



MONTHLY ROUTINE ORDERS

ISSUED BY

CAPTAIN D. RUEL

COMMANDING OFFICER

RCACS 205 COLLISHAW

205air@cadets.gc.ca



Order No. #01 2024/25	01 SEP 2024
Last Order No. #10 2023/24	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY SGT	DUTY FLIGHT
5 SEP 24	C5	CI Ruscoff	FSgt Spry	ALL
12 SEP 24	C1A	Capt Ruel	FSgt Spry	ALL
19 SEP 24	C5	Capt Bough	FSgt Spry	ALL
26 SEP 24	C5	Capt Edwards	FSgt Spry	ALL
1 OCT 24	C1A	Capt Ruel	FSgt Spry	Arrow Flight

2. TRAINING SCHEDULE

PARADE NIGHTS

1745-1800 Sr. Cadets arrive (meet at LHQ)
 1800 Armoury opens /All Cadets arrive
 1800-1810 Flight Time in classroom
 1810-1830 Fall-in, Attendance & Inspections
 1830-1840 Opening Parade / Announcements
 1845-1920 1st Period
 1920-1925 Movements
 1925-1945 Canteen Break
 1945-1950 Movements
 1950-2025 2nd Period
 2025-2100 3rd Period / Classroom Clean-up
 2100-2115 Closing Parade / Announcements
 2115 Dismissal / Clean up Parade Square
 2120 Armoury Closed

CO'S PARADES

1745-1800 Sr. Cadets arrive (meet at LHQ)
 1800 Armoury opens /All Cadets arrive
 1800-1810 Parade Setup / Flight Time in Classroom
 1810-1830 Fall-in, Attendance & Inspection
 1830-1840 Opening Parade
 1845-1920 CO's Parade Practice
 1920-1925 Break
 1930-2010 CO's Parade, Announcements
 2010-2020 Dismissal and Clean up Parade Square
 2030 Armoury Closed

1. ANNUAL VERIFICATIONS AND DETAILED HEALTH QUESTIONNAIRES

- a. Every training year, cadets are required to complete their Annual Verifications (AV), and some must complete a Detailed Health Questionnaire (DHQ).
- b. AVs and DHQs are due back **NO LATER THAN 30 NOV 2024**.
- c. Cadets whose 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)

2. ANNUAL CADET CODE OF CONDUCT (COC) FORMS

- a. All cadets must complete their annual code of conduct with their parents/guardians and return them.
- 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)

3. 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/mailling addresses. This allows Corps Staff and senior cadets to contact cadets effectively.

(AdmO)

4. CADET ATTENDANCE & ABSENCES

- a. Accurate attendance is important to ensure the safety of our cadets and to ensure they receive credit for mandatory training requirements.
- b. Cadets are not permitted inside the buildings until they have reported to the Duty Cadet and checked off that they are present. For regular training nights, attendance will be taken at the entrance of the Armoury up till opening parade.
- c. Cadets who are late **MUST** immediately report to the Duty NCO and check in before they join their training groups.
- d. Any cadets who need to leave early **MUST** report to the Duty NCO before leaving.
- e. If you are going to be absent for illness or another reason, please complete the online excusal form at <https://205air.com/cadet-absence/>. Upon completing the form, your absence will be recorded as an excusal, versus absence without leave.
- f. Failure to submit an excusal form could affect future selections for training activities and/or summer camp opportunities.

(AdmO)

PART II – TRAINING**1. WELCOM BACK NIGHT – 5 SEPT 2024**

- a. First night back for returning cadets (Level 2+).
- b. The focus of the evening will be to take care of the annual administration paperwork required at the beginning of every training year (Annual validation forms, Departmental Health Questionnaires, and Cadet Code of Conduct forms).
- c. Parents are expected to be present for the evening to sign registration paperwork for their cadet.
- d. Evening will be early dismissal once administration items are completed.

(AdmO)

OPEN HOUSE & NEW CADET REGISTRATION NIGHT – 12 SEP 2024

- e. First night for new cadets (Level 1).
- f. The focus of the evening will be to take care of the administration paperwork for new cadets (Annual validation forms, Departmental Health Questionnaires, and Cadet Code of Conduct forms), participate in a brief presentation about the air cadet program, and tour them around the facility.
- g. Parents of new cadets are expected to be present for the evening to sign registration paperwork for their cadet.
- h. Returning cadets will meet with their flights to discuss new roles and responsibilities.

(AdmO)

2. MARKSMANSHIP – SUNDAYS (1300-1600)

- a. On hold until further notice. Likely to start-up in October.

(MarksO)

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

- a. On hold until further notice. Likely to start-up in October.

(BandO)

4. BIATHLON PRACTICES – TUESDAYS (1800-2000)

- a. Dry land training for biathlon cadets will begin 18 SEP 2024 and will run every Wednesday.
- b. Open to all cadets interested in competing on the Biathlon Team.
- c. Work up training will be used to determine which cadets will be selected for the Biathlon Team.

(BiathlonO)

5. EFFECTIVE SPEAKING – EVERY 1ST & 3RD FRIDAY OF THE MONTH (1830-2000)

- a. First Effective Speaking night will be 20 SEP 2024.
- b. Effective speaking invites any cadets wanting to build their public speaking skills and train for the Effective Speaking competition.
- c. Open to all cadets.
- d. Practices take place at LHQ.

(EsO)

6. SR. CADET DEVELOPMENT DAY – 14 SEP 2024

- a. Senior cadets (Level 4+) are expected to participate in a professional development / planning day to plan and prepare for the new training year.
- b. Lunch to be provided by the SCC.

(TrgO)

7. EX BEYOND HORIZONS - HMCS QUADRA (ADA) – 28-29 SEP 2024

- a. Open to level 4+ cadets but limited to 8 available spaces for our Squadron. Additional spaces may open but will be allocated on a case-by-case basis.
- b. Sr. Cadets will spend the weekend at HMCS Quadra and provided with an opportunity to receive instruction on preparing, planning, and conducting an exercise.
- c. This is a leadership opportunity that prepares them for planning and delivering ADA activities and allows them to have a voice in how ADAs will be run during the training year.
- d. **Registration deadline: 12 SEP 2024.** Speak to your training staff to register.

(TrgO)

8. BAND CLINIC (VIRTUAL THEORY CLINIC A) – 5 OCT 2024

- a. Open to any cadet wanting to learn music theory.
- b. Visit [Announcements - WARNING ORDER - 2024 BAND CLINICS \(sharepoint.com\)](#) through Cadets365 for more information.
- c. **Registration deadline: 14 SEP 2024.** Cadets must register on Cadet365. Speak with your training staff if you have any questions.

(BandO)

9. NATIONAL GROUND SCHOOL PROGRAM – 1 NOV 24 – 31 JAN 25

- a. The National Ground School Program (NGSP) is designed to provide essential ground school training for cadets preparing for the Qualifying Exam, a crucial part of the selection process for the Glider Pilot Training Course (GPTC) and the Power Pilot Training Course (PPTC). This program focuses on providing fundamental aviation knowledge to prepare cadets for the Qualifying Examination.
- b. Visit [National Ground School Program \(sharepoint.com\)](#) through Cadets365 or speak with training staff for more information.
- c. **Registration opens 1 OCT 2024.** Speak with your training staff to register.

(TrgO)

10. TAG DAYS – 12 OCT 24 (0900-1700) & 13 OCT 24 (1000-1400)

- a. One of the largest fundraisers for the local Air Cadet program. All cadets will be expected to participate.
- b. **Parent volunteers needed! We require adult supervisors at each location.** Your help is appreciated. Please reach out to Capt Ruel **ASAP** to start the screening process to be able to assist with Tag Day supervision.

(CO)

11. FIELD TRAINING EXERCISE – 18-20 OCT 2024

- a. Details to be announced.
- b. Save the date.

(CO)

PART III – PERSONNEL12. STAFF

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

13. CADETS

SQUADRON STRENGTH: 102 Cadets

PART IV – SQUADRON SPONSORING COMMITTEE (SSC)14. MEMBERSHIP

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

15. SSC MEETINGS – 3RD TUESDAY OF EACH MONTH 1830-2030

- a. Meetings take place at the 808 Wing Lounge above LHQ.
- b. Discussion topics include squadron budget, fundraising events, and socials.
- c. Open to all parents to attend.

16. SSC ANNUAL GENERAL MEETING – 24 OCT 2024 1830-2030

- a. This year’s AGM will take place on October 24, 2024.
- b. The meeting is open to anyone and is for the election of board positions for the 2024/2025 training year.
- c. To run a successful program for the cadets, the Squadron requires a healthy SSC.
- d. Time commitments vary depending on positions.
- e. We encourage anyone who may be interested in being a board member or director at large to speak with the chair and express their interest.

17. RECRUITMENT

The cadet program is jointly run with members of the Canadian Armed Forces (instructors and core program) and volunteers on the local Squadron Sponsoring Committee (SSC).

The SSC is the local representation of the Air Cadet League of Canada, and provides support for 205 Collishaw Squadron by fundraising, providing facilities and promoting squadron activities. Members of the SSC are made up of parents/guardians of cadets and community members, with exception of the Air Cadet Squadron staff due to the conflict of interest.

If you are interested in making the difference between a basic cadet program and an amazing cadet program, or have any questions regarding the SSC, please contact the chair@205air.com.



D. Ruel
Captain
Commanding Officer

Annexes:

Annex A Training Calendar

Order No. #01 2024/25

01 SEP 2024

Last Order No. #10 2023/24

Nanaimo, BC

TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	LABOUR DAY			Returning Cadet Admin Night Timings: 1800-2000 Dress: C5 Location: Armouries *PARENTS/GUARDIANS MUST ATTEND*		
8	9	10	11	12	13	14
				Open House & New Cadet Admin Night Timings: 1815-2115 Dress: C1A Location: Armouries *NEW PARENTS/GUARDIANS MUST ATTEND*		Sr Cadet Training Day Timings: 0900-1600 Dress: Civilian Location: LHQ
15	16	17	18	19	20	21
		Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl		Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	
22	23	24	25	26	27	28
		Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl		Regular Training Timings: 1815-2115 Dress: C1A Location: Armouries	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ	Sr Cadet ADA Details TBA
29	30	1 OCT	2 OCT	3 OCT	4 OCT	5 OCT
Sr Cadet ADA Details TBA	TRUTH & RECONCILIATION DAY	Biathlon Practice Timings: 1800-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	CO's Parade Timings: 1815-2015 Dress: C1A Location: Armouries	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	

"TO LEARN – TO SERVE – TO ADVANCE"