



**RCSCC 178 OAKVILLE**

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**ROUTINE ORDERS**

Issued by  
Lieutenant (Navy) Lou Taddeo CD  
Commanding Officer

This Order	No. 17-05	Last Order	17-04
Dated	10 Oct 17	Dated	24 Aug 17

**PART I – DUTIES AND RESPONSIBILITIES**

1. Officers

For a complete list of the Officer's duties/positions refer to the Ship's Standard Operating Procedures.

Listed below is the **Officer of the Day (OOD)** schedule for 1 Nov to 19 Oct, 2017

Date	OOD	Notes
Wednesday, 1 Nov 2017	CI Fu	Regular Training
Tuesday, 7 Nov 2017	SLt Lloyd-Davies	Regular Training
Tuesday, 14 Nov 2017	Capt Thomson	Regular Training
Tuesday, 21 Nov 2017	CI Fu	Sports Day
Tuesday, 28 Nov 2017	Lt(N) Crawford	CD's
Tuesday, 5 Dec 2017	SLt Lloyd-Davies	Regular Training
Tuesday, 12 Dec 2017	N/A	Mess Dinner

Unless stated prior to the issue of the RO, if an officer is going to be absent during their scheduled OOD night, they should make plans to switch watches with another officer and inform the Executive Officer immediately.

2. Officer of the Day (OOD) Terms of Reference

- 2.1.1 The OOD is in command during his/her duty. He/She is directly responsible to the CO for the performance of his/her duties. Only officers judged competent by the CO may assume these duties.
- 2.1.2 Responsibilities. The OOD is responsible to the CO for the duty personnel and the safety and conduct of the ship's company. He/she shall perform the following duties:
- 2.1.3 Report the state of the Corps' Offices and classrooms to the CO at the end of the training night/day;
- 2.1.4 Ensure rounds of the Corps' flats, classrooms, lobbies, heads, and other communal areas are carried out every hour.
- 2.1.5 Ensure that duty personnel carry out their duties.

- 2.1.6 Ensure the LHQ is properly cleaned up and locked up at the end of all parades.
- 2.1.7 During the duty period (from the day as OOD, until handover to the next OOD the following week), the OOD is to keep the Corps cell phone charged and is to respond to all calls within 24 hours.

3. Duty Roster

Listed below is the duty roster for Nov - Dec 2017.

Date	POOD	Duty Division	Quarter Master	Messenger/Flag Party
1 Nov 2017	PO2 Choi	Yellowknife	LS Chen, Max	OS Zicari
7 Nov 2017	PO2 Urbanek	Athabaskan	AB Huang, Qian	OS Guttman
14 Nov 2017	PO2 I'Anson	Windsor	AB James Stewart	OS Greenham
21 Nov 2017	PO2 Liu, David	Yellowknife	LS Feng, Jida	OS Zhang, Lee
28 Nov 2017	PO2 Choi	Athabaskan	AB Milton	OS Moore
5 Dec 2017	PO2 I'Anson	Windsor	AB Mann	OS Letov
12 Dec 2017	N/A	N/A	N/A	N/A

*The POOD is responsible for making changes to the duty list as required (e.g. absent cadet). They are to have the OOD approve changes.*

All Cadets will fall in for "Liberty Boat" at the end of the evening prior to dismissal, except the Duty Division. The Duty division will fall in for "Liberty Boat" after their tasks have been completed and will be dismissed separately by the Coxswain after the 'all-clear' has been given by the OOD.

4. Petty Officer of the Day (POOD) Terms of Reference

- 4.1.1 All POODs must, as a minimum requirement, be qualified to the rank of Petty Officer Second Class. Only those POs judged by the CO, and having been recommended by the Cox'n, shall stand duty as POOD. Duties. The POOD is responsible for the following:
  - 4.1.2 The POOD is responsible to the OOD for the performance of the following duties.
  - 4.1.3 Set-up and mustering duty division for Ceremonies of Colours and Sunset
  - 4.1.4 Ensuring the ship runs according to routine (including timing of classes)
  - 4.1.5 Supervising the clean-up for evening rounds and accompanying the rounds party during rounds
  - 4.1.6 Supervising work carried out by duty personnel;
  - 4.1.7 Mustering cadets under discipline and supervising work carried out by them.
  - 4.1.8 Conducting rounds during the evening as required by the OOD.
  - 4.1.9 Reporting irregularities with respect to the corps to the Coxswain.
  - 4.1.10 Mustering ships' company for Liberty Boat

5. Quarter Master (QM) Terms of Reference

5.1 The Quartermaster serves an important role within the duty organization. This role along with the rest of the duty personnel helps to ensure the safety, conduct and appearance of the corps and its ship's company. The QM reports to the POOD.

- 5.1.1 Complete the Ship's Log (in pencil), including visitors signing-in and timings of routine
- 5.1.2 Control the gangway and the paying of compliments on coming on board and going ashore
- 5.1.3 Take attendance including obtaining any TOS and SOS from the Admin O and ensure late arrivers and early leavers are recorded in the Ship's Log
- 5.1.4 Piping of still and carry on during ceremonies of Colours and Sunset
- 5.1.5 Piping of general call and carry on at completion of each instructional period
- 5.1.6 Submit Log and Attendance sheet to OOD at Liberty Boat

## 5.2 Controlling the Brow

- 5.2.1 While performing duties at the brow the QM will be responsible for the following:
- 5.2.2 identifying all personnel coming aboard or leaving the ship (training location), to include:
  - 5.2.3 saluting passing officers;
  - 5.2.4 controlling the CO's and senior officer's absentee indicators; and
  - 5.2.5 greeting visitors and directing them to the ship's office;
  - 5.2.6 ensuring that no unauthorized material is taken ashore; and
  - 5.2.7 controlling the ship's log, to include:
    - 5.2.8 signing the logbook at the commencement and completion of duties;
    - 5.2.9 recording when an individual enters or leaves the ship;
    - 5.2.10 recording events in the logbook as directed by the OOD; and
    - 5.2.11 ensuring the logbook does not go missing

## 6. Messenger Terms of Reference

### 6.1 Ceremonial

- 6.1.1 Reporting to OOD at Colours
- 6.1.2 Reporting to OOD and then CO at Sunset
- 6.1.3 Control flags during Colours and Sunset

### 6.2 Ensuring the Cleanliness of the Brow Area. The brow is a visitor's first impression of a corps.

- 6.1.1 The QM will be responsible for ensuring the cleanliness of the brow area. The brow should be kept clear of any gash and clutter.
- 6.1.2 The brow is not an area for cadets to muster or socialize

## 7. Duty Division Terms of Reference

- 7.1 The Duty Division shall be dressed according CATO 35-01, Sea Cadet Dress Regulations. It is the responsibility of all members of the Corps to check Routine Orders (RO's) and advise their POOD as far ahead as possible, if they will not be present on the dates they are assigned QM or Messenger Duty
- 7.2 Members of the duty division are report to the POOD and are responsible for performing the following duties:
- 7.3 Setup and teardown of mast and spar for the ceremony of Colours and Sunset
- 7.4 Provide any work parties required to setup and teardown training areas.

## 8. Routine Orders of Dress

Officers Regular Training – 5  
 CD's – 1A

Cadets Regular Training – SCTU  
 CD's – C2B  
 Fitness - PT Gear (sports wear)

## **PART II – CURRENT ITEMS**

1. Poppy tagging: 27 – 29 October, 3 – 5 November 2017

## **PART III – PERIODIC ITEMS**

N/A

## **PART IV – PERSONNEL**

### 1. Cadets

- (A) The following cadets were taken onto strength:  
AB Chen, Cindy  
OS Foo  
OS Guttman  
OS Letov  
OS Moore  
OS Want, Howard  
OS Zicari
- (B) The following cadets were promoted:  
N/A
- (C) The following appointments have been made for the 2017-2018 training year:  
Coxswain – PO1 Karaulshchikova  
RPO – PO2 Samaha  
Guard Commander – PO1 Balla  
Supply PO – PO2 Zoes  
Corps Gunner – PO2 Feeney  
Athabaskan DPO – PO2 Blue  
Windsor DPO – PO2 Buckley  
Yellowknife DPO – PO2 Cen

### 2. Staff

- (D) The following personnel have been taken on strength:  
Captain Thomson
- (E) The following officers were promoted:  
N/A
- (F) The following appointments have been made for the 2017-2018 training year:  
Commanding Officer (CO) - Lt(N) Lou Taddeo  
Executive Officer (XO) - Lt(N) Shane Crawford  
Training Officer (Trg O) - SLt Nick Lloyd-Davies  
Assistant Training Officer – CI Vera Fu  
Administration Officer (Adm O) - Lt(N) Bryan McIntyre  
Communications Officer (Comm O) - CI Javier DelOlmo

Yours Aye,

//Signed//  
Lou Taddeo CD  
Lieutenant (Navy)  
Commanding Officer

Dist List  
Internal  
CO  
XO  
Trg O  
A Trg O  
Sup O  
Cox'n

External  
ACO Sea, COA

ACA Sea, COA  
NL Branch, Sea Liaison