

200 (TORQUAY) SQUADRON



STANDING ORDERS

Dated 10 October 2006

ORDER NO 1 - GENERAL DISCIPLINE

1. All personnel are subject to Royal Air Force discipline during Squadron parade nights and when on squadron duties/activities - this includes travel to/from the Squadron/activity/duty. They are to comply with the Squadron Standing Orders and all other relevant orders and instructions. They are to make themselves familiar with these orders.

ORDER NO 2 - SQUADRON LOCATION

2. Postal Address:

200 (Torquay) Squadron A.T.C.
Joint Cadet Centre
Torquay Boys Grammar School.
Shiphay Manor Drive.
TORQUAY
Devon, TQ2 7EL

Tel (01803) 616568, Fax and 1571 Out of hours

ORDER NO 3 - PARADE NIGHTS

3. Tuesday 1845 hrs to 2115 hrs

4. Thursday 1845 hrs to 2115 hrs

ORDER NO 4 - CHANNELS OF COMMAND

5. The Duty Officer 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 Officer in the first instance.

ORDER NO 5 - COMPLIMENTS

6. 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.

7. Junior Officers (Plt Off, Fg Off & 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

8. All personnel are to carry identity documents; this includes record of service book RAF Form 3822 for cadets. Loss of identity papers should be reported to the Admin Office as soon as possible.

ORDER NO 7 - DRESS

9. Headdress is to be worn at all times when wearing uniform either out of doors, or indoors, when in corridors and in the parade hall. Headdress is not worn in classrooms.

10. 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 rules and regulations.

11. 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.

12. 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 - DISCIPLINE

13. The behaviour of all personnel is to be of the highest standard and a credit to the Squadron. When travelling to/from ATC duty all RAF/ATC regulations still apply and the highest standard of dress/discipline is expected.

ORDER NO 9 - SMOKING

14. No cadets are to smoke whilst on ATC duty whether in, or out of uniform.

ORDER NO 10 - MARCHING

15. Parties of cadets proceeding from point to point are to maintain march discipline under the command of the most senior NCO or Cadet present. They are to keep to recognised routes or paths.

16. 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 11 – SQUADRON HYGIENE

17. The Duty NCO is responsible for the cleanliness of the unit; all areas are to be kept clean and tidy. Each evening 2 Cadets will be tasked to carry out cleaning duties as required.

ORDER NO 12 - ACCIDENTS

18. Personnel who sustain an injury or are involved in an accident are to report the fact to the Duty Officer or Exercise Directing Staff as soon as possible.

ORDER NO 13 - ROLL CALL

19. The Duty NCO is to call the roll at 1900hrs, all cadets are to be present. Cadets arriving late to the Squadron are to report to the Duty NCO immediately on arrival and state the reason for being late, and then report to the office to be included on the roll.

ORDER NO 14 - REQUEST TO BE ABSENT FROM PARADE

20. 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 telephoned, or text to the Squadron Commander on _____, or ring the Squadron if during parade night times on 01803 616568.

ORDER NO 15 - COLOUR HOISTING AND RETREAT

21. 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 16 - PRIVATE PROPERTY

22. Money and valuables etc are the responsibility of the Cadet concerned.

ORDER NO 17 - LOSSES

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

ORDER NO 18 - FIRE PRECAUTIONS

24. All Cadets are to acquaint themselves with the action in the event of fire as displayed on notice boards throughout the building.

ORDER NO 19 - LOAN OF EQUIPMENT AND BREAKAGES

25. 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 20 - SUBSCRIPTIONS AND OTHER MONIES PAID

26. Subscriptions are to be paid weekly, or on the first parade night of the month, the amount being promulgated from time to time. All other payments are to be made at the start of the parade night or at break, and at no other time, such payments being made to the Squadron Treasurer.

Any cheques should be made payable to: 200 TORQUAY SQN ATC, or as detailed.

ORDER NO 21 - ATTENDANCE ON ACTIVITIES

27. Any Cadet who is selected to take part in or volunteers to attend a Squadron Activity is to ensure at least 48 hrs notice is given to the appropriate supervisory member of staff, should circumstances arise which prevent attendance. If a replacement Cadet cannot be found then the original Cadet maybe responsible for monies due.

ORDER NO 22 - DATA PROTECTION ACT

28. Personal data may be stored on Squadron computer equipment. All personnel may view their file on application to the Admin office.

ORDER NO 23 - OFFICIAL SECRETS ACT

29. 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 24 - HEALTH AND SAFETY

30. 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 25 – DISCHARGE-LEAVING

31. When you wish to leave you must return all items that were on loan to you, i.e. Any ACPs, white belts, and uniform.
Pay any outstanding subs, after which your 3822 discharge certificate will be signed by the OC.



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

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Please return this slip to the main office:

I Cadet..... Hereby confirm that I have read and understood the 200 (Torquay) Sqn Standing Orders and agree to abide by them.
And that my parent/Guardian has also read these orders.

Cadet Signed Date.

Parent/Guardian Signed Date.

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