

# *HER MAJESTY'S CANADIAN SHIP QUADRA*

*Royal Canadian Sea Cadet Summer Training  
Centre*

## *JOINING INSTRUCTION 2004*

*Staff 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. Congratulations on being selected for an advanced training position at HMCS Quadra Sea Cadet Summer Training Center, The summer training program is an integral and important part of every sea cadet's career and compliments the training received at the home corps. You have applied for an advanced training position as a Staff Cadet in support of this program. This is a commitment on your part to give something back to the sea cadet organization by providing the leadership, instruction and assistance to the course cadets who will undergo training this summer. We have accepted your application and, based on your previous sea cadet training and qualifications, we have assigned you a specific position. It may be in one of four (4) Branches - Training, Sea Operations, Technical Services or Administration.*
- 2. During your first week at HMCS Quadra you will attend information and training sessions to prepare you for your responsibilities. Adjustments to the initial selection and staff cadet appointments may be made at this time. At the end of this staff training period, you will be briefed on your duties and responsibilities and may be assigned secondary duties in addition to those of your slated position.*
- 3. Personnel accepting an advanced training position at HMCS Quadra must be prepared to work hard during the whole period of the summer. Those who feel that Quadra's routine might be too strenuous and demanding should carefully consider their decision as, once training is underway, one person returning home puts an increased burden on the remainder. However, if you approach your duties and responsibilities in a positive manner, your staff experience will be a rewarding one.*
- 4. As a member of the staff at HMCS Quadra, you are expected to set an example to the cadets under training in all aspects of your dress and deportment. This shall be above reproach at all times.*
- 5. Welcome Aboard. Have a great summer.*

## IN ROUTINE

6. All Staff Cadets 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

7. Staff Cadets are housed in barrack style accommodations. 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

8. 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. A limited number of washing machines and driers are also available in the staff cadet quarters. 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

9. 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.

## OPEN HOUSE

10. *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 - TWGT A**

**30 Jul - TG 1 A**

**6 Aug - TWGT B**

**20 Jul - Final Grad Parade**

*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**. 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

11. *All Staff Cadet leave must be approved by the cadet's Divisional Officer. During this leave they may leave the confines of HMCS Quadra and visit the local towns, however they must remain in a specific geographical area, as defined by Quadra Standing Orders, and they **must return to HMCS Quadra by 2359 hours.** Staff Cadets are not authorized overnight leave.*

## CANTEEN

12. *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

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

## MEDICAL SERVICES

14. 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

15. 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 will be picked up and delivered daily. The Mailing address for HMCS QUADRA is - Rank, Name and Initials  
Branch  
HMCS QUADRA  
Comox BC V9N 8A1

## BANKING

16. All staff cadets at HMCS QUADRA will have their pay electronically credited to their individual bank account. Although banking information is collected during the staffing process, it would be wise for staff cadets to have their electronic banking information available should a correction need to be made.

## SECURITY

17. 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. 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 refrain from keeping excess cash on hand.

## DAILY ROUTINE

18. *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   |
| 2030 | 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

19. *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.*

## BICYCLES

20. *Staff members are permitted to operate bicycles aboard HMCS QUADRA. Regulations for the operation and stowage of bicycles must be strictly followed. These regulations are posted in Routine Orders. It should be noted that it is required by British Columbia law to wear a helmet when operating a bicycle.*

## ROLLERBLADES

21. A popular sport, rollerblading is restricted to the parade ground area during recreational periods. Rollerblading shall not interfere with scheduled training and is not to occur on roadways. Personnel wishing to rollerblade must wear protective equipment (helmet, knee/elbow pads). Gloves are highly recommended.

## CIVILIAN CLOTHING

22. Staff Cadets may wear civilian clothing when proceeding ashore on leave. There will be occasions throughout the summer when the Executive Officer (XO) will authorize Staff Cadets to wear civilian clothing, however uniform orders of dress as promulgated in routine orders is the clothing worn by Staff Cadets.

**NOTE:** Civilian clothing shall reflect good taste and bear no offensive logos or messages. The XO or the Coxswain may decide that certain civilian attire is inappropriate and as such will be disallowed.

### *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 Thongs</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>    |  |

### *Staff Cadets*

| <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***

*23. 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.*

*24. 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.*

*25. 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.*