



# 2784 ROYAL CANADIAN ARMY CADET CORPS

2017-2018 ROUTINE ORDER # 3

PUBLISHED 1 NOV 2017

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## PART A – DUTIES AND APPOINTMENTS

### 1. Routine Order Publication.

- a. The Commanding Officer will issue Routine Orders on the first Wednesday of the month, or else required. Submissions for publication into the Routine Orders must be submitted in writing to the Commanding Officer the month prior to the published submission date.

Submission Deadline	Publication Date
22 Nov	6 Dec
13 Dec	10 Jan 18

### 2. Corps Contact Information.

- a. The Corps staff can be contacted through the chain of command:

CO	Capt Jo Babin	613-265-4271
DCO	Capt Amelie Asboth	
TrgO	Lt (N) Chrissy McLeod	
AdminO	Lt (N) Meghan Woodbeck	
Sup O	Capt Dil Pangalia	

- b. As of 26 Oct 16 all electronic communication between staff and cadets will be written in email / texting only, in a professional manner, and for cadet related purposes only.
- c. MSN, Facebook chat, and other forms of live chat that do not maintain a log are prohibited between staff and cadets. Adult members of the corps should not be friends with cadets on social media.

### 3. Duty Personnel

- a. On each Parade night there will be an assigned Duty Officer, Sr Duty NCO, Duty NCM, and Duty Platoon. The following is the schedule:

Date	Duty O	Duty NCO	Duty NCM	Duty PI
1-Nov-17	Capt Hutchingame	CSgt Lavergne	Sgt Stainforth	1
8-Nov-17	Lt(N) Woodbeck	CWO Saumure	Sgt Nyugen	2
15-Nov-17	Lt(N) McLeod	MWO Matlak	Sgt Swartz	1
22-Nov-17	OCdt Lewis	CSgt Fritz-Nemeth	Sgt Geoffrion	2
29-Nov-17	Capt Asboth	CSgt Saba	Sgt Rosove	1
6-Dec-17	Capt Pangalia	CSgt Kassis	Sgt Mathers	2
13-Dec-17	Capt Hutchingame	CSgt Fairweather	Sgt Taylor	1

- b. The Duty Officer is responsible for overseeing all duty personal and facilities. The Duty Officer will not depart until the cadets have all departed.

- c. The Duty NCO is responsible for overseeing duty personal. The Duty NCO will monitor timings and ensure they are adhered to. They will verify the unit attendance. The Duty NCO will not depart until the majority of cadets have all departed.
- d. The Duty NCM is responsible for attendance, assisting with timings and as a runner for the Admin and Supply Officers as needed.
- e. The Duty Platoon will under the supervision of the Duty NCO ensure the facilities are clean, the classrooms are setup normally and, the garbage is put in the appropriate containers.

#### 4. TOS

- a. Hansen
- b. O'Connell
- c. Welsh
- d. Bresson
- e. Barkov
- f. Viau Darbouze
- g. Foyn

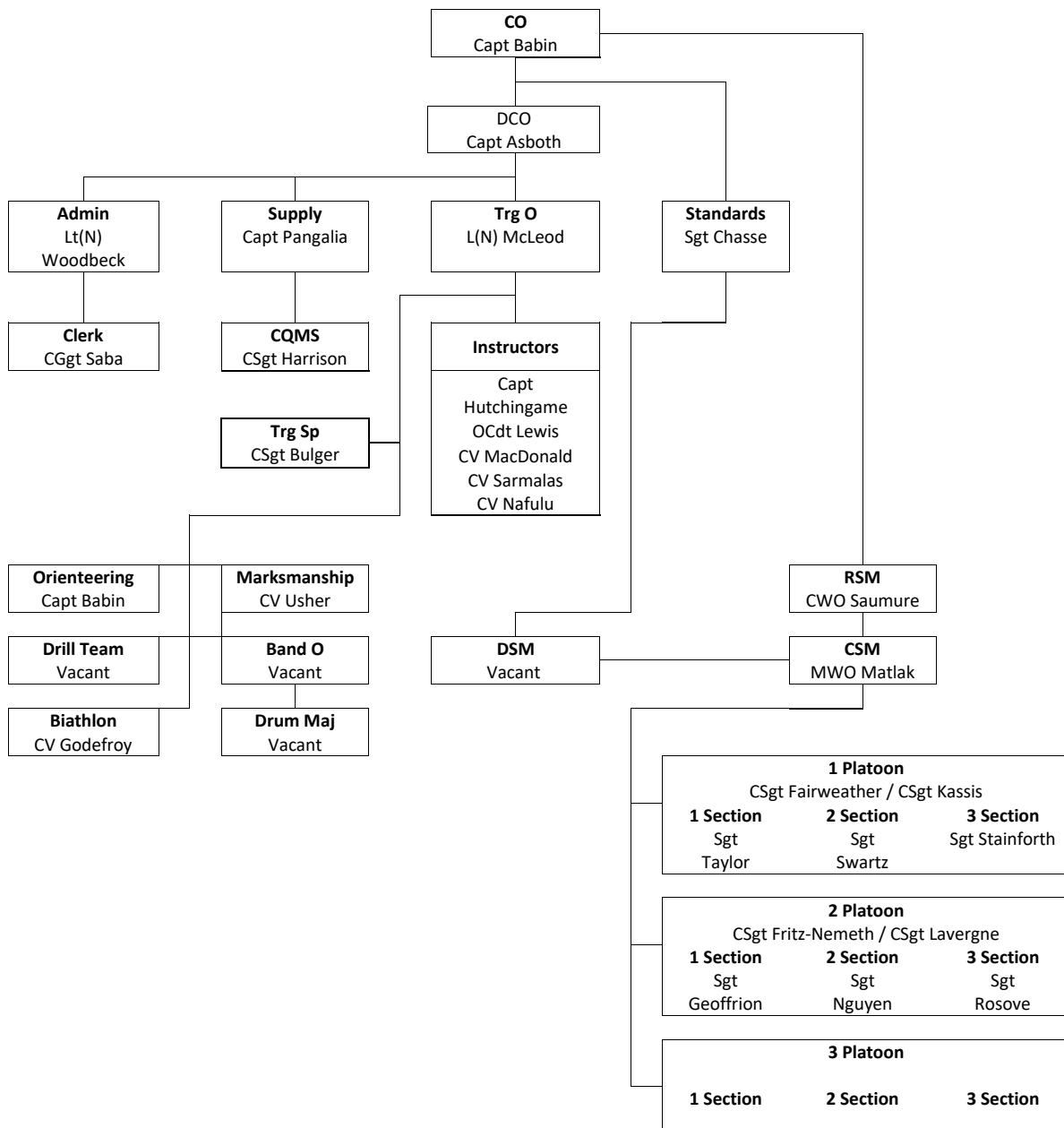
#### 5. SOS

- a. Saleban-Abdi
- b. Duplessis

#### 6. Promotions

- a. Swartz
- b. Taylor
- c. Geoffrion
- d. Nguyen
- e. Rosove
- f. Szymborski
- g. Stainforth
- h. Mathers
- i. Matute
- j. Rivet
- k. Adam
- l. Nicholas
- m. Tie
- n. Matute

7. Corps Organization Chart



## PART B – ROUTINE ITEMS

### 1. Parade Nights

- a. 2784 Will parade at Cartier Square Drill Hall Wednesdays. The parade nights will run from 1815 hrs to 2115 hrs.
- b. If any personnel are unable to attend due to illness, school, etc, they must contact the Administration Officer by emailing the unit email address or leaving a message on the unit voicemail in order to be excused. Assigned Instructors must also contact the Training Officer so that an alternate instructor can be arranged.

### 2. Dress

- a. Corps staff dress is 3B with or without sweater on normal training nights. Dress for Commanding Officer's Parade is 1A with medals. Combats are only authorized for training nights by prior authorization of the Commanding Officer. Dress on sports nights are appropriate civilian sports attire.
- b. Cadet's dress is C3 on training nights, C1 on Commanding Officer's Parades. Combats are authorized by prior approval of the Commanding Officer and only when training permits. Dress for sports nights is appropriate PT gear.
- c. Dress for Civilian Instructors and Support Committee Volunteers is appropriate civilian attire to order of dress as the cadets (Business, Casual, PT)

### 3. Parade Night Schedule

- a. The following schedule will be used for regular parade nights at any location:

Item:	Start	Finish
Fall-In/Inspection	18:30	18:45
Period One	18:50	19:20
Period Two	19:25	19:55
Break	20:00	20:10
Period Three	20:15	20:45
Fall-In/Announcements	20:50	21:00
Dismissal Time	21:00*	

*\* Following Duties*

### 4. Additional Training Days

- a. Optional Training days will be from time to time scheduled by the direction of the Commanding Officer through the Training Officer. Dates, Time and Dress will be published the month prior to the event in the monthly schedule.
- b. Band and Drill team will practice on Sundays as scheduled.
- c. Biathlon practice will run from Oct - March at the dates and times laid out by the coach.
- d. Marksmanship practices will run from Oct -March Sundays from as scheduled by the coach.

5. Action in case of an Emergency
  - a. In case of injury, notify Corps' officers immediately. After determining the extent of the injuries, emergency services will be contacted through 911 if required. Only Corps staff will initiate emergency services.
6. Fire Orders
  - a. All personnel should be familiar with the CSDH fire orders. In case of fire, shout FIRE FIRE FIRE. Exit the building via the nearest fire exit. Assemble for headcount in the grass area to the north of CSDH. Only Corps staff will attempt to fight the fire.
7. Smoking
  - a. No cadet, staff member, training advisor, or support committee members will smoke on regular training nights. No Corps staff, support committee members, or training advisor will smoke in sight of Cadets at any time including when conducting training, community service, or fundraising events.
8. Visitors.
  - a. A visitor is any person that wishes come to the unit during training hours and stay past the opening parade or in advance of the closing parade. All visitors must report to Admin Office to present themselves and to be assigned an escort prior to entering the training area. It is requested that any visitor notify the corps in advance of their planned visit so that an escort will be available. Those who are screened and have been authorized by the Detachment Commander by way of a Volunteer Agreement with the CO are exempt.
9. Action on Harassment / Abuse Revelation.
  - a. On revelation of harassment or abuse be supportive of the cadet, and take them to see the Corps UCCMA who will deal with the issues. Be there for the cadet as a supportive person who they trust. If the Cadet will not see the UCCMA then call the Kids Help phone (1-800-668-6868) for them and be there while they talk to a counselor. Ensure you document your actions.

#### PART C – UPCOMING EVENTS

1. Poppy Sales – Oct 27/28, Nov 4/5. Meet at Drill Hall
2. Strathcona Parade – Oct 5<sup>th</sup>, Immaculata High School
3. Remembrance Day – Nov 11<sup>th</sup> 0830 Drill Hall
4. Christmas Dinner – Dec 13<sup>th</sup>, Drill Hall

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