

**Ultimate Bear and Wings
Challenge
Program Manual
(Draft, 19 September 2010)**

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Chapter 1- Introduction

Mission Statement

The UBWC is an activity that is designed to instill Teamwork, comrade, and unit pride through a series of competitions involving all three missions of CAP that is open to all Cadet and composite squadrons in the Wing.

General Information

1. The Ultimate Bear and Wings Challenge is a series of competitive events allowing all squadrons from the wing to produce Cadet Teams and compete in the various challenges.
2. The UBWC will be held as a weekend activity.
3. The California Wing UBWC Packet will consist of the following:
 - a. California Wing UBWC Program Manual
 - b. UBWC Event Outlines
 - c. Attachments
 - d. Supplemental information for events

Goal

The purpose of this activity is to allow all Cadets, new and experienced, a chance to compete at a Wing level activity that will require little preparation and specialized training.

Team Objectives

Each Team will:

1. Compete in six events covering all three missions of Civil Air Patrol
2. Complete each challenge as a Team
3. Understand the importance of Esprit de' Corp

4. Give each Team member an opportunity to step into a leadership position in the challenges

Chapter 2 – Organization

Overview

The Ultimate Bear and Wings Challenge is held at the Wing level. The Team will consist of four Cadets and one Senior member from the same squadron. The staff is comprised of both Senior Members and advanced Cadets.

Senior Staff

1. Project Officer

The Project Officer is responsible for planning and preparation of the activity. This includes acquiring facilities, planning food services, and ensuring that all financial and administrative tasks are accomplished. The Project Officers ultimately responsible for the proper implementation of the training and the well-being of all participants in the activity.

2. Event Coordinators

The event coordinators are responsible for ensuring that each event is ran according to the UBWC Program Manual.

3. Additional Senior Staff

Additional Senior staff can be tasked with areas such as but not limited to logistics, dining, administration, finance, and safety.

4. Tactical Officers

Each Team will supply one Senior member to serve as a tactical officer throughout the activity. They are responsible for the wellbeing of their Cadets. They will also be responsible for collecting the times from each event and turning them into the Cadet Administration Officer.

Cadet Staff

1. Project Officer

The Cadet Project Officer works alongside the Senior Project Officer and aids in the planning and preparation of the activity. The Cadet Project Officer also assists in selecting the members of the Cadet Staff.

2. Event Support Staff

The Event Support Staff will assist in supervising and running each activity and will work alongside with the Senior Member Event Coordinators.

2. Cadet Administration Officer

The Cadet Administration Officer is responsible for compiling and analyzing the Teams scores at the end of the day. The Cadet Administration Officer will also assist with Team check in at the start of the activity.

Chapter 3 – Administration

Authorization Process

The Director of Cadet Programs, California Wing, must authorize the UBWC. The authority must be obtained by written request from the host location and must be received a minimum of sixty days prior to the date of the activity.

Facility Arrangements

Arrangements for use of facilities should be made as early as possible to assure availability, or to make alternate arrangements if necessary. For use of military facilities requests must be coordinated through the Wing Liaison Office. The request must contain the name of the activity, number of expected participants, type of facilities needed, requested location, and the name and phone number of the Project Officer.

Military Support Authorization

A Military Support Authorization is required if the activity is held a military facility. The MSA must be requested well in advance through California Wing Headquarters, in accordance with CAWGM 11-1. Be aware that the MSA requires the names and CAPIDs of all participants and will require earlier application deadlines to allow for processing time.

Promotion

Diligent advertising of the UBWC at all Wing levels is imperative to achieve adequate participation. Promotion should be continuous from the beginning of planning the activity all the way to the application deadline, and should clearly communicate the goals and benefits of the UBWC. Efforts should be made to advertise the activity to parents of potential participants providing the most possible publicity.

Team Application Procedures

Cadets applying to be participants in the UBWC must have earned the Curry Achievement (C/Amn) and must have a current CAP membership. Each squadron will be able to send one (1) Team. No Team shall have more than two (2) Cadet Officers on the Team. Teams will consist of four (4) Cadets and one (1) Senior escort for supervision and to serve as a Team Tactical Officer. There is no limit on how many Cadet or Senior Member spectators may be brought from each Squadron. Each participant must provide:

1. CAWG F150
2. Team Registration Form
3. Participation Fee

Acceptance Letters

Every Team will receive a letter of acceptance indicating reporting time, date, location, equipment list, and the name of contacts for additional information.

Participation Letters

Participation letters will be prepared by the Project Officer in accordance with CAPR 10-3. All members attending the activity will be listed and the activity staff will be indicated. This will serve as the official record of participants.

Finance

The Project Officer is ultimately responsible for the finance aspects of the activity; however, it is recommended that a finance officer be appointed. The cost-per-person should incorporate billeting, meals, copies and activity-provided supplies, transportation, (if needed), and any other anticipated administrative expenses. Specific financial record keeping is the responsibility of the Project Officer.

Final Report

The following must be forwarded to the Wing Headquarters upon completion of the activity for record-keeping and continuity purposes:

1. Activity After Action Report
2. Participation Letter
3. Finance Report
4. Promotional Material
5. CAPF 78 Mishap Report Form

Chapter 4 – Operations

Facilities

Billeting

Adequate billeting must be provided for both male and female Cadets, Cadet staff, and Senior staff. This must include shower and rest room facilities with sufficient hot water for all activity participants.

Meals

All meals will be provided to all staff (Cadet and Senior) and Teams. This will include three meals on Saturday and one on Sunday.

Transportation

If facilities are not within reasonable walking distance of each other, transportation must be provided by the Senior Staff. Utilize base accommodations when available.

Schedule

It is the responsibility of the UBWC Project Officer to develop a schedule for the entire activity. The schedule must allow for adequate time to complete all required classes with time worked in for travel when necessary. Sufficient time must also be allotted for meals, hygiene, and personal preparation. (*See attached sample*)

Staff

Staff Selection

The Director of Cadet Programs, California Wing, is responsible for the selection of the UBWC Project Officer and or Project Officer. All remaining staff positions will be selected by the UBWC Project Officer through process of application.

Staff Briefing

The Project Officer will brief the entire staff on the logistical and academic arrangements for the activity. Schedules must be provided either before or during this meeting.

In-processing

In-processing will insure that every Team accepted to the activity is accounted for. Teams will receive their billeting assignments, and will be introduced to their Event Staff during this process. All Teams who do not arrive by 2300 on Friday will be contacted unless a previous arrangement has been made.

Staff Meetings

Each night there will be a staff meeting to discuss the days events, and to finalize the schedule for the next day.

Final Debrief

Prior to out processing there will be a final Activity Debrief run by the UBWC Project Officer and or Project Officer and will briefly recap all materials presented throughout the activity. This is the final chance for Teams to ask any questions they may have before being out-processed.

Out-processing

During out-processing the Teams will fill out a California Wing Cadet Release Form (go home card) and be dismissed. No Team will leave without the proper signatures on their go home cards.

UBWC Staff Debrief

Once all Teams have been released all UBWC Staff will assemble for the Staff Debrief. The UBWC Project Officer will conduct the meeting and review any problems and successes that occurred during the event.

Chapter 5 - Curriculum

List of Event Outlines: UBWC Rotation 1

Events:

- 1. Land Navigation 1**
- 2. Leadership Reaction Course 1**
- 3. Land Navigation 2**
- 4. Leadership Reaction Course 2**
- 5. Rocket Assembly**

Land Navigation

Instructor Handout

Rules of Operation::

Teams will receive one map and have an appointed leader from their Team who is allowed to communicate with the instructor.

During the event the Teams will only receive assistance if there is possibility of injury or if they need water or sunscreen.

Their stopwatch will continue running for the duration of the activity

Guidelines

The activity coordinator will travel the course to insure the safety of Teams who are competing.

The staff members will monitor Teams' progress.

Supplies

Compass and printed maps

Land Navigation

Student Outline

Goal – Complete the land navigation course.

Supplies – Compass and map.

Instructions - Use the given supplies and compass heading to get to your different objectives.

Rules:

- No outside supplies may be used.
- No asking instructors for help unless a safety hazard arises.

Land Navigation

Class Outline

Description

Develop a greater understanding of basic land navigation skills by teaching rudimentary compass skills.

Objectives:

1. Teach basic compass and map reading skills.

Outline

- 1) **How to use a compass**
 - a) **Finding North**
 - b) **Keeping a heading**

Paper Airplane Build

Instructor Handout

Rules of Operation:

Teams will not be assisted by any member outside their Team during the duration of the activity.

The paper airplane must pass through the hula hoop one time to complete the activity.

Guidelines

The students will construct a small model of a paper airplane design and after perfecting the design they will make a large model. Their objective will be to shoot the large model through a hula hoop.

Supplies

Giant rubber bands

Small sheets of paper

Large sheets of paper

Paper clips

Paper Airplane Build

Student Outline

Goal – Create a paper airplane design and fly your airplane through a hula hoop.

Instructions – Start by trying out multiple designs with the small piece of paper. After you have a design, use your one large piece of paper to complete the airplane.

Supplies – Paper (large and small), paper clips and rubber bands.

Rules:

- Teams will not interact with each other during the event.
- Teams will build only one airplane with the large piece of paper. (unless given authorization by the activity director)

Leadership Reaction Course

Instructor Outline

Rules of Operation:

Instructors may not help Teams as they progress through the LRC unless a safety issue arises. They may only act a supervisor. Teams may only use supplies given to them at the LRC.

Guidelines

The Teams of four Cadets must get past the LRC anyway they can using the supplies provided to them. They will receive no outside help. The Teams must use communication and Teamwork to complete this activity quickly.

Supplies

Rocket Assembly

Instructor handout

Rules of Operation:

Each Squadron Team will be given the materials to build one basic foam rocket.

The Team can assemble the rocket in any manner they think is best.

Each Team may reconstruct their rocket as many times and may re-launch as many times in order to pass.

This is a timed activity.

Goal

Each Squadron Team must launch their rocket past a pre-set line to complete this activity.

Instructor's Instructions

Ensure that the area is safe at all times.

Judge whether the rocket is completely over the line.

Once Cadets arrive, provide instruction about what the activity is about.

Supplies

Foam Base

Rubber Band

Zip Tie

Fins on Pins

Straws

Paper Clips

Rocket Assembly

Student Handout

Goal

Build a rubber-band powered rocket out of the supplies given.

To get the Teams rocket completely over the qualifying line.

Instructions

Your Team will be given supplies to build a rubber band powered foam rocket. You may build your rocket however you feel is best. After your Teams rocket is built, launch it from the “launching line” in attempt to have it completely cross the “qualifying line”. Your time will be stopped once your rocket crosses the line.

Rules

Your Team may launch your rocket as many times as necessary to cross the qualifying line.

You may also rebuild your rocket as many times you think is necessary.

Supplies

Foam Base

Rubber Band

Zip Tie

Fins on Pins

Straws

Paper Clips

Team Physical Activity

Instructor Handout

There will be three activities that every member in each Team will participate in. A half mile run, square push-ups, and a square bridge.

Half Mile Run

Every member of the Team starts at the same time. The time is stopped when the *last* member in the Team crosses the finishes line.

Square Push-Ups

The four Team members arrange themselves so that each person is facing a different direction (each person 90 degrees from the last). Everyone goes down to a push-up position with their shins on the back of the person behind them. The Team then all does a 90 degree push-up at the same time.

Square Bridge

The four Team members all sit in chairs facing different directions (each person 90 degrees from the last) with the back of the chair against the right shoulder. Each person will lean back as to put the shoulders on the thighs of the person behind them. Each person will then lift their weight off the chair and the chairs will be removed from under them.

Urban Direction Finding Course

Instructor Outline

Rules of Operation:

Instructors may not help Teams as they progress through the UDF course unless a safety issue arises. They may only act a supervisor. Teams may only use a compass, the LPER and the given map.

Guidelines

The Teams of four Cadets must use their resources to prosecute and silence the practice ELT. After silencing the beacon, the Team must return to base. The Team must use communication and Teamwork to complete this activity quickly.

Supplies

- Compass
- Map provided by event staff
- LPER

Attachment 1 – UBWC Activity Timeline

UBWC Timeline

Commander Appointed	- 120 Days
Project Officer	- 120 Days
Staff Application	- 120 Days
Facility Request	- 90 Days
Staff Application Deadline	- 90 Days
Appoint Staff	- 83 Days
Establish Cost	- 60 Days
Flyer Printed	- 55 Days
Flyer Mailed	- 49 Days
Unit Visits	- 35 Days
Go/No-Go Decision Date	- 30 Days
Order Certificates	- 21 Days
Application Deadline	- 21 Days
Acceptance Letters Mailed	- 14 Days
Advanced Staff Meeting	- 14 Days
Participation Letter Completed	- 7 Days
MSA Requests	- 7 Days
Activity	0 Days
Thank You Letters	+ 14 Days
Activity Report Completed	+21 Days

Attachment 2 - Acceptance Letter

Gill Robb Wilson Group 15
United States Air Force Auxiliary
Civil Air Patrol
7000 Merrill Avenue, Box 39
Chino, CA 92762

30 January 2010

MEMORANDUM FOR: Ultimate Bear and Wings Challenge Team Applicant

FROM: UBWC Project Officer

SUBJECT: Ultimate Bear and Wings Challenge Registration Conformation

1. We are pleased to accept your Team for the Ultimate Bear and Wings Challenge on 12-14 February 2010 at the March Air Reserve Base.
2. Please report on Friday, 12 February at 1900 hours, in Civilian attire. See the enclosed map of March Air Reserve Base. A light snack will be provided Friday evening, and the first meal will be breakfast on Saturday morning.
3. See the enclosed list for uniforms items and equipment you should bring to the activity. Note that a sleeping bag is required.
4. You will be released at 1200 Sunday.
5. Should your parents need to contact you during UBWC, they can call xxx-xxxx or xxx-xxxx from 1600 hours on Friday until 1700 hours on Sunday.
6. Should you have any questions, please do not hesitate to contact me at xxx-xxxx.

Attachment 3 - UBWC Equipment List

- CAP Membership Card
- Sleeping bag
- Notebook, paper and pen/pencil
- Flashlight
- Hydration System
- Compass
- Reflective Vest
- Personal Hygiene Materials
 - Deodorant
 - Toothbrush/toothpaste
 - Soap
 - Towel
 - Shaving kit (male)
- Shorts, Blue Athletic
- Shoes, Athletic (tennis/running)
- BDU T-Shirt for PT
- Uniforms
- BDU Uniform
 - Shirt
 - Trousers
 - Cover
 - Belt, blue, shade 1089 Buckle, black
 - Socks, black, plain, no design
 - T-Shirt, crewneck, black
 - Blousing bands

Sewing kit

Watch

Camera

Note: Items in *Italics* are optional.

Attachment 4 - Sample Activity Report

Gill Robb Wilson Group 15
United States Air Force Auxiliary
Civil Air Patrol 7000 Merrill Avenue, Box 39
Chino, CA 92762

30 January 2010

MEMORANDUM FOR California Wing Director of Cadet Programs

FROM: UBWC Project Officer

SUBJECT: Activity Report on UBWC, 12-14 Feb 2010

1. Gill Robb Wilson Group 15 conducted a UBWC on 12-14 February 2010 at March ARB. The activity was very successful, and I believe that all Teams took home with them the necessary skills and knowledge to succeed as a Team in the Civil Air Patrol Cadet Program.
2. ATTENDANCE: 30 Teams and 7 Cadet staff. Eleven Senior members supported this activity.
3. All educational objectives were met.
4. Should you have any questions, please do not hesitate to contact me at xxx-xxxx.

Charles Wiest, LtCol,
CAP UBWC Project Officer

Attachments:

1. List of Participants
2. Finance Report
3. UBWC Flyer

Copies: G15/CC G15/CP

Attachment 5 - Sample Participation Letter

Gill Robb Wilson Group 15
United States Air Force Auxiliary
Civil Air Patrol 7000 Merrill Avenue, Box 39
Chino, CA 92762

30 January 2010

MEMORANDUM FOR California Wing Director of Cadet Programs

FROM: UBWC Project Officer

SUBJECT: Participation Letter for UBWC, 12-14 Feb 2010

1. The following Teams completed the UBWC conducted by Gill Robb Wilson Group 15 at March Air Reserve Base 12-14 February 2010.

Smith, Jane	Cadet	xxxxxx
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Jones, Janet	Cadet	xxxxxx
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2. The following staff participated in the UBWC:

Smith, John	Captain	xxxxxx
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Jones, Jay	Captain	xxxxxx
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Charles Wiest, LtCol,
CAP UBWC Project Officer

Copies:

G15/CC

GP15/CP

Attachment 6 - Finance Checklist

Receipts

Cadets

Senior Members

Other Total receipts

Expenditures

Publicity/promotion

Postage

Telephone calls

UBWC T-Shirts

Handouts

Misc. administrative

Meals

Billeting

Transportation

Total expenditures

Trophy Design

Attachment 7 – Project Officer's Checklist

- | | |
|---|---|
| <input type="checkbox"/> Date Established | <input type="checkbox"/> Cadet Staff appointed (Commander) |
| <input type="checkbox"/> Desired location established | <input type="checkbox"/> Supplies ordered/located |
| <input type="checkbox"/> Project Officer selected | <input type="checkbox"/> Certificates |
| <input type="checkbox"/> Facility Request submitted | <input type="checkbox"/> Applications received/processed |
| <input type="checkbox"/> Flyer completed | <input type="checkbox"/> Rosters made |
| <input type="checkbox"/> Publicity letter completed | <input type="checkbox"/> MSA's /Participation Letters made |
| <input type="checkbox"/> Flyer/letter mailed to all units | <input type="checkbox"/> Rejected applications returned |
| <input type="checkbox"/> Facilities coordinated with base liaison | <input type="checkbox"/> Acceptance letters mailed |
| <input type="checkbox"/> Billeting | <input type="checkbox"/> Finance completed |
| <input type="checkbox"/> Check-in Procedure | <input type="checkbox"/> Checks submitted for deposit |
| <input type="checkbox"/> Meals (prices and schedule) | <input type="checkbox"/> Receipts submitted |
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> Activity finance summary |
| <input type="checkbox"/> Keys for classrooms | <input type="checkbox"/> Thank you letters sent |
| <input type="checkbox"/> Contact and phone number | <input type="checkbox"/> Activity Report submitted to CAWG/CP |
| <input type="checkbox"/> Instructors/Senior Staff appointed | |

Attachment 8 - Safety Officer Checklist

- _____ Are aisles or passageways kept clear?
- _____ Are sidewalks/pathways free from hazards such as snow, ice, rocks, tripping hazards, etc.?
- _____ Are stairways well lighted?
- _____ Are steps equipped with non-slip treads or painted with non-slip material?
- _____ Are cords or wires strung across floors?
- _____ Is electrical equipment properly grounded to prevent possibilities of shock and fire?
- _____ Are electrical outlets overloaded by multiple plugs?
- _____ Are fire extinguishers available and do they have a current inspection?
- _____ Are flammables stored in office areas, that is, paint, thinner, cleaning solvent?
- _____ Is a first aid kit available and adequately equipped for the UBWC?