



#166 NLCC JOHN A. HAMILTON
ROUTINE ORDERS

LT (NL) Tony SONG
Commanding Officer

#04 2024/2025

2024-12-01

2003 McKnight Blvd, NE
Calgary, Alberta T2E 6L2

SHIPS OFFICE
adm166.jahamilton@gmail.com

DUTY WATCH

Date	OOD	AOOD	POOD	Division
2024-12-05	MID(NL) TRAVIS	SLT(NL) BLASIOUS		HQ
2024-12-19	SLT(NL) BLASIOUS	CI(NL) SYER		HQ

RIG OF THE DAY (Dress)

Officers

Parade/Activity	Dress
Thursday (Regular Parade)	S2 Summer Dress
Sport Nights	S2 Summer Work Dress or Civilian Gym Kit (Corps T-shirt, Running shoes & Ball Cap)
Ceremonial Divisions & Inspections	C1 Number 1'S with Medals

Cadets

Parade/Activity	Dress
Thursday (Regular Parade & Full Ships)	Summer Dress with White Caps
Sport Nights	Civilian Gym Kit (Corps T-shirt, Running shoes & Ball Cap)
Ceremonial Divisions & Inspections	Uniform with Medals and White Caps

Cadets: any absences from Navy League requires an e-mail to be sent to the administration officer at: adm166.jahamilton@gmail.com

Upcoming Schedule

- 2024-12-05 **Ceremonial Division, 1815 to 2045 Branch Inspection**
 Cadets: Cadet Uniform – With Medals.
 without Uniform: Corps T-Shirt & Ball Cap, Black Pants, Black
 Shoes.
 Officers: Number #1s
- 2024-12-12 **Mess Dinner, 1815 to 2045**
Royal Canadian Legion Chapelhow Branch
 Cadets & Officers: Civilian attire is appropriate
- 2024-12-19 **Sports Night, 1815 to 2045**
 Cadets: Corps T-Shirt & Ball Cap (PT Gear)
 Officers: Corps T-Shirt & Ball Cap (PT Gear)

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5 Ceremonial Division 1815-2045	6	7
8	9	10	11	12 Mess Dinner 1815-2045	13	14
15	16	17	18	19 Sports Night 1815-2045	20	21
22	23	24	25	26 No Cadet Stand Down	27	28
29	30	31	1	2 No Cadet Stand Down	3	4

Our Ceremonial Divisions will be December 05-2024

Commanding Officer's Comments

Drop-Off and Pick-Up Procedures

The safety and security of cadets are paramount and the sign-in and sign-out procedure ensures that the whereabouts of each cadet are known at all times. Here is why this procedure is so crucial:

- 1. Accountability:** By having parents personally sign in and out their cadets, the organization can maintain accountability for every individual under its care.
- 2. Parental Involvement:** This procedure encourages active parental involvement in the cadet experience, reinforcing the sense of community and shared responsibility.
- 3. Compliance with Regulations:** NLCC John A. Hamilton is committed to adhering to both Alberta and National division directives, ensuring they are in full compliance with legal and safety regulations.

The Role of the Facilitating Officer

Having an officer stationed at the entrance to the deck to facilitate this process is a thoughtful and practical approach. It offers several benefits:

- 1. Efficiency:** The officer can streamline the sign-in and sign-out process, making it quick and efficient, reducing wait times for parents and cadets.
- 2. Clarification:** If parents have any questions or concerns about the procedure, the facilitating officer can provide clarification and guidance.
- 3. Personal Interaction:** The presence of an officer fosters a sense of community and provides a direct line of communication between parents and the organization.

NLCC John A. Hamilton's commitment to the safety and well-being of its cadets is evident in its adherence to Alberta and National division directives regarding the sign-in and sign-out procedure. By having parents take an active role in this process and providing an officer to facilitate it, the organization not only ensures the security of its cadets but also strengthens the sense of community and shared responsibility. It's clear that NLCC John A. Hamilton is dedicated to providing a safe and supportive environment for the youth it serves.

Any questions can be emailed to the corps to adm166.jahamilton@gmail.com.

This information is also available at <https://jahamilton.ca/announcements/f/smooth-sailing-john-a-hamiltons-new-arrival-and-pick-up-process>.

Please note that if you arrive early, the doors do not open until 1800 hrs (6:00 pm) (unless you have made prior arrangement). The parade starts promptly at 1815 hrs (6:15 pm). This also applies when we have activities planned away from our LHQ (Local Headquarters).

Please do not hesitate to approach myself or the Branch members with any questions or concerns. We are always available to help and assist.

Yours Aye,
LT (NL) Tony SONG - Commanding Officer
#166 NLCC John A. Hamilton