

THIS ORDER: No. 4 (2022-2023)	LAST ORDER: No. 3 (2022-2023)
Dated: 30 November 2022	Dated: 26 October 2022



Royal Canadian Sea Cadet Corps "AJAX"

ROUTINE ORDERS

DECEMBER 2022



Commanding Officer: Lt(N) S. Patterson

Ships Routine – Mandatory Training							
DATE	Location / Timings	Dress		OOD	POOD	QM	Duty Division
		Cdt.	Off.				
Wed. Nov. 30 2022	Fitness/Sports 1830 – 2130 *See note 1 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	PO1 Baker	MC Baker	-
Wed. Dec. 14 2022	Holiday Party 1830 – 2130 *See note 3 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

General Information for December

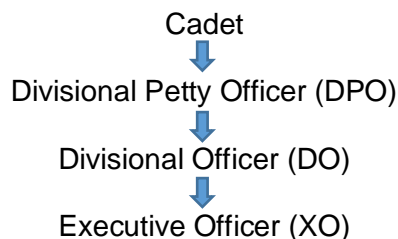
- FITNESS/SPORTS NIGHTS** – We will have 4 of these nights throughout the training year as part of your mandatory training on Wednesday nights. The next is on Wednesday, February 15, 2023. All of them will be at St. Francis of Assisi Catholic School, 287 Imperial Rd. S., Guelph, ON. Dress is appropriate 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.
- 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.
- 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 (for the Holidays!).

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4. **CANCELLATION NOTIFICATIONS** – It's that time of year when we need to start talking about weather cancellations. If we need to cancel an activity for any reason, notifications will be sent out through the website first, and it will be in a red banner along the top of the website. If you're unsure check the website first. For now, we will also post to CADET365 and the Google Classroom.
5. **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.
6. **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](#).
7. **CADET365** – 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](#).
8. **PHASE Training** – Promoting Healthy and Safe Experiences (PHASE for short). Our Phase Coordinator is NCdt Hepburn and any questions or concerns can be directed to her at m.hepburn@rcsccajax.ca.
9. **BAND** – The Ajax/Warspite band has been put on pause until at least January 2023. Stay tuned.
10. **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.

Divisional Corner

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 (DO).



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The following appointments have been made for this year:

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) 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.

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

DATE	ACTIVITY	NOTES
Dec. 3, 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