

# Regional Cadet Support Unit (Northwest)

## Year 5 Workshops



## Joining Instructions 2017

## INTRODUCTION

1. Year 5 cadets in Manitoba and Nunavut will attend a Year 5 Workshop Weekend in Shilo, MB from 8-10 Dec 2017.
2. The purpose of these joining instructions is to provide the cadet and their parent(s)/guardian(s) with the information necessary for them to prepare for and participate in the workshops. A kit list is attached at Annex A.

## GENERAL

3. Cadets will participate in four workshops. A sample weekend schedule is located at Annex B.

## ASSESSMENT OF PARTICIPANTS

4. All cadets participating in the training weekend will be formally assessed using the PO 513 Assessment Checklist. Assessment results will be entered into Fortress and forwarded to the respective cadets' cadet corps. The standard to pass the workshop is active participation in all four workshops.

## ACCOMODATIONS AND MEALS

5. Overnight accommodations are gym floor on cots. All cadets are asked to bring sleeping bags and pillows. Towels are not provided.
6. Friday Supper will not be provided. Please ensure cadets eat before boarding busses. Breakfast and Saturday night dinner will be at CFB Shilo Mess Hall. Lunches will be box lunches at the training location.
7. Cadets who are vegetarians, have food allergies or have special diet requirements should inform their corps CO and Year 5 OPI at [northwesttrainingwinnipeg@forces.gc.ca](mailto:northwesttrainingwinnipeg@forces.gc.ca). We will make alternate arrangements if possible.

## DRESS

8. Uniform (pants, short sleeve shirt, tunic).

## TRANSPORTATION/MOVEMENTS

9. Transportation to and from CFB Shilo will be arranged for the participants. Bus Route confirmations will be distributed by RCSU (NW) Transport.
10. Cadets that are local to Shilo are to arrive at the MPFT at CFB Shilo buildings no earlier than 1900 hrs and no later than 2100 hrs on Friday 8 Dec 17.
11. Cadets travelling via Bus, military driver and/or parental drop-off are not required to wear their uniform (appropriate civilian clothing is acceptable). **Cadets travelling via commercial air WILL travel in uniform.**

## MEDICAL / DENTAL / HEALTH

12. **Facilities / Services.** Medical and dental emergencies will be handled through a combination of on the spot first aid and the local 911 emergency systems. Medical incidents will be handled using first aid and evacuation to a designated medical facility.
13. **Prescription Medication.** Cadets taking prescription medication for an existing medical condition must bring a sufficient supply for the duration the weekend. Medications must be in clearly

labelled containers. Individuals with severe allergic reactions must have an ANAKIT/Epi-pen with them and carry it on their person at all times.

### **DISCIPLINE AND BEHAVIOUR**

14. Cadets indulging in inappropriate behaviour, violation(s) of rules/regulations or disrupting the learning of others will be subject to disciplinary action including the possibility of Return to Unit (RTU).

### **DRUGS AND ALCOHOL**

15. **Regulations.** The orders detailed in CATO 13-23 concerning drugs and alcohol will be applied to conduct of the workshop weekend. Cadets who possess or use drugs, prohibited substances or drug related material will be reported to local civilian police. The use of alcohol by cadets will result in an immediate return to unit (RTU).

### **CONSENT TO PARTICIPATE**

16. The Parental Consent (Activities by Registration) Form in Fortress will be printed off by the corps and signed by the cadet's parent(s)/guardian(s) and kept at the corps. **Cadets are to bring a completely signed copy of this form with them to the weekend.**

### **COMMUNICATION AND CONTACTS**

17. Routine communications regarding the Workshops can be directed to Capt Erin McKinlay 204-228-8072

18. During the conduct of the weekend the following is a list of emergency contact numbers:

- a. For Transportation Emergencies call 204-292-1055; and
- b. For all other Emergencies call Capt McKinlay: 204-228-8072

**CLOTHING AND EQUIPMENT LIST**

1. The provision of all personal clothing and equipment items listed below is the responsibility of each cadet.

TO BE BROUGHT	CHECKLIST
Year 5 Log Book (this is essential so it can be signed off)	
Uniform (boots, socks, belt, pants, short sleeved shirt, tunic, headdress)	
Tunic (Optional)	
Elemental Head Dress	
Cadet All Season Jacket	
Towels (combination of Towel/hand towel/face cloth)	
Toothbrush, toothpaste, dental floss	
Shaving kit	
Bobby pins/hair accessories	
Hairbrush or comb	
Travel sized soap	
Travel sized deodorant	
Travel sized toothbrush and toothpaste	
Underclothing	
Socks	
Shoes/sneakers	
Shirts/T-Shirts/Blouse	
Sweater	
Pants/Jeans (in good condition)	
Pyjamas/Sleepwear	
Swim wear for base pool in evening (optional)	
Shower Shoes	
Camera (optional)	
Water Bottle	

Joining Instructions – Year 5 Workshops  
Annex A

2. No radios, MP3 players, cellular phones, video games or similar electronic devices will be permitted during training hours.
3. The following items will NOT be brought to the workshops:
  - a. firearms of any kind;
  - b. all knives;
  - c. straight blade razors;
  - d. pornographic materials;
  - e. non-prescription drugs;
  - f. laser pointers; and
  - g. lighters and other fire starting equipment.

**SAMPLE WORKSHOP SCHEDULE**

<b>Timing</b>	<b>Activity</b>	<b>Details</b>	<b>OPI</b>	<b>Notes</b>
<b>Friday</b>				
1800hrs	Staff set up			
2000hrs	Cadets arrive		OIC	These timings will vary depending on bus arrival times
2030hrs	Cadet briefing		OIC/Sr Facilitator	
2200hrs	Cadets to quarters		Duty Officer	
2300hrs	Lights Out		Night Supervisors	
<b>Saturday</b>				
0600hrs	Reveille		Night Supervisors	
0700hrs	Breakfast		Duty Officer	
0800hrs	Workshops		Facilitators	
1130hrs	Lunch		Duty Officer	
1230hrs	Workshops		Facilitators	
1600hrs	Supper		Duty Officer	
1700hrs	Team Building and free time		Facilitators	Booked Theatre, bowling alley and pool
2030hrs	Free time		Duty Officer	
2300hrs	Lights Out			
<b>Sunday</b>				
0630hrs	Reveille		Night Supervisors	
0730hrs	Breakfast		Duty Officer	
0830hrs	Workshops		Facilitators	
1130hrs	Debrief		OIC	
1200hrs	Lunch		Duty Officer	
1230hrs	CCC meeting			
1430hrs	Buses depart		Escort Officers	