



MONTHLY ROUTINE ORDERS

ISSUED BY

CAPTAIN D. RUEL

COMMANDING OFFICER

RCACS 205 COLLISHAW

205air@cadets.gc.ca



Order No. #08 2024/25	01 APR 2025
Last Order No. #07 2024/25	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY FLIGHT
3 APR 25	C1A	Capt Bough	FSgt Bereck	Canso Flight
10 APR 25	C5	Capt Mowry	FSgt Qiu	Arrow Flight
17 APR 25	C5	CI Bereck	Sgt Li	Banshee Flight
24 APR 25	C5	Capt Bough	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. 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)

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 – OPTIONAL TRAINING**5. 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)

6. 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)

7. 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)

8. BAND & DRILL PRACTICE – WEDNESDAYS (1830-2030)
- 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.
 - Drill team will practice for Remembrance Day activities, Flag Party, and Drill Competition. Drill Team is open to all Cadets.
 - Practices take place at LHQ.
 - OPI Band Capt Bough. OPI Drill Capt Mowry.
- (Band O/Drill O)
9. EFFECTIVE SPEAKING – STOOD DOWN UNTIL SEPTEMBER
- Effective speaking invites any Cadet wanting to build their public speaking skills and train for the Effective Speaking competition.
 - Open to all Cadets.
 - Practices take place at LHQ.
 - OPI CV DeBarros
- (Effective Speaking O)
10. 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

11. CADET SUMMER TRAINING CENTRE INFORMATION
- Selections are under way by RCSU staff. Please be patient as this is a daunting process and the Squadron staff will let selected Cadets know as soon as we know.
 - All applications for CSTCs were due by 28 MAR 2025. Late submissions can still be made; however, cadets will be waitlisted.
 - CSTC training is open to all Level 2+ Cadets.
 - Information on Summer opportunities can be found here:
www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/summer-training/courses.html?fbclid=IwZXh0bgNhZW0CMTEAAAR3LTI76tvSxEmbXMwa5bn0LC5V1I-TmBKtdHe7zrE-aRDzzdAGgo4BfdFQ_aem_dsbdsobO-55FaFpIgXbxcQ
- (AdmO)
12. BIATHLON ZONE COMPETITION – 12 APR 2025
- Selected Cadets for the 205 Collishaw Air Cadet Biathlon Team will compete in a Stage 2 zone competition at HMCS Quadra.
 - Details will be distributed to selected athletes.
- (Biathlon O)

13. TAG DAYS – 12 APR (1000-1600) & 13 APR 2025 (1000-1400)
- One of the largest fundraisers for the local Air Cadet program. All cadets will be expected to participate.
 - 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.
 - OPI Capt Ruel
- (CO)
14. LEGION BRANCH 10 PANCAKE BREAKFAST – 13 APR 2025 (0845-1115)
- 2 Cadets are needed to assist Branch 10 with their pancake breakfast.
 - Interested Cadets can speak with training staff to volunteer.
- (CO)
15. SPRING FAMILIARIZATION GLIDING – 20 APR 2025
- 25 Cadets will be selected to have the opportunity to participate in Gliding.
 - Deadline to register is **10 APR 2025**. Speak with training staff to register.
 - Travel details will be announced closer to the event.
- (TrgO)
16. SURVIVAL WEEKEND (ADA) – 25-27 APR 2025
- Selected Cadets will participate in a joint weekend FTX to learn survival skills in the field.
 - This event is being put on by RCSU.
 - Deadline to register is **6 APR 2025**. Talk to your training staff to register.
 - Joining Instructions will be emailed directly to selected Cadets through Cadet365.
- (TrgO)
17. CANADA DANCE SPORTS CHAMPIONSHIP – 26 & 27 APR 2025 (1800-1930)
- 5 Cadets are needed for each evening to carry flags and Provincial placards for the event.
 - Interested Cadets are to speak with training staff to sign up.
- (TrgO)
18. ANNUAL CEREMONIAL REVIEW – 1 JUN 2025 (0800-1600)
- ALL Cadets will participate in the Annual Ceremonial Review to showcase their accomplishments this training year.
 - Cadets and staff are to arrive for 0800 hours.
 - Cadets are to arrive in civilian attire and bring all parts of their C1A uniform.
 - Lunch will be provided to Cadets.
 - Event is open to the public, so mark the date in your calendar for your family and friends. Guests to arrive for 1230 hours.
 - Event should wrap up around 1500 hours. Cadets are asked to stick around and help with clean-up, which should be done by 1600 hours.
- (TrgO)

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., CD – Instructor
 CI Ruscoff, G., CD – 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: 100 Cadets.

21. PROMOTIONS AND AWARDS

- a. Promotions and awards 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 ADORINO, James
 - LAC CULP, Kincaid
 - LAC RUTISHAUSER, Julien
 - Cpl KIM, Mike
 - Sgt MANN, Luther
- d. The following cadets have met the requirements for their Cadet Long Service Medal. The medal is awarded for four years of service in the cadet program, and a bar is awarded for every additional year of service. Congratulations on your accomplishments!
 - i. FSgt BERECK, Erika – 4 Year Service Medal
 - ii. WO1 MOORE, Patrick – 5 Year Service Bar

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 – 26 APR 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

Order No. #08 2024/25

01 APR 2025

Last Order No. #07 2024/25

Nanaimo, BC

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		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	
6	7	8	9	10	11	12
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	Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries		Tag Day Timings: 1000-1400 Dress: C3 Location: TBD Biathlon Stage 2 Comp Timings: TBA Dress: Sports Attire Location: Arbutus Meadows
13	14	15	16	17	18	19
Tag Day Timings: 1000-1400 Dress: C3 Location: TBD RCL 10 Breakfast Timings: 0845-1115 Dress: C3C	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	GOOD FRIDAY	
20	21	22	23	24	25	26
Gliding Timings: TBA Location: Comox Dress: C5 SSC Pancake Breakfast: 0900-1130 Location: 808 Wing	EASTER MONDAY	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	Survival ADA (Day 1/3) Timings: TBA Dress: C5 Location: Seal Bay	Survival ADA (Day 2/3) Timings: TBA Dress: C5 Location: Seal Bay
27	28	29	30	1 MAY	2 MAY	3 MAY
Survival ADA (Day 3/3) Timings: TBA Dress: C5 Location: Seal Bay Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion RCL 256 GM Timings: 1200-1400 Dress: C1A	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	CO's Parade Timings: 1800-2030 Dress: C1A Location: Armouries		

“TO LEARN – TO SERVE – TO ADVANCE”