



**Royal Canadian Sea Cadet Corps COURAGEOUS
Monthly Routine Orders**



R.O. #04 -2016/2017

Dated: 07 Feb 2017

Part I – Administration

1. Duty Personnel: (Tuesdays and Sundays)

- a. Tuesday the OOD shall arrive NLT 1800 hrs to open the building and complete rounds.
- b. Tuesday the OOD shall also complete night rounds and secure the building at 2145 hrs.
- c. Sunday the OOD shall open the building by 1145 hrs and secure the building at 1730 hrs.

2. Training Times:

Event/Item	Timing	Responsibilities
OOD Arrives, POOD Arrives	1800 hrs	Rounds completed, Office, Log, Lights
All Remaining Cadets Arrive	1800 - 1810 hrs	Time for huddles/meetings/briefings
Duty Party Muster, halyards	1810 – 1815 hrs	OOD, POOD, QM
<i>O Group – Officers, Cls, CVs</i>	<i>1815 hrs – 1830 hrs</i>	<i>All Staff and CPOs</i>
Attendance	1820 hrs	DPOs
Divisional Inspection	1825 hrs	OOD, , Coxswain, POOD, Duty Bugler
Duty Party to Halyards and QM	1835 hrs	QM, Yeoman, National, Ensign
5 Mins to Colours, Officers' Call	1840 hrs	Prep, OOD, Duty Bugler
Colours	1845 hrs	OOD, Coxswain
All Hands to Classes	1855 hrs	OOD, POOD
Period 1	1900 – 1930 hrs	OOD, POOD and Duty Bugler
Period 2	1935 – 2005 hrs	OOD, POOD and Duty Bugler
Stand Easy	2005 – 2020 hrs	OOD, Canteen POs/CPOs
Period 3	2020 – 2050 hrs	OOD, POOD and Duty Bugler
Muster and Duty Watch (Rounds)	2050 hrs	OOD, POOD, Duty Bugler and Division
Sunset	2100 hrs	OOD, Ship's Company
Announcements/Handouts	2105 hrs	OOD, Cox'n, All Staff
Liberty Boat, OOD Rounds	2110 hrs	OOD, POOD, Duty Division
<i>Debrief – Officers, Cls, CVs</i>	<i>2115 hrs – 2145 hrs</i>	<i>All Staff</i>
Please refrain from holding meetings or huddles following Sunset – use the 1800 -1815 time.		

3. Duty Schedule (Tuesdays and Sundays):

Date	Event	OOD	POOD	Quarter Master	Duty Division	Dress Cadets
February 7, 2017	Trg Night	CI Dallas	PO2 Millistver	MS Fay A	Halifax	C4
February 12, 2017	Mandatory Trg Day - Sports	CI Dallas	PO2 Garas			Sports
February 14, 2017	Trg Night - Valentines Event	Lt(N) Lavigne	PO2 Hockley	MS Garas	Protecteur	Dance/ Semi-Formal
February 19, 2017	Optional Trg	Lt(N) Lavigne	PO2 Hockley	MS Fay L	Kingston	Corps T Shirts
February 21, 2017	Trg Night - CDs	SLt Baer	PO2 Aszalos	MS Fay K	Victoria	C1
February 26, 2017	Optional Trg	SLt Baer	PO2 Garas	MS Ahmed	Halifax	Corps T Shirts
February 28, 2017	Trg Night	SLt King	PO2 Aszalos	N/A	Teams	C4
March 5, 2017	Mandatory Trg Day - Orienteering	CV Robinson	TBD	MS Garas	Protecteur	TBA

NOTE: Yeoman for Prep, Ensign and National Flag will be selected from the Duty Division.

3. Upcoming Events

Sunday	February 12, 2017	Mandatory Trg Day - Sports	All Day
Friday to Sunday	Feb 24,25 and 26, 2017	London Boat, Fishing and Outdoor Show	Three day event that will require cadets to attend
Sunday	March 5, 2017	Mandatory Trg Day - Orienteering	All Day

Secondary School Community Service Hours: We are tracking attendance at the Remembrance Day parades and ceremonies so that cadets may record the community service hours they participate in (cadets are to see their Divisional Officer when they need their form completed and attendance will be verified).

Dress for Parade Nights – clarification: For all parade nights, cadets need to be dressed in their C4 or C1 Uniform (full parade dress uniform) as designated and cadet winter parka, plain black (issued) gloves and wool socks for warmth and to prevent blisters (can be worn over a thin pair of cotton socks if wool is a concern). In cold temperatures, cadets may wear their issued black cadet toques to and from locations and bring their white top to wear during parades. It is a good idea to always keep the toque and gloves in the parka pockets so they are available when needed. Cadets who have not yet been issued a uniform can wear civilian clothing with a warm coat, hat and gloves.

Health Cards and Medication: Cadets must have their valid Ontario Provincial Health Card with them in the event they require medical attention during a cadet activity.

Part II – Personnel

1. Officers and Instructors

Commanding Officer (CO)	Lt (N) Vos
Executive Officer (XO)	Lt(N) Lavigne
Training Officer (Trg O)	SLt King
Assistant Training Officer (A Trg O)	NCdt Beaton
Supply Officer (Sup O)	NCdt Torrefranca
Assistant Supply Officer	CI Dallas
Administration Officer (Adm O)	CV Robinson
Unit Cadet Conflict Management Advisor (UCCMA)	Lt (N) Lavigne
Deck Officer (Deck O)	SLt Baer
Guard Officer	CV Lindup
Range Safety Officers (RSO)	Lt(N) Lavigne, SLt King, Lt(N) Vos

2. Chief Petty Officers and Petty Officers

Coxswain (Cox'n)	CPO1 King
Regulating Petty Officer (RPO)	CPO2 Parker
Training Chief Petty Officer (Trg CPO)	CPO2 O'Keefe
Chief Boatswain (Bos'n)	TBD
Supply Petty Officers (Supp POs)	TBD
Corps' Gunnery (Drill) Petty Officer	TBD
Administration Petty Officers (Adm POs)	TBD

3. Divisional Staff

Victoria Divisional Officers (Div O)	NCdt Torrefranca
Victoria Divisional Petty Officer	PO2 Aszalos
Victoria Divisional 2IC	TBD
Kingston Divisional Officers (Div O)	CI Dallas
Kingston Divisional Petty Officer	PO2 Hockley
Kingston Divisional 2IC	TBD
Halifax Divisional Officers (Div O)	NCdt Beaton
Halifax Divisional Petty Officers	PO2 Millistver
Halifax Divisional 2IC	TBD
Protecteur Divisional Officers (Div O)	Lt(N) Lavigne
Protecteur Divisional Petty Officers	PO2 O'Keefe
Protecteur Divisional 2IC	TBD

4. Cadet Updates

a. **Bravo Zulu (congratulations) to the following cadets who have received rank promotions:**

Surname	Promoted to Rank	Promotion Date

b. The following cadets have joined the Corps (TOS) or left the Corps (SOS):

Surname	Rank	Taken On Strength Date (TOS)
Bolton	OS	17 Jan 2017
McQuire	OS	24 Jan 2017
Otto	OS	17 Jan 2017

Surname	First Name	Struck Off Strength Date (SOS)
Wood-Lalonde	Avery	31 Jan 2017

d. Divisional assignments are updated as outlined below:

Halifax		
Ahmed	Fadumo	Master Seaman
Bolton	Elizabeth Christine	Ordinary Seaman
Clavet	Gabriel Robert Keith	Ordinary Seaman
Davenport	Simon Thomas	Ordinary Seaman
DesJardines	Ryan	Ordinary Seaman
Fay	Austin Edward Thomas	Master Seaman
Kell	Zoe	Able Seaman
Otto	Caleb Jeremy	Able Seaman
Robinson	Derek Karl	Leading Seaman
Snyders	Grace, Isabella	Leading Seaman
Touch	Aaron Daniel	Ordinary Seaman
Villeneuve	Ryan Ronald	Ordinary Seaman
Kingston		
Clark	Austin Robert	Able Seaman
Doucet	Domminic George	Able Seaman
Fay	Lauryn Judith	Master Seaman
Hales	Winter Marie	Ordinary Seaman
Hessel	Winter Marie	Ordinary Seaman
Macdonald-Stewart	Jeanesta Mat Rose	Ordinary Seaman
Marple	Carolyn	Ordinary Seaman
Molina	Diego Micheal	Leading Seaman
Pinter	Michael Joseph David	Ordinary Seaman
Riley	Brooklyn Sue	Leading Seaman
Yu	Joyce Jian Ming	Able Seaman
Victoria		
Bruce	Alexandre	Leading Seaman
Fay	Kiersten Eileen	Master Seaman
Hadraawi	Muna	Ordinary Seaman
Hales	Dawson Daniel	Ordinary Seaman
Leon	Beverly	Able Seaman
McGuire	Selina	Ordinary Seaman
Otto	James Michael	Master Seaman
Rivard	Elizabeth	Ordinary Seaman
St Aubin	Robyn Emily Marie	Able Seaman
Williams	Kyri Keyonthe	Leading Seaman
Wooldridge	Jessica	Leading Seaman
Protecteur		
Aszalos	Serena Chantel	Petty Officer 2
Garas	Rico Angelo	Petty Officer 2
Hockley	Shandi Rachael	Petty Officer 2
King	Sophia Louise	Chief Petty Officer 1
Millistver	Tristan	Petty Officer 2
O'Keefe	Megan	Chief Petty Officer 2
Parker	Curtis	Chief Petty Officer 2

Part III – Policy, Protocol and Updates

- Supply requests are now easy to access online via the Corps Website (Administration – Request Forms) at this link <http://www.londonseacadets.com/request-form/> Paper copies are still available.
 - Emergency supply exchanges** can be done Tuesday before Colours.

- b. **Non-emergency supply exchanges** are done by appointment on Thursday evenings or Sundays. If cadets need to exchange items that require try-ons or fittings, talk to your Divisional Officer and fill out a request form so that an appointment time can be scheduled with Supply staff.
- c. **Supply is not open during Training on Tuesday evenings other than for new cadets.**
- d. New cadets will be scheduled for uniform fitting and issue appointments and will receive the parts we have available in stock (based on sizing). See your Divisional Officer for details.

2. Civilian coats are **not** to be worn over the uniform and cadets are responsible for your parka.
3. Reminder - Cadets need to attend most Tuesdays and weekend events to complete training requirements for rank promotions. Cadets can request to be marked 'excused' rather than 'absent' if unable to attend due to family or school commitments. **If an unexpected event or illness prevents cadets from attending please call the office 519 433-2933.** This is the only way other than through a Request Form (paper or online website submission) ahead of time to be marked excused.
4. Reminder to always check Routine Orders for what to wear. The table below outlines general guidelines to follow (unless something different is posted in ROs):

Activity	Cadets	Officers/NCMs	Volunteers/CIs
Training / Weekends	C4 (Sea Trg Uniform)	3B, or 3B with sweater or 3C (shirt, tie and sweater), or 5B (NCD)	COURAGEOUS Golf shirts, casual pant
Public Events, Dinners, some Training Events	C2 (ribbons)	3B, or 3B with sweater or 3C (shirt, tie and sweater)	business casual with collared shirt (long or short sleeve, and/or tie to coordinate with officers/ncms)
Ceremonial Parades (summer dress)	C2A (gunshirts only)	3B or whites	business casual with short sleeve collared shirt
Ceremonial Parades (winter dress)	C1 (medals)	No1A (DEU with medals, no swords)	business attire/suit and tie
Designated Training / Weekends / Events	COURAGEOUS T-shirts, casual pant/short	COURAGEOUS Golf shirts, casual pant/short	COURAGEOUS Golf shirts, casual pant/short
Sports, outdoor activities	Appropriate sports attire	COURAGEOUS Golf or collared shirt, or sports attire	COURAGEOUS Golf or collared shirt, or sports attire
Tag Days	Cadets in C2 (ribbons)	Golf shirt/collared shirt with business casual	Golf shirt/collared shirt with business casual

Part IV – Notices/Announcements

1. There have been numerous updates to the Corps Website www.londonseacadets.com - be sure to check the Calendar, Announcements, and Resources. Online Request Forms are there that cadets can submit for uniform/supply or any other Divisional request like attendance.
2. **Annual Cadet Medical Validation – The deadline for this annual validation was 30 Nov 16.**
 - a. All cadets must complete an annual medical validation for training year 2016-17.
 - b. The Annual Medical Validation is required according to the question **“Have there been any changes to the cadet’s physical, medical or psychological condition, including medication, since the last verification”**. If the response is ‘Yes’, a new Detailed Health Questionnaire (DHQ) is required. If the response is 'No' then a DHQ is not required.
 - c. All DHQs must be printed from Fortress (the cadet administrative system). Only a parent or legal guardian that is identified in Fv2, or an 18-year-old cadet can answer the annual validation question “has anything changed” and/or complete, sign and submit a DHQ. The RCMLO requires the original copy of all DHQs to be sent by mail to RCMLO, RCSU Central, CFB Borden, Borden ON L0M 1C0. DHQs can no longer be faxed to the RCMLO office so it is imperative to get these completed before the Nov 30 deadline.
3. **Provincial Medical Insurance Validation** - We are going through the review process to ensure cadet has valid and current provincial medical insurance on file (OHIP Expiry date). By policy, a

cadet cannot be enrolled/ retained in the cadet program unless proof of medical insurance is provided and recorded in Fortress.

4. Summer Training Application Choices are due into the office now. See your Divisional Officer if you have any questions.
5. **Navy League Fundraiser** – The Branch is excited to try a new fundraiser for Spring, in cooperation with [Vesey's Seeds](#) – Canada's Green Fundraiser! The Branch will earn 50% of our sales of flowers, seeds, and bulbs. Your cadet is bringing home a Vesey's catalogue full of beautiful spring gardening ideas! We encourage Cadets to share among family, friends and neighbours to gather orders and payments. Orders may be filled out on the order form, and payment is collected at the time of order, in the envelope provided. Funds raised go towards supporting the Sea Cadet program. News letter to be sent home Feb 14th.
6. Congratulations to Naval Cadet (NCdt) Lucas Beaton who was recently sworn in as a member of the Canadian Armed Forces.
7. Looking ahead - 2016 - 2017 remainder of events for the training year:

Sun Feb 12	Sports Training Day	All cadets and staff
Tue Feb 14	Navy League Fundraise	All cadets and staff
Feb 24-26	London Boat Show	Selected cadets and staff
Sun Mar 5	Orienteering Training Day	All cadets and staff
April 29	Battle of Atlantic Parade	All cadets and staff
May 5- 7	Spring Tag Days	All cadets and staff
June 3-4	ACR Weekend	All cadets and staff
June 17-18 and 24-25	Sailing Weekends	Selected cadets and staff



Karl Vos
Lieutenant (N), CD
Commanding Officer

Distribution List

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Website – all staff and cadets	Cox'n HMCS PREVOST
File	RCNA
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