

3016 (Airdrie) Calgary Highlanders  
RPO PO Box 20006  
1200 Market Street SE  
Airdrie, AB T4A 0K9

1085-12 (DCO)

27 February 2018

Dist List

OPERATION ORDER  
3016 SKI TRIP – SUNSHINE VILLAGE SKI RESORT

Ref: CATO 14-09 Training or Recreational and Educational Trips  
Support Committee 3016 – Budget Letter  
Risk Management Assessment

SITUATION

1. 3016 (Airdrie) RCACC Calgary Highlanders to participate in local training in the form of a Ski Day. This is an annual event hosted by 3016 and is open to all cadets within our cadet corps. These values complement the aims of the Army Cadet Program.

MISSION

2. 3016 RCACC will undertake a day ski trip on 10 March 2018 from AKCS School in Airdrie, AB to Sunshine Village Ski Resort in Banff, AB. To provide cadets with the opportunity to experience skiing in the Canadian Rockies that may not have the funds to do so.

EXECUTION

3. Ski Trip will be executed IAW as follows:
- a. General Outline. Training will be conducted in three phases as follows:
    - (1) Phase One – Preparation and sign up;
    - (2) Phase Two – Conduct of training; and
    - (3) Phase Three – Post Ski Day and Return to Unit (RTU).

b. Groupings and Tasks.

i. Phase One – Preparation and sign up:

1. Group: OIC:

a. Tasks:

- i. Coordinate with TrgO a signup sheet for cadet participation and enter into Fortress;
- ii. Book Transportation with Sunshine Ski Resort;
- iii. Review any Medical or Health concerns of Cadets that may have restrictions to participate;
- iv. Complete Risk Management Assessment for RCSU;
- v. Complete and have parents sign Parent Consent Form.

ii. Phase Two – Conduct of Training:

1. Group: OIC

a. Tasks:

- i. Supervise Cadets during travel to Sunshine Village Ski Resort;
- ii. Supervise Cadets throughout the day including meal times;
- iii. Deal with any concerns and medical concerns if they should arise;
- iv. Ensure all equipment is returned at the end of the day.

iii. Phase Three – Post Ski Day and Return to Unit (RTU):

1. Group: OIC

a. Tasks:

- i. Ensure all equipment is returned at the end of the day.
  - ii. Ensure all cadets and staff return to the bus.
  - iii. Supervise Cadets during travel back to ACKS.
  - iv. Release cadets to parents back at ACKS.
- c. Coordinating Instructions.
  - (1) Capt. Michael Blackwell 3016 RCACC,
  - (2) Detached- NIL
- d. Timings. Cadets and Staff to arrive at 5:45 am to leave at 6:00 am to travel to Sunshine Ski Resort and return no later than 7pm on the same day.
- e. Routes & RV's. Routes and RV's for cadets arriving and departing training locations are detailed as follows:
  - (1) RV 1 – 3016 departs from ACKS to Sunshine via commercial chartered bus route and return on main roads directed by Sunshine Charter recommendations.

#### SERVICE SUPPORT

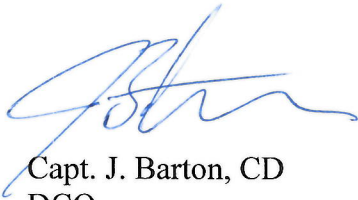
- 4. Service support as follows:
  - a. Equipment. Rented from Sunshine Village.
  - b. Medical. Staff at Sunshine along with Ski Patrol to deal with all medical emergencies. If required to be hospitalized Staff member to follow until parent or guardian arrives.
  - c. Safety. Training will be conducted with full recognition of the hazards presented and the action required to reduce hazards to a minimum. Safety is the responsibility of everyone at all levels. All staff members must be aware of the evacuation plan and emergency procedures:
    - (1) evacuation plan – if required to report back to the bus staging locations.
    - (2) emergency procedures are as follows:

- (a) first aid will be performed as required by qualified personnel including Sunshine Ski Patrol Staff;
  - (b) an escort will accompany any evacuated cadet;
  - (c) OIC will contact and inform the J3 OIC Southern Alberta (SABA) of the situation as soon as safely possible; and
  - (d) OIC will complete a DND 2299 (for any cadet or civilian instructor (CI) or a CF 98 (for any CF member) that is injured or exposed to toxic material;
  - (e) Hospitals will be the nearest hospital to the training location IAW ERP.
- d. Environmental. Environmental concerns will be the responsibilities of OIC and observed IAW Sunshine Village Ski Resort;
  - e. Rations. Lunch is the only meal required and each cadet is required to bring \$10-\$20/cadet.
  - f. Alcohol. Alcohol will not be consumed by any person for the duration of the ski trip IAW CATO;
  - i. Accommodations. No accommodations required.
  - g. Dress. Appropriate winter attire for a Skiing. No requirement for uniforms.
  - h. Transport. 10 Mar 18 transport to and from AKCS School in Airdrie will be contracting a commercial coach bus company to transport to and from Sunshine Village Ski Resort provided by support committee.
  - i. Public Affairs. OIC will provide pictures and simple background of the Ski day to the Army Cadet League (ACL) Alberta (AB).
  - j. Finance. All cost associated with the activity will be covered by the support committee except for the cost of lunch.
  - k. Communication.
    - (1) OIC will carry personal cell phone at all times.

- n. Conduct and Discipline. Conduct and discipline will follow CATO 15-22  
Conduct and Discipline – Cadets.

COMMAND AND SIGNALS

- 5. Command and signals as fol:
  - a. OIC/OPI – Capt M. Balckwell;
  - b. Other staff to be tasked on the weekend based on who attends.
- 6. OPI can be contacted at all times at:
  - a. cellular: (403) 837-2514; and
  - b. Sunshine Resort main line (403) 705-4000.
- 7. Command. The OIC is responsible to the J3 OIC Southern Alberta (SABA) for the conduct of this training.



Capt. J. Barton, CD  
DCO  
3016 (Airdrie) RCACC Calgary Highlanders

- Annex A- Sunshine Quote
- Annex B- Support Committee Letter of Approval
- Annex C- 14-09
- Annex D – Risk Management Assessment
- Annex E – Group Itinerary

Distribution List

Action

Internal  
CO – 3016  
TrgO – 3016

External  
Capt. Doner – ACO  
Army Trg - RCSU

CATO 14-06 OAIC 14-06 ANNEX A ANNEXE A Ch 11/09 A-1/4 Mod 11/09  
**APPLICATION FOR A TRIP**

Corps/Sqn:	3016 RCACC UIC: 5508
Dates:	10-Mar-18
Travel Destination:	Ski Day Activity at Sunshine Ski Resort

1. When applying for approval to conduct a trip, the following information and documents shall be provided:

- a. the daily programme, as detailed as possible, including:
  - (1) location and/or site, 1 Sunshine access Rd, Banff, AB T1L 1J5
  - (2) dress (civilian attire or uniform), Civilians
  - (3) list of invited guests and VIPs, if applicable, and N/A
  - (4) list of required equipment to be transported, if any, including:
    - (a) weapons (drill-purpose or functioning), flags, swords, cutlasses, etc., and N/A  
 Note: Specific dispositions will apply to corps and squadrons visiting Province of Quebec due to the Provincial Law #18 on rifle storage and use in public locations.
    - (b) any Canadian Forces (CF) or League-owned equipment; N/A
- b. accommodation arrangements including:
  - (1) date, N/A
  - (2) location and/or site, and N/A
  - (3) provider (military, commercial, institutional, etc.); N/A
- c. rations arrangements including:
  - (1) date, 10-Mar-18
  - (2) location and/or site, and Sunshine Ski Resort
  - (3) provider (military, commercial, institutional, etc.); Support Committee
- d. transportation (ground, air, maritime) arrangements including:
  - (1) date, 10-Mar-18
  - (2) location, Airdrie to Banff
  - (3) international border crossing points and anticipated time, if applicable, N/A
  - (4) mode of transportation, and Coach Bus
  - (5) provider (military, commercial, parents, etc.); Sunshine Ski Resort
- e. command and control including:
  - (1) name of OIC, Capt. Michael Blackwell
  - (2) OIC cell phone number, corps/squadron contact number and emergency contact number, 403-837-2514
  - (3) number of participating CIC Officers, by gender, 3M (CIC), 2F (CIC)
  - (4) number of participating cadets, by gender, and 30 Cadets
  - (5) number and source of other participating youths and adults, by gender, if any; N/A
- f. administration and financial arrangements including:
  - (1) sponsoring committee support, in writing, for recreational and educational trips, Attached
  - (2) funding sources, for recreational and educational trips, Local fundraising
  - (3) a copy of the parental information letter and consent form, if applicable, Attached
  - (4) issue and payment of insurance, if applicable, N/A
  - (5) issue and payment of passports, visas, etc. if applicable, and N/A
  - (6) contingency funds available to the group OIC, if applicable; N/A
- g. insurance, if applicable, including:
  - (1) liability, N/A
  - (2) emergency medical/dental, N/A
  - (3) transportation, and N/A
  - (4) trip cancellation; N/A
- h. method used to select cadets, if applicable; N/A
- i. method used to select the accompanying adults, if applicable; and N/A
- j. details of emergency medical procedures. Sunshine Ski Policy

ANNEX C

**RSCU Additional Considerations**

1. The following additional information is required for approval at the RCSU (NW) level;

a. are the cadets swimming?

N/A

b. if so, who is providing the lifeguard?

N/A

c. who is the designated UCCMA or acting in that capacity?

Capt. Balckwell

2. Uniforms are the expected dress while conducting cadet tours to military establishments, public places such as parliament or legislative buildings.

a. if they are not planning on wearing their uniforms please explain why. Note that this will not normally be approved.

N/A

3. Training Limitations

a. review of the cadets limitations and what accomodation if any is in place.

Completed

**Further Conderations as per CATO 14-06 Interim Policy Natl CJCR Sp Gp email dated 8 Dec 2015 for International and Out-of-Region activity Only**

4. Late Submission:

a. When applicable, explain whay the submission is forwarded less than 90 days prior to start of trip. All submission must read Nat'l CJCR Sp Gp a minimum of 90 days prior to the start of the trip.

N/A

5. Recreational Trips:

a. Majority of the trip is educational and/or training related and meets the primary aims and goals of the Cadet Program.

Yes

6. Supervision Ratio:

a. Minimum supervision ratio as defined in CATO 13-12 is to be met. If requirement is extensively surpassed, an explanation is to be provided. Details shall also be provided to confirm the role of extra adults and payment arrangements beyond the minimum supervision requirement.

Yes

7. Adult Screening:

a. As per CATO 23-04 and CATO 23-07. Confirm that all adults on the trip have completed a PRC/VSS screening and those screenings are still valid.

N/A

8. Fundraising and Personal Contributions:

a. Provide clear details regarding how the funding to pay the trip was raised. You must demonstrate that all participants took part in fundraising activities that were organized for the trip. It is not appropriate for the entire corps/sqn to fundraise for an activity when only a few will take part.

Attached in Support Committee Letter

b. Some tour organizers provide for free trips for supervisors. If this is the case, the value shall be distributed amongst all participants to reduce each individual cost. Confirmation shall be provided as to how all are benefitting from this arrangement.

N/A

c. Specify individual out-of-pocket costs per participant (after fundraising or donations are applied)

Cadets responsible for Lunch \$10-\$20/cadet.

9. Contingency Plans Shall be in Place:

a. Specify that contingency plans are in place and that funds (including dollar amount) that is available to activity OIC.

N/A

b. Cadets will be briefed on safety measures and what to do if separated from the group.

By Sunshine Staff

c. Cadets have been provided with a card listing important phone numbers (Corps/Sqn officers, emergency services, embassy, etc).

N/A

8. Paid Escort Officer:

a. Does OIC / paid Escort Officer selection make sense based on adult participation? EOs roles and responsibilities is to ensure the safety and security of the cadets and other members of the group. They are therefore required required to be able to respod to an emergency at any time day or night. These adults must be coherent and responsive whenever the need arises.

N/A

ANNEX D

RISK MANAGEMENT ASSESSMENT

RISK	PROBABILITY	SEVERITY	RATING	MITIGATION	REVIEW
Vehicle Accidents	Seldom	Critical to Catastrophic	Moderate	Private Charter has independent insurance to cover vehicle collisions or accidents Cadets will be dressed appropriately for the weather. Chain of command will monitor cadets continually. Resort is open and available for all personnel if required.	
Hypothermia	Seldom	Critical	Moderate	Cadets will take mandatory ski lesson to mitigate possibility of Injury. Ski Patrol available in the event of major injury and will follow all Sunshine Resort medical evacuation procedures. Officer to attend with Cadet to nearest hospital in Banff, AB, and contact Cadets parents.	
Major Injury from Skiing	Occasional	Marginal to Critical	Moderate to High		
Lost Cadets	Unlikely	Critical to Catastrophic	Low to Moderate	Will work with Ski Patrol to locate lost Cadets	



ANNEX E

Group Itinerary			
Time	Activity	Location	Notes
<b>Date: March 10, 2018</b>			
5:30	Bus Pick up in Airdrie	77 Gateway dr. NE	National Coach
6:00	Airdrie Departure		
8:00	Arrival	Gondola Base	
8:00-8:30	Rentals	Base Rental	
9:30-10:30	All-inclusive lesson		
10:30-4:00	Free Ski		
4:00	Departure		