



2009 Cadet Officer School Student Handbook

**Headquarters Civil Air Patrol
Maxwell AFB, Alabama**

CONTACT INFORMATION
CIVIL AIR PATROL CADET OFFICER SCHOOL

Key Personnel Roster

NAME	POSITION	PHONE
Lt Col Michael Foster, CAP	COS CAP Co-director	Cell (334) 467-4538
Lt Col Steve Governale, USAFR	CAP-USAF Co-director	Cell (813) 391-3505
Curt LaFond	Chief, Cadet Programs	Office (877) 227-9142 X 401
Steven Trupp	Program Manager	Office (877) 227-9142 x 417

In case you need to contact your cadet for any reason, please call any of the Key Personnel listed above.

Primary Emergency Contacts

During Normal Duty Hours

(7:30 AM - 4:15 PM Central Daylight Time, Monday - Friday)

Steven Trupp: (877) 227-9142 x417

After Hours Emergencies only

Lt Col Michael Foster, CAP: 334-467-4538

Lt Col Steve Governale, USAFR: Cell: (813) 391-3505

Mailing Address

Cadets may receive mail at the following address:
(Mail received after graduation may not be returned to the sender)

HQ CAP/CP Attn: Cadet Officer School
Attn: (Cadet's Name)
105 South Hansel ST
Maxwell AFB AL 36112-6332

Note: Leave a copy of this page at home for your parents and carry a copy with you while traveling.

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WELCOME CADET OFFICER SCHOOL STUDENTS

Congratulations! Your selection as a member of the class of 2009 has identified you as demonstrating the qualities of leadership Civil Air Patrol needs to ensure the success of the organization in the future. By attending and successfully completing the school, you join a group of distinguished graduates of the premier leadership laboratory of the Cadet Program. We trust the school will be a major highlight of your experience as a cadet

The start of your COS leadership journey will formally begin when you join your fellow cadets from across the nation at Maxwell Air Force Base. While at the school you will have an unique opportunity to learn about CAP, the Air Force, airpower history, leadership, teamwork, and, most of all, yourself. Prepare yourself to be challenged by your flight instructors, guest lecturers, and your peers to be the best you can be.

Key to a successful Cadet Officer School experience is thorough preparation now. That is why this handbook has been prepared for you. You are personally responsible for reading and understanding all of the "Rules Of Engagement" described in this handbook. Read it carefully, and follow its instructions. Bring it with you to COS, as you will refer back to it.

INTRODUCTION

The information and instructions in this handbook are to help you prepare for Cadet Officer School. Know your responsibilities and obligations ahead of time. This will help ensure that you will be free from worry, and will be able to concentrate on COS activities.

Study the following instructions and information. You must pay your registration fee of \$280 not later than 15 April 2009 (see Attachment 1), and have your transportation data form back to NHQ CAP/CP not later than 2 May 2009 (see Attachment 2).

**NOTE: DO NOT MAKE TRAVEL PLANS
UNTIL YOU READ THE IMPORTANT
INFORMATION ON TRAVEL
ARRANGEMENTS ON PAGE 10 OF THIS
HANDBOOK.**

INFORMATION AND INSTRUCTIONS

Cadet Officer School (COS) is the premier leadership development program for CAP cadets since its beginning in the late 1960s. At the completion of the school, you will be joining an alumnus that includes several CAP and AF senior leaders. It is a heritage of which you can be proud.

COS develops leadership and management skills, teamwork, and a comprehension of and appreciation for the United States Air Force and airpower heritage. You will hear from CAP and Air Force senior leadership, as well as from members of higher education. Most of the speakers will have doctorate degrees in their chosen disciplines and are nationally recognized subject matter experts. Some of our civilian speakers charge thousands of dollars to companies and organizations to speak: all have donated their time to speak to you.

Cadet Officer School is a student-centered activity: this means that the action is on you. We provide you with the opportunities, but it is up to you to take advantage of those opportunities. Your instructors and flight leaders have developed many hands-on activities and projects, which will enhance your understanding of each of these very interesting, very thought provoking subjects. Some activities you will complete individually, others you will complete as part of the team which is your flight.

You'll spend time working, but also time having fun. From volleyball to the famous Project X, you'll have the chance to get to know one another and enjoy your time at COS.

To make the most of your experience at Cadet Officer School, it's important that you read this handbook and pay particular attention to its instructions and policies. You'll find that most are common sense, and really just ask you to conduct yourself as an officer in your dealings with the staff and your fellow students at all times.

House Rules

General: All CAP rules and regulations concerning proper behavior and decorum apply at Cadet Officer School. The items specified in this handbook are **not** all-inclusive. Final determinations



Making a point in seminar

will be made by the COS Activity Director. Should behavior or disciplinary problems arise, appropriate action may be taken, to include dismissal from the school. Transportation arrangements for your unscheduled return home will be the responsibility of your parents **at their expense** as agreed in the “Release by Parent/Guardian” section of the CAP Form 31.

Personal Conduct:

Smoking: CAP cadets are not permitted to smoke during this or any other CAP activity.

Dating: Dating is not permitted during this activity.

Religious Accommodations: COS provides opportunities for cadets to worship if they choose. Due to the limited resources in staffing and transportation, cadets choosing to worship must be flexible. Specific questions concerning this issue should be addressed to the Cadet Officer School Activity Director.

Meals: Meals will be provided at Maxwell’s Base Dining Facility. During the school you are required to eat at least two meals per day at the Dining Facility. Cadets are encouraged to eat at the regularly scheduled times; and to drink plenty of water and other noncarbonated beverages. The weather in Montgomery is hot and humid during this time and dehydration is a real concern.

Visits: Cadet Officer School is a closed activity. You will be up and doing scheduled activities from around 0730 – 2000 hours daily; there won’t be any time for visits from family and friends. Family and friends are free to write (mail delivery is sporadic and not guaranteed), call (if you have a cell phone, and not during the duty day, please), or e-mail. And, family and friends are invited to attend the COS graduation ceremony.

Graduation: Guests may attend the graduation banquet on July 22. We will inform you of the costs and deadlines to register guests through the web site.



Thinking it through

Phone Etiquette: You may bring a cell phone or personal data assistant (PDA) to Cadet Officer School. These devices must be turned **off** during all lectures and seminars.

Medical Conditions: If you have a medical condition, COS needs to know about it as soon as possible. While we will make reasonable accommodation, you must be able to take part in all scheduled activities and classes.

Your personal safety and the safety of your fellow cadets is of primary concern during the school so it is important for you to let us know in advance if you have a contagious illness (examples are: pink eye, mononucleosis, chicken pox, shingles, contagious rashes, etc); and also if you plan any elective surgical procedures after your return from COS. Because of the close quarters you will share, the nature of the illness, your ability to travel, and the likelihood of transmission; each case will be carefully evaluated. **If you do not let us know and you arrive “unhealthy” we will send you home.**



Professionalism... personified

Curfews: Cadet Officer School does not have a lights out time. However, in consideration of your fellow students, you must be in your rooms and quiet at the time designated in your daily schedule.

Inspections: There are no encampment type “inspections” at Cadet Officer School. However, you are expected to keep your room neat and orderly each day. Your room will be checked for damage prior to your departure from the activity.

Uniforms: Your daily uniform will be the blue short-sleeve shirt with blue trousers or slacks/skirt, epaulets, and flight cap. You will not wear your ribbons or other accouterments with this uniform; however, you may wear your earned badges. You will be allowed to wear your ribbons and other devices on graduation day. You will not need your service dress uniform. CAP grooming standards are enforced, and cadets age 18 and over will weigh in. Cadets not meeting weight standards will be required to wear the white aviator shirt and blue trouser combination.

You will wear your BDU trousers, COS t-shirt (you will be given t-shirts when you arrive), and athletic shoes during Project X. You

will wear your COS t-shirt, shorts, and athletic shoes for the nightly volleyball matches.

Civilian Attire: You are free to wear appropriate civilian attire when not participating in scheduled activities. Appropriate attire does not include obviously worn or torn clothing, any garment with offensive and questionable language or symbols, or any clothing that is too revealing.

Class Conduct:

Classes and Activities: You are required to participate in all classes, seminars, events, and activities during Cadet Officer School. Each has been carefully crafted to meet the school's educational objectives.

Flight: You will be assigned to a flight of fellow students, as well as two flight leaders: one from the US Air Force, and one from CAP. These are the people with whom you spend the most of your time. They will also very likely become close friends.

Structure: Cadet Officer School recognizes that its students bring with it a wealth of knowledge and experience with them. Accordingly, the COS courses are structured to obtain the maximum exchange of views among faculty and students. Key to this learning process is student preparation and active participation in classroom discussions and practical exercises.

COS provides student guides that describe the scope, objectives, and topics for each lesson, and that specify the requirements to be completed prior to each session.

Classroom hours include lectures, seminars, question-and-answer sessions with guest speakers, discussions, and student exercises. You should plan on a minimum of one to two hours of preparation for each day's classes. Preparation time includes required readings, writing assignments, and development of student ideas.

You may keep certain materials provided for the course. Your flight leader will tell you which materials must be returned.



Sharing with peers

Volleyball: One of the important parts of the COS team building curriculum is volleyball. Make sure you read and are familiar with the rules provided in attachment 3.

Non-Attribution Policy: Presentations by guest speakers, panelists, and renowned public officials and scholars constitute an important part of the curriculum. In order that these guests, as well as faculty, other officials, and students may speak candidly, Cadet Officer School offers assurance that presentations will be held in strict confidence. This assurance derives from a policy of non-attribution, which is normally binding on all who attend and is a normal feature of higher (collegiate-level) education.

Without expressed permission of the speakers, nothing they say may be attributed to them directly or indirectly in the presence of anyone who was not present during the presentation. This policy is not intended to preclude references by faculty and students within the academic environment to opinions expressed by speakers; however, courtesy, good judgment and the non-attribution policy preclude citing those views, even if the speaker is not identified by name, when questioning subsequent guests. Specifically, the non-attribution policy provides that neither the speaker nor COS may be identified as the originator of the information.

At no time are you permitted to record any presentation other than those within your individual flight. Any recordings in your flight must be with expressed consent of all those being recorded.

Academic Integrity: All Cadet Officer School students are expected to develop original work to fulfill requirements during their attendance at COS. This work cannot be a modification of a previously submitted paper or presentation, and must contain the student's own ideas except as documented. Plagiarism will not be tolerated.

Refund Policy

General: Acceptance at Cadet Officer School marks a unique recognition of a cadet officer's potential. Because of the limited space available, not all deserving cadet officers are afforded this opportunity. As a result, a large number of cadets are placed in an

alternate pool to await selection in the event a primary cadet cannot attend.

In fairness to cadets who await this chance to attend, consider carefully your school, work, financial, and CAP commitments, before accepting. In the event you should drop from the course after you have paid, you may be able to receive a refund. **After your airline ticket is purchased, your registration fee becomes non-refundable.** If you drive to COS, your will be non-refundable if you drop later than 31 May 2009.

Exceptions: Cadets may ask for an exception to this policy due to illness, death of a family member or other special circumstance. Exceptions will be addressed to the activity director and his decision is final.

TRANSPORTATION

General Considerations

CAP will provide transportation to and from the activity if you live more than 250 miles from Montgomery, AL. Please send in your completed transportation information form.

a. Travel information: Complete the travel information form, attachment 2, and send the form to Steven Trupp, strupp@capnhq.gov no later than May 2.

b. Automobile: If you live within 250 miles of Montgomery, AL, you will be required to arrange for your own transportation. We will reimburse the driver at the standard government rate up to the cost of a comparable airline if you arrive by private vehicle. If traveling in a corporate vehicle, we will reimburse the driver for gas (receipts required for reimbursement.) Plan to arrive at **Maxwell AFB, AL** not later than 1700 hours on Monday, 13 July. Students and staff will be lodged on Maxwell AFB. Classes will be at the Maxwell AFB as well. You will receive specific reporting instructions once we know of your intention to travel via automobile.



Traveling with friends

If you choose to drive your own vehicle, understand that the keys will be confiscated by COS staff at check-in. They will be returned to you after COS graduation.

c. Private or CAP aircraft: You must make prior arrangements for arrival into Montgomery regional Airport (MGM). The fixed base operator is Montgomery Aviation (www.montgomeryaviation.com), telephone toll free at (800) 392-8044.

Aviation Security

When you travel, you will encounter more visible and frequent security checks throughout U.S. airports, including screening passengers and carry-on baggage. Just prior to boarding, passengers will have boarding passes checked again.

Airline and airport employees take security very seriously. Jokes and remarks about security are not taken lightly and may result in your being detained by airport authorities.

Carry-on baggage limits

Carry-on limits for flights within the U.S. are now one bag per passenger, along with one personal item such as a purse, briefcase or laptop. (Note: backpacks are not considered personal items). Carry-on baggage is subject to size and weight limitations.

No dangerous objects

In compliance with the US federal government, airlines do not allow sharp or dangerous objects to be taken beyond airport security checkpoints. This restriction includes knives, cutting tools of any kind, or straight edge razors. There are also restrictions on carrying liquids (except for prescription medications) in your carry-on baggage. Liquids, gels, and foams (nonflammable and non hazardous) are permitted in checked baggage. ***For more current information about what you can carry, check the Transportation Safety Administration web site at www.tsa.gov.***

Travel documents

To enter the secured area beyond the security screening checkpoint, you need a current government photo ID (cadets I7

years of age and under do not need to meet this requirement, but may have to provide proof of age), along with one of the following documents: an E-Ticket receipt, an itinerary generated by an airline or travel agency confirming an E-Ticket, a boarding pass or a paper ticket. CAP also requires you to carry your current membership card.

Check-in

We recommend that you check in at least 90 minutes before flights within the U.S. We also recommend you allow more time if you are checking baggage or traveling around peak travel times.

Baggage check-in

In compliance with new U.S. federal government security regulations, bags may only be checked within four hours of departure.

Travel Tips

Here are a few travel tips you may find useful that will help with your packing and make your COS experience more enjoyable:

- a. Mark all clothing with your name to facilitate laundering.
- b. When packing uniforms, place dry cleaning bags wrinkle-free.
- c. Use polyethylene bags to keep your shirts clean.
- d. Rolled socks and underwear take up your extra shoes and put rolled up socks inside the shoes.
- f. If you wear eyeglasses or contact lenses, take an extra pair.
- g. Minimize shoeshine equipment. A small self-contained unit of polish, a dauber, and a shine cloth will do the job and eliminates the need for a brush. Include an extra pair of shoe strings, if appropriate.
- h. For shampoo, shaving cream, makeup, etc., buy small plastic containers of less than four ounces each. Do not carry any glass. Don't forget to put them in your checked (not carry on) luggage.
- i. Do not burden yourself with excess clothing or equipment. Take only what is on the clothing list and other items you cannot do without.

j. **You may NOT carry or pack such things as knives, firearms, munitions, fireworks, or any other items that may be considered weapons or resemble weapons.**

k. Take a small wind-up or battery alarm clock.

l. Pack most of your clothing/equipment in your suitcases. In the carry-on bag, pack an extra shirt or blouse, underwear, socks or hose, and your toilet articles.

m. Include one heavy plastic bag to pack wet clothes and one plastic bag to pack dirty clothes in your suitcase.

n. If bringing a cell phone or PDA-- don't forget to bring the charger.

o. If you are taking prescription medication, it must be in the original container with your name, type of medication, dosage and physician's name on the label. Be sure you have a sufficient amount of medication to last the entire activity, **and be sure to pack it in your carry-on luggage, not in checked luggage.** Consider carrying a duplicate physician's prescription with you.

Delays

If you experience any excessive flight delays or are put on different flight than originally scheduled please contact the school as soon as it convenient to let us know.

DOCUMENTS, UNIFORMS, AND EQUIPMENT

Required Documents

Hand carry the following documents:

1. CAP Membership Card
2. Medical Authorization/Parental Consent Form (Attachment 4) (If under 18 years of age)
3. Medical Insurance Card or Dependent Military ID Card if applicable
4. Copy of the COS Student Handbook

Also bring with you ***Aerospace: The Journey of Flight*** textbook (version written in 2000). While you are required to read pages 67-155 and 551 – 603 when you arrive, there may also be other reading assignments from that text.

Required Uniform Items and Accessories

1. (3) complete sets of CAP short-sleeve blue uniform w/ epaulets
2. (1) Flight cap (Service or “wheel” hats are not authorized for this activity)
3. (1) Uniform tie or tie tab (for wear at graduation)
4. (1) pair of BDU trousers (trousers only please, no BDU jacket, hat, or boots)
5. (5) pair black socks
6. Underwear (men, bring V-neck t-shirts, crew necks are not permitted)
7. One pair black low quarter shoes
8. Pajamas
9. Alarm clock (rooms may not have alarm clocks provided)
10. Athletic wear (**Failure to bring required athletic wear and protective equipment will result in loss of Honor Flight points.**)
 - a. (1) pair tennis shoes
 - b. (5) pair athletic socks
 - c. (1) set of knee pads
 - d. (1) set of eyeglass straps if glasses are worn



Coming together

Recommended Items and Accessories

We will be housed on Maxwell AFB in officer quarters. Bed linens, a towel, washcloth, and pillow will be provided. Please plan your packing list accordingly.

1. Personal funds (very little is needed, quarters are used for laundry facilities)
2. Civilian clothes (casual wear)
3. Rain poncho/umbrella
4. Robe/slippers
5. Sewing kit, sunglasses, shoe shine kit
6. Toilet articles/soap/tissues/sunscreen/personal hygiene
7. Camera
8. Laptop Computer (**if** you already own one it would be helpful. There is wireless connectivity at various locations on the base. **We do not require that you buy one for this activity; there is a computer lab available for your use.**)

2009 COS PAYMENT INFORMATION

Payment options include credit card, debit card, check, and money order – no cash please! Credit and debit card options may be reached through “e-Services” from the drop down menu. Go to the CAP home page at www.gocivilairpatrol.com Position the mouse pointer over “members” and then click “e-Services” from the drop down menu.

Log in to e-services using CAPID and password of individual slotted for activity.

Under the NCSA main menu, select payment method from the “payment options” and then follow directions on how to make payment.

You will receive an e-mail notification of payment once transaction is completed and you can view payment history at any time by clicking the “payment history” link from “payment options.”

You must be slotted as “primary” for an activity to successfully pay for the event.

For 2009, all payment forms and instructions are accessible through “e-Services.”

Forms from previous years should not be used.

Primary attendees must make their activity-fee payment by 15 April 2009 to reserve a slot.

If paying by check, please mail your activity fee to arrive by 15 April 2009 to:

HQ CAP/CP Attn: Cadet Officer School
105 South Hansell St
Maxwell AFB, AL 36112-6332
Fax: 334-953-6891 (no cover sheet necessary)

If you have any questions about the procedures, please contact Mr. Steven Trupp at (877) 227-9142 x 417 or strupp@capnhq.gov

REFUNDS WILL NOT BE GIVEN AFTER AIRLINE TICKETS ARE PURCHASED BY CAP. CADETS THAT DRIVE TO COS WILL NOT BE GIVEN REFUNDS AFTER 31 MAY 2009.

TRAVEL INFORMATION FORM CADET OFFICER SCHOOL

CADET NAME: _____ CAPID: _____

TELEPHONE NUMBER WITH AREA CODE: _____

E-MAIL ADDRESS: _____

ARRIVAL INFORMATION

MODE OF TRAVEL:

AIRPLANE

List closest commercial airport to your residence: _____ Alternate airport: _____

AUTO

NOTE: YOU MUST DRIVE IF YOU LIVE WITHIN 250 MILES OF MONTGOMERY, AL.

Vehicle Make/ Model: _____ License Plate #: _____

Expected Departure Time: _____ Expected Arrival Time: _____

RETURN THIS FORM NOT LATER THAN 2 MAY 2009

EMAIL: strupp@capnhq.gov

**TO: HQ CAP/CP Attn: Cadet Officer School
105 HANSELL STREET
MAXWELL AFB AL 36112-6332**

FAX: (334) 953-5296

IF YOU HAVE QUESTIONS, CALL (877) 227-9142 X 417 or e-mail: strupp@capnhq.gov

RULES FOR VOLLEYBALL

1. Every player must properly wear a full volleyball uniform, including socks and kneepads. Play begins on time and a team without all players present in the required uniform will be penalized one point for each minute that each of their players is away from the court. Absent players must report in to the chair referee to stop the “penalty point” clock and be approved to play.
2. Players participating in the game may not wear jewelry, including watches, rings, earrings, and necklaces. Eyeglasses and sunglasses must be held in place by a safety strap.
3. Cadets play all games of a three-game match, with the exception of the championship match, which is over when either team gets two wins.
4. Every cadet must play in all three games except for injured team members, (as determined by the COS staff), or those otherwise excused by the referee.
5. The maximum number of players on the court for each team is nine. A team with more than nine players must use a rotation line at the server to ensure all team members participate fully. A team with players avoiding participation forfeits the game being played. A team facing a team with less than nine players matches that team with an equal number of players.
6. Prior to the on-time start of the first game, the captain from each team reports to the chair referee how many cadets are assigned to that flight, how many are present for play, and how many won't be playing and why. For example, “Ma'am/Sir, Flight four has 13 cadets assigned, 12 are present, one is injured and won't be playing.” Failure to make this report results in forfeiture of the team's first victory of the match! All tardy, unexcused players incur the one point per minute penalty as described in rule one above.
7. Prior to the on-time start of the first game, the captain from each team reports to the court for a coin or key toss to determine which team gets first service and which team chooses the side defended in game one. The toss winner gets his/her choice for their team and the teams change sides after games one & two. The losing team serves first in games two & three.
8. When service is won, players rotate before service and the server continues to serve until there is a side out. The team that does not begin the game with service may rotate or not at their option, once they obtain service.
9. Before each serve, the server must announce the game score, stating the serving team's score first, loud enough for the chair referee to hear. For example, “5 serving 7, Ma'am/Sir!” **The server must receive authorization from the chair referee, (thus ensuring the correct score is announced), before serving.** The server then has five seconds to complete the serve making sure that he/she does not touch the court end line before striking the ball.

10. The ball must be struck for proper play—"carries" are not allowed. A "carry" is a lift or a push of the ball.
11. Touching the net is not allowed except on the follow-through in hitting the ball. Touching the centerline under the net, without going over it, is allowed.
12. The ball has landed out of play when it has landed outside the sideline or end line. A ball landing on the white line is in play.
13. When transferring the ball from one side to the net to the other the ball must be rolled, failure to do so results in a side out or, if not serving, results in a point being awarded to the serving team.
14. Each team is allotted two time outs per game. A time out must be called to appeal a referee call. Only the team captain may appeal a call. If a non-captain player makes eye contact with the referee to complain, question, or otherwise comment on a call the official made, a side out is awarded or a point is awarded to the opponent if the offending team is not serving. Calling timeout when no time outs remain is also a side out or point awarded if the offending team is not serving. Medical time outs are free.
15. The chair referee decides all appeals and is the final authority on all calls. The chair referee may or may not consult with the court referee at his/her prerogative.
16. Diving to make a play is prohibited and may result in forfeiture of the match. Dropping to one or two knees to make a "dig" is allowed.
17. "Roaming Rambo" is not allowed. A "Roaming Rambo" is a player who feels compelled to make every play on the ball, no matter where on the court the play happens. This person presents a serious collision hazard and can result in forfeiture of the match.
18. A game is won by the first team to score 12 points with at least a two-point advantage, (e.g., 12-8, or 13-11).
19. The captain of the team winning the match must collect the scorecard from the chair referee and turn it in to either Officer of the Day by 2100 hrs that night. Failure to do so will result in forfeiture of all games played that day.
20. USVA rules will govern play unless specifically addressed previously. **Players are reminded that subtle differences between referees exist so adjust and adapt** and remember that all flights will experience these differences equally. Flexibility is the key to airpower. Have fun!



**2009
CADET OFFICER SCHOOL
STUDENT HANDBOOK**

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Version 03 | 2009

National Headquarters Civil Air Patrol
105 South Hansell St., Building 714
Maxwell AFB, AL 36112-6332