

# Recruit Handbook

2290 British Columbia Regiment  
(101 Duke of Connaught's Own rifles)  
Royal Canadian Army Cadet Corps



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## Welcome Letter

Cdt \_\_\_\_\_, Welcome to 2290!

This handbook contains information that will help you be the best cadet you can be. Basic cadet knowledge obtained from this booklet and taught by your instructors will be used throughout your entire cadet career. This handbook also outlines some training and opportunities that will be available to you!

**And remember, what you put into the cadet program will directly impact what you get out of it.**

## Chain of Command

The chain of command is an organisational structure used by militaries around the world. It is used to distribute responsibilities and to efficiently manage communication. Knowing your chain of command will help you understand what you are responsible for and who to communicate with. Following this structure will make sure you know who you are supposed to contact.

### 1. Patrol Commander

Your patrol commander is your first point of contact in cadets. They will give you the necessary information you need for the week, teach you how to maintain your uniform/kit, and will be your main source of communication.

- If you are going to be away for a training night/function for any reason **please contact your patrol commander** and let them know **several days in advance**.
- If you have any questions or concerns, ask your patrol commander.

### 2. Troop 2IC

Your troop 2IC is your patrol commander's direct supervisor. They enforce the drill and dress within the troop and maintain communication between the troop WO and patrol commanders. They can assist you if your patrol commander cannot help you or answer your questions.

### 3. Troop Warrant Officer

Your troop WO is responsible for supervising your troop and has immediate contact with an adult officer. They carry out the administration within the troop, regularly inspect the troop, uphold a high standard of drill, dress, and deportment, and train your patrol commander. If your patrol commander or troop 2IC cannot answer your questions or help you solve your problems, you can ask your troop WO for help.

### 4. Squadron Sergeant Major (SSM)

The SSM is responsible for assisting the training officer with all the star level training in the corps, and makes sure lessons are delivered at a high standard. They set high standards in dress, deportment, and drill when overlooking the activities of all the cadets in the cadet corps.

### 5. Regimental Sergeant Major (RSM)

RSM is the highest cadet position in a cadet corps. They are responsible for overlooking all the activities and lessons that are happening in the corps. They set the standard for drill, dress and deportment that the rest of the cadet corps is mandated to uphold.

### 6. Deputy Commanding Officer (DCO)

The DCO carries out a variety of tasks and assists the CO in direct supervision of the entire corps.

### 7. Commanding Officer (CO)

Responsible for overseeing all cadet-related matters as well as the instruction and management of officers, civilian instructors, and cadets serving in the cadet corps.

## Star Levels

Cadets are placed in certain star levels according to age. The Star Levels relate to the difficulty of content in that age group, so the higher you progress in cadets the more advanced the lessons will get. Simply speaking, Green Star is sort of like Level 1, Red Star is Level 2, and so on.

<b>Green Star</b>	Green Star is where all cadets start at age 12. You learn all the fundamental basics like drill, basic navigation (using map and compass) and how to work as a team.
<b>Red Star</b>	In Red Star (13 yrs old), you reinforce and further develop all the topics in Green Star. You start learning about leadership qualities and what it is like to be a leader.
<b>Silver Star</b>	Silver Star (14 yrs old) is where you start to learn about instructional techniques and implement leadership skills to your training.
<b>Gold Star</b>	In Gold Star, the focus is shifted from building basic leadership skills and team building into teaching and becoming a mentor to younger cadets. Cadets are given the opportunity to teach their own full lessons to their peers.

After completing all the star levels, you will become a Master Cadet (M) who is qualified to teach lessons to other cadets and plan corps activities.

## Training Opportunities and Teams

You will always get offered various opportunities and activities to expand your knowledge in your areas of interest. Your participation and attendance in said activities will assist you in growing your cadet career.

### Home Corps activities

<u>Band (Brass)</u>	Cadets get the opportunity to learn an instrument of their choice from saxophones to various drums. Band members often perform during the Annual Ceremonial Review and music competitions.
<u>Biathlon Team</u>	Cadets get the opportunity to learn how to skate ski and shoot the .22 biathlon rifle. Participation at multiple training sessions and selection to compete for the biathlon team will culminate in participation at zone competitions, with the opportunity to participate against other cadet biathletes provincially and nationally.
<u>Drill Team</u>	All cadets are given the chance to learn and carry out complicated drill movements to execute as a team. Practice on Tuesdays usually begins with reinforcing drill learned for ACR, which prepares cadets for innovative and experimental drill that is performed during a competition against other cadets in your zone.
<u>Flag Party</u>	Cadets are given the opportunity to participate as a small squad to present the flags in a ceremonial parade. Cadets with exceptional drill and dress will carry rifles or flags and perform advanced movements during the parade.
<u>Marksmanship Team</u>	Every Cadet will have the opportunity to learn and practice marksmanship skills on Tuesdays. The top cadets are selected for the marksmanship team and compete against other corps and squadrons locally, provincially, and nationally.

## Summer training

### Local Training

Courses offered locally are generalized training intended to introduce cadets to various aspects of the cadet program.

<u>Cap One</u>	5-day camp course for green stars. Cadets will do activities encompassing all aspects of the army cadet program.
<u>Cap two</u>	12-day day camp course with 3 day 2 night field training exercise (FTX) for red stars

### Cadet Training Centers (CTC), Year Three and Above

CTC courses range from 2-7 weeks and are hosted at training centres all across the country. Cadets with high attendance and participation are selected to participate in an unforgettable experience. CTC courses are advanced specific training intended to provide cadets the opportunity to specialise and become subject matter experts in a certain field. Each course has its own prerequisites. General prerequisites include medical fitness, a certain level in the cadet fitness assessment, and achieving a certain star level.

Air Rifle Marksmanship Instructor (ARMI), 4 weeks	This course provides cadets the opportunity to further their air rifle marksmanship knowledge and skills, and develop the knowledge to perform the duties of an air rifle marksmanship instructor. Cadets will learn marksmanship techniques, instructional techniques, how to coach, and how to be a range safety officer's assistant.
Drill and Ceremonial Instructor, 4 weeks	Cadets attending this course develop the skills and subject matter knowledge to perform the duties of a drill and ceremonial instructor. Cadets attending this course will learn instructional techniques, leadership in conducting

	<p>parades and ceremonies, and learn and practise advanced drill like flag drill and rifle drill.</p>
<p>Fitness and Sports Instructor, 4 weeks</p>	<p>Cadets participating in this course develop skills and learn about healthy living, personal fitness and instructional technique. Upon completing this course, cadets are able to lead physical activities, warm-ups and cool-downs, and the cadet fitness assessment.</p>
<p>Expedition Team Member, 2 weeks</p>	<p>This two-week course gives cadets the opportunity to learn expedition skills and develop the fundamentals required to be an expedition team member. Cadets will participate in a five-day expedition.</p>
<p>Expedition Team Leader, 3 weeks</p>	<p>This three-week course provides cadets the opportunity to develop outdoor leadership skills and become a specialist with the subject matter knowledge to become an expedition team leader. Cadets will participate in a 9-day expedition incorporating hiking, mountain-biking and canoeing.</p>
<p>Military Band Musician (MB), 4 weeks</p>	<p>This course accommodates cadets with various skill levels from basic to advanced. Cadets will learn and practice music theory, band drill, and performing ensemble music.</p>
<p>Leadership and Challenge</p>	<p>This advanced expedition course focuses on developing cadets's knowledge and skills required to assist in the delivery of expedition training at their home corps. Cadets participate in dynamic and challenging training</p>



	including wilderness first aid, outdoor leadership, glacier climbing, mountaineering, horseback riding, biking, and kayaking.
Fullbore Marksmanship Phase 1 (FMP1)	This specialty course provides cadets with the theoretical, technical, and practical skills required to participate as a large bore 5.56mm rifle competitor. Cadets are selected based on their scores from air rifle marksmanship competitions at their home corps.
Fullbore Marksmanship Phase 2 (FMP2)	Top performers from FMP1 are selected for this course. Cadets attending this course obtain knowledge and skills to participate on a competitive team using large bore 7.62mm rifles.
Royal Canadian Army Cadet National Rifle Team	Top performers are selected from FMP2. Cadets participating in this course will hone their skills as a competitors and compete internationally at the International Fullbore Championship in Bisley, England.
Basic Parachutist Course	The Basic Parachutist Course is the only Canadian Armed Forces (CAF) course cadets can take. The selection process is long and arduous, and requires a high level of physical and mental fitness. Upon accomplishing this prestigious course, cadets become qualified CF Basic Paratroopers and earn the right to wear their paratrooper wings on their uniforms.






\*\*\*Courses and course availability are subject to change. If you have any questions about anything camp-related, please ask your patrol commander.\*\*\*








## Expedition training

Silver Star Expedition	Participation in the silver star expedition is required to pass the silver star level. The expedition focuses on the development of technical skills with mountain biking and canoeing, with some focus on becoming an outdoor leader.
Gold Star Expedition	The gold star expedition focuses on developing and practising soft skills and small party taskings. During this expedition, cadets are tasked with leading a small group to successfully complete a leg of the expedition.
Regional Expedition	Regional Expedition takes place in either the winter or summer within the region. The Regional Expedition allows senior cadets to expand their soft and hard skills in more austere environments while pushing their mental and physical limits.
National Expedition	National Expeditions happen either domestically or internationally. National Expedition allows high level cadets to master their hard and soft skills in physically and mentally demanding environments.

## Ranks

General requirements for earning a promotion are: participation in the cadet fitness assessment, time in the previous ranks, and overall meritorious conduct.

<u>Cadet Ranks</u>	<u>Descriptions and Requirements</u>	<u>Officer Ranks</u>	<u>Their affiliations with the cadet corps</u>
Cadet (Cdt)	Cdt is the rank everyone starts out with when they first join a cadet corps.	Civilian Instructor (CI)/Civilian Volunteer (CV)	CI/CVs are individuals who volunteer or work in a cadet corps. They are not members of the CAF. CI/CVs are tasked with instruction, supervision, administrative duties, and helping with supply.
Cdt. Trooper (Tpr) 	C/Tpr is awarded after finishing the recruit program. It is awarded through the mastery of basics in drill, dress, deportment and good attendance.	 Officer Cadet (OCdt)	OCdts are new Cadet Instructor Cadre (CIC) officers who have begun their journey as a mentor to cadets. They assist their department heads and are undergoing training.
Cdt. Corporal (Cpl) 	C/Cpl is given 6 months after a cadet joins when they present consistency in improvement in drill, dress and deportment. It is given after passing Green Star, and being recommended by the patrol comm.	 Second Lieutenant (2Lt)	2Lts assist their department heads.
Cdt. Master Corporal (MCpl)	C/MCpl is the rank that is given to cadets who prove to maintain high standards for drill and	 Lieutenant (Lt)	Lt directly assist the CO in dealing with administration duties pertaining to the cadet corps, and are

	<p>dress. They mentor their juniors and peers about various duties in cadets. It is given after passing Red Star, and being recommended by the patrol comm.</p>		<p>usually assigned the Admin O position.</p>
<p>Cdt. Sergeant (Sgt)</p> 	<p>C/Sgt is a rank given to cadets who show that they can handle more senior responsibilities to assist in running the corps.</p>	 <p>Captain (Capt)</p>	<p>Individuals with the rank of Capt are experienced officers with several years in the CIC. These officers have attended multiple training courses in their career and are usually commanding officers, training officers, or hold staff positions at summer training centres.</p>
<p>Cdt. Warrant Officer (WO)</p> 	<p>C/WO supervises and organises the activities in the corps. They mentor cadets that move into hands-on roles that run the activities/lessons in the corps.</p>	 <p>Major (Maj)</p>	<p>In our cadet corps, our CO is with the rank of Maj. This officer is responsible for both the administration and the training of officers in the corps.</p>
<p>Cdt. Master Warrant Officer (MWO)</p> 	<p>C/MWO have experience as a supervisor and follower, and are the main organisers and decision makers for any event. In order to earn this rank you must be approved by the Merit Review Board.</p>	 <p>Lieutenant-Colonel (LCol)</p>	<p>High ranking officer, often the reviewing officer for parades and ceremonies.</p>

Cdt. Chief Warrant Officer (CWO)



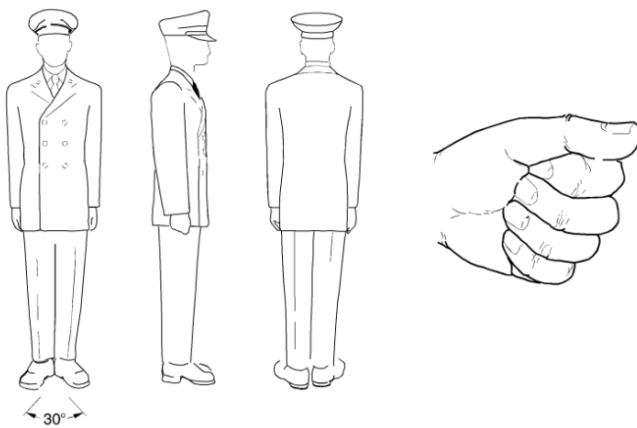
C/CWO is the highest rank obtainable by a cadet. They have years of experience learning, supervising, and mentoring the cadets under their command. In order to earn this rank you must participate in the merit review board.

## Drill

Military drill develops discipline, attention to detail, and pride and confidence in your own actions. It also promotes teamwork and cohesion when you work with others. Be alert, and perform each movement sharply and cleanly. Don't worry if you mess up when learning drill, perfecting your drill takes practice and effort.

### 1. Attention (command: ATTEN-TION)

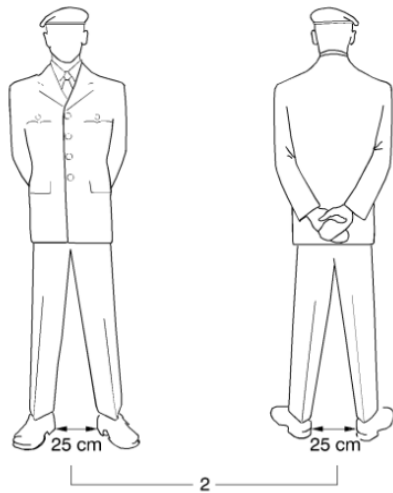
Your heels touch with your toes pointing outwards at a 30 degree angle and your back is straight with your gaze forward. Your arms are by your sides with your hands in fists with the thumb being held along the seam of your pants. Your thumbs should cover the holes that your firsts make. You may not move while at the position of attention.



### 2. Stand At-Ease (command: STAND AT-EASE)

Going from attention to stand at-ease:

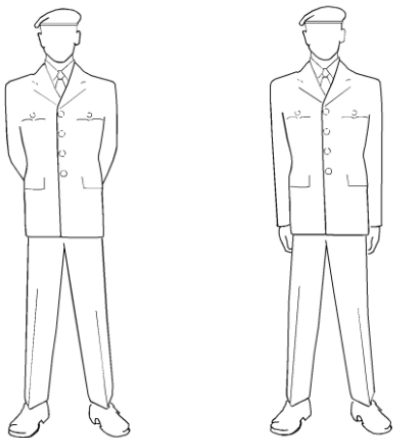
- The counting for this movement is "ONE", meaning this movement should be completed during the counting "ONE".
- Snap your left foot up at a 90 degree angle.
- Snap your foot down (with a BANG) sharply a shoulder length away from your right foot.
- Simultaneously, bring your hands together behind your back with your arms extended straight down (right plan over left, right thumb over left).
- After completing the transition, your gaze should be straight forward and you may not move without asking for permission.



### 3. Stand Easy (command: STAND-EASY)

Going from stand at-ease to stand easy:

- The counting for this movement is “ONE TWO-THREE ONE”. The movement should be completed on the last “ONE”.
- In one swift motion, close your fists and snap them to your sides (like adopting the position of attention). Look at the box thing
- Do not move your feet. After a pause, you may relax.



**All drill movements can be found in A-DH-201-000/PT-000 The Canadian Forces Manual of Drill and Ceremonial**

## Uniform: How to care

All cadets are required to wear and maintain a uniform. Your care for your uniform reflects your commitment to the program. Your dress, drill, and deportment is taken into account when considered for a promotion. If you have any questions on how to care for your uniform, ask your patrol commander.

### 1. Jackets

#### - Tunic

Badge placements are to be followed as shown on the CJCR dress instructions. The rest of the belt's excess is to face towards your left. All buttons except the top button should be done up, and the tunic is to be kept wrinkle-free and lint-free.

#### - FTU field shirt

Your rank slip-on should be worn on the front epaulette. The drawstrings should be tightened around your waist and hips, and the excess to be made into bows with the loops being drawn through the nearest button. Kept wrinkle-free.

### 2. Shirts

#### - Short Sleeved Shirt

Kept wrinkle-free with the slip-ons worn on the shoulders. Should be tucked into the uniform trousers.

#### - Elemental T-Shirt

Kept wrinkle free.

### 3. Headdress

#### - Beret

Your beret should be kept lint and dust free (using a lint roller or razor), and should be formed with hot water along the shape of your head so that the crown is pulled to the right and back. The drawstrings should be tightened and cut with the ends burned/sewn into the inside of the beret. Never eat or drink with your beret on and do not let your beret touch the ground.

### 4. Trousers

#### - Uniform Pants

The short-sleeved shirt is to be tucked into the trousers. There should be a single crease along the front and back of each leg of your trousers and kept wrinkle-free. The crease should run along the centre of your leg. The length of your trousers is to be at the third eyelets of your ankle boots.

#### - FTU Field Pants

The elemental T-shirt should be tucked into the FTU pants. At the bottom of the FTU pants you can find a layer of fabric that can be tucked into the FTU boots. Right above that layer are the drawstrings, which should be tightened around your leg to create a blousing effect. Lace up your boots and make sure the blouse is made just above the boot.



## 5. Necktie

Is to be tied in a tight Windsor knot and should be centred on the collar (covering the top button). Kept wrinkle-free.

## 6. Boots

### - Ankle Boots (Parade Boots)

Mirror shined regularly using kiwi shoe polish, and a kiwi polishing cloth. The laces are to be done up horizontally from side to side.



STRAIGHT ACROSS METHOD

### - FTU boots

Laces criss-crossed from the bottom, and should be blackened with kiwi polish using a brush.

MULTI-PURPOSE BOOT



LEFT BOOT



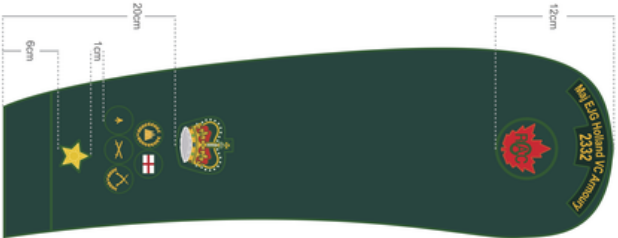
RIGHT BOOT

HERRING BONE METHOD

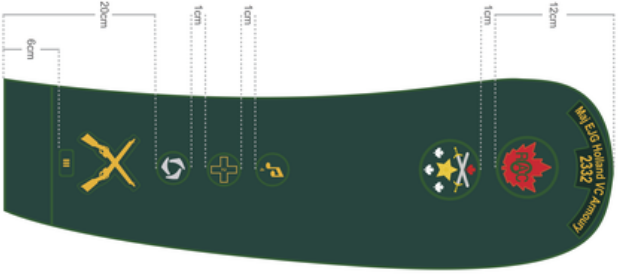
# Uniform: Badge Placements

BADGE PLACEMENT OF THE ROYAL CANADIAN ARMY CADETS  
 PLACEMENT DES BADGES DES CADETS ROYAUX DE L'ARMÉE CANADIENNE

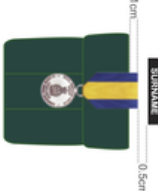
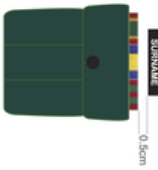
## RIGHT SLEEVE



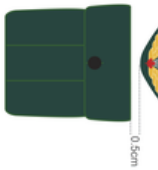
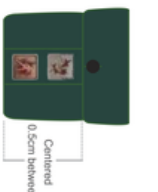
## LEFT SLEEVE



## RIGHT POCKET




## LEFT POCKET



## Uniform: Order of Dress

Every activity has a specific uniform, whether it is a normal training night with lessons, an ACR practice, or a sports night. Your patrol commander will relay the information of what dress you will have to prepare and wear for the next training night.

### C1 Ceremonial Dress

<p style="text-align: center;"><b>ORDER OF DRESS C1</b></p> 	<p><u>Composition</u></p> <ul style="list-style-type: none"><li>- Beret</li><li>- Cloth/Metal cap badge</li><li>- Short sleeved shirt</li><li>- Necktie</li><li>- Jacket with belt</li><li>- Trousers</li><li>- Belt</li><li>- Boots</li><li>- Socks (if awarded)</li><li>- Medals (if awarded)</li><li>- Pins (if awarded)</li><li>- Badges (have to be sewn on right away, to be presented for the next parade night)</li><li>- Name tag</li><li>- Lanyard (MCpl and above)</li><li>- Sergeant's Belt (Sgt and above)</li><li>- Gloves (as ordered)</li></ul>
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## C1A Ceremonial Dress

### ORDER OF DRESS C1A



### Composition

- **Without epaulettes**
- Beret
- Cloth/Metal cap badge
- Short sleeved shirt
- Necktie
- Jacket with belt
- Trousers
- Belt
- Boots
- Socks (if awarded)
- Medals (if awarded)
- Pins (if awarded)
- Badges (have to be sewn on right away, to be presented for the next parade night)
- Name tag

## C2 mess dress


### ORDER OF DRESS C2



### Composition

- White dress shirt (or environmental dress shirt)
- Black bow tie (Tie if you don't have a bowtie)
- Jacket with belt
- Trousers
- Boots
- Socks
- Ribbons
- Pins
- Badges
- Name tag

C3 routine service dress

<b>ORDER OF DRESS C3</b>	<u>Composition</u>
	<ul style="list-style-type: none"><li>- Beret</li><li>- Cloth/Metal cap badge</li><li>- Short sleeved shirt</li><li>- Necktie</li><li>- Jacket with belt</li><li>- Trousers</li><li>- Belt</li><li>- Boots</li><li>- Socks</li><li>- Ribbons</li><li>- Pins</li><li>- Badges</li><li>- Name tag</li></ul>

C3A routine service dress

<p><u>Picture N/A</u></p>	<p><u>Composition</u> Same as C3 but without tunic</p> <ul style="list-style-type: none"><li>- Beret</li><li>- Cloth/Metal cap badge</li><li>- Short sleeved shirt</li><li>- Necktie</li><li>- Belt</li><li>- Trousers</li><li>- Belt</li><li>- Boots</li><li>- Socks</li><li>- Ribbons</li><li>- Pins</li><li>- Badges</li><li>- Name tag</li></ul>
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## C3B Routine Duty Dress




### Composition

Same as C3A but with rank slip-ons

- Beret
- Cloth/Metal cap badge
- Short sleeved shirt
- Rank slip-ons
- Trousers
- Belt
- Boots
- Socks
- Ribbons
- Pins
- Name Tag



## C3C

<b>ORDER OF DRESS C3C</b>	<u>Composition</u>
	<ul style="list-style-type: none"><li>- Beret</li><li>- Cloth/Metal cap badge</li><li>- Short sleeved shirt</li><li>- Jacket with belt</li><li>- Trousers</li><li>- Belt</li><li>- Boots</li><li>- Socks</li><li>- Ribbons</li><li>- Pins</li><li>- Badges</li><li>- Name tag</li></ul>

## C5 FTUs

### ORDER OF DRESS C5



### Composition

- Beret/Turban with Army cadet headdress insignia (like a cap badge), toque or tilley hat
- FTU field shirt
- Rank slip-ons
- Elemental shirt (Olive green in case of Army)
- FTU field pants and belt
- Socks
- Field Boots

C5E (civilian PT gear, as directed)

**ORDER OF DRESS  
C5E**



Composition

- Tilley hat
- Elemental t-shirt
- Shorts (black, grey, or navy)
- Sport socks
- Runners