

Regional Cadet Support Unit (Northwest)  
PO Box 17000 Station Forces  
Winnipeg, MB R3J 3Y5

1085-3-5 (Zn Trg O – Red Deer)

29 November 2017

Distribution List

OPERATION ORDER – SOUTHERN ALBERTA (CALGARY) AREA  
SEAMANSHIP INTERDIVISIONAL COMPETITION (SIDC) 2018

Refs: A. DRAFT-UU-1085-3-5-RCSU (NW)-Wng\_O\_SIDC\_2017\_2018 5 Oct 17  
B. A-CR-CCP-601-605/PG-001 – Qualification Standard and Plan  
C. A-CR-CCP-601-605/PF-001 – Instructional Guides  
D. GP Order 8012-1 – Supervision of Cadets.  
E. CATO 13-23 – Drugs and Alcohol Policy  
F. Activity Support Request – SA SIDC ASR 2018

SITUATION

1. IAW Ref. A, Cadets and staff from 126 Red Deer, 140 Cayuga, 145 Medicine Hat, 198 Yukon, 22 Undaunted, 22A Airdrie 335 Calgary, 34 Chinook, 344 Victoria, 344A Okotoks, 56 Nootka, and 80 Furious are required to participate in SIDC mandatory training.

MISSION.

2. The event will evaluate cadet's knowledge, provide an opportunity for the development of team building skills and reinforce the divisional system by allowing divisions and corps members to interact and work together to meet a common goal. Training will be held from 19 - 21 Jan 2018 at CFB Wainwright, thus maximizing the use of personnel, material and financial resources.

EXECUTION

3. General Outline:

- a. This event will be conducted in Six (6) phases:
  - (1) Phase One – Units register cadets and staff to determine accurate final numbers;
  - (2) Phase Two - All units travel to CFB Wainwright;
  - (3) Phase Three - Intake, briefing, team assignments and accommodations allocation;
  - (4) Phase Four - Inter-Divisional Competition, Annex A,
  - (5) Phase Five - Participation in socializing; and

(6) Phase Six - Awards Presentation, Clean up and return to unit.

4. Groupings

a. To promote positive social interaction and leadership, team selections will be an equal mixture from all corps. Team selections will be done by the Zone Training Officer (Red Deer) prior to the competition and updated at the intake on 19 Jan 18. Nominal list of cadets are to include phase levels to aid in this selection, and;

b. Corps will be divided into teams, teams will be comprised of 10 cadets with representation from phase's one, two, three and four as well as two phase five cadets, if available.

5. Taskings

a. OPI – Lt (N) Mitchell, Patricia (Z Trg O Red Deer). The OPI will ensure that:

(1) Activity Support Request has been submitted to RCSU (NW), for facilities, equipment and meal. Final numbers of attendees to be supplied to RCSU (NW) before 10 Jan 18 to arrange transportation and meals;

(2) Information is distributed to Southern Alberta Corps by December 8, 2017;

b. OIC– Lt(N) Kneller, Geoff (335 RCSCC), OIC will provide the following:

(1) Assist the OPI with carrying out of training, meals;

(2) Provide advice and assistance as required;

c. 2IC/– Lt (N) Hunter, Jodi (335 RCSCC). The 2IC will provide the following:

(1) Work with Operations Chief to ensure schedule is understood and followed;

(2) Select Chief to be piper for the weekend to ensure timings will be met, and;

(3) Provide advice and assistance as required.

d. OIC Facilities – Lt (N) Mattock, Pam (335 RCSCC). The OIC Facilities will provide the following:

(1) Ensure availability of rooms and locations for training;

(2) Ensure tables and chairs will be available for the event based on the activities that are happening;

(3) Ensure all buildings are secure and cleaned, and;

(4) Provide advice and assistance as required.

e. OIC Adm O – SLt Jeckells, Leah (140 RCSCC). The Administration Officer will provide the following:

- (1) Upon Corps arrival at CFB Wainwright, collect from each unit a list of the Nominal Roll of attendees;
- (2) Update Nominal Roll as required throughout the weekend;
- (3) Collect Corps Contact Information (Unit, Rank, Name, Phone number) upon arrival;
- (4) Normal administrative support for the exercise including personal administration; and
- (5) Provide advice and assistance as required.

f. OIC Duty watch – Lt(N) Rasmussen, Kelly (145 RCSCC). The OIC Duty Watch will provide the following:

- (1) A schedule, for the sleeping hours of 2300 hrs. to 0700 hrs. Ensure these staff have no daily duties; and
- (2) Provide advice and assistance as required.

g. OIC Scorekeeping – SLt Lacey, Karen (335 RCSCC). The OIC Scorekeeping will provide the following:

- (1) An electronic scoresheet of each event as it happens throughout the weekend,
- (2) Final listing providing the first, second and third place teams for awards, and
- (3) Provide advice and assistance as required.

h. OIC Support, - CI Campbell, Sean (335 RCSCC). The OIC Support will provide the following:

- (1) Ensure that items are available and set up for the stations;
- (2) Ensure that the sea container delivered from CSG Rocky is secured for shipment back 29 Jan 18, and;
- (3) Provide advice and assistance as required.

i. First Aid Officer; - Lt(N) Cowan, Ron (198 RCSCC), The First Aid Officer will provide the following:

- (1) Set up a first aid station for the Competition;
- (2) Ensure First Aid Kit is complete and water is provided;

- (3) Assist cadets and staff with first aid issues as needed; and
  - (4) Provide advice and assistance as required.
- j. OIC Competition – Lt(N) Tedford, Jessica (22A RCSCC). The OIC Competition will provide the following:
- (1) Become fully proficient with the QSP/IG, schedule and Op Order for the weekend competition;
  - (2) Select and brief Officers on their duties and expectations required at their assigned stations;
  - (3) Ensure that the scores are provided to the scorekeeper after each team has been through the station; and
  - (4) Provide advice and assistance as required; and
- k. Subject Matter Expert (SME)/station evaluators.
- (1) Officers/Adult staff not assigned a task will submit expertise and station request to the OIC Competition and OPI by 8 Jan 18. Stations include:
    - a. Coil and heave a line
    - b. Boatswain call
    - c. Knots, bends and hitches
    - d. Whipping and splicing
    - e. Trivia
    - f. Sheer legs
    - g. Ship Model
    - h. Team building 8A – DPOs
    - i. Team building 8B, and
    - j. Team building 8C
  - (2) Be proficient, not only with the skills required but the completion guidelines required to run the station for the weekend. All staff will be expected to participate for the event,
  - (3) Manage, evaluate and assist cadets with the skills to allow them the opportunities to be successful, and
  - (4) Provide advice and assistance as required.

I. Navy League of Canada, Bow Valley Branch. 2 Screened Navy League of Canada Branch staff will provide the following:

(1) Canteen available for stand easy timings only as per schedule in Annex A.

m. Corps Tasking

(1) Each corps will register their own cadets in Fortress by 8 Dec 18 to allow for adequate provisions for transportation requirements to and from their LHQ to CFB Wainwright, meals, and team assignments. Although this is a mandatory weekend it is imperative that the numbers are accurate. Should there be any changes after this date, remove them from the event in Fortress and send an email to Lt (N) Patricia Mitchell to [patricia.mitchell@forces.gc.ca](mailto:patricia.mitchell@forces.gc.ca). Prior to Departure on 19 Jan 18 COs are requested to phone Lt(N) Patricia Mitchell at 403-392-5721 to confirm attendance, so that the nominal roll, team assignments and sleeping accommodations can be amended before the unit arrives at CFB Wainwright,

(2) Kit List as per Annex B,

(3) Each corps will have a printed copy of the emergency contact, medical Information and the medical permission consent Annex D for their cadets,

(4) In cooperation with 335 RCSCC Calgary, will be responsible for the setup of stations and oversee the competition matrix,

(5) OPI will be responsible for the overall training schedule. All units are asked to provide input and assistance with this and Units may be requested to bring with them extra equipment. OPI will request items under separate cover,

(6) All units will provide Phase 5 cadets and above to be tasked as support or divisional staff for the weekend. These cadets will be identified in Fortress as support,

(7) Corps CO's will ensure that all cadets have completed permission slips (Annex F) to attend this exercise,

(8) Competition Schedules as per Annex A. All staff are required to read over and become familiar with SIDC reference as per Ref A and Ref B, and

(9) 1 officer/civilian instructor per 15 cadets will be required from each unit to meet the supervision requirements, as set out as per Ref. D.

(10) Duty Watch: Some officers participating in this weekend will be required to stand a duty watch at some point during the training weekend. Officers should come with the expectation that they will be standing watch.

6. Environmental. OIC shall exercise due diligence to ensure that the training areas are left in the same state in which they were found, and report any instances of damage to the building or grounds. All measures shall be taken to prevent any gash from being left behind and not secured in a gash container. Training staff are reminded that applicable Safety and Security regulations on a Military establishment must be adhered to.

7. Coordinating Instruction

a. Dress:

(1) CAF Members Naval personnel – NCD's and Army / Air Force personnel – CADPAT. Officers will travel to the event in appropriate civilian attire to the event and uniform from the event and CAF members are expected to be in uniform for the duration of the training exercise,

(2) Civilian Instructors/Volunteers Appropriate civilian clothing, and

(3) Cadets C4 Training Dress (STU). Those cadets who do not have proper work dress can wear boots, non-athletic pants, black t-shirt, and a corps (issued) baseball cap. Cadets will travel to the event in appropriate civilian attire and in uniform from the event.

b. Timings. As per schedule attached in Annex A.

c. Training Areas: See Annex E.

d. Medical: First Aid will be rendered by qualified first aid pers. Medical Evac will be at the discretion of the OPI and OIC see Annex F for nearest medical facilities. Cadets on medication will be the responsibility of their own units. 335 RCSCC Calgary will provide a secure place to store medication if required.

e. Drinking and Smoking Policy: As per Ref E.

f. Visitors: This is a training exercise; therefore, cadets are not permitted to have visitors without the express consent of the OPI. All visitors shall report to operations desk immediately upon arrival.

SERVICE SUPPORT

8. Rations: To be provided IAW ref A. OPI to be notified in advance of any food allergies or dietary needs. Special requests may not be accommodated. All meals will be supplied buffet style from CFB Wainwright Mess.

9. Accommodations: All participants will stay overnight Friday and Saturday at CFB Wainwright. Cadets and officers will be segregated by gender and billeted in separate facilities. All cadets and staff are required to bring their own sleeping bags and Male officers and cadets will be required to bring their own air mattress.

10. Transportation: Requirements are IAW with Ref. F Activity Support Request.
11. Supply: CSG Rocky will ensure equipment has been shipped to CFB Wainwright Bldg. 211 for arrival by 1300 hrs on 19 Jan 2018, and provide items as per Ref. F,
12. Emergency Procedures: Location and emergency contact numbers to be supplied by OIC Facility during intake brief.
13. Fire Regulations: IAW posted regulations. OIC or designate will brief all participants on procedures
14. Fire Fighting:
  - a. On discovery of a fire, the discover is to shout FIRE, FIRE, FIRE pull the fire alarm if one is close by and proceed to evacuate the building. Report to the OIC to inform them of location of fire. All other personnel are to immediately evacuate the building. The muster areas will be identified at each location. Personnel are to form up by corps and await further direction and arrival of the Fire Department,
  - b. OIC or designate is to call 911 to confirm the alarm and report the fire. If using a cell phone you will need to inform the fire department of the location of the fire, and
  - c. Only adult staff are authorized to perform rapid response (utilize fire extinguisher to combat a minor fire.
15. Financial: Corps Transport, Supplies and requirements will be charged against 18ST404 IAW Ref. A

#### COMMAND AND SIGNALS

16. Command: The Zone Training Officer (Red Deer) is the OPI for the exercise. Contact information as follows:

Cell: 403-392-5721

Email: [patricia.mitchell@forces.gc.ca](mailto:patricia.mitchell@forces.gc.ca)

17. Signals:
  - a. All Signals within the unit shall be verbal during the exercise. Proper radio procedures will be followed during the exercise. External communication shall be through OPI.
  - b. Emergency Services – 911
  - c. CFB Wainwright Military Police – 780-853-8137
  - d. Wainwright General Hospital – 780-842-3324

18. Questions or concerns may be directed to the Zone Training Officer (Red Deer) Lt(N) Patricia Mitchell.

R.M. Fisher  
Maj  
J3 - OIC Southern Alberta (Calgary)

Annexes:  
Annex A – Timings  
Annex B – Kit List  
Annex C – Permission Slip  
Annex D – Informed Parent Consent Medical  
Annex E – Training Area  
Annex F – Hospital

Distr List

Action  
J3 Zn Trg O Red Deer  
All Southern AB CO's (Sea)  
Navy League of Canada, Bow Valley Branch  
Navy League of Canada Alberta Division

Info  
J5 Plans RSCU (NW)  
J3 Z Trg O x 3 (Southern Alberta)  
AEA (Sea) – Southern Alberta



## Annex A – Timings

Friday 19 Jan 2018

Time	Serial
1430	Command team arrive CFB Wainwright
1900-2300	Cadets arrive CFB Wainwright and allocated to barracks. There will be a movie activity set up for free time
2300	Lights out

Saturday 20 Jan 2018

Time	Serial
0600	Wakey wakey
0630 hrs– 0745 hrs	Breakfast
0800	Muster and briefing at Bldg 211
0830 hrs – 1230 hrs	Competition
1130 hrs – 1300 hrs	Lunch
1300 hrs – 1730 hrs	Competition
1630 hrs – 1800 hrs	Supper
1830 hrs – 2200 hrs	Ship model touch up and competition
2300 hrs	Lights out

Sunday 21 Jan 2018

Time	Serial
0600	Wakey wakey
0630 hrs– 0745 hrs	Breakfast
0815 hrs -	Muster and briefing at Bldg 211
0830 hrs 1100 hrs	Head to Head competition
1100 hrs – 1200 hrs	Clean up
1200	Awards and Presentation
1300	Depature

## Annex B – Kit List

The following is a suggested kit list for all cadets and staff:

1. The following is a list for all cadets:
  - a) STU's
  - b) PT Gear
  - c) Pajamas
  - d) A pair of outdoor shoes and indoor shoes
  - e) 3 changes of clothes, including casual clothing for evenings
  - f) Water bottle
  - g) Tooth brush, toothpaste, soap, shampoo, deodorant, towel, etc.
  - h) sleeping bag and pillow
  - i) Appropriate outdoor clothing, including winter boots, gloves toques.
  - j) bag for the above items
  - k) any necessary prescription medications
  - l) Ensure that kit is marked with the cadets name
2. Please note the following items are prohibited
  - a) non-prescription medications
  - b) cigarettes, lighters, etc.
  - c) alcohol
  - d) expensive items such as stereos or electronic games
  - e) knives or other weapons
  - f) inappropriate reading material
3. Cadet corps and participants shall be responsible for personal belonging and valuables
4. RCSU(NW) will not be responsible for any lost or damage belonging
5. In the past, cadets have not arrived for training with suitable clothes. CO's shall ensure that all cadets dress appropriately.
6. Pocket money for Canteen – Canteen will be available at certain times during the weekend.



**INFORMED PARENTAL CONSENT – WAIVER**

**To parents/guardians: please return this form filled in and signed to \_\_\_ RCSCC**

**MEDICAL**

2. Parents/Guardians are requested to initial if they agree or disagree to have the medications listed below administered if necessary by the Commanding Officer, Officer-in-Charge and First Aider to their son/daughter/ward during the course of the trip.

**TYLENOL 325 mg tablets** for pain or fever will be administered according to package directives.  
Agree: \_\_\_\_\_ Disagree: \_\_\_\_\_ (Initial applicable)

**IBUPROPHEN tablets** for pain relief, muscle pain and reduce fever will be administered according to package directives.

Agree: \_\_\_\_\_ Disagree: \_\_\_\_\_ (Initial applicable)

**GRAVOL 50 mg tablets** for travel nausea (on the coach bus) will be administered according to package directives.

Agree: \_\_\_\_\_ Disagree: \_\_\_\_\_ (Initial applicable)

**DIPHENHYDRAMINE (Benadryl)** for symptoms of allergic rhinitis, motion sickness and insect bites and stings will be administered according to package directives.

Agree: \_\_\_\_\_ Disagree: \_\_\_\_\_ (Initial applicable)

**ROBITUSSIN DM syrup** for cough suppression will be administered according to package directives.

Agree: \_\_\_\_\_ Disagree: \_\_\_\_\_ (Initial applicable)

3. Cadets travelling with prescription drugs are requested to list them below.

Prescribed Medication	Reason
_____	_____
_____	_____
_____	_____

4. Cadets are requested to provide a list of their known allergies

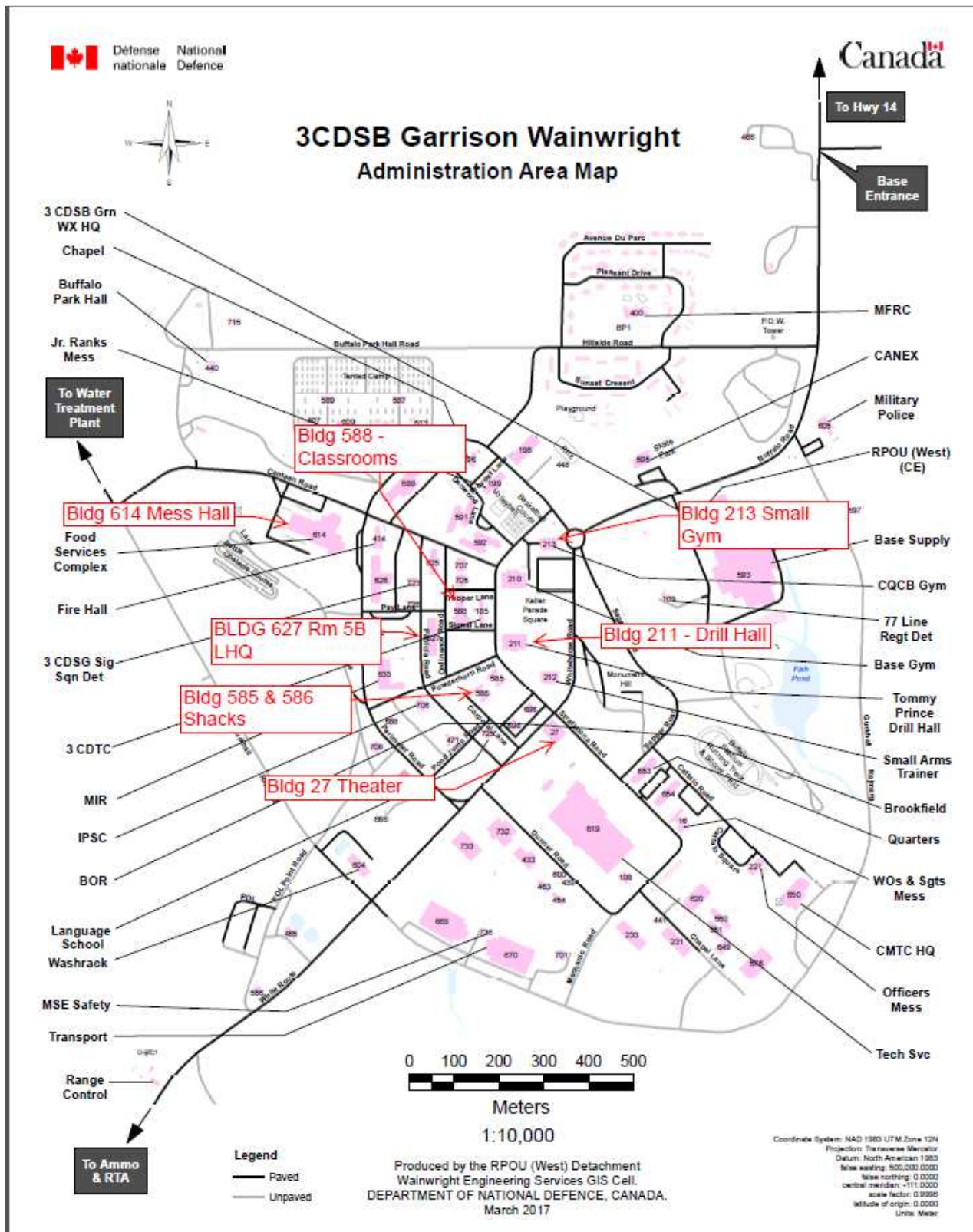
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of parent / guardian

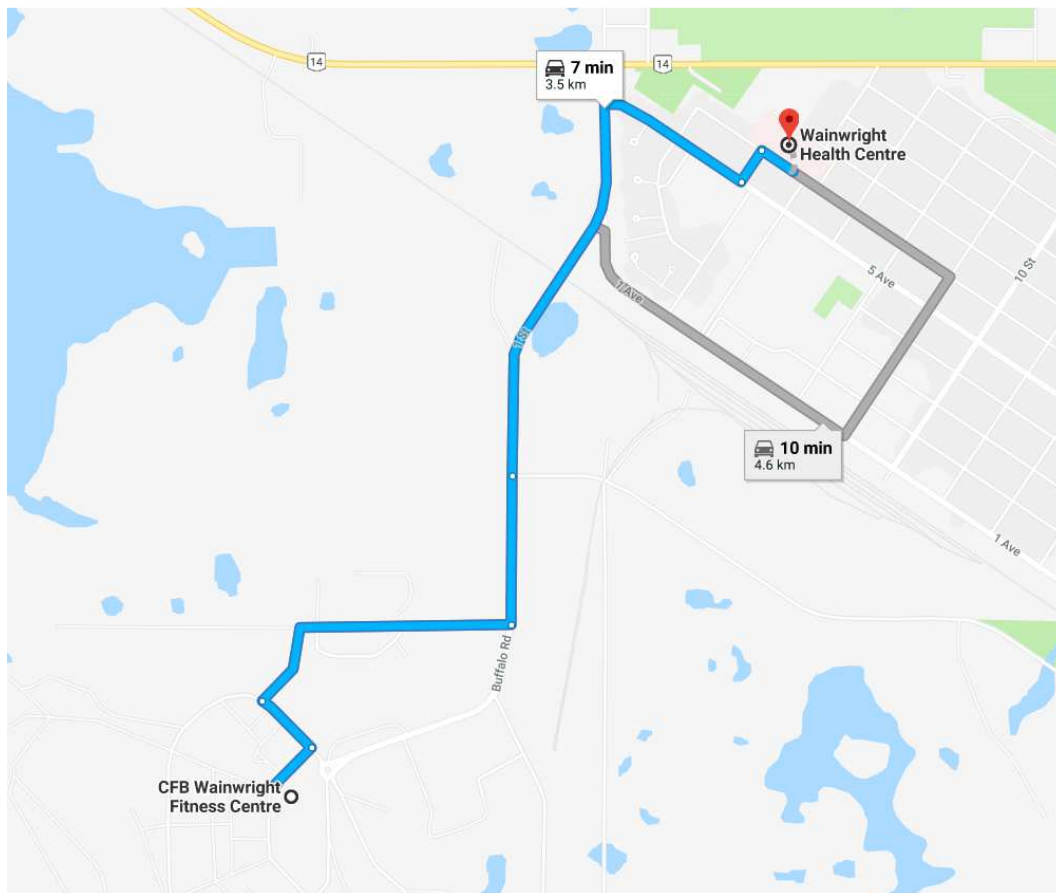
\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

Annex E – Training Area



## Annex F Hospital



Directions:  
Take Hillside Rd to Buffalo Rd  
Take 1<sup>st</sup> street to 5<sup>th</sup> street  
Drive to 6 Ave