



ROUTINE ORDERS
ISSUED BY
CAPTAIN D. RUEL
COMMANDING OFFICER
RCACS 205 COLLISHAW
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Order No. #07 2023/24	1 MAR 2024
Last Order No. #06 2023/24	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY NCM'S
7 MAR 24	C1A	Capt Ruel	FCpl Qiu	FCpl Shaap Cpl Filgate Cdt Mann
28 MAR 24	C3	Capt Bough	Cpl Respicio	Cdt Mathews Cpl Finch Cpl Fletcher

2. NIGHTLY TRAINING SCHEDULE

<u>PARADE NIGHTS</u>	<u>CO'S PARADES</u>
1745-1800 Armoury opens / Sr. Cadets arrive	1745-1800 Armouries opens / Sr. Cadets arrive
1800 All Cadets arrive	1800 All Cadets Arrive
1800-1810 Flight Time	1800-1815 Parade Square Setup
1810-1835 Fall-in, Attendance & Inspections	1815-1850 Fall-in, Attendance & Inspection
1835-1850 Opening Parade / Announcements	1850-1920 Parade Practice – 1 st Period
1850-1920 1 st Period	1920-1925 Movements
1920-1925 Movements	1925-1945 Stand Easy
1925-1945 Stand Easy	1945-1950 Movements
1945-1950 Movements	1950-2020 CO's Parade – 2 nd Period
1950-2020 2 nd Period	2020-2025 Movements
2020-2025 Movements	2025-2055 3 rd Period
2025-2055 3 rd Period	2055-2100 Movements
2055-2100 Movements	2100-2115 Closing Parade
2100-2115 Closing Parade	2115-2130 Dismissal / Duty Flight Cleans up
2115-2130 Dismissal / Duty Flight Cleans up	2130 Armoury Closed
2130 Armoury 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 Liaison 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 and 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. Cancelled for remainder of the training year.

(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. BIATHLON STAGE III COMPETITION (PROVINCIALS) – 1-3 MAR 2024

- a. Cadets selected for the Biathlon Provincials will head to Mt. Washington for the Biathlon competition.
- b. Details will be distributed to the selected cadets.

(TrgO)

12. CAMP INFORMATION NIGHT – 7 MAR 2024

- a. After CO's Parade, parents and cadets interested in summer training opportunities are asked to stick around for an information session.
- b. Cadets will be asked to submit their top three choices for CSTC or Staff Cadet opportunities on this evening, so it is recommended parents are present to discuss with their cadet to avoid scheduling conflicts over the summer.
- c. Applications submitted on this evening will be processed by squadron staff and prioritized based on merit, as there are limited opportunities.
- d. Applications received after this date can still be submitted, but may result in missed opportunities if selections have already been submitted.

(TrgO)

13. MARCH BREAK STAND DOWN

- a. Regular training nights and Optional training nights are stood down for March break, with exception to:
 - i. NCO Mess Dinner
 - ii. March Break Trip
 - iii. Afghanistan Conflict Memorial
- b. RCSU(Pac) run activities such as ADA or March Break training opportunities.

(CO)

14. SENIOR CADET MESS DINNER – 10 MAR 2024

- a. NCO cadets will participate in a formal mess dinner.
- b. Dress is C2.

(TrgO)

15. SPRING BREAK TRIP – 11-14 MAR 2024

- a. All cadets will be participating in a multi-day trip to Shawnigan Lake.
- b. Details to be provided in an OpO closer to trip date.

(TrgO)

16. AFGANISTAN CONFLICT MEMORIAL SERVICE – 16 MAR 2024

- a. Cadets will attend RCL 256 to participate in a memorial service for those lives affected by the Afghanistan conflict.
- b. Dress is C1A.

(TrgO)

17. 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 selected cadets who are in their level 4 training year or higher.
- c. Details will be distributed to selected cadets via MS Teams.

(TrgO)

18. FTX – OP SUNRISE (LEVEL 1 & 2 CADETS) AREA DIRECTED ACTIVITY – 19-21 APR 2024

- a. Selected cadets will participate in a jointly run outdoor survival FTX at CF METRE.
- b. This activity is restricted to selected cadets who are in their level 1 or 2 training year.
- c. Deadline to register is 29 MAR 2024. Speak to the Training Staff if you are interested.
- d. Details will be distributed to selected cadets via MS Teams.

(TrgO)

19. YEAR 5 WORKSHOP (PO513) – 4-5 MAY 2024

- a. Selected cadets will participate in a senior leadership training workshop on MS Teams.
- b. This activity is restricted to selected level 5 cadets and is a requirement for completing their level 5 training.
- c. Registration deadline is 1 MAY 2024. Speak to the Training Staff if you are interested.
- d. Details will be distributed to selected cadets via MS Teams.

(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 – PERSONNEL**21. 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. – Assistant Training Officer, Standards 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. – Chaplain, Instructor and Level 3 Officer
CV Bereck, M. – Instructor and Level 5 Officer
CV DeBarros, M. – Effective Speaking Coach

22. CADETS

SQUADRON STRENGTH: 109 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. PURDY’S FUNDRAISER

- a. Why not help raise funds for our squadron AND satisfy your sweet tooth, or stock up for Easter? Purchase your Purdy’s chocolates through our online fundraiser and a percentage of the proceeds are given back to the squadron to support your cadet’s activities.
- b. Click: <https://fundraising.purdys.com/1740240-116676>
- c. Closing date for ordering is 11 MAR 2024

25. BEVERAGE AND BURGER NIGHT – 9 MAR 2024

- a. Royal Canadian Legion 256 will be hosting a Beverage and Burger night as a fundraiser for our Squadron.
- b. A ticket gets you a beverage and a burger, as well as a fun evening out!
- c. Tickets can be purchased from the support committee at the beginning of the regular training nights.

26. 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. #07 2023/24

1 MAR 2024

Last Order No. #06 2023/24

Nanaimo, BC

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Wounded Warriors Timings: 1630-1730 Dress: C1A Location: RCL 256 Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	
3	4	5	6	7	8	9
Marksmanship Practice Timings: 1300-1600 Dress: Civilian Location: Navy League Cadet Hall		Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall		CO's Parade & Camp Info Night for Parents Timings: 1815-2115 Dress: C1A Location: Armouries		Beverage & Burgers (SSC EVENT ONLY) Timings: 1700-CLOSE Location: RCL 256
10	11	12	13	14	15	16
Sr. Mess Dinner Timings: 1800-2030(ish) Dress: C2 Location: RCL 256	March Break Trip Details to be distributed in OpO.	March Break Trip Details to be distributed in OpO.	March Break Trip Details to be distributed in OpO.	LHQ STAND DOWN	LHQ STAND DOWN	LHQ STAND DOWN Afghanistan Memorial Timings: 1000-1100 Dress: C1A Location: RCL 256
17	18	19	20	21	22	23
LHQ STAND DOWN	LHQ STAND DOWN	LHQ STAND DOWN Op Summit FTX (ADA) Senior Cadets Only *Selected cadets will receive OpO with details	LHQ STAND DOWN Op Summit FTX (ADA) Senior Cadets Only *Selected cadets will receive OpO with details	LHQ STAND DOWN Op Summit FTX (ADA) Senior Cadets Only *Selected cadets will receive OpO with details	LHQ STAND DOWN	LHQ STAND DOWN
24	25	26	27	28	29	30
Legion 256 GM Timings: 1300-1600 Dress: C1A Location: RCL 256		Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall		Regular Training Timings: 1815-2115 Dress: C3 Location: Armouries	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	
31	1 APR	2 APR	3 APR	4 APR	5 APR	6 APR
Marksmanship Practice Timings: 1300-1600 Dress: Civilian Location: Navy League Cadet Hall		Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall		CO's Parade Timings: 1815-2115 Dress: C1A Location: Armouries		

“TO LEARN – TO SERVE – TO ADVANCE”