



# 33 RCSCC ST. LAWRENCE

## ROUTINE ORDERS



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1. **JOINING INSTRUCTIONS** - These are the links for [Cadets.ca](http://Cadets.ca) to get Joining Instructions for those going to camp:
  - a. <http://www.cadets.ca/regions/cen/content-contenu.aspx?id=26681> – for cadets undergoing training; and
  - b. <http://www.cadets.ca/regions/cen/content-contenu.aspx?id=72726> – for staff cadets.
2. **SUMMER DUTY OFFICER** – [Brigitte.Quesnel@forces.gc.ca](mailto:Brigitte.Quesnel@forces.gc.ca) to be used ONLY by parents or guardians with camp concerns, including stand-by and 'hopeful' cadets or other summer training issues. If you have not had a response to your e-mail within 24 hours, if it is time-sensitive or an emergency, please telephone: 613-328-4621.
3. **SAIL WEEKEND** - RCSCC ST. LAWRENCE will sail at the RMC Boatshed (come in the main entrance, turn left at the T-junction and follow the road around the first curve. Sail centre is on the left.) You must bring your health card, signed permission form and completed swim form. Lunch is provided; please bring drinks and snacks, and dress knowing that you will get wet. An extra change of clothes is recommended. You must attain White Sail Level II to be eligible for promotion to PO1. *Permission form at the bottom of this RO.* **YOUR HEALTH CARD IS MANDATORY.**

DATE	TIMING	EVENT
Sat 12 Jun 10	0745-1630 hrs	Sail day – mandatory for all Junior Cadets - RMC Boatshed Sail Centre
Sun 13 Jun 10	0745-1630 hrs	Sail day - mandatory for all Cadets - RMC Boatshed Sail Centre

4. **ANNUAL AWARDS** – The annual awards recognize those who have participated in events throughout the training year. Selection criteria include: attendance at mandatory training; attendance at community service opportunities; dress and deportment; overall proficiency; attitude and co-operation; response to direction; use of initiative; participation at optional training; and, participation at fundraising activities. The awards are as follows:
  - a. Most Efficient Ordinary Cadet - The Lt(N) Roger Powers award, presented to the first year cadet who shows the highest level of proficiency throughout the year.
  - b. Most Efficient Able Cadet - The Lt(N) Ken Carr award, presented to the second year cadet who shows the highest level of proficiency throughout the year.
  - c. Most Efficient Leading Cadet - The Lt(N) Gord Workman award, presented to the third year cadet who shows the highest level of proficiency throughout the year.
  - d. Most Efficient Master Seaman - The Lt(N) Gord Workman award, presented to the Master Seaman who shows the highest level of proficiency throughout the year.
  - e. Most Efficient Petty Officer - This award, presented to the Petty Officer Second Class who shows the highest level of proficiency throughout the year.
  - f. Most Improved Band Cadet - The Lt(N) Charlie Stoddart award is presented to the band member who shows the greatest improvement for the year.
  - g. Division Member Of The Year - presented to the Division member who had the greatest improvement for the year.
  - h. Most Efficient Guard Cadet – The Robert Goodwin award is presented to the Guard member who shows the greatest improvement for the year.
  - j. Royal Kingston United Services Institute Achievement Award - This is presented in memory of the late LCdr (Retired) Neil O'Brien, a member of the Royal Kingston United Services Institute. One of the initiatives of the institute is to support the Cadet Program in the Kingston area. This award is presented to the cadet attaining the highest standard in the Co-operative Achievement Program, or who is the most co-operative with staff and cadets.
  - k. Woman's Royal Canadian Naval Service (WRCNS) Citizenship Award - The Captain (Navy) Connors award is presented to a cadet who is returning next year. The cadet must display marked effort and accomplishment in the area of citizenship, must clearly demonstrate interest and achievement in areas such as community involvement and environmental awareness, and assist with and participate in extracurricular groups at school and cadets.
  - m. NCO of the Year - The Stevenson trophy is for the Cadet of Petty Officer or Chief Petty Officer rank who is exceptional in attendance, drill, uniform maintenance, attitude and leadership for their level.

- n. Cadet of the Year - The Naval Veteran Association award, for the cadet who excels in all areas of the Cadet program, including exceptional attendance, drill, uniform maintenance, attitude and leadership, and who consistently puts forth the most effort, enthusiasm and esprit de corps.
- p. Royal Canadian Legion Cadet Medal of Excellence - The Royal Canadian Legion Cadet Medal of Excellence is awarded annually to the cadet showing a high degree of participation and leadership in the area of citizenship, and in meeting and enhancing the aims and objectives of the cadet organization. The presentation and wearing of this medal is authorized by the Chief of the Defence Staff.
5. **ESSAY CONTEST** - The winners of the essay contest are: Grand Prize: Petty Officer Second Class Harley Bolton. Second Prize: Petty Officers Second Class Grace Clouston and Chris Waltner. **BRAVO ZULU** to all who entered.
6. **DIVISION NAMES** - The new names of the three Divisions with the "award winning" paragraphs (slightly edited) are:
- a. Guard – **GOODWIN** - Beloved friend of the Sea Cadets, Robert Joseph GOODWIN was born in 1927 and died in 2008 in Kingston. Bob Goodwin was a dedicated member of the Canadian military both while a serving member and as a decorated veteran. MWO Goodwin (Goodie) served in the Navy (RCNVR) from 1944-1946. He served as Sea Cadet Officer from 1947-51, and then joined the Dental Corps in 1951 until retirement in 1973. Immediately following retirement, he and his wife (a military member as a WREN) made Kingston their home. Goodwin was an active community member and inspired his children, grandchildren and his friends. His long-time associations were with the Catarauqui Association, friends of HMCS Catarauqui (working to foster good relationships among the naval family and the local community,) and the Kingston Branch of the Navy League of Canada (a youth development support organization.) For 60 years Goodwin was associated with youth development in this community. Goodwin volunteered each year to speak to both the local Navy League and Sea Cadet Corps in preparation for Remembrance Day. He addressed the local services where his message was always informative and inspiring. It was then Guard Commander, CPO2 SK Bolton who received the inaugural Robert Goodwin Award in 2008, so it is fitting that the Guard be renamed to honour this dear friend, mentor and local hero, **GOODWIN**.
- b. Band – **MAGEDOMA** – The creation of the Royal Canadian Navy Volunteer Reserve came into being on 31 January 1923 but Kingston was not included on the list of cities to organise a company. The start of the Second World War in 1939 provided the government in Ottawa with the motivation to establish a naval Division in Kingston. On 21 December 1939, Richard's Feed Mill located at the foot of Princess Street was leased as the RCN VR Headquarters for the Kingston Reserve Division. In July 1941, they raised their first vessel, a steam yacht whose name our band will now proudly bear: **MAGEDOMA**.
- c. Division – **FORTIER** - Capt(S) Peter Charles Hitchon FORTIER, CD, RCN died 23 July 2009 at the age of 77 in Kingston, ON. Fortier was born on August 14, 1931 and enrolled in the Royal Military College in 1951 to embark on a career in the Royal Canadian Navy that spanned 30 years. Notable assignments during his career included duty officer assignments on the ships HMCS STADACONA, HMCS ANTIGONISH and HMCS HOCHELAGA and a three year exchange assignment with the United States Navy in Oakland California. Fortier served as the Base Comptroller of CFB Shearwater in Dartmouth NS and completed graduate studies at the University of Western Ontario. Fortier returned to RMC in 1972 for a five year assignment as the College's Director of Administration. He was promoted Capt(S) in January 1977 and appointed Base Commander of CFB Moncton. He retired in 1981 but returned to RMC where he served as Registrar for 14 years. He was also active in naval, military and historical endeavours - the Naval Officers Association, the Pittsburg Historical Society, the RMC Club of Canada and the Probus Club of Kingston. To honour his various talents and interests, the Division is renamed **FORTIER**.
7. **SCHOLARSHIPS** - The Royal Canadian Sea Cadet Education Foundation is now accepting scholarship applications for the 2010-2011 Academic School Year. For additional information, please go to [www.canadianseacadetscholarships.ca](http://www.canadianseacadetscholarships.ca) for information related to deadlines, requirements and supporting documents needed in order to submit a complete application. The RCSCEF in partnership with the Royal Canadian Naval Benevolent Fund will be awarding (24) twenty-four scholarships to deserving Sea Cadets who are pursuing post-secondary studies. If you require any additional information or support, please contact the RCSCEF at [rcscef@rogers.com](mailto:rcscef@rogers.com)
8. **NAVY CENTENNIAL PIN** - In order to ensure high visibility, there is a change in the location of the CNC pin on the Sea Cadet Uniform. Effective immediately, the CNC pin can be worn on the Sea Cadet uniform:
- a. on the tunic: worn centred on the right breast pocket, equidistant between the lower seam and the lower edge of the tunic pocket flap. When the CNC Pin is worn with the National Regatta, the Marksmanship Championship and/or with a Biathlon Championship pin, a maximum of three pins shall be worn centred on the right breast pocket equidistant between the lower seam and the lower edge of the tunic pocket flap, with 0.5 cm between the pins. The CNC Pin shall be worn in the top position. The National Regatta Pin, if worn, has precedence over the Marksmanship/Biathlon Pins.
- b. on the gun shirt:
- 1) if nametag is worn, the CNC pin may be worn centered one cm above the nametag.
  - 2) if nametag is not worn, the CNC pin may be worn in a similar position.
- Note: the CNC Pin is currently the only authorized pin on the gun shirt.
9. **PETTY OFFICER FIRST CLASS NATIONAL EXAM** – All PO2 cadets who want to challenge the PO1 National Written Exam must first complete the practical exam to be conducted during our Seamanship Weekend 4-6 Mar 11. If you do not participate in the Seamanship weekend, you delay both the practical and written exams, and your promotion.
10. **NORFOLK VA MARCH BREAK TRIP** – If you would like to pay for your cadet, please provide a cheque in the amount of \$250 payable to the Navy League of Canada, Kingston Branch. All cadets will have the opportunity to attend this Corps trip; therefore, all cadets will help fundraise. Tentative fundraising plans include: a garage sale; individual Cadet

and group/corps photographs; and a pizza party night. If you have any fundraising activities to suggest, or would like to join the fundraising board, please see the XO. If we do not raise enough funds for all cadets to attend, we will postpone.

11. **CORPS ATTENDANCE POLICY** – To be eligible to attend any of the extra activities or to obtain a summer camp training or staff billet, cadets must maintain a 60% attendance rate at mandatory training events. If a cadet knows in advance that they cannot attend a mandatory training event, they must have the XO or the CO sign a form requesting that they be excused. Should a cadet be unable to attend on the day of the event, they must call in to the office to report their absence. The cadet must generate a request form the following cadet training night AND have the XO or the CO sign. These signed forms must be retained by the cadet as proof of legitimate excusal.

12. **UPCOMING EVENTS** - For future planning and scheduling, mandatory activities for 2010-2011 are as follows:

<b>DATE</b>	<b>MANDATORY EVENT – you MUST request excusal in writing from XO/CO</b>
Tue 7 Sep 10	First training night - Navy League BBQ - parents and friends are invited - wear sports clothing - bring and exchange CLEAN outgrown uniform parts
18 – 19 Sep 10	Seniors' weekend – only for cadets wearing PO2, PO1, CPO2 or CPO1 rank
24 – 25 Sep 10	Fall Tag Days – Friday and Saturday – all cadets
1 – 3 Oct 10	Sailing weekend / Outdoor Adventure Training (OAT) – all cadets
Tue 19 Oct 10	CHAP training – all cadets
5 – 6 Nov 10	Royal Canadian Legion – poppy selling days – Friday and Saturday – all cadets
Thu 11 Nov 10	Remembrance Day – parade and other activities – all cadets
15 – 16 Jan 11	Weapons' Range weekend – all cadets
4 – 6 Mar 11	Seamanship weekend – mandatory for all PO2 cadets who wish to be promoted
Sun 10 May 11	Battle of the Atlantic – parade and other activities – all cadets
13 – 14 May 11	Spring Tag Days – Friday and Saturday – all cadets
4 – 5 Jun 11	Annual Cadet Review and Inspection – rehearsal and parade – all cadets

**UPCOMING EVENTS** – For future planning and scheduling, optional activities for 2010-2011 are as follows:

<b>PLANNED OPTIONAL (not mandatory) EVENTS – more info to follow</b>	
<b>For cadets with minimum 60% attendance at mandatory events (or signed excusal forms)</b>	
10 – 11 Sep 10	Leisure Show – Fri 1700-2100 hrs and Sat 0900-1500 hrs
TBD	Canoe / whaler trip
TBD	White water rafting
TBD	Toronto Blue Jays trip
March Break	Norfolk VA March Break trip

*approved electronically by*

B.J.A Quesnel  
Lt (N)  
Commanding Officer  
33 RCSCC ST LAWRENCE

**33 ST. LAWRENCE SEA CADETS PERMISSION FORM**

**\*\*\*\*IT IS MANDATORY TO BRING YOUR HEALTH CARD TO THIS EVENT\*\*\*\***

You must complete the Swim Form available at the Sail Centre.

Event: Sailing Weekend

Date: Saturday 12 June 2010 and Sunday 13 June 2010

Timings: 0745-1630 hrs both days

Location: RMC Boat Shed – Sail Centre

Enter RMC through the main gate, turn left at the T-junction, and continue around the bend

Provisions: Lunch will be provided. Please bring water and snacks, as required

Dress: Wear weather-appropriate clothing. **You will get wet.** Baggy clothing, jeans, sweat pants and lined nylon pants are **NOT** recommended as they are too heavy when wet. Open-toed shoes are **prohibited**. Wear an old pair of sneakers that can get wet. Bring a change of clothing, sunscreen and a hat.



I hereby give permission for my [son / daughter / ward] to participate in the sailing training at the RMC Sail Centre on 12 and 13 June 2010.

Name of Cadet: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Health Card Number: \_\_\_\_\_

Name of Parent/Guardian: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Medical Information: \_\_\_\_\_  
(allergies, medications)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*IT IS MANDATORY TO BRING YOUR HEALTH CARD TO THIS EVENT\*\*\*\***

You must complete the Swim Form available at the Sail Centre.

<b>Regional Cadet Sailing School (Central) – Sail Training Water Statement</b>			
<b>Part A – Personal Information</b>			
<b>Corps No.</b>	<b>Corps Name</b>	<b>City/Town</b>	<b>Province</b>
33	St Lawrence	Kingston	Ontario
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Age</b>
<b>Part B - Declaration of Swim Ability</b>			
<p>IAW A-CR-CCP-030/PT-001 Water Safety Orders prior to participating in any on-water activities, where the potential for capsize or falling overboard is high (i.e. dinghy sailing or whaler training) each Cadet’s swimming ability and knowledge of water hazards shall be assessed. This assessment will allow the instructors to identify the strengths and weaknesses of the group. You are check off the statement that best describes your swimming ability:</p>			
<input type="checkbox"/>	Non-swimmer and uncomfortable in and around water.		
<input type="checkbox"/>	Non-swimmer, but comfortable in and around the water when wearing a PFD.		
<input type="checkbox"/>	Some swimming ability, comfortable in and around the water, capable of swimming short distances and treading water for short periods of time without the assistance of a PFD.		
<input type="checkbox"/>	Skilled swimmer, capable of swimming long distances and treading water for long periods of time without the assistance of a PFD		
<b>Part C – Medical/Physical Conditions</b>			
Please check the appropriate box if you are aware of any medical or physical condition that could affect your ability to undertake sail or whaler training. This information will be used by the Sail Centre staff to assist them in ensuring the safety of all cadets participating in training.			
<input type="checkbox"/> No	<input type="checkbox"/> Yes	If you answer yes, your instructor will speak with you privately prior to the start of training.	
<b>Part D – Cadet Signature</b>			
The information I have provided in accurate to the best of my ability.			
		_____	_____
		Signature	Date
<b>Part E – Parent Acknowledgment and Signature</b>			
<input type="checkbox"/>	I understand that there is an inherent risk involved with any on-water activities. I understand that the staff of the Sail Centre will take every reasonable pre-caution to ensure that the training on the water is safe IAW current national and regional cadet training safety policies.		
<input type="checkbox"/>	I confirm that my son/daughter is physically able to participate in on-water training activities.		
<input type="checkbox"/>	I give my son/daughter permission to provide information on any medical or physical condition to their instructor that may hinder their participating in these activities. I understand that this information will be kept confidential and will only be used to ensure the safety of my son/daughter.		
<input type="checkbox"/>	I understand that my son/daughter must have their provincial health card on their person to be able to participate in any on-water activities.		
I acknowledge that the information that my son/daughter has provided is accurate to the best of my ability.		_____	_____
		Signature	Date
		Print Name: _____	

**33 ST. LAWRENCE SEA CADETS PERMISSION FORM**

Event: Napanee Freedom of the City Parade

Date: Saturday 12 June 10

Timings: 0830-1600 hrs

Location: Napanee City Hall

Bus leaves HMCS Cataraqui at 08:30 and returns at 16:00

Provisions: Lunch will be provided. Please bring a bottle of water with you.

Dress: Full dress with medals.



I hereby give permission for my son / daughter / ward to participate in the Freedom of the City parade in Napanee from 0830-1600 hrs on Saturday 12 June 2010.

Name of Cadet: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Health Card Number: \_\_\_\_\_

Name of Parent / Guardian: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Medical Information (allergies, medications) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cadets are responsible for their own medication.

**\*\*\*\*IT IS MANDATORY TO BRING YOUR HEALTH CARD TO THIS EVENT\*\*\*\***