

**Officers and Staff**  
Navy League Cadet Corps Carlplace  
**OPERATIONS ORDER: 2017 Year End BBQ**

**EVENT:**

1. A weekend celebratory activity with neighbouring cadet corps at Navy League of Canada, Lanark Branch, 137 John Street, Carleton Place, Ontario on June 24<sup>th</sup>, 2017.
2. The event will help with collaboration between cadet corps and the cadets themselves.

**PURPOSE:**

3. To conduct a weekend activity celebration to build esprit du corps among cadet corps through a joint lunch and social, recreational and fun activities with Navy League Cadet Corps' Assiniboine (Kemptonville) and Vice-Admiral Kingsmill (Ottawa).

**CONDUCT:**

4. This weekend will be completed in four phases being:
  - a) Phase One – arrival, sign-in and introduction activities and games
  - b) Phase Two - lunch
  - c) Phase Three – afternoon free play
  - d) Phase Four- out clearance and departure
5. **PHASE ONE** - will consist of the standard arrival and sign in procedures for our corps and for other corps. Officers and staff will introduce cadets and lead activities and games for the day.
6. **PHASE TWO** – Lunch will be set up and served by staff. Clean up will be with the assistance of cadets.
7. **PHASE THREE** - Upon completion of Lunch cadets will have time for free play in the park, ball diamond, at the splash pad and in the back parking lot for road hockey. Other activities can be suggested and organized on an ad hoc basis if necessary.
8. **PHASE FOUR**- cadets and families will be free to sign out and leave.

**ADMINISTRATION:**

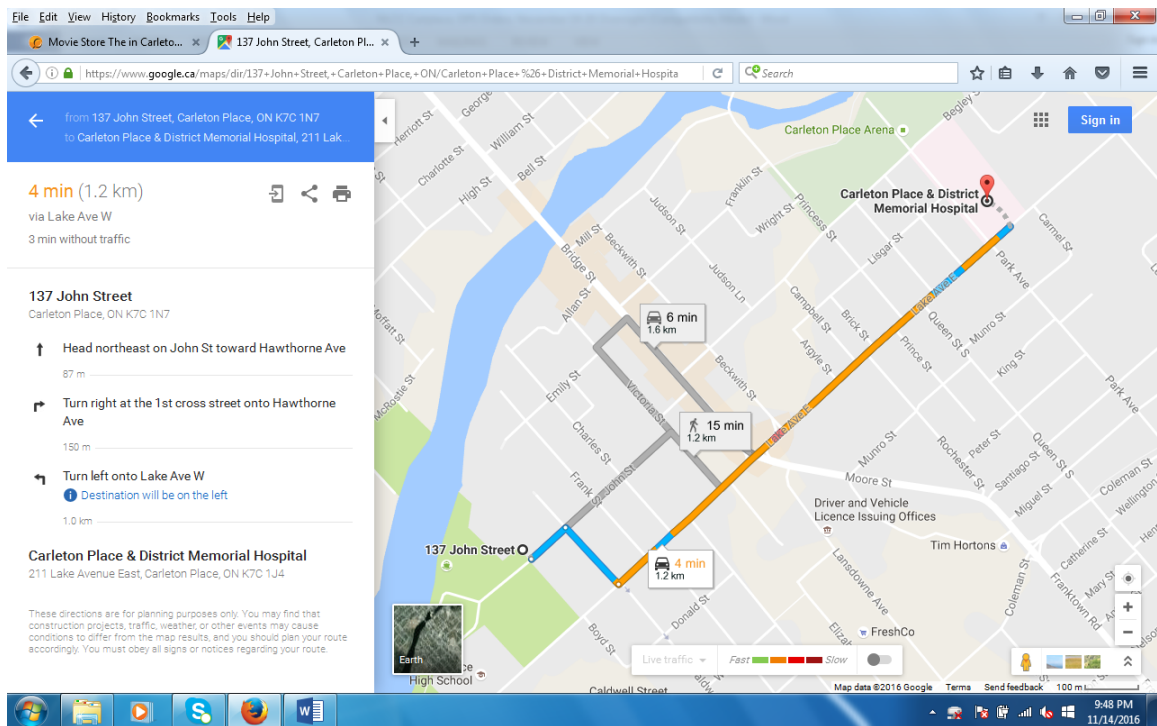
8. **ACCOMMODATIONS** – Activities will be happening in the building and outside in the park, ball diamond, at the splash pad and parking lot for road hockey. Cadets will not be permitted at the beach or to swim in the river.
9. **MEALS** – Lunch will be provided as follows: BBQ hot dogs and hamburgers with buns, condiments, salad, watermelon and freezies. Cold water available all day for drinks.
10. **DRESS** – Cadets are to arrive in civilian clothes appropriate to the weather. Sunscreen and bug spray recommended. Cadets will participate in both indoor and outdoor (weather permitting) activities including sports and must have suitable clothing.

Cadets wishing to use the splash pad should bring bathing suit, towel and water socks or sandals if desired. Staff will wear appropriate attire to participate in the activities with the cadets.

11. **TIMINGS** - the timing shall be as follows:

- a) Phase one - 1100 – 1200 Saturday.
- b) Phase two - 1200 - 1300 Saturday.
- c) Phase three – 1300 - 1445 Saturday.
- d) Phase four – 1445 - 1500 Saturday

12. **EMERGENCY/FIRST AID** – Cadets are to report any injury to staff present. In the event of an emergency or serious injury, staff are to call 911. Staff have the option, if appropriate to seek medical attention at the Carleton Place Hospital located at 211 Lake Ave E, Carleton Place, ON K7C 1J4, (613) 257-2200. If the injured person is taking medications, they are to be brought, along with any instructions on taking them, to the hospital.



**COMMAND STRUCTURE:**

Overall command is through;  
Commanding Officer SLt (NL) Jim Richards  
XO A/SLt (NL) April Georgeadis  
Other staff for support as available: SLt (NL) Geoff Shewfelt, CI Darin McRae, CI Chris Toth, CI Marjorie Jinkinson, CI Danielle Shewfelt

Appointed Officer of the Day, and Watch Officers as announced.

**DISTRIBUTION LIST:**

CO, NLCC Carlplace  
CO, NLCC Assiniboine  
CO, NLCC Vice-Admiral Kingsmill  
Officers and staff, NLCC Carlplace  
Navy League of Canada, Lanark Branch President  
Magnificent Squadron Area Officer

**2017 Year End BBQ**

**SATURDAY, 24 June 2017**

1100 Sign in  
1100 – 1115 Prepare for outdoor activities  
1115 – 1200 Outdoor activities- Organized Games, Free time to play in the park, ball diamond, on the splash pad and in parking lot for road hockey. Staff will be available in the park to supervise and provide water and snacks as needed.  
1200 Return to building to use heads for bathroom break and to wash hands  
1200 – 1255 LUNCH  
1255 – 1300 Lunch clean up, use the heads  
1300 – 1445 Outdoor activities  
1445 – 1500 Return to building, gather belongings, dismissed, Sign out