| 1985 | Sgt S. Kubanali |
| 1986 | Sgt P. Martin / Sgt P. Lodwich |
| 1987 | N. Romano |
| 1988 | M. Grzeslo |
| 1989 | M. Agobian / G. Walsh |
| 1990 | X |
| 1991 | A. McCorquodale |
| 1992 | U. Kawun / E. Walsh |
| 1993 | M. Mangan |
| 1994 | W. Vanderburgh |
| 1995 | P. Contractor / I. Yiu |
| 1996 | A. Vanderburgh |
| 1997 | J. Perry / P. Wooster |
| 1998 | WOII Duggan |
| 1999 | FSgt Wesslo / WOII Fernandes |
| 2000 | FSgt D. Lewis |
| 2001 | WOII C. Furgala |
| 2002 | WOII R. Fernandes / FSgt H. Nowogradzki / FSgt N. De Brincat |
| 2003 | FSgt M. Furgala / Sgt D. Russel |
| 2004 | WOI M. Furgala |
| 2005 | Sgt Viren Saldanha |
| 2006 | FSgt Z. Coba |
| 2007 | X |
| 2008 | WO2 A. Stafrace |
| 2009 | WO2 John Schumelda / Sgt Thomas Bochenek |
| 2010 | ? |

Instructional Leadership / Captain Nina Hollington Award

“Capt Nina Hollington Award for Instructional Leadership / This Award is Presented to the Level 5 or Staff Cadet / Instructor who shows instructional leadership, dedication, / and enthusiasm toward the Squadron Mandatory Training Program”

| | |
|------|----------------------|
| 2004 | FSgt Katarzyna Grela |
| 2005 | WO2 John Ford |
| 2006 | WO2 R. Nazareth |
| 2007 | WO2 P. Nguyen |
| 2008 | X |

2009 WO2 Aaron Stafrace
2010 ?
2011 WO1 Ng, Ivan, WO2 Cen

Range Instruction / Captain Laszlo G. Szabo Award

“Captain Laszlo G. Szabo Range / Achievement Award / In Recognition of the Cadet Who has Worked the Hardest Towards the Betterment of / the Squadron Shooting Program. “

2000 WOII C. Furgala
2001 Sgt C. Craddock
2002 Cpl J. Fenton
2003 Sgt P. Lucoe
2004 Cpl A. Ramos
2005 WO2 Demitrios Antoniou
2006 WO2 K. Shumelda
2007 X
2008 Sgt M. Valentine
2009 X
2010 ?
2011 x

Best First Year Cadet

“707 Squadron / Best / First Year Cadet”

2004 LAC N. Pereira
2005 LAC Andrew Goloida
2006 Cpl M. Valentine
2007 AC M. Passarelli
2008 LAC L. Hussein
2009 AC Nikhil Peri

Best Dressed Cadet Award

2000 Cpl N. De Brincat
2001 Cpl D. Antoniou
2002 Cpl J. Marri
2003 LAC C. Cloutier
2004 Cpl K. Shumelda
2005 LAC Belinda Barnett
2006 LAC J. Hur
2007 AC P. Goundar
2008 LAC M. Skip
2009 AC Heckle Fernandes
2010 ?
2011 Chosen by RO

Top Musician Award

“707 MGen / Richard Rohmer / Squadron / Top Musician Award”

| | |
|------|---------------------|
| 2002 | Cpl U. Marziani |
| 2003 | Cpl A. Lucko |
| 2004 | Sgt/ M. Bertrand |
| 2005 | LAC William Barnett |
| 2006 | X |
| 2007 | AC L. Zhou |
| 2008 | LAC P. Anderson |
| 2009 | Cpl Oliver Karbonik |
| 2010 | ? |

Renamed for 2011/2012 Training Year.

Most Improved Band Band Member / Major Brierley Award

“707 (Etobicoke) Squadron / Royal Canadian Air Cadets / Most Improved Bandsman
Donated by Major J. Brierley, CD and Family / December 12, 1983”

| | |
|------|-------------------|
| 1984 | LAC P. Martin |
| 1985 | LAC S. Faichnie |
| 1986 | LAC K. Takabe |
| 1987 | FSgt R. Ehlermann |
| 1988 | LAC W. Thorne |
| 1989 | Cpl A. King |
| 1990 | FSgt A. Gonsalves |
| 1991 | LAC J. Milne |
| 1992 | Cpl L. Yap VII |
| 1993 | ? |
| 1994 | Cpl K. Zorn |
| 1995 | LAC M. Olenych |
| 1996 | Cpl J. Rishia |
| 1997 | AC J. Kimmel |
| 1998 | Cpl C. Filazolla |
| 1999 | LAC Hayden |
| 2000 | LAC M. Bertrand |
| 2001 | Cpl A. McColl |
| 2002 | Cpl C. Di Tommaso |
| 2003 | LAC V. Jordan |
| 2004 | Cpl J. Bertrand |
| 2005 | ? |
| 2006 | ? |
| 2007 | AC A. O'Brien |

| | |
|------|---------------------|
| 2008 | LAC V. Nyman |
| 2009 | Cpl Austin Deguzman |
| 2010 | ? |