



ROUTINE ORDERS
ISSUED BY
CAPTAIN D. RUEL
COMMANDING OFFICER
RCACS 205 COLLISHAW
205air@cadets.gc.ca



Order No. #06 2023/24	1 FEB 2024
Last Order No. #05 2023/24	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY NCM'S
1 FEB 24	C1A	Capt Ruel	FCpl Kolybaba	FCpl Bui Cpl Ohieri Cpl Parsonage
8 FEB 24	C5	Capt Morgan	FCpl Podristke	Cdt Hanson Cpl Bui, J. Cdt Commandeur
15 FEB 24	C5	Capt Edwards	Cpl Northrup	Cdt Lowe-Peters Cpl Palmer Cpl Filgate
22 FEB 24	C5	Capt Bough	FCpl Podristke	Cdt Kaur Cdt Hanson Cpl Dhami
29 FEB 24	C2	Capt Morgan	Sgt Potgieter	FCpl Dipietrantonio Cpl Ermine Cdt Kaur

2. NIGHTLY TRAINING SCHEDULE

PARADE NIGHTS

1745-1800 Armory opens / Sr. Cadets arrive
 1800 All Cadets arrive
 1800-1810 Flight Time
 1810-1835 Fall-in, Attendance & Inspections
 1835-1850 Opening Parade / Announcements
 1850-1920 1st Period
 1920-1925 Movements
 1925-1945 Stand Easy
 1945-1950 Movements
 1950-2020 2nd Period
 2020-2025 Movements
 2025-2055 3rd Period
 2055-2100 Movements
 2100-2115 Closing Parade
 2115-2130 Dismissal / Duty Flight Cleans up
 2130 Armory Closed

CO'S PARADES

1745-1800 Armouries opens / Sr. Cadets arrive
 1800 All Cadets Arrive
 1800-1815 Parade Square Setup
 1815-1850 Fall-in, Attendance & Inspection
 1850-1920 Parade Practice – 1st Period
 1920-1925 Movements
 1925-1945 Stand Easy
 1945-1950 Movements
 1950-2020 CO's Parade – 2nd Period
 2020-2025 Movements
 2025-2055 3rd Period
 2055-2100 Movements
 2100-2115 Closing Parade
 2115-2130 Dismissal / Duty Flight Cleans up
 2130 Armory Closed

COVID PUBLIC HEALTH MEASURES

- a. The use of Non-Medical Masks (NNM) are optional and at the discretion of the individual exercise their choice to wear one or not.
- b. Cadets and staff are expected to complete a self-assessment prior to attending in person events. You can use the self-assessment tool online by going to <https://bc.thrive.health/covid19/en> and if it suggests you self-isolate, do not attend any cadet events.

(CO)

3. CADET ABSENCES

- a. If you are going to be absent for illness or another reason, please complete the online excusal form at https://docs.google.com/forms/d/e/1FAIpQLScVoB54kJLEahW_kAFt5fARH7fwQRt_SW9eiFeM-JdCuqgv1g/viewform. Upon completing the form, your absence will be recorded as an excusal, versus absence without leave.

(AdmO)

4. PERSONAL INFORMATION UPDATES

- a. Any changes in personal information must be reported to the Admin Officer. This includes phone numbers (Home/Cell/Parents/Guardians), email addresses (Cadets/Parents/Guardians), and residential/ mailing addresses. This allows Corps Staff and senior cadets to contact cadets effectively.

(AdmO)

5. ANNUAL VERIFICATIONS AND DETAILED HEALTH QUESTIONNAIRES

- a. Every training year, cadets are required to complete their Annual Verifications, and some must complete a Detailed Health Questionnaire (DHQ).
- b. Avs and DHQs were due back **NO LATER THAN 30 NOV 2023**.
- c. **Cadets who's forms have not been received are no longer permitted to participate in any events until the forms have been received.**
- d. **Cadets who require a DHQ and have submitted them, but are awaiting RCSU sign-off are not permitted to participate in any events away from LHQ until their DHQ has been received and processed by the Medical Liasson Officer in Victoria (which may take some time). Please submit these forms ASAP to avoid delays.**

(AdmO)

6. ANNUAL CADET CODE OF CONDUCT FORMS

- a. All cadets must complete their annual code of conduct with their parents/guardians and return them **NO LATER THAN 30 NOV 2023**.
- b. Cadets will review the COC with a staff member who will confirm receipt of the forms.
- c. **Cadets who have not returned their COC forms are not permitted to participate in any cadet events until the forms have been received and signed off by a staff member.**

(AdmO)

PART II – TRAINING7. MARKSMANSHIP – SUNDAYS (1300-1600)

- a. Open to all cadets.
- b. Cadets will practice air rifle marksmanship at the Navy League Cadet Hall, located at 750 Fifth Street.
- c. OPI Capt Ruel

(TrgO)

8. BAND PRACTICES – TUESDAYS (1800-2100*)

- a. Practices take place at the Navy League Hall located at 750 Fifth Street, Nanaimo.
- b. *Junior Band (New to band Cadets, and Cadets who are developing) will take place from 1800-1900.
- c. *Senior Band (Cadets who have been informed by the BandO they have advanced to senior band) will take place from 1900-2100
- d. If you are interested in joining the band, please speak with the Band Officer.
- e. OPI Capt Ruel

(BandO)

9. BIATHLON PRACTICES – WEDNESDAYS (1800-2000)

- a. Cadets will practice to prepare for Biathlon competition.
- b. Open to all cadets initially and the Biathlon Team will be selected from those who come out to practices.
- c. Practices take place at the Rotary Bowl, located at 355 Wakesiah Avenue.
- d. OPI CI Finch

(TrgO)

10. EFFECTIVE SPEAKING – EVERY SECOND FRIDAY (1830-2000)

- a. Effective speaking invites any cadets wanting to build their public speaking skills and train for the Effective Speaking competition.
- b. Open to all cadets.
- c. Practices take place at LHQ.
- d. OPI CV DeBarros

(TrgO)

11. FTX – OP HORIZON (LEVEL 3 CADETS) (AREA DIRECTED ACTIVITY) – 2-4 FEB 2024
- Selected Level 3 cadets will participate in a jointly run leadership training weekend at HMCS Quadra.
 - Level 5 cadets can apply for support cadet and instructor positions.
 - There are limited positions available and interested cadets will be accepted based on their cadet performance and level officer feedback.
 - Registration deadline is 14 JAN 2024 – No late applications will be accepted. Talk to your training staff to express your interest prior to the deadline.

(TrgO)

12. MARKSMANSHIP STAGE II COMPETITION – 17 & 18 FEB 2024
- Marksmanship Team cadets will compete at zone competition.
 - Details will be provided to selected cadets.

(TrgO)

13. LEVEL 5 WORKSHOP – 17 & 18 FEB 2024
- Level 5 cadets will attend their PO503 workshop at HMCS Quadra.
 - This workshop is a requirement to complete their Level 5 training program.
 - Details will be provided to selected cadets.

(TrgO)

14. GROUND SCHOOL PROCTORED EXAM – 19 FEB 2024
- Selected cadets will write their proctored online ground school exam for PPTC/GPTC.
 - Details will be distributed to the selected cadets.

(TrgO)

15. BIATHLON STAGE III COMPETITION (PROVINCIALS) – 1-3 MAR 2024
- Cadets selected for the Biathlon Provincials will head to Mt. Washington for the Biathlon competition.
 - Details will be distributed to the selected cadets.

(TrgO)

16. SENIOR CADET MESS DINNER – 8 MAR 2024
- NCO cadets will participate in a formal mess dinner.
 - Dress is C2.

(TrgO)

17. SPRING BREAK TRIP – 11-14 MAR 2024
- All cadets will be participating in a multi-day trip to Shawnigan Lake.
 - Details to be provided closer to trip.

(TrgO)

18. CF FAMIL TRIP TO CFMETR (AREA DIRECTED ACTIVITY – 18 MAR 2024

- a. Selected cadets will participate in a jointly run CF famil activity.
- b. More details to follow.

(TrgO)

19. FTX – OP SUMMIT (LEVEL 4 AND UP CADETS) AREA DIRECTED ACTIVITY – 19-21 MAR 2024

- a. Selected cadets will participate in a jointly run outdoor survival FTX at CF METRE.
- b. This activity is restricted to cadets who are in their level 4 training year or higher.
- c. There are limited positions available and interested cadets will be accepted based on their cadet performance and level officer feedback.
- d. Registration deadline is 24 FEB 2024 – No late applications will be accepted. Talk to your training staff to express your interest prior to the deadline.

(TrgO)

20. ANNUAL CEREMONIAL REVIEW – 2 JUN 2024

- a. ALL cadets will participate in the Annual Ceremonial Review to showcase their accomplishments this training year.
- b. Event is open to the public, so mark the date in your calendar for your family and friends.
- c. Details will be distributed to the selected cadets.

(TrgO)

PART III – PERSONNEL21. STAFF

Capt Ruel, D. – Commanding Officer, Marksmanship Coach, Band Officer
 Capt Morgan, C., CD – Supply Officer and Deputy Commanding Officer
 Capt Edwards, T., CD – Training Officer
 Capt Hills, K., CD – Instructor and Flying Officer
 Capt Bough, G. – Standards Officer, Assistant Training Officer, Level 4 Officer, and Positive Space Ambassador
 CI Ruscoff, G. – Administration Officer
 CI Finch, C. – Biathlon Coach
 CV Tomashiro, M. – Instructor and Level 1 Officer
 CV Bereck, L. – Instructor and Level 2 Officer
 CV Barabash, G. – Chaplin, Instructor and Level 3 Officer
 CV Bereck, M. – Instructor and Level 5 Officer
 CV DeBarros, M. – Effective Speaking Coach

22. CADETS

RECRUITMENT: We are always accepting new cadets. If you have any friends who are interested in our program, please provide them with our email address 205air@cadets.gc.ca. They

can also enroll online at <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/join-us.html>

SQUADRON STRENGTH: 105 Cadets

PART IV – SUPPORT COMMITTEE

23. MEMBERSHIP

Chair – Mr. Loeffen, G.
Vice Chair – Mr. Bereck, L.
Treasurer – Ms. Haapala, A.
Secretary – Mrs. Perpeluk, A.
Director at Large – Mrs. Joo, O.
Director at Large – Mrs. Park, K.

24. RECRUITMENT

The cadet program is jointly run with members of the Canadian Armed Forces (Instructors and core program) and volunteers on the local Support Committee (Fundraising, Accommodations and Recruitment). Local Support Committees operate under the Air Cadet League of Canada and augment the cadet program, making the difference between a basic program and cadets having an amazing program. A strong Support Committee can have a huge impact on what your cadet gets out of our program. Members of the Support Committee can be anyone from the public, with exception of the Air Cadet Squadron staff due to the conflict of interest.

If you are interested in making your cadet's program even better, please reach out to the Support Committee at info@205collishaw.com.



D. Ruel
Captain
Commanding Officer

Annexes:

Annex A Calendar

Order No. #06 2023/24

1 FEB 2024

Last Order No. #05 2023/24

Nanaimo, BC

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				CO's Parade Timings: 1815-2115 Dress: C1A Location: Armouries	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ OP HORIZON ADA Timings: TBA Dress: TBA Location: TBA	OP HORIZON ADA Timings: TBA Dress: TBA Location: TBA
4	5	6	7	8	9	10
Marksmanship Practice Timings: 1300-1600 Dress: Civilian Location: Navy League Cadet Hall OP HORIZON ADA Timings: TBA Dress: TBA Location: TBA		Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl	Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries		
11	12	13	14	15	16	17
Marksmanship Practice Timings: 1300-1600 Dress: Civilian Location: Navy League Cadet Hall		Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl	Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	Marksmanship Zones Timings: TBA Dress: Civilian Location: TBA Level 5 Workshop Timings: TBA Dress: TBA Location: TBA
18	19	20	21	22	23	24
Marksmanship Zones Timings: TBA Dress: Civilian Location: TBA Level 5 Workshop Timings: TBA Dress: TBA Location: TBA	FAMILY DAY HOLIDAY OGS PPTC/GPTC Proctored Exam Timings: TBA Dress: Civilian Location: LHQ	Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl	Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries	Sr. Cadet Activity Timings: TBA Dress: Civilian Location: TBA	
25	26	27	28	29	1 MAR	2 MAR
Marksmanship Practice Timings: 1300-1600 Dress: Civilian Location: Navy League Cadet Hall Effective Speaking Comp Timings: TBA Dress: C1A Location: LHQ		Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall	Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl	Regular Training Timings: 1815-2115 Dress: C3 Location: Armouries Biathlon Provincials Timings: TBA Dress: Civilian Location: Mt Washington	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ Biathlon Provincials Timings: TBA Dress: Civilian Location: Mt Washington	Biathlon Provincials Timings: TBA Dress: Civilian Location: Mt Washington