

Regional Cadet Support Unit (Northwest)

Year 5 Workshops



Joining Instructions 2016

INTRODUCTION

1. Year 5 cadets from across Northwest Region will attend Year 5 Workshop Weekends in the following locations on the dates indicated:
 - a. Penhold: held at Harvard Park, Penhold 15-17 Apr 2016;
 - b. Edmonton: held at Garrison Edmonton 22-24 Apr 2016;
 - c. Manitoba: held at 17 Wing Winnipeg 22-24 Apr 2016; and
 - e. Saskatchewan: held at RCMP Training Depot (Regina) 22-24 Apr 2016.
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 be provided a minimum of four workshops through a round robin format. Where possible, two additional workshops may be conducted in order to afford cadets choice.
4. A sample weekend schedule is located at Annex B. Note that the schedule provided is just a sample, and Facilitators at each location will adjust plans to ensure the timings are met and objectives are achieved.

ASSESSMENT OF PARTICIPANTS

5. 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

6. All accommodations are in barrack like facilities and all meals are either catered from local restaurants or box lunches/military messing.
7. Towels may not be provided. Please bring a towel for showering.
8. Cadets who are vegetarians, have food allergies or have special diet requirements should inform their corps CO who will then inform the Elemental Training Officer who will make alternate arrangements if possible.

DRESS

9. Uniform (pants, short sleeve shirt, tunic optional or, if not held, then FTU or STU).

TRANSPORTATION/MOVEMENTS

10. Transportation to and from the cadets parade location to the workshop location will be arranged by RCSU(Northwest) Transportation Section and will be communicated to corps/squadrons by the Transport Section under separate cover to the corps email account.

11. Cadets that are local to the workshop locations are to arrive at their respective accommodations buildings no earlier than 1900 hrs and no later than 2100 hrs on the Friday prior to the workshop sessions. Local is considered within 100 kms of the training facility or transportation hub for parental pick-up and drop-off.

12. Cadets travelling via non-commercial means (chartered bus/military driver/parental drop-off) are not required to wear their uniform (appropriate civilian clothing is acceptable). **Cadets travelling via commercial means (commercial air or bus, eg: Greyhound, STC) WILL travel in uniform.**

MEDICAL / DENTAL / HEALTH

13. **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.

14. **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

15. 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

16. **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

17. 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

18. Routine communications regarding the Workshops are to be directed to the Elemental Training Officers 1-800-842-1851, option 8

- a. Sea – extension 5314;
- b. Army – extension 4619
- c. Air – extension 4614 or 4838.

19. 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 one of the following numbers:
 - (1) Penhold – Lt(N) Thompson: 403-561-8440
 - (2) Edmonton – Capt Lindley-Scott: 780-994-1476
 - (3) Saskatchewan – Capt Bonneville: 306-581-3396
 - (4) Manitoba – 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 (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	
Shower Shoes	
Camera (optional)	
Water Bottle	

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

Timing	Activity	Details	OPI	Notes
Friday				
1800hrs	Staff set up			
2000hrs	Cadets arrive		OIC	
2030hrs	Cadet briefing		OIC/Sr Facilitator	
2200hrs	Cadets to quarters		Duty Officer	
2300hrs	Lights Out		Night Supervisors	
Saturday				
0600hrs	Reveille		Night Supervisors	
0700hrs	Breakfast		Duty Officer	
0800hrs	Workshop #1		Facilitators	
1130hrs	Lunch		Duty Officer	
1230hrs	Workshop #2		Facilitators	
1600hrs	Supper		Duty Officer	
1700hrs	Workshop #3		Facilitators	
2030hrs	Free time		Duty Officer	
2300hrs	Lights Out			
Sunday				
0630hrs	Reveille		Night Supervisors	
0730hrs	Breakfast		Duty Officer	
0830hrs	Workshop #4		Facilitators	
1200hrs	Debrief		OIC	
1230hrs	Lunch		Duty Officer	
1300hrs	Dismissal		OIC	