

31 October 2019

200 SQUADRON STANDING ORDERS

ORDER NO 1 – GENERAL DISCIPLINE

The behaviour of all 200 (Torquay) Squadron (Sqn) 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.

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 Cadet Duty Non-Commissioned Officer (DNCO) and Staff 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 / SALUTING

Personnel are to address NCOs by their rank. Address Civilian Instructors, Warrant Officers and Officers 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. Report any loss of identity documents 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 four or less may walk smartly rather than march to their destination.

Cadets should walk in single file on the left-hand side of corridors. 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 DNCO 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. The DNCO will assign cadets each night to assist them in carrying out this duty.

ORDER NO 9 – HEALTH AND SAFETY NOTICES

All personnel should read the Health and Safety orders displayed on the entrance noticeboard. Failure to comply with these orders is a serious disciplinary offence. All personnel must also acquaint themselves with the actions in the event of fire as displayed throughout the building.

ORDER NO 10 – ACCIDENTS, INCIDENTS & NEAR MISSES

Personnel 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 (MOD 492) is completed at the first opportunity. First aid kits are available in the Admin Office.

ORDER NO 11 – ROLL CALL

The DNCO will 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 DNCO immediately on arrival and state the reason for being late. 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 DNCO 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. A Request for Absence form available from the Admin Office. Alternatively, if urgent absence is required then contact the Sqn via the website contact form, or by telephone if during parade night opening hours.

ORDER NO 13 – ATTENDANCE ON ACTIVITIES

Cadets wishing to take part in an activity should ensure they have permission from their parents/guardians (and school if in term time) prior to adding their name to the sign-up sheet.

Cadets then selected to take part in an activities are to ensure they give at least 24 hours' notice to the Sqn if they can no longer attend so that we can reallocate the place to a reserve cadet. If no replacement is found the cadet may still be liable for any outstanding payments. Failure to notify the Sqn may also result in you not being selected for future activities.

There are some events, including Remembrance Sunday and the Sqn's Annual Inspection whereby attendance from all personnel is compulsory. If attendance on these events is not possible then a reason why should be given to the Commanding Officer.

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 during practical activities unless essential. You can hand valuables into the Admin Office for safekeeping.

ORDER NO 15 - LOAN OF EQUIPMENT AND DAMAGES

Personnel must sign for loaned equipment from the Sqn on RAF Form 668. Report any damage to Sqn property or equipment to the DNCO so that items can be repaired or replaced. Personnel may be required to pay for items lost/damaged if caused by irresponsible behaviour.

ORDER NO 16 – LOST PROPERTY

Report any losses (service or privately owned) to the DNCO immediately.

ORDER NO 17 - SUBSCRIPTIONS AND OTHER PAYMENTS

Subscriptions are paid by monthly bank standing order on the first day of the month, **regardless of attendance**. Alternative arrangements are possible for those unable to pay by this method. 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. We will issue a letter if a cadet's subscriptions fall into arrears. Any cheques are to be payable to *200 TORQUAY SQN ATC*, unless otherwise stated.

ORDER NO 18 – PERSONNEL RECORDS

Personal data may be stored on squadron computer equipment in accordance with the Data Protection Act (2018). 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 ATC free from intimidation. This Sqn will not tolerate any unkind acts whether they are physical, verbal, cyber or written. Such behaviour is 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 Sqn and when attending events on military establishments. Cadets and staff will travel discretely, with uniform “covered up”, so that individuals cannot be identified prior to or post activity. Personnel noticing suspicious behaviour or unusual items are to report it to staff immediately.

ORDER NO 22 – OFFICIAL SECRETS ACT

All personnel are to be made aware 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 and the safety of others 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 Commanding Officer 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, we will sign your RAF Form 3822 Record of Service book discharge certificate and refund your Sqn deposit.

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

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.



Flight Lieutenant M Gormley
Officer Commanding
200 (Torquay) Squadron Air Training Corps

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.