

329
CFHSTC
Royal Canadian Army Cadet Corps



Op CAPITAL
2017

JOINING INSTRUCTIONS

PLEASE READ CAREFULLY

Exercise Details

1. **Rendezvous Location:** 329 Portable- 25 Richmond St, E Tottenham ON
 2. **Duration:** Trip duration is three (3) training days, *FRIDAY, 09 JUN – SUNDAY, 11 JUN 2017.*
 3. **Location:** Trip will be conducted in various locations in Ottawa/ Gatineau
 4. **Intake Process:** Cadets will report to the Duty Staff located at the portable (LHQ) when arriving. **Cadets are to arrive Not Later Than 1315 on FRIDAY, 09 JUN 17.**
 5. **Dress & Equipment:** Cadets will report in appropriate civilian clothing (no rips, tears, or rude images/slogans) each day. Corps t shirts will be worn on Sunday 11 JUN 17. No uniforms are required for this rec trip. See ANNEX A- Kit List.
- NOTE:** *Please consider the weather as some of our activities take place out of doors.*
6. **Rations:** Cadets \$20 deposit will cover Friday night supper. All other meals will be provided. Cadets are NOT to bring their own food (except that listed in Annex A- Kit List), unless approved by the Commanding Officer NLT Thursday, 08 JUN 17.
 7. **Quarters:** Quarters will be provided for this course. Bring a pillow and blanket.
 8. **Travel Arrangements:** Travel arrangements to and from Ottawa and to each venue is by Coach Bus (Parkinson)
 9. **Medical:** Minor first aid will be offered by our First Aid Officer. Should a serious emergency arise 911 shall be called, and personnel shall be transported to the nearest hospital.
 10. **Exhaust Timing:** *PARENT PICK UP TIMING is 1800hrs on 11 JUN 17 at the portable, 25 Richmond St E, Tottenham ON*

EMERGENCY CONTACT ONLY

Capt Ashley Austin at Corps Phone Number:

249-359-9542

ashleystaci@gmail.com

Annex A- Kit List

DO BRING

*****YOU MUST BRING YOUR ORIGINAL HEALTH CARD*****

(NO HEALTH CARD = NO PARTICIPATION. Copies NOT Accepted)

Clothing

- 3 pr Socks
- 3 pr Underwear
- 1 pr Running Shoes/Comfortable footwear
- 1 ea swim shorts/ bathing suit (no bikini- one piece or tankini only)
- 1 pr sandals (for pool area/showers)
- 1 pr Pyjamas
- 1 set Sports Gear/Track Suit
- 1 ea Civilian Sweater
- 1 ea Jacket
- 2 pr Civilian pants (Jeans permitted- NO rips)
- 2 ea Civilian tops (no rude graphics/slogans, no thin strap tank tops)
- 1 ea Corps Tee Shirt
- 1 ea baseball hat

Equipment

- 1 ea Camera (OPTIONAL- AT YOUR OWN RISK)
 - 1 ea Small Note Pad/FMP
 - 1 ea Watch
 - 1 ea Ablutions Kit (Essentials- Toothbrush/Paste, soap, shampoo for ALL. Shaving items for males, hair items for females)
 - 1 ea Towel
 - 1 ea Pillow & Favourite Blankie
 - 1 ea Backpack
 - 1 ea Water Bottle/Camelback
 - 1 ea Sunscreen/bug spray
- Spending money
You may bring your own Trail Mix/GORP, or sealed nutritious snacks (granola bars, etc)

DO NOT BRING

- Weapons of any sort (No large knives, no hatchets/axes, firearms or ammunition, etc.);
- Illegal Narcotics;
- Tobacco Products of any type;
- Non-Prescription Medication (Including Over the Counter items, such as cold or flu meds);
- Prescription Drugs unless accompanied by a valid prescription;
- Personal Electronics (Except those items listed above);
- Pornography;
- Any item carrying a slogan/label promoting the use of drugs/alcohol/behaviours not compatible with the aims of the Canadian Cadet Movement (I.e.; Racism, Misogyny, Political Statements, Anti-Government/Monarchy, etc); and/or
- Any items not listed above without the express approval of the Cadet's Platoon Commander

**ANNEX B – MASTER EVENT LIST (MEL)
OP CAPITAL 2017**

DAY 1 (FRIDAY 11 JUN 17)

SER	TIMING	EVENT	LOC	OPI/INSTR	REMARKS
001	1315	Parent Drop Off	Portable	All available	
002	1330	Bus Departure	Portable	OPI	
003	1700	Supper	ONRoute Napanee	OPI	
004	1930	Arrival at Connaught CTC	Connaught	OPI	March in
005	2000	Set-up/Safety Briefing	Connaught	OPI/SCC	All available staff members are to assist with Set-up.
006	2045	Free Time/Evening Snack	Connaught	OPI / Duty O	Lt Bain Duty O
007	2230	Ablutions	Connaught	Duty O	
008	2300	Lights Out	Connaught	Duty O	

Day 2 (SATURDAY 10 JUN 17)

SER	TIMING	EVENT	LOC	OPI/INSTR	REMARKS
016	0700	Reveille	Connaught	Duty O	OCdt Hengeveld Duty O
017	0730	Breakfast	Connaught	Duty O	
018	0820	Board Bus	Connaught	OPI	
019	0900	Canadian War Memorial/Parliament Hill Outdoor walkabout	Ottawa	OPI	
020	0945	Supreme Court of Canada	Ottawa	OPI	
021	1030	Board Bus	Ottawa	Instructor's	Map & Compass / 522 Radio
022	1045	Byward Market/Rideau Centre (Lunch/Free Time)	Ottawa	OPI	\$15 per person for lunch
023	1330	Board Bus	Ottawa	OPI	
024	1400	Splash Wave Pool	Gloucester	OPI	
025	1625	Board Bus	Gloucester	OPI	
026	1700	Le Buffet Des Continents	Gatineau	OPI	
027	1900	Escape Manor- Escape Rooms	Hintonburg	OPI	
028	2115	Board Bus	Hintonburg	OPI	
029	2145	Free time/Evening snack	Connaught	Duty O	
030	2230	Ablutions	Connaught	Duty O	
031	2300	Lights Out	Connaught	Duty O	

Day 3 (SUNDAY 11 JUN 17)

SER	TIMING	EVENT	LOC	OPI/INSTR	REMARKS
029	0700	Reveille	Connaught	Duty O	2Lt Farnsworth
030	0730	Breakfast/Pack bus	Connaught	Duty O	
031	0845	Board Bus	Connaught	OPI	Cas Sim Demo
032	0930	Canadian War Museum Grand Tour	Ottawa	OPI	Cas Sim Practical
033	1200	Board Bus	Ottawa	OPI	
034	1230	Lunch – McDonald's	Ottawa	OPI	IMP Lunch
035	1800	Parent Pick Up	Portable/ Tottenham	OPI	

INFORMED PARENTAL CONSENT - WAIVER

To parents/guardians: please return this form filled in and signed to the CO, 329 RCACC.

GENERAL

1. To parents/guardians of cadets from 329 CFHSTC RCACC who are participating in the trip to Ottawa/Gatineau from 09 to 11 June, 2017.
2. The purpose of this letter is to formally advise you of details of this trip and make you aware of the roles, responsibilities and liability of the Army Cadet League, the Department of National Defence/Canadian Forces, cadets and yourself. Your signature at the end of this letter will indicate that you have read and understand this letter and accept the conditions and risks to your son/daughter/ward and yourself under which this trip is being conducted.

SPONSORSHIP

3. Within the Canadian Cadet program, this activity is NOT part of the normal training program and is described as an "Optional Activity" not funded by the Department of National Defence/Canadian Forces. Cadet attendance is voluntary only and failure to attend has no effect on a cadet's career, promotion or selection for other training opportunities.

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4. As an "Optional Activity," the Department of National Defence/Canadian Forces neither sponsors this activity nor provides support for it. The Parent Support Committee that supports 329 RCACC is the official sponsor for this activity.

ESCORTS

5. Within the Canadian Forces (CF):

- a. only an officer of the Cadet Instructor Cadre may be appointed as an officer in charge of Royal Canadian Sea, Army and Air Cadets; and
- b. only appropriately trained CF Regular and Reserve personnel and Civilian Instructors (CIs) are authorized to supervise Royal Canadian Sea, Army and Air Cadets.

6. Support Committee members, parents, guardians and volunteers are NOT authorized to supervise and escort Royal Canadian Army Cadets. For this activity, the official escorts are:

Captain Ashley Austin, Lt Tracy McConkey, Lt Sharon Bain-Hengeveld,

2Lt James Farnsworth and OCdt Ben Hengeveld.

7. It is government policy to indemnify and provide legal assistance to members of the CF (which includes officers of the CIC) and CIs for certain risks arising from the performance of their duties, including the supervision and escorting of cadets if:

- a. they acted honestly;
- b. they did not act maliciously;
- c. they worked within the normal scope of their duties and responsibilities; and
- d. they met reasonable departmental expectations in the performance of their duties.

ACTIVITIES AND ITINERARY

8. A detailed itinerary for this trip is attached. It outlines daily activities, timings, locations, methods of transportation and accommodations that will be used.

(NOTE)

(Cadets will be supervised by officers of the CIC and CIs at all times except during "FREE TIME" periods as stated in the itinerary. These "FREE TIME" periods will permit cadets to take walks, go shopping or participate in other periods of relaxation not directly related to the trip activities.)

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ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

9. In accordance with cadet policies, cadets are prohibited from consuming alcoholic beverages or using illegal drugs. If these rules are broken, the following may occur:

- a. the cadet may be sent home at the parent's/guardian's expense;
- b. the cadet may be prohibited from taking part in any further trip activities;
- c. the cadet may lose cadet training and cadet membership privileges; and
- d. if injured while under the influence of alcohol or illegal drugs, medical insurance MAY NOT apply and any resulting expenses could be the responsibility of the parent/guardian.

DOCUMENTATION

10. Cadets shall have the following documentation in their possession before leaving home:

- a. their provincial health card; a photocopy of the card or its number written down could be refused by medical facilities who may see it as inadequate proof of identification;

11. There will be no cost required for additional ID for this trip.

INSURANCE

12. During authorized international trips and exchange programs, all cadets on strength at a corps/squadron, attending CSTC/RGS, participating in a RCSU/D Cdts & JCR activity or participating in an international exchange program are covered by the CF for emergency medical or dental care.

13. Additional insurance coverage is not required.

14. Parents/Guardians should check their own home-owners/renters insurance and determine what coverage/benefits they may already have on these matters.

MEDICAL

15. 329 RCACC recommends that cadets with medical needs visit his or her doctor for a check up to discuss the trip to Ottawa/Gatineau in June.

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16. 329 RCACC will be travelling with over-the-counter medications that may be administered if necessary and with prior parent's/guardian's consent. Only the First Aid Officer will administer these medications. Dosage instructions will be followed as per package instructions. On the consent form below, parents/guardians are requested to initial if they agree or disagree to have certain medications administered to their son/daughter/ward during the course of the trip.

17. Prescribed medications **MUST** be carried by the cadet in a pharmacy-labelled bottle with current doctor's orders clearly typed. Your son/daughter/ward should bring only enough medication for the trip (plus a little extra in case of spillage).

18. **Medical Alert Bracelets.** Please arrange for your son/daughter/ward to wear a medical alert bracelet as recommended by your physician or pharmacist for life threatening allergies or for complicated medical conditions. Complicated or multiple issues may require a written, detailed explanation be kept on the cadet's person while travelling, in case he or she is separated from the Escorts.

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CONSENT AND RELEASE OF LIABILITY

1. By my signature, I, _____ (print full name), the parent or legal guardian of _____ (print full name), a member of the Royal Canadian Army Cadets, realizing the potential hazards associated with travelling away from the cadet 329 CFHSTC RCACC Tottenham and taking part in cadet activities and training, on behalf of myself and him/her (cross out non applicable), and my and his/her (cross out non applicable) heirs, devisees, successors, assigns, executors and administrators, in consideration of him/her (cross out non applicable) being permitted to participate in a trip to Ottawa/Gatineau, from 09 to 11 June, 2017, including visits to the Supreme Court of Canada, Splash Wave Pool, Escape Manor and the Canadian War Museum, or any other activities related to this trip, hereby:

- a. acknowledge having read the terms and conditions of this optional activity not funded by the Department of National Defence and indicate my understanding and acceptance;
- b. accept/do not accept (cross out non applicable) that my son/daughter/ward will occasionally have "FREE TIME" without direct supervision;
- c. give the First Aider permission to authorize emergency medical treatment if required for my son/daughter/ward;
- d. having determined that the activities involve potential hazards and may result in physical harm and wishing in any event him/her (cross out non applicable) to carry out the activity voluntarily assume any risks that may be associated with the activity; and
- e. waive all claims of any nature or kind whether in contract, tort, negligence or otherwise, against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces and the (*cadet league*) its officers, servants, agents, employees and members, all in their employment and private capacities, in any manner arising out of, based upon, occasioned by or attributable to the activities of them, including negligence on their part, or any action taken or things done or maintained by virtue thereof.

Signature of parent/guardian

Signature of witness

Date