

**THIS ORDER:** No. 2 (2023-2024)**LAST ORDER:** No. 1 (2023-2024)**Dated:** 1 November 2023**Dated:** 30 August 2023

# Royal Canadian Sea Cadet Corps "AJAX"

## ROUTINE ORDERS

### NOVEMBER 2023



Commanding Officer: Lt(N) S. Patterson

### Ships Routine – Mandatory Training

DATE	Location / Timings	Dress		OOD	POOD	QM	Duty Division
		Cdt.	Off.				
Wed. Nov. 1 2023	<b>Regular Training</b> 1830 – 2130 Ship	C5	4A	SLt Horner	CPO2 Liu	MC Crozier	Port
Nov. 3 – 5 2023	<b>Poppy Campaign</b> See note 1 below for more details. <i>*note 1</i>	C3	3B	-	-	-	-
Wed. Nov. 8 2023	<b>Regular Training</b> 1830 – 2130 Ship	C5	4A	CV Horner	CPO2 Baker	LC Green	Starboard
Sat. Nov. 11 2023	<b>Remembrance Day Parade</b> 0915 - 1245 See note 2 below <i>*note 2</i>	C1	1	-	-	-	-
Wed. Nov. 15 2023	<b>Fitness/Sports</b> 1830 – 2130 School TBD <i>*note 3</i>	Civ.	Civ.	-	-	-	-
Wed. Nov. 22 2023	<b>Regular Training – CD's</b> 1830 – 2130 Ship <i>*note 4</i>	C1	1	A/SLt Hepburn	CPO2 Oldfield	LC Trudeau	Port
Wed. Nov. 29 2023	<b>Regular Training</b> 1830 – 2130 Ship	C5	4A	SLt Horner	PO1 Flores	LC Felvinti	Starboard
Wed. Dec. 6 2023	<b>Regular Training</b> 1830 – 2130 Ship	C5	4A	A/SLt Hepburn	CPO2 Liu	MC McLeod	Port
Sat. Dec. 9 2023	<b>Training Day</b> 0845 – 1700 Ship <i>*note 5</i>	C5	4A	A/SLt Hepburn	PO1 Flores	MC Crozier	All Hands
Wed. Dec. 13 2023	<b>Regular Training</b> 1830 – 2130 Ship	C5	4A	CV Horner	CPO2 Baker	MC Warraich	Starboard
Wed. Dec. 20 2023	<b>Regular Training</b> 1830 – 2130 Ship <i>*note 6</i>	C3	3A	SLt Horner	CPO2 Oldfield	LC Trudeau	Port
Wed. Dec. 27 2023	Break for the Holidays No Training Dec. 21, 2023 and Jan. 9, 2024						
Wed. Jan. 10 2024	<b>Regular Training</b> 1830 – 2130 Ship	C5	4A	A/SLt Hepburn	PO1 Flores	LC Green	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 – Nov. 3, 4, 5** – Thank you to everyone who participated in Weekend #1 of Poppy Campaign. The weather was pretty decent and overall thus far the campaign is very successful. Weekend #2 starts on Friday 3 NOV. \*Please see Teams and the website for additional information about this weekend.
2. **\*\*REMEMBRANCE DAY PARADE\*\*** – Saturday, November 11, 2023 and it is mandatory for all cadets to attend. You must be at the Guelph Armoury at 0915 and pick up is at approx. 1245. (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)
3. **FITNESS & SPORTS** – Wed. Nov. 15 – We will have 4 more 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.
4. **CEREMONIAL DIVISIONS (CD's)** – Wed. Nov. 22 – 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). *\*We will attempt to do a Corps picture night so hopefully everyone is there! We will also take individual pictures that night.*
5. **TRAINING DAY** – Sat. Dec. 9 – Our 2<sup>nd</sup> mandatory training day will be on Saturday, December 9 at the Ship. This weekend will be focused on seamanship training (rope work, block and tackle, sheer legs). Check Teams and the website for the warning order with details.
6. **HOLIDAY DINNER** – Wed. Dec. 20 – we will have a holiday dinner together with NLCC Achilles to celebrate the holiday season and say goodbye to 2023. Timings remain the same for us, and dress will be C3. We want to acknowledge any of the holidays that cadets will be celebrating during the break and if you want to share with us please let us know.
7. **RAFFLE FUNDRAISER** – While there are no direct costs to be in this program we can use your help with a few small fundraising activities to help this year. Raffle tickets are \$10 each for a chance to win \$1000, \$500, or \$150 in gift certificates. Please have all tickets returned no later than December 13. All tickets whether sold or not must be returned. Final draw on December 15. If you need more, remember to ask!
8. **REMEMBRANCE DAY DINNERS** – unfortunately due to changes in policy, we are not able to have cadets participate in any of these dinners this year.
9. **REMEMBRANCE DAY VIGIL** – On Friday, November 10, 2023 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)
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

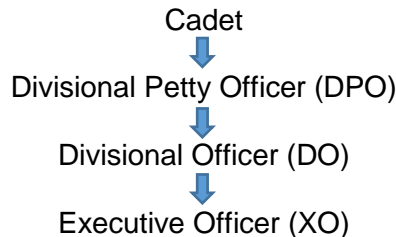
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top of the website will also have updates, alerts, cancellations, etc. as they occur in real time. On the website at [www.rcsccejax.ca](http://www.rcsccejax.ca) go the 'REGISTER' title on the banner and create an account.

11. **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, always check the website first. We will also post to TEAMS.
12. **CADET365** – Cadets should already be familiar with this and new cadets will be sent home with instructions on how to join. All cadets are given a Microsoft Teams account for us to use which they will need to monitor, and an email address. More details [Click Here](#).
13. **BAND** – We are not sure yet if/when we will be starting up again. Stay tuned.
14. **RANGE PRACTICES** run on most Monday nights, 1900-2100 at the Ship. SLt Horner & A/SLt Hepburn are in charge of the range. Nights are now open to all cadets, however, as we move closer to the New Year, there may be specific nights for the Range Team only. Watch the website and Teams for the latest announcements.

## **Divisional Corner**

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 very soon.



### Port Division

Divisional Petty Officer – TBD  
Divisional Officer – A/SLt Hepburn

### Starboard Division

Divisional Petty Officer – TBD  
Divisional Officer – CV Horner

## **DPO Interviews 2023**

If you are interested in being a Divisional Petty Officer this year (PO2's):

**Resume** – Please provide a resume highlighting your cadet experiences, skills, and strengths that you would bring to the job. No more than 1 page in length. Please email this resume to the XO no later than **1900 on November 7**.

**Interview** – On November 8, 2023 we will interview each cadet independently and ask you 4 questions that a first year cadet might ask you as a DPO. You don't need to worry about preparing for this, it is meant to be a genuine response like it would be in real time. Don't stress, there's no pass or fail.

Combining the two above, along with input from the Divisional Officer's, the XO will appoint the DPO's at the end of the night.

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**\*\*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 a Request for Leave, linked through the website and Teams. When you complete the form make sure you clearly explain the reason for your request.  
[CLICK HERE](#) to request leave.
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.

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

DATE	ACTIVITY	NOTES
Nov. 4	Biathlon Competition	*Team Only **0645 – 1245 ***See handout for full details
Nov. 10	Remembrance Day Vigil	*Phase 2 and above, sign up required **Shifts between 1800 - 2359
Monday Nights	Range Practices	*May be limited to range team only **Check Teams/website before coming
Dec. 21, 2023 to Jan. 9, 2024	Holiday Stand Down	*No training during this time period

\*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



# NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
			<b>1</b> Regular Training C5 Ship	<b>2</b>	<b>3</b> Poppy Campaign	<b>4</b> Poppy Campaign  Biathlon Competition *team only																																																																																											
<b>5</b> Daylight Saving Poppy Campaign	<b>6</b> Range Practice	<b>7</b>	<b>8</b> Regular Training C5 Ship	<b>9</b>	<b>10</b> Cenotaph Vigil	<b>11</b> Remembrance Day PARADE																																																																																											
<b>12</b>	<b>13</b> Range Practice	<b>14</b>	<b>15</b> Regular Training Civ. Sports - School TBD	<b>16</b>	<b>17</b>	<b>18</b>																																																																																											
<b>19</b>	<b>20</b> Range Practice	<b>21</b>	<b>22</b> Regular Training - CD's C1 Ship	<b>23</b>	<b>24</b>	<b>25</b>																																																																																											
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# DECEMBER 2023



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3	4 Range Practice	5	6 Regular Training C5 Ship	7 Hanukkah begins	8	9 TRAINING DAY C5 Ship																																																																																				
10	11 Range Practice	12	13 Regular Training C5 Ship	14	15	16																																																																																				
17	18 Range Practice	19	20 Regular Training C3 Ship - Holiday Activities	21	22 Dec. Solstice (GMT)	23																																																																																				
24 Christmas Eve	25 Christmas Day	26 Kwanzaa begins Boxing Day	27 No Training Back on Jan 10	28	29	30																																																																																				
31 New Year's Eve		<p style="text-align: center;"><b>November 2023</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>		Su	M	Tu	W	Th	F	Sa			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p style="text-align: center;"><b>January 2024</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>		Su	M	Tu	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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