

200 (TORQUAY) SQUADRON ATC

STANDING ORDERS

Dated 1 August 2011



ORDER NO 1 - GENERAL DISCIPLINE

The behaviour of all 200 (Torquay) Squadron personnel is to be of the highest standard subject to Royal Air Force discipline, and is to be a credit to the squadron, Air Training Corps and Royal Air Force. This includes travel to/from to the squadron/activity/duty. They are to comply with these Squadron Standing Orders and all other relevant orders and instructions.

ORDER NO 2 - SQUADRON CONTACT DETAILS

Postal Address:

200 (Torquay) Squadron ATC
Joint Cadet Centre
Torquay Boys Grammar School
Shiphay Manor Drive
TORQUAY
Devon TQ2 7EL

Telephone: (01803) 616568; fax and answer phone (1571) out of hours.

E-Mail: 200@aircadets.org

ORDER NO 3 - PARADE NIGHTS

Tuesdays: 1840hrs to 2115hrs

Thursdays: 1840hrs to 2115hrs

All cadets should clear squadron area by 2130hrs (with consideration for the local residents).

ORDER NO 4 - CHANNELS OF COMMAND

The Duty Staff and Duty NCO are responsible for the smooth running of the nightly routine. All matters requiring the attention of the Commanding Officer are to be referred to the Duty Staff in the first instance.

ORDER NO 5 - COMPLIMENTS

Cadets are to salute all officers regardless of service or nationality. They are to salute officers they recognise, whether the officer is in uniform or civilian clothes. They are to salute all officers in cars.

Junior Officers (Plt Off, Fg Off and Flt Lt) are not saluted in corridors. Cadets should eyes left or right as appropriate or come to attention if stationary. All Senior Officers are to be saluted at all times. Cadets should salute the most senior officer present upon entering offices.

ORDER NO 6 - IDENTIFICATION

All personnel on ATC duty are to carry identity documents; this includes RAF Form 3822 Record of Service book for cadets. Loss of identity papers should be reported to the Admin office as soon as possible.

ORDER NO 7 - DRESS

Headdress is to be worn at all times when wearing uniform outdoors. Headdress is to be removed indoors except when approaching the Admin office or when carrying out drill/parades in the drill hall. When travelling to/from ATC duty, civilian overcoats may be worn (without headdress). If no overcoat or a service pattern overcoat is worn then headdress is also to be worn. Cadets are reminded that regardless of their state of dress travelling to/from ATC duty, they are still subject to ATC uniform regulations stated in Air Cadet Admin Instruction 204.

Cadets must remove camouflage cream before leaving the Squadron, if walking home.

Female personnel may wear one signet ring only, in addition, if applicable, an engagement ring and/or wedding ring may be worn. One plain gold earring per ear may be worn in the lobe (lower part) of the ear. No other visible jewellery may be worn.

Male personnel may wear one signet ring only, in addition, if applicable, an engagement ring and/or wedding ring may be worn. No other visible jewellery may be worn.

ORDER NO 8 - SMOKING

The Corps has a no smoking policy whilst personnel are on ATC duty whether in, or out of uniform.

ORDER NO 9 - MARCHING

Parties of cadets proceeding from point to point are to march smartly under the command of the most senior NCO or cadet present. They are to keep to recognised routes or paths. Unless in a group of 4 or less (who then may walk smartly).

All cadets should walk in single file on the left-hand side of corridors. Upon encountering a door, the first member of the party is to hold the door open until all of the party has passed through the door. When waiting in corridors, cadets are to silently stand at ease with their backs against the wall (not leaning on it).

ORDER NO 10 - SQUADRON HYGIENE

The Duty NCO is responsible for the cleanliness of the unit and is to inspect the building at the beginning and end of each parade night to ensure all areas are clean and tidy. Each evening 2 cadets will be tasked to carry out cleaning duties as required on a rota system.

ORDER NO 11 - ACCIDENTS

Personnel who sustain an injury or are involved in an accident are to report to the Duty Officer, Exercise Directing Staff or Duty First Aider as soon as possible. Involved personnel are to ensure an accident report is completed at the first opportunity to do so.

ORDER NO 12 - ROLL CALL

The Duty NCO is to call the roll at 1845hrs and all cadets are to be present. Cadets arriving after this time but before 1900hrs are to report to the Duty NCO immediately on arrival and state the reason for being late. After 1900hrs cadets are then report to the office to be included on the roll.

ORDER NO 13 - REQUEST TO BE ABSENT FROM PARADE

It is imperative that cadets requesting absence from a parade should complete a Form 200/2 on at least the parade night before the anticipated absence. If urgent absence is required this should be e-mailed to the squadron, or ring the squadron if during parade night times on 01803 616568.

ORDER NO 14 - COLOUR HOISTING AND RETREAT

When the squadron ensign is hoisted or lowered, all ranks outside and within view of the ensign are to stand to attention. Officers are to salute.

ORDER NO 15 - PRIVATE PROPERTY

Money and valuables etc are the responsibility of the cadet concerned. Mobiles should be left in a secure place at the squadron during parade nights, and not taken out on exercises. They can be handed in to the office if required for safe keeping.

ORDER NO 16 - LOSSES

Losses (service or private) which may be due to theft are to be reported immediately to the Duty Officer.

ORDER NO 17 - LOAN OF EQUIPMENT AND BREAKAGES

The Duty Officer is to ensure that all equipment is correctly stored after use. All cadets are to ensure the equipment books etc loaned from the Squadron are signed for on RAF Form 668. Any damage to Squadron headquarters property or equipment must be reported to the Duty Officer. The cadet concerned may be required to pay for these losses/damages.

ORDER NO 18 - SUBSCRIPTIONS AND OTHER MONIES PAID

Subscriptions can be paid monthly, 6-monthly or annually and should be paid on the **first Thursday parade night of the month for the period, regardless of attendance**. Subscriptions and any other payments are to be made at the beginning of the parade night or during break, and at no other time, such payments being made to the Squadron Accounts Officer. Any cheques should be made payable to *200 TORQUAY SQN ATC*, or as detailed.

ORDER NO 19 - ATTENDANCE ON ACTIVITIES

Any cadet who is selected to take part in or volunteers to attend a squadron activity is to ensure at least 24 hours notice is given to the appropriate supervisory member of staff, should circumstances arise which prevents attendance. If a replacement cadet cannot be found then the original cadet may be responsible for monies due. There are a number of events throughout the year, including Remembrance Sunday and the squadron's annual inspection whereby attendance from all cadets is mandatory. If attendance is not possible then a letter stating reasons why should be given to the Officer Commanding.

ORDER NO 20 – CADET RECORDS

Personal data may be stored on squadron computer equipment in accordance with the Data Protection Act (1998). All personnel may view their file on application to the Admin office. Please inform the Admin office of relevant contact and medical detail changes as soon as possible.

ORDER NO 21 - OFFICIAL SECRETS ACT

All personnel are reminded of their obligations under the Official Secrets Act. All information relating to the squadron or any other military unit should be treated as classified in the first instance, only being imparted to third parties on a "need to know" basis. Your safety may depend on it.

ORDER NO 22 - HEALTH AND SAFETY

All personnel should acquaint themselves with the Health and Safety Orders displayed on the Administration Notice Board. Failure to obey Health and Safety orders is a serious disciplinary offence.

ORDER NO 23 - FIRE PRECAUTIONS

All cadets are to acquaint themselves with the actions in the event of fire as displayed on notice boards throughout the building.

ORDER NO 24 - BULLYING

Everyone has the right to feel safe and enjoy their time in the Air Training Corps free from intimidation. This squadron will not tolerate any unkind acts whether they are physical, verbal, internet / text or emotional. Such behaviour will be regarded as bullying. Bullying is too important not to report it - we as a community should support each other by reporting all incidents of bullying. All reports will be taken seriously. You can talk to anyone.

ORDER NO 25 - DISCHARGE/LEAVING

Any cadet wishing to leave the Air Training Corps is required to speak with the Officer Commanding in the first instance. Prior to leaving you must pay for any outstanding subscriptions and return all items that were on loan to you e.g. publications and uniform, after which your RAF Form 3822 Record of Service book discharge certificate will be signed by the Officer Commanding.



**FLT LT C MILFORD RAFVR(T)
OFFICER COMMANDING**

Please return the reply slip below to the Squadron Admin Office within the first week of joining:

Squadron Standing Orders Agreement

I Cadet..... confirm that I and my parent/guardian have both read and understood the 200 (Torquay) Squadron Standing Orders and agree to abide by them.

Cadet Signature Date

Parent/Guardian Signature Date

This return slip must also be signed by a parent/guardian when the cadet is under 18 years of age.