

COURSE CADET JOINING INSTRUCTIONS



HMCS ONTARIO CADET TRAINING CENTRE

Issued on the Authority of the Commanding Officer

CADETS, PARENTS/GUARDIANS;

On behalf of the officers and staff cadets that make up the ship's company of HMCS ONTARIO allow me to welcome you to the ship. Each summer hundreds of course cadets from across the province of Ontario and the far corners of Canada are selected to participate in a unique learning environment at HMCS ONTARIO. Your son or daughter has been selected to attend their particular course of training during the summer of 2017. These Joining Instructions contain important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety as they provide most of the information that will be required to assist us in making their summer a memorable experience.

We maintain a number of web based sites in order to provide parents with up to date information regarding parades, performances, ceremonies, visits and daily activities within the ship including daily posts on Facebook.

Ship's Website: <http://www.cadets.ca/en/summer-opportunities/training-centres-hmcs-ontario.page>

Facebook: <https://www.facebook.com/cstchmcsontario>

In order to prevent those occasional cases of homesickness, we encourage cadets to stay in touch with their family through phone calls home or regular mail. We ask for your support in encouraging your cadets should they be feeling lonely and we are happy for you to e-mail or phone us to let us know if there are any issues we should be aware of. The staff at HMCS ONTARIO is here to look after your cadet's well-being; our first priority is the safety of the cadets. As well, we want to make sure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact HMCS ONTARIO directly through the numbers provided in these Joining Instructions.

In order to successfully pass their training course, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from HMCS ONTARIO in the company of an authorized adult (the adult must be authorized by the parent/guardian); however, this may only occur as the training schedule permits or in emergency situations. We appreciate your understanding and cooperation in this matter. If you wish to visit your cadet through the summer, Sunday is the designated day off for the cadets. You are asked to notify the Ship's Office if you plan to sign you cadet out for a Sunday visit in order for us to prepare their leave pass and have them ready when you arrive. Should your cadet be unable to complete the training or should your cadet need to be returned home for any reason, we will contact you first to make arrangements.

We look forward to having your cadet aboard HMCS ONTARIO this summer. If you have any questions after reading this package, please check with the officers at your cadet's corps or contact the ship.

Yours Aye,

Cdr J.H. (John) Metcalfe, CD
Commanding Officer

INTRODUCTION

1. Congratulations on being selected to attend a summer training course at HMCS ONTARIO! This booklet is intended to provide you information on the operation of HMCS ONTARIO, and what is expected of you as a course cadet and the routine that you will follow each day on board. Please be sure to read through these joining instructions in their entirety.

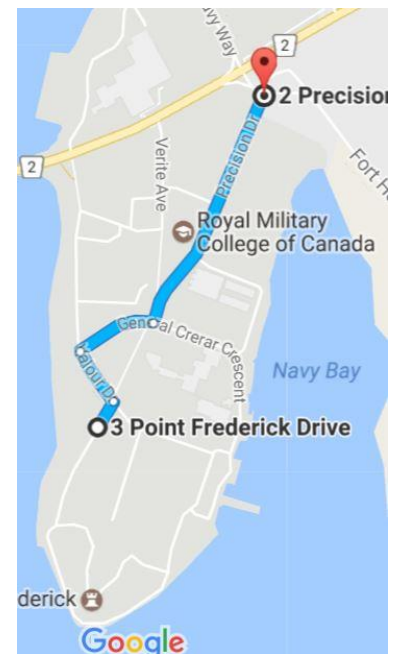
2. HMCS ONTARIO is a cadet training centre located on the grounds of the Royal Military College of Canada in Kingston, Ontario. While here, you are expected to work hard and to accomplish a great deal. The daily routine is demanding and you will discover your personal strengths before you return home. Perhaps you, like thousands of other Sea Cadets who have attended before you, will discover that your potential is much greater than you ever realized.

3. The summer training program is an integral and important part of every sea cadet's progression and complements the training that you receive at your home corps. As you advance through the program gaining experience and promotion, you will continually be presented with new training challenges. The training carried out in HMCS ONTARIO each summer consists of the following:

- General Training – 2 weeks;
- Basic courses – 3 weeks;
- Intermediate, Instructor and Advanced courses – 6 weeks; and,
- Advanced Training for Staff Cadets of up to 7 weeks.

DRIVING DIRECTIONS

- Route to the Kingston Area Via Highway 401 (MacDonald-Cartier Freeway); Exit 623 at Highway 15 (Kingston/Smiths Falls/CFB Kingston/Ft. Henry);
- Turn South and proceed 6.6 km to Highway 2;
- Turn West (right) and proceed 0.7 km to Fort Henry Drive;
- Turn South (left) onto Fort Henry Drive for approx. 100 m to Precision Drive , the main entrance to the Royal Military College of Canada and turn right;
- Turn onto Precision Dr. and follow it for 550 m until you come to a T-section;
- Turn Left at the T-section onto General Crerar Crescent and follow it for 400 m;
- Turn Right onto Valour Dr. (up a small hill) for 40 m;
- Turn left on to Point Frederick Dr. and proceed 40 m to signs outside the building with HMCS ONTARIO Ship's Office.



CONTACT INFORMATION

Telephone: Ship's Main Office (613) 541-5010 extension 4681 (Mon-Fri – 0730-1600)
Ship's Summer Office (Regulating) (613) 541-5010 extension 6063
After Hours/Duty Centre (Regulating): (613) 541-5010 extension 6063

Fax: (613) 541-5013

Email: HMCSOntario@cadets.gc.ca

TRANSPORTATION AND IDENTIFICATION

1. Regional Cadet Support Unit (RCSU) Movements staff arranges all transportation for cadets to and from HMCS ONTARIO. Details will be forwarded to the corps Commanding Officers who will provide cadets with the necessary instructions and/or documents. Cadets traveling in groups are normally escorted and movements' staff will meet cadets who must change aircraft, busses, etc during their journey.
2. Cadets shall travel to and from HMCS ONTARIO in C2 order of dress (white top, gunshirt, trouser, belt, boots, and sock grey wool). Cadets are not to bring corps issued webbing, Coxswain or Boatswain chains or full cadet medals.
3. Cadets must carry one piece of valid Government-issued photo identification or two pieces of valid Government-issued non-photo identification. Examples of acceptable identification are Birth Certificates, Provincial ID cards or Passports. **School ID cards are not acceptable.** The name on the photo ID must match the name on the Offer of Participation and in Fortress. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them no matter the method of transportation. Please be aware that **photocopies** of ID are **not acceptable**.
4. When traveling by air or rail, cadets may have one piece of luggage weighing not more than 22 kg (50 lbs) for air and 18 kg (40 lbs) for rail, they should be able to carry their luggage on their own. Cadets may also have one piece of carry-on weighing not more than 9 kg (21 lbs) for air and 11 kg (25 lbs) for rail, which must conform to airline/rail standard size. Hockey bags will be subject to an oversize charge and should not be brought. Rolling duffle bags should be of a similar size to the DND issued duffle bag. Each piece of luggage must have an identification tag (inside and outside). Cadets and their parent/guardian should ensure that they are familiar with items that may not be carried on board aircraft as regulations change.
5. Cadets are not authorized to bring private motor vehicles of any type to HMCS ONTARIO. Parents/guardians may transport cadets to and from HMCS ONTARIO if prior arrangements are made with the appropriate Movements staff. **If parental/guardian pick up is to be made at the end of the summer training period, a Request for Parental/Guardian Pick Up/Drop Off of Cadets form must be completed and signed by the same parent/guardian who signed the Acceptance and Consent form. Only the person authorized on this form will be permitted to transport the cadet away from HMCS ONTARIO.** The Cadet will need to ensure that the proper out routine is done prior to departure. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of all involved.

COURSE DATES

COURSE TITLE	BEGINS	ENDS
General Training (Serial A)	10 July 17	21 Jul 17
General Training (Serial B)	24 July 17	4 Aug 17

General Training (Serial C)	07 Aug 17	17 Aug 17
Basic Drill & Ceremonial (Serial A)	10 July 17	28 July 17
Basic Drill & Ceremonial (Serial B)	31 July 17	17 Aug 17
Drill & Ceremonial Instructor	10 July 17	17 Aug 17
Basic Sail (Serial A)	10 July 17	28 July 17
Basic Sail (Serial B)	31 July 17	17 Aug 17
Intermediate Sail	10 July 17	17 Aug 17
Sail Instructor	10 July 17	17 Aug 17
Advanced Sail	10 July 17	17 Aug 17
Basic Seamanship (Serial A)	10 July 17	28 July 17
Basic Seamanship (Serial B)	31 July 17	17 Aug 17
Ship's Boat Operator	10 July 17	17 Aug 17
Military Band - Basic Musician (Serial A)	10 July 17	28 July 17
Military Band - Basic Musician (Serial B)	31 July 17	17 Aug 17
Intermediate Musician	10 July 17	17 Aug 17
Advanced Musician	10 July 17	17 Aug 17

TRAVEL DATES

1. Travel dates are always before and may be after the actual course dates shown above. Cadets are advised of their actual travel dates and details by the Movement Orders distributed to each Unit Commanding Officer.

PARENT/GUARDIAN PICK-UP AFTER GRADUATION PARADES

1. HMCS ONTARIO staff will set up an area approximately 1 hour prior to the graduation parade to begin parental/guardian sign out. Parents/guardians who are authorized to take their cadet home **must wait** until the cadets are finishes their out routine before the cadet will be released to their parent/guardian. The kit shop will be open prior to and following each parade and everyone is welcome to attend a meet and greet.

IN ROUTINE

1. All cadet trainees will be processed through an in routine upon their arrival aboard HMCS ONTARIO and will be required to provide the following information:

- Offer of Participation
- Corps Name/Number/Location;
- Eyeglass prescription, if required;
- Medications currently being used, including over the counter medication;
- Travel documents/tickets; and
- Provincial Health Plan Card.

2. During the in routine, all cadet kit will be inspected. This inspection is conducted to assure the cadet has not brought items on the list of prohibited items and to ensure they have sufficient and suitable clothing and/or equipment to HMCS ONTARIO. If unsuitable items are found, they will be confiscated for the duration of the training and returned during out routine. A list of all required, optional and prohibited items is provided in these joining instructions. Any inspections that may be required will respect the privacy and dignity of individuals involved.

ACCOMMODATIONS

1. Trainees are housed in college dormitories with one to four cadets per room. All bedding is provided. Rounds are carried out on a daily basis with Captain's Rounds being conducted weekly throughout the summer to ensure the cadets are keeping their living quarters neat and tidy. Cleanliness of living spaces is a very important aspect of life on board.

MEALS

1. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day. All meals are supervised by divisional staff. The menu is pre-planned to provide a well-balanced diet and menu items vary, allowing cadets a choice of dishes.

2. Please be aware that CAF Food Services do not offer allergen-free foods or other food preparation conditions. CAF Food Services do not have the resources and cannot cater to individual diner's food restrictions by ensuring avoidance of certain ingredients in food preparation. It remains the individual's responsibility to successfully monitor their food intake to avoid an allergen.

LAUNDRY

1. Free laundry services are available to all cadets at HMCS ONTARIO and are coordinated by divisional staff. **All clothing must be marked in permanent marker** so that any inadvertently misplaced items can be quickly returned. Normally, items are submitted in the evening and ready for pick up the following evening.

2. Cadets on six week courses may opt to wash their own clothing during free time in the evenings and on Sunday. The laundry rooms will be supervised to ensure the cadets can ask questions if necessary prior to operating the machines.

CELL PHONE/TELEPHONE

1. The telephone numbers for HMCS ONTARIO are location in Contact Information. Pay phones are available throughout the Training Centre for use by all cadets and officers. Cadets may bring cell phones but these may only be used during free time and must be secured during training time. **Cadets using their cell phone during training hours will have their cellphone confiscated for the balance of that day. Cadets who repeatedly break this rule will have their cellphone secured by divisional staff where access will be controlled.** HMCS ONTARIO holds no responsibility for lost or stolen cell phones while in the cadet procession. Phone cards for calling long distance can be purchased at the RMCC CANEX located on the college grounds.

OPEN HOUSE

1. Family and friends are invited to attend Course Gradation Parades for the Two, Three and Six Week Courses. Dates and times for the parades are indicated below. An additional open house (Navy Day) with family, friends and veterans is on **SATURDAY**, 12 August 2017 at 1900 (7 p.m.), with the presentation of Ceremony of the Flags. Relatives and friends who wish to visit HMCS ONTARIO are encouraged to plan their visits accordingly.

GRADUATION PARADES

COURSE TITLE	DATE	TIME
General Training (Serial A)	21 Jul 17	1000 hrs

General Training (Serial B)	4 Aug 17	1000 hrs
General Training (Serial C)	17 Aug 17	1830 hrs
Basic Drill & Ceremonial (Serial A)	28 July 17	1000 hrs
Basic Drill & Ceremonial (Serial B)	17 Aug 17	1830 hrs
Drill & Ceremonial Instructor	17 Aug 17	1830 hrs
Basic Sail (Serial A)	28 July 17	1000 hrs
Basic Sail (Serial B)	17 Aug 17	1830 hrs
Intermediate Sail	17 Aug 17	1830 hrs
Sail Instructor	17 Aug 17	1830 hrs
Advanced Sail	17 Aug 17	1830 hrs
Basic Seamanship (Serial A)	28 July 17	1000 hrs
Basic Seamanship (Serial B)	17 Aug 17	1830 hrs
Ship's Boat Operator	17 Aug 17	1830 hrs
Military Band - Basic Musician (Serial A)	28 July 17	1000 hrs
Military Band - Basic Musician (Serial B)	17 Aug 17	1830 hrs
Intermediate Musician	17 Aug 17	1830 hrs
Advanced Musician	17 Aug 17	1830 hrs

AUTHORIZED ABSENCE FROM ONTARIO

1. Course Cadets may be permitted to leave HMCS ONTARIO for a specified short period of time accompanied by a parent or pre-authorized family member or friend. They may request time off on Sundays; all cadets on leave are required to be back onboard HMCS ONTARIO no later 2000 (8 p.m.). This time off is to be arranged by the Friday before with their Divisional Officer. Time off may not be granted if the cadet is participating in a required activity. Dress for all leave is tilly hat, course or black t-shirt and issued black shorts.
2. In all cases, the only person(s) authorized to accompany a cadet from HMCS ONTARIO for time off is the parent/guardian or family member/friend authorized by the parent/guardian.
3. An absence from training, other than scheduled shore leave, is strongly discouraged by HMCS ONTARIO. When an absence occurs during a critical Enabling Check (EC) the cadet could be Returned to Unit (RTU) and receive a course failure.

MAIL SERVICE

1. Outgoing mail may be given to their Divisional Staff to be deposited or placed in the mailbox located in the ship's office. Cadets are responsible for postage and stationary supplies. Postage stamps, stationary and supplies are available for purchase from RMCC CANEX.
2. Incoming mail for course cadets will be picked up and delivered daily to the cadets by their Divisional Officers.
3. Mailing Address for Course & Staff Cadets Staff at HMCS ONTARIO

COURSE CADET – First name/initials and Surname
Cadet's Division and Course

HMCS ONTARIO
CFB Kingston
PO Box 17000 STN Forces
Kingston, ON K7K 7B4

BANKING

1. HMCS ONTARIO operates an on-board bank for safekeeping of personal funds. Cadets are strongly encouraged to deposit the majority of their cash into the cadet bank as HMCS ONTARIO is not responsible for lost or stolen money. Withdrawals can be arranged through the Banking Officer. The Canteen is not equipped to handle debit or credit card transactions.

2. Course cadets will receive a Cadet Training Allocation of \$60.00 per week to a maximum of \$120.00, \$180.00 or \$360.00 depending on the length of course. The Training Allocation will be deposited directly into the cadets' HMCS ONTARIO bank account at determined timings. Cadets will be issued a cheque at the end of summer for the remaining amount in the cadet HMCS ONTARIO bank account (training funds and personal funds).

SECURITY

1. Everyone is responsible for securing their own belongings. Each cadet must bring with them two good quality locks and they must remember to keep their personal and issued gear secured at all times. HMCS ONTARIO cannot be held responsible for money or items that go missing. Cadets are strongly encouraged not to bring attractive items such as jewellery, expensive clothing or electronics with them to HMCS ONTARIO. HMCS ONTARIO has established a cadet banking system for safekeeping their personal money in order to avoid keeping excess cash on hand, this should be used at all times. **Should a cadet chose to bring valuables to HMCS ONTARIO, they are required to complete the "Valuables Item Record Report" and turn it in during their in-routine.**

2. It is the cadet's responsibility to secure their valuables. **LOCK IT OR LOSE IT!**

DAILY ROUTINE

1. The daily training schedule will be posted at HMCS ONTARIO. Generally the daily routine you can expect is as follows:

0600	Wakey-wakey
0600-0630	Dress, tidy room, prepare for day
0630-0730	Breakfast
0730-1130	Morning training routine which could include morning parades and/or Captain's Rounds.
1130-1300	Lunch
1300-1630	Afternoon training routine
1630-1800	Supper
1800-1900	Divisional time for meetings, make and mend, etc
1900-2030	Slackers
2030-2130	Prepare for bed-showers, uniform preparation, etc
2130	Lights out.

2. Saturday evenings cadets will enjoy an activity such as a dance, carnival, etc and Sunday routine includes an opportunity to sleep in and participation in a sports tabloid in the afternoon.

SMOKING

1. HMCS ONTARIO is a smoking free environment. No cadet/staff cadet will be permitted to smoke and/or use any tobacco product within the boundaries of HMCS ONTARIO at any time. If a cadet has a smoking addiction, any required cessation product (e.g. Nicorette, Habitrol and/or the “patch”) will be the responsibility of the cadet and their parent/guardian.

KIT LIST

ITEM ISSUED BY CORP	REQUIRED	PACKED BY CADET
Uniform Trousers	2	
Seaman's White Top	1	
Lanyard	1	
Gunshirt	1	
Black Belt	1	
Uniform Tunic	1	
Socks, Grey Wool	2 pairs	
Boots, Ankle Black	1 pair	
Sea Trg Shirt	2	
Cadet Ball Cap (Sea Trg Uniform)	1	
Cadet Tilley Hat	1	
Elemental T'Shirt	1	
All Weather Jacket-both outer and fleece	1	
CLOTHING ITEMS REQUIRED FOR SUMMER TRAINING	QUANTITY TO BRING	PACKED BY CADET
Toothbrush/ Tooth Paste	1 Each	
Soap / Soap Dish	As Required	
Face Cloth / Towels	3 Each	
Shampoo / Body Wash	As Required	
Shaving Kit	As Required	
Deodorant	1	
Hairbrush	1	
Lip Balm SPF 15 or greater	1	
Sunscreen SPF 45 or greater	1	
Shower Sandals	1 Pair	
Undergarments	7 Each	
Socks, Athletic, White	5 Pairs	
Swimsuit (<u>1 piece Swimsuit Only for Females, that covers the mid-section</u>)	1	
Shoes, Running/Cross-training	1 Pair	
Gym/Sport Shorts-- <u>MUST be Mid-Thigh Length</u> , solid black colour	4 Min.	
T-Shirt (<u>No Low Cut T- Shirts, Must have Sleeves</u> , solid plain colour)	4 Min.	

Sweat suit / Jogging Suit (sweater/pants)	1	
Pyjamas	2 Pairs	
Jacket (light jacket or sweater)	1	
Pants/Jeans (No Tears/Holes in Pants)	2	
Combination Lock	2	
Boot Polishing Kit	1	
Sewing Kit	1	
Writing Home Materials	As Required	
Prescription medications. <u>Sufficient quantities to last the entire time away from home.</u>	As Required	
Hangers	6	
Water bottle	1	
Backpack (Knapsack/Gym Bag) (Solid Dark Colour Preferred)	1	

1. The following is the recommended kit required for course cadets at HMCS ONTARIO. Depending on the trade your cadet has chosen, additional kit may be recommended. Please review all kit lists, as HMCS ONTARIO only issues kit as indicated below.

2. HMCS ONTARIO has a conservative clothing policy: all personal clothing needs to be respectable and tasteful. All shirts require sleeves, and are not to be revealing. Shorts need to be mid-thigh in length. Female swimsuit **MUST** be one piece with mid-section covered. Two piece swimsuits are not allowed. All civilian clothing needs to be free from holes, tears, offensive imagery, solid dark colour without any writing is preferred. Cadets may bring local cadet corps clothing.

ITEMS ISSUED BY HMCS ONTARIO TO COURSE CADETS	QUANTITY TO BE ISSUED
Laundry Bag	1
Rain Gear Yellow Top (SAIL & SEAMANSHIP ONLY)	1
Rain Gear Yellow Bottom (SAIL & SEAMANSHIP ONLY)	1
PFD	1
Elemental T-Shirt	1

DOCUMENTS REQUIRED	REQUIRED	PACKED BY CADET
Offer of Participation	1	
Health Card	1	
Personal Items Log	1	
Transportation – Form	1	
Prescription – Eyeglasses with Strap	1	
Identification: (under 16, Government- Issued, e.g. Birth Certificate if travelling by rail or air OR Photo Identification (Age 16 and over, Government-Issued, e.g. Passport) if travelling by rail or air.	2	

ADDITION ITEMS REQUIRED FOR BAND COURSE CADETS	QUANTITY TO BRING	PACKED BY CADET
Gun Shirt (if the cadet has an extra Gunshirt)	1-2	

Reeds	Optional	
ADDITION ITEMS REQUIRED FOR GENERAL TRAINING COURSE CADETS	QUANTITY TO BRING	PACKED BY CADET
Shoes, Water-activity with closed toes (fast drying)	1	
ADDITION ITEMS REQUIRED FOR SAIL COURSE CADETS	QUANTITY TO BRING	PACKED BY CADET
Shoes, Water-activity with closed toes (fast drying)	1 pair	
Sunglasses with Safety Strap	1 Pair	
Sailing Gloves	1 Pair	
Swimsuit (1 piece only for females, that covers mid-section)	2	
Wristwatch	1	
Additional Shorts ((<u>Short MUST be mid-thigh length</u> , Solid black)	2	
Additional T-Shirt (<u>No low cut t-shirts, must have sleeves</u> , Solid dark colours)	2	
Small Dry Bag	Optional	
ADDITION ITEMS REQUIRED FOR SEAMANSHIP COURSE CADETS	QUANTITY TO BRING	PACKED BY CADET
Shoes, Water-activity with closed toes (fast drying)	1	
Sunglasses with Safety Strap	1	

RESTRICTED ITEMS

1. The following items **SHALL NOT** be brought onboard HMCS ONTARIO. These items will be confiscated upon arrival. **Course Cadets are not to bring CHAINS or WEBBING.**

- Excessive electronic equipment
- Instruments
- Pets
- Knives
- Firearms/weapons (including toy replicas)
- Laser pointers
- Lighters or other fire starting items
- Felt tipped markers
- Tobacco products
- Glass containers
- Pornographic materials
- Ammunition
- Straight blade razors
- Alcohol or illicit drugs
- Altered parade boots (no extra soles)

DRESS AND DEPARTMENT

1. A high standard of dress and deportment is required from all cadets attending HMCS ONTARIO. Cadets will be expected to maintain their own uniforms and will be inspected regularly.

2. Prior to arrival at HMCS ONTARIO, cadets are to ensure that their hair is styled neatly in a military fashion in accordance with CATO 35-01. Male cadets may wear a mustache or beard in accordance with CATO 35-01 otherwise they are expected to be clean-shaven; however reasonable medical or religious considerations will be accommodated. Cadets are required to maintain this standard throughout their stay at HMCS ONTARIO. A barber will be available on a regular basis. Costs of haircuts are the responsibility of the individual cadet.

DISCIPLINE

1. In order to maintain a safe and orderly environment, cadets are required to follow the rules set out in CATO 15-22 for the Canadian Cadet organizations and for HMCS ONTARIO. All course cadets will sign the Cadet Code of Conduct on arrival to HMCS ONTARIO
2. Cadets will be made aware of the HMCS ONTARIO Standing Orders. Cadets who choose to disregard these rules will be subject to a progressive disciplinary process. Continual poor behaviour or an incident of serious misconduct may result in a cadet being returned home. Stealing, bullying or inappropriate conduct of any kind are unacceptable and may result in a return to unit.

KIT SHOP & CANTEEN

1. HMCS ONTARIO maintains a small kit shop where cadets may purchase items of clothing with the ship's logo such as t-shirts and ball caps. Additionally, the various departments of the ship may purchase departmental clothing such as hoodies and sweaters. These purchases are coordinated with our cadet bank and are not mandatory. Parents are welcome to visit the kit shop during our graduation parades and are welcome to make a purchase.
2. The ship runs a small canteen service where the cadets may purchase ice cream, soft drinks and juice, for other items access to the RMCC CANEX will be made available to the cadets on a regular schedule.
3. All proceeds from our kit shop and canteen are directed to support cadet welfare and moral over the summer period.

CONTACT WITH THE SHIP

1. Should at any time you have a concern or question about the welfare or safety of your cadet please contact the ship directly at one of the listed numbers. Our mandate is to provide a safe, healthy, exciting and challenging learning environment. Your support as parents in ensuring your cadet is benefiting from the full experience of camp life is appreciated.