

THIS ORDER: No. 3 (2022-2023)**LAST ORDER:** No. 2 (2022-2023)**Dated:** 26 October 2022**Dated:** 28 September 2022

Royal Canadian Sea Cadet Corps "AJAX"

ROUTINE ORDERS

NOVEMBER 2022



Commanding Officer: Lt(N) S. Patterson

Ships Routine – Mandatory Training

DATE	Location / Timings	Dress		OOD	POOD	QM	Duty Division
		Cdt.	Off.				
Wed. Nov. 2 2022	Regular Training 1830 – 2130 Ship	C5	4A	CV Horner	PO1 Liu	MC Roberts	Starboard
Nov. 4 – 6 2022	Poppy Campaign Weekend Shifts *See note 1 below	C3	3B	-	-	-	-
Wed. Nov. 9 2022	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	PO1 Oldfield	MC Baker	Port
Fri. Nov. 11 2022	Remembrance Day Parade 0915-1245 *See note 4 below	C1	1A	-	-	-	-
Wed. Nov. 16 2022	Regular Training 1830 – 2130 Ship	C5	4A	CV Horner	PO1 Baker	MC Navaneeth	Starboard
Wed. Nov. 23 2022	Regular Training – CD's 1830 – 2130 Ship	C1	1A	NCdt Hepburn	PO1 Hoogendoorn	MC Smith	Port
Wed. Nov. 30 2022	Fitness/Sports 1830 – 2130 *See note 5 below	Civ.	Civ.	-	-	-	-
Wed. Dec. 7 2022	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	PO1 Liu	MC Roberts	Starboard
Sat. Dec. 10 2022	Marksmanship Training 0845-1700 Ship	C5	4A	NCdt Hepburn	CPO2 Devison	MC Baker	-
Wed. Dec. 14 2022	Regular Training 1830 – 2130 *See note 7 below	Civ.	Civ.	NCdt Hepburn	PO1 Oldfield	MC Takhtar	Port
Dec. 15 To Jan. 3	Holiday Stand Down – no training.						
Wed. Jan. 11 2023	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	PO1 Baker	MC Navaneeth	Starboard

***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 November

1. ***POPPY CAMPAIGN** – The Poppy Campaign runs over two weekends Oct 28-30 and Nov 4-6, 2022. It is mandatory that all cadets sign up and participate in at least 5 shifts over the two weekends. Cadets will be assigned a location in the city and parents will drop them off and pick them up from those locations. See the sign up lists on Wednesday nights and watch for the schedule to be shared. A separate handout and announcement will be posted to the website with additional details. (all Remembrance Day activities are eligible for Community service hours for high school students)
2. **REMEMBRANCE DAY DINNERS** – There are dinners to be held in Guelph, Fergus and Elora on November 10 and 11. See cadet365 and the Google Classroom for details. If you wish to volunteer sign up on Wednesday night. (all Remembrance Day activities are eligible for Community service hours for high school students)
3. **REMEMBRANCE DAY VIGIL** – On Thursday, November 10, 2022 we will conduct a VIGIL. It is optional and restricted to phase 2 cadets and above. Cadets must have a complete No.1 uniform with overcoat and black gloves to participate. See the sign-up sheet on Wednesday nights. More details to follow. (all Remembrance Day activities are eligible for Community service hours for high school students)
4. ****REMEMBRANCE DAY PARADE**** – Friday, November 11, 2022 and it is mandatory for all cadets to attend. You must be at the Guelph Armoury at 0900 and pick up is at approx. 1300. (7 Wyndham St, Guelph). Dress is C1 for the parade. Wear your parka and black gloves. A separate handout will be sent home for all Remembrance Day activities. (all Remembrance Day activities are eligible for Community service hours for high school students)
5. **FITNESS/SPORTS NIGHTS** – We will have 4 of these nights throughout the training year as part of your mandatory training on Wednesday nights. The next is on Wednesday, November 30, 2022. All of them will be at St. Francis of Assisi Catholic School, 287 Imperial Rd. S., Guelph, ON. Dress is appropriate civilian attire for indoor sports (running shoes, shorts, t-shirt). Bring a refillable water bottle. Drop off at 1830, pick up at 2130, as usual.
6. **MARKSMANSHIP TRAINING DAY** – Our second mandatory training day will be focused on Marksmanship training (Air Rifle) and is happening on *December 10, 2022*, at the Ship, dress is C5. Drop off at 0845 and pick up is at 1700. Lunch is provided. Bring a refillable water bottle. Any other details will be posted to the website.
7. **HOLIDAY FUN NIGHT** – On December 14 we will have a holiday fun night to celebrate the end of the year and have a chance to share some of our own holiday traditions. There will be food and games, dress is appropriate civilian attire.
8. **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.rcscjax.ca go the 'REGISTER' title on the banner and create an account.
9. **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 in training. Please register the cadet using the following link [Click Here](#), or using the class code [rjko4zl](#).

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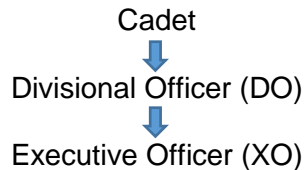
10. **CADET365** – returning cadets should already be familiar with this and new cadets will be sent home with instructions on how to join shortly. All cadets are given a Microsoft Teams account for us to use which they will need to monitor, and an email address. Eventually Teams will replace our Google Classroom as the virtual platform for the program. More details [Click Here](#).
11. **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.
12. **BAND** – The Ajax/Warspite band has been put on pause until at least January 2023. Stay tuned.
13. **RANGE PRACTICES** run on most Monday nights, 1900-2100 at the Ship. See the calendar attached to RO's. Beginner nights are for cadets without any marksmanship levels and advanced nights are for cadets that already have levels. SLt Horner & NCdt Hepburn are in charge of the range team, competition is in March. This open to all cadets as noted above.

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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 Officer (DO).



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

Port Division

Divisional Officer – NCdt Hepburn
m.hepburn@rcsccajax.ca

Starboard Division

Divisional Officer – CV Horner
t.horner@rcsccajax.ca

**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 DO and explain your absence (by phone or email); OR
 - ii. send an email to info@rcsccajax.ca and explain your absence; and/or
 - iii. phone the cadet building ([519-836-4530](tel: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, selection for special activities, and might have negative consequences (withholding privileges, promotions, etc.).

If you are going to be late to an activity:

1. Contact your DO and let them know when you'll be there (by phone or email); OR
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
Nov. 10-11, 2022	Remembrance Day Dinners & Vigil	*dinners are held at the Legions every year and some cadets may be chosen to volunteer
Nov. 19-20, 2022	Biathlon Competition (run and shoot)	*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
Dec. 21 to Jan 4, 2023	Holiday Stand Down	*No cadet activities

*These dates may change over time and it is the cadet's responsibility to check for updates on a regular basis. If mandatory dates change they will be noted here in RO's. Contact your DPO if you have questions.

S. Patterson
Lieutenant (Navy)
Commanding Officer

NOVEMBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Regular Training C5 1830-2130	3	4 Poppy Campaign C3 See RO's	5 Poppy Campaign C3 See RO's
6 Daylight Saving Poppy Campaign C3 See RO's	7	8	9 Regular Training C5 1830-2130	10 Cenotaph Vigil RD Dinner - Guelph	11 Remembrance Day Remembrance Day C1 *Ship RD Dinner - Fergus	12
13	14 Range Night Civ. 1900-2100 *Beginner	15	16 Regular Training C5 1830-2130	17	18	19 SWOA Run & Shoot Biathlon RDA
20 SWOA Run & Shoot Biathlon RDA	21 Range Night Civ. 1900-2100 *Advanced	22	23 Regular Training CD's - C1 1830-2130	24	25	26
27	28 Range Night Civ. 1900-2100 *Beginner	29	30 Regular Training Fitness - Civ. 1830-2130			
					Academic Calendar by Vertex42.com © 2016 Vertex42 LLC. Free to print.	



DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 PO513 - Hamilton C/PO's
4 PO513 - Hamilton C/PO's	5 Range Night Civ. 1900-2100 *Advanced	6	7 Pearl Harbor Regular Training C5 1830-2130	8	9	10 Marksmanship Day C5 0845-1700 MST 2
11	12	13	14 Regular Training Civilian Attire 1830-2130	15 Stand Down	16 Stand Down	17 Stand Down
18 Hanukkah begins Stand Down	19 Stand Down	20 Stand Down	21 Dec. Solstice (GMT) Stand Down	22 Stand Down	23 Stand Down	24 Christmas Eve Stand Down
25 Christmas Day Stand Down	26 Kwanzaa begins Boxing Day (Canada) Stand Down	27 Stand Down	28 Stand Down	29 Stand Down	30 Stand Down	31 New Year's Eve Stand Down
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