



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



R.O. #05 -2016/2017

Dated: 27 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
Mar 5	Orienteering Training Day	SLt King	PO2 Millistver	MS Fay A	Halifax	Corps T-Shirts
Mar 7	Trg Night - CDs	NCdt Torrefranca	PO2 Garas	MS Ahmed	Victoria	C1
Mar 12	Optional Trg	NCdt Torrefranca	PO2 Aszalos	MS Otte	Teams	Corps T-Shirts
Mar 14	Trg Night (March Break)	CI Dallas	PO2 Hockley	MS Fay L	Kingston	Sports
Mar 19	Optional Trg	CI Dallas	PO2 Millistver	MS Fay K	Teams	Corps T-Shirts
Mar 21	Trg Night	NCdt Beaton	PO2 Garas	MS Otte	Protecteur	C4
Mar 26	Optional Trg	NCdt Beaton	PO2 Aszalos	MS Ahmed	Teams	Corps T-Shirts
Mar 28	Trg Night	SLt Baer	PO2 Hockley	MS Fay A	Halifax	C4

NOTE: Halyard Duty Personnel (Yeoman for Prep, Ensign and National Flag) positions will be Able Seaman and Leading Seaman cadets on a rotational basis each week, selected from the Duty Division by the Petty Officer of the Day. CPO2 O'Keefe and PO2 Garas will assist.

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	<i>MS Fay K</i>
Kingston Divisional Officers (Div O)	CI Dallas
Kingston Divisional Petty Officer	PO2 Hockley
Kingston Divisional 2IC	<i>MS Fay L</i>
Halifax Divisional Officers (Div O)	NCdt Beaton
Halifax Divisional Petty Officers	PO2 Millistver
Halifax Divisional 2IC	<i>MS Fay A</i>
Protecteur Divisional Officers (Div O)	Lt(N) Lavigne
Protecteur Divisional Petty Officers	<i>PO2 Garas</i>
Protecteur Divisional 2IC	<i>PO2 Hockley</i>

4. Cadet Updates

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

Surname	Promoted to Rank	Promotion Date
Clark	Leading Seaman	21 Feb 2017
Clavet	Able Seaman	07 Feb 2017
DesJardines	Able Seaman	28 Feb 2017
Pinter	Able Seaman	07 Feb 2017
Davenport	Able Seaman	07 Feb 2017
Hadraawi	Able Seaman	28 Feb 2017
Rivard	Able Seaman	07 Feb 2017
Marple	Able Seaman	21 Feb 2017
Villeneuve	Able Seaman	21 Feb 2017
Moore	Master Seaman	21 Feb 2017

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

Surname	Rank	Taken On Strength Date (TOS)
NA		

Surname	First Name	Struck Off Strength Date (SOS)
McQuire	Selina	14 Feb 2017

d. Divisional assignments are updated as outlined below:

Halifax		
Ahmed	Fadumo	MS
Bolton	Elizabeth Christine	OS
Clavet	Gabriel Robert Keith	AB
Davenport	Simon Thomas	AB
DesJardines	Ryan	AB
Fay	Austin Edward Thomas	MS
Kell	Zoe	AB
Otto	Caleb Jeremy	AB
Robinson	Derek Karl	LS
Snyders	Grace, Isabella	LS
Touch	Aaron Daniel	OS
Villeneuve	Ryan Ronald	AB
Kingston		
Clark	Austin, Robert	LS
Doucet	Domminic George	AB
Fay	Lauryn Judith	MS
Hales	Winter Marie	OS
Hessel	Benjamin Michael Steve	OS
Macdonald-Stewart	Jeanesta Mat Rose	OS
Marple	Carolyn	AB
Molina	Diego Micheal	MS
Pinter	Michael Joseph David	AB
Riley	Brooklyn Sue	MS
Yu	Joyce Jian Ming	AB
Victoria		
Bruce	Alexandre	LS
Fay	Kiersten Eileen	MS
Hadraawi	Muna	AB
Hales	Dawson Daniel	OS
Leon	Beverly	AB
Moore	Calib Alexander	MS
Otte	James Michael	MS
Rivard	Elizabeth	AB
St Aubin	Robyn Emily Marie	AB
Williams	Kyri Keyonthe	LS
Wooldridge	Jessica	LS
Protecteur		
Aszalos	Serena Chantel	PO2
Garas	Rico Angelo	PO2
Hockley	Shandi Rachael	PO2
King	Sophia Louise	CPO1
Millistver	Tristan	PO2
O'Keefe	Megan	CPO2
Parker	Curtis	CPO2

Part III – Policy, Protocol and Updates

1. Cadet Uniform for Parade Nights and Cadet Activities:

- a. Uniform: C4 or C1 Uniform (full parade dress uniform) as designated in Routine Orders.
- b. Cadets who have not yet been issued a uniform can wear civilian clothing appropriate for training or the activity.
- c. Parkas: In Fall/Winter/Spring, the cadet winter parka is to be worn (with or without fleece liner based on temperature). Gloves: Plain black (issued or personal) gloves can be worn in colder weather. Civilian coats are not to be worn over the uniform and cadets are responsible for your parka.
- d. Wool Socks: Issued or personal grey socks are to be worn as these help to prevent blisters. Wool socks can be worn over a thin pair of cotton socks if wool material is a concern.
- e. Toques: In Fall/Winter/Spring colder temperatures, cadets may wear their issued black cadet toques to and from locations and bring their white top to wear during parades.
- f. NOTE: It is a good idea to always keep the toque and gloves in the parka pockets so they are available when needed.

2. 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 3C (shirt, tie and sweater), or 5B (NCD)	COURAGEOUS Golf shirts, casual pant
Public Events, Dinners, some Training Events	C2 (ribbons)	3B, 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

3. **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.

- a. **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.

4. Attendance Reminder - Cadets need to attend most Tuesdays and weekend events to complete the 60% attendance and 80% Performance Objective training requirements for rank promotions. Cadets who are 'Absent' without notice for more than 3 weeks may be removed from the Corps. If a an event or illness prevents cadets from attending a training night or activity:

- e. Call the office 519 433-2933 to let us know or
- f. Submit a Request Form (paper or online website submission) ahead of time

5. **Health Cards and Medication:** Cadets must have their valid Ontario Provincial Health Card with them in the event they require medical attention during any cadet activity that is taking place away from HMCS PREVOST.

Part IV – Notices/Announcements

1. We are continuously updating the information on our calendar, announcements, and resources section to bring you the most up-to-date information of RCSCC COURAGEOUS. Be sure to check the Calendar, Announcements, and Resources weekly for updates. Check it out at www.londonseacadets.com or get in touch with us through Messenger, like and follow us on Facebook, Twitter, and Instagram or email us:

Facebook: RCSCC COURAGEOUS (@LondonSeaCadets)
 Twitter: @LondonSeaCadets
 Instagram: @LondonSeaCadets
 eMail: info@LondonSeaCadets.com

2. Summer Training Application Choices are being submitted through the cadet FOTRESS system. Selections will be made by the Cadet Area Detachment and Cadet Training Centres over the next couple of months. As soon as selections/decisions are sent back to us we will pass the information on to everyone. Speak to your Divisional Officer if you have any questions.

3. Upcoming Events

March 5, 2017	Orienteering Training Day	Port Stanley	All cadets and staff
Mar 14, 2017	Trg Night (March Break)	TBD	Sports Activity all cadets and staff
April 1, 2017	Range Competition	HMCS PREVOST	Range Team
April 23, 2017	SIDC Weekend	Hamilton Ontario	Selected teams/cadets
April 28, 2017	Battle of the Atlantic Dinner	London, Ontario	Selected cadets to assist Veterans and seating guests
April 29, 2017	Battle of the Atlantic Parade	London Ontario	All cadets and staff to attend
May 5, 6, 7	Spring Tag Days	London locations	All cadets, staff and parent volunteers needed
June 3-4	ACR Weekend	HMCS PREVOST	All cadets and staff
June 17, 18 & 24,25	Sailing Weekends	TBD	Selected cadets and staff



Karl Vos
 Lieutenant (N), CD
 Commanding Officer

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