

THIS ORDER: No. 1 (2022-2023)**LAST ORDER:** No. 2 (2020-2021)**Dated:** 24 August 2022**Dated:** 1 October 2020

Royal Canadian Sea Cadet Corps "AJAX"

ROUTINE ORDERS

SEPTEMBER 2022



Commanding Officer: Lt(N) S. Patterson

Ships Routine – Mandatory Training

DATE	Location / Timings	Dress		OOD	POOD	QM	Duty Division
		Cdt.	Off.				
Wed. Sep. 7 2022	Regular Training 1830 – 2130 Ship	Civ.	Civ.	Lt(N) Gingerich	CPO2 Devison	PO1 Sharpe	-
Wed. Sep. 14 2022	Regular Training 1830 – 2130 Ship	C5	4A	NCdt Hepburn	PO1 Oldfield	PO1 Oldfield	Port
Wed. Sep. 21 2022	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	PO1 Liu	MC Navaneeth	Starboard
Sat. Sep. 24 Sun. Sep 25	Sail Training – 2 Days 0700 – 1730 See note 6 below	Civ.	Civ.	Lt(N) Gingerich	-	-	-
Wed. Sep. 28 2022	Regular Training 1830 – 2130 Ship	C3	3A	NCdt Hepburn	PO1 Hoogendoorn	MC Baker	Port
Sat. Oct. 1 2022	Seamanship Training 0900 – 1700 See note 7 below	C5	4A	Lt(N) Gingerich	CPO2 Devison	PO1 Sharpe	-
Wed. Oct. 5 2022	Fitness/Sports 1830 – 2130 School TBD	Civ.	Civ.	-	-	-	-
Wed. Oct. 12 2022	Regular Training – CD's 1830 – 2130 Ship	C1	1	SLt Horner	PO1 Baker	MC Smith	Starboard
Wed. Oct. 19 2022	Regular Training 1830 – 2130 Ship	C5	4A	NCdt Hepburn	PO1 Hoogendoorn	MC Roberts	Port
Wed. Oct. 26 2022	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	PO1 Sharpe	MC Navaneeth	Starboard
Oct. 28 – 30 2022	Poppy Campaign See note 9 below for more details.	C3	3B	-	-	-	-

***It is your responsibility to know when you are on duty. Duties could change from month to month. If you need to change duty make sure you do it at least a week in advance and that it is approved by the XO.**

C1 = Ceremonial Dress (Tunic, Medals)

C3 = Service Dress (Tunic, Ribbons)

C5 = Training Dress (Blue Shirt, Ball Cap)

Civ. = Civilian Attire (appropriate for the activity)

TBD = To Be Determined

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General Information for SEPTEMBER

1. **Welcome back AJAX!** We hope that everyone had a safe and enjoyable summer. This document is called Routine Orders (RO's) and will be sent home on a monthly basis. You are responsible for being on time and appropriately dressed for all activities. All questions and concerns go through the divisional system (see next section).
2. ***NEW CADETS / PARENTS** – At this time only cadets are allowed in the building. Parents/Guardians, please stick around outside the first night and staff will be outside to help answer any questions or to pick up paperwork. Please bring the following with you when you arrive:
 - a. Health Card (we need to see it)
 - b. Birth Certificate or proof of Canadian Citizenship (we need to see it)
 - c. Proof of vaccination (if you have) including the date of 2nd vaccination
 - d. Non-Medical Mask
 - e. Completed application (if you didn't submit electronically)
3. **COVID-19:** Current direction regarding the management of COVID-19 in the cadet program can be found publicly in CANCDTGENS – [Click Here](#) to see. Here are the current directions for Ajax:
 - a. Vaccines are not mandatory for cadets. However, there are some limitations in place.
As a result of this, if you are vaccinated we need the date of 2nd vaccination, with proof, if you have it. Please bring the proof with you on a Wednesday night.
 - b. Non-Medical Masks (NMM) are not mandatory at cadet activities. However, cadets are expected to have NMM on their person when coming to cadets. If we are doing activities that require close contact, cadets may be asked to put them on. *Anyone that wants to wear a mask will be welcomed and encouraged to do so. We want everyone to comfortable when they get here, whatever that looks like for each cadets.
4. **MANDATORY TRAINING** – in order for all cadets to participate in the program we have certain events that are mandatory. Cadets are expected to attend all mandatory training, with limited exception. Everything listed in the table above is mandatory. On the calendar everything highlighted in yellow is the mandatory training. This includes, but is not limited to Wednesday's and some weekends.
5. **UNIFORMS** – Returning cadets, if you outgrew uniform parts or things went missing etc. over the summer, make sure you see supply and get it sorted out starting Sep 7. Bring the parts you need to replace so we can find the correct new size.
6. **SAIL TRAINING** – Sailing is back!! The long wait is over and we are setting sail for Hamilton on *September 24/25*. This is a mandatory event for all cadets. Drop off and pick for the bus both days will be at the Ship (75 Cardigan), timings to be confirmed (approx. 0700/1800). A separate handout and announcement will go home for specific details like what to wear/bring, lunch, etc.
7. **SEAMANSHIP TRAINING** – Our first mandatory training day will be focused on Seamanship training and is happening on *October 1, 2022*, at the Ship, dress is C5. Drop off no later than 0900 and pick up is at 1700. Lunch is provided. Bring a water bottle. Again, a separate handout and announcement will go home.
8. **SENIOR HANDS** – C/PO's (PO1+), we will be meeting on Sat., Sep. 10, from 1300-1600, at the Ship. This is a critical meeting as we need to discuss the training plan and your roles and

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responsibilities for this training year. PLEASE BE THERE. Dress is C5 for this activity.

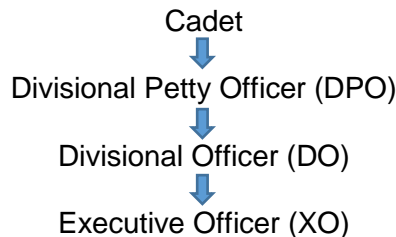
9. **POPPY CAMPAIGN** – Every year we participate in the Poppy Campaign for Remembrance Day by volunteering our time to the local Guelph Legion. The campaign is spread out over two weekends, Fri-Sun, and is broken into several shifts. Each cadet is expected to participate in a minimum number of shifts as part of their community service requirements. Cadets are spread out across the City, handing out Poppies for people to wear. More details to follow.
10. **WEBSITE** – Our website is the official method of communication to ensure we reach everyone with important announcements. All cadets and parents are asked to sign up with either an email address or phone number that notifications will be automatically sent to. The banner across the top of the website will also have updates, alerts, cancellations, etc. as they occur in real time. On the website at www.rcsccajax.ca go the 'REGISTER' title on the banner and create an account.
11. **GOOGLE CLASSROOM** – All cadets need to sign up for our Google Classroom. Only cadets may register with their personal emails and join the Classroom. This is where we post all information the cadets will need to participate fully in both virtual and in-person training. Please register the cadet using the following link [Click Here](#), or using the class code [rjko4zl](#).
12. **CADET365** – returning cadets should already be familiar with this and new cadets will be sent home with instructions on how to join shortly. All cadets are given a Microsoft Teams account for us to use which they will need to monitor, and an email address. Eventually Teams will replace our Google Classroom as the virtual platform for the program. More details [Click Here](#).
13. **PHASE Training** – There is a new component to the program this year called Promoting Healthy and Safe Experiences (PHASE for short). This is program designed to bring issues or concerns that youth face in today's world. It is an inclusive program and all cadets are required to participate. Our Phase Coordinator is NCdt Hepburn and any questions or concerns can be directed to her at m.hepburn@rcsccajax.ca.
14. **BAND** – We are not sure yet if/when we will be starting up again. Stay tuned.
15. **RANGE PRACTICES** run on most Monday nights, 1830-2130 at the Ship. SLt Horner & NCdt Hepburn are in charge of the range team. The first three nights in September are for cadets that have previously participated only. First year cadets and those that have not been out yet will be allowed to join in October.
16. **ORIENTEERING COMPETITION** – This year's competition occurs on October 15, 2022. No experience is necessary to participate. Interested cadets should submit their name to the XO. We can take 3 female and 3 male cadets (separate teams), individuals may be considered if a full team is not available. More details to follow for those cadets selected to go.

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Divisional Corner

To ensure maximum efficiency and 24-hour operation, personnel aboard a ship are divided into watches. Each watch has duties and responsibilities, as well as specific positions held within. There are two systems for organizing a ship's company into watches. The first is a two-watch system, referred to as the port and starboard watch. This watch system may also be broken into four watches (first of port, second of port, first of starboard, and second of starboard). The second type is a three-watch system, called the red, white, and blue watch.

RCSCC Ajax uses a two-watch system, and is also referred to as the divisional system. The divisional system is designed to handle all questions or concerns that come from Cadets. It is important that you understand how this system works and that you use it effectively. If you have any questions or concerns the first person you contact is your Divisional Petty Officer (DPO).



The positions for this year have not yet been appointed, but will be as soon as they are.

Port Division

Divisional Petty Officer – TBD
Divisional Officer – TBD

Starboard Division

Divisional Petty Officer – TBD
Divisional Officer – TBD

**If you need to be absent from a Mandatory Activity:

1. Fill out a Request Form and submit it to your DPO (if you know ahead of time).
2. If you haven't completed a Request Form;
 - a. On the day of your absence;
 - i. contact your DPO and explain your absence (by phone or email);
 - ii. send an email to info@rcsccajax.ca and explain your absence; and/or
 - iii. phone the cadet building (519-836-4530) and leave a voice message explaining your absence.
3. If you follow the procedure at #2, you will be marked on the attendance as Absent with Leave.
4. If you do not let us know you will be absent you will be marked on the attendance as Absent without Leave (AWOL).
5. Missing mandatory activities, or poor attendance, could have an impact on training results and might have negative consequences (withholding privileges, promotions, etc.).

If you are going to be late to an activity:

1. Contact your DPO and let them know when you'll be there (by phone or email);
2. Send an email to info@rcsccajax.ca; and/or
3. Phone the cadet building and leave a voice message explaining your absence.

In future additions of RO's there will be specific information for you from your DO's and DPO's here.

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THE FOLLOWING DATES ARE THE KNOWN AND PROJECTED DATES FOR UPCOMING OPTIONAL ACTIVITIES.

DATE	ACTIVITY	NOTES
Sep. 10, 2022 (Sat)	Senior Hands Leadership Training	*only for the C/PO's (PO1+) **critical that everyone is there
Sep. 12, 2022 (Mon)	Range Night	*Sep. is only for cadets that have participated before
Oct. 3, 2022 (Mon)	Range Night	*open to all cadets **will run on most Mon nights
Oct. 15, 2022 (Sat)	Orienteering Competition	*open to all cadets, but limited numbers **if interested give your name to the XO ***additional practices may be held
Nov. 10-11, 2022	Remembrance Day Dinners	*dinners are held at the Legions every year and some cadets may be chosen to volunteer
Nov. 19-20, 2022	Run & Shoot Competition	*new to our area **if interested give your name to the XO ***additional practices may be held
Dec. 3-4, 2022	PO513 Weekend	*only for the C/PO's (PO1+) **see the XO for details

*It is the cadet's responsibility to check for updates on a regular basis. If mandatory or optional dates change they will be noted here in RO's. Contact your DPO if you have questions.

//Original Signed By

S. Patterson
Lieutenant (Navy)
Commanding Officer
Royal Canadian Sea Cadet Corps Ajax

SEPTEMBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labour Day	6	7 Welcome Back Civ. Attire 1830-2130	8	9	10 Senior Hands Leadership C5 1300-1600
11 Grandparents Day	12 Range Night Civ. 1830-2130 ~not open to all	13	14 Regular Training C5 1830-2130	15	16	17
18	19 Range Night Civ. 1830-2130 ~not open to all	20	21 Regular Training C5 1830-2130	22	23 Autumnal equinox (GMT)	24 Sail Weekend Hamilton Civ. Attire TBD MST 7&8
25 Sail Weekend Hamilton Civ. Attire TBD MST 7&8	26 Range Night Civ. 1830-2130 ~not open to all	27	28 Regular Training C3 1830-2130	29	30	
		*YELLOW = Mandatory Training			Academic Calendar by Vertex42.com © 2016 Vertex42 LLC. Free to print.	

OCTOBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 <i>Cadet Week</i> Seamanship Day C5 0900-1700 MST 1	
2 <i>Cadet Week</i>	3 <i>Cadet Week</i> Range Night Civ. 1830-2130	4 <i>Cadet Week</i>	5 <i>Cadet Week</i> Regular Training Fitness - Civ. 1830-2130	6 <i>Cadet Week</i>	7 <i>Cadet Week</i>	8	
9	10 Thanksgiving Day	11	12 Regular Training CD's - C1 1830-2130	13	14	15 Orienteering RDA C5 Pinehurst Conser. Area	
16 Boss's Day	17 Range Night Civ. 1830-2130	18	19 Regular Training C5 1830-2130	20	21	22	
23	24 United Nations Day Range Night Civ. 1830-2130	25	26 Regular Training C5 1830-2130	27	28 Poppy Campaign C3 See RO's	29 Poppy Campaign C3 See RO's	
30 Poppy Campaign C3 See RO's	31 Halloween					Academic Calendar by Vertex42.com © 2016 Vertex42 LLC. Free to print.	