ROYAL CANADIAN ARMY CADETS

SILVER STAR

INSTRUCTIONAL GUIDE

SECTION 1

EO M321.01 – PERFORM THE DUTIES OF A TEAM LEADER IN THE FIELD

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-703/PG-001, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for this lesson to introduce the cadets to the duties of a team leader in the field.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall be expected to perform the duties of a team leader in the field during a weekend bivouac field training exercise (FTX).

IMPORTANCE

It is important for cadets to learn that being a team leader requires them to provide specific guidance to junior cadets and pass on the knowledge and skills experienced over their participation in the Cadet Program. Recognizing what a junior cadet finds challenging, defines the true meaning of a team leader who supervises their subordinates and identifies problems, offering guidance for a solution.

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Teaching point 1 **Discuss the Duties of a Team Leader During a Weekend Bivouac FTX**

Time: 10 min Method: Interactive Lecture



As team leaders, Silver Star cadets are now expected to perform leadership roles, supervise, guide and provide assistance to junior cadets.

During this instruction, impress upon the cadets that their role as team leaders is not only to command but to assist, supervise, provide guidance and work together to aid training.

DUTIES OF A TEAM LEADER

Supervising

As team leaders, Silver Star cadets will be working with peers during field training activities. Their role will be to work as a team to supervise junior cadets during daily routine activities. To successfully supervise, they will have to share responsibility and aim toward accomplishing particular goals and outcomes.

At the beginning of an FTX, a group will typically require a lot of additional direction from the team leader as well as constant guidance and assistance. Team leaders will have to impart their knowledge and experiences to their subordinates to guide them through their challenges. As training progresses, the amount of supervision they provide can be scaled back. Through the guidance of the team leader, junior cadets will begin to understand what is required of them during an FTX. Daily routine becomes instinctive reducing the requirement for constant guidance and assistance.



Scenario: A new group of Green Star cadets are participating in their first FTX. They arrive at the bivouac site and are issued tents. Some senior cadets take their tents and locate the ideal tent site; perfect shelter, excellent view and situated with easy access to the rest of the site.

Upon returning to the group and their peers, they notice the cadets are still experiencing difficulty erecting their tents. There are few staff to help the cadets experiencing trouble, and the tents are finally erected well past the scheduled timing.

By looking after themselves first and neglecting their duties, the senior cadets failed to help their subordinates when the requirement to brief and help the junior cadets on the proper set-up of their tents was obvious. While the cadets work on their tents, senior cadets should be monitoring and assisting subordinates to speed up the task and finish on time with properly erected tents.

Note: By providing guidance to the subordinates before and during the set-up of the tents, subordinates are able to learn routine procedures on erecting their tents effectively the first time, therefore requiring less guidance and supervision the next time. It is important to meet the needs of junior cadets to prepare them for future challenges.

Team leaders should discuss and plan what actions they will take to encourage learning among cadets during an FTX. Junior cadets will face many challenges during daily routine activities and an agreed upon and unified approach to tasks will make these challenges easier. The following daily routine activities have to be supervised:

- meals,
- lights out and reveille,

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- free time,
- personal hygiene routine,
- equipment use, and
- equipment maintenance.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. Who supervises junior cadets?

Q2. Is supervision an individual task?

Q3. What activities of daily routine have to be supervised?

ANTICIPATED ANSWERS

A1. The entire group of team leaders.

A2. No. Supervision of cadets should be planned and completed as a team.

A3. The activities of daily routine that have to be supervised are meals, lights out and reveille, free time, personal hygiene routine, equipment use, and equipment maintenance.

Teaching point 2 **Discuss Supervising the Preparation of Meals**

Time: 10 min Method: Interactive Lecture



Team leaders will be responsible to oversee the preparation of meals. It is common for junior cadets to experience confusion and disorganization among the group. Assigning tasks and organizing a routine will help reduce confusion during meal preparation. Discuss types of tasks team leaders can assign when organizing the preparation of meals. Have the team leaders identify:

- what concerns they may have if they were supervising junior cadets preparing a meal;
- some of the difficulties junior cadets may face when they prepare a meal; and
- how they would, as a team establish a routine for the junior cadets during meal preparation.

The goal is to have the team leaders realize how they can help as a team and make preparation of meals safe and routine.

During meal preparation team leaders will be required to provide close supervision, and make and monitor a routine with specific tasks to coordinate the preparation of meals. The various aspects of meal preparation and the role of the team leader includes:

Lighting Stoves. Red Star cadets may be assigned to light stoves. A stove should be monitored at all times by one person. Team leaders will supervise the fuelling and approve the location for use. When lighting the stove, watch for improper lighting procedures and flare ups. Provide guidance when necessary.

Boiling Water. Assign cadets to collect water for boiling. Cadets should have a partner when going near a natural water source. Boiling water is used for drinking and heating IMPs. When boiling water, determine the

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purpose and adjust the water level per pot. Boiling water requires fuel – water that is boiled but unused wastes fuel.

Field Stripping (IMPs). Red Star cadets learned how to field strip IMPs. However, there will be occasions when cadets missed being briefed on how to field strip an IMP. Team leaders should gather cadets in a group and identify the appropriate method to field strip an IMP before consumption.

Preparing Food. Meal hours and the preparation of food can be simplified through planning. Team leaders shall assign personnel to specific tasks such as, cook, water gatherer, stove lighter and food distributor. The idea is to make food preparation as organized as possible.

Coordinating Clean-Up of Garbage. Follow the “Leave No Trace” principles any time cadets use a site. It is our responsibility to try to leave the site clean with no trace of our presence. Be proactive, identify garbage points for cadets to dispose refuse during meals. Organize a garbage sweep after every meal.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS

Q1. What tasks could be assigned when establishing a routine for meal preparation?

Q2. When lighting stoves, what will a team leader do?

Q3. What should be conducted after a meal has been consumed?

ANTICIPATED ANSWERS

A1. The components of meal preparation team leaders will supervise are:

- lighting stoves;
- boiling water;
- field stripping IMPs;
- preparing food; and
- coordinating clean-up of garbage.

A2. The team leader will approve the location for use, supervise fuelling and watch for improper lighting procedures.

A3. A garbage sweep should be conducted after a meal.

Teaching point 3 **Discuss How a Team Leader Maintains the Bivouac Site**

Time: 5 min Method: Interactive Lecture



Bivouac sites become very busy and it takes leadership and supervision from all personnel to ensure the routine runs smoothly. Remind team leaders how they must step forward and be proactive, planning and assigning tasks to establish a routine for the bivouac site.

Bivouac sites present specific challenges to a team leader. While personnel are using resources and creating waste around the site, team leaders have to constantly monitor the site. Team leaders will maintain the bivouac site by:

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Completing Routine Shelter Inspections. Once shelters have been erected and cadets continue the daily routine, team leaders will have to inspect shelters. Shelters may appear to be erected properly. However, an inspection may reveal problems. Problems could range from strings not attached and tents not securely pegged down, to rips or holes in a tent. Identifying and correcting these problems will avoid bigger problems when they are least desired (at night with no light).

Tracking and Storing Equipment. The daily use of a bivouac site depends on the supplies and equipment the unit has brought to the site. Team leaders will be responsible to track the equipment and stores. To track equipment and stores, make a record of the individuals who are in possession of the supplies. Returned equipment will be entered as returned. Review the record daily to identify if any items have gone missing. Notify supervisors if equipment is identified as missing.

Replenishing Water Sources. Bivouac sites will either have a natural water source nearby or have a storage reservoir for personnel to use. Natural sources will always be plentiful and will not require replenishing however natural sources should be regularly monitored for contamination. Contamination can come in many forms however most notably are human waste or natural signs such as changes in water colour, dead fish or animals.

Bivouac sites that use a storage vessel for water, must have the water level monitored. If consumption is high, it will be necessary to schedule regular water refill runs. Restricting consumption to conserve water should be avoided unless in an emergency situation that requires water rationing.

Emptying Garbage Points. Personnel occupying a bivouac site use materials, consume resources and food rapidly. The waste generated from personnel is disposed of in designated refuse locations. Team leaders must regularly monitor designated refuse locations and empty the receptacles when they are full and replenish the collection points for further use.

CONFIRMATION OF TEACHING POINT 3

QUESTIONS

Q1. How does a team leader maintain a bivouac site?

Q2. How should team leaders track equipment in a bivouac site?

Q3. Why should a team leader conduct routine shelter inspections?

ANTICIPATED ANSWERS

A1. A team leader maintains a bivouac site by completing routine shelter inspections, tracking and storing equipment and replenishing water sources.

A2. A team leader can track equipment in a bivouac site by recording issued equipment and reviewing logs of the present equipment status.

A3. A team leader should conduct routine shelter inspections to look for problems with the set-up or for damage to tents.

END OF LESSON CONFIRMATION

QUESTIONS

Q1. What does being a team leader mean when you have to supervise cadets?

Q2. New cadets participating on a weekend FTX may experience difficulties with daily routine. What areas of daily routine would you expect cadets to experience the most difficulty? What can you as a team leader do to help the new cadets?

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Q3. When meals are being prepared, what should team leaders do to organize and ensure the meal runs smoothly?

ANTICIPATED ANSWERS

A1. Being a team leader means that I will supervise cadets junior to me by working as a team with peers, providing guidance and knowledge to help junior cadets successfully complete challenges they are presented.

A2. Answers will vary.

A3. Team leaders should assign particular roles to cadets to ensure the meal preparation is organized.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

N/A.

CLOSING STATEMENT

Cadets who find themselves in a team leader role may experience power of position. This position of authority may lead them to believe they are not required to assist with certain tasks. It is exactly the opposite as they are encouraged to take this role as a position of experience to provide guidance and assistance to junior cadets with the challenges they face. Supervision is not only watching out for problems or concerns of danger but providing knowledge and demonstration skills to others who can learn from this and successfully face the challenges presented to them.

INSTRUCTOR NOTES/REMARKS

The cadet shall participate in the activity and where possible perform the duties of a team leader.

The team leader(s) will be debriefed on their performance as part of PO 303 (Perform the Role of a Team Leader, Chapter 3).

REFERENCES

N/A.

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