

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

1085-12 (DCO)

09 April 2018

Dist List

WARNING ORDER

3016 PARTICIPATE – BATTLEFIELD TOUR VIA EF TOURS 2020

Ref: CATO 13-12 Supervision of Cadets
CATO 14-06 Training or Recreational and Educational Trips
CATO 14-06 Interim Guidance, DComd, 8 Dec 15
CATO 16-05 Medical and Dental Coverage
CATO 23-04 Adult Screening Policy
CATO 23-07 Civilian Volunteers in Support of Cadet Duty
CATO 40-01 Army Cadet Program
Natl CJCR Sp Gp Order 8012-1

SITUATION

1. In accordance with (IAW) the References (Refs), 3016 is planning a Battlefield Tour from 9th to 19th of April 2020. 3016 will be adhering to all IAW and Refs and will be using a supported DND approved company called EF Educational Tours Canada as our tour provider. Cadets and Officers willing to attend will pay their own way and any fundraising or donations to the trip will be equally divided among all travellers. Historically 3016 has travelled with EF Tours on three other occasions without incident and will continue to provide this opportunity for the cadets involved with 3016 (Airdrie) Calgary Highlanders.

MISSION

2. Officers and Cadets of 3016 plan to take 30-35 travelers to explore the history of the World Wars in Europe they travel from Amsterdam to Paris. Discovering the battlefields where Canadian soldiers built their heroic reputation and reflect on what their war effort means to Europe today.

EXECUTION

3. Execution as follows:
 - a. CONCEPT OF OPS – This International trip will be conducted (IAW) along with schedules to be TBD, along with the following phases:

- (1) Phase 1: Recruitment – Cadets and Officers of 3016 for a total of 30-35 travelers. Jan 2018 to Jan2019 (Tentative – Traveler list to be confirmed 6 months prior to departure);
- (2) Phase 2: Fundraising – Sept 2018 – Mar 2019;
- (3) Phase 3: Trip Preparation - 01 Jan 2018 to 01 Jan 2019;
- (4) Phase 4: Departure of Canada – 9 April 2020;
- (5) Phase 5: Tour – 10 to 19 April 2020;
- (6) Phase 6: Return to Canada – 19 April 2020
- (7) Phase 7: Debrief: TBD within 30 days of returning to Canada.

b. COORD. INSTR.

- (1) All phases of Ops be supervised by qualified CF pers. Lectures/Training for Cadets will be conducted by 3016 Staff. All fundraising meetings will have 3016 present however all monies will be handled by Fundraising committee (Parents Only no Officers);
- (2) Timings – Regular Monthly meetings to start in evenings from 1900 hrs to 2000 hrs. As fundraising is execute meetings to commence over 2-3 month periods;
- (3) RV – Departure from Calgary International Airport – 9 April 2020;
- (4) Reporting – All personnel to report to OIC of trip for all phases;
- (5) Boundaries – To be forwarded in Ops O;
- (6) Out clearance – All personnel will be released to parents from the Calgary International Airport on 19 April 2020.

SERVICE SUPPORT

4. Service and Support as follows:

- a. Travel Company. EF Educational Tours Canada -Tour Consultant has been provided and aware of current requirements and restrictions of the Canadian Forces. EF Tours Canada has an anytime cancellation policy with a reimbursement clause included in each

traveler's contract. The only monies not refundable are the one time administration fee of \$199.

- b. Fundraising. All fundraising will be divided equally among all travelers. A fundraising committee will be formed so no Officer will handle monies collected, however, are expected to help with all fundraising activities. Committee to open separate bank account for all monies and comply with all regulations set out by Alberta Gaming and Liquor Commission, Charitable Fund-Raising Act and comply with the following:
 - i. Assign a Parents Committee for the Trip to include at least one President, Secretary and Treasurer;
 - ii. Open designated bank account for Trip fundraising only;
 - iii. Monthly bank statements for this trip;
 - iv. Agenda's and Meeting Minutes to be recorded for every fundraiser Activity;
 - v. Obtain 3016 Commanding Officers Approval prior to Cadets being utilized in assisting with Fundraising Activities.
- c. Rations. All meals to be fresh rations and all breakfast and suppers will be covered by EF Educational Tours. Lunches will be the responsibility of all travelers to ensure they have approximately \$20 EUR or \$30 CDN per day for lunch.
- d. Transportation. All transportation will be coordinated via EF Educational Tours. Offices, Staff and Cadets will expect to travel by aircraft, buses and trains.
- e. Accommodations. All accommodations will be pre-booked by EF Educational Tours Officers and Cadets will need to understand Europe is not like Canada and will be accommodated in Hostels, hotels and villas, subject to availability. All Officers, Staff and Cadets will adhere to CATO 13-12 with respect to sleeping arrangements. (No co-ed sleeping arrangements will be permitted)
- f. Finance. Costs are as follows, \$3,284.00/Cadet and \$3,694/Officer. It is to be noted at this time fundraising monies will not be able to pay for all of your cadet's costs. 3016 is required to have a \$10,000 emergency contingency fund that will be fundraised as first prior to funds being equally distributed. All unused monies from the emergency contingency fund will be equally distributed among all travelers no later than 30 days after 19 April 2020 and all banks accounts closed.
- g. Safety and Emergence Procedures. Safety is the responsibility of everyone at all levels. Emergency Procedures will be determined as the planning continues with the Canadian Forces alongside EF Educational Tours and the European countries we will be visiting.
 1. The safety precautions are as followings:
 - a. Fire and First aid/Medical emergencies – TBD

- b. Evacuations (Hostile and Environmental) – TBD
 - c. Vehicle Collisions and other – TBD
 - d. Location of nearest Canadian Embassies, Hospitals and Police for all accommodations and historical sites – TBD
- h. Officers. Will be assigned as duty staff on a rotating basis for the duration of the trip. - TBD

COMMAND AND SIGNALS

5. Communication for this Trip will be as follows:

- a. Capt. Joe Barton, Cell phone (403) 519-2332, jbarton01@shaw.ca
- b. Staffing:
 - OIC OPS Capt. Barton
 - OIC First Aid TBD
 - Supervising Officers: All Officers attending

//Signed//

J.S. Barton

Capt

DCO

3016 (Airdrie) Calgary Highlanders RCACC

jbarton01@shaw.ca

Dist List

Action

Internal

CO 3016

External

ACO Capt. K. Doner

RCSU Regional OPI

Natl CJCR Sp Gp HQ J3 National OPI