872 KANATA AIR CADET SQUADRON
COMMANDING OFFICER'S DIRECTIVE 14-01

<u>872 SQUADRON ACTIVITIES MANAGED BY THE SQUADRON SPONSOR COMMITTEE</u>
<u>(SSC) – GUIDELINES FOR CIC STAFF</u>

INTRODUCTION

1.   This Directive will list and specify the coordination and recording procedures for 872 Sqn activities managed by the SSC.

CATEGORIES OF SSC ACTIVITIES

2.   Category 1 – SSC managed activities

SSC managed activities are activities where all Sqn members usually participate, such as the Year-end activity, certain funding activities such as the Spaghetti auction, Tag days.

Category 2 – SSC supported activities

These are activities that are managed by Sqn Staff but that are integrally supported by the SCC, such as Field exercises, Fly days, Gliding days, launch celebrations, program graduation celebrations (Toastmasters) and the Annual Review.

Category 3 – Autonomous SSC activities

3.   These are activities that do not include the official participation of Sqn members. The Annual Sqn Golf Tournament falls into this category. When Sqn members
(Staff or Cadets) do participate in these activities, they do so as individuals and not as Sqn members.

COORDINATION

Annual coordination

4.   Annual coordination between the CO and the Chair of the SCC is needed for Category 1 and 2 activities, as early as possible during the Cadet Training Year. This will ensure that there are no scheduling glitches and that Sqn Staff will be available to attend and to supervise Cadets at the activities.

Event coordination

5.   During the planning stages of an activity, the delegated senior Staff member must contact the SCC delegated member to ensure that all admin / logistics, details are known and under control. This coordination will include: timings, locations, transport, supplies, etc. Delegated Staff and SCC members must exchange contact info: phone and cell numbers, email addresses as required.

REPORTING

6.   Following each Category 1 and 2 activity, an After Action Report (AAR) must be prepared by the delegated Staff member and sent to the Sqn CO and DCO by email, once it has been discussed with by the delegated SSC member.

While there is no rigid reporting format, the AAR must always include the following:

-general description of the conduct of the activity highlighting the most successful aspects of the activity;

-description of the aspects that require revision, or improvement, or deletion;

-recommendation about the future of the activity: should it continue, be modified, be relocated, be discontinued or be replaced. In such cases, recommendations should be offered if possible;

-brief mention of any unusual incidents that might need the CO's attention.