

SPORTSFEST 2024



13 December 2023
REVISED 31 Jan 2024

EXERCISE SPORTSFEST 2024 – 10 FEBRUARY 2024 MILITARY AND PHYSICAL FITNESS TRAINING EXERCISE

Date/Time Group Local

References:

- A. Warning Order email dated 23 November 2023
- B. Zone 5 ADA CSAR (15-Dec-2023)

1. SITUATION

SPORTS ADA 2024 is designed for Sqn/Corps 89 Guelph, 94 Kitchener, 21 Cambridge, 1596 Kitchener, 1882 Guelph, 80 Kitchener, 121 Guelph, 296 Cambridge, 530 Waterloo and 822 Breslau to participate in a PHYSICAL FITNESS Sport Competition as per the new CPU MX05.01. It is a continuation of the Sqn/Corps training program, providing Senior Cadets opportunities of active leadership roles, introducing new Cadets to the Physical Fitness aspect of the Cadet Program, continuance of the star/level/phase fitness and the FUN aspect for all involved.

2. MISSION

Zone 5 ADA will host as well as participate in a one day, Fitness Training Exercise on 10 Feb 2024 from 0800-1630hrs

3. EXECUTION

- a. **Zone 5 ADA's intent.** The main intent for this exercise is the continuance of Sqn/Corps fitness training. Emphasis will be on Sports Training introducing a mildly competitive environment but FUN is still the operative word and direction for Sqn/Corps. Safety and all its aspects will continue to be stressed.
- b. **General Outline.** The Exercise will be conducted in 3 Phases as follows:
 - i. Phase 1
Will take place from this 14-Dec-23, until the day of the Event
 - ii. Phase 2

10-Feb-24

iii. Phase 3

Post 10-Feb-24

c. Groupings and Tasks:

Groupings and Tasks Matrix located in Annex A

d. Coordinating Instructions

i. Timings

(1) Phase 1

If school is available 09 Feb 2024 (Fri evening) set up will commence at 1800hrs, otherwise, set up will commence at 0700hrs 10 Feb 2024. This timing is applicable only to staff working/volunteering the event as per (Annex A)

(2) Phase 2

(a) Visiting Cadet Sqn/Corps arrive at Elmira District Secondary School (EDSS) at 0800hrs

(b) Remainder of timings for the day as per Schedule (Annex B)

(2) Phase 3

AAR is due to OPI by 28 Feb 2024

4. SERVICE SUPPORT

a. Meals

i) Fresh throughout exercise as arranged by Area Office.

ii) Dietary Restrictions due NLT 15 Jan 24, as such no changes will be made after this date. If Cadets or personnel cannot eat within their submitted meal choice as per restrictions sent into OPI by above-mentioned date a meal will need to be arranged by the attending unit.

iii) A Canteen will be available at the event at a small cost. In the absence of an NPFO, 2 items will be made available at no cost to relatively balance out/offset the funds made.

b. Water

i) Drinking water is available at EDSS. Cadets are required to bring a reusable water bottle.

ii) Electrolyte replenishing beverages will also be available at the canteen at a small cost, as well as at the medical table in case of emergency only.

c. Transport

i. Fol. vehicles will be used during Exercise

- (1) Support vehicle provided by Area Office for safety purposes
- (2) Capt. Momney's vehicle for transportation/ Safety
- (3) Lt. Dietrich's vehicle will also be available if needed
- (4) Bus to transport applicable Cadet units and equipment to EDSS and return for pickup.
- (5) Units not authorized for bus transportation (8 of 10) will be Parental Drop off and Pick-up
- (6) A map of the school is provided at (Annex C) please reference this for adequate bus drop off and/parental drop off location as well as parking for any adults bringing vehicles.

d. Stores

- i. ADA Staff will provide all stores necessary, unless prior arrangements have been made

e. Dress

(1) Officers/Adult Staff

- (a) Dress for directing staff and volunteers working the event is a provided bright green t-shirt (order arranged by OPI) and appropriate pants/shorts as applicable to your role.
- (b) Dress for Escort Officers and any other personnel attending the activity purely in a supervision role are to wear civilian attire. DO NOT WEAR UNIFORM.
- (c) All Adults attending (in any capacity) will be provided a nametag by the OPI

(2) Cadets

- (a) Dress for all sporting activities will be appropriate sports gear, **No Jeans**. And non-marking indoor running shoes. To prevent outdoor weather from causing slips and falls, Cadets MUST carry-in their footwear.
- (b) Cadets participating in Drill Team comps are required to bring their Parade Boots and Headdress for standing drill. Uniform is NOT to be worn.

f. Medical

i. First Aid

- (a) There will be one appointed First Aid Officer
- (b) There will be several appointed First Aid Cadet volunteers for minor injuries
- (c) In the case of an injury, the Cadet's Escort Officer will attend the medical table for DND 2299 processing.
- (d) Cadet Health Cards to be brought and handed to Registration Staff as ONE bundle for your unit. (Escort Officer to collect from Sqn/Corps in advance).

g. Emergency Medical

- i. **911 will only be called by the First Aid Officer or his delegate unless a delay in reaching said individual would adversely affect the injured person**
- ii. Injured personnel will be transported to closest hospital, as per SOP (note prepare CF98 or 2299)

h. POL

There will be no POL for this exercise.

i. Safety

- i. **Fire.** Cadets will not light any fires. Cadets will not fight any fires. CIC staff only. Evacuation as per EDSS SOP
- ii. RV Point is located at the most northern tip of the school's parking lot, located outside of Gym 3/Exit 1 (as per Map located in Annex C)
- iii) OPI and LOG O will give a Safety Briefing to all Sqn/Corps Officers, during phase 2 and throughout Exercise (as required).
- (iv) RSM will give Safety Briefing to all Sqn/Corps Cadets during Phase 2 and throughout Exercise (as required). RSM will be supervised by LOG. O.

j. Environmental

- a. Environmental assessment will be conducted by Exercise OPI. The following will be adhered to:
 - (a) No destruction or vandalism of school property.
 - (b) All personnel will adhere to the Waterloo Region District School Boards SOP's.
- ii. All personnel will be aware of their surroundings and adhere to a "leave no trace" policy.

5. COMMAND AND SIGNALS

a. Command

- i. Exercise OPI **Lt. Alyssia Dietrich - 519 572 0487**
- ii. 2IC Exercise **Capt. Brandon Momney - 519-701-5214**
- iii. First Aid Officer **Capt John Oss – 519-242-4174**

Signals

- i. All cadets will be co-located.
 - ii. If radios available via J4 Stores Request, Radio Net will be established amongst OPI and all Heads of Sections (Head Refs), alternatively, communication will be by way of personal cellphone
- b. Emergency Phone Number. All parents/guardians will be given representative escort officers' phone number in the event they need to contact their Cadet.

Lt. A. Dietrich
SWOA ADA Zone 5 OPI

Capt B. Momney
SWOA ADA Zone 5 LogO

Annexes

Groups and Tasks – Annex A
Tournament Schedule – Annex B
Elmira High School Map – Annex C
General Schedule – Annex D

Distribution List
External
Action
CO all participating Zone 5 ADA Sports day
Escort O all Corps/Sqns

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Annex A Groups and Tasks

OPI /Coxswain

Phase 1:

- (a) Planning, organizing overall structure, delegating taskings

Phase 2:

- (b) Oversight to ensure smooth operation

Phase 3:

- (c) AAR to include all Staff and Cadet concerns/suggestions for improvement.

LogO / LogO NCM

- (a) Work alongside and in conjunction with OPI for all three phases, as directed

Department Heads (Basketball, Volleyball, Drill, Knots)

(a) Phase 1:

- a. Will coordinate with OPI as needed to organize taskings for their specific section
- b. Will communicate with team of volunteers within their section to ensure they are prepared in advance and know what is expected of them day-of

(b) Phase 2:

- a. Will ensure rotation of their staffing team that provides sufficient work to rest ratio/ opportunities for lunch and refreshments for team of staff working
- b. Will work in conjunction with admin volunteers who will score/time (as applicable)
- c. Will collect from Participating Teams, their up-to-date nominal before beginning the activity. No nominal, no activity.
- d. Will ensure nominal and overall scoresheet is placed in specified area to be picked up by admin

Assts of Departments (Basketball, Volleyball, Drill, Knots)

Phase 2:

- a. Will perform as directed by Department Head

Administration/Other Staff

Phase 1:

- a. Selected volunteers will assist OPI as directed with the creation of signage and unique identifiers for Cadets and Staff

Phase 2:

- b. Will follow specified rotation as directed by OPI involving assisting with scores, timing, picking up score charts, etc. (Schedule will be provided morning of)
- c. Assist as needed otherwise

Media/Cadet Correspondent:

Phase 1:

- a. Prepare an Advertisement for a Group Photo Album to be accessed via QR Code

Phase 2:

- a. Responsible for photography (and videography as desired) of events of the day.

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Annex A Groups and Tasks

Canteen/Lunch Staff

Phase 1:

- a. Will create signage indicating what is available for sale, cost of items
- b. Will create signage that identifies allergens as applicable

Phase 2:

- a. Lunch staff to mark "x" on wristband of those who've been served lunch
- b. Will serve lunch as per wristband colour legend to be provided (dietary preferences)

First Aid/Medical Staff

Phase 2:

- a. Mentor Senior Cadets volunteering within medical role
- b. Provide First Aid as needed to attendees
- c. Correspond with Corps/Sqn Escort O to complete DND 2299 as applicable
- d. Report forthwith to OPI/Log O injuries (as applicable)

Escort Officers:

Phase 2:

- a. Arrive with Cadets NLT 0800hrs on 10-Feb-24, report to Registration Table (as per Annex C). All Cadets required to attend table (quick sign-in).
- b. Collect Cadets Health Cards (in advance), compile in one bundle and provide to Admin at Registration Table.
- c. Retrieve EscortO Package, report to assigned classroom
- d. Ensure participating Cadets/Teams are accurate as per Team Nominal sheets provided to you at Registration Table. An up-to-date team nominal is required to be brought to each game/activity and provided to Competition Section Staff.
- e. Ensure ALL Cadets and Adults are wearing a wristband (applicable to dietary restriction legend in EscortO Package)
- f. Ensure ALL adults have name tag clipped on shirt (found in Escort O Pkg)
- g. Provide overall supervision of Cadets throughout day
- h. Ensure your assigned classroom is returned to its original state and free of garbage prior to departure.

Serial	TIME	89 Guelph	94 Kitchener	21 Cambridge	1596 Kitchener	1882 Guelph	80 Kitchener	121 Guelph	296 Cambridge	530 Waterloo	822 Kitchener	
1	0800-0830	Arrival: Confirm Attendance, Dietary, Medical, Direct corps/sqns to assigned areas, etc.										
2	0840-0850	Opening Ceremonies: Intro Staff, Show layout of facility, Share timings, schedule, etc										
3	0850-0900	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
4	0900-0920	Basketball G1	Volleyball G3	Volleyball G3	Knots & Lashings	Basketball G1	SPARE	Basketball G2	SPARE	Basketball G2	Drill	
5	0920-0930	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
6	0930-0950	SPARE	Basketball G1	SPARE	Volleyball G3	Volleyball G3	Basketball G1	Drill	Basketball G2	SPARE	Basketball G2	
7	0950-1000	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
8	1000-1020	Basketball G2	Knots & Lashings	Basketball G1	SPARE	Drill	Basketball G1	Volleyball G3	Volleyball G3	Basketball G2	SPARE	
9	1020-1030	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
10	1030-1050	Volleyball G3	Basketball G2	SPARE	Basketball G1	Knots & Lashings	Drill	Volleyball G3	Basketball G1	SPARE	Basketball G2	
11	1050-1100	Transition	Transition	Transition	Primary Lunch 1050-1130 Alternate Lunch: 1150-1230	Transition	Transition	Transition	Transition	Transition	Transition	
12	1100-1120	Basketball G2	SPARE	Basketball G2	Primary Lunch 1120-1200 Alternate Lunch: 1220-1300	Basketball G1	Volleyball G3	Knots & Lashings	Drill	Basketball G1	Volleyball G3	
13	1120-1130	Transition	Transition	Basketball G2		Primary Lunch 1120-1200 Alternate Lunch: 1220-1300	Transition	Transition	Transition	Transition	Transition	Transition
14	1130-1150	Knots & Lashings	Basketball G2	Basketball G2	Primary Lunch 1150-1230 Alternate Lunch: 1250-1330	Transition	Volleyball G3	Basketball G1	Volleyball G3	Drill	Basketball G1	
15	1150-1200	Transition	Transition	Transition		Primary Lunch 1150-1230 Alternate Lunch: 1250-1330	Transition	Transition	Transition	Transition	Primary Lunch 1150-1230 Alternate Lunch: 1250-1330	Transition
16	1200-1220	Drill	Primary Lunch 1150-1230 Alternate Lunch: 1250-1330	Basketball G1	Volleyball G3	Basketball G2	Alternate Lunch: 1250-1330	Basketball G2	Basketball G1	Primary Lunch 1220-1300 Alternate Lunch: 1250-1330	Volleyball G3	
17	1220-1230	Primary Lunch 1220-1300 Alternate Lunch: 1120-1200		Transition	Transition	Transition		Transition	Transition		Transition	Transition
18	1230-1250	Primary Lunch 1220-1300 Alternate Lunch: 1120-1200	Drill	Volleyball G3	Basketball G1	Volleyball G3	Basketball G1	Primary Lunch 1220-1300 Alternate Lunch: 1250-1330	Primary Lunch 1220-1300 Alternate Lunch: 1250-1330	SPARE	Primary Lunch 1220-1300 Alternate Lunch: 1250-1330	
19	1250-1300		Transition	Transition	Transition	Transition	Transition			Transition		Transition
20	1300-1320	Volleyball G3	Volleyball G3	Drill	Drill GYM #1	SPARE	SPARE	SPARE	SPARE	SPARE	Knots & Lashings	
21	1320-1330	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
22	1330-1350	BASKETBALL SEMI-FINALS MATCH #1 (DOUBLE GYM) + Volleyball G3 SEMI-FINALS MATCH #1 (GYM 3)										
23	1350-1400	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
24	1400-1420	BASKETBALL SEMI-FINALS MATCH #2 (DOUBLE GYM) + Volleyball G3 SEMI-FINALS MATCH #2 (GYM 3)										
25	1420-1430	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
26	1430-1450	Volleyball G3 FINALS (GYM 3) + SPARE/Recovery for the WINNING SEMI-FINALISTS BASKETBALL PLAYERS before the FINALS G1ME										
27	1450-1500	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	Transition	
28	1500-1520	BASKETBALL FINALS (DOUBLE GYM)										
29	1520-1530	Ref: Tabulate Scores / Corps & Sqns: Clean-Up										
	1530-1550											
	1550-1600											
	1600-1610											
30	1610-1630	Closing Cermonies / Clean-up										
31	1630	Departure; Prioritize 296 Air & 21 Army getting health cards back and exiting due to bus vs. parental pickup										

LUNCH IS AVAILABLE

SNYDER AVE S

SECOND ST

BRUBACHER ST

FIRST FLOOR

EXIT 3 Knots & Lashings Comp

PORTABLE 1505 PORTABLE 1506



Parking
Walk to Entrance

PORTABLE 1502

PORTABLE 1503 PORTABLE 1504
PORTABLE 1501 PORTABLE 1507



ELMIRA DISTRICT
SECONDARY SCHOOL

ARTHUR STREET



Enter here in Exit #6

Gender Neutral
Changeroom

Suggested
Bus Drop
Off

EXIT 6

Registration Table

EXIT 7

Or Enter Here Exit #8
Registration Table in
this hallway

Male Changeroom

Female
Changeroom

1882 Army

21 Army

121 Air

1596 Army

530 Air 822 Air

GYM 3

GYM 2

GYM 1

EXIT 2

EXIT 1

EXIT 10

EXIT 9

EXIT 4

EXIT 3

ELECTRICAL
AUTOMATION
1203

MANUFACTURING
MACHINE
1201

CLASSROOM
1206

STORAGE/
RECEIVING
1202

COMPUTER TECH
1302

TECH
SHOP

TRANSPORTATION
1304

COMMUNICATION
TECHNOLOGY
1306

OFFICE

CLASSROOM
1404
Admin

OFFICE

CLASSROOM
1119

MUSIC
1301

CLASSROOM
1303

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1305

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PORTABLE 1503 PORTABLE 1504
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EXIT 7

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EXIT 4

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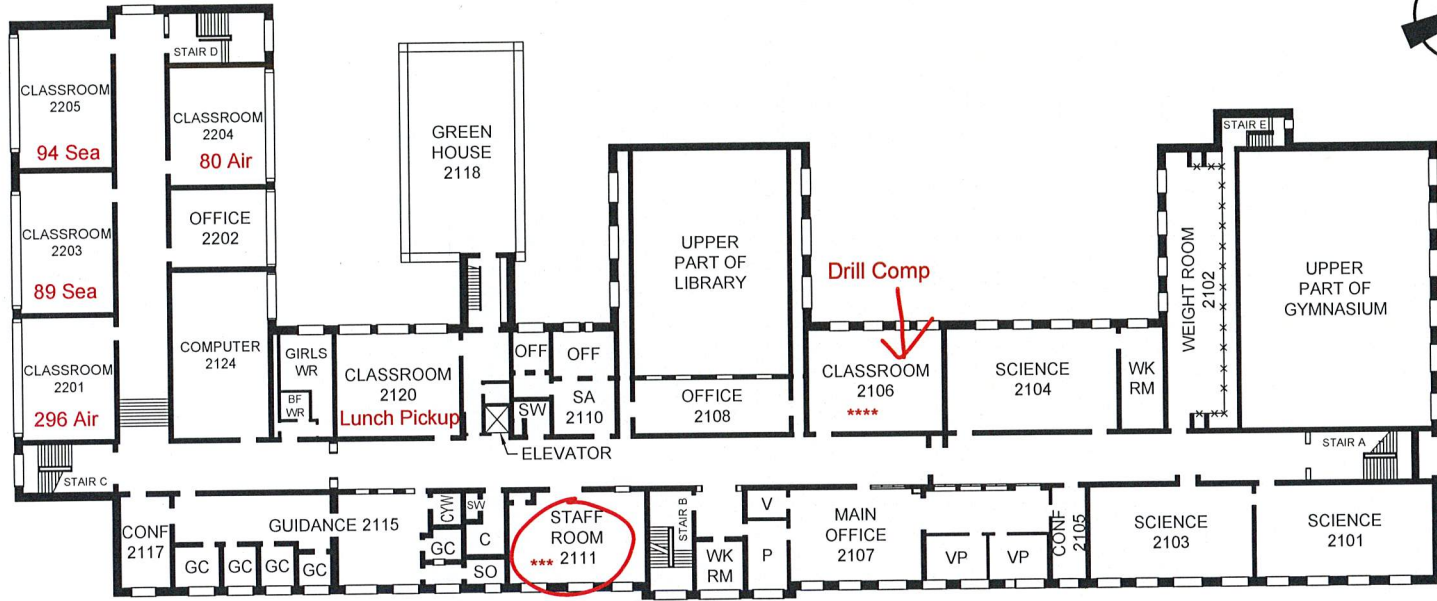
EXIT 10

EXIT 9

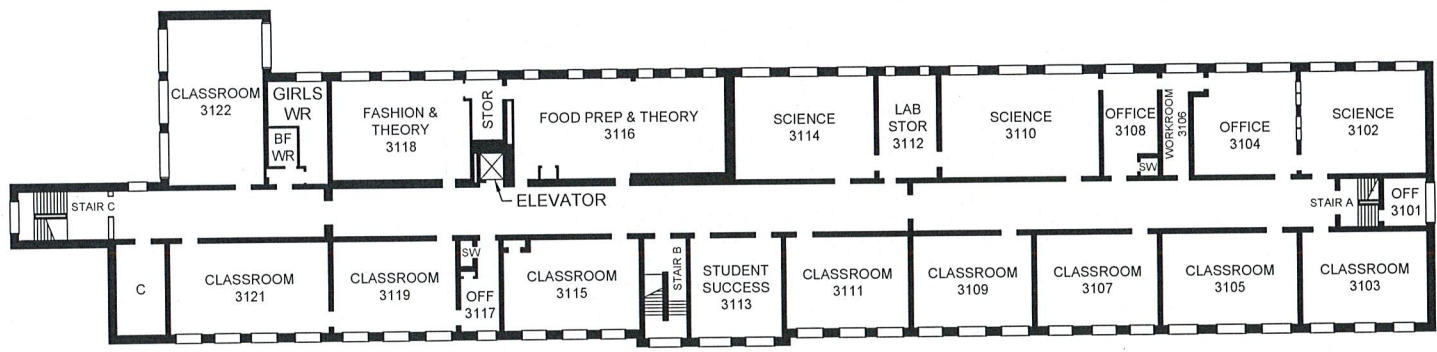
EXIT 4

EXIT 3

SECOND FLOOR



THIRD FLOOR



Annex D
General Schedule

0800-0835hrs: ARRIVAL:

- All Cadets to check-in at Registration Table
- Escort Officers to provide bundle of Health Cards for their Cadets
- Report to assigned classroom to leave all personal supplies and equipment within
- Familiarize yourself with location of changerooms, gyms, classrooms, where your team activities will take place, etc.

0840-0855hrs: OPENING CEREMONIES:

- Please congregate in Gym 1 as a Sqn/Corps in an as organized fashion as possible (considering spacing limitations)
- Opening Brief/Safety Brief will occur
- Immediate exit and first games begin; report to applicable area as per Annex B

0900-1320hrs: REGULAR GAMES AND LUNCH:

- Report to required locations of games/activities as per Annex B, timeliness is paramount; if you are late, you risk forfeiting the game.
- LUNCH:
 - PRIMARY:
It is intended that most of your team attends the primary lunch time range (as per Annex B)
 - ALTERNATE:
This secondary lunch option is in place for the Cadet who MIGHT be rushing if they were to eat in your allotted primary lunch time because they are scheduled to play immediately after.
 - It is recommended that those who are scheduled to play next are prioritized in your lunch period and eat as soon as possible.
 - You do not need to attend lunch as a Sqn/Corps, Cadets can attend individually

1320-1330hrs: PLAYOFF ANNOUNCEMENTS:

- Monitor scoreboard posters throughout the day and especially closer to 1320hrs. After the last basketball games are played at 1250hrs and volleyball at 1320hrs, scores will be tabulated ASAP and SEMI-FINALISTS will play at either 1330hrs or 1400hrs.
- There will be an announcement at approximately 1320hrs as to which Corps/Sqns made the “playoffs” and are playing next but please WATCH THE SCOREBOARD POSTERS.

1330-1420hrs: SEMI-FINALS GAMES

- Basketball will take place in the DOUBLE GYM and Volleyball will remain in Gym #3. ALL ARE WELCOME. The bleachers will be down at this time as an intent to create an atmosphere of cheering and spectatorship.

1430hrs: FINALS, Volleyball

- The TWO winning Semi-Finalist Teams will match eachother to determine the Volleyball Champs of the Region!

1500hrs: FINALS, Basketball

- The TWO winning Semi-Finalist Teams will match each other to determine the Basketball Champs of the Region!
- Basketball will take place in the DOUBLE GYM. ALL ARE WELCOME. The bleachers will be down at this time as an intent to create an atmosphere of cheering and spectatorship.

1520-1610hrs: CLEANUP & TABULATE:

- While final scores are tabulated, certificates created, etc., all Corps/Sqns to report to their designated classrooms to fully clean up areas.
 - Clean up all garbage (including signage posted on your door)
 - Tie garbage bag and leave outside of your door, replace with new bag
 - Return desks to original state if they've been moved
 - Collect ALL belongings and report to the Double Gym, sit in the bleachers
 - Send a representative of your Sqn/Corps to medical table to retrieve health cards

1610-1630hrs: CLOSING CEREMONIES

1630hrs: DEPARTURE

- 296 RCACS and 21 RCACC leave FIRST due to bus transportation