



# Regional Cadet Support Unit (Central)



## Silver Star / Gold Star Cadet Expedition Site Training



## Joining Instructions 2017

## **INTRODUCTION**

1. Silver and Gold Star cadets from across Central Region will attend expedition site training weekends. Cadet Expedition Site (CES) training has been designed to provide the Silver and Gold Star cadet with an opportunity to develop expedition skills in a structured environment under the supervision and instruction of highly qualified staff. The CES will approach training through an experiential approach, which will allow the cadet to develop skills such as canoeing, mountain biking and hiking through direct experience at a personal level.
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 training weekend.

## **GENERAL**

3. Cadets will receive instruction in (Silver Star) and complete reviews of (Gold Star) the following at the CES:
  - a. practicing environmental stewardship as a team leader;
  - b. navigating along a route using a map and compass;
  - c. using expedition equipment;
  - d. following daily expedition routine; and
  - e. recording entries in a journal.
4. Cadets will be provided training in at least two of the three following dynamic modes of travel:
  - a. paddling a canoe;
  - b. hiking along a route; and / or
  - c. riding a mountain bike.
5. A sample weekend training schedule is located at Annex C.
6. CES dates and corps allocations are located at Annex D.

## **PRE-TRAINING**

7. Prior to attending the training weekend each cadet should receive a briefing (Silver Star PO M326.01 and Gold Star PO M426.01) from their corps staff that:
  - a. reviews selection of clothing, footwear and equipment;
  - b. reviews selection high-energy snacks;

- c. reviews the CESs joining instructions and training schedule; and
- d. explains the instructions for completing the navigation review package (Gold Star only).

## **OBJECTIVES**

8. Specific objectives of expedition training are to:
- a. promote a feeling of fun and satisfaction of being a part of an exciting and adventurous activity;
  - b. increase personal development; including self-confidence, self-discipline, self-esteem, self-worth and self-satisfaction;
  - c. develop leadership and outdoor abilities, techniques, and skills;
  - d. promote improvement in personal fitness conditioning and encourage healthy lifestyle choices;
  - e. promote an increased awareness and concern for the natural environment; and
  - f. develop an awareness of the skills and knowledge necessary to cope safely in adventure training activities.

## **ASSESSMENT OF PARTICIPANTS**

9. All Silver Star cadets participating in the training weekend will be formally assessed using the PO M326 Assessment Checklist. All Gold Star cadets participating in the training weekend will be formally assessed using the PO M426 Assessment Checklist. Assessment results will be entered into Fortress and forwarded to the respective cadets' cadet corps.

10. All cadets will receive an individual de-briefing by their assigned Expedition Team Leader (ETL) to discuss their performance over the course of the weekend.

## **ACCOMODATIONS AND MEALS**

11. All accommodations and meals during the expedition will be pre-arranged and DND will fund the cost.

12. Cadets will be sleeping overnight in civilian pattern expedition style tents. Sleeping bags and air mattresses are provided. Cadets who are allergic to down, should notify their corps Commanding Officer (CO) who will in turn notify the Regional Cadet Expedition Training Officer (J35 Expd Trg O) to make necessary arrangements for a synthetic sleeping bag.

13. During the training weekend cadets will be fed Meals Ready to Eat (MREs). They will also receive a meal supplement each day that includes items such as granola bars, fresh fruit, juice, etc.

14. Cadets who are vegetarians, who have food allergies or who have special diet requirements should inform their corps CO who will then inform the J35 Expd Trg O in order to make alternate arrangements.

## **DRESS**

15. Dress during training shall be suitable clothing based on both the current and forecasted weather conditions, air temperatures, insulating properties of clothing worn, and the ability to allow the wearer to remain dry. As such, appropriate civilian clothing is authorized.

**ABSOLUTELY NO TYPE OF COMBAT / MILITARY CLOTHING, COMBAT BOOTS OR JEANS ARE PERMITTED.**

16. Annex A of these JIs provides a complete list of clothing that should be brought to the CES. If a cadet does not have access to all of the items listed in Annex A, they should inform their corps CO who will then inform the J35 Expd Trg O so that the items can be procured where possible.

17. Annex A also provides a detailed list of clothing and equipment items that will be issued to each cadet while at the CES.

## **CONSENT TO PARTICIPATE**

18. A parental consent form must be signed by parents / guardians whenever an activity is held that includes a sleepover, a movement outside the geographic zone of the cadet corps, or in instances where there is a risk of injury. Cadets must hand carry a copy of the signed parental consent form to the CES. The form can be generated directly from the print option under the technical training and activities by registration page in Fortress. A blank form has also been included at Annex E. The form should be personalized with the details for the activity.

19. As with any outdoor adventure activity there is a degree of inherent risk associated with the cadet's participation. The potential hazards associated with this activity are identified at Annex F. The purpose of this information is to inform you of the potential risks associated with the cadet's participation in the training and steps that we have taken to minimize those risks. All of our training activities are assessed from a risk management perspective and are not approved unless they are deemed to be safe. That being said, training injuries can and do occur. To further mitigate the hazards inherent in adventure training, the Department of National Defence ensures that:

- a. the supervisors and staff are fully trained and qualified;
- b. the cadets who undertake the training are adequately supervised;
- c. the location and / or facilities meet the applicable health and safety standards;
- d. any equipment made available or used during training has been inspected and is deemed to be appropriate, safe and well maintained; and
- e. the location where the training will take place is appropriate for use and the training objectives as intended.

## TRANSPORTATION / MOVEMENTS

20. Transportation for cadets and personnel will be co-ordinated by their respective area / detachment. Corps COs will be contacted directly and informed of location and timings for pick-up and drop-off. It is the responsibility of the corps CO to ensure that all cadets and their parent / guardian are aware of transportation details – i.e. pick-up / drop off timings and locations.

21. The use of mini-vans will be authorized when a small number of cadets are participating in the activities and when it is more economical and practical than using a bus. Use of the school bus will be the transportation of choice when there are a number of corps from the same geographical area participating. A single assembly point will be established to minimize delays during personnel movements.

22. For cadets who are taking commercial transportation to the CES they will be met by an officer at the start and end point of their journey.

23. Cadets designated as “walk-ins” are requested to arrive at their respective CES not early than 1900hrs and no later than (NLT) 1930hrs on the Friday evening. They will be ready to be picked up at the CES on Sunday at 1400hrs.

24. **Cadets are NOT required to travel in their cadet uniform. Cadets are required to wear their issued Cadet Parka along with appropriate civilian clothing while travelling.**

25. All cadet transportation information will be sent to the corps CO NLT one week prior the expedition training weekend.

## MEDICAL / DENTAL / HEALTH

26. All cadets participating in the training weekend must have a current Basic Health Questionnaire and Detailed Health Questionnaire (DHQ), if required.

27. If a cadet has a temporary medical issue, such as a sprained wrist or knee, broken arm, etc. they must notify their corps CO who should submit an updated DHQ. The corps CO must also get in touch with the J35 Expd Trg O to ensure they are capable of participating in training.

28. **Facilities / Services.** Medical and dental emergencies will be handled through a combination of on the spot first aid and the local 911 emergency systems. During training, medical incidents will be handled using first aid and evacuation to a designated medical facility. More serious incidents will involve the assistance of Emergency Services.

29. **Prescription Medication.** Cadets taking prescription medication for an existing medical condition must bring a sufficient supply for the duration of the training weekend. Medications must be in clearly labelled containers.

30. **Epi-Pens.** Individuals identified in Fortress as requiring an Epi-Pen **must** have at least one (preferably two) with them and carry it on their person at all times. If a cadet arrives on site without the required Epi-Pen, they will be returned to unit (RTU). If the cadet no longer requires the use of an Epi-Pen this must be identified through an updated DHQ and letter from a physician which must be submitted to the Regional Medical Liaison Officer (RMLO) who will, if required, update the cadets' medical limitations in Fortress. Only once these limitations have been updated can a cadet attend training without being in possession of an Epi-Pen.

31. **30 Minute Time Limitations.** Not all of the expedition sites are able to accommodate cadets that must be within 30 minutes of physician services. If a cadet has been identified in Fortress as having a 30 minute time limitation and their assigned CES is unable to accommodate this requirement, the J35 Expd Trg O will contact the corps in order to make alternate arrangements for the cadet.

## **EYE GLASSES / CONTACT LENSES**

32. Cadets wearing eyeglasses during the expedition must exercise due diligence to the safety of their glasses, i.e. wearing a safety strap.

## **EMERGENCY CONTACT NUMBERS**

33. The following is a list of emergency contact numbers:

- a. Capt Joey Landry, J35 Expd Trg O:
  - (1) office: (705) 424-1200 extension 7664;
  - (2) toll free: (888) 232-2290, opt 5; and
  - (3) cell: (705)-794-7607; and
- b. LCdr Neil Martin, J35 OIC Reg Trg:
  - (1) office: (705) 424-1200 extension 7080; and
  - (2) cell: (705) 730-8359.

## **SECURITY / RESTRICTIONS**

34. It is recommended that personal belongings be marked with the cadet's name or initials for identification purposes.

35. No radios, MP3 players, cellular phones, video games or similar electronic devices will be permitted during training hours.

36. Cadets are forbidden from bringing any firearms or weapons of any sort.

37. **Cadets are forbidden from bringing any army related clothing.**

38. **Inspections.** At different moments during the training or activity, the cadet may be subjected to an inspection of his/her sleeping accommodations, luggage, kit, or equipment. These will be conducted or supervised by a Canadian Armed Forces member, and will serve to verify that:

- a. the cadet' sleeping accommodations are clean and orderly;
- b. the cadet is carrying the proper equipment and it is in good condition and properly maintained;

- c. the cadet's health and safety is not at risk; and
- d. the cadet does not have prohibited, restricted or unauthorized items in his/her possession, as listed in the joining instructions.

39. If found, prohibited and restricted items will be handed to the applicable police agency (military or civilian) with some exceptions, while unauthorized items shall be confiscated for the duration of the training or activity. Corrective measures could be taken against a cadet for failing any criteria or search or for refusing to submit to an inspection, in accordance with CATO 15-22 Conduct and Discipline – Cadets, up to and including being expelled from the training or activity. If needed, searches of a cadet's person, property, luggage, kit or sleeping area for the purposes of discovering contraband, illicit or stolen property, or some evidence of guilt to be used in the prosecution of an offence, will be conducted only by the Military Police or a civilian police agency.

### **DRUGS, ALCOHOL AND TOBACCO**

40. **Regulations.** The orders detailed in CATO 13-23 concerning drugs and alcohol will be applied to the conduct of the training weekend. Cadets who are found in the possession of, 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 RTU.

41. **Tobacco.** Smoking by cadets will not be permitted.

### **DISCIPLINE AND BEHAVIOUR**

42. 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 RTU.

### **PUBLIC AFFAIRS**

43. Cadets are also invited to "like" the Central Region Army Cadet Expedition Page on Facebook. This page will provide cadets a web-based resource for pictures and information about expedition related training in Central Region. The group will be monitored by regional expedition staff members. Go to this link to join:  
<http://www.facebook.com/pages/Central-Region-Army-Cadet-Expeditions/291457294198690>.

## COMMUNICATIONS AND CONTACTS

44. Communications regarding the expedition are to be directed to the J35 Expd Trg O or the CES OC. Contact information is as follows:

- a. RCSU Central / CES OCs – Email: [centralexpeditiontraining@gmail.com](mailto:centralexpeditiontraining@gmail.com); and
- b. J35 Expd Trg O – Capt Joey Landry:
  - (1) office: (705) 424-1200 extension 7664;
  - (2) toll free: (888) 232-2290, opt 5; and
  - (3) cell: (705) 794-7607;
  - (4) email: [joey.landry2@forces.gc.ca](mailto:joey.landry2@forces.gc.ca).

45. As training will be conducted in remote locations, cadets will NOT have access to telephone services; however, there will be both cellular and satellite phones for emergency communication purposes.

Annex A – Clothing and Equipment List

Annex B – Packing Tips

Annex C – Sample Weekend Training Schedule (Silver Star and Gold Star)

Annex D – Cadet Expedition Site Training Dates and Corps Allocations

Annex E – Parental Consent Form

Annex F – Hazards and Mitigation Strategies

## Annex A

### Joining Instructions – Silver and Gold Star Cadet Expedition Site Training

3 Feb 17

#### CLOTHING AND EQUIPMENT LIST

1. The provision of all personal clothing and equipment items listed below is the responsibility of each cadet. Prior to purchasing any outdoor related clothing and equipment cadet's should contact their corps CO or the J35 Expd Trg O.

2. Cadets are required to bring the items listed below. Cadets who do not have an item should notify their corps CO, who will then contact the J35 Expd Trg O, who will make arrangements to procure the equipment for the cadet if possible.

TO BE BROUGHT	CHECKLIST
4 pairs of warm wool/synthetic (not cotton) socks	
4 pairs of inner socks (not cotton)	
3 pairs of underwear	
1 pair of long underwear (not cotton) (top & bottom)	
2 short sleeve shirts or t-shirts (not cotton)	
2 pairs of long pants (not cotton or denim)	
1 pair shorts	
1 Cadet Parka with fleece liner	
1 pyjamas or sleepwear (suitable for shared sleeping)	
1 hat (i.e. Ball cap, Tilley Hat, etc)	
1 toque	
1 pair gloves	
1 pair shoes/sneakers (evening usage)	
1 pair hiking/ biking shoes (day time usage)	
1 water bottle	
1 wrist watch	
1 towel (small)	
1 travel-sized soap	
1 travel-sized deodorant	
1 travel-sized toothbrush and toothpaste	
1 comb/hairbrush	
1 swimsuit ( <b>Silver Star CES - Central, Northern</b> ) ( <b>Gold Star CES – Eastern, Western</b> )	
1 pair fitted water shoes – no flip-flops, crocks or thongs ( <b>Silver Star CES - Central, Northern</b> ) ( <b>Gold Star CES – Eastern, Western</b> )	
1 camera (optional)	
1 duffle bag for bringing/stowing gear ( <b>NOT a rolling suitcase as these are difficult to store</b> )	

Annex A

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3. The following items will be issued upon arrival at the CES training site:

TEAM EQUIPMENT (ISSUED)	PERSONAL EQUIPMENT (ISSUED)
Tent	Expedition field pack
Pocket knife	Compression sack(s)
Compass	Stuff sack(s)
Mountain stove/ Dragon Fly Stove	Sleeping bag
Fuel bottle	Sleeping bag liner
Pot set	Thermarest mattress
Matches	Wet weather jacket
Waterproof match container	Wet weather pants
Wash basin	Plastic cup
First aid kit	Whistle
Backpacking tarp	Headlamp
GPS	Carabineer
Naphtha	Trekking poles
MSR water filter	20 SPF lip balm
Toilet paper	Journal
Re-sealable plastic bags	Pencil
Garbage bags	
Gear tape	
Glow sticks	
30 SPF sunblock	
Foot powder	
Hand sanitizer	
Day Bag	
Insect Repellent	

4. CESs have a limited supply of large, x-large, and xx-large sizes of jackets, pants and PFDs. If a cadet requires these sizes please contact the J35 Expd Trg O or applicable CES OC so that arrangements can be made.

5. The following items will NOT be brought to the CES training site by any participants:

- a. personal canoeing / hiking / mountain biking equipment;
- b. military related clothing;
- c. junk food of any sort;
- d. inappropriate books or magazines (due to pornographic or violent content);
- e. lighters;
- f. non-prescription drugs, alcohol or other controlled substances; and
- g. ammunition, firearms (or any other weapon) of any kind.

**PACKING TIPS**

1. Before departure, double check all belongings and documents. Use this list to ensure that nothing has been forgotten.

<b>INSTRUCTION</b>	<b>CHECK</b>
Is your personal kit complete and marked?	
Do you have your prescription medication?	
Do you have a floating security strap for your glasses?	
Do you have your MEDIC ALERT bracelet or necklace, if applicable?	
Do you have your provincial health insurance card?	
Do you have your signed parental consent form?	
Do you know exactly how you are travelling? If not, contact your corps CO.	

**SAMPLE WEEKEND TRAINING SCHEDULE**

- Below is a sample schedule for **Silver Star Cadet Expedition Site Training**.

<b>FRIDAY</b>		
<b>Timings</b>	<b>Tasks/Activity</b>	<b>Remarks</b>
	Collect all applicable paperwork.	Place cadets in teams of varied skill levels.
	Issue all personal and group expedition equipment	CES staff.
	Initial briefing/break cadets into teams	To include: activities, expectations, safety, timings, dress, meals, etc. Cadets will be introduced to their Expedition Team Leader (ETL).
<b>SATURDAY</b>		
<b>Timings</b>	<b>Tasks/Activity</b>	<b>Remarks</b>
0600	Reveille/Ablutions	Cadets will pack all personal equipment prior to eating breakfast. CES staff to model daily routine activities as detailed in EO M326.06 (Follow Daily Routine).
0630	Breakfast	CES Log O to prepare breakfast, expedition centre staff to model set-up of eating area, garbage collection, clean up, etc.
0730	Campsite tear down and navigation review	Under direction of ETL each team will tear down all components of the campsite, organize personal and group equipment for transport to a new campsite. ETL will review navigation taught at the cadet corps as detailed in M326.04.
0900	Expedition lesson delivery (PO 326)	ETLs will instruct lessons specific to the mode of travel for each site: a. Bon Echo hike and bike b. Earl Rowe canoe and bike c. Restoule hike and canoe d. Wildwood hike and bike
	Lunch	Lunch will occur at a designated point along the practical expedition route. ETLs will instruct proper use of stove and water filter.
1430	Mode of travel #1	Cadets will be assigned a leg of the route to lead.
1800	Arrive at campsite #2	Teams will set up their campsites.
1830	Supper	
2000	Evening Activities	To include: equipment maintenance, team leader debriefing, record entries in a journal, expedition leader group debrief, campfire
2200	Lights Out	

Annex C  
 Joining Instructions – Silver and Gold Star Cadet Expedition Site Training  
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<b>SUNDAY</b>		
<b>Timings</b>	<b>Tasks/Activity</b>	<b>Remarks</b>
0600	Reveille/Breakfast/Tear down campsite	Teams will be required to complete daily routine activities.
0800	Mode of travel #2	Cadets will be assigned a leg of the route to lead.
1200	Arrival at practical expedition activity end point	Upon arrival at practical expedition activity end point teams will complete the de-kitting process under the direction of the CES Log O.
1300	Lunch	CES Log O will prepare lunch.
1330	Debrief	All cadets will be required to: participate in a CES activity critique and complete a journal entry about their experiences during the weekend.
1400	Depart	

2. Below is a sample schedule for **Gold Star Cadet Expedition Site Training**.

<b>FRIDAY</b>		
<b>Timings</b>	<b>Tasks/Activity</b>	<b>Remarks</b>
	Collect all applicable paperwork.	Place cadets in teams of varied skill levels.
	Issue all personal and group expedition equipment	CES staff.
	Initial briefing/break cadets into teams	To include: activities, expectations, safety, timings, dress, meals, etc. Cadets will be introduced to their Expedition Team Leader (ETL).
<b>SATURDAY</b>		
<b>Timings</b>	<b>Tasks/Activity</b>	<b>Remarks</b>
0600	Reveille/Ablutions	Cadets will pack all personal equipment prior to eating breakfast. CES staff to model daily routine activities.
0630	Breakfast	Team to prepare breakfast under direction of ETL, expedition centre staff to model set-up of eating area, garbage collection, clean up, etc.
0730	Campsite tear down	Under direction of ETL each team will tear down all components of the campsite, organize personal and group equipment for transport to a new campsite.
0800	Expedition lesson delivery – advanced skills (PO426)	ETLs will instruct lessons specific to the mode of travel for each site: a. Fanshawe canoe and bike b. Gatineau hike and canoe c. Kelso hike and bike
1200	Mode of Travel #1	Cadets will be assigned a leg of the route to lead.
	Lunch	Lunch will occur at a designated point along the practical expedition route.
1700	Arrive at campsite #2	Teams will set up their campsites.
1730	Supper	
2000	Evening Activities	
2200	Lights Out	

Annex C  
 Joining Instructions – Silver and Gold Star Cadet Expedition Site Training  
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<b>SUNDAY</b>		
<b>Timings</b>	<b>Tasks/Activity</b>	<b>Remarks</b>
0600	Reveille/Breakfast/Tear down campsite	Teams will be required to complete daily routine activities.
0800	Mode of travel #2	Cadets will be assigned a leg of the route to lead.
1200	Arrival at practical expedition activity end point	Upon arrival at practical expedition activity end point teams will complete the de-kitting process under the direction of the CES Log O.
1300	Lunch	CES Log O will prepare lunch.
1330	Debrief	All cadets will be required to: participate in a CES activity critique and complete a journal entry about their experiences during the weekend.
1400	Depart	



**HAZARDS AND MITIGATION STRATEGIES**

1. The following chart identifies possible hazards which may occur during expedition site training and the applicable safety management strategies that are applied by staff at each expedition site.

2. Please note that this is not an exhaustive list and hazards not listed may occur on occasion. Expedition staff are well versed an assessing hazards as they occur and reacting as required.

<b>HAZARD</b>	<b>LIKELIHOOD</b> (often, occasional, rare)	<b>SEVERITY</b> (severe, moderate, minor)	<b>SAFETY MANAGEMENT STRATEGIES</b>
Extreme Weather	Occasional	Minor ➔ Severe	Check forecast; appropriate clothing & equipment; pacing to maintain warmth; carry emergency gear (stove, tarp, thermos etc.)
Athletic Injuries (e.g. sprains & strains)	Occasional	Minor ➔ Severe	Begin training in easy terrain to lessen likelihood of falls; appropriate pacing; instructor coaching, appropriate teaching progression, warm up time
Trips, Falls, Collisions (including cuts, fractures, head/spinal injury)	Rare - Occasional	Minor ➔ Severe	Advise cadets about dangerous terrain; control speed; keep tidy training area; discontinue involvement for participants who fail to obey instructions
Falling objects (rocks, trees, equipment)	Rare-Occasional	Moderate ➔ Severe	Assess overhead hazards, avoid areas of known hazard, alert group to hazard & implement management strategy if unavoidable
Falls from Height	Rare	Moderate ➔ Severe	Cadets to remain a minimum of 2-3 body lengths from edges, drop offs etc.; careful route finding
Driving Accident	Rare	Minor ➔ Severe	Keep vehicles in good repair; check road conditions; monitor cadet behaviour in vehicle, ensure driver is competent
Animal Encounter	Rare	Minor ➔ Severe	Check alerts for area; provide information regarding animal encounters and controlling food in field; stick together as large group if dangerous animals are spotted, make noise;
Equipment Failure	Occasional	Minor ➔ Severe	Use quality equipment; provide clear equipment list; check student equipment, carry repair kits, instruct on proper usage;
Burns	Occasional	Minor ➔ Severe	Instruct on proper use of stove & lantern, provide proper supervision when lighting;
Allergic Reaction	Rare	Minor ➔ Severe	Check medical limitations prior to trip; instruct cadet to carry Auto Injector for allergic reactions; First Aid trained staff;
Environmental Injuries (Heat / Cold Injuries)	Occasional	Minor ➔ Severe	Self & staff instruction / monitoring; use proper clothing; appropriate pacing, carry emergency gear;
Drowning	Rare	Severe	Use of Personal Flotation Devices, provide training for capsizing & rescue drills; take care filling water bottles;
Lost Participant	Rare	Moderate ➔ Severe	Keep group together; brief cadets on lost and alone procedures; regroup at junctions; have tail end sweep;
Food/Water Loss or Contamination	Rare	Moderate ➔ Severe	Purify water; cook / refrigerate food adequately; store food away from animals or other contaminating causes;