

GENERAL

To the parents/guardians of cadets from #34 Roland J. Groome Squadron who are participating in the trip to Ottawa, Ontario for week of 26 March to 2 April 2016.

The purpose of this letter is to formally advise you of details of this trip and make you aware of the roles, responsibilities and liability of the Air cadet League, the Department of National Defence/Canadian Forces, cadets and yourself. Your signature at the end of this letter will indicate that you have read and understand this letter and accept the conditions and risks to your son/daughter/ward and yourself under which this trip is being conducted.

SPONSORSHIP

Within the Canadian Cadet program, this activity is NOT part of the normal training program and is described as an "Optional Activity" not funded by the Department of National Defence/Canadian Forces. Cadet attendance is voluntary only and failure to attend has no effect on a cadet's career, promotion or selection for other training opportunities.

As an "Optional Activity," the Department of National Defence/Canadian Forces neither sponsors this activity nor provides support for it. The Parent Sponsoring Committee that supports 34 Roland J. Groome Squadron is the official sponsor for this activity.

ESCORTS

Within the Canadian Forces (CF):

- a. Only an officer of the Cadet Instructor Cadre may be appointed as an officer in charge of Royal Canadian Air Cadets;
- b. Only appropriately trained CF Regular and Reserve personnel and Civilian Instructors (CIs) are authorized to supervise Royal Canadian Air Cadets.
6. Cadet Officer, Cadet League members, parents and volunteers are NOT authorized to supervise and escort Royal Canadian Air Cadets. For this activity, the following personnel are the only authorized official escorts.

Capt. G. Saxby	Capt K. Kostyniuk
Capt. S. Burgess	2Lt J. Hamm
Capt. D. Bisskey	2Lt E. Ching
2Lt. N. Swayze	OCdt T. Davidson

It is government policy to indemnify and provide legal assistance to members of the Canadian Forces (which includes officers of the CIC) and civilian instructors for certain risks arising from the performance of their duties, including the supervision and escorting of cadets if:

- a. They acted honestly;
- b. They did not act maliciously;
- c. They worked within the normal scope of their duties and responsibilities; and
- d. They met reasonable departmental expectations in the performance of their duties.

ACTIVITIES AND ITINERARY

A detailed itinerary for this trip is attached. It outlines daily activities, timings, locations, methods of transportation and accommodations that will be used.

****(NOTE)* (Cadets will be supervised by officers of the CIC and CIs at all times except during "FREE TIME" periods as stated in the itinerary. These "FREE TIME" periods will permit cadets to take walks, go shopping or participate in other periods of relaxation not directly related to the trip activities.)***

RULES AND REGULATIONS

In accordance with cadet policies, cadets are prohibited from consuming alcoholic beverages or use illegal drugs. If these rules are broken, the following may occur:

- a. The cadet may be sent home at the parent's/guardian's expense;
- b. The cadet may be prohibited from taking part in any further trip activities;
- c. The cadet may lose cadet training and cadet membership privileges;
- d. If injured while under the influence of alcohol or illegal drugs, medical insurance MAY NOT apply and any resulting expenses could be the responsibility of the parent/guardian.

DOCUMENTATION

Cadets shall have the following documentation in their possession before leaving home:

- a. Their provincial health card; a photocopy of the card or its number written down could be refused by medical facilities who may see it as inadequate proof of identification;
- b. Emergency medical insurance;
- c. Government issue photo identification;

The costs of obtaining the photo ID will be the cadet's responsibility.

INSURANCE

Through _____, emergency medical coverage and liability insurance has been purchased for this trip. Under this plan, "Excess Hospital and Medical" costs over costs paid by your provincial medical plan are insured up to \$1,000,000.00 along with \$1,000,000.00 liability insurance. This plan does include Accidental Death and Dismemberment Insurance.

NOTE

Parents/Guardians should check their own home-owners/renters insurance and determine what coverage/benefits they may already have on these matters.

MEDICAL

34 Roland J Groome Squadron will be travelling with over-the-counter medications that may be administered if necessary and with prior parental consent. Only the Medical Officer will administer these medications. Dosage instructions will be followed as per package instructions. On the consent form below, parents/guardians are requested to initial if they agree or disagree to have certain medications administered to their son/daughter/ward during the course of the trip.

Prescribed medications MUST be carried in a pharmacy-labelled blister package with current doctor's orders clearly typed. Your son/daughter/ward should bring only enough medication for the trip (plus a little extra in case of spillage).

Medical Alert Bracelets. Please arrange for your son/daughter/ward to wear a medical alert bracelet as recommended by your physician or pharmacist for life threatening allergies or for complicated medical conditions. Complicated or multiple issues may require a written, detailed explanation be kept on the cadet's person while travelling, in case he or she is separated from the Medical Officer.

**CONSENT AND RELEASE OF LIABILITY
WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNIFICATION
AGREEMENT**

By my signature, I, _____ (print full name), the parent or legal guardian of _____ (print full name), a member of the Royal Canadian Air Cadets, realizing the potential hazards associated with travelling away from the cadet locality Regina, SK. and taking part in cadet activities and training, on behalf of myself and him/her (cross out non applicable), and my and his/her (cross out non applicable) heirs, devisees, successors, assigns, executors and administrators, in consideration of him/her (cross out non applicable) being permitted to participate in a trip to Ottawa, Ontario for the week of 26 March to 2 April 2016, including visits to (*major locations and activities of significance*), or any other activities related to this trip, hereby:

- a. Acknowledge having read the terms and conditions of this optional activity not funded by the Department of National Defence and indicate my understanding and acceptance;
- b. Accept/do not accept (cross out non applicable) that my son/daughter/ward will occasionally have "FREE TIME" without direct supervision;
- c. Give the Medical Officer permission to authorize emergency medical treatment if required for my son/daughter/ward;
- d. Waive all claims of any nature or kind whether in contract, tort, negligence or otherwise, against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces and the Air Cadet League its officers, servants, agents, employees and members, all in their employment and private capacities, in any manner arising out of, based upon, occasioned by or attributable to the activities of them, including negligence on their part, or any action taken or things done or maintained by virtue thereof;
- e. Having determined that the activities involve potential hazards and may result in physical harm and wishing in any event him/her (cross out non applicable) to carry out the activity voluntarily assume any risks that may be associated with the activity;
- f. At all times indemnify and save harmless Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces and the Air Cadet League its officers, servants, agents, employees and members from and against all claims and demands, loss, costs, damages, actions, causes of action, suits, or other proceedings by whomsoever made, brought, or prosecuted in a manner, related to any loss, property damage, personal injury or death, resulting from, occasioned by or attributable in any way to his/her (cross out non applicable) presence on this trip;
- g. Covenant that I will not commence or maintain against any person, any action or proceeding which will give rise to a claim against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces and the Air Cadet League its officers, servants, agents, employees and members for contribution or indemnity.

Signature of parent/guardian

Signature of witness Date

MEDICAL

Parents/Guardians are requested to initial if they agree or disagree to have the medications listed below administered if necessary by Medical Officer to their son/daughter/ward during the course of the trip.

TYLENOL 325 mg tablets for pain or fever will be administered according to package directives.

Agree: _____ Disagree: _____ (Initial applicable)

GRAVOL 50 mg tablets for travel nausea will be administered according to package directives.

Agree: _____ Disagree: _____ (Initial applicable)

ROBITUSSIN DM syrup for cough suppression will be administered according to package directives.

Agree: _____ Disagree: _____ (Initial applicable)

Cadets travelling with prescription drugs are requested to list them below

Prescribed Medication Reason

Cadets are requested to provide a list of their known allergies
