

Regional Cadet Support Unit (Central)
Canadian Forces Base Borden
P.O. Box 1000, Station Main
Borden ON L0M 1C0

1085-12-1 (J5 Plans O (Army Cdts))

5 October 2021

Distribution List

OPERATION ORDER – RCSU CENTRAL BIATHLON CHAMPIONSHIP SERIES - 2021-22 TRAINING YEAR

References: A. CATO 11-03, *Cadet Program Mandate*
B. CATO 11-04, *Cadet Program Outline*
C. CATO 31-03, *Sea Cadet Program Outline*
D. CATO 40-01, *Army Cadet Program Outline*
E. CATO 51-01, *Air Cadet Program Outline*
F. RCSU Central 2021-2022 Training Directive
G. CCOBCS Event and Competition Rules 2021
H. CCOBCS 2021/22 Hosting Policy
I. Annex A to Appendix 1 of CATO 14-42
J. Natl CJCR Sp Gp Order 8000-1, Transgender Cadets

SITUATION

1. The 33rd Annual National Cadet Biathlon Championship, which forms Stage 4 of the Canadian Cadet Organizations Biathlon Championship Series (CCOBCS) is scheduled to be conducted at the Myriam Bedard Centre in CFB Valcartier during the period of 6-12 March 2022. COVID conditions permitting, Central Region will be represented at the National Championship by two open male teams, two open female teams, two junior male teams, two junior female teams and two composite teams (each consisting of a male and female competitor) based on the results at the Regional Biathlon Competition (Stage 3 of the CCOBCS). Each team will consist of two members.
2. Central Region subordinate units are tasked as follows:
 - a. Area OCs: are tasked to conduct Area Biathlon Competitions (Stage 2 of the CCOBCS) for cadet corps/squadrons (cc/sqns) in their area of responsibility; and
 - b. OC Rgn Trg: is tasked to conduct the Regional Biathlon Competition (Stage 3).
3. Attachments and Detachments:
 - a. All Area Offices are requested to:

- (1) Provide designated fulltime staff to the Rgn Trg O RDA (Non-Disc) to assist in the preparation and conduct of the Regional Biathlon Competition (Stage 3); and
- (2) Provide the Area Biathlon Coordinators, and applicable Class A support staffs to assist in the preparation and conduct of the Regional Biathlon Competition (Stage 3).

4. COVID-19: As the province of Ontario continues to slowly return to pre-pandemic conditions, there is a possibility that restrictions on participation, race conditions or logistics may be required. At all times, adherence to local Public Health Measures (PHM) will be enforced and updates to the conduct of any biathlon activity are to be expected. Specific guidance on the conduct of training in a COVID-19 environment can be found at Annex A.

MISSION

5. Central Region will conduct seven (7) Area Biathlon Competitions (Stage 2) in the fall of 2021 and the winter of 2022 and one Regional Biathlon Competition (Stage 3) in February 2022. The highest placing teams and individuals from each area will advance to the Regional Biathlon Competition (Stage 3) and the highest placing teams and individuals in the Region will advance to the National Biathlon Championship (Stage 4).

EXECUTION

6. General Outline: Operation will be conducted in four (4) Phases:

a. Phase 1 – Planning and Preparation, to include:

- (1) accommodation booking;
- (2) ration plan;
- (3) facilities plan;
- (4) transportation plan; and
- (5) contracting with facility providers;

b. Phase 2 – Conduct of the Area Competitions, to include:

- (1) **Central Ontario Area (COA)**: Conducted by OC COA at location(s) TBD, in the November 2021 timeframe;

- (2) **Niagara and Greater Toronto Area (NGTA):** Conducted by OC NGTA at location(s) TBD, in the November 2021 timeframe;
 - (3) **Northern Ontario Area (NOA):** Conducted by OC NOA, as follows:
 - (a) NOA East – Algoma Rod and Gun Club, Sault Ste. Marie, **29-30 Jan 2022**; and
 - (b) NOA West – Kamview Ski Club, Thunder Bay, **15-16 Jan 22**;
 - (4) **Ottawa St Lawrence Area (OSLA):** Conducted by OC OSLA at Nakkertok, Gatineau (TBC), **15-16 Jan 22**;
 - (5) **South-Eastern Ontario Area (SEOA):** Conducted by OC SEOA at location(s) TBD, in the November 2021 timeframe;
 - (6) **South-Western Ontario Area (SWOA):** Conducted by OC SWOA at location(s) TBD, in the November 2021 timeframe; and
 - (7) **End State:** The end state is to select the Area Biathlon Teams to compete at the Regional Biathlon Competition (Stage 3);
- c. **Phase 3** – Regional Competition, to include:
- (1) **Conduct:** Conducted by OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) with attached personnel from all Area Offices at Algoma Rod and Gun Club, Sault Ste. Marie, **18-20 Feb 22**; and
 - (2) **End State:** The end state is to select the Regional Biathlon Teams to compete at the National Cadet Biathlon Championship (Stage 4).
- d. **Phase 4** – Regional Biathlon Training Camp, to include:
- (1) **Conduct:** Conducted by OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) with support from applicable Area Offices at a location TBC, **4-6 Mar 22** for cadets and coaches advancing to National Championship (Stage 4); and
 - (2) **End State:** The end state is to outfit, train and prepare the Regional Biathlon Teams to compete at the National Cadet Biathlon Championship (Stage 4).
7. **Concept of Operations:**
- a. **Intent:** The Area Biathlon Competitions (Stage 2) will consist of, at minimum, a one (1)-day competition. Where practical a second day can be added to offer cadets and staff the opportunity to gain additional biathlon training and

experience. The Regional Biathlon Competition (Stage 3) will be a two (2)-day competition consisting of an Individual Race and a Team Race; and

- b. Scheme of Manoeuvre: The Area Biathlon Competitions (Stage 2) and the Regional Biathlon Competition (Stage 3) will establish a comprehensive task force consisting of a command group, admin support component, and race support component generated by personnel from across the Region that provide biathlon-specific expertise for all factions of race participants.
8. Groupings and Tasks: See Annex B.
 9. Coordinating Instructions:
 - a. Conduct of Area Biathlon Competitions (Stage 2) – General guidelines:
 - (1) all Areas will conduct competitions open to members of all corps and squadrons. Each corps or squadron is permitted to send a maximum of 12 cadets to their respective area competition. Team composition will be in accordance with Annex C. Transgender cadets will be allowed to compete and recognized for awards as the gender the individual identifies as, IAW ref J;
 - (2) all Area Biathlon Competitions (Stage 2) shall be conducted IAW ref G and **shall** consist of an Individual Race with all competitors firing in the prone position; and
 - (3) only the race specified in para 9.a.(2) above is mandatory; however, additional races or training may be conducted at each Area's discretion;
 - b. Conduct of Area Biathlon Competitions – Ski and Shoot guidelines:
 - (1) all cadet races will be conducted using skating techniques;
 - (2) an Individual race shall consist of three (3) ski loops totalling 5 km in distance interspersed with two (2) bouts of five (5) rounds firing in the prone position;
 - (3) all competitors shall ski the same distance and fire the same number of shooting bouts;
 - (4) team results shall be determined by adding the times achieved by both team members (after penalties are assigned);
 - (5) if multiple races are conducted at an Area level, the Individual race shall be completed prior to any additional training or races; and

- (6) all selections of cadets advancing to the Regional Biathlon Competition (Stage 3) shall be made using the results of the Individual race;

c. Conduct of Area Biathlon Competitions – Run and Shoot guidelines:

- (1) an Individual race shall consist of three (3) running loops totalling 3 km in distance interspersed with two (2) bouts of five (5) rounds firing in the prone position;
- (2) all competitors shall run the same distance and fire the same number of shooting bouts;
- (3) team results shall be determined by adding the times achieved by both team members (after penalties are assigned);
- (4) if multiple races are conducted at an Area level, the Individual race shall be completed prior to any additional training or races; and
- (5) all selections of cadets advancing to the Regional Biathlon Competition (Stage 3) shall be made using the results of the Individual race.

d. Advancement to the Regional Biathlon Competitions (Stage 3):

- (1) each Area may advance up to:
 - (a) three (3) open male teams;
 - (b) three (3) open female teams;
 - (c) two (2) junior male teams;
 - (d) two (2) junior female teams;
 - (e) four individual cadets (two (2) male and two (2) female) who will form two (2) composite teams (may be either open or junior; however, both cadets on any junior team must be juniors (a cadet who has not reached their 15th birthday by 31 March 2022));
 - (f) additionally, NOA-W may advance up to three (3) male relay teams and three (3) female relay teams, each representing a specific corps or squadron. One (1) of the teams advancing for both the male and female categories must be a Junior team; and
 - (g) transgender cadets will be allowed to compete and recognized for awards as the gender the individual identifies as, IAW ref J;

- (2) each Area will be allowed to send up to six (6) adult coaches and four (4) cadet coaches to the Regional Biathlon Competitions (Stage 3). In addition, NOA-W will be allowed to send three (3) adult coaches and two (2) cadet coaches to the Regional competition (total of five (5)); and
- (3) no additional competitors, coaches or specialized support personnel, such as wax technicians, are allowed without the approval of the Rgn Trg O RDA (Non-Disc). Additional personnel will be required to leave the competition area immediately at their own expense. Teams found in violation of this rule will be disqualified from the competition;

e. Conduct of Regional Biathlon Competition (Stage 3):

- (1) Central Region will conduct competitions open to competitors identified in para 9.d.(1);
- (2) the Regional Biathlon Competition (Stage 3) shall be conducted IAW ref G;
- (3) there will be two (2) races conducted:
 - (a) Relay race. The Relay race will consist of three (3) ski loops totalling 4.5 km in distance (for all teams) interspersed with two (2) bouts of five (5) to eight (8) rounds firing in the prone position. The Relay race shall be completed prior to the Mass Start race; and
 - (b) Mass Start (individual) race. The Mass Start race will consist of the following competition specifications:
 - (i) Youth Men/Senior Boys: five (5) ski loops totalling 8.5 km, four (4) bouts of five (5) rounds firing; prone-prone-standing-standing;
 - (ii) Youth Women/Senior Girls: five (5) ski loops totalling 7.5 km, four (4) bouts of five (5) rounds firing; prone-prone-standing-standing; and
 - (iii) Junior Boys/Girls: four (4) ski loops totalling 6 km, three (3) bouts of five (5) rounds firing; prone-prone-prone;
- (4) team rankings and subsequent selection for Unit Teams to attend the National Biathlon Championship (Stage 4) will be determined by the results achieved at Stage 3;
- (5) individual rankings for the respective age category placings (Youth, Senior and Junior) and selection of cadets for Composite Teams to attend

the National Biathlon Championship (Stage 4) will be determined by combining individual results in both the Relay and Mass Start races; and

- (6) the Regional OPI has the authority to make final selections of cadets advancing to the National Biathlon Championship (Stage 4);

f. Advancement to the National Biathlon Competition (Stage 4):

- (1) Central Region may advance up to:
 - (a) two (2) unit specific open male teams;
 - (b) two (2) unit specific open female teams;
 - (c) two (2) unit specific junior male teams;
 - (d) two (2) unit specific junior female teams;
 - (e) two (2) composite teams each consisting of one (1) male and one (1) female cadet from any unit. For Junior teams, both cadets must be junior (a cadet who has not reached their 15th birthday by 31 March 2022); and
 - (f) transgender cadets will be allowed to compete and recognized for awards as the gender the individual identifies as, IAW ref J; and
- (2) Central Region will be allowed to send up to six (6) coaches (3 adult and 3 cadet) who will accompany the unit and composite teams to the National Biathlon Championship (Stage 4). The Rgn Trg O RDA (Non-Disc) in consultation with appropriate Area personnel, will make the final selection of Coaches;

g. Conduct of Regional Biathlon Training Camp:

- (1) the 20 cadets, three (3) Adult coaches and three (3) cadet coaches identified in para 9.f.(2), who qualify to attend the National Cadet Biathlon Championship (Stage 4) will conduct a Training Camp at a location TBC prior to departing for Valcartier (dates TBC);
- (2) this Regional Biathlon Training Camp is an opportunity to team build, issue equipment and practice skills that will improve the chances of success at the National Cadet Biathlon Championship (Stage 4); and
- (3) subsequent direction will be provided to participants by the Regional OPI once selections are made;

- h. Registration: All units that have cadets competing at any stage of the Biathlon Championship Series are required to apply through the technical training by registration process in Fortress. Each competition has been assigned a serial listed as follows:
- (1) NOA(W) (NOAWBIATH22);
 - (2) SWOA (SWOABIATH22) *Multiple competitions may be conducted;
 - (3) COA (COABIATH22) *Multiple competitions may be conducted;
 - (4) NOA(E) (NOAEBIATH22);
 - (5) SEOA (SEOABIATH22) *Multiple competitions may be conducted;
 - (6) OSLA (OSLABIATH22);
 - (7) NGTA (NGTABIATH22) *Multiple competitions may be conducted; and
 - (8) Regional (REGBIATH22).
- i. Parental Consent Forms: Each serial will be opened up to all cc/sqns who are assigned to compete at that particular competition. Corps/Squadron COs are responsible to ensure that their participating cadets have been registered to all levels of the competition and have validated the cadet medical conditions. Once the participating cadets have been selected and identified by the Area Office/RCSU, the cc/sqns will print the Parental Consent Form for signature by the parents/guardians. This will allow the cadet to participate in the competition. Corps/Sqn OPIs should ensure they have a copy of this form with them at the competition; and
- j. Schedule: See Annex D for suggested schedule.

SERVICE SUPPORT

10. Transportation:

- a. Area Biathlon Competition (Stage 2): Cadets and staff are required to travel to biathlon competition locations by their own means. Buses may be provided on a case by case basis. In most cases, participants are to arrive at the training location NLT 0830 hrs and should plan to depart for the home unit NLT 1700hrs. Firm timings shall be passed on to all participants once competition locations and details are finalized;
- b. Regional Biathlon Competition (Stage 3): Areas will arrange transport of area teams to arrive in Sault Ste. Marie, **NLT 2000 hrs, Friday, 18 Feb 22** and to

depart for home unit **NLT 1500hrs, Sunday, 20 Feb 22**. All team coaches (drivers) will notify the Regional Competition OPI (Rgn Trg O RDA (Non-Disc)) of their departure time and anticipated arrival time. If delayed, they must phone ahead and provide revised timing to the Regional Competition OPI; and

- c. Regional Biathlon Training Camp: Areas will arrange transport of area teams to arrive at the site (location TBC).

11. Rations:

a. Area Biathlon Competition (Stage 2):

- (1) each Area Office shall be responsible for providing all rations for all cadets, escort officers and staff. Personnel may be responsible for bringing their own lunch; and
- (2) meals consumed on the economy will only be reimbursed if prior approval from OC Rgn Trg has been provided.

b. Regional Biathlon Competition (Stage 3):

- (1) OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) will coordinate with RCSU Central J4 contracting section the provision of meals for the cadets at both the Sault Ste. Marie Armoury and the Algoma Rod and Gun Club;
- (2) OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) is responsible for providing all rations for all cadets, escort officers and staff; and
- (3) meals consumed on the economy will only be reimbursed if prior approval from OC Rgn Trg has been provided; and

c. Regional Biathlon Training Camp:

- (1) OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) is responsible for providing all rations for all cadets, escort officers and staff; and
- (2) meals consumed on the economy will only be reimbursed if prior approval from OC Rgn Trg has been provided.

12. Quarters:

a. Area Biathlon Competition (Stage 2):

- (1) each Area Office shall be responsible for providing quarters IAW PHM protocols, for any units located further than two hours from the competition site. Corps/Squadrons that feel they require accommodation

shall seek approval from the respective Area OC (OC Rgn Trg to be informed). Cadet competitors and coaches/escort officers may be responsible to provide their own sleeping bags and air mattresses;

(2) accommodations (i.e., hotel rooms) on the economy will only be reimbursed if prior approval has been received from the Area OC. OC Rgn Trg shall be notified in these instances;

- b. Regional Biathlon Competition (Stage 3): Sault Ste. Marie Armoury and a local area high school will provide quarters, IAW PHM protocols, for approximately 220 cadets and approximately 39 adult coaches in the estimated ratio of 50/50 male/female for nights **18 and 19 Feb 22**. **Cadet competitors, and coaches/escort officers are responsible to provide their own sleeping bags and air mattresses if desired;** and
- c. Regional Biathlon Training Camp: OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) is responsible for providing quarters for any units located further than two hours from the Training Camp site. Participants that feel they require accommodation shall seek approval from OC Rgn Trg (Rgn Trg O RDA (Non-Disc)). Cadet competitors and coaches/escort officers may be responsible to provide their own sleeping bags and air mattresses.

13. Biathlon Course Course Facilities.

- a. Kamview Ski Club (Thunder Bay, ON) – NOA-W 15-16 Jan 22: The OC NOA in cooperation with OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) will coordinate with RCSU Central J4 contracting section for the provision of facilities;
- b. Nakkertok Nordic (Gatineau, QC) - OSLA 15-16 Jan 22: The OC OSLA in cooperation with OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) will coordinate with RCSU Central J4 contracting section for the provision of facilities; and
- c. Algoma R&G Club (SSM, ON) – NOA-E 29-30 Jan 22 and Regional 18-20 Feb 22: OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) in cooperation with OC NOA will coordinate with RCSU Central J4 contracting section and the RP Ops property Section for the provision of facilities.

14. Chemical Toilets:

- a. OCs of each Area in cooperation with OC Rgn Trg (Rgn Trg O RDA (Non-Disc)) shall arrange for sufficient quantity of portable toilets to be ordered, delivered and picked up from their respective competition sites, as required;
- b. Algoma R&G club (SSM, ON) – NOA-E 29-30 Jan 22 and Regional 11-13 Feb 22: OC NOA in cooperation with OC Rgn Trg (Rgn Trg O RDA (Non-Disc))

shall arrange for sufficient quantity of portable toilets to be ordered, delivered and picked up from the competition site; and

- c. J4 warehouse staff shall be engaged to ensure that existing SOA/SLA are used.

15. Public Affairs: The PA approach for this event is active. RCSU Central PAO will coordinate PA support, leveraging new media and imagery to highlight the Cadet and participation to these opportunities. See Annex E for Public Affairs Plan. All members should become familiar with the themes and messages to be used for the conduct of the activity are detailed within the Annex.

16. Medical:

- a. emergency medical services will be in accordance with current DND policy and first aid will be administered on-site by staff. Qualified staff members will be identified as First Aiders at the commencement of this activity;
- b. where feasible, the Rgn Trg O RDA (Non-Disc) will coordinate with RCSU Central J4 contracting section to provide Ski Patrol supported emergency medical coverage on-site for the duration of the competition; and
- c. IAW Medical Screening Protocol, cadets with participation limitations detailed below shall not participate in the Area Biathlon Competition (Stage 2) or the Regional Biathlon Competition (Stage 3):
 - (1) those cadets whose participation limitations requiring cadet to be within 30 minutes of physician services;
 - (2) those cadets precluded from participating in activities during which meals are taken;
 - (3) those cadets precluded from participating in hiking, trekking, or climbing;
 - (4) those cadets precluded from participating in sports or PT; and
 - (5) those cadets precluded from firing a rifle.

17. Health Coverage: All cadets are to carry their Provincial Health Card. Escort officers shall be in possession of emergency contact information for their cadets.

18. Clothing and Equipment. Areas will be responsible to provide basic outer garments to their respective teams, staff and visitors. For safety reasons, only ski equipment designed for skating technique will be permitted. J4 warehouses in each Area will provide the required equipment, although civilian clothes, boots, skis and poles may be used. No ancillary equipment such as waxes shall be provided. Specific Dress requirements are as follows:

- a. Dress – Participants: Cadet Biathlon rules allow competition to be conducted at temperatures down to minus 20 degrees Celsius (factoring in wind chill). Corps/Sqns shall ensure that participants are dressed appropriately for the weather conditions. There will be times where Cadets are waiting and not moving around. Cadets arriving inadequately dressed may be removed from competition;
- b. Dress – Staff Cadet Officials: Should dress warmly and are authorized to wear FTU or appropriate civilian clothing appropriate for temperatures as low as minus 20 degrees Celsius (factoring in wind chill). Any member moving forward onto the course (i.e. Course recorders, Range recorders, Start/Finish staff) must have mukluks (or equivalent i.e. Neos); and
- c. Dress – Adult Staff: Corps/Sqn staff should dress warmly and are authorized to wear CADPAT/NCDs with Parka or appropriate civilian clothing appropriate for temperatures as low as minus 20 degrees Celsius. Any member moving forward onto the course (i.e. course recorders, Range recorders, Start/Finish staff) must have mukluks (or equivalent i.e. Neos).

19. Rifles:

- a. Area Biathlon Competition (Stage 2):
 - (1) **COA, NGTA, NOA-W, OSLA, SEOA and SWOA:** Corps/Sqn shall bring DND-issued Daisy/Avanti Air Rifles to competition;
 - (2) **NOA-E:** NOA will ensure that all competitors are provided with serviceable cadet authorized Anschutz .22 calibre rifles complete with sling, apertures, cleaning kits, etc. and will ensure the safe transport of this equipment to Sault Ste. Marie, ON and return. Four (4) spare rifles shall be provided. Rifles will be secured at the Sault Ste. Marie Armoury;
 - (3) only rifles approved by the Department of National Defence (DND) or the Cadets & Junior Canadian Rangers HQ (CJCR HQ) are permitted for use in cadet competitions. Serial numbers will be checked onsite to verify that the rifles are on the SCA; and
 - (4) the list of approved rifles can be found at Annex F. Please note that Biathlon rifles on the approved list may be used in cadet competitions as long as the magazine is not used;
- b. Regional Biathlon Competition (Stage 3):
 - (1) each Area will ensure that all competitors are provided with serviceable cadet authorized Anschutz .22 calibre rifles complete with sling, apertures, cleaning kits, etc. and will ensure the safe transport of this equipment to

Sault Ste. Marie, ON and return. Four (4) spare rifles shall be provided by each Area. Rifles will be secured at the Sault Ste. Marie Armoury;

- (2) only rifles approved by the DND or the CJCR HQ are permitted for use in cadet competitions. Serial numbers will be checked onsite to verify that the rifles are on the SCA; and
- (3) the list of approved rifles can be found at Annex E. Please note that Biathlon rifles on the approved list may be used in cadet competitions as long as the magazine is not utilized.

20. Ammunition:

a. Area Biathlon Competition (Stage 2):

- (1) **COA, NGTA, NOA-W, OSLA, SEOA and SWOA:** Each Area shall provide approved pellets through their respective J4 warehouse; and
- (2) **NOA-E:** NOA will provide .22 calibre ammunition; and

b. Regional Biathlon Competition (Stage 3): NOA will provide .22 calibre ammunition.

21. Miscellaneous stores:

a. Area Biathlon Competition (Stage 2): Each Area shall coordinate with their respective J4 warehouse to have miscellaneous stores on hand such as waxing support mats and stands, canvas, PP&S, extension cords, whiteboards, stopwatches, etc. Due to limited availability, competitors are advised to bring their own waxes and waxing equipment; and

b. Regional Biathlon Competition (Stage 3): NOA will provide will arrange to have miscellaneous stores on hand such as waxing support mats and stands, canvas, PP&S, extension cords, whiteboards, stopwatches, etc. Due to limited availability, competitors are advised to bring their own waxes and waxing equipment.

22. Recreation: Recreational activities for cadets and escort staff for Saturday evening (if applicable) will be arranged for each Area Biathlon Competition (Stage 2) and the Regional Biathlon Competition (Stage 3).

23. Awards: RCSU Central will provide the following awards:

- a. Medals: Medals will be awarded to the first, second and third place youth male and female, senior boy and girl, and junior boy and girl competitors in the combined aggregate of results from the relay and mass start races. First, second

and third place unit male and female relay teams in each category (Open and Junior) shall also receive medals; and

- b. Pins: Participation pins, which are authorized for wearing on the cadet uniform, will be given to all competitors. Each Area shall liaise with their respective J4 warehouse to order sufficient quantities for their competition.

24. Competition Rules: All cadet biathlon competitions will be conducted under rules contained in the CCOBCS Rulebook (ref G) and following guidance contained in the CCOBCS Hosting Policy (ref H). These documents can be found on the RCSU Central CCO SharePoint website.

25. Safety: All personnel engaged in this activity will consider the safety and well-being of all members as the primary concern during the conduct of this activity. Due to the nature of this activity, there are certain inherent risks of activity and environmental related injuries. Therefore, safety must remain the paramount concern for all. Vigilance by all participants, combined with immediate and aggressive action to prevent or correct any situation that might lead to injury will contribute significantly to the safe and successful completion of this activity. Any observations are to be directed to the competition OPI.

26. Finance:

- a. Area Biathlon Competition (Stage 2): All expenses related to the conduct of Stage 2 competitions shall be funded by OC Rgn Trg. Financial coding and commitment numbers as follows:

- (1) Cost Centre: 55427A;
- (2) Fund: C120;
- (3) GL: As applicable;
- (4) IO: 217351;
- (5) Commitment Numbers:
 - (a) COA: ABI2235101;
 - (b) NGTA: ABI2235102;
 - (c) NOA: ABI2235103;
 - (d) OSLA: ABI2235104;
 - (e) SEOA: ABI2235105; and

(f) SWOA: ABI2235106.

(6) Line Numbers:

(a) Line 1 (GL 2222) – All Areas;

(b) Line 2 (GL 5201) – All Areas except NOA;

(c) Line 2 (GL 4604) – NOA;

(d) Line 3 (GL 5801) – All Areas except NOA;

(e) Line 3 (GL 5201) – NOA;

(f) Line 4 (GL 7404) – All Areas except NOA;

(g) Line 4 (GL 5801) – NOA;

(h) Line 5 (GL 12401) – All Areas except NOA;

(i) Line 5 (GL 7404) – NOA;

(j) Line 6 (GL 13191) – All Areas except NOA;

(k) Line 6 (GL 12401) – NOA; and

(l) Line 7 (GL 13191) – NOA.

b. Regional Biathlon Competition (Stage 3): All expenses related to the conduct of the Stage 3 competition shall be funded by OC Rgn Trg. Financial coding as follows:

(1) Cost Centre: 55427A;

(2) Fund: C120;

(3) GL: As applicable;

(4) IO: 216460;

(5) Commitment Number: RBI2246001;

(6) Line Numbers:

(a) Line 1 (GL 2136);

- (b) Line 2 (GL 2222);
 - (c) Line 3 (GL 4604);
 - (d) Line 4 (GL 5201);
 - (e) Line 5 (GL 5701);
 - (f) Line 6 (GL 5801);
 - (g) Line 7 (GL 5802);
 - (h) Line 8 (GL 7207);
 - (i) Line 9 (GL 7215);
 - (j) Line 10 (GL 7217);
 - (k) Line 11 (GL 7305);
 - (l) Line 12 (GL 7404); and
 - (m) Line 13 (GL 12401).
- c. Regional Biathlon Training Camp: OC Rgn Trg will coordinate funding and all other aspects of the Training Camp. Area Offices who have cadets/coaches who qualify to attend Stage 4 are expected to provide support as required for their personnel. Financial information will be promulgated under separate cover.

COMMAND AND SIGNALS

27. Regional OPI is Maj Peter Westlake, Trg O RDA (Non-Disc) - Peter.Westlake@forces.gc.ca or 705-715-2235.

28. Area Biathlon OPIs are as follows:

- a. COA: Capt Rebecca Roberts, Z Trg O - Beckyann.Roberts@forces.gc.ca;
- b. NGTA: Capt Steve Glendenning, Z Trg O – Steven.Glendenning@forces.gc.ca;
- c. NOA-E: Lt(N) Jean-Marc Leblond, Z Trg O – Jean-Marc.Leblood@forces.gc.ca;
- d. NOA-W: Capt Luther Yap, Z Trg O - Luther.YapVII@forces.gc.ca;
- e. OSLA: Capt Chris Johnston-Brown, Z Trg O - Christopher.Johnston-Brown@forces.gc.ca;

- f. SEOA: Capt France Lachapelle, Z Trg O - France.Lachapelle2@forces.gc.ca; and
 - g. SWOA: Capt Joey Landry, Z Trg O – Joey.Landry2@forces.gc.ca.
29. Area Biathlon Coordinators are as follows:
- a. COA: Capt Jason Higgins - Jason.Higgins@cadets.gc.ca;
 - b. NGTA: Capt Brenda La – Brenda.La@cadets.gc.ca;
 - c. NOA-E: Major Daniel Brisson - Daniel.Brisson@cadets.gc.ca;
 - d. NOA-W: TBD;
 - e. OSLA: Capt Sandra Heidel/Capt Cheryl McBean – Sandra.Heidel@cadets.gc.ca / Cheryl.McBean@cadets.gc.ca;
 - f. SEOA: Lt(N) Daniel Denief - Daniel.Denief@cadets.gc.ca; and
 - g. SWOA: Capt Rodrick Brown – Rodrick.Brown@cadets.gc.ca
30. Staffing Matrix:
- a. Area Biathlon Competition (Stage 2):
 - (1) **COA, NGTA, SEOA and SWOA**: As directed by the respective Area OPI. Staff positions to be filled IAW Staffing Matrix found at Annex G; and
 - (2) **NOA-E, NOA-W and OSLA**: As directed by the respective Area OPI. Staff positions to be filled IAW Staffing Matrix found at Annex H.
 - b. Regional Biathlon Competition (Stage 3): As directed by the Regional OPI. Staff positions to be filled IAW Staffing Matrix found at Annex I.

- c. Regional Biathlon Training Camp: TBC from the cadets/coaches who qualify to attend Stage 4.

O'LEARY,
SHAUN 393

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O'LEARY, SHAUN 393
Date: 2021.10.05
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S.D. O'Leary
Lieutenant-Colonel
Commanding Officer
Regional Cadet Support Unit (Central)

Annexes:

Annex A – Guidelines for the Conduct of RDAs in a Covid-19 Environment
Annex B – Groupings and Tasks
Annex C – Biathlon Team Composition
Annex D – Suggested Schedule of Events
Annex E – Public Affairs Plan
Annex F – List of Approved Rifles
Annex G – Run and Shoot Stage 2 Staffing Matrix
Annex H – Ski and Shoot Stage 2 Staffing Matrix
Annex I – Regional Biathlon Competition (Stage 3) Staffing Matrix

Distribution List

Action

RCSU Central//J35/OC Rgn Trg/Rgn Trg O RDA (Non-Disc)/J5 Plans O (Army Cdts)//
RCSU Central//OC COA/OC NGTA/OC NOA/OC OSLA/OC SEOA/OC SWOA//
RCSU Central//J4/J4 MCO/J4 Mat Con Supr//
RCSU Central//PAO

Information

RCSU Central//CO/COS/RSM//
RCSU Central//J1/J6/J8//
RCSU Central//J35 Ops&Plans CSM/J5 Plans O (Sea/Air Cdts)

RCSU CENTRAL – GUIDELINES ON THE CONDUCT OF IN-PERSON REGIONALLY DIRECTED ACTIVITIES IN A COVID-19 ENVIRONMENT

- References: A. CJCR Directive for Sustained Training Activities in a COVID-19 Environment (2021 Posture), dated 17 Dec 20
 B. CJCR 2021 Spring and Summer Training Directive dated 9 Nov 20, including Frag O-001(14 Dec 20), -002(25 Mar 21),-003(26 Apr 21). -004 (8 Jun 21), and -005(27 Jul 21)
 C. CJCR 2021/2022 Training Year – Annual Training Directive, dates 19 Apr 21, including Frag O-001(1 Jun 21), and -002(14 Jul 21)
 D. RCSU Central Covid-19 Risk Assessment/Decision Tool
 E. RCSU Central Job-Aid, How to use Point Prevalence and LMI Tool

PURPOSE

1. The purpose of this SOP is to outline the procedures that should be followed in order to conduct RDAs in a COVID-19 environment. Note the contents of this Annex may be updated or superseded by CJCR HQ COVID Posture Directive amendments, or further direction and guidance from CO RCSU Central. Activity OICs must be familiar with and abide by the most current COVID-19 protocols in effect at the time of the activity.

ABBREVIATIONS AND ACRONYMS

Abbreviation	Complete word or phrase
ABHR	Alcohol Based Hand Rub
CFMAP	Canadian Forces Member Assistance Program
CoC	Chain of Command
CO	Commanding Officer
COVID-19	Coronavirus Disease-19
OIC	Officer in Charge
LMI	Likelihood of Missed Infection
MRE	Meals Ready to Eat
NMLO	National Medical Liaison Officer
NMM	Non-Medical Masks
PHM	Public Health Measures
PHU	Public Health Unit
PPE	Personal Protective Equipment
RMLO	Regional Medical Liaison Officer
RCSU	Regional Cadet Support Unit
RDA	Regionally Directed Activates
RMLO	Regional Medical Liaison Officer
SOP	Standard Operating Procedures
TOR	Terms of Reference
WRT	With Regards To

DEFINITIONS

2. PPE is equipment worn to minimize exposure to a variety of hazards. Examples of this type of equipment include, but are not limited to: NMM, face shields, gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suits.

COMMANDER'S INTENT

3. RCSU Central shall implement a planned, deliberate, and gradual resumption of in-person training when and where it can be accomplished safely and in keeping within local health guidelines.

CRITERIA FOR SUCCESS

4. The success criteria for operating in-person RDAs are as follows:
- a. screen cadets and staff effectively so as to reduce the likelihood of any COVID - infected person being in attendance at an activity;
 - b. adhere to and enforce all PHMs and health authority restrictions to minimize likelihood of transmission should a missed infection be present;
 - c. effectively manage any suspected or confirmed COVID-19 cases including the ability to support contact tracing efforts and referral to local Health Services, as applicable; and
 - d. do everything reasonably possible to prevent the activity from becoming a vector of transmission.

CONDITIONS FOR TRAINING / ACTIVITIES

5. Conduct of RDAs shall be asymmetrical based on the location(s) in which the training / activities is being conducted. Conditions to conduct training or activities in a COVID-19 environment are as follows:
- a. no prohibitions / restrictions from public health authorities which would preclude conduct of in-person training / activities;
 - b. no prohibitions / restrictions from facility operators / bases / landlords / contractors / etc., which would preclude the conduct of training / activities in the anticipated RDA location(s);
 - c. availability of sufficient staff, both adult and senior cadets, to safely and effectively train, supervise and administer training or activities;

- d. availability of sufficient PPE to allow for the safe conduct of the training; and
- e. ability to support an environment where cadets and staff can operate and train safely IAW current policies and direction.

GENERAL

6. As RDAs are conducted, consideration must be given to the safe conduct of activities in a COVID-19 environment. All training / activities shall be prepared and conducted by adhering to the most restrictive guidelines established of all relevant authorities, to include CAF, CCO, federal and provincial governments, as well as public health directives issued by the provincial or local / regional / district health unit.

7. The provincial government has released their “Roadmap to Reopening Ontario”, which establishes the criteria to advance through the progressive steps to decrease the restrictions in place at various businesses, services and community facilities. It is anticipated that when RDA commence, the province will be at a minimum of Step Three (3). Details regarding the “Roadmap to Reopening Ontario” can be found at <https://www.ontario.ca/page/reopening-ontario>.

IN-PERSON TRAINING APPROVAL

8. All in-person RDAs must be approved by the CO RCSU Central or his designate. Factors that affect approval may include, but are not limited to:

- a. point prevalence, which includes the percentage within each health district population currently infected and who are potentially infectious or incubating;
- b. likelihood of missed infection (LMI) calculator, which customizes point prevalence to group size and location;
- c. current and/or predicted active case rate in health district; and
- d. the type of activity, impact of cancellation, and available alternatives.

PLANNING

9. Prior to conducting any in-person training / activities, the OIC or their designate, must:
- a. appoint a COVID-19 Safety Officer with a focus on COVID-19 safety and awareness and how it applies to the activity being conducted;
 - b. review all current COVID-19 direction and guidance, both CJCR and provincial/municipal;

- c. review COVID-19 resources & tools found on the COVID-19 SharePoint Resource Site at https://collaboration.cadets.gc.ca/_layouts/15/start.aspx#/SitePages/En-TrainingManagement.aspx;
- d. set up a COVID-19 Activity Contact Information Binder, to keep readily available key information, to include, but not limited to: contact information for all in attendance, screening questionnaire, and attendance register;
- e. conduct a site visit of the facility(s) that will be used, in order to determine:
 - (1) access points, including drop-off / pick-up points;
 - (2) direction(s) of travel;
 - (3) screening areas to complete in-routine (screening and attendance register);
 - (4) cleanliness and sanitation protocols to include all general facilities and washrooms;
 - (5) sufficient cleaning material is available or has been ordered and will be available; and
 - (6) signage is prepared and ready for posting;
- f. update training / activities schedule, as required, in order to ensure training / activities is conducted as per the COVID-19 restrictions, while also ensuring that supervision ratios are adhered to;
- g. develop an alternate plan for indoor / outdoor activities, if possible, that can be implemented immediately as needed, which adheres to COVID-19 restrictions, national / regional and provincial / municipal policies (should an alternate plan not be feasible, the activity would need to be cancelled);
- h. where applicable, develop a meal plan, which:
 - (1) ensures participants are able to wash their hands before consuming any meals;
 - (2) ensures physical distancing can be adhered to throughout the meal while masks are removed;
 - (3) if approved, provides individually wrapped/packaged food items, such as MRE; and
 - (4) does not include buffet or hay-box type meals;

- i. ensure all current infection prevention and control practices are followed to prevent the spread of COVID-19. This includes, but is not limited to:
 - (1) promoting and performing frequent, proper hand hygiene by handwashing with soap and water or using an ABHR (60% or higher), noting that hand washing using soap and water is recommended over ABHR when hands are visibly soiled;
 - (2) ensuring water fountains are used only for refilling staff and cadets' personal water bottles and disposable cups only;
 - (3) ensuring training / activity equipment is made of material that can be cleaned and disinfected or are single use and are disposed of at the end of the day (i.e. craft supplies);
 - (4) minimizing the sharing and frequency of touching of objects, equipment and surfaces, and other personal items; and
 - (5) cleaning and disinfecting frequently touched surfaces twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soil;
- j. brief cadets and parent(s) / guardian(s) on the activity-specific details, as well as any COVID-19 safety protocols that will be enforced during the conduct of the activity; and
- k. brief cadets on the action that will be taken should a participant, during the activity, become unwell, specifically display/complain of any symptoms related to COVID-19, to include:
 - (1) separating the unwell participant from all other participants;
 - (2) moving all other participants to an alternate location;
 - (3) contacting the parent(s) / guardian(s) in the case of an unwell cadet;
 - (4) informing the unwell cadet and/or their parent(s)/guardian(s) that they must be seen by a clinician and recommend a negative COVID-19 test before returning to any cadet activity;
 - (5) sending the participant home, as expediently as possible;
 - (6) sanitizing all equipment, materials, etc. that came in contact with the unwell participant;

- (7) notifying the CoC; and
- (8) notifying other participants, parent(s)/guardian(s) if case confirmed positive for COVID-19.

ARRIVAL

10. Prior to all daily in-person activity commencing, the OIC, must ensure the following is completed:
 - a. prepare the training / activities site / facility, to include pre-sanitization, posting of directional signs, establishment of screening area, etc.;
 - b. conduct the COVID-19 screening process with all participants, to include:
 - (1) verify completion of pre-screening (app / email displayed on phone, or printed copy), or ask the COVID-19 screening questions, and
 - (2) have all members sign the attendance register;
 - c. confirm that all participants have the required PPE (NMM in particular), as applicable;
 - d. ensure all participants sanitize their hands prior to entering the training / activity site / facility; and
 - e. present the mandatory COVID-19 Safety Briefing to all participants.
11. Upon arrival at the training / activity facility, all cadets and staff must:
 - a. ensure to wear NMM before entering any training / activity site / facility;
 - b. sanitize their hands, prior to entering the training / activity site / facility;
 - c. sign-in with the staff, providing name, contact phone number and email for contact tracing;
 - d. provide COVID-19 screening questionnaire; and
 - e. ensure to maintain physical distance at all times, min 2 metres.

SCREENING

12. The primary focus of screening is to keep potentially infected people away. Both passive and active screening shall be used when conducting RDAs:

- a. Passive screening can be achieved by posting signs at the entrance / reception areas and should include:
 - (1) symptoms of or exposures to COVID-19;
 - (2) actions to take if they have symptoms or exposures (i.e., do not enter, return home and contact health unit or health care provider); and
 - (3) importance of public health measures; and
- b. Active screening can be achieved by using the Ontario Health screening tool before leaving home, either online <https://covid-19.ontario.ca/school-screening/> (preferred) or printed, or responding to the screening questions asked by staff upon arrival at the RDA, prior to start of training / activities.

13. Entry must be denied to any individual who screens positive for COVID-19 symptoms or exposures.

14. OICs must actively screen staff before they enter training / activities at the start of the day. OICs are required to maintain a record that screening has been completed for each staff member.

COVID-19 SAFETY BRIEFING

15. The following must be completed during the briefing:
- a. inform participants that they must immediately notify the COVID-19 Safety Officer of any new medical concerns once the COVID-19 Screening Questionnaire has been completed; and
 - b. emphasize the following key points:
 - (1) importance for everyone to ensure proper hand-washing hygiene, sanitizing frequently, including at the start of activity, throughout the activity and following the activity;
 - (2) importance of wearing a NMM when required;
 - (3) importance of maintaining the physical distancing (2-metre rule) and following directional signage;

- (4) review the daily cleaning routine and sanitation WRT washrooms, other common high touch surfaces, etc.;
- (5) identify out of bound areas and accessible areas;
- (6) identify the alternate plan, for outdoor activities, should weather impact original plan;
- (7) review expectations for behaviour, attitude as per CATO 15-22; and
- (8) review, with emphasis, reporting procedures, if anyone's medical situation changes or they feel unwell, specifically if displaying any symptoms of COVID-19.

VISITORS

16. Visitors include anyone who is not a RDA cadet, a staff member, or an employee of the facility. Engagements with external organizations such as Contractors may be required in the course of resuming prioritized activities. Engagements and visits remain restricted and should continue to be conducted virtually to the maximum extent possible. However, if CAF and local PHMs can be strictly followed, face-to-face engagements and visits may be conducted by exception only and under the authority of RCSU Leadership.

PHYSICAL DISTANCING

17. Physical distancing, with a minimum of 2-metres, is the primary layer of protection to prevent transmission by respiratory droplets. All training / activities should be planned, training areas setup and active supervision be in place to promote and maintain physical distancing. Enhanced distancing, with a minimum of 3-metres or more, should be applied for activities that increase respiratory droplet spread (aerobic exercise, calling drill commands, etc.).

MASK WEAR

18. The NMM is now part of our uniform and must be worn within the CCO guidelines of uniformity, discipline and maintaining a positive public appearance. Two (2) NMMs shall be issued to all staff and cadets, so that a spare is available to replace damp or soiled NMM. NMM are required for all activities, both indoors and out, with only limited occasions they may be removed.

19. NMM should consist of 2 (or preferably 3) layers of tight knit fabric and are to be properly worn so that they are close fitting, to cover the nose, mouth and chin. Cadets should be monitored and instructed to avoid touching mask, to clean hands prior to placing or removing masks.

20. Staff and cadets may choose to wear personal NMM; however, NMM while worn in uniform shall be conservative in design and colour, provide no overt support to industry and shall not include slang language or offensive content;

21. NMM breaks may be scheduled, in a well ventilated space with all participants seated, physically distanced, with a minimum of 2-metres and not face-to-face. NMM breaks, may be combined with time to have a drink or snack.

ATTENDANCE AND CONTRACT TRACING

22. Attendance for cadets must be tracked for all training / activities and entered into Fortress within 24-hours.

23. Staff and visitor attendance must be tracked by sign-in sheet and retained in the event required for contact tracing.

CAPACITY LIMITS

24. In most cases the limit on capacity will be that which allows physical distancing, with a minimum of 2-metres, to a maximum of 50% of the fire room occupancy. For indoor fitness and sports activities, allow for enhanced physical distancing of 3-metres

COHORTING

25. The practice of cohorts is beneficial to reduce the extent of transmission in the event of a missed infection. Smaller cohorts may be an effective way to mitigate the point prevalence and LMI. The benefit of cohorts is reduced where siblings are in different groups, or other intermixing occurs elsewhere, such as at school.

26. In order to minimize the chances for COVID-19 transmission, the practice of cohorts shall be used. This practice shall apply to all types of in-person training. Interactions between cadets and staff shall remain limited to individual groups, (i.e. divisions / platoon / flights groups, etc.). Formalized schedules for the use of common areas, recreational and messing facilities shall be established to ensure cohorts do not mix.

27. Further considerations with cohorts are as follows:

- a. maximum size of cohorts is 25 cadets;
- b. where possible / practical and applicable, consider grouping cadets who are members of another cohort together outside of RDA (e.g. same cc/sqn, same school, same household, siblings);

- c. while brief close contact may be unavoidable between members of a cohort, physical distancing when practical / possible within the cohort, general infection prevention and control practices should be encouraged and prioritized;
 - d. cohorts (cadets with their assigned staff) must not mix with other cohorts. (Including pick-ups and drop-offs, mealtimes, training, and outdoor activities);
 - e. activities that use an indoor room/space that is shared by other cohorts (i.e. staff areas / rooms, tents, gymnasiums, hallways) or has other user groups (i.e. programs in museums, community centres) must ensure:
 - (1) the room / space is cleaned and disinfected before and after use. It is recommended that a log be posted and used to record cleaning and disinfecting; and
 - (2) each cohort of cadets should have their own assigned indoor space separated from all other groups by a prominent visual cue (i.e. floor markings) or a physical barrier that does not interfere with airflow or ventilation or pose a safety / fire hazard issue (i.e. pylons) to reinforce physical distancing requirements between groups;
 - f. each cohort should have designated equipment for their use only (i.e. balls, loose equipment, etc.) or equipment that is cleaned and disinfected between cohort use;
 - g. personal belongings brought to RDA should be minimized and not shared between individuals. Personal items (i.e. backpack, clothing, towel, food, devices that support alternate communication methods, etc.) should be labelled, reserved for personal use only, and stored separately in an individual's designated space;
 - h. in shared outdoor space, cohorts must maintain a distance of at least 2-metres between groups and any other individuals outside of the cohort; and
 - i. plans should be made to prevent mixing of cohorts in washrooms/change rooms. Signage should indicate maximum capacity and a cleaning log be recorded.
28. Physical distancing of at least 2-metres should be maintained between cohorts. Ensure that physical distancing between cadets, parents / guardians and staff is enabled. Physical distancing between cohorts should be maintained by following the steps outlined below:
- a. placing cohorts into different areas;
 - b. placing training equipment and activity stations into different areas;
 - c. using visual cues (i.e. signs, posters, floor markings, etc.);

- d. staggering or alternating mealtime to reduce number of individuals in eating area and to enable physical distancing of at least 2 metres between individuals while unmasked for lunch/nutrition breaks; and
- e. incorporating more individual activities or activities that encourage more space between camp cohorts, and where possible, between individuals within a cohort.

SHARED EQUIPMENT AND MATERIAL

29. Although the transmission of COVID-19 from surface contact may poses a minimal risk, the use of individual equipment remains preferred. Where equipment must be shared, take precautions such as hand sanitizing before and after use. Cleaning of equipment, particularly touch points, between each use is mandatory. Isolating equipment for 72-hours is also an acceptable alternative

BREAKS, EATING AND REFRESHMENTS

30. Extra precautions need to be taken for eating and drinking. Eating and drinking should take place in well ventilated spaces with personnel seated, physically distanced 2-metres or more, and not facing one another (staggered seating if necessary). Cadets should be reminded to wash or sanitize their hands before and after eating. Tables should be sanitized prior to seating.

31. Breaks shall be provided throughout activities, as required, and carried out in the following manner:

- a. provide an area in which 2-metre physical distancing can be maintained;
- b. cadets and staff may take off their masks when eating / drinking or on break; however, time with masks off should be limited and a physical distance of at least 2-metres should be maintained between cadets and staff members; and
- c. ensure cohorting is maintained.

TRANSPORTATION

32. Due to the heightened risk that travel poses, the preference for transportation to and from RDAs remains for parent drop-off and pick up, Notwithstanding, when DND transport is arranged for RDAs, the following guidelines shall be adhered to when cadets and staff are being transported:

- a. NMMs shall be worn in all vehicles when there is more than one occupant in the vehicle;
- b. additional ABHR and disposable NMMs will be available on all vehicles used for the transportation of cadets and staff;

- c. cadets and staff shall sanitize hands and don NMMs (if not already donned) prior to loading vehicles and shall sanitize hands immediately after disembarking the vehicle and prior to removal of NMM;
- d. meals / snacks shall not be consumed in transit. If travelling over a meal hour, the trip should be planned so that the meal can be consumed outside the vehicle where physical distancing can be maintained;
- e. cleaning and sanitization of DND contracted vehicles used for passenger transportation shall be conducted IAW the most stringent current guidance issued by either TC, PHAC, Local Base Transportation section or applicable provincial / territorial health / transportation authority;
- f. on DND contracted buses (e.g. school / coach buses) capacity will be limited IAW COVID Posture Directive, IAW LMI calculation, and the two rows immediately behind the driver will be left empty. Loading of buses will commence rear to front and will unload front to rear to minimize close contact with passengers already seated; and
- g. cadets will be assigned seats, and cadets must not change seats at any time during the bus trip.

CONDUCT OF THE ACTIVITY

33. For the duration of any in-person RDA, the OIC must ensure the following is completed:
- a. intermittent checks every hour and spot-checks every half hour to ensure proper measures are being adhered to with regards to (WRT) the 4Ps (PPE, Physical Distance, Physical Environment, and Personal Hygiene) by wearing NMMs, as required and hand sanitizing frequently;
 - b. periodic checks to ensure sanitization protocols are being carried out on equipment and high touch surfaces;
 - c. all cadets and staff are required to wear NMM;
 - d. staff must wear a surgical / procedure mask and eye protection (e.g., a face shield, safety glasses, or goggles) when unable to maintain physical distance of at least 2-metres while engaging with an individual who is not wearing a mask;
 - e. ongoing monitoring and supervision for compliance WRT social distancing, and directional signage; and
 - f. reminders to all participants as necessary for the safe conduct of activity.

DRILL AND CEREMONIES

34. Drill at the halt may be conducted with physical distancing of at least 2-metres between masked cadets. Marching in two (2) or three (3) files is not recommended, due to the tendency to bunch up. Personnel calling commands must be masked use enhanced physical distancing of 3-metres, or more.

35. Ceremonial parades such as Changes of Command, promotion and awards are an important part of the CCO culture; nonetheless, large gatherings represent a risk of virus transmission and therefore are only permitted under the following limitations:

- a. where in-person activities are authorized, ceremonial events to be limited primarily to signing ceremonies consisting only of members involved. Organizers are to continue to leverage virtual tools to facilitate family and spectator participation; and
- b. the number of attendees will respect local PHM, physical distancing, and gathering restrictions.

36. There shall be no in-person music training, performances, or activities conducted until further notice.

OVERNIGHT ACCOMODATION

37. Shared sleeping accommodations pose a higher risk of transmission / infection of the COVID-19 virus due to prolonged exposure in confined spaces with other staff or cadets. As such, day activities, even if they extend into the evening, are preferred. When necessary, overnight RDAs, may be approved; however, due to the heightened risk, the following guidelines will be adhered to:

- a. whenever possible staff and cadets shall be provided single accommodations (one person per room / tent). Where this is not possible, shared accommodations will be adapted to meet the following criteria:
 - (1) bed spaces must be separated by no less than 3 metres, often requiring only every second or every third bed to be used;
 - (2) beds will be oriented so that heads face away from the walkway;
 - (3) if bunk beds are used only lower bunk shall be occupied;
 - (4) furniture should be arranged to ensure maximum separation of beds between individual areas;

- (5) with the exception of transiting through a shared accommodation, cadets and staff are not to loiter in each other's accommodation space (room / tent or allocated areas);
 - (6) whenever possible air flow through accommodations should be maximized by ensuring adequate ventilation / leaving windows and doors open; and
 - (7) where air flow through an accommodation room is poor, fans or air movers may be used to assist with adequately ventilating the areas provided they do not direct airflow from one individual's space to another; and
- b. Cleaning and sanitization. Frequently touched surfaces (e.g. lockers, desks, bedposts, chairs, door handles, and window sills) in accommodation areas shall be cleaned at a minimum once per day or more frequently if directed by a local health authority. Bedding shall be laundered / replaced at least twice a week.

ABLUTION FACILITIES

38. Ablution facilities (washrooms, showers, wash stations, etc., are critical to the maintenance of good hygiene and, in turn, reduction in the risk of COVID-19 transmission. They are a high traffic environment where, due to the prevalence of warm moist air and surfaces, bacteria and viruses can thrive. Capacity in all ablation facilities shall be limited to ensure 2 metre physical distancing can be maintained. All ablation facilities should be cleaned at least twice a day with frequently touched surfaces such as lockers, benches and washing machines being wiped down before and after each use.

39. Cadets and staff should be encouraged to use tote style bags, containers or bins / baskets to bring items into ablation facilities in order to avoid contact between personal items and commonly touched surfaces.

DEPARTURE

40. Upon completion of the training / activity, the OIC or their designate, must confirm and complete the following:

- a. verify with all participants that there are no new medical concerns since completing the screening questionnaire at the commencement of the activity;
- b. conduct a debrief to gain feedback from participants on what worked well and what can be improved upon for the training / activities delivery;
- c. review reporting procedures should any participant's medical status change or they begin to feel unwell after the training / activities activity, specifically relating to symptoms associated with COVID-19; and

- d. complete sanitization of all equipment, high touch areas, and the general facility.

COVID-19 CASE MANAGEMENT

41. If a person develops symptoms during an activity that would fail the screening questionnaire:

- a. the symptomatic person shall report their symptoms to their supervisor;
- b. the supervisor shall isolate the symptomatic person and expedite their safe return home. It is important to maintain supervision, physical distancing and wear PPE. Provide support for the person and, in the case for cadet, notify the parent to pick them up;
- c. there is no need to cancel activity, send others home, or to inform other cadets' parents, at this time;
- d. OIC to report case to OC Rgn Trg;
- e. symptomatic person is to be instructed to contact their healthcare provider and follow directions WRT COVID-19 testing;
- f. the symptomatic person shall report test result to CoC, and the OIC or their cc/sqn CO shall advise OC Rgn Trg or Area OC as applicable;
- g. in the case of a positive COVID-19 test result, CCIR, SIR, and COVID-19 Tracking processes shall be implemented, as required. Coordinate with PHU / RMLO regarding contact tracing and notification of other attendees / parents;
- h. provide infected person with CFMAP information and maintain supportive contact with person and family; and
- i. infected person is not to return to any training / activity until negative test received and / or they are cleared by healthcare provider.

42. If a person reports being infected / positive test for COVID-19:

- a. provide infected person with CFMAP information and maintain supportive contact with person and family;
- b. review in-person attendance history in Fortress and staff and visitor attendance registry for any contact in past 14 days;
- c. OIC to report case to OC Rgn Trg;

- d. CCIR, SIR, and COVID-19 Tracking processes shall be implemented as required. Coordinate with PHU / RMLO regarding contact tracing and notification of other attendees / parents; and

- j. the infected person is not to return to any training / activity until negative test received and / or they are cleared by healthcare provider.

RCSU CENTRAL 2021-21 BIATHLON COMPETITION GROUPINGS & TASKS MATRIX

Area OC (all Areas)

Phase One (1): Planning & Preparation

- In consultation with the Rgn Trg O RDA (Non-Disc), appoint a Class A Area Biathlon Coordinator (2 for NOA)
- Appoint a Class B Area Biathlon OPI (2 for NOA), who will be responsible for the planning and coordination of the Area Biathlon competition in conjunction with Area staff
- Provide Class-B personnel and equipment IAW Annex F or Annex G, as applicable
- Support Area Biathlon OPI in all Stage 2 Biathlon planning activities
- Coordinate movement requirements for all Area personnel and cadet participants during Advance Party, Area Competition, and redeployment phases
- Conduct an exercise reconnaissance with sufficient lead-time to correct / request remedies to noted deficiencies
- Confirm cc/sqn participants
- Oversee preparations
- Draft JIs
- In consultation with the Rgn Trg O RDA (Non-Disc), coordinate booking of Area Biathlon Competition facility
- Book R&Q
- Liaise with J4 contracts section for any required support services contracts
- Liaise with J4 Warehouse for required material support services

Phase 2: Conduct of Area Biathlon Competition

- Provide oversight on the conduct of Area Biathlon Competition

Phase 3: Conduct of Regional Biathlon Competition

- Provide the Area teams (male & female) from the Area Competition
- Coordinate transportation to/from the Regional Biathlon Competition
- Assign support staff to the Regional Biathlon Competition IAW Annex H

Phase 4: Regional Biathlon Training Camp

- Provide assigned competitor teams (male & female), cadet coaches and support cadets from the Regional Competition
- Coordinate transportation to/from the Regional Biathlon Training Camp
- Conduct Lessons Learned process and submit After Action Report (AAR)

BIATHLON OPI (all Areas)

Phase One (1): Planning & Preparation

- Participate in pre-deployment recce of competition venue;
- Coordinate Class-A support staff from Area (IAW Annex F or Annex G, as applicable) and associated pers admin functions (e.g. pay, claims, travel)
- Coordinate Cadet Officials from Area IAW Annex F or Annex G, as applicable
- Complete team-screening of all registered Area cc/sqn participants
- Complete FORTRESS administration of participation validation for all cadets (to include competitors, cadet officials and cadet coaches)
- Forward J3 Trg O RDA (Non-Disc) the list of names and units of those Area cadets/teams selected to advance to Regional Competition
- Assist the Area OC in the drafting of JIs
- Coordinate the booking of R&Q for all competition support staff and cadets
- Assist the Area OC/OC Rgn Trg in booking of Area Biathlon Competition facility
- Coordinate transportation to the venue
- Coordinate and securing necessary equipment to conduct Biathlon Competitions in conjunction with the local J4 warehouse
- Prepare schedules for the Biathlon Competition
- Prepare terms of reference for support staff to the Area Biathlon Competition
- Prepare TD authorization request for all attendees

Phase 2: Conduct of Area Biathlon Competition

- Conduct Area Biathlon Competitions with assistance from Area office staff (to include local J4 warehouse staff)
- Ensure a schedule is available to all participants on arrival
- Oversee FORTRESS administration of attendance and podium performance recognition for all cadets
- Provide training and learning aids, as required

Phase 3: Conduct of Regional Biathlon Competition

- Provide the Area teams (male & female) from the Area Competition
- Provide Cadet Officials IAW Annex H
- Provide four (4) Cadet Coaches per Area (NOA-W to provide two (2))
- Coordinate transportation to/from the Regional Biathlon Competition
- Assign support staff to the Regional Biathlon Competition IAW Annex H
- Prepare TD authorization request for all Area coaches attending the Regional competition
- Prepare Class A pay sheets for all coaches attending the Regional competition

Phase 4: Regional Biathlon Training Camp

- Provide assigned competitors teams (male & female) from the Regional Competition
- Provide transportation to/from the Regional Biathlon Training Camp
- Conduct Lessons Learned process and submit After Action Report (AAR)

RGN TRG O RDA (NON-DISC)

Phase One (1): Planning & Preparation

- In consultation with the Area OCs, appoint Area Biathlon Coordinators
- Assist the J5 Plans O in the drafting on the Op O
- Liaise with J4 contracts section for any required support services contracts for Region Biathlon Competition and for Area Biathlon Competitions as required
- Act as “Technical Authority” for contracting process through J4
- Assist Areas in the booking of Area Biathlon competitions
- Book Region Biathlon Competition facility
- Conduct an exercise reconnaissance with sufficient lead-time to correct / request remedies to noted deficiencies (Stage 3)
- Book R&Q for Region Biathlon Competition
- Oversee preparations of the Area and Regional Biathlon Competitions
- Draft JIs for Region Biathlon Competition
- Assign support staff to the Regional Biathlon Competition
- Oversee team-screening of all registered Region and Area cc/sqn teams
- Oversee FORTRESS administration of participation validation and podium performance recognition for all cadets (Region and COA, NGTA & SWOA)
- Coordinate and procure necessary equipment to conduct Biathlon Competitions (for Region, COA, NGTA and SWOA in collaboration with J4)
- Prepare schedules for the Biathlon Competition
- Prepare terms of reference for support staff to the Area Biathlon Competition
- Prepare TD authorization for staff attending the Regional competition
- Prepare Class A pay sheets for staff attending the Regional competition

Phase 2: Conduct of Area Biathlon Competition

- Provide training and learning aids, as required
- Be prepared to (BPT) provide oversight on the conduct of all Area Biathlon Competitions

Phase 3: Conduct of Regional Biathlon Competition

- Conduct Region Biathlon Competitions with assistance from Area office staff
- Ensure a schedule is available to all participants on arrival
- Oversee FORTRESS administration of attendance and podium performance recognition for all cadets
- Provide training and learning aids, as required

Phase 4: Regional Biathlon Training Camp

- Conduct the Region Biathlon Training Camp
- Ensure a schedule is available to all participants on arrival
- Provide training and learning aids, as required
- Conduct Lessons Learned process and submit After Action Report (AAR)

J4 TECH SVCS	J8 FIN SVCS	J1 ADMIN SVCS
<p><u>Phase One (1): Planning & Preparation</u></p> <ul style="list-style-type: none"> • J4 Contracting & Warehouse Staff BPT assist in coordinating bookings for contract facilities, meals and accommodation, if applicable • J4 Warehouse Staff BPT assist Area OPI in supplying necessary equipment to conduct Biathlon Competitions • Coordinate rental of skis and equipment for competitors • Support delivery of contracted requirements and completion of payment process • Provide list of Daisy 853C air rifle serial #s held on the SCA of each unit for verification/validation • Provide task force race support staff IAW Annex F or Annex Gas applicable 	<p><u>Phase One (1): Planning & Preparation</u></p> <ul style="list-style-type: none"> • Initiate Claim documents as required for Class A staff • Initiate TD / transportation requirements (ground and air), as identified in the Travel Plans submitted by Area/Regional POCs • BPT assist Area POCs with financial requirements in preparation of the Area level Area Biathlon Competition • Provide oversight of the financial accounting activities related to this activity 	<p><u>Phase One (1): Planning & Preparation</u></p> <ul style="list-style-type: none"> • Initiate pay documents (if required) for Class A staff • Provide oversight of the administration activities related to this activity
<p><u>Phase 2: Conduct of Area Biathlon Competition</u></p> <ul style="list-style-type: none"> • J4 Staff BPT provide transportation to/from the Area Biathlon Competition • J4 Staff BPT assist Area Office in the intake, exhaust & conduct of Biathlon Competition 	<p><u>Phase 2: Conduct of Area Biathlon Competition</u></p> <ul style="list-style-type: none"> • BPT assist in processing Claim documents for Class A members 	<p><u>Phase 2: Conduct of Area Biathlon Competition</u></p> <ul style="list-style-type: none"> • Process pay documents for Class A staff
<p><u>Phase 3: Conduct of Regional Biathlon Competition</u></p> <ul style="list-style-type: none"> • J4 Staff BPT provide transportation to/from the Regional Biathlon Competition • J4 Staff BPT assist Region in the intake, exhaust & conduct of Biathlon Competition 	<p><u>Phase 3: Conduct of Regional Biathlon Competition</u></p> <ul style="list-style-type: none"> • BPT assist in processing Claim documents for Class A members 	<p><u>Phase 3: Conduct of Regional Biathlon Competition</u></p> <ul style="list-style-type: none"> • Process pay documents for Class A staff
<p><u>Phase 4: Regional Biathlon Training Camp</u></p> <ul style="list-style-type: none"> • J4 Staff BPT provide transportation to/from the Regional Biathlon Training Camp • Conduct Lessons Learned process and submit After Action Report (AAR) 	<p><u>Phase 4: Regional Biathlon Training Camp</u></p> <ul style="list-style-type: none"> • BPT assist in processing Claim documents for Class A members 	<p><u>Phase 4: Regional Biathlon Training Camp</u></p> <ul style="list-style-type: none"> • Process pay documents for Class A staff

AREA BIATHLON COORD (CL A)	CORPS/SQNS
<p><u>Phase One (1): Planning & Preparation</u></p> <ul style="list-style-type: none"> Collaborate and assist with the Area OPI in the planning and preparation of the Area-level Biathlon Competition Identify personnel to work as support staff for their respective competition and communicate with Area OPI Prepare venue in order to conduct the competition Liaise with area staff and with the host competition site to ensure that all support requirements are identified and met In collaboration with the Area OPI notify those units that have been selected to participate In collaboration with the Area OPI provide map / directions to the site location to units that have been selected to participate 	<p><u>Phase One (1): Planning & Preparation</u></p> <ul style="list-style-type: none"> Conduct cc/sqn Biathlon Competition (Stage 1) Select cc/sqn Biathlon teams Register Team(s) cc/sqn Biathlon teams in Fortress and notify Area OPI of intent to participate Assign an Escort O to attend Area Biathlon Competition and communicate that member to the Area OPI ASAP, so that Pay, Travel, R&Q arrangements can be made
<p><u>Phase 2: Conduct of Area Biathlon Competition</u></p> <ul style="list-style-type: none"> Conduct Area Biathlon Competitions with assistance from Area office staff Provide training and learning aids, as required Provide race results and a complete nominal roll of all competitors, coaches and competition staff within one (1) week following the completion of their respective competition to the Rgn Trg O (RDA-NDA) 	<p><u>Phase 2: Conduct of Area Biathlon Competition</u></p> <ul style="list-style-type: none"> Escort cadets to/from Biathlon Competition Staff and Cadets BPT remain at Biathlon Competition for the entire duration Obtain signed Parental Consent Forms for participating cadets Assist the Area Biathlon Coordinator, as required (i.e. registration, instruction, safety, meal preparation, etc.)
<p><u>Phase 3: Conduct of Regional Biathlon Competition</u></p> <ul style="list-style-type: none"> If available, attend the Regional Competition as staff Provide assistance to the Area OPI in supporting cadets attending the Regional competition 	<p><u>Phase 3: Conduct of Regional Biathlon Competition</u></p> <ul style="list-style-type: none"> If applicable, escort cadets to/from Biathlon Competition If applicable, Staff and Cadets BPT remain at Biathlon Competition for the entire duration If applicable, secure Parental Consent Forms for participating cadets If applicable, assist the Area Biathlon Coordinator, as required (i.e. registration, instruction, safety, meal preparation, etc.)
<p><u>Phase 4: Regional Biathlon Training Camp</u></p> <ul style="list-style-type: none"> Conduct Lessons Learned process and submit After Action Report (AAR) 	<p><u>Phase 4: Regional Biathlon Training Camp</u></p> <ul style="list-style-type: none"> If applicable, escort cadets to/from Biathlon Training Camp; If applicable, Staff and Cadets BPT remain at Biathlon Training Camp for the entire duration If applicable, secure Parental Consent Forms for participating cadets If applicable, assist the Rgn Trg O RDA (Non-Disc), as required (i.e. registration, instruction, safety, meal preparation, etc.) Conduct Lessons Learned process and submit AAR

RCSU CENTRAL 2021-22 BIATHLON COMPETITION TEAM COMPOSITION

Open Unit Male Team

Two male cadets or one (1) male and one (1) female cadet in any age category from the same Corps or Squadron

Open Unit Female Team

Two female cadets in any age category from the same Corps or Squadron.

Junior Unit Male Team

Two male cadets or one (1) male and one (1) female cadet who both have not reached their 15th birthday by 31 Mar 22 and are both from the same Corps or Squadron.

Junior Unit Female Team

Two female cadets who both have not reached their 15th birthday by 31 Mar 22 and are both from the same Corps or Squadron.

Open Composite Male Team

Two male cadets or one (1) male and one (1) female cadet in any age category from different Corps or Squadrons

Open Composite Female Team

Two (2) female cadets in any age category from different Corps or Squadrons.

Junior Composite Male Team

Two (2) male cadets or one (1) male and one (1) female cadet who both have not reached their 15th birthday by 31 Mar 22 and are from different Corps or Squadrons.

Junior Composite Female Team

Two (2) female cadets who both have not reached their 15th birthday by 31 Mar 22 and are from different Corps or Squadrons.

**RCSU CENTRAL 2021-22 BIATHLON COMPEITION
 STAGE 2 (AREA) SUGGESTED SCHEDULE**

DATE	TIME	ACTIVITY	LOCATION
Friday Night Prior to Competition	1400hrs	Coordinating conference for senior staff	
	1800 – 2400hrs	Clearing in	
	2130hrs	Coaches’ meeting	
Saturday of Competition	0600hrs	Reveille	
	0630 – 0730hrs	Breakfast	
	0730 – 0830hrs	Draw team rifles and equipment	
	0845hrs	Depart for Biathlon Site	
	0930 – 1130hrs	Open Training / Equipment Check	
	1130 – 1300hrs	Lunch	
	1300 – 1630hrs	Open Training	
	1700 – 1830hrs	Supper	
	1900hrs	Coaches Meeting	
	2000 – 2200hrs	Prep for Sunday Competition	
	2000 – 2200hrs	Recreational activities	
2200hrs	Lights out		
Sunday of Competition	0600hrs	Reveille	
	0630 – 0730hrs	Breakfast	
	0630 – 0700hrs	Draw/pack team rifles and equipment	
	0800hrs	Move to competition site, quarters must be cleared before departure to competition site.	
	0830 – 0930hrs	Equipment check	
	0900 – 0945hrs	Zeroing	
	1000 – 1130hrs	Individual competition	
	1130 – 1230hrs	Lunch	
	1230 – 1330hrs	Area clean-up, return of stores to QM and final tabulation of results	
	1330hrs	Awards presentation	
1400hrs	Dismissal		

**RCSU CENTRAL 2021-22 BIATHLON COMPEITION
 STAGE 3 (REGIONAL) SUGGESTED SCHEDULE**

DATE	TIME	ACTIVITY	LOCATION
18 February 2022 (FRIDAY)	1400hrs	Coordinating conference for senior staff	Algoma Rod and Gun Club
	1800 – 2400hrs	Clearing in	Sault Ste. Marie Armoury
	2130hrs	Coaches' meeting	Sault Ste. Marie Armoury
19 February 2022 (SATURDAY)	0600hrs	Reveille	Sault Ste. Marie Armoury
	0630 – 0730hrs	Breakfast	Sault Ste. Marie Armoury
	0730 – 0830hrs	Draw team rifles and equipment	Sault Ste. Marie Armoury
	0845hrs	Depart for Biathlon Site	Sault Ste. Marie Armoury
	0915hrs	Group Photo	Algoma Rod & Gun Club / Range
	0930 – 1100hrs	Open skiing/equipment check	Algoma Rod & Gun Club / Range
	1000 – 1215hrs	Zeroing/Official Training	Algoma Rod & Gun Club / Range
	1230 – 1530hrs	Relay competition	Algoma Rod & Gun Club / Range
	1130 – 1300hrs	Lunch	Algoma Rod & Gun Club / Range
	1530 – 1630hrs	Post-race clean-up	Algoma Rod & Gun Club / Range
	1700 – 1830hrs	Supper	Sault Ste. Marie Armoury
	1800hrs	Coaches meeting	Sault Ste. Marie Armoury
	1900 - 2030hrs	Rifle cleaning, waxing, prep for Mass Start race	Sault Ste. Marie Armoury
	2030 – 2300hrs	Recreational activities	TBC
2300hrs	Lights out	Sault Ste. Marie Armoury	
20 February 2022 (SUNDAY)	0600hrs	Reveille	Sault Ste. Marie Armoury
	0630 – 0730hrs	Breakfast	Sault Ste. Marie Armoury
	0630 – 0700hrs	Draw/pack team rifles and equipment	Sault Ste. Marie Armoury
	0800hrs	Move to competition site, quarters must be cleared before departure to competition site.	
	0830 – 0930hrs	Equipment check	Algoma Rod & Gun Club / Range
	0900 – 0945hrs	Zeroing	Algoma Rod & Gun Club / Range
	1000 – 1230hrs	Mass Start competition	Algoma Rod & Gun Club / Range
	1130 – 1230hrs	Lunch	Algoma Rod & Gun Club / Range
	1230 – 1330hrs	Area clean-up, return of stores to QM and final tabulation of results	Algoma Rod & Gun Club / Range
	1330hrs	Awards presentation	Algoma Rod & Gun Club / Range
	1400hrs	Briefing for competitors who qualified for Nationals/depart Sault Ste. Marie	Algoma Rod & Gun Club / Range

RCSU CENTRAL – PUBLIC AFFAIRS PLAN 2021-22 BIATHLON COMPETITION

SITUATION

1. RCSU-Central will host area and regional-level biathlon competitions in support of the Cadet Program. Dates and locations of each event are specified in the ops order.

MISSION

2. Using emotive storytelling to highlight our peer-led Cadet Program, which, through investments in youth, develops confident, self-sufficient leaders who strengthen their Canadian communities, the PA team will support RCSU Central staff in increasing awareness of this event and highlighting its activities and successes during and after its execution.

KEY MESSAGES

3. The following messages shall be used for event communications:
- a. through the Cadet Program, we are strengthening Canadian communities by investing in youth across Ontario;
 - b. the Cadet Program develops confident, self-sufficient leaders who are engaged in their communities while promoting physical fitness and healthy, active living;
 - c. the Cadet Program is a peer-led program that is open to all youth, while offering a safe, yet challenging environment focused on unique activities that leave a positive lifelong impact; and
 - d. the Cadet Program has contributed to the development of Canadians from all walks of life – building citizenship, leadership, service and other foundational life skills that benefit their communities and the civilian or military careers they pursue.

AUDIENCES

4. PA activities will target the following external audiences:
- a. Non-cadet, cadet-aged youth and their parents. The purpose of targeting this audience is to increase awareness and potential attraction to the Cadet Program; and
 - b. Community leaders. The purpose of targeting this audience is to educate local leaders about the Cadet Program and how it ties into their communities.

5. PA activities will target the following internal audiences:
 - a. Cadets, parents and guardians. The goal of this target audience is to highlight and strengthen the program brand (see para 3) internal – reinforcing the positive aspects of the program in local areas and developing on-brand community ambassadors.
 - b. Defence community. The goal of targeting this audience is to broaden the understanding of the role of the Cadet Program, and COATS members, as one of Canada’s best youth development programs.

KEY DELIVERABLES

6. The public affairs plan for this event will be broken into three phases with the following responsibilities and deadlines:
 - a. preparation;
 - b. competition; and
 - c. post-competition.
7. Throughout the event, the following deliverables will be conducted as a minimum:

Preparation			
Product	Description	OPI	Due Date
Administration	Liaise with OPI in preparation for event	PAO	NLT 30 days before competition
Media Advisories	Invitation for media to attend	UPAR	NLT 72 hours before competition
Select Cadet Correspondents	Work with OPI to select Cadet Correspondent	PAO	NLT 15 days before competition
Content Plan	Develop social media content plan and submit to New Media & Prod O	UPAR	NLT 7 days before competition
PA Products	Draft backgrounder and event fact sheet	UPAR	NLT 7 days before competition

Competition			
Product	Description	OPI	Due Date
Capture Imagery	Capture still and video imagery required for social media plan and HTs	Cadet Correspondents	Day of competition
Social Media Posts	Post content according to approved social media plan	UPAR	Day of competition
Media Escort	Provide media escort	UPAR	Day of competition

Post-competition			
Product	Description	OPI	Due Date
Hometowners	Send out two hometowners for target communities	UPAR	NLT 48 hours after competition
Coverage Evaluation / overall AAR	Provide an overall PA AAR, including lessons learned, summary of coverage and any additional points of interest to PAO	UPAR	NLT 48 hours after competition
Archive Imagery	Archive imagery as per guidelines for future use, if function avail on Cadet365 at this time.	UPAR	NLT 7 days after competition

EVALUATION.

8. Success of this plan will be assessed by the following criteria:
 - a. new media engagement - social media platforms will be evaluated using reach, engagement and tone of comments; and
 - b. one news story in local area - news story will be evaluated for tone and content.
9. Questions regarding PA activities shall be directed to Capt M. Giles, RCSU Central public affairs officer at: 705-424-1200, ext. 7758.

**RCSU CENTRAL 2021-22 BIATHLON COMPETITION
AUTHORIZED RIFLES**

1. Only the following list of .22 calibre rifles are authorized for use at the NOA-E Biathlon Competition (Stage 2) and the Regional Biathlon Competition (Stage 3):

- a. Anschutz .22 Cal Model 64;
- b. Anschutz .22 Cal Model 190;
- c. Anschutz .22 Cal Model 1403;
- d. Anschutz .22 Cal Model 1403D;
- e. Anschutz .22 Cal Model 1403 Repeater;
- f. Anschutz .22 Cal Model 1407D;
- g. Anschutz .22 Cal Model 1427;
- h. Anschutz .22 Cal Model 1803;
- i. Anschutz .22 Cal Model 1813;
- j. Anschutz .22 Cal Model 1827;
- k. Anschutz .22 Cal Model 1827F;
- l. Anschutz .22 Cal Model 1903;
- m. Anschutz .22 Cal Model 1907;
- n. Anschutz .22 Cal Model 2000; and
- o. Lee Enfield .22 Cal Number 7, Mark 1.

2. Only DND-issued Daisy/Avanti .177 calibre air rifles are authorized for use in cadet biathlon competitions for the COA, NGTA, NOA-W, OSLA, SEOA and SWOA Area Biathlon Competitions (Stage 2).

RCSU CENTRAL 2021-22 BIATHLON COMPEITION
AREA BIATHLON COMPETITION (STAGE 2) STAFFING MATRIX
RUN AND SHOOT

	CIC/COATS	UNIT	CDT	UNIT
Command Staff				
OPI	TBA	Area OPI		
Chief of Competition	TBA	Area Biathlon Coord		
Technical Delegate	TBA	Assigned by Regional OPI		
Chief of Stadium	TBA	J3 Z Trg O		
Support Staff				
Chief of Support	TBA	J4 Warehouse		
Driver/Storeman (meals, issue & MIR)	TBA	J4 Warehouse		
Driver/Storeman (meals, issue & MIR)	TBA	J4 Warehouse		
Driver/Storeman (meals, issue & MIR)	TBA	J3 Trg Sp Coord		
Duty Officer	TBA	Class A-1		
Range Group				
Chief of Range	TBA	Class A-2 (Adv/Leader qual)		
Ramp Supervisor	TBA	J3 Z Trg O		
Ramp Supervisor	TBA	J3 Z Trg O		
Ramp Supervisor	TBA	Class A-3		
RSO	TBA	Class A-4		
RSO	TBA	Class A-5		
Range Recorder			TBA	Cdt Off-1
Range Recorder			TBA	Cdt Off-2
Range Recorder			TBA	Cdt Off-3
Range Recorder			TBA	Cdt Off-4
Range Recorder			TBA	Cdt Off-5
Range Recorder			TBA	Cdt Off-6
Range Recorder			TBA	Cdt Off-7
Range Recorder			TBA	Cdt Off-8
Secondary Range Recorder			TBA	Cdt Off-9
Secondary Range Recorder			TBA	Cdt Off-10
Secondary Range Recorder			TBA	Cdt Off-11
Secondary Range Recorder			TBA	Cdt Off-12
Pellet Distribution			TBA	Cdt Off-13
Pellet Distribution			TBA	Cdt Off-14
Course Group				
Chief of Course	TBA	Class A-6 (Adv/Leader qual)		
Course Recorder			TBA	Cdt Off-15
Course Recorder			TBA	Cdt Off-16
Course Recorder			TBA	Cdt Off-17
Course Recorder			TBA	Cdt Off-18
Timings Group				

Annex G to
 1085-12-1 (J5 Plans O (Army Cdt Trg)
 Op O – RCSU Central Biathlon
 5 October 2021

Chief of Timing	TBA	Class A-7 (Adv/Leader qual)		
Statistician (BIAB) & Registration	TBA	J3 Z Trg O		
Statistician (BIAB) & Registration	TBA	Class A-8		
Start Staff	TBA	Class A-9	TBA	Cdt Off-19 (COA)
Start Staff	TBA	Class A-10	TBA	Cdt Off-20 (COA)
Finish Staff	TBA	Class A-11	TBA	Cdt Off-21 (COA)
Finish Staff	TBA	Class A-12	TBA	Cdt Off-22 (COA)
Bib Collector/First Aid	TBA	J3 Trg Sp Coord		

Note 1: Area Office staff, Class A personnel (ideally with Biathlon Official qualifications) and Cadet Officials will be used to fill staffing requirements. Adult and Cadet Coaches will only be used as staff if necessary.

Note 2: Staffing levels should be adjusted based on the number of firing lanes available and the number of cadets who are registered to compete.

RCSU CENTRAL 2021-22 BIATHLON COMPEITION
AREA BIATHLON COMPETITION (STAGE 2) STAFFING MATRIX
SKI AND SHOOT

	CIC/COATS	UNIT	CDT	UNIT
Command Staff				
OPI	TBA	Area OPI		
Chief of Competition	TBA	Area Biathlon Coord		
Technical Delegate	TBA	Assigned by Regional OPI		
Chief of Stadium		J3 Z Trg O		
Support Staff				
Chief of Support	TBA	J4 Warehouse		
Driver/Storeman (meals, issue & MIR)	TBA	J4 Warehouse		
Driver/Storeman (meals, issue & MIR)	TBA	J4 Warehouse		
Driver/Storeman (meals, issue & MIR)	TBA	J3 Trg Sp Coord		
Duty Officer	TBA	Class A-1		
Range Group				
Chief of Range	TBA	Class A-2 (Adv/Leader qual)		
Ramp Supervisor	TBA	J3 Z Trg O		
Ramp Supervisor	TBA	J3 Z Trg O		
Ramp Supervisor	TBA	Class A-3		
RSO	TBA	Class A-4		
RSO	TBA	Class A-5		
Range Recorder			TBA	Cdt Off-1
Range Recorder			TBA	Cdt Off-2
Range Recorder			TBA	Cdt Off-3
Range Recorder			TBA	Cdt Off-4
Range Recorder			TBA	Cdt Off-5
Range Recorder			TBA	Cdt Off-6
Range Recorder			TBA	Cdt Off-7
Range Recorder			TBA	Cdt Off-8
Range Recorder			TBA	Cdt Off-9
Range Recorder			TBA	Cdt Off-10
Range Recorder			TBA	Cdt Off-11
Range Recorder			TBA	Cdt Off-12
Secondary Range Recorder			TBA	Cdt Off-13
Secondary Range Recorder			TBA	Cdt Off-14
Secondary Range Recorder			TBA	Cdt Off-15
Secondary Range Recorder			TBA	Cdt Off-16
Secondary Range Recorder			TBA	Cdt Off-17
Secondary Range Recorder			TBA	Cdt Off-18
Pellet Distribution			TBA	Cdt Off-19
Pellet Distribution			TBA	Cdt Off-20
Course Group				

Chief of Course	TBA	Class A-6 (Adv/Leader qual)		
Course Recorder			TBA	Cdt Off-21
Course Recorder			TBA	Cdt Off-22
Course Recorder			TBA	Cdt Off-23
Course Recorder			TBA	Cdt Off-24
Timings Group				
Chief of Timing	TBA	Class A-7 (Adv/Leader qual)		
Statistician (BIAB) & Registration	TBA	J3 Z Trg O		
Statistician (BIAB) & Registration	TBA	Class A-8		
Sticker Board & Registration	TBA	Class A-9	TBA	Cdt Off-25
Sticker Board & Registration	TBA		TBA	Cdt Off-26
Start Staff	TBA	Class A-10		
Start Staff	TBA	Class A-11	TBA	Cdt Off-27
Start Staff	TBA	Class A-12	TBA	Cdt Off-28
Finish Staff	TBA	Class A-13	TBA	Cdt Off-29
Finish Staff	TBA	Class A-14	TBA	Cdt Off-30
Finish Staff	TBA	Class A-15	TBA	Cdt Off-31
Bib Collector/First Aid	TBA	J3 Trg Sp Coord		

Note 1: Area Office staff, Class A personnel (ideally with Biathlon Official qualifications) and Cadet Officials will be used to fill staffing requirements. Adult and Cadet Coaches will only be used as staff if necessary.

Note 2: Staffing levels should be adjusted based on the number of firing lanes available and the number of competitors who are registered to compete.

**RCSU CENTRAL 2021-22 BIATHLON COMPEITION
 REGIONAL BIATHLON COMPETITION (STAGE 3) STAFFING MATRIX**

	CIC/COATS	UNIT	CDT	UNIT
Command Staff				
OPI	TBA	J3 Trg O RDA (Non-Disc)		
Chief of Competition	Maj Breckenridge	NOA - AEA		
Technical Delegate	TBA	Class A-1 (TD qual)		
Referee	TBA	Class A-2 (Leader/TD qual)		
Chief of Stadium	TBA	Class A-3 (Adv/Leader qual)		
Support Staff				
Chief of Support	WO Brandt	J4 North Bay		
Driver / Storeman	Sgt Hannaford	J4 North Bay		
Driver / Storeman	Cpl King	J4 North Bay		
Hosting Staff				
Chief of Hosting	TBA	Class A-4		
Duty Officer	TBA	Class A-5		
Duty Officer	TBA	Class A-6		
Duty Officer	TBA	Class A-7		
Range Group				
Chief of Range	TBA	Class A-8 (Adv/Leader qual)		
Ramp Supervisor	TBA	J3 Z Trg O		
Ramp Supervisor	TBA	Class A-9		
Ramp Supervisor	TBA	Class A-10		
RSO	TBA	Class A-11		
RSO	TBA	Class A-12		
Range Recorder			TBA	Cdt Off-1 (COA)
Range Recorder			TBA	Cdt Off-2 (COA)
Range Recorder			TBA	Cdt Off-3 (COA)
Range Recorder			TBA	Cdt Off-4 (COA)
Range Recorder			TBA	Cdt Off-5 (COA)
Range Recorder			TBA	Cdt Off-6 (COA)
Range Recorder			TBA	Cdt Off-7 (NGTA)
Range Recorder			TBA	Cdt Off-8 (NGTA)
Range Recorder			TBA	Cdt Off-9 (NGTA)
Range Recorder			TBA	Cdt Off-10 (NGTA)
Range Recorder			TBA	Cdt Off-11 (NGTA)
Range Recorder			TBA	Cdt Off-12 (NGTA)
Range Recorder			TBA	Cdt Off-13 (NOA-E)
Secondary Range Recorder			TBA	Cdt Off-14 (NOA-E)
Secondary Range Recorder			TBA	Cdt Off-15 (NOA-E)
Secondary Range Recorder			TBA	Cdt Off-16 (NOA-E)
Secondary Range Recorder			TBA	Cdt Off-17 (NOA-E)
Secondary Range Recorder			TBA	Cdt Off-18 (NOA-E)
Secondary Range Recorder			TBA	Cdt Off-19 (NOA-W)
Ammo Control	TBA	Class A-13		

Annex I to
 1085-12-1 (J5 Plans O (Army Cdt Trg)
 Op O – RCSU Central Biathlon
 September 2021

Course Group				
Chief of Course	TBA	Class A-14 (Adv/Leader qual)		
Course Recorder			TBA	Cdt Off-20 (NOA-W)
Course Recorder			TBA	Cdt Off-21 (OSLA)
Course Recorder			TBA	Cdt Off-22 (OSLA)
Course Recorder			TBA	Cdt Off-23 (OSLA)
Course Recorder			TBA	Cdt Off-24 (OSLA)
Course Recorder			TBA	Cdt Off-25 (OSLA)
Timings Group				
Chief of Timing	TBA	Class A-15 (Adv/Leader qual)		
Statistician (BIAB)	TBA	J3 Z Trg O		
Statistician (BIAB)	TBA	J3 Z Trg O		
Sticker Board	TBA	J3 Z Trg O	TBA	Cdt Off-26 (OSLA)
Sticker Board			TBA	Cdt Off-27 (SEOA)
Sticker Board			TBA	Cdt Off-28 (SEOA)
Start Staff	TBA	J3 Trg Sp Coord	TBA	Cdt Off-29 (SEOA)
Start Staff	TBA	J3 Trg Sp Coord	TBA	Cdt Off-30 (SEOA)
Start Staff	TBA	J3 Z Trg O	TBA	Cdt Off-31 (SEOA)
Penalty Loop			TBA	Cdt Off-32 (SEOA)
Penalty Loop			TBA	Cdt Off-33 (SWOA)
Penalty Loop			TBA	Cdt Off-34 (SWOA)
Finish Staff	TBA	J3 Z Trg O	TBA	Cdt Off-35 (SWOA)
Finish Staff	TBA	J3 Z Trg O	TBA	Cdt Off-36 (SWOA)
Finish Staff	TBA	Class A-16	TBA	Cdt Off-37 (SWOA)
Finish Staff			TBA	Cdt Off-38 (SWOA)
Bib Collector/First Aid	TBA	J3 Trg Sp Coord		

Note 1: Area Office staff, Class A personnel (ideally with Biathlon Official qualifications) and Cadet Officials will be used to fill staffing requirements.