



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
POLICY and ADMINISTRATION MANUAL**

REVISIONS LIST

NUMBER	REVISION	DATE
1	Original Administrative Manual - created	1990
2	<ul style="list-style-type: none"> - Section 7 – rule 3.1 added; pg 3 - Section 7 – rule 4.1 added; pg 4 	October 2002
3	<ul style="list-style-type: none"> - Section 6 – Forms; Item 23 – ACC9 Guidelines - Section 6 – Forms; Item 24 – ACC9 Sponsoring Committee Annual Financial Statement 	October 2003
4	Section 6 updates: <ul style="list-style-type: none"> - Item 2: Annex A - Item 9: Registration Info - Item 10: Membership Application & Registration form - Item 11: Membership Renewal form - Item 13: Sample Criminal Check Authorization Letter - Item 21: Founders Scholarship Application Form 	November 2003
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7	Section 6: <ul style="list-style-type: none"> - Item 6 Annex D – Annual Ceremonial Review form pg 2 revision 	May 2005
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11	Section 1 – revised preface	October 2011
12	Section 7 – 7.1.1 BCPC Regulations revised	February 2013
13	Section 2 – BCPC Background & Organization revised	October 2013
14	Section 6 – Cadet Credits & Awards revised	November 2013

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16	Section 8 – revised Social Behaviour policy	2017
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21	Section 3: 3.2.2 Wing Chair Level Resolution	June 11, 2024
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24	All – updated, revised and formatted	January 2025
25	Updates & renumbering: <ul style="list-style-type: none"> - 1.2: Abbreviations - updated - 2.1.3: The Air Cadet League in British Columbia – updated. - 2.2.2: Organizational Chart – updated - 2.4.1: Executive & Directors Terms and Conditions – updated - 2.4.3: Standing Committees – Aerospace Committee removed - 2.4.4: Group Chair – removed - 3.1.4: Membership – updated - 3.1.6: Meetings – updated - 3.1.10: BCPC Assessment – updated - 3.1.21: Recruiting – updated - 3.2.1: Dispute Resolution within the Partnership (DND and BCPC) – updated - 3.2.2: Dispute Resolution between SSC members or Involving Parents – updated - Section 8 - updated 	August 12, 2025

SOME REVISIONS AND DATES MAY BE MISSING

TABLE OF CONTENTS

Section 1 – Preface.....	7
1.1 Foreword.....	7
1.2 Abbreviations	8
1.3 Location	10
Section 2 – BCPC Background and Organization	11
2.1 The Air Cadet Movement.....	11
2.1.1 The History of the Air Cadet Movement.....	11
2.1.2 The Air Cadet League of Canada	11
2.1.3 The Air Cadet League in British Columbia.....	12
2.1.4 The Squadron Sponsoring Committees.....	13
2.2 BCPC Organization	14
2.2.1 Structure and Incorporation	14
2.2.2 Organizational Chart	15
2.3 Constitution and Bylaws	16
2.4 Terms of Reference.....	16
2.4.1 Executive & Directors Terms and Conditions	16
2.4.2 Executive & Advisory Committees	17
2.4.3 Standing Committees.....	18
2.4.4 Wing Chair	19
2.4.5 League Representative	20
2.4.6 League Representative Calendar of Responsibilities	21
2.5 BCPC Assessment	23
2.5.1 Squadron Sponsoring Committee Assessment	23
2.6 Insurance	23
2.6.1 National Insurance	23
2.6.2 Liability for Squadron Functions.....	24
Section 3 – Squadron Sponsoring Committee.....	25
3.1 Roles and Responsibilities	25
3.1.1 Origins	25
3.1.2 Roles	25
3.1.3 Formation	26
3.1.4 Membership	27
3.1.5 Composition	27
3.1.6 Meetings.....	27
3.1.7 Duties of the Executive	28
3.1.8 Financial Responsibilities.....	30
3.1.9 Preparation and Filing of the ACC9	30
3.1.10 BCPC Assessment.....	31
3.1.11 Preparing the Budget	32
3.1.12 Registration and Volunteer Screening	33
3.1.13 Volunteer Drivers	34
3.1.14 Schedule of Important Activities and Events	35
3.1.15 Goods and Services Tax (GST)	37
3.1.16 Application for Liability Insurance Coverage.....	37
3.1.17 Registered Charity Status	38
3.1.18 Fund-raising	38
3.1.19 Public Relations	39
3.1.20 Communications	39
3.1.21 Recruiting	39
3.1.22 Parent Orientation	40

3.1.23	Squadron Sponsoring Committee Contact with Cadets	41
3.1.24	Mock Boards	41
3.1.25	Interests in Real Estate	41
3.1.26	Compliance – Filing of Reports	42
3.1.26.1	SSC Compliance Checklist – BCF201	42
3.1.26.2	Compliance Policy – BCF219	42
3.2	Dispute Resolution	42
3.2.1	Dispute Resolution within the Partnership (DND and BCPC)	42
3.2.2	Dispute Resolution between SSC members or Involving Parents	45
3.3	Constitution and Bylaws	48
3.4	Credit and Debit Card Policy	48
Section 4 – Annual Evaluations and Reviews		49
4.1	Squadron Annual Evaluations	49
4.1.1	Overview	49
4.1.2	Air Cadet League Evaluations	49
4.2	Performance Reports on Squadron Sponsoring Committees	49
4.2.1	Overview	49
4.3	Squadron Sponsoring Committee Annual Report (BCF202)	49
4.3.1	Overview	49
4.4	Performance Evaluation Review – Feedback	50
4.4.1	Overview	50
Section 5 – Honours and Awards – BCPC		51
5.1	BCPC Honours and Awards	51
5.1.1	Overview	51
5.1.2	BC Honours and Awards	52
5.1.3	BC Honours and Awards Coordinator (BCHAC)	53
5.1.4	Certificate of Appreciation	53
5.1.5	Certificate of Merit	54
5.1.6	BC Certificate of Honour	54
5.1.7	The President’s Award	55
5.1.8	Certificate of Recognition	55
5.1.9	Honours and Awards for Cadets	56
5.1.10	BC Honours and Awards Nomination Form	56
5.1.11	The Air Cadet League Long Service Medal	56
5.1.12	BC Honourary Lifetime Members	57
Section 6 – Education Credits and Awards – Cadets		59
6.1	Ministry of Education Credit Programs	59
6.1.1	External Course Credits	59
6.1.1.1	Introduction	59
6.1.1.2	What is an External Course	59
6.1.1.3	Questions Concerning External Courses	59
6.1.1.4	How to Report an External Course to the Ministry	59
6.1.1.5	Ministry-Authorized Air Cadet Training Levels, Courses & Codes	60
6.1.1.6	Qualifying Air Cadet Introductory Specialty Courses	60
6.1.1.7	Qualifying Air Cadet Advanced Specialty Courses	60
6.1.1.8	Documentation	61
6.2	Effective Speaking Program	61
6.2.1	Aims of the Program	61
6.2.2	Wing Structure	61

6.3	Air Cadet Pilot Training Achievement Awards.....	61
6.4	Trophies for Cadets	62
6.4.1	Trophies and Awards	62
6.5	National Summer Training Courses (NSTC)	63
Section 7 – BCPC Regulations		64
7.1	Regulations.....	64
7.1.1	Travel and Expense Policy – BCF503	64
7.1.2	Nominating Committee/Director Succession Planning Committee.....	64
7.1.3	Confidentiality Agreement.....	64
7.1.4	Misappropriation of Funds	64
Section 8 – Forms		66

Editorial Note:

***The following was included in the first issue of this manual
and is retained for historic purposes only.***

1.1 FOREWARD

In an ongoing effort to provide information to the Squadron Sponsoring Committees, League Members and the Officers, the Executive of the British Columbia Provincial Committee have undertaken a project to update the “Blue Book” or what we will now refer to as the:

**THE AIR CADET LEAGUE OF CANADA
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The original “Blue Book” was first conceived in the early 1990s by the Directors of the BCPC who recognized a need for instructions, guidelines and information to be readily available to the various levels of League and Committee members.

To all those Directors, Committee Members and Military personnel who assisted in the preparation of the first manual, BCPC extends our deep appreciation for a job well done. We would also like to thank the staff and Directors who have continued to provide manual updates. Over the years, this manual has been a key reference point for all those involved with the successful running of squadrons throughout the province.

Moving forward, the current Directors recognized the need to upgrade the manual and to publish a revised version. In these times of “electronic information”, we will also include the manual as a component of our website. Publishing the manual on the website will also make it accessible to more committee members.

The manual is a “living document” and will undergo changes and revisions as required. The goal is to update the manual once a year, effective September 1 of each year. However, this does not preclude us from providing revisions during the year if a significant change is required.

It is hoped that the revised format will provide key information to all those that are involved with the Air Cadet Program.

British Columbia Provincial Committee

1.2 ABBREVIATIONS and ACRONYMS

The following is a list of abbreviations and acronyms that are referred to within this manual:

AEA	Area Elemental Advisor
Area OC	Area Officer Commanding
ACLC	Air Cadet League of Canada
ACR	Annual Ceremonial Review
BCPC	British Columbia Provincial Committee
BOD	Board of Directors
CAF	Canadian Air Force
CCC	Community Coordinating Committee
CCFTC	Comox Cadet Flight Training Centre
CDS	Chief of Defence Staff
CFB	Canadian Forces Base
CIC	Cadet Instructor Cadre – the term applied to the officers involved in the Air Cadet Program
Comd CJCR	Commander Cadets and Junior Canadian Rangers
CO	Commanding Officer
CTC	Cadet Training Centre
DND	Department of National Defence
NDHQ	National Defence Headquarters
GPTC	Glider Pilot Training Course
HQ	Headquarters
IACE	International Air Cadet Exchange
J5 Plans O – RDA	J5 Plans Officer – Regionally Directed Activities
MOA	Memorandum of Agreement (ie. Between BCPC and the Soaring Association of Canada)
MOU	Memorandum of Understanding (ie. Between DND and Air Cadet League of Canada)

MRO's	Monthly Routine Orders published by the squadron, which defines the activities of a squadron for the coming month.
NCM	Non-Commissioned Member – an Air Cadet or CAF member who holds a rank of Corporal or above. Replaces the term Non-Commissioned Officer
NCO	Non-Commissioned Officer – former term for an NCM
NSTC	National Summer Training Courses
OC	Officer Commanding
PAC Region	The military organization responsible for cadet operations within the Province (RCSU)
PPTC	Power Pilot Training Course
PSRY	Positive Social Relations for Youth
PYDPO	Positive Youth Development Program for Officers
RCAG	Regional Cadet Advisory Group
RCA Ops O	Regional Cadet Air Operations Officer located at CFB Comox who is in charge of all cadet flying programs within the province
RCA Ops (PAC)	Regional Cadet Air Operations Pacific (formerly RGS - Regional Gliding School)
RCSU	Regional Cadet Support Unit located in Victoria (PAC Region)
RO	Reviewing Officer who presides over a Squadron Annual review
SIRP	Structural Inspection Repair Program
SSC	Squadron Sponsoring Committee
UCCMA	Unit Cadet Conflict Management Advisor
VCDS	Vice Chief of Defence Staff
Wing	The province is divided into nine geographical areas called “wings”.
ZTO	Zone Training Officer

1.3 LOCATION

This electronic manual is available via the BCPC website (BCPC Resources/Governance/Policy and Administration Manual):

www.bc-aircadetleague.com

This electronic manual is a living document; please refer to the BCPC website for the latest version.

Suggestions and comments can be forwarded to the BCPC Office:

bcpc@aircadetleague.bc.ca

2.1 THE AIR CADET MOVEMENT

2.1.1 The History of the Air Cadet Movement

The Air Cadets Movement in Canada was started in British Columbia circa 1938 by *111 Pegasus Squadron* while the Air Cadet League of Canada was not chartered until April, 1941. The purpose of the League in its formative years was military, but its founders were also thinking in terms of the long-range benefits of Air Cadet Training. They realized that through voluntary study, cadets could improve their knowledge of aviation and increase their usefulness to the community. Through participation in supervised squadron activities, they would find opportunities to develop those qualities usually associated with good citizenship.

It was this character-building aspect of Air Cadet training which appealed most strongly to the youth leaders of the country. Service Clubs, Educators, Boards of Trade and Veterans groups offered their services to the League, not only as a contribution to the war effort, but also as a means of assisting the youth of the country along the road to good citizenship. Commencing in 1944, the League planned and carried out its wartime conversion with the same vigour that it tackled its wartime responsibilities.

The challenge faced by the Air Cadet leaders of the sixties was to revitalize the Movement and to establish its credibility with a new and very aware generation of young Canadians. In the summer of 1965, the League's western members launched an experimental gliding program in conjunction with the Air Cadet Summer camp at Penhold, Alberta. From that small beginning, gliding has developed into a major project and has built up to the point where the Air Cadet Movement carries out more than 60,000 glider flights and graduates 320 licenced Air Cadet glider pilots annually.

Past figures received from Transport Canada and the Airline Pilots Association, reveal that one out of every five Private Pilots in Canada at the present time is an ex-Air Cadet and 67% of the Commercial Airline Pilots flying today got their start in Air Cadets. It is also estimated that 28% of the flying, technical and administrative members serving in the Air Force today had some form of Air Cadet training. Even more important, the failure rate among ex-Air Cadets joining the service is almost nil.

2.1.2 The Air Cadet League of Canada

The Air Cadet League of Canada works at three levels throughout the country: The National organization, the Provincial Committees, and the Squadron Sponsoring Committees. As part of the "Air Cadet Partnership", the Air Cadet League is responsible for:

- (a) Making recommendations to the Chief of the Defence Staff for the formation, organization or disbandment of a cadet squadron;
- (b) Providing financial support as required;
- (c) Ownership and maintenance of the fleet of tow aircraft and gliders;
- (d) Providing advice, direction, training, and assistance to Squadron Sponsoring Committees;
- (e) Overseeing, in co-operation with the Department of National Defence, the effective operation of Air Cadet Squadrons and their Squadron Sponsoring Committees;

- (f) Administering trust accounts set up for awards to outstanding cadets;
- (g) Identifying and providing other appropriate awards to recognize commendable cadet's and volunteers' performances; and,
- (h) Provide interviewers for the cadet selection process for national courses and exchange programs.

The Air Cadet League is a very large organization which assists the Department of National Defence in administering Air Cadet training on all three levels throughout the country.

Apart from the financial considerations, however, are the efforts of the thousands of Air Cadet League personnel who volunteer across the country to assist Squadrons in meeting their objectives.

The Air Cadet League of Canada provides a voice in Canada for the Air Cadet Movement as a whole so that the Canadian public is kept aware of the accomplishments and capabilities of the Movement and of its ability to fulfil its aims.

2.1.3 The Air Cadet League in British Columbia

The British Columbia Provincial Committee, hereinafter referred to as BCPC, comprises unpaid volunteers plus employed office administration who administer the B.C. SSCs from the provincial office located at Boundary Bay Airport, #2 – 7630 Montreal Street, Delta, BC V4K 0A7. The main areas of responsibility for the BCPC are:

Formation of Units

The BCPC liaises with the Regional Cadet Support Unit (Pac) (RCSU (Pac)) to identify areas of interest and assists local groups in starting new Air Cadet Squadrons. The BCPC also recommends the disbandment of unsuccessful units.

Support Recruiting

The Air Cadet League of Canada is responsible for cadet recruiting, and a considerable effort is undertaken at the provincial level advertising at various activities.

Flying

BC's Air Cadet fleet of tow planes and gliders are owned by the BCPC. The aircraft are operated and maintained by the Canadian Air Force under a formal agreement (called The Memorandum of Agreement) while the costs of insurance, parts, overhauls and replacements are paid for by the BCPC.

Special Events

The BCPC contributes to or wholly underwrites a number of events throughout the province, including The BCPC AGM, the Provincial Effective Speaking program, the Boundary Bay Airport Battle of Britain Parade.

Awards and Trophies

The majority of the provincial trophies awarded throughout the training year are purchased and maintained by the BCPC.

National Summer Training Review Boards

The BCPC assigns League members for National Summer Training Review Boards. Cadets are interviewed virtually or in various locations throughout the Province (for the National Courses).

Squadron Sponsoring Committee Evaluations

The BCPC assigns a member to each Squadron's Annual Ceremonial Review (ACR), where the SSC is reviewed and offered recommendations. Each SSC is evaluated on their administrative and compliance responsibilities throughout the training year.

Sponsoring Committee Administration

The Provincial SSCs report to the BCPC who administers them through nine Wings: Lower Mainland, Fraser Valley, Metro Vancouver, Greater Vancouver, North Vancouver Island, South Vancouver Island, Okanagan, Kootenay, and Northern Wings. The BCPC sponsors Wing meetings and training sessions in each area at least once a year. In rare instances where the SSCs require assistance or become ineffective, the BCPC may step in and place the unit under trusteeship.

2.1.4 The Squadron Sponsoring Committee

Each Squadron has an SSC formed by the parents of the cadets in that unit, and/or by members of Service Clubs such as the Royal Canadian Legion or Air Force Association. SSC members usually attend each parade and, in many instances, most of the cadet activities as well.

Refer to Section 3 for the SSC's specific responsibilities.

2.2 BCPC ORGANIZATION

2.2.1 Structure and Incorporation

During the year 2000, the Board carried out an in-depth review of the structure of the National, Provincial and Local Committees. This review included authorities, responsibilities, vehicle ownership, real estate ownership and the various insurance coverages that were in place along with future insurance requirements.

As a result of this review and in accordance with legal advice, the Board determined that it was necessary to register the Provincial Committee as an Incorporated Society. In addition, it was determined that the SSCs of each squadron must also become Incorporated Societies.

On March 5, 2001, The Registrar of Companies granted a Certificate of Incorporation to the B.C. Provincial Committee which is officially known as:

The Air Cadet League of Canada British Columbia Provincial Committee

Once incorporated, the Board held numerous meetings to restructure the Incorporated Society. The following page shows an organization chart of the newly formed organization, which is followed by information regarding the Constitution and Bylaws.

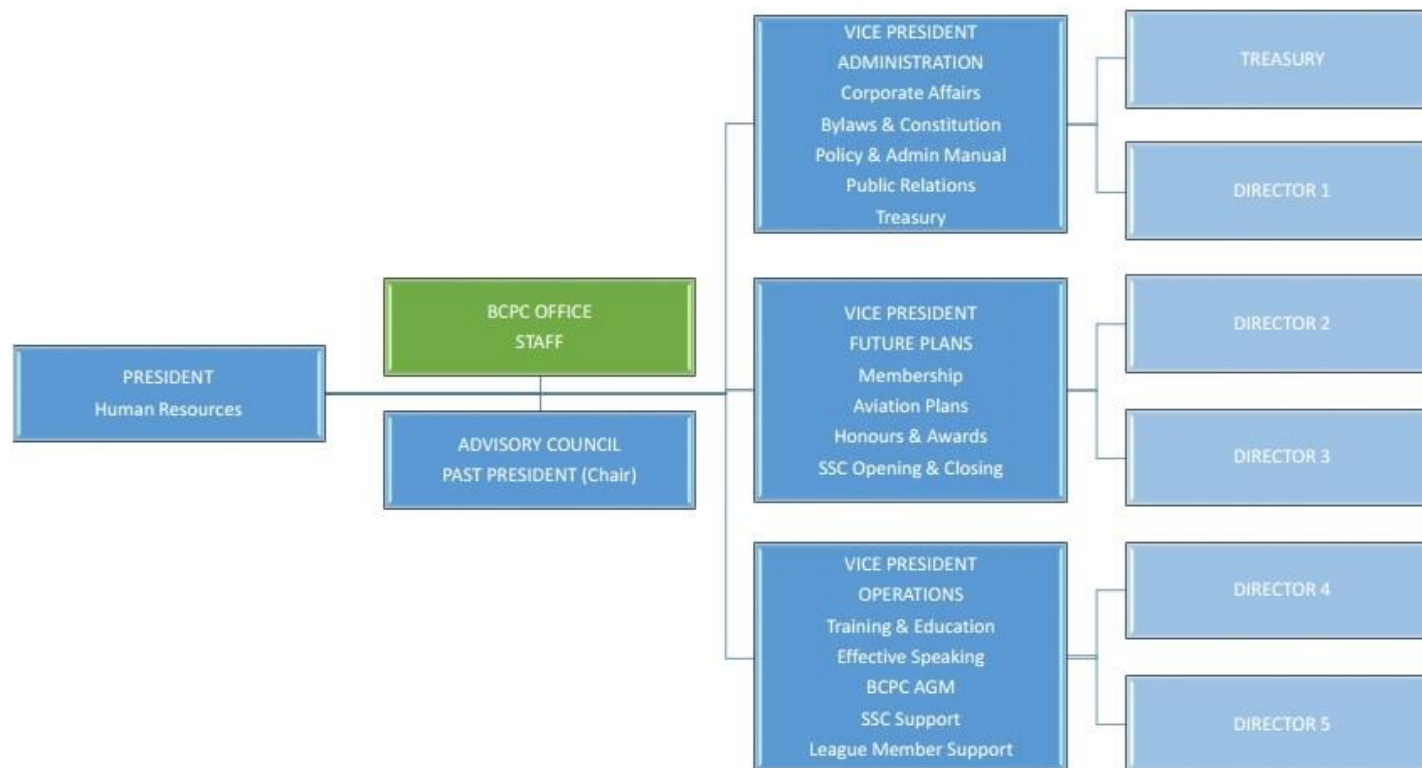
While this manual is provided as a guide by the BCPC there are other organizations and departments that SSCs may wish to contact in the course of administering their affairs and those of their Squadron.

A current membership list can be found on the BCPC website located under About Us/Membership Roster:

www.bc-aircadetleague.com

2.2.2 Organizational Chart

AIR CADET LEAGUE OF CANADA BRITISH COLUMBIA PROVINCIAL COMMITTEE ORGANIZATION CHART



2.3 CONSTITUTION and BYLAWS

Please refer to the BCPC website under BCPC Resources/Governance for the current Constitution and Bylaws of the Air Cadet League of Canada, British Columbia Provincial Committee.

2.4 TERMS OF REFERENCE

2.4.1 Executive & Directors Terms & Conditions

President

Term	Minimum two (2) years, normally three (3) years. Re-confirmed by the new Board of Directors at each AGM.
Condition	Must retain the confidence of the Board of Directors (BoD).

1st Vice President

Term	Normally two (2) years or as required. Re-confirmed by new Board of Directors at each AGM.
Conditions	Can be the immediate successor to President. Must be willing to assume the responsibilities of the President. Must retain the confidence of the BoD.

Vice President(s)

Term	Normally two (2) years or as required. Re-confirmed by new Board of Directors at each AGM.
Condition	Must retain the confidence of the BoD.

Past President

Term	As required.
Conditions	Normally filled by immediate Past President however, can be filled by any former member of the Executive Committee. Must retain confidence of the Executive Committee.

Secretary /Treasurer

Term	As required.
Conditions	May be a Director. Must retain confidence of the Executive Committee.

Director

Term	Two (2) years.
Conditions	Elected by the League Members at the AGM. Must be willing to accept either an operational or administrative responsibility on the BoD. Must retain the confidence of the membership/the BoD.

Squadron Liaison

Term	As required.
Conditions	Must be a Director on the BCPC. Is appointed by the President. Reports to the President .

Corporate Affairs

Term	As required.
Conditions	Must be a Director. Is appointed by the President. Reports to the President (the 1 st Vice President may assume this responsibility). Works with the Treasurer and the ED in the Human Resources management of the BCPC office. Oversees and provides direction to the following sub-committees: Public Relations, Effective Speaking, Scholarship Review Boards, Screening and Registration, Special Events, Aviation Committee, Aerospace Committee and Honours and Awards Committee. Must retain the confidence of the BCPC Executive Committee. Other duties as assigned by the President.

2.4.2 Executive & Advisory Committees

Board of Directors

Chairperson	President
Composition	All Directors
Purpose	Discharge the Air Cadet League BCPC responsibilities for the conduct of the Air Cadet Movement in BC.

Executive Committee

Chairperson	President
Composition	Past President, Secretary/Treasurer, all Vice Presidents, and any temporary member as agreed by committee members. A Representative of RCSU is invited to attend all EC meetings.
Purpose	Oversee and manage the responsibilities of the Board of Directors on a daily basis.

Advisory Council (AC)

Chairperson:	Immediate BCPC Past President. If the immediate BCPC Past President is not willing or available to accept the position, then the presiding BCPC President to fill the position.
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Composition and Size of Council: A maximum of 10 members.

The immediate BCPC Past President, upon stepping down as President, shall become a member of the AC if they so choose.

BCPC Presidents who were removed from office will not qualify for membership on the AC.

Past Directors may be invited to join the AC by the presiding BCPC President.

Tenure of Council Members: All Council members – 5 years with extensions as deemed necessary by the presiding BCPC President.

Daily Operations: To serve as a resource pool for the BCPC President/Directors on a continuous basis and provide input on a day-to-day basis as deemed needed by the presiding BCPC President.

Specialty Operations: To serve as a committee for the recruitment of potential BCPC Directors and the preparation of the annual Nomination Slate (this could involve the AC or an in-house sub-committee with non AC league members).

To participate with Board members on the BCPC Honours and Awards Committee.

Other duties as assigned by the Board or deemed to be practical by the AC.

Purpose: To provide support to the executive committee (EC) in undertaking special initiatives and activities as requested by the EC.

Voting Privilege: The AC Chairperson shall represent the AC at Board and EC meetings; however, as the chairperson is not elected to their position – they are not entitled a vote.

At meetings where the entire BCPC membership were included (e.g. AGM's), all AC members would maintain the right for their individual voting privileges.

2.4.3 Standing Committees

Review Boards

Chairperson N/A

Composition League members as needed.

Purpose To provide League members to assist with Review Boards throughout the Province through collaboration with RCSU(Pac).

Effective Speaking Committee

Chairperson League Member

Composition Director ES, Group Chairs, Wing Chairs, Squadron Coordinators.

Purpose Promote and provide guidance for Squadron effective speaking program. Organize and conduct Wing and Provincial Effective Speaking Competitions.

Aviation Committee

Chairperson	League Member
Composition	League Members with general, military or RGS aviation experience.
Purpose	Manage and coordinate the BCPC aircraft fleet responsibilities with the Regional Air Operations Officer.

BC Directors Succession Planning Committee

Chairperson	League Member
Composition	Three (3) to five (5) members.
Purpose	Identify potential directors and to develop and maintain a 3-year succession plan for each position of the Executive Committee.

2.4.4 Wing Chair

Reports to: Squadron Liaison

General

The Wing Chair is responsible for ensuring that the Squadron Sponsoring Committees under their supervision adhere to the BCPC Procedure and Administration Manual (PAM), and the Policy and Procedure of the Air Cadet League of Canada (PPM).

Duties and Responsibilities

1. Be fully conversant with BCPC PAM and Air Cadet League PPM.
2. Be responsible for the resolution of disputes which cannot be resolved at the SSC level. If the assistance of the BCPC and/or the military is required to resolve the dispute, the Wing Chair will contact the Squadron Liaison and or the respective RCSU Area Elemental Advisor.
3. Attend the Annual General Meeting of the BCPC.
4. Collaborate with the Squadron Liaison with regard to the recruitment, appointment and/or removal of League Reps.
5. Convene training sessions and meetings for League Reps as often as required.
6. Ensure that the League Reps are made aware of their duties and responsibilities.
7. Organize the Annual Wing Effective Speaking Competition in accordance with rules and procedure provided by the Air Cadet League through the BCPC.
8. Attend special functions, either as an invited representative of the Air Cadet League, or as an invited guest speaker, as may be applicable.
9. Provide a written monthly Wing Squadron status report to the Squadron Liaison.
10. Recruit and train a successor.

2.4.5 League Representative

Reports to: Wing Chair
Authority: Delegated from Wing Chair

General

A League Rep is appointed by the Wing Chair and provides the means by which liaison is maintained with an SSC. While most liaison duties deal with routine SSC activities, from time to time a sensitive situation or one of potential long-term importance will develop. The League Reps, therefore, should have a thorough knowledge of the current BCPC PAM. Matters of concern that are not readily resolved are to be discussed with the Wing Chair.

Duties and Responsibilities

1. Represent the BCPC for matters affecting an assigned SSC including attending the executive meetings of that Committee as required.
2. Assist the assigned SSC Chair in implementing Air Cadet League BCPC policies, procedure and regulations. In particular:
 - The BCPC PAM, and;
 - The Air Cadet League PPM.
3. The chain of command for the League Rep is to the Wing Chair who will initiate any military assistance, if required.
4. Liaise regularly with the SSC Chair to ensure all matters are dealt with appropriately and in a timely manner: This includes:
 - Screening and Registration is completed for all SSC Members
 - ACC9 and SSC Minutes are filed monthly to BCPC
 - Year-End ACC9 is filed on time annually
 - Annual Squadron Information Sheet is filed, a Budget is prepared and approved by the Squadron Sponsoring Committee and the CO and a copy is filed with the BCPC
 - Squadron assessment is paid
 - Special Awards (medals, bravery, appreciation certificates) are provided and presented when required.
5. Assist the Wing Chair in finding suitable candidates to serve as Chair or members of the SSC.
6. Training SSC Chairs and members as required.
7. Assisting the Wing Chair in organizing:
 - Annual Wing Meetings
 - Effective Speaking Competitions
8. Liaise with the SSC Chair prior to the Squadron ACR to review all Squadron Performance Evaluation policies and procedures in accordance with the BCPC PAM.
9. Advise the Wing Chair of any problems with an assigned SSC that might have a negative impact on the BCPC, Air Cadet League or the Air Cadet Program.
10. Complete and submit to the BCPC office, the League Rep Annual Visit Report (BCF500).

2.4.6 League Representative Calendar of Responsibilities

Ongoing: Schedule training sessions for New SSC members as and when needed.

September:

- Meet with SSC Executive and introduce yourself.
- Discuss ACC9, Squadron Information Sheet, Screening Forms and ACL/BCPC expectations for the coming year. (e.g. copies of SSC meeting minutes and newsletters sent to League office).
- Attend the SSC's AGM. Ensure the Form 4 is completed and forwarded to the BCPC office with a copy of the AGM Minutes.
- Promote Effective Speaking and Honours and Awards programs with SSC/CO.

October:

- Attend the BCPC AGM.
- Attend a Parade Night and introduce self to SSC/CO.
- Attend the SSC's AGM. Ensure the Form 4 is completed and forwarded to the BCPC office with a copy of the AGM Minutes.
- Verify that the ACC9 has been or is being completed for submission by September 30th.
- Promote Effective Speaking and Honours and Awards programs with SSC/CO.

November:

- Start preparing to complete the League Representative Annual Visit report due April 30th.
- Promote Effective Speaking and Honours and Awards programs with SSC/CO.

December:

- Attend squadron on a Parade Night. Visit with CO.
- Attend the Holiday dinner if invited.

January:

- Attend Parade Night.
- Promote Effective Speaking and Honours and Awards programs to everyone.
- Verify that the BCPC Assessment or at least the first installment was paid.

February:

- Meet with Executive.
- Ensure Screening is in place for everyone.
- Ensure ACC9 was fully completed and submitted.
- Ensure Revenue Canada T3010 forms are completed where necessary.
- Attend Wing Meetings and Training workshops.
- Check on and or provide assistance with Effective Speaking Program.

March:

- Complete the League Representative's Annual Visit Report. Send the completed report to the BCPC Office and a copy to the Wing Chair by April 30th.
- Verify that the second installment of the BCPC Assessment was paid.
- Discuss ACR requirements and Honours and Awards Program.

April:

- Attend Parade Night.
- Visit with CO.
- League Representative's Annual Report due April 30th.

May:

- Attend SSC Executive meeting.
- Check all screening cards.
- Check financial records.
- Be available to serve as a League Inspector if requested to do so.

June/July/August:

- Attend the squadron ACR.
- Attend Executive meeting wrap up.
- Provide guidance to the SSC on preparing the budget for the upcoming training year.

2.5 BCPC ASSESSMENT

2.5.1 Squadron Sponsoring Committee Assessments

In addition to providing financial support for the squadrons, SSCs contribute to the operating cost of the BCPC. The total operating budget is determined by means of discussion and subsequent vote at the Annual General Meeting. That operating budget is based on the registered unit average strength provided by Fortress.

The Provincial Assessment is an obligation of the individual SSCs. While many SSCs ask parents for donations to assist in fund raising each year, and many are pleased to do so, such donations cannot become compulsory and should not be collected through any participation by the cadets or officers.

2.6 INSURANCE

2.6.1 National Insurance

The National Office administers the Insurance Program on behalf of The Air Cadet League of Canada, the Provincial Committees and the Sponsoring Committees. It is incumbent on the Provincial Committees and Sponsoring Committees to keep the Air Cadet League National Office informed of any plans that may require a material change to the insurance policies such as the purchase of aircraft, gliders, vehicles or real estate.

The National Office maintains the following policies:

- Accident Insurance
- Commercial General Liability Insurance
- Director's and Officers Liability Insurance – National, Provincial and Squadron Sponsoring committees
- General Aviation Liability Insurance
- Non owned Automobile Insurance
- Non owned Aviation Liability Insurance
- Aviation Insurance
- BFL Canada Insurance – National Office only
- Property Insurance – National Office only

NOTE: If making a claim under any of the above policies, a claim must be filed **within 30 days of the occurrence**.

The insurance coverages provided by the above policies are complex and the details of the coverage can be found in the National Policy and Procedure Manual (PPM).

Alternatively, refer to the National Website: www.aircadetleague.com for details and the various claim forms. If an SSC owns or leases premises, it will be necessary to maintain appropriate coverage on the building. In addition, as most SSCs accumulate various pieces of equipment, it is prudent to maintain specific insurance coverage on contents.

2.6.2 Liability for Squadron Functions

Liability coverage for businesses and malls for Squadron functions:

Refer to Section 3.1.10 of the National PPM for information when applying for Liability Coverage for malls and businesses.

3.1. ROLES AND RESPONSIBILITIES

3.1.1. Origins

At the inception of the Air Cadet movement during the Second World War, government and military authorities felt that a strong civilian presence was required, not only to enlist the support of communities and businesses throughout the country, but also to assist in the enrolment of suitable staff and officers as well as the provision of local organizational ability. As a result, the Air Cadet League was formed as the civilian half of the "partnership", organized on the national, provincial and local levels; the basic units in the structure at the local level are the Squadron Sponsoring Committee ("SSC").

The SSC is generally comprised of a group of cadet parents, but not exclusively. The SSC may also have a member that is affiliated with a veterans' organization (such as a branch of the Royal Canadian Legion or Air Force Association of Canada), a service club (such as the Lions, Kiwanis, or Rotary Clubs) known as a Sponsor. A Sponsor must subscribe to the aims and objectives of the Air Cadet League, and must be willing to provide assistance to the SSC as required by the League.

The SSC is often described as the "backbone of the Air Cadet Movement", because one of the real secrets to the success of an Air Cadet Squadron is a well organized and effective SSC. Screened members of the SSC are the persons who may directly interact with the CIC officers, civilian staff, and cadets of the squadron.

In addition to support received from its SSC, an Air Cadet Squadron may receive assistance and support from other organizations, groups or individuals. Such organizations, groups, or individuals may be formally recognized as Supporters of the squadron concerned. A Supporter usually provides assistance in the form of periodic financial donations, awards to the cadets, guest lectures, or other forms of support.

3.1.2. Roles

Each Squadron must have a SSC as defined under the incorporated society as outlined by the Societies Act in BC. SSC members usually attend each parade and, in many instances, most of the cadet activities as well. The SSC's specific responsibilities include:

Accommodation

Locating suitable accommodation for the Squadron and paying for those accommodations if required.

Financing

Funding the costs of squadron operations not covered by DND. These costs may include charges for quarters, transportation and/or quarters on trips, rations, band instruments and music, flags, special clothing, rifles, radios, trophies, computer equipment, training aids, social events and telephone/fax/internet expenses.

Administration

The SSC is responsible to produce monthly and yearly financial statements (ACC9) and an annual budget. Other documents required are: Incorporation reports (Form 4), charity reports (T3010A); plus, all forms included on BC SSC Compliance Checklist (BCF201).

Assessment

Paying the BCPC Assessment, which is used to fund province-wide programs.

Officers

Assisting DND in attracting and recruiting new CIC officers into the squadron.

Extra-Curricular Programs

Extra-curricular programs, such as the Effective Speaking program.

Social Events

Organizing social events for the squadron, from the nightly canteen to the reception following the Annual Ceremonial Review. This can include planning and staffing these activities, paying for all supplies, accounting, reporting and clean up.

Public Relations

Establishing and maintaining relationships with the local press, as well other municipal organizations such as school boards, councils and service clubs.

Submit articles and photos of interest to the Public Relations Coordinator at publicrelations@aircadetleague.bc.ca for posting on the BCPC Facebook page.

3.1.3. Formation

Each Air Cadet Squadron must have an Incorporated SSC. During the past few years, many government agencies and corporations in British Columbia have chosen to do business only with SSCs who are legal entities, in other words, Incorporated Societies. As a result of this trend, and in view of the personal liability which arises for members of unincorporated societies, the membership of the BCPC voted at their October 2000 Annual General Meeting to incorporate all existing SSCs, and to require all future SSCs to be incorporated societies.

The Constitution and Bylaws resulting from the incorporation will provide the framework within which the SSC must operate. For example, the Bylaws require that the Founding Directors serve until the first Annual General Meeting (AGM), at which time a new Board of Directors must be elected by the Membership. The first AGM must be held within 15 months of incorporation; therefore, the Incorporating Members and Founding Directors have over one year to attract a full complement of new members to the SSC.

The Directors and Executive of all SSCs are covered by the Air Cadet League's liability insurance for their activities from the beginning. This insurance is referred to as Directors and Officers (or D&O) insurance. Under provincial law, ordinary Members of the incorporated SSC cannot be held personally liable for its actions, but they are also covered for general liability under the League's policy.

3.1.4. Membership

Persons wishing to become Members of the SSC must complete an application, using the Sponsoring Committee Registration Form (BCF312), which is then submitted to the Directors of the SSC (referred to as the "Board of Directors", or just "Board") for approval. Applications for membership in the SSC may include (but may not be limited to) members of the Sponsor, parents of cadets, prominent members of the community and friends of the squadron. Military officers and Civilian Instructors cannot be members. The final approval of all SSC membership applications is contingent on the successful screening of each applicant.

The number of Members admitted will be governed by the requirements of individual SSCs. However, it is in the SSC's interest to limit membership to a manageable number, since it is necessary to advise the Registrar of Companies of any changes in the SSC's membership or Board of Directors.

A member of BCPC and an SSC must remain in good standing ensuring proper policies and procedures are followed as per the Air Cadet League of Canada's Policies and Procedures Manual and the BCPC Policy and Administration Manual. Failure to do so could result in the membership being revoked.

The membership shall elect/appoint Directors. Some SSCs may wish to include a number of At-Large Directorships. The Directors comprise the Executive of the SSC as follows:

- Chair
- Vice Chair
- Secretary
- Treasurer

3.1.5. Composition

The Executive (Directors) of the SSC will consist of a minimum of three (3) Directors.

These positions are usually elected as Directors by the Membership at the Annual General Meeting, or at any other General Meeting called for that purpose. Many SSCs have found it useful to have the Vice-Chair automatically succeed the previous Chair, negating the requirement to elect a Chair every year. Others find it helpful to use a structure of sub-committees.

These operational details, however, are decided upon by the SSC involved, and are formalized by a change in their Bylaws.

3.1.6. Meetings

The Executive shall meet at least once a month to present and consider financial statements, discuss correspondence and upcoming events, consult with the Commanding Officer (CO), and deal with issues concerning the SSC's role.

Meetings of the entire membership (called General Meetings) are usually limited to three or four times a year, one of which is designated as the Annual General Meeting. In accordance with the Bylaws the Annual General Meeting must be held between September 1st and December 31st of the current year.

Many SSCs also find it useful to hold Parent/Guardian Information meetings for the Parents/Guardian of cadets at various times throughout the year, in order to inform the parents of the activities of the unit, upcoming events, and changes in policies. This is also a good time to explain how the squadron and SSC operate, and to recruit new members for the SSC if required.

3.1.7. Duties of the Executive

The duties and responsibilities of the Executive are defined, to a large degree, in the SSC's Bylaws; however, from a practical standpoint, it may be helpful to consider the following guidelines:

(a) Chair

It is the Chair's primary responsibility to represent the SSC (and, by extension, the Air Cadet League) to the CO, the Parents, the Cadets of the Squadron, the Sponsors, and the local community. The Chair also represents the SSC at Wing and Provincial level meetings, or delegates an alternate Executive member to act in that capacity.

The Chair is also responsible for supervising the work of other SSC members, and for ensuring that reports are filed on a timely basis.

Of paramount importance is the Chair's primary duty of liaising with the CO on issues concerning the staff and cadets of the squadron and maintaining an open line of communication. This includes meeting with the CO on a regular basis, inviting the CO to the Executive and SSC meetings, providing copies of Minutes and Financial Statements to the CO, and receiving copies of the monthly Routine Orders.

Finally, it is the Chair's responsibility to arrange a smooth transition to the next Chair, either through Succession planning or through the electoral process defined in the society's Bylaws.

BCPC has prepared a "Chair's Survival Guide", available through the BCPC website under tab SSC Forms.

(b) Vice-Chair

The primary duty of the Vice-Chair is to represent the Chair when requested, and to assume all the Chair's duties in those circumstances. It is also customary for the Chair and Vice-Chair to share duties of the SSC, including the administration and/or supervision of various programs within the Committee.

As is the case for the Chair, it is also the Vice-Chair's responsibility to ensure a smooth transition to the next Vice-Chair, which might involve recruiting and training a new individual, or merely acquainting an experienced SSC member with the work in progress.

(c) Secretary

The primary duties of the Secretary include the preparation of minutes of the Executive and SSC meetings, and the filing of reports in compliance with the regulations of the Air Cadet League, the provincial government and its agencies, and the federal government. Reporting and filing requirements are included in Section 3.1.26.

Minutes are prepared for review and signature by the Chair before distribution to the appropriate members, CO, and BCPC office. Minutes should be short and should reference the subject and the decision taken - it is not necessary to document the entire scope of discussion. Items regarding staff issues or sensitive items should not be included in minutes.

The Secretary is also responsible for managing the flow of paperwork, including the filing of incoming and outgoing correspondence, notices of meetings, catalogue orders, manuals and amendments, membership rosters, and e-mail accounts.

A sample Agenda and Minutes format template is available through the BCPC website under SSC Forms.

Finally, the Secretary must also assist with the identification, recruiting and training of a successor to ensure the orderly transition of duties.

(d) Treasurer

It is desirable for the position of Treasurer to be separate. However, this position may be combined with that of the Secretary.

The Treasurer's primary responsibility is the safekeeping and administration of funds entrusted to the SSC from any and all sources. The Treasurer therefore maintains bank accounts on behalf of the SSC (and in accordance with the Bylaws), and these may range from a simple chequing account to multiple accounts for gaming funds, Certificates of Deposits, investments, or trust funds.

The Treasurer is responsible for collecting all funds on behalf of the SSC and the squadron, and depositing these funds in the SSC's account. Funds come from a number of sources, including training allowances from Pacific Region Cadets, grants from the federal government, donations from community groups and parents, proceeds from fund-raising activities, fees for special events such as dinners, and many other sources.

Two signatures are required on all cheques drawn on the SSC's account. Cheque signing authority might be vested in the Chair and two other members of the Committee; but such authority should not be vested in two members of the same immediate family.

The Treasurer will also ensure the SSC's bills are paid on a regular basis and that all financial returns (such as the ACC9 and Registered Charity Information Form – T3010) are submitted as required. Copies of the monthly and annual financial statements should be made available to the CO. Cadets should be informed about funds which they have helped raise. Reporting and filing requirements are included in Section 3.1.26.

It is important to understand that military officers are not permitted to handle or administer funds; therefore, it is necessary for the Treasurer (or other delegated SSC members) to anticipate those functions where funds will be collected or where bills will have to be paid. It is particularly important to anticipate events where cash may have to be collected or held by staff or cadets; every effort should be made to minimize these periods, and to avoid the potential for the loss of funds or the conflict, which usually arises over innocent errors.

Finally, the Treasurer must assist with the recruiting and training of a suitable successor to ensure a smooth transition of this responsibility.

3.1.8. Financial Responsibilities

In addition to the Treasurer's specific duties, SSCs meet their general financial responsibilities to the Squadrons by:

- (a) Working with the CO to determine funds required to support the squadron during the training year;
- (b) Being involved in longer term planning (beyond the current training year) of special projects which have financial implications;
- (c) Ensuring the availability of required funds by organizing and overseeing fundraising initiatives;
- (d) Managing the SSC's bank account;
- (e) Paying bills as presented by the CO in line with the squadron budget, or as pre-approved outside the budget;
- (f) Filing provincial and federal tax returns as required (e.g. PST/GST) and claim rebates where allowed;
- (g) Maintaining financial records of income and expenses, assets and liabilities;
- (h) Preparing the ACC9 - the annual Statement of Receipts and Disbursements and Statement of Assets and Liabilities, as required by the Air Cadet League's Bylaws; and
- (i) Filing the Registered Charity Information Return (T3010) if applicable.

In order to assist the SSC in meeting the above objectives, the ACC9 must be utilised to maintain appropriate accounting records.

Each month the SSC Executive and the CO must be provided with a copy of the SSC financials as generated from the ACC9. With this information, all are able to track the financial progress throughout the year.

3.1.9. Preparation and Filing of the ACC9

In compliance with the Air Cadet League of Canada Policy & Procedure Manual (PPM), Section 6.18.5, every SSC **must** submit an accurate and signed ACC9 at the end of each month and at the end of the Fiscal year, to be sent to BCPC by September 30th. The ACC9 is not intended to replace any other financial statements, audits or any return for Revenue Canada. It is provided to the Air Cadet League of Canada, National Office, annually for internal information purposes so that the financial health of a squadron may be reviewed and assessed. A link to instructions and a copy of the ACC9 form can be found on the BCPC website under SSC Resources.

3.1.10. BCPC Assessment

In addition to providing financial support for the squadrons, SSCs contribute to the operating cost of the BCPC. The total operating budget is determined by means of discussion and subsequent vote at the BCPC Annual General Meeting. That BCPC operating budget is determined by the total number of cadets as advised by Pacific Region using Cadet monthly attendance records obtained from Fortress. The Provincial Operating Assessment is an obligation of the individual SSCs.

Section 6.18.7.2 of the Air Cadet League of Canada Policy & Procedure Manual (PPM) states:

Assessments

The ACL authorizes the collection of assessments to support activities and infrastructure that are not government funded (e.g., - accommodations or the difference between “1 night per week/10 days per year” for each unit).

Assessments are considered part of the fund generation or fundraising activity required at the three levels of the league to support its obligation to the air cadet program. League costs include but are not limited to rent, utilities, and the purchase and maintenance of equipment not provided by the Government of Canada through the Department of National Defense.

National Assessment Fee:

The National Assessment is assessed annually on a per Cadet basis and is determined by the National League budgeting procedures. The cadet population is taken from the most recent annual Cadet Statistics report published by the CJCR as of 15th of March. The Board of Governors approves the national budget but changes in level of National Assessments will be coordinated with the P/TC Chairs. The National Assessment is an obligation of the P/TC.

Provincial Assessment Fee:

The P/TC is authorized to use a P/TC Assessment. The P/TC Assessment is determined by the P/TC's budgeting procedure and approval process. The P/TC Assessment is an obligation of the SSC.

SSC Assessment:

The SSC is authorized to use an SSC Assessment as a source of revenue as determined by the SSC's budgeting procedure. The SSC budget is developed in coordination with the Squadron CO and is approved by the SSC. Should it be determined that an SSC Assessment is required, it is requested from the cadet parent/guardian, in the form of money or volunteer hours, but is not an obligation of the parent/guardian. SSC should clearly communicate the impact on the annual budget and activities of not securing the needed revenue and/or volunteer time. SSC's must always adhere to a policy that “No Cadet is left behind”.

SSC Guidelines for creating a written Cadet Registration/Assessment Policy/Procedure:

Having a written Cadet Registration Policy/Procedure assists SSCs with avoiding unpleasant interactions with parents over non-payment of assessments.

It is recommended that SSCs that determine an Assessment is needed to develop and post a written policy regarding assessments. The SSC Assessment is a voluntary donation, and as such parents are eligible for a tax donation receipt where applicable.

It is also recommended that this squadron Registration/Assessment policy and procedure be reaffirmed before the start of every training year and or every time there is a Change of Command on either side of the partnership. BCPC League Representatives are available to assist SSCs with this process.

Annually, Cadets are required to download and complete a "Registration form" as a part of the Squadron's registration process. The Squadron's "**Cadet Registration Policy**" can be posted on the Squadron's Website as a component of the Squadron's Registration package. By providing this information clearly and in advance, and also during the "New Cadet Parent Orientation Session" that every SSC is obligated to provide, parents are informed of the SSC's expectations of them. All concerns or questions can then be addressed prior to the cadet registration.

3.1.11. Preparing the Budget

Running a squadron can be compared to a small business. A simple budget formula is:

$$\begin{aligned} \text{Training schedule} + \text{costs} &= \text{CO} \\ (\text{Fund-raising} + \text{Events}) \times \text{revenue} &= \text{Chair} \\ \text{CO} + \text{Chair} &= \text{Budget} \end{aligned}$$

The success of a business requires the management of resources, planning and, of course, budgeting: a squadron with all its complexities is not that much different.

Preparing a plan and an annual operating budget is very much a part of running a successful squadron. The budget is a simple financial document, but it is one of the most important tools in running the squadron (the "Business"). It is not possible to prepare a budget without having planned the year's activities and having such planning in place. From then on, the budget can be used to compare financial results with the original plan.

Budgeting should be based on realistic expectations. A good starting point for a budget is the previous year's financial performance which can point to expectations for the coming year, assisted by input from the Officers and other SSC members.

A key component to the budget is the training plan, which will be established by the CO and his/her staff. The training plan sets out how the bulk of the squadron funds will be spent, and it is important that the CO and the SSC are in agreement with the direction of the training and the meshing of extra-curricular activities with that training. The military staff will identify the training activities and their estimated costs, while the SSC plans the fund-raising activities.

Much of the training planned by the Officers may be accompanied by partial financing from RCSU (Pacific Region) Local Support Allocation (LSA) funds which must be deposited in the SSC's account; but the balance will have to be raised by the SSC or

the event cannot take place. Only by working together will the two sides avoid scheduling conflicts, allowing each to direct their full resources to these projects.

When the activities have been decided upon, the required fund-raising becomes evident. By using the training plan to drive the budget the CO and SSC can ensure those objectives which best suit the squadron will be achieved. The budget allocation may be used for other activities which may arise during the year, upon discussion and agreement by the CO and Chair, for a worthwhile expenditure.

Once completed, budget figures must be placed on the Income and Expense statements prepared each month, along with the indicated variance, and these statements should be distributed throughout the unit. It is important to monitor the performance to determine if expectations are on target, and to report the differences. If the budget is changed midstream, it will be difficult to determine progress with respect to the original plan.

Most importantly, financial information must be shared with the CO. All parties involved in the budgeting, planning and fund-raising processes should be kept informed of the financial progress throughout the year, and how this progress compares to the Budget. The financial information should not be a secret.

Once the budget has been approved, the CO should be able to spend within his or her budget allowances without having to have each item approved again by the SSC.

To summarize:

- The CO along with the other officers prepares the training plan.
- The SSC prepares their fund-raising plan.
- The SSC Chair and CO then meet to discuss the plan.
- The two plans are merged into a single Budget.

3.1.12. Registration and Volunteer Screening

Please refer to the Air Cadet League of Canada Squadron Sponsoring Committee Screening & Registration Coordinator Handbook (SSRC) on the Air Cadet League of Canada's website. There is a direct link provided on the BCPC website under SSC Resources/Screening & Registration for Volunteers. Other documents used by the SSC for membership are located on the BCPC website under SSC Forms/BCF300.

A member of BCPC and an SSC must remain in good standing ensuring proper policies and procedures are followed as per the Air Cadet League of Canada's Policies and Procedures Manual and the BCPC Policy and Administration Manual. Failure to do so could result in the membership being revoked.

Overview from the SSRC Handbook:

Screening in Canada is subject to a complex set of criminal, civil, constitutional and administrative statutes, combined with a substantial body of common law. Taken together, these laws form a regulatory regime that applies to those organizations and individuals, both paid and volunteer, who work with children and youths.

Screening is about matching people and organizations, improving the quality and safety of programs and services, and reducing risks and liability. It is an ongoing process captured in the Ten Steps of Screening and is not limited to Police Records Checks. Screening practices are specific to a role, position, or assignment and not to the individual applicant. The current trends in volunteering and new societal context call for the scope of screening to be broadened from a set of practices that ensure the suitability of volunteers to a process that promotes quality relationships between volunteers and organizations.

It is well-established in common law, regardless of the province in which one is located, that organizations providing services to vulnerable persons (youth) have a duty to take reasonable steps to ensure their safety and well-being. The organization that does not have a formal process of screening of volunteers is likely failing to meet the standard of care that the community, and Canadian law, now requires of them.

Screening practices play a critical role for organizations in fulfilling their moral, legal, and ethical responsibilities to all those they reach, including members, participants, employees, and volunteers. This obligation is even greater when they are working with vulnerable children and youth. Boards of Directors need to establish screening policies that address the needs of the organization.

The Air Cadet League (ACL) responsibilities for screening and registering civilian volunteers complement those of the Department of National Defence (DND) and are of a supporting nature. The Commanding Officer and his/her supporting staff have command and control of the Cadets and are responsible for supervision of the training program. To fulfill its responsibilities to the Cadets, DND is required to conform to rulings by the Supreme Court of Canada that defined the level of care required by any organization in protecting youth under its direction. This level of care has been defined as that which would be exercised by a prudent parent in protecting their child.

As a full, active partner in this aspect of the Air Cadet Program, it is also reasonable that the ACL shall also ensure that the screening and registration protocols meet the same standard expressed by the Supreme Court of Canada.

The ACL fully supports the process of screening all those who volunteer to work with the Squadron Sponsoring Committee, the Provincial Committee, or the National Air Cadet League. These Screening and Registration Policies and Procedures have been developed to ensure that this process is carried out in a timely and efficient manner.

The screening forms and processes are a minimum requirement for all applicants. A Provincial Committee may require additional information from an applicant to enhance their screening process as long as the information does not detract from the minimum requirements.

3.1.13. Volunteer Drivers

SSCs are often called upon to provide transportation for cadets participating in various activities, including fund-raising, familiarization flying, community service, tours, parades, etc. When it is not practical or feasible to hire buses or commercial transportation, SSC members may be asked to drive on a volunteer basis, using private vehicles.

All volunteer drivers must be screened with DND. All volunteer drivers must be approved by the CO for each separate event, using criteria established by the Department of National Defence. The only exception will be parents/guardians driving their own children.

3.1.14. Schedule of Important Activities and Events

The following schedule sets out the timings for important events that most SSCs will experience throughout the year. Individual SSCs may have additional dates to consider:

July/August

- Meet with CO and Training Officers to establish yearly calendar.
- Meet with CO for training budget.
Complete and submit Registration for BCPC Annual General Meeting.
- Complete Continuation Flying AWARD forms for glider/power cadets for National Continuation Flying scholarships (CASARA & WESTJET).

September

- Establish and approve SSC Budget for the year.
- Set date for “New Parent Orientation” Session (include CO in session).
- Meet with Executive Committee to establish yearly activities and fund-raisers.
- Battle of Britain Parade - confirm transportation if needed (3rd Sunday in September).
- Set date for Society’s Annual General Meeting (to be held by December 31st, annually).
- Establish dates for Parent/Guardian Information Meetings.
- Confer with CO and set ACR date and inform BC Provincial office.
- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Remind Treasurer of ACC9 deadline of September 30th.

October

- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Volunteer Registration and Screening Forms to be completed by new Executive Members and also persons having on-going contact with cadets (ongoing).
- Squadron Information Sheet due **immediately** following Annual General Meeting of Society. To be sent to BC Provincial office.
- Send Chair or representative to ACL/BCPC Annual General Meeting.
- Schedule Squadron Effective Speaking Competition dates and solicit cadets.
- Organize a volunteer to run (lessons on the Air Cadet League of Canada website) Effective speaking course.

November

- Review SSC Compliance Check List – minutes and financials to be sent in monthly.
- Remembrance Day Parade and activities (November 11th).

December

- Registered Charities yearly report due by February 28th (within six months of the SSC's fiscal year end).
- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Order attendance pins for June from National Air Cadet league of Canada (directly on their website under Shop (check with Admin Officer for inventory).
- SSC's Annual General meeting should be complete.

January

- First instalment of BCPC Assessment is due by January 15th.
- Check BCPC calendar of events for Wing and Provincial competition dates.
- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Discuss mess dinner with CO and officers if planned.

February

- Issue/mail tax receipts for donations.
- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Discuss spring fundraising events and dates with Executive and Officers.
- Squadron level Effective Speaking competition.
- Drill team competition, coordinate attendance of SSC Members.
- Send invitations to local dignitaries (Mayor, City Councillors) for Annual Review.

March

- Balance of BCPC Assessment is due March 15th.
- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Watch for Effective Speaking competitions at Wing Level.
- Parent meeting recommended to be held once a month.
- Coordinate lunches/transport First Aid and Band competition, if applicable.
- Gather trophies for engraving for presentation at Annual Ceremonial Review.

April

- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Coordinate SSC attendance for competitions (Band, First Aid, Range, etc.).
- Effective Speaking (Provincial competition - normally held the end of April).
- Confirm date/location for Annual Review and any other Annual events.
- Start SSC Chair's Annual Report for submission to BCPC by May 15th.

May

- Review SSC Compliance Checklist – minutes and financials to be sent in monthly.
- Complete plans for Squadron's Annual Ceremonial Review and contact Wing Chair or BCPC office for League Inspector's information to send invitation.
- Recruit for new executive members.
- Complete SSC Chair's annual report and submit to BCPC by May 15th.
- Form sub-committee to select recipients for any SSC Awards and liaise with CO for nominations for awards at Annual (remember Legion Medal of Excellence and Strathcona Medal of Honour).
- Complete any planned 'Final' fund-raisers.

June/July/August

- Review Compliance Checklist – minutes and financials to be sent in monthly.
- Annual Ceremonial Review must be completed by June 15th.
- Confer with CO regarding Cadets Caring for Canada (second Saturday in June).
- Advise Executive of SSC to plan on attending BCPC's AGM in October.
- Discuss plans for summer activities, if any.
- Watch for ACLC assessment invoice to be sent out by August 15th.

3.1.15. Good and Services Tax (GST)

SSCs having a Charity Taxation Registration Number are eligible to file a claim to redeem a percentage of the GST paid on eligible purchases. These purchases must be for the exclusive use of each squadron.

The form to claim GST Rebate can be obtained from the nearest Canadian Customs and Revenue Agency (CCRA) office or be downloaded from the CCRA website.

3.1.16. Application for Liability Insurance Coverage

Many SSCs carry out a number of fund-raising activities (as well as training events) on property owned by third parties, such as malls and retail stores, many of whom are now requesting evidence of liability insurance coverage.

The policies maintained by the Air Cadet League of Canada provide this type of coverage for all squadrons, and individual riders can be obtained by completing an ACC20 request form, which should be mailed or faxed directly to the Air Cadet League office in Ottawa:

<https://aircadetleague.com/library/insurance/>

If an SSC intends to use one or two shopping malls or businesses every year, Blanket Coverage for one year can be obtained by preparing an annual request and forwarding it The Air Cadet League office. Contact the Provincial league office directly for further details.

*Please note, the National Air Cadet League office requires a minimum of three weeks' notice to process these requests.

3.1.17. Registered Charity Status

The BCPC has official registered charity status, and as such it may issue official Income Tax receipts for legitimate donations. This status helps significantly in raising funds through donations and contributions; however, BCPC cannot provide receipts for donations made to SSCs, as the receiving organization must have their own Registered Charity number. Therefore, SSCs are encouraged to apply individually to Canada Customs and Revenue Agency (CCRA) for individual registered charity status.

To acquire registered charity status, SSCs must complete an Application for Charity Registration (Form T2050). The completed application should be submitted to CRA with the appropriate documentation. To maintain this registered charity status, each SSC must submit to Revenue Canada a form T3010, Registered Charity Information Return and Public Information Return, within six (6) months after the end of each fiscal year; that is, by February 28th of the following year.

Reference material that may assist with charitable registration includes:

- (a) Fundraising: A Guide for Squadron Sponsoring Committees of the Air Cadet League of Canada;
- (b) Application for Income Tax Registration for Canadian Amateur Athletic Associations and Canadian Charities (Form T2050); and
- (c) Information of the Income Tax Act and Registered Charities.

3.1.18. Fund-Raising

Fund-raising has been, and will continue to be, an integral part of the SSC's responsibilities in supporting their squadrons. While some SSCs receive significant financial support from service organizations (who may or may not be a Sponsor for that squadron), that type of support is diminishing, commensurate with the declining enrolment in service organizations. It is expected that a greater proportion of cadet training costs will have to be supported by unit fund-raising activities in the future. Fund-raising, therefore, is a key activity at the local level.

SSC fund-raising activities level should not be in conflict with the activities of other units. For example, conducting Tag Days in an area covered by another squadron is strongly discouraged. Cooperation at all levels of the organization will maximize fund-raising results and ensure that positive relationships with prospective donors are maintained.

In addition, fund-raising involving cadet participation, while important, should not take place for extended periods, leaving participants with the impression that fund-raising has become the purpose of their organization. The proper administration of the squadron and training of cadets should be paramount in all decisions, with fund-raising as a necessary means to an end.

All licenses for fund-raising should be in the name of the SSC, and not the squadron. Proper accounting procedure and practices must be maintained in all fund-raising endeavours to ensure the security of funds received and used. Cadets should not be placed in a position of having to carry too much money in their possession.

All provincial gaming regulations and procedure must be adhered to, including where funds are spent, the type of cheque used to pay this expense, and a detailed accounting. Failure to comply with the Gaming Commission's rules can result in serious penalties, such as a loss of proceeds, or the banning of applications for a number of years. In one case, an SSC who suffered a theft of funds was prohibited from re-applying for three years after the Commission concluded that insufficient care had be taken to prevent the theft.

It is essential that a follow-up of the results of the fund-raising be shared with cadets, parents, and all others involved in the fund-raising endeavours.

If an SSC has charitable status, tax receipts can be issued for donations received. Please refer to CCRA guidelines for the production and issuance of the appropriate receipts.

3.1.19. Public Relations

The Public Relations portfolio plays an important role in the success of a squadron and should be delegated to a member of the SSC.

The National Air Cadet League office has developed a Public Relations Handbook to assist SSCs. All SSCs are encouraged to review and or print a copy for use by their Public Relations representative. The link below will take you directly to all the public relation documents and the PR Handbook which can be downloaded for your convenience and use:

<https://aircadetleague.com/library/public-relations/>

Articles and photos of interest from your Squadron activities can be emailed to the Public Relations Coordinator at publicrelations@aircadetleague.bc.ca for posting on the BCPC Facebook page.

3.1.20. Communications

The main regulatory body for SSCs is The Air Cadet League of Canada, British Columbia Provincial Committee, an incorporated society referred to in this manual as "BCPC". Each SSC is an ex-officio Member of the BCPC.

The British Columbia Provincial Committee Office is located at Boundary Bay Airport, Unit #2, 7630 Montreal Street, Delta B.C.

This office maintains phone, e-mail and fax communications with all SSCs, and is maintained by an administrative staff. All enquiries are answered by phone and email.

3.1.21. Assisted Recruiting

Recruiting is one of the primary responsibilities of the SSC, and it applies to all levels of the squadron, including the CO, officers and staff, cadets, and SSC members.

1. Commanding Officer (CO)

In keeping with the MOU signed between the DND and the ACLC it is the responsibility of SSCs to assist the Squadron CO with identifying and recruiting Squadron Staff from within each community. COs are ultimately appointed under the

authority of the RCSU CO, for a term of three years; this term can be extended in one-year periods by the RCSU CO.

It must be emphasized that the SSC and the BCPC make recommendations; however, the authority rests with the CO RCSU. In the past, the CO's decision has been heavily influenced by Air Cadet League recommendations; however, applicants must still meet the various requirements of the DND, and it is not always possible to approve the Air Cadet League's recommendations.

In cases where no qualified applicant is found, the SSC and the BCPC may recommend that an extension be granted for the existing CO.

2. Officers and Staff

The employment of Officers and Staff falls within the CO's authority. There are a number of regulations, which affect the granting of commissions in the Canadian Forces, and not all applicants will be able to meet these standards. In such cases, these individuals may qualify as Civilian Instructors (CI) or Civilian Volunteer (CV) Instructors, who can assist the squadron under employment agreements with the CO.

3. Cadets

Natural attrition of cadets affects the smallest and the largest squadrons and recruiting remains an important activity in all squadrons. SSCs can fulfill this function through general advertising in the local media, special activities and functions at schools or civic events, and cadet performances when authorized and supervised by the CO.

4. SSC Members

In general, most SSCs recruit from parents who have a cadet enrolled in the Squadron. The key is to make contact with parents/guardians in person. Start the person out with smaller tasks like helping at a mess dinner or ACR, and then build on bringing them onto the SSC in an executive position. Members of the community who have shown an interest in the cadet program can also be approached to become a volunteer. In addition, military CIC members who have aged out or retired early from the CIC may still be interested in keeping a connection with the Squadron.

Be careful not to expect a person to serve in more than one position. This can create a situation whereby the volunteer experiences 'burn out' and simply decides to cease volunteering altogether.

Of course, registration and screening requirements must be strictly adhered to in the recruiting process.

3.1.22. Parent Orientation

Once young people have been attracted to the squadron as possible recruits, it is vital to inform the parents about what to expect. Most SSCs discharge this responsibility by preparing a Parents' Package, containing general information on the Air Cadet Program and specific information on the squadron.

This information includes an explanation of the partnership between the DND and the Air Cadet League, the type of activities the cadet may expect and the prerequisites (such as additional clothing or equipment not supplied by DND of the squadron), the methods by which activities are funded, special courses and summer programs, and the contribution expected from parents.

SSCs frequently exchange samples of orientation packages at Wing Meetings. Additional information to the parents on an on-going basis is usually provided by way of a monthly newsletter from the Squadron Sponsoring Committee.

3.1.23. Squadron Sponsoring Committee Contact with Cadets

The Air Cadet program is administered by a partnership of the DND and the Air Cadet League of Canada; however, operational supervision and control of cadets is the exclusive responsibility of the military.

Cadets may only take part in “authorized activities”: simply put, these are activities which have been published in the Monthly Routine Orders issued by the CO, and which are supervised by one of the squadron’s Officers or Civilian Instructors. The rules and regulations of the Department of National Defence ensure that these individuals have been screened and have the required human rights and anti-harassment training.

SSC members are not authorized to supervise cadet activities, unless they are members of the CO’s staff (in which case they will have non-voting status within the SSC).

The screening of SSC members is required for those who will have contact with cadets through the discharge of their duties, but this does not include supervision. Those events undertaken by the SSC which involve cadets (such as Effective Speaking, recruiting or fund-raising activities) still require the presence of a supervising Officer or Civilian Instructor.

3.1.24. Mock Boards

Selection Review Boards are conducted every year for three senior courses, Power Pilot Training Course (PPTC) Glider Pilot Training Course (GPTC), and International Air Cadet Exchange (IACE). These Boards usually consist of three members who sit behind a table and ask questions of the applicant for approximately 20 minutes. Since these interviews can be very stressful for young candidates, The Squadron attempts to prepare the applicants by holding practices, called “mock boards”, a short time before the actual boards are scheduled.

3.1.25. Interests in Real Estate

One of the most important responsibilities of the SSC is the provision of quarters for the training, administration and supplies of the squadron. Due to location factors and costs, there is a very wide range in the type and quality of these quarters throughout the province, from rented halls and school classrooms to free-standing buildings owned by the SSC.

Some units parade at locations provided by DND or by Corporate Sponsors (such as the Royal Canadian Legion) at little or no cost; however, over the past few years a trend of levying rentals against all types of quarters has emerged. Some units now hold “interests” in real estate, either as tenants or landlords and, in some cases, both.

An interest in real estate may be created by a lease, sub-lease, or partial or whole ownership; short term rentals, such as daily or nightly, do not usually create an interest. When an interest is created, a number of additional responsibilities fall upon the SSC, including insurance, compliance with laws and statutes, and liability for numerous issues such as soil contamination. On the other hand, long-term leases or occupancy at little or no rental can create significant value for the SSC.

Through incorporation, each SSC is a separate legal entity, and therefore the BCPC is not a party to the transaction. However, the rules and regulations of the BCPC, including financial reporting, must still be observed. Furthermore, given the speed with which SSC membership changes, it is advisable to lodge copies of the real estate documentation with the provincial office for safekeeping. There have been a number of incidents within the province where real estate interests were almost lost when documentation could not be located.

SSCs must also be aware that where Registered Charity status is held, permission to hold real estate interests must be obtained from Canada Customs and Revenue Agency.

3.1.26. Compliance - Filing of Reports

3.1.26.1. SSC Compliance Checklist – BCF201

As an Incorporated Society, and a member of the Air Cadet League of Canada, there are certain reporting requirements that must be met by each SSC. Depending on the specific SSC activities, additional reports may have to be filed. This checklist can be found on the BCPC website under SSC Forms.

3.1.26.2. Compliance Policy – BCF219

The Compliance Policy can be found on the BCPC website under SSC Forms.

3.2. DISPUTE RESOLUTION

3.2.1. Dispute Resolution within the Partnership (DND and BCPC)

It is understood:

1. That a partnership exists between the Regional Cadet Support Unit (Pacific) and the BCPC of the Air Cadet League of Canada.
2. That the Memorandum of Understanding (MoU) between the Department of National Defence and the Air Cadet League of Canada is the official document with respect to the assignment of responsibilities to the military and to the Air Cadet League of Canada. The document can be found on the Air Cadet League of Canada's website under Library/Governance (aircadetleague.com).
3. This process concerns disputes at the squadron level between the CO and the SSC. Disputes between parents and the CO and/or the SSC are not included in this process.

4. The dispute resolution process must be consistent with existing current policies and procedures that govern the military and SSCs.
5. Any dispute that appears to have a criminal context must be referred to the responsible police agency for investigation as necessary prior to any internal dispute resolution process being undertaken.

Basic Philosophy

Disputes are a normal occurrence in organizations. Effective communication is the key to resolving any dispute. The sooner that a dispute can be addressed, the greater the likelihood that a successful resolution will be reached. As COs and SSCs undertake their respective responsibilities, establishing effective, cooperative and regular communications can often contribute significantly to maintaining a positive relationship.

When a dispute does occur, it is important that the matter be addressed as soon as practical. Disputes addressed at an early stage can often be resolved by the parties involved discussing and listening to each other's point of view. This will be the preferred method of resolution for all disputes between COs and SSCs. When the parties are not able to resolve disputes on their own, the dispute will be referred to the next level in their respective chains of command for resolution.

Local (Squadron) Level Resolution

When a dispute exists between the CO and the SSC or a member of the SSC, the first step that should always be considered is for informal discussion(s) to occur between the individuals involved. The goal should be to find a mutually acceptable resolution to the dispute that will establish or restore a positive working relationship.

Successful discussions will require that both/all parties involved approach the discussion professionally. Comments and observations must be expressed respectfully. A common goal of finding a resolution that will be to the benefit of both the organization (i.e. Squadron) and the individuals involved should always underscore these discussions. If the dispute is resolved at this informal stage, no further action should be required.

Zone Training Officer/Wing Chairperson Level Resolution

The Zone Training Officer or Wing Chairperson may be contacted for advice at any point during the resolution process.

Should informal discussions at the Local (Squadron) Level fail to resolve a conflict; either party or both parties may raise the matter to next level in their chains of command. For SSC members, this would be to the Wing Chair and for military members; this would be to the RCSU (Pac).

Parties will be strongly encouraged to detail their concerns in writing with the understanding that the other party/parties involved in the dispute will have the opportunity to review the written submission.

The RCSU (Pac) will determine if the dispute could be resolved through the Zone Training Officer/Area Elemental Advisor's involvement. If so, the RCSU (Pac) will task the Area Elemental Advisor. On receiving details of a dispute, Area Elemental Advisor or Wing Chairperson shall take the following action:

- a. The BCPC Squadron Liaison and the RCSU (Pac) DCO must be apprised of the dispute at this point for information purposes only.
- b. Review the dispute as presented and determine what informal action has already occurred. If the parties have not attempted informal discussions, they may be encouraged to do so if considered appropriate.
- c. If it is felt that the Zone Training Officer/Area Elemental Advisor or Wing Chairperson will need to intervene to seek resolution, the other party must be advised of the dispute (i.e. if either the Zone Training Officer or the Area Elemental Advisor receives the dispute, he/she must contact the Wing Chairperson). The Zone Training Officer/Area Elemental Advisor or Wing Chairperson may also seek guidance from their respective chains of command (i.e. RCSU (Pac) or BCPC Group Chair).
- d. After consultation, a meeting will be established in which the Zone Training Officer/Area Elemental Advisor and/or Wing Chairperson will facilitate a discussion between the parties in dispute with the aim of finding an appropriate collaborative resolution. Such a meeting should be held as soon as reasonably possible after receiving a dispute, and normally will occur within 21 days.
- e. If necessary, the agreed resolution will be summarized in writing and presented to the parties involved in the dispute. A copy of the agreed resolution will also be sent to the BCPC Squadron Liaison and the RCSU (Pac) DCO.

Disputes that cannot be resolved at the Zone Training Officer/Area Elemental Advisor/Wing Chairperson level will be referred to RCSU (PAC) and the BCPC Squadron Liaison. Any written record of the dispute and previously attempted resolution(s) shall be forwarded. On receiving the details of a dispute, RCSU (PAC) and the BCPC Group Chair shall take the following action:

- a. Review the dispute as presented and determine what action has already occurred. Consultation with the Zone Training Officer/Area Elemental Advisor and/or Wing Chairperson may be necessary to gather all pertinent information. Email communication may be appropriate for gathering information at this stage.
- b. If the Zone Training Officer/Area Elemental Advisor and Wing Chairperson have not previously been involved in attempting to resolve the dispute, directing the dispute to this level should be considered.
- c. If it is determined that the RCSU (PAC)/Area Elemental Advisor or the BCPC Group Chair will need to intervene to seek resolution, the other party must be advised of the dispute with full disclosure of known details (ie. If the BCPC Group Chair receives the dispute, he/she must contact the RCSU(PAC)/Area Elemental Advisor).
- d. After consultation, a meeting will be established in which the RCSU(PAC) (or his/her representative) and/or the BCPC Group Chair (or his/her representative) will facilitate discussions between the parties in dispute with the aim of finding an appropriate collaborative resolution. These discussions may take place in person or via telephone. Such a meeting should be held as soon as reasonably possible after receiving a dispute, and normally will occur within 21 days.
- e. If a meeting is deemed inappropriate for resolution of the dispute, the RCSU(PAC)/Area Elemental Advisor and the BCPC Group Chair will determine

the course of action appropriate given the circumstances and direction will be issued to address the situation. Such decisions shall be made in the best interest of the Squadron and the Air Cadet program.

- f. If necessary, the agreed resolution will be summarized in writing and presented to the parties involved in the dispute. Normally, the BCPC Squadron Liaison, the RCSU (Pac), the ZTO/Area Elemental Advisor and Wing Chairperson will be advised of the final resolution in order to monitor and assist as required.

Additional considerations:

All resolutions must comply with established policies and procedures. If it is determined that a policy or procedure should be adjusted, this information must be communicated to RCSU Commanding Officer and BCPC President for consideration.

Many disputes occur between a CO and SSC when roles and responsibilities are not established and followed. The MoU clearly defines the roles and responsibilities of both DND and the Leagues, and this document must be followed.

Open, respectful communication between the CO and SSC will help to establish a positive working relationship which should avoid most conflict or allow for informal discussions and resolutions if a dispute does occur.

3.2.2. Dispute Resolution Between SSC Members or Involving Parents

It is understood:

1. That a partnership exists between the RCSU (Regional Cadet Support Unit) (Pacific) and the BCPC of the Air Cadet League of Canada.
2. That the SSC's Society Bylaws and the BCPC Policy and Administration Manual (PAM) are accepted documents to be used in the Dispute Resolution process for SSCs.
3. That this process concerns disputes at the squadron level between members of the SSC and/or the SSC and parents of cadets registered at the squadron.
4. That unsubstantiated general statements, perceptions and assumptions will not be accepted as fact during the resolution process.
5. That any dispute that appears to have a criminal context must be referred to the responsible police agency for investigation as necessary prior to any internal dispute resolution process being undertaken.

Basic Philosophy:

Disputes are a normal occurrence in organizations. Effective communication is the key to resolving any dispute. The sooner that a dispute can be addressed the greater the likelihood that a successful resolution will be reached.

As SSC members undertake their respective responsibilities, effective cooperation and regular communication can often contribute significantly to maintaining a positive working relationship. When a dispute does occur, it is important that the matter be addressed as soon as practicable.

The squadron CO and the League Representative will be apprised of all disputes that the SSC Chair is unable to or unwilling to resolve without assistance. The resolution process at this level will be overseen by the SSC Chair.

All disputes involving members of the SSC Executive will be overseen by the League Representative. Disputes addressed at an early stage can often be resolved by the parties involved discussing and listening to each other's point of view. This will be the preferred method of resolution for all disputes between SSC members and/or SSC members and parents of cadets. When parties are not able to resolve disputes on their own the dispute will be referred to the next level in the ACL Chain of Command.

Local (Squadron) Level Resolution

When a dispute exists between SSC members and/or SSC members and parents of cadets, the first step that must always be considered is for informal discussion(s) to occur between the individuals involved. The goal should be to find a mutually acceptable resolution to the dispute that will establish and restore a positive working relationship.

Successful discussions will require that both/all parties involved approach the discussion professionally. Comments and observations must be expressed respectfully. The common goal of finding a resolution that will be to the benefit of both the organization (i.e. Squadron) and the individuals involved should always be the primary purpose of the discussions.

If the dispute is resolved at this informal stage, no further action should be required. This process should be completed within a three-week period (21 days) from the date of advisement.

League Representative Level Resolution

The SSC Chair should contact the League Representative for advice at any point during the resolution process if required.

Should informal discussions between the SSC Chair and the disputing parties fail to resolve the conflict, the SSC Chair will raise the issue to the level of the League Representative.

Decisions made at this level by the League Representative will reflect the good and welfare of the Society, the squadron and the effective delivery of the Air Cadet Program at the squadron.

After meeting separately with both parties in the presence of the SSC Chair the League Representative will consult with the Wing Chair before delivering his/her decisions to the disputing parties. Every effort will be made to facilitate a discussion between the parties in dispute with the aim of finding an appropriate collaborative resolution.

The League Representative may make recommendations based on the Society's Bylaws and or the BCPC PAM as a course of action to resolve the dispute.

Wing Chair Level Resolution

The Wing Chair may be contacted by the League Representative for advice at any point during the resolution process.

Should discussions at the League Representative Level fail to bring the dispute/conflict to a mutually acceptable resolution, either or both parties may raise the matter to the Wing Chair.

Disputes that escalate to this level usually threaten the stability of the squadron and the effective delivery of the program to the cadets. Decisions made at this level by the Wing Chair will reflect the good and welfare of the squadron.

Parties will document their concerns in detail with the understanding that the other party/parties involved in the dispute will have the opportunity to review the written submission.

On receiving written details of a dispute, the Wing Chairperson shall take the following action:

- a. If the dispute appears to be a threat to the stability of the squadron the Wing Chair will apprise the Zone Training Officer/Area Elemental Advisor and the BCPC Squadron Liaison of the Dispute.
- b. The BCPC Squadron Liaison may be contacted for advice at any point during the resolution process by the Wing Chair.
- c. The Wing Chair will facilitate a discussion between the parties in dispute with the aim of finding an appropriate collaborative resolution. Such a meeting should be held as soon as reasonably possible after receiving notification of a dispute and normally will occur within 21 days.
- d. The terms of an agreed resolution will be summarized in writing and presented to the parties involved in the dispute.
- e. If the Wing Chair has exhausted all possible avenues for dispute resolution and there has not been a favourable outcome, a reconsideration of suitability will occur regarding membership of the individual(s) in question. A case of findings by the Wing Chair will be presented to the Squadron Liaison. The Squadron Liaison will present the case to the Board of Directors if there is unanimous concurrence between the Wing Chair and Squadron Liaison recommending that continued membership of the individual(s) is a risk to the SSC's good and welfare. In the event the Board of Directors determines that the member(s) in question are not suitable for society membership, the individual's screening can be revoked as the member is no longer considered a screened member of that society in good standing.
- f. Decisions made by the Wing Chair will be final.

Additional Considerations

All dispute resolutions must comply with established policies, procedures and Bylaws.

Any requests for changes to BCPC policies or procedures must be communicated to the BCPC President who will advise the RCSU (Pac) J3 OC (Area). Any requests for changes to the Society's Bylaws must comply with procedures outlined in the Bylaws.

Many disputes between SSC Members or between SSC members and parents occur as a result of the absence of open and respectful communication. Personality clashes are also sources of conflict between parents.

Many SSCs who are experiencing a decrease in parent volunteers can trace the cause of this decrease to disputes among its members, parents or officers that were not resolved in a timely manner. Volunteering must be an enjoyable and satisfying experience. Open, nonthreatening, and respectful communication is an essential component of every successful SSC.

3.3. CONSTITUTION AND BYLAWS

Each SSC, as a registered Society in BC, must have Constitution and Bylaws in place. Generic BCPC Constitution and Bylaws template can be obtained from the BCPC Office.

The BCPC Office provides advice and ensures that BCPC and SSC Societies are compliant with the BC Societies Act and Canada Revenue Agency.

3.4. CREDIT AND DEBIT CARD POLICY

BCPC will not support credit or debit cards. BCPC will not be liable for any credit card outstanding balances at the SSC level.

4.1 SQUADRON ANNUAL EVALUATIONS

4.1.1. Overview

The Air Cadet League of Canada and the Department of National Defence (DND) develop the next year's budget based on the registered cadet population as shown by the FORTRESS Data Base Program (January 1 to December 31 of the previous training year). The 'FORTRESS Registered Strength' is the official cadet population count. Squadron allocation funds, staffing, summer camp quotas, and insurance costs are influenced by the cadet population.

The monitoring and assessment of the Squadron Supply, Administration, Training functions, and the Military/Civilian instructor staff is essentially the responsibility of the DND, while the BCPC monitors performance of the SSC.

4.1.2. Air Cadet League Evaluations

All BC SSCs are assessed and evaluated on the same criteria and procedures. This is in keeping with BCPC and Pacific Region policy that every Cadet is to have access to and receive the same training and support regardless of location and size of the Squadron.

4.2. PERFORMANCE REPORTS ON SQUADRON SPONSORING COMMITTEES (BY LEAGUE REPS)

4.2.1. Overview

All British Columbia SSCs are provided a detailed Compliance Check list (BCF201) to assist in their evaluation. In addition, the squadron's League Representative submits an Annual Report to the BCPC office.

4.3. SQUADRON SPONSORING COMMITTEE ANNUAL REPORT (BCF202)

4.3.1. Overview

The BCF202 Squadron Sponsoring Committee Annual Report is intended to be used as a guideline for the Chairperson to ensure all items of importance to BCPC Office are included.

A completed Squadron Sponsoring Committee Annual Report must be emailed to the BCPC office by May 15th each year.

4.4. PERFORMANCE EVALUATION REVIEW - FEEDBACK

4.4.1. Overview

By way of “feedback” on their overall Annual Performance Evaluation, SSCs will receive a copy of the written summary of their performance along with comments completed by the League Representative for their ACR in late October or early November of each year. The intent of this “feedback” is to give an overview of the past years’ efforts and provide guidance as to where improvements could be made with respect to the Performance Evaluation criteria as set out in the BCPC Policy and Administration Manual.

Wing Chairs will have all pertinent information with respect to SSC Annual Evaluations within their respective Wings. Queries or concerns must be referred to the Wing Chair.

5.1. BCPC HONOURS AND AWARDS

5.1.1. Overview

Honours and Awards are an important method of recognizing valuable service to the Air Cadet Movement. The Air Cadet League of Canada could not exist without the thousands of volunteers who give freely of their time to support hundreds of Squadrons by serving on Committees, helping with fundraisers, transporting cadets, instructing cadets or by joining the CIC. This Section provides the policies and procedure for the granting of Honours and Awards for BC and is the basis for nominating deserving League Members for National Awards.

A paper prepared by Mr. Bob Burchinshaw for the BC H & A Committee assists in helping to fully understand and appreciate the importance and need for honouring and awarding our volunteers.

The Importance of Public Relations

Good public relations can be the key to an ongoing successful Squadron by letting the public know that a Cadet, SSC Member or member of the Squadron military and civilian staff received an Award from the BCPC, or was granted an Award within the community for community service. The more positive publicity the better because each time the community is informed of such Awards you are, in effect, informing the public of the advantages and positive learning environment that exists within the Squadron.

Awards are not the only reason for good public relations. Squadron activities that may not be available to local youth through other community sources, can also encourage enrolment. SSC activity can be a source of interest to community members because the role of an SSC is not all that well known within the community. This is an essential consideration when assisting parents to feel comfortable with the fact that a Cadet Squadron is not just another way to encourage young people to join the military. It is much more than that. It is the parents of enrolled cadets that can be the best communicators within a community of the advantages of enrolling their children.

This paper only touches on the many advantages of good public relations at the Squadron level. While there are many ways that this can be accomplished, one that stands out is to appoint a civilian SSC volunteer to search out and keep track of Award recipients and good deeds undertaken by SSCs and the cadets and get this information published in local news outlets, such as newspapers, radio stations or local/community TV. Also, an excellent source of advice would be from the BCPC Public Relations member that can be contacted by sending an email to publicrelations@aircadetleague.bc.ca.

The BCPC Honours and Awards Committee

Members of the BCPC Honours and Awards Committee (H & A Committee) are appointed by the President of the BCPC. The BCPC President may also appoint a member of the Advisory Council to chair the H & A Committee. Normally the President would be looking for volunteers that have extensive experience in one or more of the following positions: former BCPC President, Executive Member, Director, Wing Chairperson, Squadron Representative or Wing Chairperson. The Committee normally consists of four (4) members. The Committee Chairperson is chosen by the President.

While the BCPC President does not serve as an active member, he/she is consulted on the deliberations of the Committee and signs off the final Award List for presentation at the Annual General Meeting. The President also signs off on Certificates of Appreciation that are going to be presented by a member of the BCPC, otherwise the SSC Chairperson will sign off Appreciation Certificates awarded and presented by the SSC.

The Committee does meet annually or as required to review and approve each award. The approval must be unanimous and if a consensus cannot be reached then the President is asked to make a final decision with respect to the award. The Committee Chairperson prepares the Citations and circulates them to all members for consideration and confirmation.

The Last Word but Not the Final Word

The preceding section should not be considered a policy or procedure but is intended to be a primer for anyone choosing to nominate someone for a BCPC Award. It is not the last word by any means, so anyone can provide feedback at any time or make recommendations for additions, deletions or amendments to this section. Such recommendations will be processed through the BCPC Office to the BC H & A Coordinator (BCHAC) for consideration and follow-up action.

The BCPC Honours and Awards system was designed to recognize and acknowledge the exceptional and valued service provided to the BC Air Cadet Program by the most important people 'the volunteers' who give so much and ask for so little from the Program.

5.1.2. BRITISH COLUMBIA (BC) HONOURS AND AWARDS

Policy

- Honours and Awards are made annually to League Members and others to recognize their outstanding contribution to the Air Cadet Movement in BC.
- This Section provides policies and procedure applicable to those involved in the Air Cadet Movement in BC.
- All decisions with respect to the granting of BC Honours and Awards rest with the BC H & A Committee.
- The BCHAC will assist the Group and Wing Chairs and others with respect to all aspects of the BC Honours and Awards Program.
- Whenever possible BC Honours and Awards should be presented at the BCPC Annual General Meeting (AGM). If this is not practical, the H & A Committee will provide presentation guidance as applicable.
- The H & A Committee shall provide Public Relations guidance to ensure maximum public exposure to the recipients of BC Honours and Awards.
- Locally designed and produced Certificates shall not be used for any purpose without prior approval of the BC H & A Committee.

Procedure

- The BCPC may, at its discretion, convene an H & A Committee to receive, review and approve all nominations for Honours and Awards. The President of the BCPC or his designated representative will serve as Chairman and be assisted by one or more BCPC Members.
- All nominations for BC and National Air Cadet League Honours and Awards requiring provincial input will be made to the BC Honours and Awards Committee for approval through the BCHAC.

5.1.3. BC HONOURS AND AWARDS COORDINATOR (BCHAC)

Terms of Reference

- Assist Members as necessary on all aspects of preparing submissions for National and BC Honours and Awards.
- Ensure compliance with National and BC Policy and Procedure.
- Coordinate the formulation of BC H & A Policy and Procedure with the BCPC and Wing Chairs.
- Coordinate submissions with the BC H & A Committee, Wing Chairs and others as necessary.
- Maintain records of submissions for future assessment and ongoing guidance to members.
- Assist in the final preparation of submissions to the BC H & A Committee.

5.1.4. CERTIFICATE OF APPRECIATION

Policy

- Individuals or organizations will use Certificates of Appreciation to formally acknowledge a service or contribution.
- There is no requirement for Certificates of Appreciation to be approved by the BC Honours and Awards Committee unless the signature of the President of the BCPC or their designated representative is required and/or the Certificate is to be presented by a Member of the BCPC.

Procedure

- Certificates of Appreciation may be obtained from the BCPC Office or ordered online through the National Website Online Catalogue.

5.1.5. B.C. CERTIFICATE OF MERIT

Policy

- A BC Certificate of Merit may be issued to a BC League Member or civilian volunteers in recognition of meritorious service to the Air Cadet Movement in BC. This award may also be used to recognize a specific service rendered to a Squadron or Committee, which may have been of a short duration, but is considered by the BC H & A Committee to warrant recognition.
- A nomination for a Certificate of Merit may be made by any BC League Member.
- The BCHAC may recommend to the BC H & A Committee if approval of this award would also merit nomination for a National award and, if so, prepare an appropriate submission.
- This Award would normally be presented at the BCPC AGM or at an event appropriate to the prestige of the award.

Procedure

- A submission to the BCHAC shall be made no later than June 30th complete with a written citation and relevant supporting information.
- Chairpersons shall submit their nominations through their Wing Chair and assist in the preparation of the citation.
- Complete Form BCF506.

5.1.6. B.C. CERTIFICATE OF HONOUR

Policy

- A BC Certificate of Honour is the highest award that can be granted to a BC League Member or civilian volunteer by the BC H & A Committee for extraordinary service to the Air Cadet Movement in BC and may be granted in conjunction with any of the other BC or National awards.
- A nomination for a BC Certificate of Honour shall be made only by a Member or former Member of the BCPC or Wing Chair.
- Chairpersons shall submit their nominations to their Wing Chair and assist in the preparation of the Citation. Citations must clearly show that the service rendered to the Air Cadet Movement in BC has been consistently outstanding over an extended period of time. The Citation should also include an explanation of service to the Air Cadet Movement elsewhere in Canada that might support consideration for a National Award.
- This Award would normally be presented at the BCPC AGM or at an event appropriate to the prestige of this award.
- The BCHAC shall recommend to the BC H & A Committee, if approval of this award would also merit nomination for a National award, and if so, prepare an appropriate submission.

Procedure

- A submission to the BCHAC shall be made no later than June 30th complete with a written citation and relevant supporting information. Each nomination shall be made by completing Form BCF506.

5.1.7. THE PRESIDENT'S AWARD

Policy

- The President's Award may be issued as a separate award by the BC H & A Committee on the recommendation of the President of the BCPC. The President's Award may be issued to BC League Members, to persons outside the League, or to organizations, in recognition of unique and/or extraordinary service rendered to the Air Cadet Movement in BC.
- The BC H & A Committee will decide on the form of the award and provide guidance on an appropriate occasion for its presentation.

Procedure

- Submissions from Wing Chairs shall be made to the BCHAC at any time during the year.

5.1.8. CERTIFICATE OF RECOGNITION

Policy

- The BC H & A Committee, will, when appropriate, make awards to military members or former members involved in the Air Cadet Movement in B.C.
- Nominations for this award may be made by members or former members of the BCPC or by Wing Chairs. Chairpersons may nominate an Officer for this award through their Wing Chairs
- The citation shall clearly show that the military member has provided outstanding leadership and commitment above that which might normally be expected of a member of the DND or its CIC component.

Procedure

- Nominations shall be forwarded to the BCHAC by June 30th. The submission shall contain a written citation that will clearly show what the nominee has done to warrant this award.
- The BCHAC will make a recommendation to the BC H & A Committee if the submission would support a nomination for a National award and, if so, prepare an appropriate submission.
- Complete form BCF506.

5.1.9. HONOURS AND AWARDS FOR CADETS

Policy

- Nominations for National awards to cadets that require comments by the BCPC shall be dealt with by the BC H & A Committee as necessary.

Procedure

- SSCs shall forward submissions as instructed in the National Policy and procedure Manual to the BC H & A Committee for supporting comments.
- Recommendations for and processing of the following awards shall be dealt with without delay:

Refer to the National website under Awards & Scholarships/For Cadets:

<https://aircadetleague.com/>

5.1.10. BC HONOURS AND AWARDS NOMINATION FORM

The BC H & A Nomination Form can be found on the BCPC Website:

- BCPC Resources tab, BCPC League Member Forms

Complete Form BCF506. In order to facilitate processing, this form is required for all submissions. A separate citation must be attached to the original submission.

5.1.11. THE AIR CADET LEAGUE LONG SERVICE MEDAL

Policy

- An Air Cadet League Long Service Medal may be issued to current and former civilian volunteers by the BC H & A Committee.
- The Long Service Medal is in recognition of ten (10) or more years of volunteer service in support of the BC Air Cadet Movement.
- Volunteers who left the BC Air Cadet Movement because they were no longer in good standing are not eligible for the Long Service Medal.
- Volunteer service need not be continuous, but the total number of years as a BC volunteer must add up to ten (10) or more years.
- The Long Service Medal may be worn on civilian attire or, in lieu; a Long Service Lapel Pin may be worn signifying the individual is a recipient of the Long Service Medal.
- Because the Long Service Medal has not been officially approved by the Governor General, recipients should wear it on the right side of their attire. See Guidelines below for instructions on where and how to wear the medal.

- There will be no cost to the recipient for the initial Long Service Medal.
- The Long Service Medal shall be presented as follows:
 - At the BC AGM by the President of the BCPC or their designated representative.
 - For volunteers not attending the AGM, by the applicable Wing Chair or by a Member of the Executive of the BCPC at an appropriate BCPC event, i.e., Annual Ceremonial Reviews, Banquets, Annual Wing Meetings, etc. Every attempt should be made to make the occasion a respectful and meaningful event.

Procedure

- Chairpersons may nominate volunteers for the Long Service Medal through their Wing Chairs at any time during the year. Wing Chairs may nominate volunteers at any time during the year.
- Nominations for the Long Service Medal shall be submitted to the BCPC Office and must include substantiation that the nominee has satisfied the eligibility requirements. A recommendation should be included as to a preferred presentation venue.
- The H & A Committee will confirm eligibility for the Long Service Medal and will provide guidance to the BCPC Office staff as to the distribution and presentation of the Medal.
- Publicity, including Press Releases will be the responsibility of the organization making the presentation.
- Complete form BCF507.

Guidelines

- Air Cadet League Name Tags are worn on the right-hand side of the blazer/suit jacket aligned above the top line of the right breast pocket. The Long Service Medal is to be worn ½ inch below the nametag at the pocket level.
- Recipients of the Long Service Medal are encouraged to wear it at formal League or Cadet functions, i.e., AGMs, Annual Ceremonial Reviews, etc.

5.1.12. B.C. HONORARY LIFETIME MEMBERS

Policy

- Honorary Lifetime Members of the BCPC may be approved in accordance with the terms and conditions described in the BCPC Policy and Administration Manual (PAM), Section 2.3 Constitution and Bylaws. Honorary Lifetime Members of the Society shall be a non-voting Member of the Society who has applied for admission to the Society as an Honorary Lifetime Member and has been approved as such by a Board resolution.
- Honorary Lifetime Members shall be persons who have had a long and active association with the Society, whether as a Member, a volunteer or through other service.

Procedure

- A detailed Citation and supporting information must accompany the Nomination form and contain sufficient detail to permit a reasoned determination of merit by the BC Honours and Awards Committee. This information may include written testimonials or other information of such strength that they will attest to the merit of this award and confirm beyond doubt that the Nominee's outstanding service and devotion to the aims and objectives of the Air Cadet League of Canada and, in particular, the BC Air Cadet Program, were self-evident.
- The completed nomination package must be mailed directly to the BCPC Office, Attention: Executive Director.
- Because acceptance of this Award will result in the loss of voting privileges, the recipient may decline to accept the Award.
- Approval of the Award rests with the BC H & A Committee. An Honorary Life Member Certificate, signed by the BC President and Members of the BC Executive Committee of the Provincial Committee, will be given to the recipient at an event that maximizes the prestige of the Award and acknowledgement of the recipient's contribution.

6.1. MINISTRY OF EDUCATION CREDIT PROGRAMS

6.1.1. External Course Credits

6.1.1.1. Introduction

In 1997, the BC Ministry of Education gave formal recognition to certain courses within the Air Cadet program to qualify for Educational credits. The Minister of Education approved a revision to the Graduation Credits Order to include credits for training received in Cadets. Cadets may obtain up to eight (8) credits towards Secondary School graduation. Four (4) credits may be obtained at Grade 11 by successfully completing Level Four squadron training, or an approved six-week summer training course, and four (4) credits may be earned at Grade 12 for successfully completing Level Five squadron training, or an approved six-week summer training course. Of course, where credit has been granted at Grade 11 on the basis of a summer training course then a second approved summer training course must be submitted for credit at Grade 12. Employment as a Staff Cadet may be used as an alternative to a summer training course.

Refer cadets to their school councilor for direction on queries regarding the procedures for applying for external credits.

6.1.1.2. What is an External Course?

A Ministry-accepted External Course is a Ministry-Authorized course which is an organized set of learning activities developed or offered outside the British Columbia School System and set out in Schedule 4 of the *Graduation Requirements Order*. Students receive graduation credit for successfully completing an External Course. These courses are of an equivalent standard to other Ministry-Authorized senior secondary courses.

6.1.1.3. Questions Concerning External Courses

If you have questions not addressed in this section concerning the curriculum or course documentation required for external courses, the Curriculum and Resources Branch, phone the Ministry of Education at 250-356-7690.

6.1.1.4. How to Report an External Course to the Ministry

When reporting an External Course to the Ministry, the school must use the designated course code and indicate a school mark. In order to provide a school mark, the school must first examine course documentation from the external institution. It is the student's responsibility to present this documentation as proof of successfully completing the course. The only External Courses which apply towards graduation are those which have been reviewed and approved by the Ministry and listed in the *Graduation Requirements Order*.

After examining the documentation from the external institution, the school must decide whether to report the student's level of achievement as a school percent and letter grade or as a Transfer Standing (TS) letter grade. TS has no negative or positive impact on a student's Grade Point Average (GPA).

6.1.1.5. Ministry-Authorized Air Cadet Training Levels, Courses and Codes

Level Three: Course Code UXCA 10

Recognizes the Cadet's achievements over previous training years, and provides further training and leadership, citizenship, physical fitness and aviation subjects. Cadets are eligible to be recommended for promotion to the rank of Flight Sergeant upon completion of Level Three, and preferably successful completion of an Introductory Specialty Summer Course.

Level Four: Course Code UXCA 11

Advanced coverage expands Cadet knowledge. Cadets are eligible to be recommended for promotion to the rank of Warrant Officer Second Class upon completion of Level Four, and preferably completion of an Advanced Specialty Summer course.

Level Five: Course Code UXCA 12

Provides senior Air Cadets with opportunities to gain experience and to expand their knowledge/skills to carry out their duties effectively and to better support the Squadron Officer staff. A Cadet may be recommended for promotion to the rank of Warrant Officer First Class upon completion of Level Five training, and preferably completion of an Advanced Specialty Summer course.

6.1.1.6. Qualifying Air Cadet Introductory Courses

- Basic Aviation
- Basic Aviation Technology Aerospace
- Basic Fitness & Sports
- Basic Leadership
- Military Band – Basic Musician
- Military Band Basic Musician – Pipe Band

6.1.1.7. Qualifying Air Cadet Advanced Specialty Courses

All courses noted are of six (6) weeks or more duration. Cadets are not eligible to enroll until the third or fourth level or ranking is reached:

- Advanced Aerospace
- Advanced Aviation Technology – Aircraft Maintenance
- Advanced Aviation Technology – Airport Operations
- Glider Pilot Training course
- Military Band Advanced Musician
- Pipe Band – Advanced Musician
- International Exchange
- Power Pilot Training Course

6.1.1.8. Documentation

Each qualified Air Cadet will be provided with a National Defense Cadet Certificate of Qualification (CF558) signed and dated by his or her Commanding Officer. This certificate displays the Cadet red, navy and gold crest and identifies personal and course data. The grading systems vary depending upon the course or cadet program completed. Some certificates will indicate a grade or percentage, pass or fail, or a class rank. For a staff Cadet program, a level of performance will be indicated.

6.2. EFFECTIVE SPEAKING PROGRAM

6.2.1. Aims of the Program

The Effective Speaking program is an Air Cadet League sponsored activity and is in addition to the cadet training program as prescribed by DND. The Air Cadet League believes that this program provides an important skill, which will benefit cadets in their future endeavors.

6.2.2. Wing Structure

The Effective Speaking Wings are in the original wing structure. These groupings are based as much as possible on geographical location. This may vary from the DND zones or wings.

Northern	258, 353, 396, 747, 768, 787, 899
Kootenay	279, 531, 552, 561, 581
Okanagan	204, 222, 223, 232, 243, 259, 902, 909
Vancouver Island	22, 89, 205, 257, 363, 386, 676, 744, 848, 893
Fraser Valley	147, 521, 583, 746, 861
Greater Vancouver	59, 103, 111, 135, 525, 835, 858, 888
Lower Mainland	278, 609, 655, 692, 819, 828, 907
Metro Vancouver	513, 637, 754, 759, 767, 777, 808

For additional information refer to the National Effective Speaking program on the National Air Cadet League website.

<http://aircadetleague.com/effective-speaking-program/>

6.3. AIR CADET PILOT TRAINING ACHIEVEMENT AWARDS

For information go to the National Air Cadet League website under Awards & Scholarships:
<https://aircadetleague.com>

6.4. TROPHIES and AWARDS FOR CADETS

6.4.1. Trophies and Awards

Each year, the BCPC awards Trophies to deserving Cadets. The individual Cadet awards are selected by the military through evaluation of course reports and competition results.

NOTE: * Indicates that a small “keeper plaque” is also awarded to each recipient.

1. Chuck Sixsmith Trophy - Top Flying Training (Power)*

The BC Air Cadet who places first on the Flying Training Course (Power), as notified by reports from the Flying Training Course.

2. Billy Bishop Trophy - Runner-Up-Flying Training (Power)*

The BC Air Cadet who places second on the Flying Training Course (Power), as notified by reports from the Flying Training Course.

3. Ivan B. Quinn Trophy - Top Flying Training (Glider)*

The BC Air Cadet who places First on the Glider Training Course, as notified by reports from the Gliding School.

4. Cherie Hall Trophy - Runner-Up Flying Training (Glider)*

The BC Air Cadet who places Second on the Glider Training course as notified by reports from the Gliding School.

5. Bill Batchelor*

Presented to the Top Overall Cadet on the Power Pilot Training Course displaying the highest degree of flying skill, knowledge, airmanship, maturity and self-discipline. Includes a cash award which varies annually.

6. Harry Astoria*

Cash award presented to the Best Overall Cadet on the Glider Pilot Training Course based on the Flight test and Transport Canada written exam. Cash award of \$500.

7. Wallace S Jamieson Trophy and Cash award (Power)*

Selected annually by the RCA Ops O, D/RCA Ops O and the BCPC Provincial Aviation Coordinator from PPTC participants. Selection based on specified criteria.

8. Nancy Tsangaris Effective Speaking Trophy

To BC Air Cadet winner of Provincial Effective Speaking Competition.

6.5. NATIONAL SUMMER TRAINING COURSES (NSTC)

Details for the National Courses can be found on the RCSU (Pacific) Summer Training Course Information tab:

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets.html>

7.1. REGULATIONS

7.1.1. Travel and Expense Policy

For the most up to date Travel and Expense Policy for League Members, please refer to the BCPC website under BCPC Resources/BCPC League Member Forms/BCF503 – 7.1.1 – BC Members Travel and Expense Policy.

7.1.2. Nominating Committee/ Director Succession Planning Committee

After each AGM of the BCPC, the President shall appoint a Nominating Committee. The Nominating Committee shall be appointed from the BCPC Membership. The number of members making up the Nominating Committee shall be determined by the President.

The Nominating Committee shall determine which incumbent Directors' terms expire in the ensuing year and canvas and interview prospective candidates to fill the vacancies. The Nominating Committee shall then select the appropriate number of candidates to fill the vacant positions and prepare a single slate report which shall be presented in the form of a recommendation to the Directors.

The Directors will then have the final vote on the slate of candidates to be presented at the next AGM of the BCPC.

7.1.3. Confidentiality Agreement

This document shall be completed by all new Directors and Advisory Council members, and any Directors who have been re-elected to an additional term.

7.1.4. Misappropriation of Funds

Unfortunately, organizations occasionally encounter a situation where an employee or director has misappropriated funds. When the situation is discovered, action must be taken to protect all the concerned parties to avoid any potential conflict. Once it has been determined that funds have been misappropriated, the following steps must be taken:

Admission of Misappropriation

If a person has admitted to misappropriating funds, then that person, if he or she is a member of the Executive or a Director, must resign their position pending the outcome of any investigation that may take place.

If the person involved has any signing authority, then that signing authority must be revoked immediately.

No commitments are to be made regarding forgiving the repayment of any amount that has been misappropriated.

Depending on the amounts and circumstances involved, the local police force may have to be called in to conduct an investigation.

The BCPC Office must be notified initially by phone, followed up in writing, of the circumstances of the misappropriation for further direction and action.

Suspicion of Misappropriation

If a person is suspected of misappropriating funds, then the BCPC Office must be notified immediately by phone, followed up in writing of the circumstances of the misappropriation for further direction and action.

Care must be exercised not to accuse an individual of any indiscretions. If a person is going to be interviewed regarding a misappropriation, no more than two people should conduct that interview.

If the person admits to misappropriating funds, then that person, if he or she is a member of the Executive or a Director, must resign their position pending the outcome of any investigation that may take place.

Notes should be taken at the interview identifying the time and date of the interview.

Depending on the amounts and circumstances involved, the local police force may have to be called in to conduct an investigation.

SECTION 8 – FORMS

The following forms can be found on the BCPC website:

Section BCF200 – General SSC Forms:

BCF200	SSC Information Form
BCF201	SSC Compliance Checklist
BCF202	SSC Chair Annual Report Form
BCF207	ACR Information Sheet
BCF213	Society Membership Form
BCF219	Compliance Policy

SECTION BCF300 – Screening & Registration for Volunteers

BCF300	BC Screening Volunteer Status Form
BCF309	Screening Card Replacement Form
BCF312	Society SSC Member Application
BCF313	Volunteer Skills Assessment

SECTION BCF400 – SSC Sample Letters

BCF404	SSC AGM Prep Guide
BCF405	BC Volunteer Brochure Template
BCF406	SSC Agenda Template
BCF407	SSC Minutes Template
BCF409	SSC AGM Minutes Template
BCF410	SSC Notice of AGM Meeting
BCF411	SSC ACR Checklist
BCF412	SSC Resource Binder Template
BCF413	Chair's Survival Guide
BCF414	SSC Volunteer Certificate of Appreciation
BCF415	Sample Parent Handbook
BCF416	SSC Expense Form Template

SECTION BCF500 – League Member Forms

BCF500	League Rep Annual Report
BCF501	League Re ACR Observation Guide
BCF502	League Rep ACR Observation Form
BCF503	7.1.1 – BC Members Travel and Expense Policy
BCF504	League Expense Claim Form
BCF505	BCPC League Representative Reference Guide
BCF506	Honours and Awards Nomination Form
BCF507	Volunteer Long Service Medal – Nomination Form
BCF508	ACL BCPC Society Membership Application
BCF509	BCPC League Member Interview Form
BCF511	League Rep AGM Prep Guide

SECTION BCF600 – SSC Financial Documents

BCF600	ACLC ACC9 User's Manual
BCF601	ACC9 – BC Version
BCF605	ACC9 Categories for Revenue Journal
BCF606	ACC9 Categories for Expense Journal
BCF607	T3010 Registered Charity Return Presentation
BCF608	GST Rebate Filing Presentation
BCF609	Donation Receipt Presentation
BCF610	Budgeting Presentation
BCF611	LSA Presentation
BCF612	ACC39 Treasurers Handover Certificate