

July 2013



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# DESPATCHES

## From 4900

Air Cadet League of Canada  
Ontario Provincial Committee

**The Air Cadet  
Golf Tournament**  
**Monday September 16,  
2013 - 12 Noon start**  
**Deer Creek Golf Club (Ajax)**

**Early Bird  
Registration ends  
July 19th!!!**

**Official Tournament package is available online at:  
[www.aircadetleague.on.ca](http://www.aircadetleague.on.ca)**

***Don't miss this exciting, one-of-a-kind event to support the Air Cadet program! Golf, sponsor, donate...many opportunities to support!***

**OPC Annual Conference and AGM**  
**October 25-27, Delta Meadowvale, Mississauga**  
***With Special Guest of Honour Chris Hadfield***

***Building our Future*** is the focus of this year's conference and Annual General meeting. The OPC is pleased to announce that Canadian Astronaut ***Chris Hadfield*** will be our Guest of Honour and keynote speaker for the formal dinner on Saturday Oct. 26.

The weekend promises significant opportunities for learning, networking, connecting, recognizing and appreciating the volunteers and partners who make the OPC and Air Cadets one of the leading youth programs in Ontario.

Special learning sessions and workshops, a unique workshop on Women in Leadership Roles for Cadets, annual awards and honours, exhibits and dance to the tunes of the Royals Swing Band.

**SEE FLYER ATTACHED - FULL DETAILS SOON!**



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## **New OPC Policy – Code of Ethics and Conduct**

The Board of Governors recently approved a new policy covering conduct and ethics for all OPC members. The *Ethics and Code of Conduct Policy* is an overarching policy that governs the standards and framework within which OPC members are to act when involved and representing the Air Cadet League and OPC.

The policy provides overview and examples of acceptable and unacceptable conduct as it relates to various categories of activity, from OPC requirements on political support to defamatory statements. The policy framework is meant to provide a solid overview of the type of ethical standards that are required and expected from members at all times. As with the Conflict of Interest policy, this policy is also very much a ‘self-governing’ one that relies on an individual to understand, and act, in accordance with both the written and intended spirit of the policy. Should members have any questions about a particular element or activity they are involved in, the procedures identify that the route to go in order to secure clarification on such matters is to your reporting chain of command.

The policy is now available on the website under ‘OPC Policies & Bylaws’ folder and all members are encouraged to read and become familiar with the content.

## **SSC Survey Being Conducted**

We will be seeking the input and viewpoints of each SSC through an online survey in the coming months. The survey is an important method of communication to OPC on a range of matters that are impacting – both positive and negative – our SSCs and the programs, services and Cadets within the OPC. They help to guide directions, policy and services to all levels of the organization for the immediate and long-term.

The survey will be available starting in July and we ask that all SSC Chairs, or their designate, complete the survey by September 20, 2013. The survey will be online and a unique email will be sent to each SSC Chair that identifies the proper password required to gain access. Only 1 response per SSC is allowed.

As with our last annual survey, we anticipate about 20 minutes of your time to complete. All SSC's completing the survey will be **entered into a draw for \$150** which can be used towards the upcoming OPC conference/AGM or for merchandise from our supplier.

Please watch your emails in the coming weeks and, should your email address have changed recently, ensure that your Program Development Officer and/or the OPC office has the new one.

Thanks to all of our SSC Chairs for your anticipated participation and valuable input.

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## Registration and Screening...and Forms

There has been a minor adjustment to the OPC Registration and Screening Forms. Based on feedback from members and review with National and our legal counsel, we have made revisions to the main questions that make up the main Application and renewal application pages. Specifically, there is a revision to question 4 under the *Applicant Declaration for Screening Requirements* section.

These revised forms can now be found on the website under 'Registration and Screening' folder and the 'Forms' folder.

Registration and Screening continues to be a highest priority for all Cadet programs across Canada and with DND – and OPC is no exception. We remind all members that all volunteers who are participating with the SSC's or acting as a Director must be fully screened and approved. Until such time as you have been officially approved and received your Membership Card, you are not able to participate with the Cadets unless fully supervised by another OPC or DND (for Civilian Volunteers) approved member, and you will not be covered for injury or accident by the League insurance.

To assist your applications, we encourage you to send all completed forms to the office **even if you have not received your Police Check or VSS documents**. This allows OPC to prepare the formal documents and your photo ID card in advance, which will expedite the time and process when your Police/VSS documents finally arrive.

Finally, the OPC is not able to accept any Police Check or VSS document that is not the ORIGINAL or, as an exception, a **certified true copy** of the ORIGINAL documents. To submit a certified true copy, only the SSC Chair or CO (for Civilian Volunteers) signoff is permitted. This requires that the Chair and CO have seen and verified the ORIGINAL copy and sign off on the copy. Chairs and CO's must provide the following information on the copy: printed name, printed position, printed name of Squadron, printed date, and signature.

Should your police force be able and willing to provide additional copies at the time you receive them, OPC **will accept certified true copy** that has been signed by a member of the police force. Please note: OPC will need to verify this information with the police force, so you should ensure all details are legible or provide a separate note with the contact information and name of police officer (if provided).

For those that can stop into the OPC office, **OPC staff can certify your copy** if you have the ORIGINAL with you.

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## OPC to Conduct Air Cadet Survey

OPC will be reaching out to all of our 8200 Air Cadets in order to secure their thoughts and input on some important topics.

In preparation for the start of the new training year (Sep 2013), OPC will have an online survey to target all of the Cadets across Ontario. The topics of interest will cover the range of programs offered, their likes and dislikes, suggestions for improvement, thoughts on recruiting and retaining youth in the program, how to get or keep the 'air' in the program, and other interests and initiatives that would help the overall program and League to grow and improve.

Working through our Air Cadet Advisory Board (ACAB), the survey will kick off in late summer and will provide prizes and gift opportunities to all eligible Cadets who participate. We will rely on our SSC's and CO's to spread the word to all Cadets. The survey will be online and available to any registered Air Cadet.

Most importantly, ACAB Cadets will present the survey results at the October AGM in Mississauga.  
*STAY TUNED for details in the summer and in time for next training year.*

## Tagging

A reminder to complete the ***Coordination of Squadron Tagging Dates*** letter. This is available through the website. A copy should be forwarded to your PDO at the OPC office and another copy should be forwarded to the detachment through the CO. The PDO's will provide completed copies to your Squadron Director.

In addition to checking with neighbouring Air Cadet Squadrons, please reach out to the local Army and Sea Cadet units to verify their tagging dates.

An often overlooked event in the community is the Scouts Canada Apple Day. Please look into this date as a courtesy too.

## Insurance Certificate

The annual Liability Insurance Certificate renews **01 August 2013**. We will advise you when the new certificate is available. As usual over the summer, if you require additional 3<sup>rd</sup> party insurance for events or facilities, please complete the request form from National ACL, available from the website. **NEW:** You can now email the completed form directly to:

[cadetleague.certificates@aon.ca](mailto:cadetleague.certificates@aon.ca).

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## CSTC Grad Parade Schedule - 2013

| CSTC Grad                                | Date         | Time                             |
|------------------------------------------|--------------|----------------------------------|
| Blackdown-2 week                         | 19 July 2013 | 1000h                            |
| Blackdown-3 week<br>CSTC                 | 26 July 2013 | 1000h                            |
| TACSTC-3 week<br>(Trenton)               | 26 July 2013 | 0900h                            |
| <b>Blackdown League Day</b>              | 27 July 2013 | 0900h                            |
| Blackdown-2 week                         | 02 Aug 2013  | 1000h                            |
| TACTSTC-2 week<br>(Trenton)              | 02 Aug 2013  | 0900h                            |
| CRGS-Glider<br>Mountainview              | 09 Aug 2013  | 1330h                            |
| Sunset Ceremony<br>Blackdown             | 09 Aug 2013  | 1800h                            |
| AO/AM<br>Canadore College                | 16 Aug 2013  | 1000h                            |
| Blackdown<br>final 3 week/6week          | 16 Aug 2013  | 1830h                            |
| TACSTC-2 week<br>Trenton                 | 16 Aug 2013  | 1830h                            |
| CRGS-Power<br>Hamilton                   | 16 Aug 2013  | 1330h                            |
| Connaught<br>CSTC                        | 16 Aug 2013  | 1000h                            |
| TACSTC<br>final 3 week/6 week<br>Trenton | 16 Aug 2013  | 0900h<br>*may change to<br>1800h |

## OPC Luncheon

For those attending the TACSTC Grad Parade on 26 July 2013, a reminder to join us for the Annual OPC Luncheon. This year the event is being held at the National Air Force Museum on RCAF Road in Trenton. A note that special arrangements have been made to tour the newly renovated museum following the luncheon.

Please rsvp **NLT 19 July 2013** to Janet Herbert at the OPC office if you plan to attend.

[janet.herbert@aircadetleague.on.ca](mailto:janet.herbert@aircadetleague.on.ca) or 1-800-513-0952 option 7.

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## Staff Contacts

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# LEADERSHIP

Building  
Our  
Future  
**2013**

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## Highlights

- Member Training Sessions
- Honours and Awards
- Banquet and Dance
- Special Cadet Workshops
- Hospitality, Silent Auction
- AGM Meeting, *Way Ahead!*

**Annual OPC Conference & General Meeting - 2013**  
**October 25-27, Delta Meadowvale, Mississauga**

## Featuring



- ♦ Astronaut Chris Hadfield, Keynote Speaker will be the OPC Guest of Honour and will launch some new initiatives with OPC

- ♦ The Royals Swing Band will get your evening rolling as you dance to the tunes of big bands and swing music Saturday.