

# The Air Cadet League of Canada – British Columbia Provincial Committee

## ANNUAL CEREMONIAL REVIEW –

### LEAGUE INSPECTOR OBSERVATION GUIDE



Congratulations on becoming a League Inspector at an Air Cadet Squadron Annual Ceremonial Review (ACR)!

The ACR League Inspector Observation Guide has been developed to create consistency in assessing ACRs using the League Inspector Observation Form (BCF502).

Here are a few guidelines to assist you in your task:

1. As you are representing the BC Provincial Committee at the Squadron's ACR, appropriate dress is required. The Cadets, Officers and Sponsoring Committee (SSC) are dressed to suit the occasion, hence why it's important for the Air Cadet League Inspector (ACLI) to present a professional appearance. (i.e., no shorts, sandals or casual clothes, even if the weather is warm.)
2. Arrive at least 20 minutes before the assigned time to familiarize yourself with the facility and to meet the SSC Chairperson. You will be asked to be part of the Reviewing Party, so you need to be present for the briefing prior to the start of the ACR. **Note**, as the SSC Chair may become busy with overseeing the ACR from the SSC's perspective, they may assign another SSC member to help guide you through the ACR, this is perfectly acceptable and should be positively noted in your comments.
3. You will be observing the efforts of the SSC only for the ACR, you are not required to mark the cadets on their dress and drill. You will note that these forms make NO reference to reviewing of Cadets.
4. Be prepared to give a short (2 - 3 minute) verbal presentation to the Cadets, Officers and parents. There are speech templates available from the BCPC office, or you can write your own. Be sure to include the names of the Reviewing Officer (RO), the SSC Chairperson and the Commanding Officer in the opening lines of your presentation.
5. Take the Observation Guide with you to the ACR so you have a reference for the information that you should be looking for. Please request two copies of the ACR Program. This will enable you to make notes in one as required and provide a clean copy for the BCPC Office which in turn is used as part of the Squadron's history.
6. Should time permit following the ACR, meet with the SSC Chair to spend a few minutes debriefing them on what you observed (positive and constructive observations can be provided).
7. Usually there are static displays to view, and in most instances a reception following the parade where you can meet the cadets and other members of the Squadron in a less formal setting. When you receive the ACR invitation, there may be an invitation to attend a planned reception or dinner following the ACR. This event has been planned well in advance and you will have known the date for a while so unless there is something unexpected that requires your immediate attention, it would be improper to leave right away. Although it is not part of the required observation, it is a great opportunity to get to know the SSC Members and Sqn Staff along with the Cadets. Enjoy the function if you are able.
8. Submit your League Inspector Observation Form (BCF502) to BCPC within **two weeks** of the date of the parade.
9. When completing the League Inspector Observation Form (BCF502), please provide feedback in a positive and constructive manner. This will assist the SSC to learn where they can improve for next year.

## 1. PROTOCOL AND COURTESIES

<b>a. Reviewing Party:</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Well Done</b>
Written invitation to ACLI	No invitation or only verbal received	Basic generic invitation	Personalized invitation mailed or emailed
Special Meet & Greet area for Reviewing Party and Dignitaries	No Meet & Greet area or no effort made to be special	Meet & Greet area but only minimal effort (bottled water)	Private Meet & Greet area away from the general public complete with light snacks and beverages
ACLI greeted and attended to throughout the ACR	ACLI not met/ignored	ACLI welcomed by the SSC Chairperson but left with a designated escort	ACLI welcomed and escorted by the SSC Chairperson for the duration of the ACR
ACLI introduced to RO, Reviewing Party and Dignitaries	No introductions or limited introductions	Introduced to Reviewing Party	Introduced to the Reviewing Party and Dignitaries at pre-parade reception
Reviewing Party briefed on parade program and protocol	No briefing	Basic protocol diagram with a description of what was planned.	Protocol diagram easily visible with a clear description of what was planned on a white board or flip chart.
<b>b. Public</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Well Done</b>
Community Dignitaries invited	No Dignitaries invited	Invitations sent out to Dignitaries (when in doubt, ask)	Invitations sent and Dignitaries present (when in doubt, ask)
Received Parade Program	No Program available	Basic Program distributed	Received quality looking Program
Post parade reception	No reception	Some effort	Extra effort obvious
<b>c. Parking and Traffic Control</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Well Done</b>
Assigned parking for ACLI and RO	No assigned parking	Parking available – not assigned	Assigned parking – clearly identifying RO and League Inspector parking locations
Appropriate signage for public parking or traffic control	No signs or directions	Sign at entrance to facilities parking area	Clearly visible signs at building entrance and on street
<b>d. Parade Facilities</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Well Done</b>
Reserved seating for RO, ACLI and Dignitaries/Special Guests	No Reserved seating	Reserved seating – no names	Reserved seating, with good quality reserved signs – well done
Adequate seating for parents and public	No seating provided	Inadequate number of chairs. Some guests standing	More than adequate seating available with good view of ACR

<b>2. COORDINATION OF PARADE</b>			
<b>a. Printed Programs</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Well Done</b>
Program sent to League Inspector	No Program	Program on League Inspector's Chair	League Inspector received program upon arrival
Biography of RO and ACL Inspector	Not in Program	Only one Biography	Both Biographies in program
Background of Air Cadet League and Cadet Movement in BC (from BCPC)	Not in Program	BCPC supplied information edited and reduced	Complete BCPC submitted information included
Cooperative role between DND, CIC, ACL and SSC	Not in Program	Some information included	Detailed and easy to understand
Schedule and order of events	Not in Program	Well organized	Well organized - including when to stand and when to be seated.
Reviewing Party listed	Not in Program	Reviewing Party Listed	Reviewing Party Listed with position diagram
Cadet Parade positions listed	Not in Program	Parade Positions listed	Parade Positions listed with cadet's names
Squadron Officers, Staff, Sqn Sponsoring Committee listed	Not in Program	Some positions listed	All positions listed with names
Brief Squadron history	Not in Program	Some Squadron history but not recent history.	Up to date squadron history.
Recognition of B.C. Gaming Commission and DND (Logos)	Not in Program	Some squadrons do not receive Gaming Grants, but the Gaming Commission support should be indicated	Gaming Commission and DND support acknowledged
Recognition of Sponsors	Not in Program	The ACL Inspector may not know if ALL the sponsors are listed	Sponsors recognized
Program proofread – names spelled correctly	Mistakes noticed	Minimum errors noted	No errors noted
<b>b. Master of Ceremonies (MC)</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Well Done</b>
Adequately prepared	Poorly prepared	Adequately prepared	Well prepared
Advised public of generous support from League and DND for NST courses	Not mentioned at all	Mentioned with some detail	Good explanations
Advised audience when to stand/sit	No instruction given	Advised to stand and sit - late	Advised to stand and sit at appropriate times
Audio Quality	MC cannot be heard	MC can be heard but NOT understood	MC heard and understood