AIR ELEMENT LEADERSHIP ASSIGNMENTS

AIR ELEMENT LEADERSHIP ASSIGNMENT
Distribute Personal Equipment
ASSIGNMENT DESCRIPTION
Organize a team to distribute personal equipment required for a survival exercise to the members of their flight.
RESOURCES
• Field pack (one per cadet), • Sleeping bag (one per cadet), • Air mattress (one per cadet), and • A minimum of three cadets.
TIME
A maximum of 15 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT

Label Personal Equipment

ASSIGNMENT DESCRIPTION

Organize the cadets to label their personal equipment that was distributed for the survival exercise.

RESOURCES

- Field pack (one per cadet),
- Sleeping bag (one per cadet),
- Air mattress (one per cadet),
- Masking tape,
- Markers, and
- A minimum of eight cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Load Team Equipment and Supplies for a Survival Exercise.

ASSIGNMENT DESCRIPTION

Organize a team to load equipment and supplies on the supply vehicle for a survival exercise.

RESOURCES

- Resources as detailed by the directing staff, such as:
  - two-person tents,
  - mallets,
  - Coleman two-burner stoves,
  - Coleman lanterns,
  - matches,
  - funnels,
  - lantern mantels,
  - stove and lantern fuel,
  - pot sets,
  - wash basins,
  - first aid kits,
  - stretcher,
  - fire extinguishers,
  - environmental spill kit,
  - axes,
  - shovels,
  - water jerry cans,
  - garbage bags,
  - Glow Sticks,
  - mine tape,
  - flashlights,
  - flashlight batteries,
  - radios,
  - radio batteries,
  - rope,
  - meals for the Survival Exercise,
  - paper,
  - markers,

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- masking tape, and
- pens/pencils.

- Supply vehicle,
- Resource checklist,
- Pen/pencil, and
- A minimum of four cadets..

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

- Cadets should be kept out of high-traffic areas.
- Field tools must be safely handled.

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EQUIPMENT AND SUPPLIES	QUANTITY LOADED
Two-Person Tents	
Mallets	
Coleman Two-Burner Stoves	
Coleman Lanterns	
Matches	
Funnel	
Lantern Mantels	
Stove and Lantern Fuel	
Pot Sets	
Wash Basins	
First Aid Kits	
Stretcher	
Fire Extinguishers	
Environmental Spill Kit	
Axes	
Shovels	
Water Jerry Cans	
Garbage Bags	
Glow Sticks	
Flashlights	
Flashlight Batteries	
Radios	
Radio Batteries	
Rope	
Meals for the Survival Exercise	
Paper	
Markers	
Masking Tape	
Pens/Pencils	

Director Cadets 3, 2008, Ottawa, ON: Department of National Defence

Figure L-1 Sample Resource Checklist

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LEADERSHIP ASSIGNMENT

Create the Bivouac Layout Plan

ASSIGNMENT DESCRIPTION

Create and sketch the bivouac layout plan. Upon completion, communicate the plan to the team members. The plan will be carried out by other peer leaders as leadership assignments.

RESOURCES

- Handout of sample bivouac site layout,
- Paper, and
- Pen/pencil.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

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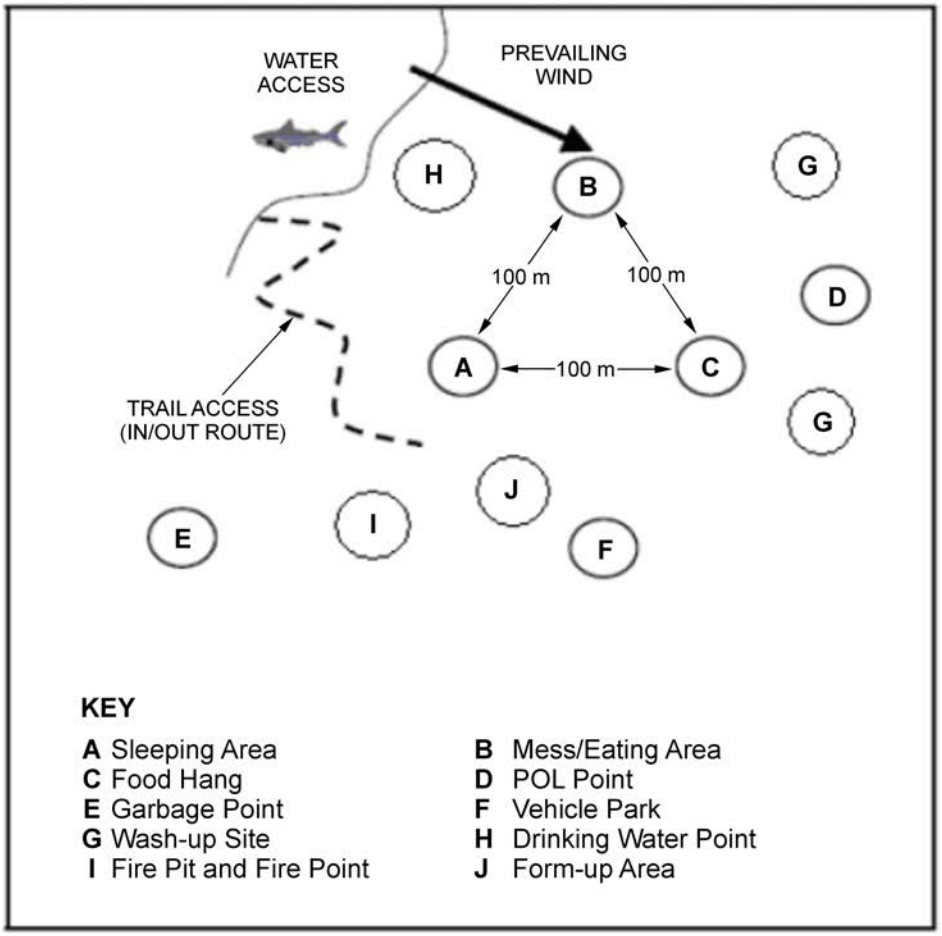

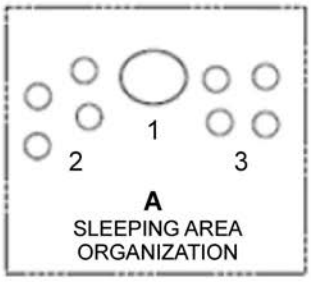

1. HQ/First Aid/Stores
2. Male Lines
3. Female Lines

Director Cadets 3, 2008, Ottawa, ON: Department of National Defence

Figure L-2 Sample Bivouac Site Layout

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LEADERSHIP ASSIGNMENT

Unload Team Equipment and Supplies for a Survival Exercise

ASSIGNMENT DESCRIPTION

Organize a team to unload team equipment and supplies from the supply vehicle (eg, equipment required for fire point, equipment required for petroleum, oils and lubricants [POL] point, etc). Place the equipment in an area easily accessible but do not store the equipment and supplies as they will be required to set up the bivouac site.

RESOURCES

- Team equipment and supplies,
- Supply vehicle, and
- A minimum of four cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

- Equipment should be kept out of high-traffic areas.
- Field tools must be safely handled.

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LEADERSHIP ASSIGNMENT
Construct a Food Hang
ASSIGNMENT DESCRIPTION
Organize a team to construct a food hang as per the given bivouac site layout.
RESOURCES
• Area for the food hang, • Diagram and instructions for the construction, • Garbage bags, • 15 m (50 feet) of rope, and • A minimum of two cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
N/A.

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CONSTRUCTING A FOOD HANG

1. Find a tree with a live branch. The branch should be at least 5 m (15 ft) from the ground with no object below that a bear could stand on.

2. Separate food from other items and store them into two equal bags.

3. Throw the rope over the branch. Attach one end of the rope to one of the bags with a slipped overhand knot.

4. Raise the bag as close as possible to the branch.

5. Attach the other bag to the rope as high up on the rope as possible. Leave a loop of rope near the bag for retrieval.

6. Push the second bag up to the level of the other bag with a long stick.

7. To retrieve the bags, hook the loop of the rope with the stick and pull it down. Remove the bag and lower the first bag.



R. Curtis, The Backpackers Field Manual: A Comprehensive Guide to Mastering Backcountry Skills, Three Rivers Press (p. 186)

Figure L-3 Food Hang

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LEADERSHIP ASSIGNMENT

Set Up POL, First Aid and Fire Points

ASSIGNMENT DESCRIPTION

Organize a team to set up POL, first aid and fire points as per the given bivouac site layout.

RESOURCES

- Areas for the points,
- POL supplies,
- First aid equipment,
- Fire point equipment, and
- A minimum of six cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

Equipment and supplies must be safely handled.

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LEADERSHIP ASSIGNMENT

Set Up the Female Sleeping Area

ASSIGNMENT DESCRIPTION

Organize the female cadets into tent teams. Ensure they are aware of the female sleeping area boundaries. Supervise the cadets as they set up their tents in the female sleeping area. Ensure personal equipment is stored.

RESOURCES

- Tents (one per two cadets),
- Mallets, and
- All female cadets.

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

- Tents should be placed approximately 2 m apart.
- Consideration must be given to placement of guy lines.

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LEADERSHIP ASSIGNMENT

Set Up the Male Sleeping Area

ASSIGNMENT DESCRIPTION

Organize the male cadets into tent teams. Ensure they are aware of the male sleeping area boundaries. Supervise the cadets as they set up their tents in the male sleeping area. Ensure personal equipment is stored.

RESOURCES

- Tents (one per two cadets),
- Mallets, and
- All male cadets.

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

- Tents should be placed approximately 2 m apart.
- Consideration must be given to placement of guy lines.

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LEADERSHIP ASSIGNMENT

Mark the Components of the Bivouac Site

ASSIGNMENT DESCRIPTION

Organize a team to mark the following components of the bivouac site:

- headquarters,
- first aid point,
- supply,
- wash station,
- mess/eating area,
- fire point,
- in/out route for the safety vehicle,
- form-up area,
- food hang,
- parking area,
- drinking water point,
- POL point,
- female/male sleeping areas,
- garbage point, and
- washrooms.

Glow Sticks or other lights will be used to mark areas that will be accessed at night.

RESOURCES

- Paper,
- Markers,
- Tape,
- Glow Sticks or lights, and
- A minimum of three cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Prepare a Meal for a Section

ASSIGNMENT DESCRIPTION

Organize a team to prepare a meal for a section during a Survival Exercise. When using individual meal packages (IMPs), field strip as required.

RESOURCES

- IMPs (if required),
- Water,
- Pots,
- Fuelled stove,
- Matches, and
- A minimum of two cadets.

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

Stoves must be safely handled and monitored at all times when lit.

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LEADERSHIP ASSIGNMENT

Clean Up the Eating Area After a Meal

ASSIGNMENT DESCRIPTION

Organize a team to clean up the bivouac site after a meal. Ensure all equipment is stored, all garbage is disposed of and that drinking water has been replenished.

RESOURCES

- Garbage bags,
- Water, and
- A minimum of four cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Prepare the Bivouac Site for the Night

ASSIGNMENT DESCRIPTION

Organize a team to prepare the bivouac site for night. Ensure all equipment is stored, all garbage is disposed of and that lanterns are fuelled and accessible.

RESOURCES

- Garbage bags,
- Lanterns,
- Naphtha,
- Funnel,
- Matches, and
- A minimum of four cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT
Organize Lights Out for the Female Cadets
ASSIGNMENT DESCRIPTION
Organize lights out for the female cadets. Ensure that all female cadets are accounted for and that all personal equipment is stored inside the tents.
RESOURCES
A minimum of two cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT Organize Lights Out for the Male Cadets
ASSIGNMENT DESCRIPTION Organize lights out for the male cadets. Ensure that all male cadets are accounted for and that all personal equipment is stored inside the tents.
RESOURCES A minimum of two cadets.
TIME A maximum of 20 minutes.
SAFETY CONSIDERATIONS N/A.

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LEADERSHIP ASSIGNMENT

Tear Down the Female Sleeping Area

ASSIGNMENT DESCRIPTION

Organize a team to tear down the female sleeping area. Have the cadets strike, fold and store their tents in tent bags. Ensure all personal kit is organized and packed. Ensure all team equipment is returned to the supply area and all personal equipment is placed in the form-up area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Bivouac site layout, and
- All female cadets.

TIME

A maximum of 40 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down the Male Sleeping Area

ASSIGNMENT DESCRIPTION

Organize a team to tear down the male sleeping area. Have the cadets strike, fold and store their tents in tent bags. Ensure all personal kit is organized and packed. Ensure all team equipment is returned to the supply area and all personal equipment is placed in the form-up area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Bivouac site layout,
- All male cadets.

TIME

A maximum of 40 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT
Dismantle the POL, First Aid and Fire Points
ASSIGNMENT DESCRIPTION
Organize a team to dismantle the POL, first aid and fire points. Return resources to the supply area as required.
RESOURCES
• Areas for the points, and • A minimum of six cadets.
TIME
A maximum of 15 minutes.
SAFETY CONSIDERATIONS
Equipment and supplies must be safely handled.

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LEADERSHIP ASSIGNMENT

Dismantle the Food Hang and Dispose of Garbage

ASSIGNMENT DESCRIPTION

Organize a team to dismantle the food hang and dispose of garbage to a given location. Return resources to the supply area as required.

RESOURCES

- Area for the food hang, and
- A minimum of two cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

- Ensure no cadets are standing under the food hang when it is being taken down.
- Watch out for rope burns.

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LEADERSHIP ASSIGNMENT

Load Team Equipment and Supplies After a Survival Exercise

ASSIGNMENT DESCRIPTION

Organize a team to load equipment and supplies on the supply vehicle after a survival exercise.

RESOURCES

- Resources as detailed by the instructional staff,
- Supply vehicle, and
- A minimum of four cadets.

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

- Cadets should be kept out of high-traffic areas.
- Field tools must be safely handled.

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LEADERSHIP ASSIGNMENT

Erase Signs of Occupancy and Complete a Final Garbage Sweep

ASSIGNMENT DESCRIPTION

Organize a team to erase signs of occupancy and complete a final garbage sweep. If a fire pit was used, ensure rocks and other materials are dispersed. Ensure the cadets fill in any tent peg holes with dirt. Conduct a final garbage sweep, ensuring all areas used are free of garbage.

RESOURCES

- Garbage bags, and
- A minimum of 10 cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Unload Equipment and Supplies After a Survival Exercise

ASSIGNMENT DESCRIPTION

Organize a team to unload team equipment and supplies from the supply vehicle (eg, equipment required for POL point, equipment required for fire point). Place the equipment in a designated area.

RESOURCES

- Supply vehicle, and
- A minimum of four cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

- Equipment should be kept out of high traffic areas.
- Field tools must be safely handled.

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LEADERSHIP ASSIGNMENT

Collect Personal Equipment

ASSIGNMENT DESCRIPTION

Organize a team to collect personal equipment (eg, field packs, sleeping bags and air mattresses) after completing a Survival Exercise. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Paper,
- Pen/pencil,
- Cadets with personal equipment to return, and
- A minimum of three cadets for collection.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Prepare a Meal for Distribution at the Gliding Site

ASSIGNMENT DESCRIPTION

Organize a team to distribute a meal at the gliding site.

RESOURCES

- A flat surface for food service,
- Food,
- Napkins,
- Plates, knifes, forks, spoons (if required), and
- A minimum of three cadets.

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

Cadets should be kept in an area that does not conflict with gliding operations.

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LEADERSHIP ASSIGNMENT

Clean Up the Eating Area After a Meal at the Gliding Site

ASSIGNMENT DESCRIPTION

Organize a team to clean up the eating area after a meal at the gliding site. Ensure all equipment is stored, and all garbage is disposed of.

RESOURCES

- Garbage bags, and
- A minimum of four cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

Cadets should be kept in an area that does not conflict with gliding operations.

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LEADERSHIP ASSIGNMENT

Conduct a Concurrent Activity at the Gliding Site

ASSIGNMENT DESCRIPTION

Conduct a concurrent activity (eg, ground sweep, team-building activity, singing, etc) for a team of cadets who are awaiting further direction. Ensure maximum participation of all cadets in the team.

RESOURCES

- As directed by the directing staff based on the concurrent activity, and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

Cadets should be kept in an area that does not conflict with gliding operations.

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LEADERSHIP ASSIGNMENT

Complete a Final Garbage Sweep at the Gliding Site

ASSIGNMENT DESCRIPTION

Organize a team of cadets to complete a final garbage sweep at the gliding site. Conduct a final garbage sweep, ensuring all areas used are free of garbage.

RESOURCES

- Garbage bags, and
- A minimum of 10 cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Prepare a Meal for Distribution During the Inter-Squadron “Cadet/Air Skills” Competition Day

ASSIGNMENT DESCRIPTION

Organize a team to distribute a meal during the Inter-squadron “Cadet/Air Skills” Competition Day.

RESOURCES

- A flat surface for food service,
- Food,
- Napkins,
- Plates, knifes, forks, spoons (if required), and
- A minimum of three cadets.

TIME

A maximum of 30 minutes.

SAFETY CONSIDERATIONS

Cadets should be kept in an area that does not conflict with Inter-squadron “Cadet/Air Skills” Competition Day.

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LEADERSHIP ASSIGNMENT

Clean Up the Eating Area After a Meal During the Inter-Squadron “Cadet/Air Skills” Competition Day

ASSIGNMENT DESCRIPTION

Organize a team to clean up after a meal during the Inter-squadron “Cadet/Air Skills” Competition Day. Ensure all equipment is stored, all garbage is disposed of.

RESOURCES

- Garbage bags, and
- A minimum of four cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

Cadets should be kept in an area that does not conflict Inter-squadron “Cadet/Air Skills” Competition Day.

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LEADERSHIP ASSIGNMENT

Set up a Skills Activity

ASSIGNMENT DESCRIPTION

Organize a team of cadets to set up a skills activity as required. Move the scoring tables, stopwatch and any other equipment as directed.

RESOURCES

- Scoring tables,
- Stopwatch,
- Equipment (as required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down a Skills Activity

ASSIGNMENT DESCRIPTION

Organize a team of cadets to tear down a skills activity as required. Remove the scoring tables, stopwatch and any other equipment as directed.

RESOURCES

- Scoring tables,
- Stopwatch,
- Equipment (as required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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Verify against the official publication.

LEADERSHIP ASSIGNMENT
Organize a Team for a Skills Activity
ASSIGNMENT DESCRIPTION
Organize the cadets into teams for a skills activity as directed (eg, teams, scorekeepers, timekeepers, etc).
RESOURCES
• Stopwatches, • Pens/pencils, and • All participating cadets.
TIME
A maximum of 10 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT

Conduct a Warm-Up Activity Prior to Participating in a Skills Activity (if required)

ASSIGNMENT DESCRIPTION

Conduct a warm-up activity for a team of cadets prior to participating in a skills activity. Ensure maximum participation of all cadets in the team.

RESOURCES

- Handout of sample stretches (located at Annex K), and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Conduct a Concurrent Activity During a Skills Activity

ASSIGNMENT DESCRIPTION

Conduct a concurrent activity during a skills activity (eg, team-building activity, cheering, etc) for a team of cadets. Ensure maximum participation of all cadets.

RESOURCES

- As directed by the directing staff based on the concurrent activity, and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT
Conduct a Cool-Down Activity After Participating in a Skills Activity
ASSIGNMENT DESCRIPTION
Conduct a cool-down activity for a team of cadets after participating in a skills activity. Ensure maximum participation of all cadets in the team.
RESOURCES
• Handout of sample stretches (located at Annex K), and • A team of cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT

Complete a Final Garbage Sweep After an Inter-squadron “Cadet/Air Skills” Competition Day

ASSIGNMENT DESCRIPTION

Organize a team of cadets to complete a final garbage sweep after an Inter-squadron “Cadet/Air Skills” Competition Day. Conduct a final garbage sweep, ensuring all areas used are free of garbage.

RESOURCES

- Garbage bags, and
- A minimum of 10 cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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