

# COPA

CANADIAN OWNERS AND PILOTS ASSOCIATION

## The COPA Guide to Volunteering with Air Cadets

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### NOTE

*This guide contains information of a general nature only. Use of this guide does not make COPA responsible for legal action taken against you. For information that applies to your individual circumstances consult an aviation lawyer.*

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## Introduction

COPA works to support and improve personal aviation throughout Canada. Our mission is to protect Personal Aviation and promote it as a valued, integral and sustainable part of the Canadian Community. Sustainability requires a succession composed of young pilots.

To do so COPA has created the COPA For Kids aviation program. However this program proved to be incompatible with the Cadet Administrative & Training Orders (CATO) requirements as agreed by the Air Cadet League of Canada and the Department of National Defence.

The only way an Air Cadet can participate in the COPA For Kids program is as an individual accompanied by a parent or legal guardian, not as an Air Cadet.

Many COPA Flights and COPA members at large are already directly involved with their local Air Cadet League in some form.

The intent of this COPA Guide to Air Cadets is to encourage more COPA Flights and COPA members at large to reach out to their local Air Cadet Squadron, offer assistance to local Air Cadet Squadron Staff or members of your COPA Flight can volunteer to participate in some of the Air Cadets' activities.

## Adopt an Air Cadet Squadron

COPA Flights are encouraged to reach out to local Air Cadet Squadrons and invite them to your airport, to attend COPA Flight regular meetings, official ceremonies, educational seminars or social functions as long as the Squadron Commander is willing to sanction, pre-approve and Squadron staff chaperone Air Cadets during this activity. (No screening is required)

Also COPA Flights can contact directly by attending an Air Cadet Squadron event or their regular meetings. Go to [this link](#) to find an Air Cadet Squadron in your area.

## Volunteer Registration and Screening Application

### Help Today's Youth Become Tomorrow's Leaders, Be a Volunteer!

Close to 5,000 screened and registered adults donate their time and skills in support of Air Cadet Activities. COPA Flight members must expect to be interviewed, provide references, a police records check and other information as may be required.

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## COPA and ACLC Letter of Agreement

COPA signed a letter of agreement with the Air Cadet League of Canada in 2011 to provide benefits and incentives not only for currently enrolled cadets but also for those who will graduate from the program.

Those who adopt a Squadron can help determine how best to engage select cadets and their supervisor(s) as well as recognize them when COPA extends an invitation to our AGM (when it is local) and to Flight events.

As well, they can network with the Air Cadet League of Canada Regional representative receiving a complimentary registration to the COPA AGM. Additionally there are complementary electronic subscriptions to the COPA Flight newspaper, eligibility to apply for scholarships and the mutual provision of guest speakers and safety information.

## Air Cadet League of Canada - Overview

Cadets are youth who take part in activities at a Cadet Corps or Squadron within their local community. These fun activities are designed to help youth become more self-confident, to develop leadership skills, to improve their physical fitness and communication skills, and to teach self-discipline through challenging training.

Cadets offer challenges, friendship and adventure! It is an opportunity to expand horizons, contribute to the community and make friends for life. Many former Cadets credit their participation in the program with giving them a head-start toward their successful careers.

Canadian Astronauts Chris Hadfield, Marc Garneau and Jeremy Hansen are all former Cadets. Many other prominent community leaders, athletes and celebrities are former Cadets as well. To read more about our Cadet Alumni, please visit <http://www.cadets.ca/en/about/cadets-alumni.page>

Air Cadets was introduced in 1941. In 1975, girls were first allowed to join Cadets. Today, girls represent more than thirty percent of all Cadets in Canada.

Currently, there are 52,890 Cadets across Canada.

Some other interesting statistics about the Cadet Program are as follows:

- Total Number of **Sea** Cadets in Canada: 8,490
- Total Number of **Army** Cadets in Canada: 18,920
- Total Number of **Air Cadets** in Canada: 25,890
- Total Number of Sea Cadet Corps in Canada: 235
- Total Number of Army Cadet Corps in Canada: 429
- Total Number of Air Cadet Squadrons in Canada: 458
- Total Number of Cadets in British Columbia: 6,777

- Total Number of Cadets in the Prairie Provinces and the three Territories: 8,737
- Total Number of Cadets in Quebec (including Air Cadets in the Ottawa Valley): 11,765
- Total Number of Cadets in Ontario (excluding Air Cadets in the Ottawa Valley): 16,951
- Total Number of Cadets in the Atlantic Provinces: 8,660

## List of Air Cadet Squadrons across Canada

COPA staff spent time researching and creating a complete list of all Air Cadet Squadrons across Canada. To find an Air Cadet Squadron in your area go to [this link](#).

## Type of Air Cadets activities

General Training  
Basic Drill and Ceremonial (Air)  
Basic Aviation (usually taught by cadets learning to instruct)  
Basic Aviation Technology and Aerospace  
Basic Survival  
Leadership and Ceremonial Instructor  
Advanced Aviation (ground school)  
Advanced Aerospace  
Advanced Aviation Technology – Aircraft Maintenance  
Advanced Aviation Technology – Airport Operations  
Glider Pilot Scholarship  
Power Glider Scholarship  
Survival Instructor  
Basic Fitness and Sports  
Fitness and Sports Instructor  
Air Rifle Marksmanship Instructor  
Military Band  
Pipe Band

Referring to the list above the Advanced Aviation Technology courses, Glider and Power Scholarship programs occur during the summer months and are an excellent opportunity for COPA Flights or members at large to meet and interact with Air Cadet Squadrons.

## COPA Flight Example

COPA Flight 132 Embrun  
832 Twillick Royal Canadian Air Cadet Squadron article  
By Patrick Gilligan

In 2011, during one of our COPA Flight monthly meeting, the daughter of our COPA Flight Captain approached our group. Christine Rozon working mother of three and volunteer Lieutenant of our local

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Air Cadet Squadron, asked the members if anyone would be interested in providing aviation ground school to Air Cadets to qualify for an aviation scholarship. A few of us including myself volunteered to attend a Squadron briefing on the Air Cadet League requirements, policies and course material. Once we accepted the next step was to complete a background check including fingerprint by the Ontario Provincial police, an ACLC form was provided to the instructors to be completed by the OPP.

The first year required the instructors to create presentations according to the Cadet Flying Scholarship Study Guide provided, 17 evening courses and a total of 40 chapters. The course times are from 6:30 to 9:00 PM with a 15-minute break.

The instructors are Charles Martel, Greg Holbrook, Henri Monnin, Patrick Gilligan and recently Liam Rozon, a graduate student of these ground school courses. Liam was on the first course and was awarded his glider pilot scholarship and power private pilot the subsequent year.

We divided up the chapters between the instructors and each of us spent a lot of time building our presentations and courses. I use many drawings and depictions from the FAA Pilot's Handbook of Aeronautical Knowledge available for download for free on the internet. This handbook has over 400 pages of information, for all pilots including Commercial and Airline pilot information.

I always ask the Cadets to download this handbook and suggest they browse through it, looking at the drawings, photos, depictions and charts and if some of these pictures spark interest read the accompanying text or paragraph.

These evening courses are an extra burden for these Cadets and we can surely see they are tired by their day at school and their busy schedule, so are the instructors. We try to liven it up and tweak their curiosity. I use interesting eye-catching airshow or personal aircraft flight videos during the 15 minute break and at the start of my course.

To date 10 students have graduated (5 Glider & 5 PPL) and in 2016, 4 more have been selected for final exams (1 Glider & 3 PPL). Also one was granted Advanced Aviation Technology Aircraft Maintenance at Canadore College in North Bay and 2 invited to a two-week trip to Oshkosh, Wisconsin, home to EAA Air Venture.

COPA's mission is to protect Personal Aviation and promotes it as a valued, integral and sustainable part of the Canadian Community. This sustainability requires a succession composed of new young pilots.

Fortunately 832 Twillick Royal Canadian Air Cadet Squadron reached out to our COPA Flight however not all Air Cadet Squadrons are doing the same and I would invite all COPA Flights across Canada go to [this link](#), find your local Air Cadet Squadron and adopt an Air Cadet Squadron.



Charles Martel teaching Twillick Squadron 832 Air Cadets, Rockland, Ontario

## Mentoring a Graduate Air Cadet

Mentoring is “a relationship between a more experienced person and a younger person which involves mutual caring, commitment and trust”.

Mentoring is a developmental partnership through which one person shares knowledge, skills, information and perspective to foster the personal and professional growth of someone else.

The power of mentoring is that it creates a one-of-a-kind opportunity for collaboration, goal achievement and problem-solving.

“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.” John C. Crosby  
What is a mentor?

A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years.

## COPA Flight members mentor Graduate Air Cadets

COPA Flights and Graduate Air Cadets (over 19 years old), can mutually benefit from each other; the Graduate Air Cadet (AC) will have access to a wealth of knowledge from pilots and aircraft owners that can provide an affordable means to flying an aircraft and learning what is involved in operating an aircraft on a day to day basis.

The pilot/owner will maximize his aircraft usage by sharing an empty seat with a Graduate AC encouraging and nurturing a passion of flying to launch this young individual in aviation thus ensuring a succession of young Canadian pilots.

Other activities could be a major cross-country flight and being involved in the flight planning. Assisting in the construction of an amateur-built aircraft or preparing for an annual inspection on a certified aircraft, assisting in airfield maintenance or other aviation related activities.

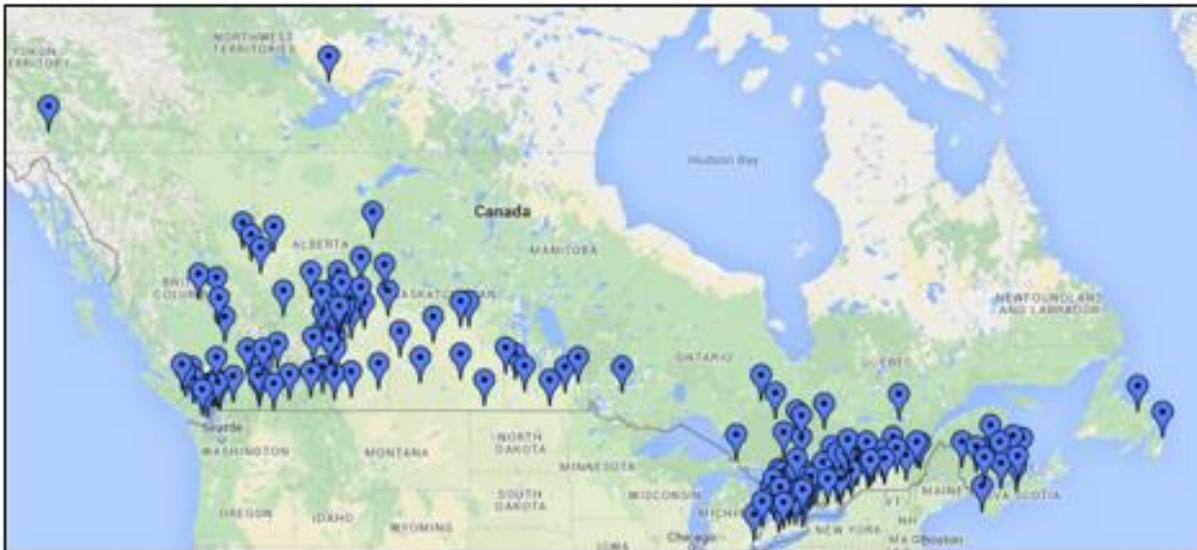
When getting to know the Graduate AC ask them what it is about aviation they want to learn and/or experience. Then tailor your mentoring accordingly, additionally using your flying community and COPA resources to meet their needs.

Mentoring a Graduate Air Cadet can be providing him/her your COPA Flight contact information and a “one year free membership” to one of the 194 local COPA Flights across Canada. The COPA Flights can introduce these graduates to volunteer pilots who pledge to Mentor an Air Cadet Graduate. If a Graduate AC will be moving to attend post-secondary school or to work, the mentor can facilitate connection to a nearby Flight Captain. Find contact information at this link.

<https://copanational.org/en/copa-flights/>

Also COPA Flights can keep in touch with the Squadron by providing to the Squadron leader the Flight’s website and E-newsletter for distribution to their Air Cadets.

COPA Flights across Canada on Google map



## Neil Armstrong Scholarship

To further enhance cadet and graduate AC experience, volunteer Mentor pilots are encouraged to groom their Mentees to pursue aviation as a hobby or career, and steer them to COPA's **Neil Armstrong Scholarship**.

The Neil Armstrong Scholarship Fund promotes Canadian pilot development by providing annual scholarships to student pilots in both ab initio and advanced flight training programs.

This annual scholarship helps outstanding students, who demonstrate financial need, accomplish their goals. Scholarship applicants must be not less than 15 years of age and not more than 21 years of age, as of March 01 in the year of application.

All applicants will be assessed on the following basis:

- A demonstrated keen interest in flying and general aviation in Canada.
- A proven self-starter, willing to earn their way.
- Participation and demonstrated contributions to their community, school as well as leadership attributes.
- Reasonable academic skills as demonstrated by scholastic record.

Flying is fun! Piloting an aircraft is a satisfying hobby, a skill testing sport, a great way to travel and it can also be a career. Canada has 60,000 pilots flying 32,000 aircraft from 2,000 airports and aerodromes.

With aircraft on wheels, skis or floats, the destinations are limited only by the imagination. You can explain to cadets three things: they may start flying with an instructor at *any* age; in order to solo he/she must be at least 14; and he/she can qualify for a permit to fly as young as 16.

**To learn more about Neil Armstrong Scholarship go to:** <http://copafoundations.org/new-page/>

**To learn more about learning to fly go to:** <https://copanational.org/en/getting-started/>

## COPA Flight activities

Here are some suggestions for enhancing the Flight's profile in your community in which you may include cadets, Cadet Alumnae and/or Squadron staff. Ask them what would be meaningful.

- 1) Organize a local aviation week or aviation day.
- 2) Hold an "open house" meeting.
- 3) Involve young people (air cadets, boy scouts, girl guides etc.) in your activities.**
- 4) Organize fly-in picnics, breakfasts or lunches (make sure you follow your provincial regulations about food storage and preparation). (see COPA Guide to Air Meets)
- 5) Hold general interest aviation film nights for the public.
- 6) Hold flight safety seminars.
- 7) Build or restore an aircraft.

- 8) Start a “Mentor Program” whereby experienced COPA Members and pilots are matched with local student pilots to help and encourage. This should receive great support from local flying schools, as it will increase student retention at the schools. The Flight will gain new members, too!
- 9) Collaborate on an aviation theme Float for Santa Claus or Fiesta Parade
- 10) Assist with aircraft model building competitions/
- 11) Support Squadron fundraisers: tag day, lottery, poinsettia sales, golf tournaments, etc.

The section below is a sample and only applicable to the Central Region (Ontario)

## Air Cadet Familiarization Flying in Privately Owned or Rented Aircraft

While it is desirable for air cadets to receive a flight each year in an Air Cadet League of Canada (ACLC) aircraft, typically a glider, sometimes this is not practical for a variety of reasons.

DND document Cadet Administration and Training Orders (**CATO**) **52-07** outlines the national standards and procedures to follow for Familiarization Flights to occur in aircraft rented from a Flight Training Unit (FTU) or in privately owned aircraft. CATO 52-07 outlines what information and documentation a Squadron Commanding Officer (CO) provides to the appropriate Area Cadet Officer (ACO), and, if approval is granted, what the CO requires of the Squadron On-site Supervisory Officer and of the volunteer pilots and aircraft.

In many cases, there will be additional regional requirements and SOPs that must be considered when planning a Famil Flying activity. Squadron COs and COPA Flight members must verify that they have followed all relevant regional processes to ensure that the activity is properly approved in accordance with regional regulations and SOPs.

As well, in the summer of 2015, **A Guide For Air Cadet Power Familiarization Flying Programs**, was released for use in Central Region (Ontario). The Guide was developed over a few years by 151 Lloyd Chadburn Squadron staff, discussed with the League Aviation Committees across the country, reviewed by Central Region Aviation Committee of the Air Cadet League of Canada (Ontario Provincial Committee) and by the Regional Cadet Air Operations staff. The Guide will help those less familiar with this activity systematically complete the authorization and approval process, and to carry out the activity safely according to the tasking order, thereby maximizing cadet learning and enjoyment. This guide is specific to Central Region. Other Regions may have similar documents.

Interested members of COPA Flights that adopt a Squadron and COPA members-at-large are encouraged to discuss with the Squadron COs in their area, Famil Flying from their local (CFS listed) airport, the use of CATO 52-07 and any Region-specific SOPs. In addition to the COPA Flight Location/Contact list, DND and the Air Cadet League maintain an online Directory for all units. DND <http://app.cadets.gc.ca/directory-repertoire/Default.aspx>

ACL of Canada <http://aircadetleague.com/squadron>

ACLIC OPC (Ontario) <http://www.aircadetleague.on.ca/index.php/find-a-squadron/>

For the Famil Flying Application, the CO or CO's representative requires the following from pilots of rented or privately owned aircraft:

- Aviation Document Booklet (ADB) license (PPL or higher) and Medical Certificate details;
- Proficiency (e.g., annual check flight by an approved instructor, IPC ride), currency (PIC time in last 60 days and on type- photocopy of last page of pilot log book) and experience (PIC hours on class and type of aircraft to be flown) details; and
- Confirmation of aircraft C of A and liability insurance.

Initially, 2-3 weeks of lead-time is required to process a first time Famil Flying request while a renewal/update can usually be turned around in less than 5 days. COPA volunteers can get more accurate information from their local Squadron, who are familiar with the SOPs and timelines of their Region.

COPA members who belong to a CASARA (Civil Aviation Search and Rescue Association) unit may like to review CATO 52-07 with Squadron COs, to learn more about spotter training flight requirements.

Members may contact the local Air Cadet Squadron for copies of **CATO 52-07** March 2013, **CRCO 1821** July 2003 and the OPC Aviation Committee publication: **A Guide For Air Cadet Power Familiarization Flying Programs**, July 2015.

However, the latest versions of the two DND documents are currently available to cadets, parents and League members (volunteers) through the portal <https://portal.cadets.gc.ca>. One needs to sign up for an account to access the portal (login/register buttons are on the left side of the screen).

Note: The **A Guide For Air Cadet Power Familiarization Flying Programs** is a joint project with the OPC (Central Region) and DND (RCAirOpsO Central Region). The OPC is responsible for updating the manual as required and ensuring that it is readily available to all. The guide as well as the PDF forms required by RCAir Ops (Central) are linked to the OPC website so they it can be easily downloaded. Once the Guide is available on the Ontario Provincial Committee web site, the web site version shall be the official version in the event of discrepancies between it and any other available version.