

**HMCS ONTARIO COURSE CADET  
JOINING INSTRUCTIONS**



**HMCS ONTARIO CADET TRAINING CENTRE**

**Issued on the Authority of Commanding Officer – HMCS ONTARIO**

## COMMANDING OFFICER TO PARENTS/GUARDIANS

We are pleased that your cadet has been selected to attend summer training at HMCS ONTARIO. We hope that you are proud and excited for your cadet to have this opportunity to learn valuable new skills, to grow as a young adult and meet hundreds of cadets from across Canada.

These Joining Instructions contain important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety. Check through the kit list carefully, to help ensure that your cadet has packed all the necessary items. Please leave any extra items at home. All items brought to HMCS ONTARIO must be properly labelled with the cadet's last name and first initial.

Parents/Guardians can keep apprised of all the different activities at HMCS ONTARIO through our website, Facebook and/or Flickr pages. The Facebook page is updated regularly with all the date, timing and location of band parades, performances and other events. The Flickr page is an excellent site to see pictures of your cadet involved, in various activities.

Website: <http://www.cadets.ca/en/summer-opportunities/training-centres-hmcs-ontario.page>

Facebook: <https://www.facebook.com/cstchmcsontario>

Flicker: <http://www.flickr.com/search/?q=HMCS+ONTARIO>

Sometimes cadets experience symptoms of homesickness. We encourage cadets to stay in touch with their family through phone calls home. The use of cell phone during non-training hour is encourage to contact parents/guardian, family and friends. There are pay phones located in each of the accommodation building. When your cadet calls home feeling lonely, ask them about their friends here at HMCS ONTARIO and encourage them to keep themselves busy. Help them to remember the highlights of the time that they have spent here and give them some encouragement to look forward to upcoming activities.

The staff at HMCS ONTARIO are here to look after your cadet's well-being and we do our very best to help them along the way. Our first priority is the safety of the cadets. As well, we want to make sure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact HMCS ONTARIO at (613) 541-5010 ext 6063.

Sometimes a cadet is unable to complete the training course for various reasons. If it is necessary for your cadet to be returned home for any reason, we will contact you first to make arrangements.

In order to successfully pass their training course, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from HMCS ONTARIO in the company of an authorized adult (the adult must be authorized by the parent/guardian); however, this may only occur as the training schedule permits or in emergency situations. We appreciate your understanding and cooperation in this matter. We look forward to having your cadet aboard HMCS ONTARIO this summer. If you have any questions after reading this package, please check with the officers at your cadet's corps.

R. J. R. Turcotte, CD, OMC  
Commander  
Commanding Officer

## INTRODUCTION

1. Congratulations on being selected to attend a summer training course at HMCS ONTARIO! This booklet is intended to give you information on the operation of HMCS ONTARIO, what is expected of you as a course cadet and the routine that you will be expected to follow. Please be sure to read through these joining instructions carefully.

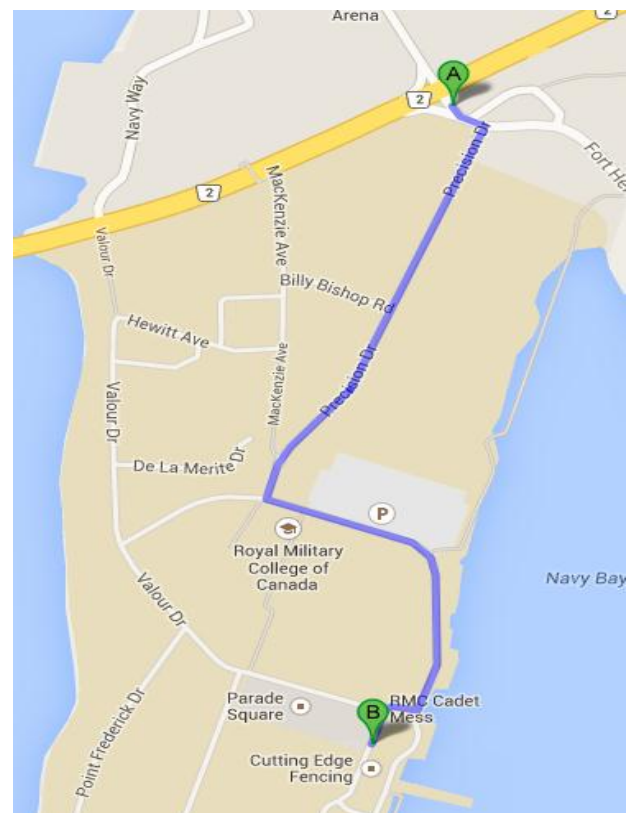
2. HMCS ONTARIO is a training establishment located at the Royal Military College of Canada in Kingston, Ontario. While here, you are expected to work very hard to accomplish a great deal. The daily routine is demanding and you will discover your personal strengths before you return home. Perhaps you, like thousands of other Sea Cadets who have attended before you, will discover that your potential is much greater than you ever realized.

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

- General Training Course – 2 weeks;
- Basic Training Courses – 3 weeks;
- Intermediate and Advanced Training Courses – 6 weeks;
- Advanced Training for Staff Cadets – 7 weeks.

## DRIVING DIRECTIONS

- Route to the Kingston Area Via Highway 401 (MacDonald-Cartier Freeway); Exit 623 at Highway 15 (Kingston/Smiths Falls/CFB Kingston/Ft. Henry;
- Turn South and proceed 6.6 km to Highway 2;
- Turn West (right) and proceed 0.7 km to Fort Henry Drive;
- Turn South (left) onto Fort Henry Drive for approx. 100 m to Precision Drive , the main entrance to the Royal Military College of Canada and turn right;
- Turn onto Precision Dr. and follow it for 550 m until you come to a T-section;
- Turn Left at the T-section onto General Crerar Crescent and follow it for 400 m;
- Turn Right onto Valour Dr. (up a small hill) for 40 m;
- Turn left on to Point Frederick Dr. and proceed 40 m to sign outside the building with HMCS ONTARIO summer Ship's Office.



## CONTACT INFORMATION

Telephone:

Ship's Main Office: (613) 541-5010 ext 4681 (Mon-Fri – 0730-1600 hrs)

Ship's Summer Office (Regulating): (613) 541-5010 ext 6063

After Hours/Duty Centre (Regulating): (613) 541-5010 ext 6063

Fax: (613) 541-5013

Email: [HMCSOntario@cadets.gc.ca](mailto:HMCSOntario@cadets.gc.ca)

## TRANSPORTATION AND IDENTIFICATION

1. Regional Cadet Support Unit (RCSU) Movements staff arranges all transportation for cadets to and from HMCS ONTARIO. Details will be forwarded to the corps Commanding Officers who will provide cadets with the necessary instructions and/or documents. Cadets traveling in groups are normally escorted and movements' staff will meet cadets who must change aircraft, busses, etc during their journey.
2. Cadets shall travel to and from HMCS ONTARIO in C2 (white top, gunshirt, tunic, trouser, belt, boots, sock grey wool and ribbons) in accordance to CATO 35-01 Annex F, **NO WEBBING, CHAINS or MEDALS.**
3. Cadets must carry one piece of valid Government-issued photo identification or two pieces of valid Government-issued non-photo identification. Examples of acceptable identification are Birth Certificates, Provincial ID, Provincial Health card or Passports. **School ID cards are not acceptable.** The name on the photo ID must match the name on the travel order and in Fortress. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them no matter the method of transportation. Please be aware that **photocopies** of ID are **not acceptable.**
4. When traveling by air or rail, cadets may have one piece of luggage weighing not more than 23 kg (50 lb), they should be able to carry their luggage on their own. Cadets may also have one piece of carry-on weighing not more than 10 kg (22 lb), which must conform to airline/rail standard size. Hockey bags will be subject to an oversize charge and should not be brought. Rolling duffle bags should be of a similar size to the DND issued duffle bag. Each piece of luggage must have an identification tag (inside and outside). Cadets and their parent/guardian should ensure that they are familiar with items that may not be carried on board aircraft.
5. Cadets are not authorized to bring private motor vehicles of any type to HMCS ONTARIO. Parents/guardians may transport cadets to and from HMCS ONTARIO if prior arrangements are made with the appropriate Movements staff. **If parental/guardian pick up is to be made at the end of the summer training period, a Request for Parental/Guardian Pick Up/Drop Off of Cadets form must be completed and signed by the same parent/guardian who signed the Acceptance and Consent form. Only the parent/guardian authorized on this form will be permitted to transport the cadet away from HMCS ONTARIO. Government photo ID is REQUIRED from the parent/guardian to verify name and identity before the cadet will be released to the parent/guardian.** Cadets will need to ensure that the proper out routine is done prior to departure. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of the cadets.

## COURSE DATES

COURSE TITLE	BEGINS	ENDS
General Training (Serial A)	07-Jul-14	18-Jul-14
General Training (Serial B)	21-Jul-14	01-Aug-14
General Training (Serial C)	04-Aug-14	15-Aug-14
Basic Drill & Ceremonial (Serial A)	07-Jul-14	25-Jul-14
Basic Drill & Ceremonial (Serial B)	28-Jul-14	15-Aug-14
Drill & Ceremonial Instructor	07-Jul-14	15-Aug-14
Basic Sail (Serial A)	07-Jul-14	25-Jul-14
Basic Sail (Serial B)	28-Jul-14	15-Aug-14
Intermediate Sail	07-Jul-14	15-Aug-14
Senior Sail	07-Jul-14	15-Aug-14
Advanced Sail	07-Jul-14	15-Aug-14
Basic Seamanship (Serial A)	07-Jul-14	25-Jul-14
Basic Seamanship (Serial B)	28-Jul-14	15-Aug-14
Ship's Boat Operator	07-Jul-14	15-Aug-14
Military Band - Basic Musician (Serial A)	07-Jul-14	25-Jul-14
Military Band - Basic Musician (Serial B)	28-Jul-14	15-Aug-14
Intermediate Musician	07-Jul-14	15-Aug-14
Advanced Musician	07-Jul-14	15-Aug-14

## IMPORTANT NOTICE

Travel dates are always before and may be after the actual course dates shown above. Cadets are advised of their actual travel dates and details by the Movement Orders distributed to each Unit Commanding Officer.

### Parent/Guardian Pick-up cadet after Graduation Parade

Parent/guardian authorized to take their cadet home, **must wait** until the cadets are finished their out routine before the cadet will be released to their parent/guardian.

## IN ROUTINE

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

- Offer of Service
- Corps Name/Number/Location;
- Eyeglass prescription, if required;
- Medications currently being used, including over the counter medication;
- Travel documents/tickets; and
- Provincial Health Plan Card.

2. During the in routine, all cadet kit will be inspected. This inspection is conducted to assure the sufficiency and suitability of clothing and equipment brought to HMCS ONTARIO by the cadet and the maintenance of good order and discipline. If unsuitable items are found, they will be confiscated for the duration of the training and returned during out routine. A list of all required, optional and prohibited items is provided in these joining instructions. Any inspections that may be required will respect the privacy and dignity of individuals involved.

## ACCOMMODATIONS

Trainees are housed in college dormitories with one to four cadets per room. All bedding is provided. Rounds are carried out on a daily basis with Captain's Rounds being conducted weekly throughout the summer to ensure the cadets are keeping their living quarters neat and tidy. Cleanliness of living spaces is a very important aspect of HMCS ONTARIO life.

## MEALS

1. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day. All meals are supervised. The menu is pre-planned to provide a well-balanced diet and menu items vary, allowing cadets a choice of dishes.

2. Please be aware that CAF Food Services does not offer allergen-free foods or other food preparation conditions. CAF Food Services does not have the resources and cannot cater to individual diner's food restrictions by ensuring avoidance of certain ingredients in food preparation. It remains the individual's responsibility to successfully monitor their food intake to avoid an allergen.

## LAUNDRY

Free laundry services are available to all cadets at HMCS ONTARIO and are coordinated by divisional staff. **All clothing must be marked in permanent marker** so that any inadvertently misplaced items can be quickly returned. Normally, items are submitted in the evening and ready for pick up the following evening.

## CELL PHONE/TELEPHONE

The telephone numbers for HMCS ONTARIO are located in Contact Information. Some pay phones are available throughout the Training Centre for use by all cadets and officers. Cadets may bring cell phones but these may only be used during free time. **Cadets caught with or using their cell phone during training hours will have their cellphone confiscated for the balance of that day. Cadets who repeatedly break this rule will have their cellphone secured by divisional staff where access will be controlled.** HMCS ONTARIO maintains no responsibility for lost or stolen cell phones while the cadet is at HMCS ONTARIO. Phone cards for calling long distance can be purchased at the RMC CANEX.

## OPEN HOUSE

Relatives and friends are invited to attend Course Gradation Parades for the Two, Three and Six Week Courses. Dates and timing for the parades are indicated below. An additional open house with family, friends and Veterans is on Friday 8 August 2014 at 1800, with the presentation of the Ceremony of the Flags. Relatives and friends who wish to visit HMCS ONTARIO are encouraged to plan their visits accordingly.

## GRADUATION PARADES

COURSE TITLE	DATE	TIME
General Training (Serial A)	18-Jul-14	1000 hrs
General Training (Serial B)	01-Aug-14	1000 hrs
General Training (Serial C)	14-Aug-14	1800 hrs
Basic Drill & Ceremonial (Serial A)	25-Jul-14	1000 hrs
Basic Drill & Ceremonial (Serial B)	14-Aug-14	1800 hrs
Drill & Ceremonial Instructor	14-Aug-14	1800 hrs
Basic Sail (Serial A)	25-Jul-14	1000 hrs
Basic Sail (Serial B)	14-Aug-14	1800 hrs
Intermediate Sail	14-Aug-14	1800 hrs
Senior Sail	14-Aug-14	1800 hrs
Advanced Sail	14-Aug-14	1800 hrs
Basic Seamanship (Serial A)	25-Jul-14	1000 hrs
Basic Seamanship (Serial B)	14-Aug-14	1800 hrs
Ship's Boat Operator	14-Aug-14	1800 hrs
Military Band - Basic Musician (Serial A)	25-Jul-14	1000 hrs
Military Band - Basic Musician (Serial B)	14-Aug-14	1800 hrs
Intermediate Musician	14-Aug-14	1800 hrs
Advanced Musician	14-Aug-14	1800 hrs

## AUTHORIZED ABSENCE FROM ONTARIO

1. Course Cadets may be permitted to leave HMCS ONTARIO for a specified short period of time accompanied by a parent or pre-authorized family member or friend. They may request time off on Sundays; all cadets on leave are required to be back onboard HMCS ONTARIO no later 2000. This time off is to be arranged by the Friday before with their Divisional Officer. Time off on shorter notice will delay the departure by at least 1 hr. Time off may not be granted if the cadet is participating in a required activity. Dress for all leave is C2 uniform.

2. In all cases, the only person(s) authorized to accompany a cadet from HMCS ONTARIO for time off is the parent/guardian or family member/friend authorized by the parent/guardian.

3. An absence from training, other than scheduled shore leave, is strongly discouraged by HMCS ONTARIO. When an absence occurs during a critical Enabling Check (EC) the cadet could be Returned to Unit (RTU) and receive a course failure.

## MAIL SERVICE

1. Outgoing mail may be given to their Divisional Staff to be deposited or placed in the mailbox located in the ship office. Cadets are responsible for postage and stationary supplies. Postage stamps, stationary and supplies are available for purchase from RMC CANEX.

2. Incoming mail for course cadets will be picked up and delivered daily to the cadets by their Divisional Officers.

3. Mailing Address for Course & Staff Cadets Staff at HMCS ONTARIO

COURSE CADET – First name/initials and Surname  
Cadet's Division and Course  
HMCS ONTARIO  
CFB Kingston  
PO Box 17000 STN Forces  
Kingston, ON K7K 7B4

## **BANKING**

1. HMCS ONTARIO operates an on-board bank for safekeeping of personal funds. Withdrawals can be arranged through the Banking Officer. The Canteen is not equipped to handle debit or credit card transactions.

2. Course cadets will receive a Cadet Training Allocation of \$60.00 per week to a maximum of \$120.00, \$180.00 or \$360.00 depending on the length of course. The Training Allocation will be deposited directly into the cadets' HMCS ONTARIO bank accounts at determined timings. Cadets will be issued a cheque at the end of summer for the remaining amount in the cadet HMCS ONTARIO bank account (training funds and personal funds).

## **SECURITY**

1. Everyone is responsible for securing their own belongings. Each cadet must bring with them two good quality locks and they must remember to keep their personal and issued gear secured at all times. HMCS ONTARIO cannot be held responsible for money or items that go missing. Cadets are strongly encouraged not to bring attractive items such as jewellery, electronics etc. and are encouraged to use the HMCS ONTARIO banking system for safekeeping to avoid keeping excess cash on hand. **Should a cadet chose to bring valuables to HMCS ONTARIO, they are required to complete the "Valuables Item Record Report" and turn it in during their in-routine.**

2. It is the cadet's responsibility to secure their valuables. **LOCK IT OR LOSE IT!**

## **DAILY ROUTINE**

The daily routine and training schedules will be published at HMCS ONTARIO.

## **SMOKING**

HMCS ONTARIO is a smoke free environment. No cadet/staff cadet will be permitted to smoke and/or use any tobacco product within the boundaries of HMCS ONTARIO at any time. If a cadet has a smoking addiction, any required cessation product (e.g. Nicorette, Habitrol and/or the "patch" it will be the responsibility of the cadet and/or their parent/guardian.



## KIT LIST

1. The following is the [recommended] kit required for course cadets at HMCS ONTARIO. Depending on the trade your cadet has chosen, additional kit may be required. Please review all kit lists, as HMCS ONTARIO only issues kit as indicated below.

2. HMCS ONTARIO has a conservative clothing policy, all personal clothing need to be respectable and tasteful. All shirts require sleeves, and are not to be revealing. Shorts need to be mid-thigh in length. Female swimsuit **MUST** be one piece with mid-section covered. Two piece swimsuits are not allowed. All civilian clothing needs to be free from holes, tears, offensive imagery, solid dark colour without any writing is preferred. Cadets may bring local cadet corp clothing.

ITEMS ISSUED BY HMCS ONTARIO TO COURSE CADETS	QUANTITY TO BE ISSUED
Laundry Bag	1
Rain Gear Yellow Top (SAIL & SEAMANSHIP ONLY)	1
Rain Gear Yellow Bottom (SAIL & SEAMANSHIP ONLY)	1
PFD	1
Elemental T-Shirt	1

DOCUMENTS REQUIRED	REQUIRED	PACKED BY CADET
<b>Offer of Service</b>	1	
<b>Health Card</b>	1	
Personal Items Log	1	
Transportation - Form	1	
Prescription – Eyeglasses with Strap	1	
Identification: (under 16, Government- Issued, e.g. Birth Certificate if travelling by rail or air <b>OR</b> Photo Identification (Age 16 and over, Government-Issued, e.g. Passport) if travelling by rail or air.	2	

ITEM ISSUED BY CORP	REQUIRED	PACKED BY CADET
Uniform Trousers	2	
Seaman's White Top	1	
Lanyard	1	
Gunshirt	1	
Black Belt	1	
Uniform Tunic	1	
Socks, Grey Wool	2 pairs	
Boots, Ankle Black	1 pair	
Sea Trg Shirt	2	
Cadet Ball Cap (Sea Trg Uniform)	1	
Cadet Tilley Hat	1	

<b>CLOTHING ITEMS REQUIRED FOR SUMMER TRAINING</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
Toothbrush/ Tooth Paste	1 Each	
Soap / Soap Dish	As Required	
Face Cloth / Towels	3 Each	
Shampoo / Body Wash	As Required	
Shaving Kit	As Required	
Deodorant	1	
Hairbrush	1	
Lip Balm SPF 15 or greater	1	
Sunscreen SPF 45 or greater	1	
Shower Sandals	1 Pair	
Undergarments	7 Each	
Socks, Athletic, White	5 Pairs	
Swimsuit ( <b><u>1 piece Swimsuit Only for Females, that covers the mid-section</u></b> )	1	
Shoes, Running/Cross-training	1 Pair	
Gym/Sport Shorts ( <b><u>Shorts MUST be Mid-Thigh Length</u></b> , solid plain colour and dark colours preferred)	4 Min.	
T-Shirt ( <b><u>No Low Cut T- Shirts, Must have Sleeves</u></b> , solid plain colour and dark colours preferred)	4 Min.	
Sweat suit / Jogging Suit (sweater/pants)	1	
Pyjamas	2 Pairs	
Jacket (light jacket or sweater)	1	
Pants/Jeans (No Tears/Holes in Pants)	2	
Combination Lock	2	
Boot Polishing Kit	1	
Sewing Kit	1	
Writing Home Materials	As Required	
Prescription medications <b><u>in sufficient quantities to last the entire time away from home.</u></b>	As Required	
Hangers	6	
Backpack (Knapsack/Gym Bag) (Solid Dark Colour Preferred)	1	
Iron (Recommend for Staff Cadets)	Optional	

<b>ADDITION ITEMS REQUIRED FOR BAND COURSE CADETS</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
GunShirt (if the cadet has an extra Gunshirt)	1-2	
Reeds	Optional	
Pass Port or Birth Certificate	1	

<b>ADDITION ITEMS REQUIRED FOR GENERAL TRAINING COURSE CADETS</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
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Shoes, Water-activity (fast drying)	1	
<b>ADDITION ITEMS REQUIRED FOR SAIL COURSE CADETS</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
Shoes, Water-activity (fast drying)	1 pair	
Sunglasses with Safety Strap	1 Pair	
Sailing Gloves	1 Pair	
Swimsuit (1 piece only for females, that covers mid-section)	2	
Wristwatch	1	
Additional Shorts (( <b>Shorts MUST be Mid-Thigh Length</b> , Solid Colour, Preferred Dark Colours)	2	
Additional T-Shirt ( <b>No White T-Shirt or Low Cut T- Shirts, Must have Sleeves</b> , Solid Plain Colour, Preferred Dark Colours)	2	
Small Dry Bag	Optional	

<b>ADDITION ITEMS REQUIRED FOR SEAMANSHIP COURSE CADETS</b>	<b>QUANTITY TO BRING</b>	<b>PACKED BY CADET</b>
Shoes, Water-activity (fast drying)	1	
Sunglasses with Safety Strap	1	

## RESTRICTED ITEMS

The following items **SHALL NOT** be brought onboard HMCS ONTARIO. These items will be confiscated upon arrival. Cadet are not to bring **CHAINS, WEBBING or FULL MEDALS**, undress Ribbons are acceptable.

- Excessive electronic equipment (limited storage space is available in the rooms)
- Instruments
- Pets
- Knives
- Firearms/weapons (including toy replicas)
- Laser pointers
- Lighters or other fire starting items
- Felt tipped markers
- Tobacco products
- Glass containers
- Pornographic materials
- Ammunition
- Straight blade razors
- Alcohol or illicit drugs
- Altered parade boots (no extra soles)

## DRESS AND DEPARTMENT

1. A high standard of dress and deportment is required from all cadets attending HMCS ONTARIO. Cadets will be expected to maintain their own uniforms and will be inspected regularly.

2. Prior to arrival at HMCS ONTARIO, cadets are to ensure that their hair is styled neatly in a military fashion in accordance with CATO 35-01 Annex B. Male cadets are expected to be clean-shaven; however reasonable medical or religious considerations will be accommodated. Cadets are required to maintain this standard throughout their stay at HMCS ONTARIO. A barber will be available on a regular basis. Costs of haircuts are the responsibility of the individual cadet.

## **DISCIPLINE**

1. In order to maintain a safe and orderly environment, cadets are required to follow the rules set out in CATO 15-22 for the Canadian Cadet organizations and for HMCS ONTARIO. All cadet course cadets will sign the Cadet Code of Conduct on arrival to HMCS ONTARIO
2. Cadets will be made aware of the HMCS ONTARIO Standing Orders. Cadets who choose to disregard these rules will be subject to a progressive disciplinary process. Continual poor behaviour or an incident of serious misconduct may result in a cadet being returned home. Stealing, bullying or inappropriate conduct of any kind are unacceptable and may result in a return to unit.