

Welcome to



**533 Sabre Squadron  
Royal Canadian Air Cadets**

New Cadet and Parent/Guardian  
Information Package

This information package and all of the attached materials are  
extremely important.

Please read everything very carefully and keep it for future reference.

Welcome to the Air Cadet program and specifically the 533 Sabre Squadron! This package is designed to give you some general information about the Air Cadet program and answer some of your questions about what to expect in the coming year.

533 Sabre Squadron is one of the strongest youth organizations in St. Albert with Cadets ranging in age from 12-18 years.

Our primary focus is on teaching the Cadets:

- to be more self confident,
- to teach and develop leadership skills,
- to enhance communication skills, and
- to promote good citizenship practices.

We encourage each Cadet to achieve their own potential through mandatory and optional training programs.

As a member of the community since 1951, the Squadron has been associated with hard work and dedication. Our Cadets perform in numerous community parades and squadron functions. Further, they consistently perform well in a variety of inter-unit competitions. If your child is interested in joining one of our many award-winning programs, have them speak to our squadron training officer (TrgO).

We parade (meet) every Thursday at the St. Albert Community Hall, 17 Perron street, from 1815-2130 (6:15pm-9:30pm). Weekly parades are mandatory for all cadets. If the Cadet is unable to attend it is imperative that a call is made to the Squadron office (780-459-7277 available 24hrs) to leave a message with the Cadet's name, rank and reason for absence - this assists the office staff in maintaining cadet attendance records. Absences can also be reported using our email address: [533RCACS@gmail.com](mailto:533RCACS@gmail.com).

In addition to weekly parade there are several mandatory and optional training opportunities that take place on other nights of the week or weekends (i.e., powered or glider flights, sports or band events and practices and survival exercises (FTX)). Please refer to our website [www.533sabersqn.ca](http://www.533sabersqn.ca) to see a more detailed list. All cadet activities are fully supervised by screened personnel.

Our squadron staff includes uniformed officers, expert instructors and many parent volunteers. The squadron office is located on the lower level of the hall and is open Thursday nights 1815-2130.

Although there are no "fees" associated with the Cadet program, it is important to realize that the Squadron must raise money in order to offer activities in addition to the basic training program as funded by the Department of National Defence

(DND). This requires volunteer work from the parents of the Cadets and the Cadets themselves. 533 Squadron is supported by the Sponsoring Committee and the Friends of 533. Both organizations need your help in order to raise the money needed. Without these funds many “extra” programs will not be available for the cadets. The Friends of 533 need a commitment of 3 Bingos and 1 casino shift per family in order to meet that need. Please see attached signup form. The Sponsoring committee need drivers for the bottle drives, poppy sales and other events sign up forms are posted during parade closer to the event.

Over seventy five percent the Squadron’s local operating budget is supported by fundraising efforts.

**DND- Supported Training and resources**

- Thursday night training
- Fall survival exercise
- Fall gliding day
- Winter survival exercise
- Spring gliding day
- Uniforms
- Hall rental (25%)
- Staff

**Fundraising-supported training and resources**

- ALL powered familiarization flights
- Squadron music program (i.e., instrument purchase, rental and repair)
- Squadron sports program (i.e., practices, equipment)
- Squadron effective speaking program
- Summer survival exercise
- Ground school training resources (i.e., textbooks)
- Mandatory training resources (i.e., laptops)
- Biathlon training resources (i.e., cross country skis)
- Marksmanship training resources (i.e., targets)
- Mess dinner
- Squadron Trips

## **Cadet Parent FAQ**

So, your child is in cadets - congratulations! You've started on a course of action that is both highly enjoyable and highly rewarding. He/she will remember cadet activities and bonds of fellowship for the rest of their lives. There will be guidance and instruction from peers, places to look online for procedures and protocols and perhaps the odd email or discussion thread at the squadron website. But what about *you* as a parent? How do you get *your* questions answered? This document hopes to address your immediate concerns. Welcome to the squadron Family!

### **If we have questions who do we ask and is there a certain protocol we must follow?**

All officers, cadets and volunteers (and even the parents) are approachable and the adage "there are no stupid questions" holds true. It is recommended that if you have questions or concerns that you approach the Commanding Officer (CO) or Training Officer at any time with questions or concerns.

### **What is the protocol for entering the building when Cadets are in parade formation?**

Enter by the door, checking in with the Duty Sergeant and then proceed quietly to the benches across the front of the parade square. You may feel really self-conscious, but do not worry, everybody knows that there are no other options available. Please do not linger in the entry area as this is to be kept clear. If you are require a *louder-than-whisper* conversation, you are requested to take it outside during parade, particularly closing parade as that is when the announcements (both to the cadets and the parents) are of particular import.

### **How can parents get involved?**

There is a parents information meeting usually in the first week of September. The calendar of events is available on the website. **Friends of 533** (the parent organization) meets every 3<sup>rd</sup> Thursday at the legion and is a great informal way to get questions answered or learn more about cadet life. Be as supportive and as active as you can. Encourage your child to take their responsibilities seriously and to execute them to the best of their abilities - but also have fun. Be understanding when plans go awry and helpful if you see an opportunity. If you have a unique or special skill set that may be of value, make sure you let the officers know - maybe they could use you! If you are interested in volunteering with cadet training you can see the **Commanding Officer (CO)**. This may require a security check. To get involved in fundraising activities or learn more about cadet life see **Friends of 533**.

### **Who do you speak with and/or how do you sign up for extra activities?**

The announcements at the end of parade are your best resource for when and where sign ups will be for all extra activities.

### **Is it possible to have and layman's description of ranks and positions, so we understand promotion ceremonies?**

There are 2 progression streams in cadets and while they parallel each other, they are not directly related to each other (and so there is frequent confusion between them). The most obvious one is that of the rank structure. Cadets proceed through the ranks as a function of their training qualifications, recommendations from their level officers, and attendance to satisfy the rank prerequisites.

The rank structure is as follows:

AC Air Cadet  
LAC Leading Air Cadet

**Junior Non-Commissioned Members (NCMs)**

Cpl Corporal  
FCpl Flight Corporal

**Senior Non-Commissioned Members (NCOs)**

Sgt Sergeant  
FSgt Flight Sergeant

**Warrant Officers (WO's)**

WO2 Warrant Officer 2nd Class  
WO1 Warrant Officer 1st Class

A cadet will proceed from AC through to F/SGT through his/her cadet career provided that they follow the instructional material, attend regularly, and meet the standards detailed in the promotion rubric, available on our website. Warrant Officers are at the pinnacle of the cadet rank and as such, require not only to have satisfied all the requirements to be a Flight Sergeant, but also must apply-for and pass through a merit review board in order to be offered the promotion. Further, the number of Warrant Officer positions in a particular squadron are restricted by the size of the squadron. There may only be ONE Warrant Officer 1st Class in a squadron. This Warrant is in command of the squadron for all intents and purposes and reports directly to the officer cadre for that squadron.

Training Levels are another grouping used in the cadets to group cadets and is frequently confused with the ranking structure. When discussing cadet levels, the reference is to where that cadet is within the instructional program. Under normal conditions (regular attendance, etc) a first year cadet will be "Level One", a second will be "Level Two", etc. These indicate the training that the cadet has already undertaken and is in the current process of learning. Although this is not recommended, under certain conditions a cadet may skip one level in his cadet career. Typically this is considered when there is a large gap in age between the cadet and his/her peers at the same Level (and/or if the cadet has prior experience negating the instructional benefit of his/her current Level). Obviously there is a parallel relationship between Rank and Level, but these are

not interchangeable terms. Those who join the program after the age of 14 or turning 14 by the beginning of the following training year may be able to move directly to “level 2”. Those joining after the age of 15 or turning 15 by the beginning of the following training year are eligible to be moved up to “level 3”. Please speak to the Training Officer for more details.

**Is it possible to have a written timeline for possible promotions?**

There are no hard and fast dates for when promotions occur. Generally however, there are two promotion periods in the training year. The first is in the fall, around mid-October and the second is in the spring, around mid-March. We will try to give the parents warning so that they may attend the parade to take pictures and such. The length of time that a cadet will remain at any particular rank varies, but in general, cadets will meet the criteria for promotion from AC to LAC in approximately 6 months, and then each of the other ranks (excepting the WO ranks) can be attained at a rate of approximately 1 promotion per year (provided promotion criteria are met).

**How can I be kept informed of all squadron news and activities?**

There are a number of ways to be kept informed about our squadron’s goings on. First and foremost, we encourage you to join us for closing parade, starting at 9:05 PM every Thursday night, where our duty officer will announce important dates and events.

We also encourage you to check out our squadron’s website ([www.533sabresqn.ca](http://www.533sabresqn.ca)) or Facebook Page ([www.facebook.com/533rcacs](http://www.facebook.com/533rcacs)) for additional information.

If you still require information, do not hesitate to directly ask a member of the squadron staff!

**Will all Squadrons have the same answers to these questions?**

By and large all squadrons will be similar, but each will have characteristics unique to them. These will be items specific to their facilities, circumstances, sponsors and/or local traditions. The core program and procedures will all be the same as they follow a standardized curriculum.