ROYAL CANADIAN ARMY CADETS

GOLD STAR

INSTRUCTIONAL GUIDE

SECTION 3

EO M407.03 – IDENTIFY THE STRUCTURE OF A CADET CORPS

Total Time: 60 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-704/PG-001, *Gold Star Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy the Terms of References and Organizational Charts located at Attachments A–S for each cadet.

Photocopy the Activity Scenario Worksheet located at Attachment T for each cadet.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An interactive lecture was chosen for TPs 1–3 to give the cadets direction on the structure of a cadet corps and how all cadets can work together to achieve a common training goal(s).

An in-class activity was chosen for TP 4 as it is an interactive way to provoke thought and stimulate interest among the cadets about the duties of the functional, training and duty organizations of a cadet corps.

INTRODUCTION

REVIEW

The review for this lesson is from EO M407.02 (Identify Year Four Cadet Summer Training Centre [CTC] Training Opportunities).

QUESTIONS:

Q1. What year four CTC courses are only for army cadets?

Q2. Describe the aim of a year four CTC common or elemental course.

Q3. Who authorizes a staff cadet to be appointed to their rank at the CTC?

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ANTICIPATED ANSWERS:

A1. Year four CTC courses for army cadets only include:

- Drill and Ceremonial Instructor,
- Expedition Instructor,
- Leadership and Challenge, and
- Fullbore Marksman Phase II.

A2. Answers may vary.

A3. Staff cadets are appointed to such rank as is authorized by the CO of the CTC.

OBJECTIVES

By the end of this lesson the cadet shall be able to identify the structure of a cadet corps, to include:

- functional organization,
- training organization, and
- duty organization.

IMPORTANCE

It is important for cadets to understand the structure of a cadet corps and become familiar with the chain of command. Each role within a cadet corps' structure is important and when working together in a cohesive manner, the conduct of a corps' operations will be efficient and successful.

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Teaching point 1 **Identify the functional organization of a cadet corps.**

Time: 15 min Method: Interactive Lecture



This TP is intended to identify the functional organization of a cadet corps and when this organization is most beneficial within a cadet corps.

Distribute the functional terms of references and organizational chart located at Attachments A–I to each cadet.

Where the local cadet corps structure and terms of reference varies, tailor the content of this TP to match.

A cadet corps is divided into three organizations—functional, training and duty. These organizations work co-operatively to delegate work and responsibility to the officers and cadets of the corps. This helps ensure that no member is overtasked or under-tasked and that no area of the corps is neglected.



Some cadets within the corps structure answer directly to corps officers. The following is a description of the corps officers responsibilities.

- **Commanding Officer (CO).** Responsible for all cadet matters pertaining to the corps and for the training and administration of officers, civilian instructors, and cadets serving within the cadet corps.
- **Training Officer (Trg O).** Responsible to the CO for all training matters pertaining to the cadet corps.
- **Platoon Commander (Pl Comd).** Responsible to the CO for all matters pertaining to the platoon.
- **Administration Officer (Adm O).** Responsible to the CO for all administration and personnel matters pertaining to the cadet corps.
- **Supply Officer (Sup O).** Responsible to the CO for all matters pertaining to supply, transportation and food services for cadet activities.
- **Band Officer (Band O).** Responsible to the CO for the organization, management, administration and general efficiency of the band.

The functional organization outlines the administrative responsibilities of the corps and is based on the parade structure. The following is the functional organization of a cadet corps:

Regimental Sergeant Major (RSM). Answers directly to the CO and is normally the CO's closest advisor on all matters related to the cadets of the corps. The CO normally considers the recommendations of the RSM in the matter of rank appointments, medals, awards, assignments and Non-Commissioned Officer (NCO) training and development. As the most senior cadet, the RSM sets the standard in drill, dress and deportment.

Company Sergeant Major (CSM). Responsible to the RSM and / or CO for the performance of all duties, but is normally supervised by the RSM in routine matters. The CSM is closely involved in monitoring, advising and providing assistance to the Platoon Warrant Officers (Pl WOs) and other cadet NCOs. The CSM has a direct interest in supervising cadets assigned to corps headquarters and in maintaining the good order and cleanliness of the corps offices and other facilities. In the field, the CSM plays a key roll in the establishment and operation of the field headquarters.

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Platoon Warrant Officer (Pl WO). Responsible for the same administrative responsibilities for the platoon as the RSM has for the corps. The Pl WO is an advisor to the Pl Comd in matters concerning the cadets in the platoon. The Pl WO is always informed of the overall plan and timings and is fully capable of leading the platoon.

Drum Major (DM). Responsible to the Band O for controlling the musical action and the drill movements of a band during parades. The drum major is the Band O's closest advisor on all matters related to the band.



Pipe Major (PM). When there is no drum major in a pipe band, the pipe major is responsible for the overall welfare of the band. When there is a drum major, the pipe major is responsible for the pipe section.

Flag Party Commander (Flag Party Comd). Responsible for training and supervising the members of the flag party.

Training Assistant. Responsible to the Trg O for matters related to the training of the corps. The training assistant ensures that timings are met, the schedule is followed and instructors are prepared.

Supply Assistant. Responsible to the Sup O for maintaining clothing and equipment, ensuring they are in serviceable condition. The supply assistant also helps with the issuing of clothing and equipment.

Administration Assistant. Responsible to the Adm O for maintaining and preparing files and required forms and ensuring the orderly room is clean and tidy for visitors.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS:

Q1. Who does the RSM answer to directly?

Q2. What is the DM responsible for?

Q3. What is the supply assistant responsible for?

ANTICIPATED ANSWERS:

A1. The RSM answers directly to the CO.

A2. The DM is responsible to the Band O for controlling the musical action and the drill movements of a band during parades.

A3. The supply assistant is responsible to the Sup O for maintaining clothing and equipment, ensuring they are in serviceable condition.

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Teaching point 2 **Identify the training organization of a cadet corps.**

Time: 10 min Method: Interactive Lecture



This TP is intended to identify the training organization of a cadet corps and when this organization is most beneficial within a cadet corps.

Distribute the training terms of references and organizational chart located at Attachments J–P to each cadet for reference.

Where the local cadet corps structure and terms of reference varies, tailor the content of this TP to match.

The training organization assists with the implementation and delivery of the corps training program, as directed by the CO and the Trg O. The following is the training organization of a cadet corps:

Star Level NCO. Each star level may have one or more NCOs to perform the duties of an instructor and team leader by teaching, facilitating and supervising star level training.



Some cadets within the corps structure answer directly to corps officers. The Course Officer is responsible to the Trg O for all training matters pertaining to their particular star level.

Specialist Instructors. Provide the opportunity for senior cadets to instruct, supervise, practice and develop advanced skills in specialized activities. The following are specialty instructors:



While it is desirable for a cadet unit to have a complete range of specialist instructors, it is not expected that every corps would have every specialist instructor represented.

- **Drill and Ceremonial Instructor.** Performs the duties of a specialist instructor during drill-based lessons and acts as a team leader on the parade square and during ceremonies by supervising drill and setting the example in dress, drill and deportment.
- **Expedition Instructor.** Performs the duties of a specialist instructor during expedition-based lessons and acts as a team leader by performing field maintenance on expedition equipment and supervising expedition training.
- **Fitness and Sports Instructor.** Performs the duties of a specialist instructor during fitness and sports-based lessons and acts as a team leader by organizing, coaching and refereeing fitness and sports activities and administering the fitness protocols.
- **Music Instructor.** Performs the duties of a specialist instructor during music-based lessons and acts as a team leader by assisting with the overall management of the band by directing and scheduling music training.



Each musical section (eg, pipers, drummers, woodwind) may have their own music instructor.

- **Air Rifle Marksmanship Instructor.** Performs the duties of a specialist instructor during marksmanship-based lessons and acts as a team leader by planning and organizing recreational marksmanship and

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biathlon activities as part of the corps mandatory and complementary marksmanship training. The air rifle marksmanship instructor is responsible to the Range Safety Officer (RSO).



Some cadets within the corps structure answer directly to corps officers. The RSO is responsible to the CO for the overall safety of every person and activity, when on a range.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS:

Q1. How does the Drill and Ceremonial Instructor assist with the implementation and delivery of the corps training program?

Q2. How does the Expedition Instructor assist with the implementation and delivery of the corps training program?

Q3. Who is the Air Rifle Marksmanship Instructor responsible to?

ANTICIPATED ANSWERS:

A1. The Drill and Ceremonial Instructor performs the duties of a specialist instructor and team leader on the parade square and during ceremonies by instructing drill and setting the example in dress, drill and deportment.

A2. The Expedition Instructor performs the duties of a specialist instructor during expedition-based lessons and acts as a team leader by performing field maintenance on expedition equipment and supervising expedition training.

A3. The Air Rifle Marksmanship Instructor is responsible to the RSO.

Teaching point 3 **Identify the duty organization of a cadet corps.**

Time: 5 min Method: Interactive Lecture



This TP is intended to identify the duty organization of a cadet corps and when this organization is most beneficial within a cadet corps.

Distribute the duty terms of references and organizational chart located at Attachments Q–S to each cadet for reference.

Duty personnel are a group of selected cadets who, on a rotational basis, look after the safety, conduct and appearance of the corps building. The following is the duty organization of a cadet corps:



Some cadets within the corps structure answer directly to corps officers. The Duty Officer (Duty O) is responsible to the CO for looking after the safety, conduct and appearance of the corps building.

Duty NCO. Should be the first cadet to arrive and the last cadet to leave on a parade night. Throughout the parade night, the duty NCO is responsible to the Duty O to ensure that timings are met and the building is clean.

Duty Assistants. As there are so many duty responsibilities on a parade night, duty assistants are important and required, should the duty NCO be busy or absent, as they assist the Duty NCO in their nightly duties.

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CONFIRMATION OF TEACHING POINT 3

QUESTIONS:

Q1. When should the duty NCO arrive and leave on a parade night?

Q2. Who is the duty NCO responsible to?

Q3. Why are duty assistants required on a parade night?

ANTICIPATED ANSWERS:

A1. The duty NCO should be the first cadet to arrive and the last cadet to leave on a parade night.

A2. The duty NCO is responsible to the Duty O.

A3. As there are so many duty responsibilities on a parade night, duty assistants are important and required, should the duty NCO be busy or absent.

Teaching point 4 **Conduct an activity to have the cadets identify NCO responsibilities in a cadet corps.**

Time: 20 min Method: In-Class Activity

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets identify NCO responsibilities in a cadet corps.

RESOURCES

- Terms of References and Organizational Charts located at Attachments A–S (one per cadet),
- Activity Scenario worksheet located at Attachment T (one per cadet),
- Activity Scenario Answer Sheet located at Attachment U,
- Paper, and
- Pen / pencil (one per cadet).

ACTIVITY LAYOUT

Nil.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into three groups.
2. Have each group choose a team leader and a recorder.
3. Distribute the Activity Scenario worksheet, a piece of paper and a pen / pencil to each cadet.
4. Allow each group 10 minutes to read the activity scenario and to discuss and answer the questions.
5. Circulate and assist the cadets as necessary, offering suggestions and advice.
6. Discuss and review the answers with the class. Refer to the Activity Scenario Answer Sheet, as required.

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SAFETY

Nil.

CONFIRMATION OF TEACHING POINT 4

The cadets' participation in the activity will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' identifying of the structure of a cadet corps will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

The ability to identify the corps structure and being familiar with the chain of command are important as the cadets become more involved in the cadet corps. Each role within the cadet corps is important, as each role helps ensure the conduct of operations is completed in a timely and efficient manner.

INSTRUCTOR NOTES / REMARKS

Where the local cadet corps structure varies, tailor the content of this EO to match.

REFERENCES

A1-069 A-CR-CCP-603/PG-001 Director Cadets 3. (2009). *Phase Three qualification standard and plan*. Ottawa, ON: Department of National Defence.

A2-083 A-CR-CCP-716/PG-001 Director Cadets 3. (2009). *Expedition Instructor qualification standard and plan*. Ottawa, ON: Department of National Defence.

A2-084 A-CR-CCP-713/PG-001 Director Cadets 3. (2009). *Drill and Ceremonial Instructor qualification standard and plan*. Ottawa, ON: Department of National Defence.

A2-085 A-CR-CCP-832/PG-001 Director Cadets 3. (2009). *Leadership and Ceremonial Instructor qualification standard and plan*. Ottawa, ON: Department of National Defence.

A2-086 A-CR-CCP-902/PG-001 Director Cadets 3. (2009). *Fitness and Sports Instructor qualification standard and plan*. Ottawa, ON: Department of National Defence.

A2-087 A-CR-CCP-903/PG-001 Director Cadets 3. (2009). *Air Rifle Marksmanship Instructor qualification standard and plan*. Ottawa, ON: Department of National Defence.

A2-088 A-CR-CCP-905/PG-001 Director Cadets 3. (2009). *Military Band—Intermediate Musician qualification standard and plan*. Ottawa, ON: Department of National Defence.

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A2-089 A-CR-CCP-909/PG-001 Director Cadets 3. (2009). *Pipe Band—Advanced Musician qualification standard and plan*. Ottawa, ON: Department of National Defence.

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TERMS OF REFERENCE–REGIMENTAL SERGEANT MAJOR (RSM)

Responsible to: Commanding Officer (CO)

The RSM is responsible for:

1. Setting and maintaining the standard of dress, discipline, deportment, drill and duties of all Non-Commissioned Officers (NCOs) of the cadet corps.

2. Supervising the Company Sergeant Major (CSM) and monitoring the activities of all unit NCOs in their duties through the appropriate chain of command.

3. Being acquainted with the capabilities of all NCOs and making recommendations regarding their employment within the cadet corps as well as recommendations for rank and courses.

4. Being present for the counselling of cadets and NCOs when requested by the CO.

5. Being present at all inspections by the CO.

6. Keeping the CO informed of any occurrences or cadet personal problems that may affect the welfare of the cadet corps or its personnel.

7. Ensuring cadets are aware of orders and directives, especially those new to the cadet corps.

8. Ensuring that new personnel are promptly met and processed on arrival at the cadet corps.

9. Taking a personal interest and getting involved in training cadets for ceremonial parades, guard mountings and other special activities.

10. Monitoring the training and instruction of cadets.

11. Receiving and consolidating all parade states, status reports and other returns from the NCOs.

12. Ensuring the duty roster for all NCOs is published.

13. Reviewing the A-PD-201-000/PT-000, *The Canadian Forces Manual of Drill and Ceremonial*, and providing advice to the CO and other corps staff on matters related to drill.

14. Instructing NCOs in the subject of drill.

15. Supervising and ensuring NCOs are taught correctly in the subject of drill instruction.

16. Ensuring the overall welfare of cadets and maintaining espirit de corps at a high level.

17. Acting as Parade Commander for the Annual Ceremonial Review and other parades where officers are not on parade.

18. Performing other duties as directed by the CO.

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TERMS OF REFERENCE–COMPANY SERGEANT MAJOR (CSM)

Responsible to: Commanding Officer (CO) / Training Officer (Trg O) / Regimental Sergeant Major (RSM)

The CSM is responsible for:

1. Setting and maintaining the standard of dress, discipline and deportment of all Non-Commissioned Officers (NCOs).

2. Assisting the Trg O by supervising the daily routine throughout the corps with particular emphasis on ensuring the cadet offices are maintained in good order.

3. Forming up company parades, turning them over to the RSM and being present at all inspections.

4. Ensuring roll call is carried out at appropriate times and completion of the parade state for the RSM and the Adm O.

5. Ensuring orders are posted and duty rosters are correct and fair.

6. Keeping the RSM informed of any occurrence affecting the discipline and welfare of the NCOs.

7. Supervising the supply and administration assistant cadets assigned to the corps headquarters.

8. Training and supervising the Flag Party Commander and drill team.

9. Advising the RSM on the progress and performance of NCOs, making recommendations on suitability for advancement or awards.

10. Ensuring the overall welfare and morale of the cadets is maintained at a high level.

11. Acting as Deputy Parade Commander for the Annual Ceremonial Review and other parades where officers are not on parade.

12. Assuming the duties of the RSM if required to do so.

13. Performing other duties as directed by the CO, Trg O or RSM.

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TERMS OF REFERENCE–PLATOON WARRANT OFFICER (PL WO)

Responsible to: Platoon Commander (Pl Comd) / Company Sergeant Major (CSM)

The Pl WO is responsible for:

1. Setting an example for subordinates in dress, deportment, discipline and conduct.
2. Supervising the platoon Non-Commissioned Officers (NCOs).
3. Ensuring the platoon roll is called at appropriate times.
4. Preparing the platoon parade state for the CSM.
5. Posting or passing along routine orders and any other directions to the platoon.
6. Carrying out administration within the platoon.
7. Inspecting their platoon regularly, correcting deficiencies as required.
8. Being present at all inspections by the Pl Comd.
9. Knowing the general plan for any corps activity and the specific plan for platoon activities.
10. Training and supervising the Section Commanders (Sec Comds).
11. Providing advice to the Sec Comds on the conduct of their duties.
12. Maintaining a record of appropriate personal information on each Sec Comd.
13. Instructing lessons as assigned.
14. Ensuring the platoon is well trained in drill.
15. Encouraging the cadets of the platoon to attend training regularly and motivating them to strive for excellence.
16. Ensuring the overall welfare and morale of the cadets in the platoon is maintained at a high level.
17. Acting as Pl Comd for the Annual Ceremonial Review and other parades where officers are not on parade.
18. Being prepared to fill in for the Pl Comd in their absence.
19. Performing other duties as directed by the Pl Comd.

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TERMS OF REFERENCE–DRUM MAJOR (DM)

Responsible to: Band Officer (Band O) / Regimental Sergeant Major (RSM)

The DM is responsible for:

1. Directing the band on parade.
2. Instructing band drill.
3. Planning band drill routines.
4. Ensuring the overall welfare of the band.
5. Maintaining a band drill program.
6. Caring for and maintaining band equipment.
7. Taking attendance and announcing daily orders to the band.
8. Maintaining attendance records.
9. Ensuring the band roll is called at appropriate times.
10. Preparing the band parade state for the CSM.
11. Performing other duties as directed by the Band O.

Note 1. When there is no DM in a pipe band, the pipe major is responsible for the overall welfare of the band.

Note 2. This terms of reference is for a drum major in a pipe band or a military band.

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TERMS OF REFERENCE–FLAG PARTY COMMANDER (FLAG PARTY COMD)

Responsible to: Company Sergeant Major (CSM)

The Flag Party Comd is responsible for:

1. Setting the example for their subordinates in dress, deportment, discipline and conduct.
2. Ensuring members of the Flag Party are familiar with all parade procedures.
3. Training and supervising the members of the Flag Party.
4. Inspecting the Flag Party, correcting deficiencies as required.
5. Performing other duties as directed by the CSM.

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TERMS OF REFERENCE–TRAINING ASSISTANT

Responsible to: Training Officer (Trg O) / Company Sergeant Major (CSM)

The Training Assistant is responsible for:

1. Ensuring all lessons start and end on time.
2. Ensuring all instructors are prepared for their lesson(s).
3. Providing reference material or training aids to instructors.
4. Being prepared to teach a lesson(s), if an instructor is absent.
5. Ensuring the training records for cadets are being maintained.
6. Assessing lessons as required.
7. Maintaining an adequate stock of required training forms.
8. Assisting the Trg O with keeping track of lessons.
9. Performing other duties as directed by the Trg O.

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TERMS OF REFERENCE–SUPPLY ASSISTANT

Responsible to: Supply Officer (Sup O) / Company Sergeant Major (CSM)

The Supply Assistant is responsible for:

1. Ensuring all equipment is in serviceable condition, noting any deficiencies.

2. Ensuring clothing and equipment is serviceable prior to issue.

3. Ensuring new cadets are promptly kitted following enrolment.

4. Maintaining a unit equipment book showing all equipment, ownership, serial numbers, condition, acquisition and disposal dates and repair history.

5. Ensuring all equipment, especially rifles, are clean prior to storage.

6. Assisting in the issuing and returning of stores.

7. Performing other duties as directed by the Sup O.

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TERMS OF REFERENCE–ADMINISTRATION ASSISTANT

Responsible to: Administration Officer (Adm O) / Company Sergeant Major (CSM)

The Administration Assistant is responsible for:

1. Maintaining an adequate stock of required forms.

2. Preparing all returns, entries in books and records, amendments, unit orders and correspondence as directed by the Adm O.

3. Advising the supply assistant of cadets enrolled and released.

4. Controlling access to relevant publications.

5. Providing reference material to instructional staff.

6. Ensuring conservative use of stationery.

7. Maintaining the orderly room in a clean and tidy manner.

8. Performing other duties as directed by the Adm O.

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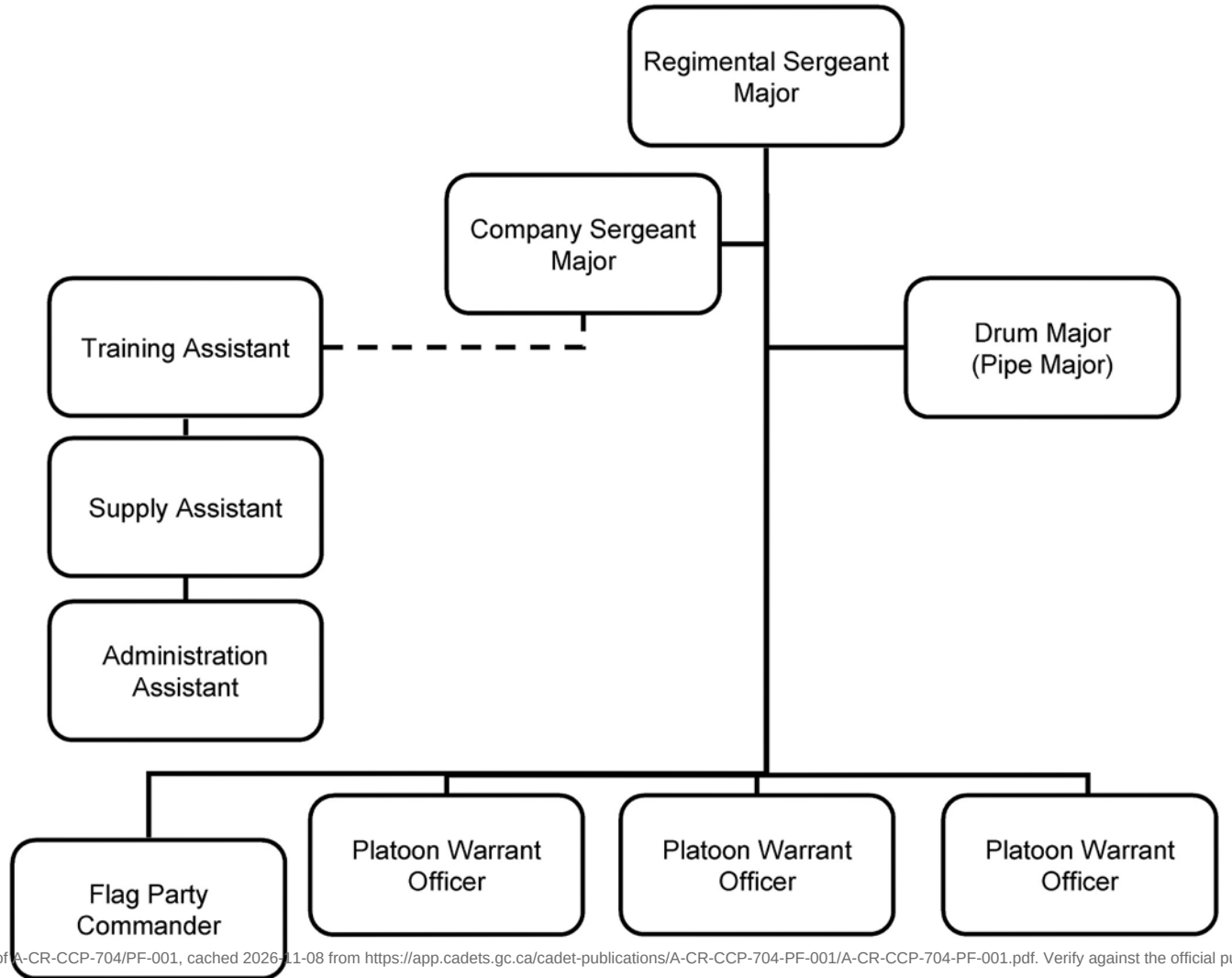
FUNCTIONAL ORGANIZATIONAL CHART



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TERMS OF REFERENCE–STAR LEVEL NCO

Responsible to: Training Officer (Trg O) / Course Officer

The Star Level NCO is responsible for:

1. Performing the duties of a team leader for a star level.
2. Instructing and facilitating star level training.
3. Overseeing and supervising star level training.
4. Informing cadets of upcoming activities and any special training requirements for activities.
5. Advising the Course Officer on progress of each cadet.
6. Ensuring cadets follow timings and lessons.
7. Contributing recommendations for promotions and awards.
8. Performing other duties as directed by the Trg O or the Course Officer.

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TERMS OF REFERENCE–DRILL AND CEREMONIAL INSTRUCTOR

Responsible to: Training Officer (Trg O) / Regimental Sergeant Major (RSM)

The Drill and Ceremonial Instructor is responsible for:

1. Performing the duties of a team leader for drill.
2. Instructing drill.
3. Monitoring drill instruction.
4. Planning drill demonstrations for special events and ceremonies.
5. Acting as a subject matter expert for drill.
6. Conducting parades practices under the supervision of the RSM.
7. Conducting drill demonstrations.
8. Setting the example in dress, drill and deportment.
9. Performing other duties as directed by the Trg O or the RSM.

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TERMS OF REFERENCE–EXPEDITION INSTRUCTOR

Responsible to: Training Officer (Trg O)

The Expedition Instructor is responsible for:

1. Performing the duties of a team leader during expedition training.

2. Assisting in the preparation and planning of expedition training.

3. Participating in and leading expeditions using a variety of modes of travel (eg, canoeing, mountain biking, hiking).

4. Performing field maintenance on expedition equipment (eg, mountain bikes, stoves, tents, expedition field packs, water filters).

5. Instructing and facilitating expedition training.

6. Overseeing and supervising expedition training.

7. Performing other duties as directed by the Trg O.

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TERMS OF REFERENCE–FITNESS AND SPORTS INSTRUCTOR

Responsible to: Training Officer (Trg O)

The Fitness and Sports Instructor is responsible for:

1. Performing the duties of a team leader during fitness and sports activities.
2. Assisting in the preparation and planning of the fitness and sports program.
3. Mentoring cadets in regards to healthy living.
4. Participating in fitness and sports activities.
5. Performing maintenance on sports equipment.
6. Instructing and facilitating fitness and sports training.
7. Organizing and supervising fitness and sports training.
8. Coaching and refereeing fitness and sports activities.
9. Performing other duties as directed by the Trg O.

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TERMS OF REFERENCE–MUSIC INSTRUCTOR

Responsible to: Band Officer (Band O)

The Music Instructor is responsible for:

1. Assisting with the management of the band.
2. Conducting music for the band.
3. Instructing private music lessons.
4. Analyzing and interpreting styles of music.
5. Assisting with the warming up and tuning of the band sections.
6. Organizing the music library.
7. Issuing and receiving inventory.
8. Supervising members of a set-up and tear-down crew.
9. Supervising members of a section / ensemble.
10. Instructing sectional and / or ensemble rehearsals.
11. Providing feedback on overall performance(s).
12. Giving direction to the cadets on how to perform the music.
13. Performing other duties as directed by the Band O.

Note. This terms of reference is for a music instructor in a pipe band or a military band.

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TERMS OF REFERENCE–AIR RIFLE MARKSMANSHIP INSTRUCTOR

Responsible to: Training Officer (Trg O) / Range Safety Officer (RSO)

The Air Rifle Marksmanship Instructor is responsible for:

1. Leading air rifle marksmanship and biathlon activities.
2. Organizing cadets into marksmanship relays.
3. Assisting the RSO.
4. Ensuring the air rifle range is set up and dismantled.
5. Inspecting air rifle marksmanship equipment.
6. Maintaining air rifle marksmanship equipment.
7. Distributing air rifle marksmanship equipment.
8. Enforcing range safety.
9. Scoring and analyzing targets.
10. Coaching and assisting cadets during air rifle marksmanship activities.
11. Employing the firing point sequence.
12. Reinforcing the principles of air rifle marksmanship.
13. Instructing air rifle marksmanship lessons.
14. Performing other duties as directed by the Trg O or the RSO.

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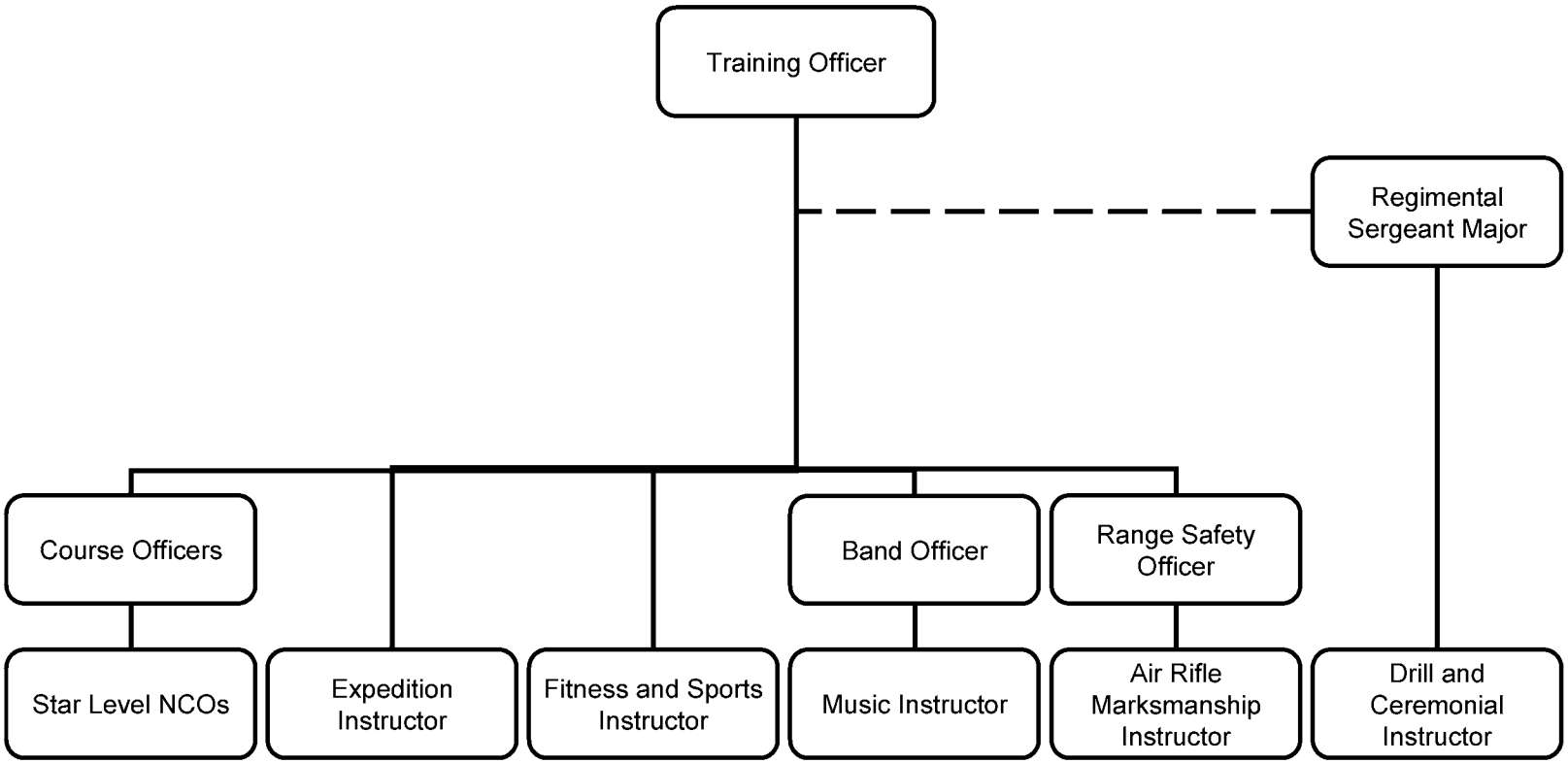
TRAINING ORGANIZATIONAL CHART



Note. Created by Director Cadets 3, 2009, Ottawa, ON: Department of National Defence.

Figure P-1 Training Organization Chart

Note 1. The Training Officer is responsible for all training matters pertaining to the cadet corps.

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TERMS OF REFERENCE–DUTY NCO

Responsible to: Duty Officer (Duty O) / Regimental Sergeant Major (RSM)

The Duty NCO is responsible for:

1. Supervising cadets as they arrive.
2. Ensuring all classrooms are open before the start of lessons.
3. Ensuring attendance is taken and handed in.
4. Greeting guests on their arrival and directing them to location.
5. Calling absent cadets.
6. Ensuring cadets that are late are added to the attendance.
7. Ensuring lessons start and end on time.
8. Supervising canteen break and cleanup of area.
9. Supervising cadets on evening cleanup.
10. Completing a final sweep of the area to ensure cleanliness.
11. Picking up and removing any items left behind after training.
12. Ensuring all areas of the building are clean.
13. Ensuring lights are off; doors and windows are closed and locked.
14. Supervising cadets while they wait for rides and depart.
15. Reporting to the Duty O upon the completion of duties.
16. Performing other duties as directed by the Duty O.

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TERMS OF REFERENCE–DUTY ASSISTANTS

Responsible to: Duty Officer (Duty O) / Duty NCO

The duty assistants are responsible for:

1. Assisting the Duty NCO in their duties, to include:
    a. ensuring all classrooms are open before the start of lessons;
    b. greeting guests on their arrival;
    c. supervising cadets during canteen break and cleanup of area;
    d. supervising cadets on evening cleanup;
    e. picking up and removing any items left behind; and
    f. ensuring all areas of the building are clean.
2. Performing other duties as directed by the Duty O or the Duty NCO.

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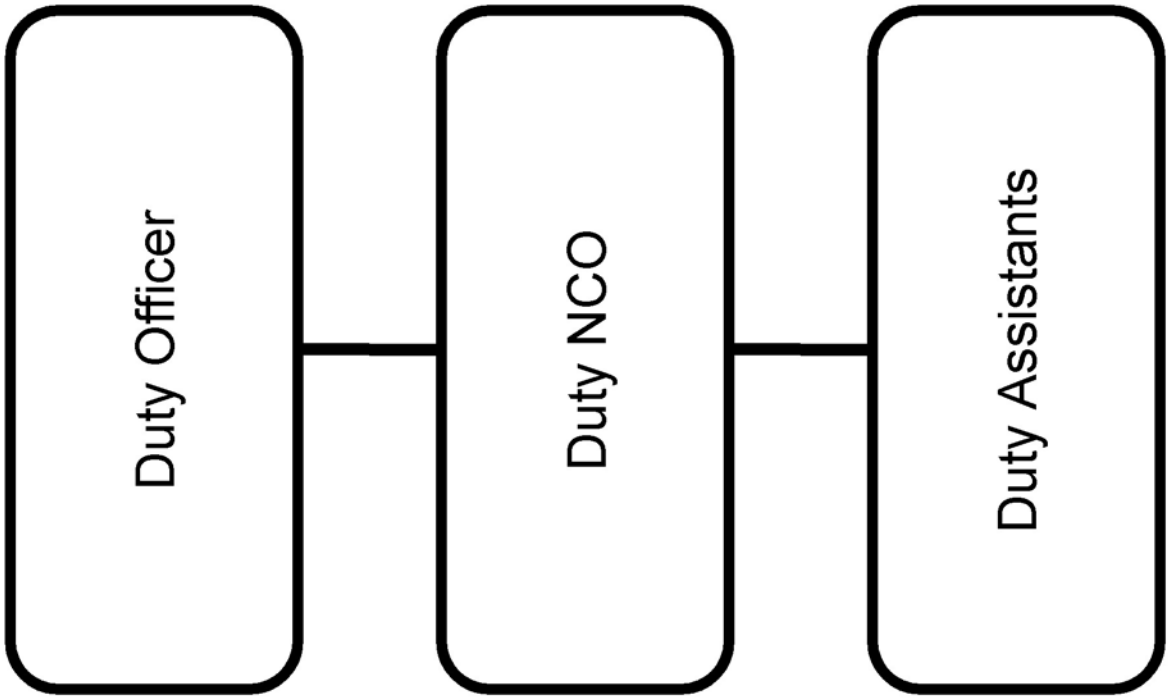
DUTY ORGANIZATIONAL CHART



Note. Created by Director Cadets 3, 2009, Ottawa, ON: Department of National Defence.

Figure S-1 Duty Organization Chart

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ACTIVITY SCENARIO

Corps Structure

Functional Organization	Training Organization
Regimental Sergeant Major (RSM). CWO Anderson	**Star Level Non-Commissioned Officers (NCOs).** WO Lee, WO Lopez and Sgt Singh
Company Sergeant Major (CSM). MWO Pelletier	
Platoon Warrant Officer (Pl WO). WO Lee and WO Lopez	**Drill and Ceremonial Instructor.** WO Taylor
Drum Major (DM). MWO Clark	**Expedition Instructor.** Sgt Campbell
Flag Party Commander (Flag Party Comd). Sgt Williams	**Fitness and Sports Instructor.** Sgt Brown
Training Assistant. WO Martin	**Music Instructor.** WO Wilson
Supply Assistant. Sgt Li	**Air Rifle Marksmanship Instructor.** WO Chan
Administration Assistant. Sgt O'Reilly	

Training Scenario

Refer to the sample training calendar on the following page to determine the following:

1. Which NCO(s) is responsible for organizing and conducting each activity?
2. Which NCO(s) is required to assist / support the other NCO(s) in some way for each activity?
3. Which NCO(s) is responsible for supervising each activity?
4. As the NCO responsible for organizing and conducting each activity, how would this be accomplished in order to make each activity successful for everyone involved?
5. As the NCO responsible for supervising each activity, how would this be accomplished in order to make each activity successful for everyone involved?

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	April		1 COs Parade (with guest speakers)	2	3	4 Air Rifle Training
5 Band Practice	6	7	8 Parade Night (Star level training)	9	10	11
12	13	14	15 Parade Night (Star level testing)	16	17 Expedition Trg Weekend	18 Expedition Trg Weekend
19 Expedition Trg Weekend	20	21	22 Sports Night	23	24	25 Community Service Activity
26	27 Administration and Supply Night (Prep for ACR)	28	29 ACR Practice	30		

Note. Created by Director Cadets 3, 2009, Ottawa, ON: Department of National Defence.

Figure T-1 Sample Training Calendar

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ACTIVITY SCENARIO ANSWER SHEET

DATE	ACTIVITY	NCO(s) RESPONSIBLE FOR ORGANIZING AND CONDUCTING	NCO(s) TO ASSIST / SUPPORT	NCO SUPERVISING
April 1	COs Parade (with guest speakers)	CWO Anderson (MWO Clark, for the band)	All NCOs	N/A
April 4	Air Rifle Training	WO Chan	Sgt Li (for equipment)	N/A
April 5	Band Practice	WO Wilson	N/A	MWO Clark
April 8	Parade Night (star level training)	WO Martin	WO Lee, WO Lopez and Sgt Singh (star levels) Sgt Li and Sgt O'Reilly (supply and admin)	CWO Anderson and MWO Pelletier
April 15	Parade Night (star level testing)	WO Martin	WO Lee, WO Lopez and Sgt Singh (star levels) Sgt Li and Sgt O'Reilly (supply and admin)	CWO Anderson and MWO Pelletier
April 17-19	Expedition Training Weekend	Sgt Campbell	WO Martin (training) and Sgt Li (for equipment)	MWO Pelletier
April 22	Sports Night	Sgt Brown	Sgt Li (for equipment)	WO Martin
April 25	Community Service Activity	CWO Anderson	N/A	N/A
April 27	Administration and Supply Night	Sgt Li and Sgt O'Reilly	N/A	MWO Pelletier
April 29	ACR Practice	WO Taylor	All NCOs	CWO Anderson

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Note. Answers for questions 4 and 5 may vary.

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