



**JOINING INSTRUCTIONS  
FOR  
CADET ACTIVITY PROGRAM (CAP)**

**NANAIMO**

**SUMMER 2023**

The Regional Cadet Support Unit Pacific will be conducting the Cadet Activity Program (CAP) for first- and second-year cadets to engage in fun, challenging, well-organized and safe activities.

CAP1 is a day program that will run over a 5-day period, designed for 12–13-year-old cadets in their first year of the Cadet Program. CAP1 is intended to build confidence and facilitate meeting other cadets through participation as a member of a peer-led team.

CAP2 is a 9-day activity designed for 13–14-year-old cadets in their second year of the program that will combine daily activities with a 3-night overnight component. Days 5 to 8 will be the overnight field training exercise (FTX). CAP2 is designed to build leadership and interpersonal skills, while fostering interest in future summer training opportunities.

You have registered to participate in CAP at the **Nanaimo CAP Site**.

**Address: Navy League Building  
750 Fifth Street, Nanaimo, BC**

By 23 June 2023, all cadets and staff cadets must complete the online Vancouver Island CAP 2023 Pre-Activity Questionnaire which can be accessed using the following QR code:



Please bring your signed Offer of Participation on day 1.

Parents must ensure the Site staff have current contact information should they need to reach you during the day.

**Timings.** CAP will operate daily between 0830 hrs and 1700 hrs; drop off between 0830-0900 hrs, pick up between 1630-1700 hrs. Participation is mandatory if registered except when health-related issues are present. **All absences need to be reported to the site supervisor daily using the contact information provided on day 1.**

**Dates.** Refer to your Offer of Participation for the dates that you have been selected to attend CAP. CAP is not considered a drop-in activity – cadets must be registered to attend. CAP1 is a 5-day activity from 3-7 July 2023 and CAP2 is a 9-day activity from 16-24 August 2023.

**Transportation.** Parental drop-off and pick-up is required. Guests including parents and guardians are limited within the facility while cadets are in attendance. This location does offer limited busing for outer communities; however, you must indicate that transportation is required in advance. Please ensure that you complete the Questionnaire which is available using the QR

code above; you will be contacted separately to confirm arrangements if you live in one of the serviced communities.

**Meals.** All participants will be provided with lunch daily. Please bring your own water bottle each day. Cadets may also wish to bring a snack, being cognizant of common food allergies and sensitivities. There will be no canteen on site. CAP2 cadets will be provided with all meals during their 3-day field training exercise (FTX).

Apart from vegetarian and religious dietary restrictions, other dietary restrictions cannot be accommodated; cadets who need a lunch to meet dietary or allergy restrictions should bring their own. Those who do require a vegetarian meal or a meal that meets religious dietary restrictions must advise us of this requirement in advance through completion of the Questionnaire so that appropriate arrangements can be made.

**FTX.** A field training exercise will be a component of CAP2. Cadets will participate in a 3-day overnight activity from 20-23 August 2023. More detailed information will be provided to cadets during the first day of CAP.

#### **Dress for summer CAP:**

**Cadets.** Appropriate civilian clothing for the day's activities. For the first day, please arrive in clothing suitable for physical activity and appropriate to the weather. Cadets will participate in a variety of physical activities and learning experiences. Appropriate footwear is essential. Site staff will communicate any specific dress requirements for each day.

**Staff Cadets.** Field Training Uniform (FTU) / Sea Training Uniform (STU) or appropriate civilian attire for the day's activities and weather.

**Adult Staff.** CADPAT / NCDs for CAF members, appropriate civilian attire for civilian instructors.

#### **Required Kit:**

- Water bottle and snack
- Backpack suitable for carrying all personal belongings
- Appropriate, comfortable clothing for activity
- Sunscreen
- Running shoes
- Hat
- Medications (as required)
- Any items identified by CAP staff

Additional kit requirements for the CAP2 cadets participating in the FTX will be provided to these cadets.

Cadets may bring cell phones which may be used during breaks. All electronic devices are brought at the cadet's own risk.

Cadets may also wish to have a small amount of spending money to purchase items when on off-site tours.

**Prohibited Items.** The following items are prohibited, and participants shall not have them in their possession during training: alcohol, tobacco, marijuana, illicit drugs, pornographic material, firearms, weapons (including toy replicas), knives, lighters, or other fire-starting items.

**Medical.** The following applies to CAP 2023:

- Cadet medication must be provided to the adult staff at the beginning of the training day including detailed instructions on how the medication is to be taken.
- Cadets requiring an EpiPen must always carry it on them while participating in the CAP program. Staff are to be notified where it is located in the event of an incident requiring use.
- If a cadet or staff member is not feeling well, they are not to attend CAP. If a cadet or staff member starts to feel unwell during the activity, they must immediately notify CAP staff.
- Cadets requiring medical attention shall report to adult staff for first aid and shall be taken to the appropriate medical facility if required. Parent/guardian will be contacted as soon as possible.

**Discipline.** Cadets are to follow the regulations and standards set out for the Canadian Cadet Organizations in order to ensure the safety and well-being of everyone. Any conduct issues will be dealt with in accordance with established policy and may result in the cadet being removed from training and/or referral to the appropriate authorities. All cadets will be required to acknowledge the requirements of their behaviour while participating in CAP activities by signing a Code of Conduct.

### **CAP Staff Contact Information**

If you have questions prior to the start of the CAP session, please email them to [RCSUPac.VI@cadets.gc.ca](mailto:RCSUPac.VI@cadets.gc.ca). Once CAP begins, the following key staff members may be contacted by email; phone numbers will be provided on the first day:

Nanaimo Site Commander  
Capt Victoria Stuart  
[Victoria.Stuart@cadets.gc.ca](mailto:Victoria.Stuart@cadets.gc.ca)

CAP Officer-in-Command - Vancouver Island Area  
Lieutenant Commander Darrell Dudley  
[Darrell.Dudley@cadets.gc.ca](mailto:Darrell.Dudley@cadets.gc.ca)