

THIS ORDER: No. 1 (2023-2024)**LAST ORDER:** No. 7 (2022-2023)**Dated:** 30 August 2023**Dated:** 3 May 2023

Royal Canadian Sea Cadet Corps "AJAX"

ROUTINE ORDERS

SEPTEMBER 2023



Commanding Officer: Lt(N) S. Patterson

Ships Routine – Mandatory Training

DATE	Location / Timings	Dress		OOD	POOD	QM	Duty Division
		Cdt.	Off.				
Wed. Sep. 6 2023	Regular Training 1830 – 2130 Ship	Civ.	Civ.	NCdt Hepburn	CPO2 Liu	PO2 Baker	Port
Wed. Sep. 13 2023	On Water Activity 1700 – 2200 BUS to Hamilton <i>*note 5</i>	C5	4A	Lt(N) Gingerich	CPO2 Baker	-	-
Wed. Sep. 20 2023	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	CPO2 Oldfield	MC Weeks	Starboard
Wed. Sep. 27 2023	Fitness/Sports 1830 – 2130 School TBD <i>*note 6</i>	Civ.	Civ.	CV Horner	PO1 Flores	-	-
Sat. Sep. 30 Sun. Oct. 1	Sail Training – 2 Days 0700 – 1730 BUS to Hamilton <i>*note 7</i>	Civ.	Civ.	Lt(N) Gingerich	TBD	-	-
Wed. Oct. 4 2023	Regular Training 1830 – 2130 Ship	C5	4A	NCdt Hepburn	CPO2 Liu	MC Crozier	Port
Wed. Oct. 11 2023	Regular Training – CD's 1830 – 2130 Ship <i>*note 8</i>	C1	1	CV Horner	CPO2 Baker	MC Warraich	Starboard
Sat. Oct. 14 2023	Training Day Timings TBD Ship <i>*note 9</i>	C5 C3	4A 3B	NCdt Hepburn	TBD	TBD	-
Wed. Oct. 18 2023	Regular Training 1830 – 2130 Ship	C5	4A	SLt Horner	CPO2 Oldfield	MC McLeod	Port
Wed. Oct. 25 2023	Regular Training 1830 – 2130 Ship	C5	4A	CV Horner	PO1 Flores	LC Qiao	Starboard
Oct. 27 – 29 2023	Poppy Campaign See note 10 below for more details. <i>*note 10</i>	C3	3B	TBD	TBD	-	-

***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 bi-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** – Parents/Guardians, please stick around outside the first night and staff will be outside to help answer any questions and 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
3. **MANDATORY TRAINING** – in order for all cadets to participate in the program we have certain events that are mandatory. Cadets need to attend enough of mandatory training in order to complete the year and advance through the program. Everything listed in the table above and the yearly calendar is considered mandatory. This includes, but is not limited to Wednesday's and some weekends.
4. **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 6. Bring the parts you need to replace so we can find the correct new size. New cadets will start to receive their uniforms in week 3.
5. **ON-WATER ACTIVITY** – Sep 13 – We have a unique experience to start this year off as we will be visiting the HMCS Oriole and the Hamilton Police Service Marine Unit in Hamilton. Drop off is early this night at **1700 (5:00pm)** and pick up is later at **2200 (10:00pm)**. We will send out a notification from the website when we are leaving to come back. Dress is C5, be prepared to have parka's if it looks like it could be a cool night. Cadets will not need money or anything extra. Here is a link with info on the HMCS Oriole: [Click Here](#) and the HPS Marine Unit [Click Here](#).
6. **FITNESS & SPORTS** – Sep 27 – We will have 5 of these nights throughout the training year as part of your mandatory training on Wednesday nights. All of them will be at a school (the location of the school(s) will be confirmed shortly). 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.
7. **SAIL TRAINING** – Sep 30/Oct 1 – 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 on Sep 20 for specific details like what to wear/bring, lunch, etc.
8. **CEREMONIAL DIVISIONS (CD's)** – Oct 11 – Six times throughout the training year we will have CD's. It's a formal parade where we will sometimes have special guests, and cadets may receive promotions, awards, or other special recognition. Parents/Guardians are invited to attend these nights at the ship from 1900 to 1930 (7:00-7:30pm).
9. **TRAINING DAY** – Oct 14 – Our first mandatory training day will be on Saturday, October 14 at the Ship. Details are still pending approval so more info will be handed out as confirmed. Hopefully it will involve a trip out of town again! Expect to spend the whole day. This is the first in

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a series of weekend activities that are considered mandatory. We understand that everyone is busy and cadets may not always be able to attend these types of sessions, but if cadets miss too many of these sessions they may not be able to advance through this year's program. Details on what to do if you need to miss mandatory training sessions are in the next section.

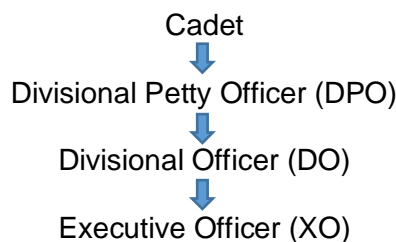
10. **POPPY CAMPAIGN** – Oct 27-29, Nov 3-5 – Every year we participate in the Poppy Campaign for Remembrance Day by volunteering our time to the local Guelph Legion. The campaign is spread out over two weekends, Fri-Sun, and is broken into several shifts. Each cadet is expected to participate in a minimum 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.
11. **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.
12. **GOOGLE CLASSROOM** – Our previous google classroom is now closed and we will no longer be using it. All official communication is now through Cadet365.
13. **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. Teams will replace our Google Classroom as the virtual platform for the program. More details [Click Here](#).
14. **PHASE Training** – Promoting Healthy and Safe Experiences (PHASE for short). This program is designed to bring issues or concerns forward that youth face in today's world. Our Phase Coordinator is NCdt Hepburn and any questions or concerns can be directed to her at m.hepburn@rcsccajax.ca.
15. **BAND** – We are not sure yet if/when we will be starting up again. Stay tuned.
16. **RANGE PRACTICES** run on most Monday nights, 1900-2100 at the Ship. SLt Horner & NCdt Hepburn are in charge of the range. 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.

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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 cadet activity where you are expected to be:

1. Fill out a Paper Request Form and submit it to your DPO (if you know ahead of time); or
2. Fill out an Online Request Form through MS Teams – Administration. When you complete the form make sure you clearly explain the reason for your request.
3. If you do not have access to either above and the activity is imminent or already occurring please call the Ship at 519-836-4530.
4. If you follow the procedure above, you will be marked on the attendance as Absent with Leave (AWL). If you do not let us know you will be absent you will be marked on the attendance as Absent without Leave (AWOL).

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.).

In future additions of RO's there will be more 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. 16, 2023 (Sat)	Senior Hands Leadership Training	*only for the C/PO's (PO1+), no junior cadets
Sep. 18, 2023 (Mon)	Range Night	*Sep. is only for cadets that have participated before
Sep. 23, 2023 (Sat)	Open House at the Ship 1300-1600 (1:00-4:00pm)	*Various cadets will be asked to showcase how awesome our program is for prospective new joiners.
Oct. 2, 2023 (Mon)	Range Night	*open to all cadets **will run on most Mon nights
Sep. 18, 2023 (Mon)	Range Night	*Sep. is only for cadets that have participated before
Nov. 2023	Run & Shoot Competition (dates TBD)	**if interested give your name to the XO ***additional practices may be held

*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 2023

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10 Grandparents Day	11	12	13 Regular Training C5 Bus to Hamilton	14	15	16 Senior Hands Leadership SWOA ADA#1 Breslau C/PO1's only																																																																																				
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OCTOBER 2023



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