

**AIR CADET LEAGUE OF CANADA
ALBERTA PROVINCIAL COMMITTEE**



**HANDBOOK FOR
SQUADRON SPONSORING COMMITTEE
ADVISOR
2011**

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WELCOME

Welcome to your new role in the Air Cadet League of Canada. You have been elected to fulfill the role of Squadron Sponsoring Committee Advisor for your Squadron. This is an annual term.

You have been entrusted with the duties of a liaison between your Squadron Sponsoring Committee (SSC), and your Wing Director. You are the eyes and ears for the squadron to the Provincial Committee and your involvement and input is very valuable to all parties.

The expectation is that you will make yourself familiar with the Policy & Procedure Manual – both National and Provincial. You should also be very familiar with the information contained in the SSC Chairman Handbook, and Awards and Honors Handbook.

Please be aware that Policy & Procedure Manuals may undergo changes during the year as well as the Handbooks as required. Make yourself aware of changes so that you can best serve your Squadron with the most up to date information.

You should strive for a positive working relationship with all members involved with the squadron including the Commanding Officer and the Officer Staff, SSC executive and parents/guardians of the cadets in your squadron.

The League

National Website: www.aircadetleague.com
Website for Alberta: www.aircadetleague.ab.ca

The **League** is a partnership with the **Department of National Defense**.

It is totally made up of volunteers, with the exception of Staff at the National Headquarters in Ottawa.

League Responsibilities include:

1. Providing supervision to local sponsors and support to local cadet units.
2. Providing advice and assistance to the Squadron, by providing financial support as required, facilities when not provided by DND, transportation when not provided by DND, and supplies not provided by DND.
3. To oversee, in cooperation with the DND, the effective operation of Air Cadet Squadrons and their Sponsoring Committees.
4. Recommending suitable persons for enrolment in the Canadian Forces, CIC officers, and Civilian Instructors.
5. Providing insurance for all \non DND members.
6. Providing appropriate screening/registration for all SSC members and volunteers directly involved with cadets.
7. The League makes sure that all Squadrons have a Sponsoring Committee to support them.

Make up of the League

National
Provincial
Wing
Squadron

National Level:

They are comprised of a group of volunteers who oversee all decisions of the Air Cadet movement across Canada, with their headquarters in Ottawa.

They are the policy makers.

The National President is in direct communication with DCadets (Director of Cadets), our DND partner.

They hold a Semi Annual Meeting (SAM), in Nov., and an AGM in June, this includes all Provincial Chairman, and delegates. The 14 National Governors hold teleconferences every 2 months.

They are responsible for insurance of all civilian members, and make certain that all civilians are properly screened according to National rules.

They are in responsible for all Kit items for eg. any brochures, memorabilia, crests etc., for squadron purchases.

There are 4 paid employees at head office, for administration.

National Awards

1. National Medal of Honor
2. President's Citation
3. Certificate of Honor
4. Certificate of Merit
5. Director of the Year
6. Officer of the Year
7. Certificate of Recognition
8. Cadet Award for Bravery

Information regarding National Awards is available on the National website:

www.aircadetleague.com

Provincial Level:

Website: www.aircadetleague.ab.ca

It is comprised of a Chairman, Vice Chair, Treasurer, Secretary, Camp Wright Director, Camp Worthington Director, Director of Netook Gliding Centre, Director of Aviation, and 4 Wing Directors, and hold regular meetings usually monthly. Our 4 ACO AIR officers attend the meeting as well. They look after all policies pertaining to Air Cadets through out Alberta, and provide us with updated information from Ottawa.

Chain of Command:

Provincial Chair

Wing Director

SSC Advisor

SSC Chairman

There are four Wings, Northwest with 10 squadrons, Northeast with 11 squadrons, Central with 9 squadrons, and Southern with 12 squadrons. There are a total of 42 Squadrons in Alberta.

Each Wing has a Wing Director and holds monthly meetings that include the squadron chairs, SSC Advisors, and any interested members. Some Wings hold their meetings via teleconference while others actually meet in a central location.

Each Squadron has a SSC Advisor, which is a liaison between the squadron and the provincial committee.

Each Squadron has a Squadron Sponsoring Committee (SSC), who are members of the League, with a Chairman, who is a voting member of the provincial League.

The Provincial Committee leases land for 2 Camps, Camp Worthington, by Caroline, and Camp Wright, near Athabasca. They own Netook Gliding Centre, north of Olds, and operate gliding centers out of Villeneuve, Josephberg, Peace River and Vulcan. They own 2 tow planes, and 6 gliders, 1 winch, 8 vehicles, air strip mower, trailer for simulator, and hangers.

The Provincial Committee also has a partnership with the Alberta Aviation with a Memorandum of Understanding.

Provincial Committee Special Events

1. Organize Effective Speaking Competitions, at the Wing Level, held at beginning of March and Provincial level at the beginning of April. The top three winners at this level receive a cheque from 783 Wing, Calgary, of the Air Force Association. The top winner then goes on to the National Competition, held in conjunction with the National AGM in June.
2. Conduct Scholarship Boards which are held in February

Awards

1. Air Cadet League Certificate of Merit.
2. Citizenship Award, given to a deserving Cadet.
3. Sponsor of the Year Award.
4. Volunteer of the Year Award.
5. Officer Recognition Award.
6. 5 year Service Pin, awarded to SSC Advisors that have had 5 or more years of service.
7. Air Cadet League Volunteer Long Service Medal given for 10 years service to the League.
8. Assorted appreciation certificates.

Grants and Bursaries

1. Birchall Scholarship, National \$8,000.00 continuing Education
2. Dale Scholarship, National \$2,000.00-\$3,000.00, continuing Education.
3. Pilot Training Achievement Award of \$300.00 each cadet attending the summer gliding and power scholarships are given the form to submit upon completion of the scholarship course.
4. Power Pilot Achievement Award sponsored by Air Canada Pilot's Association in the amount of \$1000 to put toward flying time at a location of the cadet's choosing. This award is given to the top Power Pilot Scholarship Cadet in the Prairie Region.

Air Cadet League of Canada Scholarships and Pilot Training Awards

<http://www.aircadetleague.com/en/infoforcadetsandsquadron/awardscadets>

CASARA CONTINUATION PILOT TRAINING AWARD

The Civil Air Search and Rescue Association Continuation Pilot Training Award is presented to one of the top graduates of the pilot training program. Each Provincial Committee may nominate one candidate for this award. Each Candidate must complete the application Form **ACC65** and submit it to the Provincial Committee according to the timelines established in the candidate's jurisdiction (Alberta: **1st October**). The Provincial Committee must submit their selection to the National Office no later than **31 October**. The final selection will be made by the National Honours and Awards Committee.

WEST JET PILOTS' ASSOCIATION PILOT TRAINING ACHIEVEMENT AWARD

The West Jet Pilots' Association Continuation Pilot Training Achievement Award is presented to one of the top graduates of the pilot training award. Each Provincial Committee may nominate one candidate for this award. Each Candidate must complete the application Form **ACC53** and submit it to the Provincial Committee according to the timelines established in the candidate's jurisdiction (Alberta **1st October**). The Provincial Committee must submit their selection to the National Office no later than 31 October. The National Office will forward all applications received by 31 October to the West Jet Pilots' Association Executive for the final selection.

AIR COMMODORE LEONARD AND KATHLEEN BIRCHALL SCHOLARSHIP

This is an entrance scholarship, which will be granted to a deserving cadet entering any community college or university in Canada for post-secondary studies. This scholarship has no restrictions as to the field of study.

Applicants are required to complete the application Form below and submit it, along with supporting documentation to the Air Cadet League of Canada Headquarters, Attention Honours and Award Committee, no later than **1st May** of the entrance year.

ROBERT AND MARY DALE SCHOLARSHIP

This is an entrance scholarship, which will be granted to a deserving cadet entering any community college or university in Canada for post-secondary studies. This scholarship has no restrictions as to the field of study.

Applicants are required to complete the application Form and submit it, along with supporting documentation to the Air Cadet League of Canada Headquarters, Attention Honours and Award Committee, no later than **1st May** of the entrance year.

Wing Level

Members of the Wing are comprised of a Wing Director, an Assistant Wing Director, all SSC Chairs, SSC Advisors, their parents/guardians and involved volunteers at the squadron. The members meet regularly, usually once a month, either in a central meeting or via teleconferencing to exchange squadron information, updates from the Provincial Executive Committee, and hear guest speakers etc.

There are 4 Wings in Alberta. The squadrons in each Wing are as follows:

Southern Wing (12 Squadrons):

11 Lethbridge, 15 Medicine Hat, 52 City of Calgary, 187 Foothills (High River), 225 Taber, 239 Brooks, 538 Buffalo (Calgary), 604 Moose (Calgary), 781 City of Calgary, 859 Crowsnest, 878 Banff/Canmore and 903 Strathmore

Central Wing (9 Squadrons):

7 Penhold, 24 Red Deer, 42 Wetaskawin, 65 Ponoka, 88 Airdrie Lynx, 185 Olds, 572 Castor, 644 Camrose, 733 Drayton Valley

NE Wing (11 Squadrons):

12 Edmonton, 230 Athabasca, 287 Beaumont, 341 Mundare, 524 Sturgeon, 533 St. Albert Sabre, 570 Winston Churchill (Edmonton), 664 Medley (Cold Lake), 810 Grant McConachie (Edmonton), 831 Leduc, 868 Rotary Northstar (Fort McMurray)

NW Wing (10 Squadrons):

124 Peace River, 395 Edmonton, 504 Blatchford Field (Edmonton), 526 Barrhead, 539 High Prairie, 577 Grande Prairie, 699 Jasper Place (Edmonton), 721 Hawk, (Whitecourt), 755 Parkland (Stony Plain), 874 Tiger Moth (Edson)

The Wing is responsible for;

1. Effective Speaking Competitions,
2. Workshops (such as Effective Speaking, ACC9's, and Scholarships to name but a few),
3. Participating in scholarship pre boards,
4. Assisting at Provincial Selection Boards
5. Assembling nominations for Provincial Awards.
6. Supporting Provincial Events

Wing Director Duties and Responsibilities:

The Wing Director is a member of, and answers to, the Provincial Committee, and works on behalf of all Squadrons in the Wing as liaison between the Squadrons and the Provincial Committee. This is an annual term.

1. Be familiar with League Policy & Procedure (AB and National), SSC Handbook for Chairmen, SSC Handbook for SSC Advisors, and Honors and Awards Handbook.
2. Be familiar with Alberta and National League Websites in order to direct League members for information.
3. Understand the chain of command and communication for DND and League.
4. Advise the Chairman in a timely manner of any requirements or challenges in your Wing so a teamwork approach can be utilized.
5. Hold regular (usually monthly) Wing meetings.
6. Be a Liaison, when necessary, with squadrons who wish or require assistance.
7. Provide information on upcoming events in a timely fashion.
8. Hold a Wing Effective Speaking Competition.
9. Conduct workshops to aid the Squadron Sponsoring Committees or Cadets (ie. Effective Speaking) as needed.
10. Attend all Provincial Executive Committee meetings to be a voice for squadrons concerns and questions in your Wing.
11. Assist at Provincial Selection boards.
12. Compile all completed scholarship applications from the Wing and send them to the Provincial Committee for review.
13. Assist in reviewing all scholarship applications with the Provincial Committee.
14. Maintain an up-to-dated list of all Squadron contact information.
15. Relay information from the Provincial Committee meetings.
16. Ensure that all Squadrons have properly screened volunteers.
17. Ensure the completion of ACC9s in a timely manner.
18. If Squadron is having difficulty completing the ACC9 ensures they have assistance from the Director or Assistant Director of Finance.
19. Ensure all Squadron Assessments are paid in a timely manner.

Squadron Level

The squadron relies on the Squadron Sponsor Committee (SSC) as it is the backbone of the Air Cadet Movement. They are interested citizens who are prepared to provide financial and other support for the Squadron. They directly interact with the Commanding Officer, CIC Officers, Civilian Staff and cadets of the Squadron

Responsibilities include;

1. Recruiting of suitable young people to be cadets at the Squadron
2. Recommending, through the Provincial Committee promotions of Officers, and recruiting new CO's when necessary, in cooperation with the DND.
3. Assisting in enrolling suitable candidates for officer positions, civilian instructors and volunteers.
4. Enrolling suitable people to be members of the Squadron Sponsoring Committee.
5. Ensuring that all civilian members and volunteers at the Squadron are properly screened.
6. Liaison with other Squadron cadet units.
7. Providing appropriate facilities for the Squadron when not provided by DND
8. Providing training aids and equipment not supplied by our DND partners.
9. Managing all financial matters of the Squadron Sponsoring Committee.
10. Assisting in fundraising activities for the Squadron
11. Providing support to Provincial Committee activities.
12. Ensuring that the ACC9 is completed correctly and submitted in a timely fashion (1 Dec. deadline)
13. Assisting with the scholarship pre-boards for cadets.
14. Arranging for recreational programs not provided in the training year in coordination with the Commanding Officer.
15. Providing transportation, when not covered by DND.
16. Providing Public Relations in the community for the Air Cadet Movement.
17. Providing squadron participation for community service.
18. Providing awards, trophies, and certificates when appropriate to do so.
19. Assisting with the ACR, as directed by the CO.

SSC Advisor Duties and Responsibilities:

The SSC Advisor is a **vital** link between the Squadron and the Wing Director. They are the Squadron's voice to the Wing Director. The chain of communication is **essential** between the SSC, the CO, and the Wing Director.

1. Attend SSC meetings to inform members concerning League information.
2. Relay information from Wing meetings to your SSC.
3. Educate Squadron Executive on their roles in the Squadron, and how to conduct meetings (see Handbooks).
4. Bring any concerns or questions of the Squadron to the Wing Director's attention.
5. Assist the Squadron where ever possible.
6. Preside over Squadron elections.
7. Meet with the CO and Chair on a regular basis.
8. Keep the Squadron informed of all upcoming League activities.
9. Attend Wing meetings, and encourage Squadron to do so a well.
10. Attend the Provincial AGM.
11. Informing cadets regarding your role at the Squadron, and the partnership between the DND and the League.
12. Explain to the new parents about their role, your role, and the partnership between the League and the DND.
13. Provide assistance with pre boards at your Squadron
14. Attend provincial Scholarship boards.
15. Assist the CO in educating parents concerning Camps and Scholarships, and the importance of filling out forms correctly and honestly.
16. Assist in overseeing Scholarship applications are filled out correctly, and submit them in a timely fashion to the Wing Director.
17. Complete the Scholarship spreadsheet with application information and send to Scholarship Coordinator via email in a timely fashion.
18. Fill in the Year End Squadron Report and submit it in a timely fashion via the Alberta website at: www.aircadetleague.ab.ca .
19. Encourage SSC members to attend Work Shops, Wing meetings and the AGM.
20. Assist in making sure that all volunteers are properly screened, and forms filled out and sent to the Screening Coordinator in a timely fashion.

Dates to Remember

Sept. Meet with new SSC members and explain your role as SSC Advisor, and the partnership between the League and the DND.
Battle of Britain.
Detachment Conference.

Oct. Alberta Provincial Committee AGM.

Nov. Remembrance Day Services.

Dec. ACC9 due

Jan. Qualifying Exams for Flying and Gliding Candidates.
Completed Scholarships due in to Wing Advisor or Director by Jan.15.

Feb. Provincial Biathlon Competitions.
Provincial Scholarship Boards.

Mar. National Biathlon Competitions.

Apr. Provincial Effective Speaking Competition in Red Deer.

May Wing elections for Director, and AGM voting delegates.
SurvivAir.

Squadron Year End Report due May1.

Submission of nominations for Awards.

Awards Committee to meet to review awards.

May and June Squadron ACR's.

Abbreviations and Chain of Command

D Cadet	Director of Cadets, headquarters in Ottawa, in charge of all tri-service Cadet Units across Canada
RSCU	Regional Support Cadet Unit, Winnipeg
ACO (Air)	Area Cadet Officer, 4 in Alberta: North West, North East, Central and Southern.
CO	Commanding Officer of an Air Cadet Squadron

Officer Ranks

Col	Colonel
Maj	Major
Capt	Captain
Lt	Lieutenant
2nt Lt	Second Lieutenant
OCdt	Officer Cadet, an officer in training

Cadet Ranks

WO1	Warrant Officer first class, cadet Squadron commander
WO11	Warrant Officer second class
Flt Sgt	Flight Sergeant
Sgt	Sergeant
Flt Cpl	Flight Corporal
Cpl	Corporal
LAC	Leading Air Cadet
AC	Air Cadet
Senior NCO	Senior non commissioned officer, referring to Sgt, Flt/Sgt, WO II and WO I
Junior NCO	Junior non commissioned officer, referring to Cpl, Flt/Cpl, LAC, and AC

Other

ACR	Annual Ceremonial Review
ACC9	Form describing all squadron and financial information
CIC	Cadet Instructor Cadre
CI	Civilian Instructor
SSC	Squadron Sponsoring Committee
SSC Advisor	Squadron Sponsoring Committee Advisor
Level training	Level 1-5 levels of training than an Air Cadet must complete
HQ	Headquarters
LHQ	Local Headquarters
DND	Department of National Defense

STATISTICS at MARCH 2010:

NUMBER / NOMBRE				
REGION RÉGION	SEA MARINE	ARMY ARMÉE	AIR AIR	TOTAL
EASTERN EST	1,557	4,676	5,007	11,240
CENTRAL CENTRE	1,979	5,894	7,498	15,371
ATLANTIC ATLANTIQUE	2,296	3,187	3,008	8,491
PRAIRIE PRAIRIES	1,212	2,213	4,547	7,972
PACIFIC PACIFIQUE	1,119	1,678	3,196	5,993
NORTHERN NORD	0	297	96	393
TOTAL	8,163	17,945	23,352	49,460

Number of Air Cadet Squadrons across Canada 455
 Number of Air Cadets across Canada 23,352 (at March 2010)
 Total number of Cadets across Canada
 (Air, Army & Sea) 49,460 (at March 2010)
 Total number of Cadet Units across Canada
 (Air, Army & Sea) 1,132 (at March 2010)
 Number of Air Cadets in Prairie Region
 (Alberta, Sask, Man, and NW Ontario) 4,547 (at March 2010)
 Provincial/territory committees 12

Number of Air Cadets in Alberta 2,396 (at Feb 2011)
 Alberta Squadrons 42
 Southern Wing 12 Squadrons
 Central Wing 9 Squadrons
 North West Wing 10 Squadrons
 North East Wing 11 Squadrons