



200 (Torquay) Squadron

Joint Cadet Centre
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Torquay TQ2 7EL

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200 (Brixham) Detached Flight

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200 SQUADRON STANDING ORDERS

ORDER NO 1 – GENERAL DISCIPLINE

The behaviour of all 200 (Torquay) Squadron (Sqn) and 200 (Brixham) Detached Flight (DF) personnel is to be of the highest standard and a credit to the squadron, Air Training Corps (ATC) and Royal Air Force (RAF). This includes travel to and from ATC activities or duties. Personnel are to comply with these Squadron Standing Orders and all other relevant orders and instructions.

ORDER NO 2 – PARADE NIGHTS

200 (Torquay) Sqn parades on Tuesdays and Thursdays from 7.00pm to 9.00pm.
200 (Brixham) DF parades on Mondays and Wednesdays from 7.30pm to 9.30pm.

Cadets should not arrive more than 15 minutes prior to the unit opening time.
All cadets should clear the unit area after each evening with consideration for the local residents.

ORDER NO 3 – CHAIN OF COMMAND

The Duty Non-Commissioned Officer (NCO) and Duty Officer (DO) are responsible for the smooth running of the nightly routine. All matters requiring the attention of the Officer Commanding are to be referred to the Duty NCO in the first instance.

ORDER NO 4 – COMPLIMENTS

Personnel are to address NCOs by their rank. Civilian Instructors, Warrant Officers and Officers are to be addressed as Sir/Ma'am. Personnel are to salute all Officers of any service or nationality. They are to salute Officers they recognise, whether the Officer is in uniform or civilian clothing.

ORDER NO 5 – IDENTIFICATION

All personnel on ATC duty are to carry identity documents; this includes RAF Form 3822 Record of Service book for cadets (with photograph) and MOD Form 90 for uniformed staff. Loss of identity documents should be reported to the Admin Office as soon as possible.

ORDER NO 6 – DRESS

Uniform is to be worn to a high standard and in good serviceability to best represent the Corps and the RAF. All personnel are subject to the uniform regulations stated in Air Publication 1358C available on the Sqn website. Uniform is to be worn every parade night unless otherwise directed.

Headdress is to be worn at all times when in uniform outdoors. Headdress is to be removed indoors except when approaching the Admin Office or carrying out drill/parades in the drill hall. When travelling to and from ATC duties civilian coats may be worn (without headdress).

If cadets are walking home they must remove any camouflage cream used before leaving the unit.

ORDER NO 7 – MARCHING

Cadets moving from point to point are to march smartly under the command of the most senior person present. They are to keep to recognised routes or paths. Group of 4 or less may walk smartly rather than march to their destination.

Cadets should walk in single file on the left-hand side of corridors. On entering a room the first member of the group is to hold the door open until all of the group have passed through. When waiting in corridors cadets are to quietly stand at ease with their backs to the wall without leaning.

ORDER NO 8 – UNIT 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. Cadets will be tasked to carry out cleaning duties as required in order to assist them in this task.

ORDER NO 9 – HEALTH AND SAFETY NOTICES

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

All personnel are to also acquaint themselves with the actions in the event of fire as displayed throughout the building.

ORDER NO 10 – ACCIDENTS, INCIDENTS & NEAR-MISSES

Personnel who are involved in accidents, incidents or near-misses are to report to the Duty Officer, Directing Staff or Duty First Aider as soon as possible. Involved personnel are to ensure an accident report is completed at the first opportunity. First Aid Kits are available in the Admin Office.

ORDER NO 11 – ROLL CALL

The Duty NCO is to call the nominal roll (attendance register) during First Parade and all cadets are to be present. Cadets arriving after this time are to report to the Duty NCO immediately on arrival and state the reason for being late. Members of staff are to sign themselves in on arrival.

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

ORDER NO 12 – REQUESTING ABSENCE FROM PARADE NIGHTS

If personnel require absence from parade nights it is important that they inform the unit as soon as practicable. This can be done at the unit by completing a Request for Absence Form available from the Admin Office. Alternatively if urgent absence is required then the unit can be contacted via the Squadron Website Contact Form or by telephone if during parade night opening hours.

ORDER NO 13 – ATTENDANCE ON ACTIVITIES

Any personnel who are selected to take part in or volunteer to attend ATC activities are to ensure at least 24 hours' notice is given to the person in charge if they can no longer attend. If a replacement cannot be found then the original person may be accountable for any costs due.

There are a number of events throughout the year, including Remembrance Sunday and the Squadron's Annual Inspection whereby attendance from all personnel is compulsory. If attendance on these events is not possible then a reasons why should be given to the Officer Commanding.

ORDER NO 14 - PRIVATE PROPERTY

Money and valuables are the responsibility of personnel concerned. Mobiles should be set to silent or switched off in a secure place during parade nights and not taken out on exercises unless instructed to do so. Valuables can be handed in to the Admin Office for safe keeping.

ORDER NO 15 - LOAN OF EQUIPMENT AND DAMAGES

All personnel are to ensure loaned equipment from the unit is signed for on RAF Form 668. Any damage to unit headquarters' property or equipment must be reported to the Duty NCO so that they can be repaired or replaced as required. Anyone concerned may be required to pay for these losses/damages if used irresponsibly.

ORDER NO 16 - LOSSES

Any losses (service or privately owned) are to be reported immediately to the Duty NCO.

ORDER NO 17 - SUBSCRIPTIONS AND OTHER PAYMENTS

Subscriptions are to be paid by a monthly bank standing order on the first day of the month, **regardless of attendance**. For those unable to pay by this method alternate arrangements can be made. The current rates for new cadets are as follows with discounts for siblings:

- a. First child - £7.00 per month.
- b. Second child - £6.00 per month.
- c. Third child - £5.00 per month.

Any payments via cash or cheque are to be made at the beginning of the parade night or during break to the Accounts Officer. Cadets are to ensure they do not fall behind on subscriptions payments and if paying subscriptions becomes difficult then cadets should contact the Accounts Officer as soon as possible. A letter will be issued if cadets fall into arrears with their subscriptions. Any cheques should be made payable to *200 TORQUAY SQN ATC*, or as detailed.

ORDER NO 18 – PERSONNEL 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 any changes to contact and medical details as soon as possible.

ORDER NO 19 – SMOKING, DRUGS & ALCOHOL

The Corps has a no smoking policy whilst any personnel are on ATC duty whether in or out of uniform. The Corps also has a zero tolerance on the use of illegal drugs at any time. No alcohol is to be consumed by anyone under the legal age limit or by any adult whilst on ATC duty.

ORDER NO 20 - 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, cyber or written. Such behaviour will be regarded as bullying and will be dealt with seriously. Bullying is too important not to report and we as a community are to support each other by reporting all incidents.

ORDER NO 21 – SECURITY

All personnel are responsible for security on the unit and when attending events on military establishments. Personnel noticing anything unusual are to report it to a member of staff.

ORDER NO 22 – OFFICIAL SECRETS ACT

All personnel are reminded of their obligations under the Official Secrets Act. All information relating to the ATC 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 23 – DISCHARGE / LEAVING THE SQUADRON

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

Cadets who do not attend for a period of 2 months without notification will automatically be discharged and will be sent a letter stating actions required.

Members of staff wishing to leave are to return any loaned items, return their MOD Form 90 ID card and sign the appropriate documentation after interview with the Officer Commanding.



M Gormley
Flight Lieutenant
Officer Commanding
200 (Torquay & Brixham) Squadron

Please return the reply slip below to the admin office within the first week of joining:

200 SQUADRON STANDING ORDERS DECLARATION

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

Cadet/Staff Signature Date

Parent/Guardian Signature Date

This return slip must also be signed by a parent/guardian when the person is under 18 years old.