



MONTHLY ROUTINE ORDERS

ISSUED BY

CAPTAIN D. RUEL

COMMANDING OFFICER

RCACS 205 COLLISHAW

205air@cadets.gc.ca



Order No. #06 2024/25	01 FEB 2025
Last Order No. #05 2024/25	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY FLIGHT
6 FEB 25	C1A	Capt Ruel	FSgt Bereck	Canso Flight
13 FEB 25	C5	Capt Bough	FSgt Qiu	Arrow Flight
20 FEB 25	C5	CI Bereck	Sgt Li	Banshee Flight
27 FEB 25	C5	Capt Mowry	FSgt Bereck	Canso Flight

2. TRAINING SCHEDULE

PARADE NIGHTS

1800 Armoury opens /All Cadets arrive
 1800-1815 Attendance
 1815-1830 Fall-in & 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 / *Duty Flight clean-up
 2115-2130 *Cadets assigned to Duty Flight will not be dismissed until 2130.
 2130 Armoury Closed

CO'S PARADES

1800 Armoury opens /All Cadets arrive
 1800-1820 Attendance, Parade Setup
 1820-1830 Fall-in & Inspections
 1830-1845 Opening Parade
 1845-1920 CO's Parade Practice
 1920-1930 Break
 1930-2010 CO's Parade, Announcements
 2010 Dismissal / *Duty Flight clean-up
 2010-2030 *Cadets assigned to Duty Flight will not be dismissed until 2030.
 2030 Armoury Closed

3. 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 were due back by **30 NOV 2024**. Cadets whose AV and DHQ forms have not been received are no longer permitted to participate in any events (including parade nights) until the forms have been received and DHQs have been validated.
- c. Cadets with DHQs that have been submitted but are still waiting for 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).

(AdmO)

4. 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. COCs were due by **30 SEP 2024**. Cadets whose COC forms have not been received are not permitted to participate in any cadet events until the completed forms have been received and signed off by a staff member.

(AdmO)

5. 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 Squadron's Staff and senior Cadets to contact Cadets effectively.

(AdmO)

6. 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 – OPTIONAL TRAINING

7. MARKSMANSHIP – SUNDAYS (1300-1600)
 - a. Open to all Cadets. Those interested in being on this year’s Marksmanship Team must attend.
 - b. Cadets will practice air rifle marksmanship at the Navy League Cadet Hall, located at 750 Fifth Street.
 - c. OPI Capt Ruel
(Marksmanship O)

8. HAM RADIO COURSE – EVERY OTHER MONDAY (1900-1930)
 - a. Cadets interested in completing the HAM Radio Certification Course are to speak with Capt Ruel for enrolment.
 - b. Bi-Weekly meetings will take place virtually on GoogleMeets.
 - c. The course requires self-paced learning modules to be completed by the Cadet at their own pace.
 - d. OPI Capt Ruel
(CO)

9. BIATHLON PRACTICES –TUESDAYS (1830-2000)
 - 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
(Biathlon O)

10. BAND & DRILL PRACTICE – WEDNESDAYS (1830-2030)
 - a. Band is open to all Cadets; however, preference will be given to those with band experience. If you are interested in joining the band, please speak with the Sr. Band Cadet.
 - b. Drill team will practice for Remembrance Day activities, Flag Party, and Drill Competition. Drill Team is open to all Cadets.
 - c. Practices take place at LHQ.
 - d. OPI Band Capt Bough. OPI Drill Capt Mowry.
(Band O/Drill O)

11. EFFECTIVE SPEAKING – EVERY 1ST & 3RD FRIDAY OF THE MONTH (1830-2000)
 - a. Effective speaking invites any Cadet 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
(Effective Speaking O)

12. ROYAL CANADIAN LEGION BRANCH 256 GENERAL MEETINGS – EVERY 3rd SUNDAY OF THE MONTH (1200-1400)
- Selected Cadets will participate in flag party duties during the Legion’s general meetings.
 - Event takes place at RCL256 Mt Benson, located at 1630 E. Wellington Road, Nanaimo.
 - OPI Capt Ruel
- (CO)

PART III – UPCOMING EVENTS

13. JUNIOR LEADERSHIP WEEKEND (ADA) – 31 JAN – 2 FEB 2025
- Selected Level 3 Cadets will attend HMCS Quadra for a training weekend to develop their leadership skills through lessons which may include teambuilding, problem solving, small party taskings, effective communication, how to deliver briefings/public speaking, and taking care of yourself or others.
 - Joining Instructions will be emailed enrolled Cadet’s Cadet365 email.
- (TrgO)
14. NGSP QUALIFYING EXAM – 2 FEB 25 (1230-1500)
- Eligible Cadets will write their National Ground School exam.
 - Details to be distributed by NGSP Officer.
- (CO)
15. MARKSMANSHIP ZONE COMPETITION – 9 FEB 2025
- Selected Cadets for the 205 Collishaw Air Cadet Marksmanship Team will compete in a Stage 2 zone competition at 893 RCACS Qualicum Beach.
 - Parents will be responsible for transportation to and from the event.
 - Details will be distributed to selected cadets by the Marksmanship Coach.
- (Marksmanship O)
16. EXERCISE DUSTY BOOTS - FTX – 1-2 MAR 2025
- Cadets will participate in a joint weekend training exercise with 257 Squadron from Ladysmith and 893 Squadron from Qualicum.
 - Signup at the Armoury.
 - Details will be distributed in a Warning Order closer to FTX date.
 - Sr. Cadets will arrive on Friday, 28 FEB 2025, for 1700 to setup and will spend the night. Parents will be responsible for drop off at CFMETR.
 - The remainder of the Cadets will arrive Saturday morning. Transportation will be by bus.
 - OPI CI Bereck
- (CO)

17. MOUNT WASHINGTON SKI TRIP (LEVEL 3+) – 8 MAR 2025 (*TENTATIVE*)

- a. RCSU Pac is planning an ADA for Level 3+ Cadets to attend Mt. Washington for a day of skiing. **Please note this is only in the planning stages and not confirmed.**
- b. Transportation, lift passes, lessons, equipment rentals, and meals will be covered by RCSU.
- c. Cadets must self-register using their Cadet365 account. Cadet registration will close on 17 FEB 2025 and no late applications will be considered. Once registration closes, cadets will be prioritized based on the space RCSU has been able to secure for the activity and each cadet must be approved by the Squadron's CO.
- d. Cadet participant limitations must be consistent with participating in this activity (no medical concerns).
- e. Area staff will communicate directly with the selected cadets to coordinate timings.
- f. Cadets are to register using this form:

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Ffr%2FijJ0xft0Hp&data=05%7C02%7C205Air%40cadets.gc.ca%7C86ef3e50da6b4558f0a308dd41af29c6%7Cab126afbe60c4e2fb6cfc7350c76dc84%7C0%7C0%7C638738942777449626%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiOiJXaW4zMmIsIkFOIjoiTWFpbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Davt%2BT4wdYnw7s6gk4lkr15JDVNkfOI3fCWRTzPqoiU%3D&reserved=0>

18. BIATHLON ZONE COMPETITION – 30 MAR 2025

- a. Selected Cadets for the 205 Collishaw Air Cadet Biathlon Team will compete in a Stage 2 zone competition at HMCS Quadra.
- b. Details will be available closer to the activity.
(Biathlon O)

PART IV – PERSONNEL19. STAFF

Capt Ruel, D. – Commanding Officer, Marksmanship Coach
 Capt Bough, G., CD – TrgO/DCO, BANDO, and Positive Space Ambassador
 Capt Edwards, T., CD – SupO
 Capt Hills, K., CD – GPTC/PPTC Mentor
 Capt Mowry, J. & CI Ruscoff, G. – AdmO
 CI Finch, C. – Biathlon Coach
 CI Bereck, M. – A/TrgO and ALP Coordinator
 CV Barabash, G. – Chaplain
 CV DeBarros, M. – Effective Speaking Coach
 CV Finch, M. – Effective Speaking Coach
 CV Ried, R. – Ground School Instructor
 CV O'Keefe, R. – Level 1 Officer
 CV Lamb, J. – Level 2 Officer
 CV Buckham, C., CD – Level 3 Officer
 CI Anacleto, R. – Level 4 Officer
 CV Rausch, L. - Instructor

20. CADETS

SQUADRON STRENGTH: 99 Cadets

21. PROMOTIONS

- a. Promotions are handed out during CO's parade at the beginning of each month.
- b. Parents/Guardians and family are encouraged to attend CO's parades to be there to support their Cadet and watch them receive recognition for their achievements.
- c. The following Cadets have met the training requirements and served the appropriate time in their previous rank to earn promotions. Congratulations on your accomplishments!
 - LAC ADAMS, Wyatt
 - LAC BERGEN-GOUTHRO, Nevaeh
 - LAC COMMANDEUR, Oliver
 - LAC DOUMONT, Dylan
 - LAC GURR, Elijah
 - LAC JOHN, Jesse
 - LAC MATHESON, Clare
 - LAC PAIKADA, Dyna
 - LAC WANG, Ben
 - FCpl COLLINS, Maya
 - FCpl WOELKE, Benjamin
 - Sgt STARK, Tavian
 - Sgt WAUGH, Aidan

PART V – SQUADRON SPONSORING COMMITTEE (SSC)**22. MEMBERSHIP**

Chair – Mr. Bereck, Lance – chair@205air.com
 Vice Chair – Mrs. Matheson, Erin – vicechair@205air.com
 Treasurer – Mrs. Haapala, Allison – treasurer@205air.com
 Secretary – Mrs. LeHue, Anita – secretary@205air.com
 Screening Director – Mrs. Schapp, Sandra – screening@205air.com
 Public Relations Director – Mrs. Joo, Olivia – pr@205air.com
 Web Coordinator – Mrs. Barabash, Linda – website@205air.com

23. 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.

24. 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.

25. PANCAKE BREAKFAST – 16 FEB 2025 (0900-1130)

- a. Everyone is welcome to come out to our Pancake Breakfast fundraiser. Bring your family and friends.
- b. Please arrive at the 808 Wing Lounge above the Air Cadet LHQ. Event is drop-in between 0900-1130, no tickets or reservation required.
- c. Full breakfast for \$12 or half breakfast for \$7.
- d. Event takes place every 3rd Sunday of each month. Proceeds go toward the operating costs of the Air Cadet program.



D. Ruel
Captain
Commanding Officer

Annexes:

Annex A Training Calendar

ANNEX A - TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
						Jr. Leadership ADA Details TBA
2	3	4	5	6	7	8
Jr. Leadership ADA Details TBA Ground School Exam Timings: 1200-1400 Location: 808 Wing Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion		Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	CO's Parade Timings: 1800-2030 Dress: C1A Location: Armouries	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	
9	10	11	12	13	14	15
Marksmanship Zone Competition Details TBA	HAM Radio Timings: 1900-1930 Dress: Civilian Location: Virtual	Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries		
16	17	18	19	20	21	22
NO MARKSMANSHIP RCL 256 General Meet Timings: 1200-1400 Dress: C1A SSC Pancake Breakfast: 0900-1130 Location: 808 Wing	FAMILY DAY	Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl SSC Meeting: 1830-2030 Location: 808 Wing	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries	Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	
23	24	25	26	27	28	1 MAR
Effective Speaking Comp Timings: 1230-1500 Dress: C1 Location: 808 Wing Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion	HAM Radio Timings: 1900-1930 Dress: Civilian Location: Virtual	Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries	FTX Prep (Sr. Cadets) Timings: 1700-0000 Dress: C5 Location: CFMETR	Ex Dusty Boots (LDA) Timings: 0715-2359 Dress: C5 Location: CFMETR