

# *HER MAJESTY'S CANADIAN SHIP QUADRA*

*Royal Canadian Sea Cadet Summer Training  
Centre*

*JOINING INSTRUCTION 2004*

*Course Cadets*

*" The aim of HMCS QUADRA is to provide training of a consistently high standard in a dignified, safe and respectful manner to all staff and cadets. "*



## INTRODUCTION

1. This booklet is intended to give you information on the operation of HMCS QUADRA, what is expected of you as a course cadet and the routine that you will be expected to follow.

2. HMCS QUADRA is a training establishment where you are expected to work very hard to accomplish a great deal in the time that you are there. The daily routine is demanding and you will discover before you return home the limits of your capabilities. Perhaps you, like thousands of other Royal Canadian Sea Cadets, who attended before you, will discover that your limits are much greater than you ever realized.

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

- ⚓ Two-Week General Training
- ⚓ Trade Group Training
- ⚓ Specialty Courses; and
- ⚓ Staff Cadet training.

4. The wise cadet will plan his or her sea cadet career carefully and pursue it diligently in order to gain the maximum possible benefit. Your training in QUADRA, whether it is for two weeks or longer, will provide you with the opportunity to meet and make friends with young people from all parts of Canada, exposing you to adventure, challenge and new friends. You are encouraged to make the most of it.

## COURSES

<i>COURSE</i>	<i>DURATION</i>	<i>DATES</i>
<i>Two Week General Training</i>	<i>2 weeks</i>	<i>12 Jul-23 Jul 04</i>
<i>Two Week General Training</i>	<i>2 weeks</i>	<i>26 Jul-6 Aug 04</i>
<i>Two Week General Training</i>	<i>2 weeks</i>	<i>9 Aug-20 Aug 04</i>
<i>Trade Group One (A) Sail, Boatswain, Gunnery, Musician</i>	<i>3 weeks</i>	<i>12 Jul-30 Jul 04</i>
<i>Trade Group One (B) Sail, Boatswain, Gunnery, Musician</i>	<i>3 weeks</i>	<i>2 Aug-20 Aug 04</i>
<i>Trade Group Two (Sail, Boatswain, Gunnery, Musician)</i>	<i>6 weeks</i>	<i>12 Jul-20 Aug 04</i>
<i>Trade Group Three (Sail, Boatswain, Gunnery, Musician)</i>	<i>6 weeks</i>	<i>12 Jul-20 Aug 04</i>
<i>Shipwright</i>	<i>6 weeks</i>	<i>12 Jul-20 Aug 04</i>
<i>Marine Engineer</i>	<i>8 weeks</i>	<i>5 Jul-27 Aug 04</i>

## IN ROUTINE

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

- ↓ Name/Address of next of kin
- ↓ Corps Name/Number/Location
- ↓ Eyeglass prescription
- ↓ List of medications presently used
- ↓ Travel documents/tickets

## ACCOMMODATIONS/SERVICES

6. Trainees are housed in barrack style accommodations with 40 cadets in each wing. Rounds are carried out on a daily basis with Captain's Rounds being conducted three times throughout the summer period. Cleanliness of living spaces is a very important aspect of Quadra life.

## LAUNDRY SERVICE

7. A laundry service (dhobey) is available to all personnel at HMCS QUADRA. Times of operation are 0830-2200 hours. This service operates under a claim check system and is located in the supply building across from the Ship's Office. Use of this service is extensive and as a large capacity of clothing is cleaned at any one time, all clothing is to be marked in permanent ink with the cadets' last name and last three digits of his/her Social Insurance Number or Health Insurance Number. Clothing that requires dry cleaning may be left at the Ship's Canteen for

*pick up by a local dry-cleaning company. Clothing left prior to 1300 hours each day will be available for pick up after 1300 the following day. Prices for dry cleaning are available from the Canteen Staff.*

### **TELEPHONE**

*8. The telephone number for HMCS QUADRA is (250) 890-3500 and is for official calls only. Pay phones are available throughout the camp for use by all cadets and officers. Cell phones and pagers should not be brought to QUADRA. Letter of the name of the course officer for their cadet will advise parents.*

### **OPEN HOUSE**

*9. Relatives and friends are invited to attend Ceremonial Divisions, which coincides with Graduation of Two and Three Week Courses and the final parade. The dates for 2004 are: **23 Jul 04, 30 Jul 04, 6 Aug 04 and 20 Aug 04.** These are on Fridays and to allow parents and relatives to attend a Saturday event Quadra has scheduled an Open House, which will include a Ceremony of the Flags, for **14 Aug 04.** Relatives and friends who wish to visit HMCS QUADRA this summer are encouraged to plan their visits accordingly. There is an opportunity to accompany your cadet for lunch at the QUADRA Galley at a nominal cost. Please keep in mind that the cadets will continue their normal activities in the afternoon and we ask that parental attendance after lunch be limited.*

### **LEAVE**

*10. Each course is granted a scheduled day leave over the summer period. These scheduled days are supervised and is the only leave afforded in the busy schedule. Course Cadet leave is not granted without making prior arrangements through the Training Officer. An absence from training, other than that already scheduled, is strongly discouraged by QUADRA.*

### **CANTEEN**

*11. HMCS QUADRA operates a canteen, which is open, every day of the week. It is stocked with such items as souvenirs, toiletries, stationary and snacks. Hours of operation are posted outside the canteen. MasterCard, Visa and Interac (along with cash) are accepted for purchases at the canteen.*

## CHAPLAIN SERVICES

12. There are two chaplains aboard HMCS Quadra who are available during scheduled training hours when required for counseling and/or spiritual guidance. Arrangements can be made for cadets that wish to attend religious services at local places of worship.

## MEDICAL SERVICES

13. HMCS QUADRA operates a sick bay for daily Sick Parades and minor injuries and is staffed by a doctor, registered nurses and military medical assistants. Comox St Joseph's Hospital is available for treatments that are more serious. Parents/Guardians are always advised if their son/daughter/ward needs medical assistance beyond the normal from Quadra personnel.

## MAIL SERVICE

14. Outgoing mail may be deposited in a mailbox located at the Canteen for pick up at 1300 daily. Postage stamps are available from the canteen along with stationery and supplies. Incoming mail for trainees will be picked up and delivered daily to the trainees by their Course Officer.

The Mailing address for HMCS QUADRA is - Rank, Name and Initials  
Course  
HMCS QUADRA  
Comox BC V9N 8A1

## BANKING

15. QUADRA operates an on-board bank for safekeeping of personal funds. Withdrawals can be arranged through the Divisional staff. The Canteen is equipped to handle Debit card transactions. Credit Cards cannot be accepted. The NPFAO will also be able to process a limited amount of debit card transactions for cash. These transactions will have a daily limit imposed and all persons using this service will be responsible for a transaction fee.

Course Cadets will be paid a training bonus of \$60.00 per week as per the following schedule.

- ⌚ 2 Week Cadets - \$20 at the end of week 1. Balance at end of Week 2
- ⌚ 3 Week Cadets - \$60 at the end of week 2. Balance at end of Week 3
- ⌚ 6/8 Week Cadets - \$60 at end of week 2, \$60 at end of week 4 and the balance at end of Week 6.

Payments for 3 and 6/8 week cadets will be made directly to their QUADRA Bank accounts, vice pay parades, with the exception of the final payment, which will be in cash.

### SECURITY

16. HMCS QUADRA is staffed with a Regulating Department operating 24 hours a day. This unfortunately does not alleviate the problem of theft, which may occur among the large number of trainees. Each cadet must bring with them two good quality combination locks and they must remember to keep their personal and issued gear secured at all times. HMCS QUADRA cannot be held responsible for money or items that go missing. Therefore, cadets are strongly encouraged not to bring attractive items with them to QUADRA. All cadets are encouraged to use QUADRA's banking system for safekeeping and not to keep excess cash on hand.

### DAILY ROUTINE

17. The daily routine (except Sunday) for personnel aboard HMCS QUADRA is:

0600	Wakey Wakey
0610	P & RT
0630	Breakfast
0800	Divisions
0845	Cleaning Stations
0915	Morning Classes
1200	Lunch
1310	Afternoon Classes
1700	Supper
1810	Evening Classes
2000	Kye Muster
2130	Showers
2230	Lights Out

Sunday Routine is Wakey Wakey at 1000 with brunch scheduled for 1030-1300. Normal daily routine after 1300.

## FITNESS

18. QUADRA is physically active training establishment. Cadets are strongly encouraged to engage in some pre-camp conditioning prior to arrival. This should reduce some of the lost time due to aches and sprains encountered when unused muscles are vigorously exercised during the first few days at QUADRA. A high level of physical activity commences the moment cadets are at Quadra.

## CLOTHING REQUIREMENTS

19. There are very few opportunities for cadets under training to wear civilian clothing while at QUADRA. All cadets are therefore encouraged to bring only the bare minimum and not to bring EXPENSIVE CLOTHING, as there is minimal storage space to properly stow it. It should be noted that all clothing requirements not provided by the cadet corps is the responsibility of the cadet. HMCS QUADRA will issue workdress for daily wear. The Department of National Defence will not provide replacement or repair of eyeglasses if the cadet is not wearing a retaining strap.

### *General Kit Requirements - all cadets*

<i>Item</i>	<i>Quantity</i>	<i>Packed</i>
<i>Combination Lock</i>	<i>1</i>	
<i>Toothbrush/Paste</i>	<i>1 ea</i>	
<i>Soap/soap dish</i>	<i>As required</i>	
<i>Face Cloth/Towels</i>	<i>3 ea</i>	
<i>Toiletries/Shampoo</i>	<i>As required</i>	
<i>Shaving Kit</i>	<i>As required</i>	
<i>Undergarments</i>	<i>7 changes</i>	
<i>Socks (not grey wool)</i>	<i>7 pairs</i>	
<i>Swimsuit</i>	<i>1</i>	
<i>Running Shoes</i>	<i>1 pair</i>	
<i>Gym/Sports shorts</i>	<i>3 pairs</i>	
<i>T-Shirts</i>	<i>4</i>	
<i>Warm Sweater</i>	<i>1</i>	
<i>Sweatshirt</i>	<i>1</i>	
<i>Boot Polishing Kit</i>	<i>1</i>	
<i>Sewing Kit</i>	<i>1</i>	

<i>Writing Home Materials</i>	<i>As required</i>	
<i>Eyeglass prescription</i>	<i>As required</i>	
<i>Eyeglass Safety Strap</i>	<i>As required</i>	
<i>Shower Sandals</i>	<i>1 pair</i>	
<i>Pajamas</i>	<i>1 pair</i>	
<i>Sweatsuit/Jogging Suit</i>	<i>Optional</i>	
<i>Raincoat</i>	<i>Optional</i>	
<i>Hangers</i>	<i>Optional</i>	
<i>Camera/Film</i>	<i>Optional</i>	
<i>Iron</i>	<i>Optional</i>	
<i>Small flashlight</i>	<i>Optional</i>	

*Two Week General Training & Three Week Trades Training Courses*

<i>Item</i>	<i>Quantity</i>	<i>Issued</i>	<i>Packed</i>
<i>Uniform trousers</i>	<i>1 pair</i>		
<i>Seaman's Cap</i>	<i>1</i>		
<i>Lanyard</i>	<i>1</i>		
<i>Gunshirts</i>	<i>2</i>		
<i>Black Belt</i>	<i>1</i>		
<i>Uniform Jacket</i>	<i>1</i>		
<i>Socks, Grey Wool</i>	<i>3 pairs</i>		
<i>Boots, ankle black</i>	<i>1 pair</i>		
<i>Kit Bag</i>	<i>1</i>		

*Six & Eight Week Trade Group and Specialty Courses*

<i>Item</i>	<i>Quantity</i>	<i>Issued</i>	<i>Packed</i>
<i>Uniform trousers</i>	<i>2 pair</i>		
<i>Seaman's Cap</i>	<i>1</i>		
<i>Lanyards</i>	<i>2</i>		
<i>Gunshirts</i>	<i>3</i>		
<i>Black Belt</i>	<i>1</i>		
<i>Uniform Jacket</i>	<i>1</i>		
<i>Socks, Grey Wool</i>	<i>5 pair</i>		
<i>Boots, Ankle Black</i>	<i>2 pair</i>		
<i>Kit Bag</i>	<i>1</i>		



*The following items **SHALL NOT** be brought to HMCS QUADRA. If brought, these items will be confiscated.*

*Laser Pointers / Stereos (other than personal type) / Pets / Cellular Phones / Pagers / Felt tipped Markers / Food / Cigarettes / Glass Containers / Chewing Gum / Knives.*

### **CADET LIFESTYLES**

*20. The Canadian Cadet Movement, and Quadra in particular, is most concerned and interested in the overall health and well being of cadets. To the end Quadra has adopted a no-smoking policy for all cadets (including Staff Cadets) attending summer training camp. Cadets are to be well aware of this policy and if compliance represents a challenge that may not be attained then consideration should be given not to attend a CSTC.*

*21. Current Dress Regulations and grooming standards are enforced. Unusual colour and/or style of hair are not acceptable. Visible body piercings, with the exception of female earrings (one per ear, centered in the lobe) are also unacceptable.*

*22. All Cadets are expected to maintain an acceptable level of behavior during their stay at HMCS QUADRA. Stealing, bullying or sexual activity are unacceptable and may result in a return to unit. Other less serious violations may result in loss of privileges, extra training or counseling.*