



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



R.O. #07 -2016/2017

Dated: 01 May 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
May 02	Trg Night - Sports	SLt Baer	PO2 Millistver	MS Ahmed	Halifax	Sports
May 5-7	Tag Days	As scheduled	N/A	N/A	N/A	C1
May 09	Trg Night	SLt King	PO2 Hockley	MS Molina	Victoria	C4
May 14	Optional Trg	SLt King	PO2 Garas	MS Fay A	All	Corps Shirts
May 16	Trg Night	A/SLt Torrefranca	PO2 Aszalos	MS Fay L	Kingston	C4
May 21	Optional Trg	A/SLt Torrefranca	PO2 Riley	MS Ahmed	All	Corps Shirts
May 23	Trg Night	NCdt Dallas	PO2 Millistver	MS Fay K	Protecteur	C4
May 28	Optional Trg	NCdt Dallas	PO2 Aszalos	MS Molina	All	Corps Shirts
May 30	Trg Night	NCdt Beaton	PO2 Garas	MS Fay L	Halifax	C4
Jun 04	Optional Trg	NCdt Beaton	PO2 Riley	MS Ahmed	All	Corps Shirts
Jun 06	Trg Night	SLt Baer	PO2 Hockley	MS Fay A	Protecteur	Corps Shirts
Jun 13	ACR	A/SLt Torrefranca	PO2 Aszalos	MS Fay K	Protecteur	C1

**NOTE: Halyard Duty Personnel (Yeoman for Prep, Ensign and National Flag) positions:** These 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)	A/SLt Torrefranca
Assistant Supply Officer	NCdt Dallas
Administration Officer (Adm O)	CV Robinson
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

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

### 4. Cadet Updates

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

Surname	Promoted to Rank	Promotion Date
Hales	LS	2017-04-13

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

Surname	Rank	Taken On Strength Date (TOS)
Dowsett	Bailey	2017-04-18

Surname	First Name	Struck Off Strength Date (SOS)
Otte	James	2017-04-25
Hales	Dawson	2017-04-25

**d. Divisional assignments are updated as outlined below:**

<b>Halifax</b>		
Ahmed	Fadumo	MS
Bolton	Elizabeth Christine	OS
Clavet	Gabriel Robert Keith	AB
Davenport	Simon Thomas	AB
DesJardines	Ryan	AB
Dowsett	Bailey	OS
Fay	Austin Edward Thomas	MS
Kell	Zoe	AB
Otto	Caleb Jeremy	AB
Robinson	Derek Karl	LS
Snyders	Grace, Isabella	LS
Touch	Aaron Daniel	OS
<b>Kingston</b>		
Clark	Austin, Robert	LS
Doucet	Domminic George	AB
Fay	Lauryn Judith	MS
Hales	Winter Marie	LS
Macdonald-Stewart	Jeanesta Mat Rose	AS
Marple	Carolyn	AB
Molina	Diego Micheal	MS
Pinter	Michael Joseph David	AB
Wood	Madison	OS
Yu	Joyce Jian Ming	AB
<b>Victoria</b>		
Bruce	Alexandre	LS
Fay	Kiersten Eileen	MS
Hadraawi	Muna	AB
Leon	Beverly	AB
Moore	Calib Alexander	MS
Rivard	Elizabeth	AB
St Aubin	Robyn Emily Marie	AB
Villeneuve	Ryan Ronald	AB
Williams	Kyri Keyonthe	LS
Wooldridge	Jessica	LS
<b>Protecteur</b>		
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
Riley	Brooklyn Sue	PO2

**5. Staff Updates**

- a. Naval Cadet Beaton has been selected to attend the Basic Officer Training Course (BOTC) and Occupational Training Course (OTC) at the Regional Cadet Instructor School (Central), CFB Borden.

## Part III – Policy, Protocol and Updates

### 1. Cadet Uniform for Parade Nights and Cadet Activities:

- a. As we head into warmer weather toward summer dress timeframe, cadets are reminded to have gunshirts in clean and pressed condition with rank badges sewn (with white thread). You'll want your gunshirt in good condition when tunics are off on warm days.
- b. Parkas: In warmer weather, the cadet winter parka can be worn as a rain jacket (without fleece liner based on temperature). Civilian coats are not to be worn over the uniform and cadets are responsible for your parka.
- c. Uniform: C4 or C1 Uniform (full parade dress uniform) as designated in Routine Orders.
- d. Cadets who have not yet been issued a uniform can wear civilian clothing appropriate for training or the activity.
- e. 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.
- 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 sleve 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 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 Tuesday evenings or Sundays. If cadets need to exchange items that require try-ons or fittings, 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 to 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

**Part IV – Notices/Announcements**

1. April was an incredibly busy month for COURAGEOUS. We participated in the Sea Cadet Inter-Divisional Competition in Hamilton (HMCS STAR), hosted by RCSCC LION where our cadets had the opportunity to put seamanship skills to use and also learn a few new ones.
2. BRAVO ZULU to the Corps on a great showing for the Battle of the Atlantic Parade and Memorial Re-Dedication at HMCS PREVOST. We were honoured to have Vice-Admiral Ron Lloyd stop by to chat with our cadets and pose for a picture with the corps (see facebook RCSCC COURAGEOUS).
3. BRAVO ZULU also to the 18 cadets listed below who did a fantastic job assisting with a wide variety of tasks at the Battle of the Atlantic Memorial Gala. We've received many positive comments and compliments on the polite, helpful, and well-dressed COURAGEOUS cadets who made the evening extra-special, particularly for the Battle of the Atlantic Veterans in attendance. Vice-Admiral Lloyd made specific reference to COURAGEOUS during his address to over 300 people at the Gala dinner.

PO2 Aszalos	MS Fay K	PO2 Hockley	CPO2 O'Keefe	PO2 Riley
AB Clavet	MS Fay L	AB Kell	AB Otto	LS Robinson
AB Davenport	PO2 Garas	CPO1 King	CPO2 Parker	
MS Fay A	LS Hales	PO2 Millistver	AB Pinter	

4. Upcoming Events – There are several key events taking place in May. Specific details and timing will be provided for each event separately.

May 5, 6, 7	Spring Tag Days	London locations	All cadets, staff and parent volunteers needed
June 13	Annual Ceremonial Review	HMCS PREVOST	All cadets and staff
June 17 18, 24 25	Sail Weekends	TBD	Selected cadets and staff

5. Be sure to check the Calendar, Announcements, and Resources weekly for updates. Check it out at [www.londonseacadets.com](http://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

6. We have received most of the Summer Training Application selections and cadets have been notified. We will continue to pass updates along. See your Divisional Officer for any questions.



Karl Vos  
 Lieutenant (N) CD  
 Commanding Officer

**Distribution List**

Internal	External
CO	Navy League Branch
TrgO	NLCC GLORIOUS CO
AdmO	CO HMCS PREVOST
Main bulletin board – all staff and cadets	XO HMCS PREVOST
Website – all staff and cadets	Cox'n HMCS PREVOST
File	RCNA
	NOAC

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