



INFORMATION HANDBOOK

***NO. 4 (ARDMORE) SQUADRON
AIR TRAINING CORPS***

REVISED MARCH 2009

The following information has been compiled to assist parents/guardians and cadets in getting to know the Squadron, its Staff and the obligations of cadets and parents. Please note that the Air Training Corps does not place you under any obligation to join the Armed Services.

Introduction

The Air Training Corps (ATC) had its beginnings in England early in World War II and gave elementary pre-training to prospective RAF recruits. The idea spread throughout the Commonwealth including New Zealand, where the ATC was formed in 1941. After the war most countries retained the Corps, although at reduced strengths.

Since 1941, the New Zealand ATC has undergone various changes in its aims and outlook, until today where it is a national youth organisation. The New Zealand Cadet Forces were established under the Defence Act 1971 and comprise the Sea Cadet Corps, Air Training Corps and the New Zealand Cadet Corps. Cadet Forces is a community based youth training organisation aimed at teaching leadership, self-confidence and good citizenship to young men and women between the ages of 13 and 18 years. There are ATC Squadrons' spread throughout New Zealand from Kaitaia to Invercargill, comprising of approximately 3000 cadets.

Community Support is made through the Air Training Corps Association of New Zealand (ATCANZ). The New Zealand Defence Force assists to the extent necessary to preserve the special military character of the organisation.

Aims of the New Zealand Cadet Forces

- *To provide a challenging and disciplined training activity which will be useful in both the Services and civilian life.*
- *To promote an awareness and appreciation of the Services and the roles they play in the community.*
- *To foster the spirit of adventure and teamwork and develop those qualities of mind and body which go to making good citizens and leaders.*

Application to Join

Prospective cadets must be between the ages of 13 and 16 years of age, or be attending secondary school, and must complete a "NZCF 2 - Cadet Enrolment Form" which can be collected from the Squadron Adjutant. The form must be signed by a parent or guardian of the applicant and returned to the Unit within two weeks.

The Cadet recruit must then complete a probation period of four consecutive Squadron Routine Parades, at the end of which the cadet will be asked to sign a Declaration of Loyalty. Parents are required to sign the consent section to allow their child to take part in Squadron activities and to travel in Service aircraft and vehicles.

An annual fee set by the unit's Parent Support Committee will be payable for each cadet on joining the unit. Fees are \$45 inc GST per term or if parents wish to make an annual one-off payment, a discounted rate of \$135 inc GST is payable during the first term. Any difficulties in paying this fee may be discussed with the Chairperson or the Cadet Unit Commander in strictest confidence.

Attendance

The Squadron holds Routine Parades on Monday nights from 1830 hrs to 2100 hrs at the Unit Headquarters. These Parade nights are regarded as compulsory, as training is provided that is vital for the continuance of the Cadet's training within the Unit. Leave may be obtained under certain circumstances. All Cadets are expected to attend parades, special events, camps and other activities as arranged. If a cadet is unable to attend, it is courtesy to telephone the Squadron and advise the Orderly Officer accordingly. This ensures that Cadet attendance records are kept accurately and that Parents and Officers are aware of the Cadet's whereabouts during periods when activities are taking place.

The Squadron's phone number is (09) 298 3338.

Should a cadet fail to attend three consecutive Squadron Routine Parades without notice, they may be discharged from the Squadron. However leave may be granted for certain circumstances, such as exam studies, upon request.

Discipline

Cadets are subject to the NZCF Code of Behaviour and the discipline associated with the carrying out of orders, instructions and directives. Minor infringements of discipline are dealt with by Squadron staff. The Cadet Unit Commander deals with more serious matters; parents will be informed if deemed necessary. The Cadet Unit Commander is always available to discuss any problems in this regard with parents or guardians.

Dress and General Appearance

Cadets in uniform must ensure that their appearance is always of the highest standard in regards to such matters as:

- Polished, black lace-up shoes.
- Clean and pressed uniform.
- Hairstyles must conform to NZCF Regulations
- Cosmetic make-up and jewellery may not be worn (female cadets may wear one pair of plain sleepers/studs).

In the event that a cadet does not have their uniform, they must wear school uniform or if not applicable, they must be in tidy, civilian clothing. The above points must still be observed.

Cigarettes, Alcohol and Illegal Substances

Cadets are not permitted to smoke whilst in uniform or on a cadet activity.

Cadets are not permitted to consume any intoxicating liquor or illegal substances. Cadets bringing any of the above-mentioned substances to any parade, camp or other activity will be instantly dismissed from NZCF.

Health

A health problem does not necessarily mean that a cadet will be unable to participate in ATC activities. Any matter concerning the health of a cadet should be brought to the attention of the Squadron Adjutant in writing to ensure the well being of the Cadet. Please advise the Adjutant of any medication being prescribed for the cadet.

Uniforms

Cadets will be issued with a uniform (when available) after completing the probationary period and having paid a Uniform deposit of \$60. Uniforms are provided after payment of the deposit and are signed for. They remain the property of the New Zealand Defence Force. **Lost or damaged items must be replaced by the cadet at the rates that apply at the time.** Uniforms being returned to the Squadron must be dry-cleaned and washed as appropriate. The \$60 deposit will be repaid to the parents / caregivers on return on the uniform in an acceptable standard.

All cadets are required to provide the following items at their own expense:

- Black, non-patterned, lace up shoes to wear with uniform. Shoes are required to be polished to Squadron standards before cadets arrive for any Routine Parade, Civic Parade, NZCF Camp or Course or any other activity as advised.
- Nametag. These can be ordered through the squadron at a cost of \$12.00 (INC GST) each. (Subject to change) These are embossed with an Air Training Corps Crest and include cadets' first and last names.

What Activities does the ATC have?

Subjects taught at unit level include the following:

- Aviation Studies
- Foot and Rifle Drill
- Firearm Safety and Range Procedures
- Adventure Training
- General Service Knowledge
- First Aid
- Leadership
- Navigation
- Instructional Technique
- Radio Communications

The Squadron holds Bushcraft camps throughout the year as an opportunity for Cadets to develop their Bushcraft skills first-hand as well as being given leadership opportunities. The Squadron also partakes in visits to military bases where cadets are given a chance to see the Armed Forces at work.

Cadets also have the opportunity to participate in regional and national camps and courses designed to further enhance cadet training already carried out at unit level. These activities include the following:

- Area Junior Leaders Courses
- Area Senior Leaders Courses
- National Gliding Camps
- National Aviation Courses
- Airforce Experience Courses
- National Outdoor Leaders Courses

Cadets can also be involved in inter-unit activities such as Annual Sports Days, Shooting and Drill competitions. The Squadron also parades at civic parades including the ANZAC Day Service and the Air Force Commemoration Day Battle of Britain Memorial Parade.

Cadet Promotion

On completion of the probationary period you will be sworn into the Squadron and classified as a Basic Cadet. As you progress through the Squadron and pass the required objectives, you will advance as follows:

Year 1	Basic 1 Cadet	CDT	min age 13
	Basic 2 Cadet	CDT	
Year 2	Proficiency Cadet	CDT	
Year 3	Advanced Cadet	CDT	

The Cadet Unit Commander considers promotions to NCO ranks. Age, dress and bearing, attendance, attitude, manner, maturity, enthusiasm, length of service, discipline, suitability and vacancy are all considered. A cadet must also pass the appropriate NZCF promotion course.

Leading Air Cadet	CDT LAC	
Cadet Corporal	CDT CPL	
Cadet Sergeant	CDT SGT	
Cadet Flight Sergeant	CDT F/S	
Cadet Warrant Officer	CDT W/O	
Cadet Under Officer	CDT U/O	min age 18

Promotion to the ranks of a Commissioned Officer is possible at the age of 18 for cadets who have achieved the rank of Cadet Under Officer.

For Further Information

If there is anything regarding the Unit that you would like to find out, please feel free to contact the Cadet Unit Commander.

Cadet Unit Commander: Flying Officer Michael White NZCF
(021) 123 9333 (outside of Parade hours)

Support Committee

The local Parent Support Committee is a branch of the Air Training Corps Association of New Zealand.

Without this committee there would be no Squadron as it is a part of this committee's responsibility to select suitable persons as Officers and to organise fundraising activities so that the Squadron has what it needs to operate. Parents and guardians interested in joining the Support Committee should contact the Chairperson.

It should be noted that with a cadet in the unit, parents will be required to assist in the Support Committee's ventures from time to time.

So please, get behind your cadet and help us to help them. Feel free to join other members for a cup of coffee on a Monday night while watching your cadet in action.

Contact Details

Location: No. 4 (Ardmore) Squadron, Air Training Corps
Dauntless Lane (opposite the Ardmore Flying School)
Ardmore Airfield
Papakura

Postal Address: No. 4 Squadron ATC
Ardmore Airfield P.D.C
Private Bag 14
Papakura 2244

Contact Phone: (09) 298 3338

Email: admin@airtrainingcorps.org.nz

Website: www.airtrainingcorps.org.nz