



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



R.O. #06 -2016/2017

Dated: 01 Apr 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
Apr 2	Optional Trg	SLt Baer	PO2 Millistver	MS Fay A	Halifax	Corps T-Shirts
Apr 4	Trg Night	SLt King	PO2 Garas	MS Ahmed	Victoria	C1
Apr 9	Optional Trg	SLt King	PO2 Aszalos	MS Otte	Teams	Corps T-Shirts
Apr 11	Trg Night	A/SLt Torre Franca	PO2 Hockley	MS Fay L	Kingston	Sports
Apr 18	Trg Night	SLt Baer	PO2 Garas	MS Fay A	Protecteur	C4
Apr 22	SIDC Weekend	NCdt Beaton	PO2 Aszalos	MS Ahmed	Teams	TBD
Apr 25	Trg Night	NCdt Beaton	PO2 Riley	MS Fay K	Halifax	C4
Apr 29	Battle of the Atlantic Gala	TBD	N/A	N/A	N/A	C1 / Blues
Apr 29	Battle of the Atlantic Parade	A/SLt Torre Franca	N/A	N/A	N/A	C1
May 2	Trg Night - CDs	SLt Baer	PO2 Millistver	MS Ahmed	Halifax	C1
May 5-7	Tag Days	TBD	N/A	N/A	N/A	C1
May 9	Trg Night	SLt King	PO2 Hockley	MS Molina	Victoria	C4
May 14	Optional Trg	SLt King	PO2 Garas	MS Fay A	Protecteur	Corps T-Shirts
May 16	Trg Night	A/SLt Torre Franca	PO2 Aszalos	MS Fay L	Kingston	C4
May 21	Optional Trg	A/SLt Torre Franca	PO2 Rlley	MS Ahmed	Protecteur	Corps T-Shirts
May 23	Trg Night	NCdt Dallas	PO2 Millistver	MS Fay K	Protecteur	C4
May 28	Optional Trg	NCdt Dallas	PO2 Hockley	MS Molina	Protecteur	Corps T-Shirts
May 30	Trg Night	NCdt Beaton	PO2 Garas	MS Fay L	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)	A/SLt Torrefranca
Assistant Supply Officer	NCdt 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)	A/SLt Torrefranca
Victoria Divisional Petty Officer	PO2 Aszalos
Victoria Divisional 2IC	<i>MS Fay K</i>
Kingston Divisional Officers (Div O)	NCdt 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
Hadraawi	Leading Seaman	07 Mar 2017
Hales	Able Seaman	28 Mar 2017
Hales	Able Seaman	28 Mar 2017
MacDonald-Stewart	Able Seaman	07 Mar 2017
Riley	Petty Officer Second Class	07 Mar 2017

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

Surname	Rank	Taken On Strength Date (TOS)
Wood	OS	21 Mar 2017

Surname	First Name	Struck Off Strength Date (SOS)
Hessel	Benjamin	21 Mar 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
Kingston		
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
Victoria		
Bruce	Alexandre	LS
Fay	Kiersten Eileen	MS
Hadraawi	Muna	AB
Hales	Dawson Daniel	AS
Leon	Beverly	AB
Moore	Calib Alexander	MS
Otte	James Michael	MS
Rivard	Elizabeth	AB
St Aubin	Robyn Emily Marie	AB
Villeneuve	Ryan Ronald	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
Riley	Brooklyn Sue	PO2

5. Staff Updates

- a. Bravo Zulu to Naval Cadet Dallas who was recently enrolled into the Canadian Armed Forces as a Cadet Instructor Cadre (CIC) officer.

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 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

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

April 21, 22,23	SIDC Weekend	Hamilton	Selected teams/cadets
April 29 (1700)	Battle of the Atlantic Gala	London Hilton	Selected cadets to assist Veterans and seating guests
April 29 (noon)	Battle of the Atlantic Parade	HMCS PREVOST	All cadets and staff to attend
May 5, 6, 7	Spring Tag Days	London locations	All cadets, staff and parent volunteers needed
June 3	Annual Ceremonial Review	HMCS PREVOST	All cadets and staff
June 17 18 & 24 25	Sailing Weekends	TBD	Selected cadets and staff

2. 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

3. Summer Training Application Choices have been submitted through the cadet FOTRESS system. 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.



Karl Vos
Lieutenant (N) CD
Commanding Officer

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Corps email: info@LondonSeaCadets.com

Corps website www.lonconseacadets.com

Corps telephone: (519) 433-2933

Corps mailing address: Royal Canadian Sea Cadet Corps COURAGEOUS
c/o Her Majesty's Canadian Ship PREVOST
19 Becher Street London Ontario Canada N6C 1A4