

## Cadet Program – CAPR 60-2

### 2.8 Standards of Practice for Overnight Activities

2.8.1 Sign-in and sign-out: Project officer or designee

2.8.2 Co-ed supervision

2.8.3 Adult Leaders' Quarters

2.8.4 Segregation by Age & Gender – age and rank should be considered when assigning rooms

2.8.5. Hotel-Based Events. A hotel setting and a loosely-structured “wing conference” environment could present increased cadet protection risks because of the property’s physical layout, the potential for cadets to break away from the main group without authorization, the likelihood of interactions with the general public, and other factors. Therefore, when cadets attend activities held in a hotel-like setting, CAP will implement the following special supervisory practices:

2.8.5.1. Cadets' Project Officer. The host unit will appoint a senior member to serve as the cadets' project officer. The CPO should work closely with the event project officer and may be supported by senior member assistants and/or cadet cadre.

2.8.5.2. Registration & Accountability. The CPO will ensure that each cadet (including cadre and special duty cadets) has been assigned to a specific adult leader who has accepted responsibility for supervising the cadet. This task could be incorporated into the advance registration process. In a free-flowing conference environment, the risk is that unassigned cadets blend into the crowd while simultaneously exempting themselves from accountability.

2.8.5.3. Cadet Arrival. All cadets must check in to the activity upon arrival. The suggested best practice is to issue each cadet a conference name badge (typical at conferences) so that at a glance each cadet can be identified as being properly registered or not registered.

2.8.5.4. Tracking During the Event. A suggested best practice is to have cadets pre-register for all sub-events of interest to them such as seminar sessions. This would result in each cadet having an individualized schedule of events and the CPO being able to quickly locate him or her. Another option is to provide a single program of events for all cadets, treating the cadets as a single class.

2.8.5.5. Local Ground Rules. The CPO will conduct a risk analysis of the hotel area and then brief cadets on off-limits areas, rules for accessing sleeping rooms during the day, rules and options for meals, rules for the pool and fitness area, rules on leaving the property, and other topics as needed. The CPO will instruct cadets to travel in groups of at least three when moving to and from the main training area, and not to socialize with the general public.

2.8.5.6. All-Hands Cadet Meetings. The CPO will convene an all-hands cadet meeting at the start of the duty day and in the evening to provide a venue for safety briefings, announcements, and general accountability.

2.8.5.7. Departing the Property. At least two adult leaders must accompany cadets if they are to leave the hotel. Ground transport for excursions may proceed per the “transportation rule of three” (2.6.7), meeting up with the second adult at the destination. Cadets may leave the property with adult members of immediate family after coordinating with the CPO.

**2.8.6. Officer of the Day.** At least one senior member will be designated the officer of the day (OD), the adult charged with primary responsibility for responding to phone calls and emergencies occurring after lights out. Large activities may designate multiple ODs, such as one per dormitory, if so desired. The OD will be announced to cadets each evening. Cadets will be instructed that if they need to contact the OD in-person after lights out, they are to ask their roommate or wingman to accompany them.