637 ARROW SQUADRON
ROYAL CANADIAN AIR CADETS

Cadet & Parent Guide Book
2018-2019
637 Arrow Squadron

Welcome to our 637 Arrow Squadron Family! This Guide will provide you with some general information about the Air Cadet program and specifically about 637 Arrow Squadron. The Air Cadet program has much to offer you, and as a cadet, you will enjoy many fulfilling experiences with the greatest youth organization available to young Canadians.

History

The Air Cadet League of Canada is a national charitable, non-profit organization that was formed in April 1941 to create “a select corps of teen-aged youths who would devote some of their spare time to preparing for the day when they would take their places as aircrew in the ranks of the Royal Canadian Air Force (RCAF)” (From the Air Cadet League of Canada website, August 27th, 2006). From 1941 to 1968, the League provided aviation training and citizenship activities for Canada’s youth in partnership with the Royal Canadian Air Force, and from 1968 to the present day with the Department of National Defence. In July 1975, Parliament approved participation by girls in the cadet movement and female cadets now account for about 30% of the total air cadet enrolment across Canada. For more information about the League, please see their website at: www.aircadetleague.com

637 Arrow Squadron History

637 Arrow Squadron is celebrating 60 years in the South Burnaby Community in 2017. Nelson Elementary has been our home for almost 10 years now.

Born on January 15th, 1957 in a local High School, 637 Arrow Squadron was named after the CF-105 Avro Arrow who had also been “born” the same year. From the early years, it has distinguished itself - as a whole and as individuals - in all aspects of the cadet movement. While still young, the squadron surpassed all competitors in Drill and Marksmanship, and produced many strong leaders and pilots – including the Top Private Pilot in Canada in 1960.

In 1960, at the request of the Sponsoring Committee Chairperson and the young women in the area, a flight of female Cadets, called ‘Cadettes’, was formed. This happened years before the parliament amended the relevant legislation by changing the word boys to persons, therefore permitting girls to become members of the Royal Canadian Sea, Army, and Air Cadets on the July 30th, 1975.
Since then, many young people have been trained to become better individuals and have enjoyed the many benefits associated with being a part of our dynamic team of dedicated Air Cadets. Air Cadets has proven to be a valuable program for many young Canadians. The knowledge and experiences gained in the program are some of the most beneficial used throughout life.

The Air Cadet organization prides itself on its ability to train young people to accept responsibility as they develop leadership skills in the various tasks that they perform. Opportunities open to Air Cadets are numerous. Few organizations offer training as extensive as that offered to Air Cadets. The chance to become a pilot, learn about airport operations, train as a leader, develop as a musician, learn valuable survival skills, or travel to foreign countries is only a sampling of the opportunities available to air cadets. It is up to the cadet to choose which programs they will pursue, and a cadet’s career will develop around individual interests. In short, the Air Cadet movement has a lot to offer those who are ready to dedicate themselves to gaining the valuable experiences available in the many programs.

More recently, 637 Arrow Squadron has gained recognition at the First Aid Competition. Placing 1st in the JR and SR competing teams. The team Captains also gained a 1st place win. The Squadron Band is constantly growing with 50 plus members yearly. We participate yearly in Precision Drill, First Aid, Marksmanship and Band competitions. We also strongly represent 637 at various multi-squadron events, including Effective Speaking and various Sport Competitions yearly. 637 is a very active Squadron!

**Aims of the Air Cadet Program**

The aims of the Air Cadet program are to:

- develop in youth the attributes of good citizenship and leadership;
- promote physical fitness; and
- stimulate an interest in the air element of the Canadian Armed Forces.

The motto for the Air Cadet program is: “To Learn – To Serve – To Advance”

**Operation of the Squadron**

637 Squadron is staffed by Officers of the Canadian Armed Forces – Branch is the Cadet Instructors Cadre (CIC) and screened volunteers. The Commanding Officer leads this group of specially trained men and women as they perform the administrative, support and training tasks needed to help the cadets of 637 Squadron successfully complete all the training objectives and activities. To this end, the squadron is organized into three main departments: Administration, Training and Supply, each led by a CIC Officer. Other officers and volunteers have additional responsibilities such as Band Officer or Range Officer.
**Commanding Officer**

The Commanding Officer (CO) is responsible for the overall instruction, supervision and organization of the squadron. The CO delegates duties and responsibilities to other officers in order to ensure the efficient management and operations of the squadron.

The CO is responsible for ensuring that staff members, volunteers and cadets act within the policy's. The CO is assisted by the Deputy Commanding Officer (DCO) who acts as the CO when the CO is absent.

**Administration**

The Administration department is responsible for all of the paperwork relating to cadet records including enrolment, attendance, promotions, summer training, awards, etc. They also handle correspondence and critical files maintained by the squadron. This is where you go for information about joining or leaving the squadron. If you have moved, be sure to let the Administration Officer know your new address, phone number and e-mail address so we can contact you! Each September when regular training begins, you will be asked to check and update your contact and medical information if anything has changed.

Also, a Summer Training Contact Officer is appointed each year to oversee the summer training process and to work closely with the Administration Officer to make sure that all of the applications are complete, accurate and submitted on time. The Summer Training Contact Officer ensures that the cadets receive and understand all of their summer training travel information.

**Training**

The Training department is responsible for delivering the entire training program each year, including the mandatory, support and optional training for all cadet levels. The Training Officer coordinates more than 15 instructors, including officers, volunteers and senior cadets. Squadron Instructors teach everything from basic drill, range safety and uniform care to the principles of flight, meteorology and leadership. This group also arranges field training exercises, coordinates the squadron’s participation in the Duke of Edinburgh Award program, and makes sure the maximum number of cadets goes on familiarization flights (power) and gliding each year. They also arrange all of the special training events like such as optional field trips, sports activities, and physical fitness testing.

**Supply**

The Supply department is where you go for all of your uniform needs. Throughout your cadet career, you will be in and out of Supply every time you outgrow your boots, wear out your grey wool socks, or when you find your pants or tunic sleeves are just way too short – again! If you damage or lose any part of your uniform, this is where you go to
immediately report the problem and request replacement of the pieces you need. The Supply Officer also makes sure there are plenty of rank insignia (badges) on hand whenever promotions take place! When you turn 19 and have to leave the cadet program, or if you decide to leave the squadron early, this is where you go to return your uniform. See: Appendix “A”, for a list of supplies necessary for maintaining your uniform.

Weekly Squadron Training (Mandatory Training)

The training year begins in September and concludes mid-June with breaks that correspond with the December holidays and spring break. 637 Squadron has weekly parades at Nelson School from 6:15 PM to 9:30 PM on Thursday nights. Weekly parades are mandatory for all cadets. If a cadet cannot attend a parade night, or other cadet activity, it is imperative the cadet, not their parents, report their absence on the squadron website. Under the “Cadet Resources” drop down menu, complete and submit the “Attendance Reporting” form. Reporting your absence ensures squadron staff is able to maintain accurate records for excused absences. You should also call your NCO who calls you weekly.

During weekly training, the cadets can participate in a variety of activities. As a cadet progresses through the program, new and different classes are introduced – such as leadership, meteorology, and instructional techniques. The progression of training will help the cadet develop the various skills necessary to advance through the Air Cadet program. All classes are designed to enhance a cadet’s knowledge in accordance with the aims of the Air Cadet program.

Mandatory Support and Optional Training

In addition to weekly training, 637 Squadron offers a number of mandatory and optional training activities to further a cadet’s skill development and interests. These activities take place on weeknights or weekends, depending on the type of activity. Most of these activities are optional to cadets who wish to participate in them. However, there are some requirements that need to be met in order for a cadet to move on to the next level of training. These training requirements will be made clear to you as you progress in your training.

Support/Optional training activities may include:

- Survival training
- Familiarization flying
- First aid training
- Range
- Gliding
- Ground School

- Precision drill team
- Band (military brass & reed)
- Volunteer Events
- Citizenship tours & activities
- Effective Speaking
- Sports Team
**Summer Training**

A number of summer training opportunities are available to eligible cadets. Each squadron is allotted a limited number of positions in the various summer courses. Decisions on which cadets are to attend summer training are based on the cadet’s efforts and attendance during the training year. A cadet must be enrolled in the squadron by January 31st of the training year to be eligible for summer training. Unfortunately, not all cadets can attend summer training, but it is an excellent opportunity for those who do apply and are selected. It is important to remember that attendance at summer training is a privilege that must be earned through hard work and dedication throughout the training year.

The summer courses offered to Air Cadets for the 2018-2019 training year include:

<table>
<thead>
<tr>
<th>Proficiency One</th>
<th>Proficiency Two</th>
<th>Proficiency Three</th>
<th>Proficiency Four</th>
<th>Proficiency Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration: 2 Weeks</td>
<td>Duration: 3 Weeks</td>
<td>Duration: 3/6 weeks</td>
<td>Duration: 6/7 weeks</td>
<td>Duration: 6/7 weeks</td>
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<tr>
<td>Typical Age 12/13</td>
<td>Typical Age 13/14</td>
<td>Typical Age 14/15</td>
<td>Typical age 15/16</td>
<td>Typical Age 16/17</td>
</tr>
<tr>
<td>Drill and Instructor</td>
<td>Ceremonial Course</td>
<td>Power Pilot Scholarship*</td>
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</tbody>
</table>

**General Training**

- Basic Drill and Ceremonial Course
- Glider Pilot Scholarship**
- Basic Aviation Course
- Advanced Aviation Technology Course – Aircraft maintenance
- Advanced Aviation Technology Course - Airport Operations
- Introduction Aerospace Course
- Basic Fitness and Sports Course
- Fitness and Sports Instructor Course
- Basic Survival Course
- Survival Instructor Course
<table>
<thead>
<tr>
<th>Military Band – Basic Musician Course</th>
<th>Intermediate Musician</th>
<th>Advanced Musician</th>
<th>International Air Cadet Exchange ***</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Air Rifle Marksmanship Course</td>
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*A prerequisite for the Power Pilot Scholarship is the cadets must be 17 years old before 1 September of the year of the course.

** A prerequisite for the Glider Pilot Scholarship is that cadets must be 16 years old before 1 September of the year of the course.

*** International Exchange is open to cadets who have completed Proficiency five, and are between 16-18 years of age.

**Supervision of Air Cadets**

Air Cadets are supervised during all training exercises by Officers and volunteers who work with the squadron on a volunteer basis. The Officers are members of a branch of the Canadian Forces Reserve known as the Cadet Instructor Cadre or CIC. They are assisted by volunteers who have special knowledge or skills that help enhance the cadet training program. Many of the Officers and volunteers are former cadets themselves; others are individuals who have become interested in the Air Cadet program for various reasons.

All adults who work directly with cadets, whether they are officers, volunteer instructors or members of the Squadron Sponsoring Committee undergo a Vulnerable Sector Screening (VSS) by the local police service. They are then screened by the British Columbia Committee of the Air Cadet League of Canada. Canadian Forces Members have further reliability checks completed through the Federal Government and Department of National Defence. Only those who pass the screening are permitted to work with cadets.

**The Role of Senior Cadets at 637 Squadron**

In meeting the aims of the Air Cadet program, 637 Squadron believes that well-trained cadets are able to accept many of the various responsibilities within the squadron. As our cadets progress, they learn many valuable life skills such as leadership, instructional techniques, communication, self-discipline, organization, and teamwork. These skills enable them to become directly involved in the weekly operation of the squadron.

Senior cadets instruct classes, supervise cadets, conduct parades, and organize support training activities, along with many other important tasks. Under the supervision
of the Officers and volunteers, the senior cadets play an integral role in the operation of the squadron and are given opportunities to build on their leadership and instructional abilities.

**Squadron Funding**

Although there are very few fees involved in becoming an Air Cadet, it is important to realize that the squadron must raise money in order to operate. 637 Squadron has a Squadron Sponsoring Committee (SSC) that is responsible for providing much of the funding necessary for the squadron’s activities. The SSC organizes various fund-raising activities throughout the year and cadets are expected to participate in these events. Parents and Guardians are expected to get involved and help out where needed. Many hands make light work and it is all for the benefit of the squadron and your son(s)/daughter(s). We strive to offer the most dynamic program possible.

The SSC asks each cadet to pay a $225 SSC annual assessment fee at the start of each training year. $100 of this fee goes directly to the Air Cadet League – BCPC, as an assessment fee for each cadet. These funds are used to - maintain/insure 12 gliders and 6 tow planes, provide insurance for volunteers, cover BCPC office and administration costs, and pay for legal services retained for the benefit of BCPC and Sponsoring Committees. The remaining $125 stays with the squadron to go towards optional and weekend activities, familiarization flying, Senior Mess Dinner and the annual year end mess dinner.

From experience, we have learned that to provide enough funding for all of the activities we have planned for the year; in addition to the $225 annual assessment fee, the SSC needs to raise an additional $200 per cadet. In the past, our primary fundraising source has been “Tagging”. Participation in Tagging is MANDATORY for all of cadets. When tagging, the cadets stand in front of busy retail stores, and politely ask passing customers to “make a donation to the Air Cadets”. Tagging takes place on 2 weekends throughout the training year (usually in the fall and spring). More details will be given about these fundraising events as they take place. New fundraising ideas are always welcome!

**Answers to Some Commonly Asked Questions about Air Cadets**

- **What are the requirements to join Air Cadets?**

To be an Air Cadet you:

- must have reached your 12th birthday, but not be older than 18;
- must be a Canadian Citizen or landed immigrant;
- will be required to fill out some paperwork, which must be signed by your parent or guardian;
- are required to show a valid BC Care Card and Birth Certificate, Canadian Passport, Citizenship Card or Permanent Resident Card.
• **How long must I stay in Air Cadets once I join?**

A cadet is free to leave the Air Cadet program at any time; however, new cadets are encouraged to try the program for at least three months before making a decision to leave. The Air Cadet program is probably different than anything a new cadet has done before. Many cadets feel quite comfortable with things right from the beginning; others take a few weeks or months to get a true feeling of their new environment. Once the new cadet has been involved for a few months, gets used to the program, and makes a few friends, we are sure you will find that you really enjoy being an Air Cadet.

We will teach you everything you need to know to be an Air Cadet, but just to give you an idea of what will be expected, we will explain some of the requirements of an Air Cadet. You must learn to care for your uniform by pressing it and polishing your boots. You must learn to act maturely and responsibly; by attending weekly parades regularly and inform the squadron when you will not be able to attend cadets. All cadets must be willing to work and learn in a team environment, accept new challenges and learn from mistakes. This may seem like a lot, but we are always here to help and you will have plenty of time to learn these important skills and concepts.

• **Do I have to join the Canadian Armed Forces after I'm done cadets?**

No. There is absolutely no obligation to serve in the Canadian Armed Forces. Some Air Cadets do choose to join the Canadian Armed Forces and their cadet training does help them, but it is strictly their choice. Please note that cadets are NOT members of the Canadian Armed Forces.

• **Do I have to buy my uniform or any special equipment?**

You are issued a uniform on loan from the Department of National Defence. You do not have to pay for it; however, it is your responsibility to care for it and return it once you leave the squadron. As far as special equipment goes, you will need to purchase shoe polish for your boots, and possibly some equipment and clothing for weekend exercises (camp outs) if you do not already have it. The equipment you need includes warm civilian clothing, boots, dishes and utensils, and a sleeping bag.

• **Are there any other costs in being an Air Cadet?**

If you are a male, you may need a haircut more often than before! A few items are necessary for maintaining your uniform, see Appendix “A”. Occasionally, the cadets organize optional “just for fun” field trips, for example Playland, Extreme Air Park, indoor rock climbing, etc. These are optional activities and the squadron will give advance notice if there are additional costs for activities.
• Do I have to do lots of marching?

Many new cadets worry about this. Marching and drill is definitely a part of a cadet’s training because it helps develop teamwork and discipline. But it is only one part. There are plenty of other courses that you will be taking. Many cadets find that they actually enjoy doing drill once they learn more about it.

• How often do we go camping?

We try to organize two or three weekend survival courses per training year. Most courses are open to all cadets to attend, although some may be geared to specific cadet levels.

• How often can I go flying?

We try to allow for each cadet to go gliding once, and power flying once per training year. If space allows, you may be able to sign up again. These days are weather permitting, and can be cancelled with short notice. Be sure to listen for sign ups, and provide a phone number and email address.

• When can I start participating in the squadron’s activities?

Once your paperwork is completed, you can participate in all the activities offered to your level of training. Your paperwork, however, is not complete until your parents or guardian(s) have signed the permission forms and we have your BC Care Card number and a photocopy of your birth certificate and the Commanding Officer or their designate has approved your application.

• How do I find out about the activities that are available to me?

At the end of every parade night, the announcements are read out. It is very important that you listen to these as they will provide you with all the information about upcoming events. You can also find out about the activities on the squadron website, which you can find at www.637arrow.com. Parents and Guardians are welcome and encouraged to come in for closing parade each night so that you too can hear the announcements, and keep up with what’s happening. Parents and Guardians are strongly encouraged to attend Parent Sponsoring Committee meetings. E-mails will be sent out to announce when these meetings will take place.

• How do I become involved in these activities?
For every activity, interested cadets can add their name to a sign-up sheet or sign-up on the squadron website. The staff members that organize the activities require accurate attendance numbers because quotas for food, accommodation, and transportation are based on the sign-up list. In addition, if you need to be excused from an activity you have signed up or been selected for, you **MUST** complete the “Attendance - Absense / Late Reporting” form found on the squadron website and contact your Flight Commander to cancel. There is likely to be a waiting list of other cadets who would like to go if you cannot.

**What if I cannot make it to a parade?**

You can be excused from a parade by reporting your absence on the squadron website. Being absent with an excuse will not harm your attendance record, however, unexcused absences will. In extreme cases a cadet can be asked to leave the program for poor attendance. It should be noted that any absences, excused or not, will have an effect on your training as you will be missing classes, therefore, you should make every effort to make it to parade.

**Who do I talk to if I have a question or a problem?**

There are two parts to this answer. General questions or minor issues should be addressed with your Flight Commander. It is important that the chain of command be respected. If your Flight Commander is unable to answer your question or unable to deal with the issue, the Flight Commander will elevate it through the chain of command until it is addressed.

If you are faced with inappropriate behaviour by a fellow cadet, an officer, instructor or other person associated with the squadron, you must bring it to the attention of the Commanding Officer (CO) or the Unit Cadet Conflict Management Advisor (UCCMA). The UCCMA has been trained to deal with issues involving conflict, harassment and abuse. Be assured that such things are taken very seriously in the cadet programme.

### Officers and Instructors

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commanding Officer</td>
<td>Captain Amar Tiwana</td>
</tr>
<tr>
<td>Deputy CO</td>
<td>Lt. Marco Lee</td>
</tr>
<tr>
<td>Unit Cadet Conflict Management Advisor</td>
<td>2Lt. Sammie Kong</td>
</tr>
<tr>
<td>Administration Officer</td>
<td>VI. Annika Youn</td>
</tr>
<tr>
<td>Asst. Administration Officer</td>
<td></td>
</tr>
<tr>
<td>Supply Officer</td>
<td></td>
</tr>
<tr>
<td>Training Officer</td>
<td>Lt. Ricky Kwong</td>
</tr>
<tr>
<td>Assistant Training Officer</td>
<td>2Lt. Kelvin Li</td>
</tr>
<tr>
<td>Standards Officer</td>
<td>2Lt. Maranda Reyes</td>
</tr>
</tbody>
</table>
Assistant Supply
Duke of Ed Program  TBA
Effective Speaking Program  VI. Steven Kim
Band Officer  VI. Annika Youn
Fam Flying Pilot  VI. Sean Bounger
First Aid Officer  2Lt. Kalvin Li
Drill Team Officer  TBA
Range Safety Officer  Lt. Sammie Kong
Basketball Team Coach  Lt. Ricky Kwong

**Squadron Contact Information**

Website:  [www.637arrow.com](http://www.637arrow.com)

Email:  info@637arrow.com

**Squadron Sponsoring Committee**

Chairperson – Ann Domingo – 637chair@gmail.com
Vice-Chair – Maggie Liang – 637vicechair@gmail.com
Treasurer – Nazriet Weldeghebriel – 637treasurer@gmail.com
Secretary – Suneetha Deverapalli – 637secretary@gmail.com

**Squadron Facilities**

A number of facilities are used for our optional programs and teams. Below is a list of the facilities, the day it is used and the activity meeting there.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Day</th>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>Alan Emmott Centre</td>
<td>Monday</td>
<td>Effective Speaking</td>
</tr>
<tr>
<td>6650 Southoaks Crescent</td>
<td></td>
<td>Honour Guard</td>
</tr>
<tr>
<td>Burnaby, BC</td>
<td></td>
<td>First Aid Training</td>
</tr>
<tr>
<td>Marlborough Elementary School</td>
<td>Monday</td>
<td>Drill Team</td>
</tr>
<tr>
<td>6060 Marlborough Ave. Burnaby, BC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maywood Community School</td>
<td>Tuesday</td>
<td>Ground School</td>
</tr>
<tr>
<td>4567 Imperial Street Burnaby, BC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaffey-Burke Elementary School</td>
<td>Wednesday</td>
<td>Band Rehearsal</td>
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<tr>
<td>4404 Sardis Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Day</td>
<td>Activity</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<td>---------------------------------</td>
</tr>
<tr>
<td>Nelson Elementary School 4850 Irmin Street</td>
<td>Thursday</td>
<td>Parade nights</td>
</tr>
<tr>
<td>Burnaby, BC</td>
<td></td>
<td>Local headquarters - training</td>
</tr>
<tr>
<td>Currently looking for new location</td>
<td>Friday</td>
<td>Marksmanship Training</td>
</tr>
<tr>
<td>JIBC 715 McBride Blvd. New Westminster, BC</td>
<td>Friday</td>
<td>Basketball Team</td>
</tr>
</tbody>
</table>

The cadets are advised through the squadron website, Twitter, facebook, announcements, handouts, phone calls and e-mail of the locations or meeting places for other activities, such as Field Training Exercises, Tag Days Fund Raising, Remembrance Day Service, etc.
APPENDIX “A”

Supplies every cadet needs for maintaining their uniform:

- “Kiwi” brand boot polish (Black) – avoid liquid polish.
- “Kiwi” brand polishing cloths.
- Old toothbrush for polishing boot “welts”.
- Small spray bottle – used for boot polishing.
- Lint brush or roller.
- Spray starch.
- Sewing kit containing: needles, blue and white thread, stitch ripper, iron-on seam tape.
- Plastic storage container large enough for your boots to fit in.
- Garment bag for transporting/protecting your uniform on competition days and ACR.
- Hair gel and/or hair spray (for female cadets).
- Hair nets (for female cadets - must match the colour of your hair).
- Hair pins (for female cadets – must match the colour of your hair).
- Nylon bristle hairbrush