

# New Zealand Cadet Forces



## No. 30 (Hobsonville) Squadron Air Training Corps *Fortes Fortissimi*

# INFORMATION HANDBOOK

REVISED: 15 November 2017

The following information has been compiled to assist parents/guardians and Cadets in getting to know the Squadron 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.

The Air Training Corps is part of the New Zealand Cadet Forces (NZCF) which is also comprised of the Sea Cadet Corps and the New Zealand Cadet Corps. It is a voluntary, disciplined, uniformed youth leadership training organisation for both boys and girls aged 13 to 18.

The organisation is not part of the New Zealand Defence Force (NZDF), but is directed by the Chief of Defence Force, on behalf of the Minister of Defence, and is supported in partnership by the NZDF and the community.

There are 47 ATC Squadrons spread throughout New Zealand from Kaitia to Invercargill, comprising of approximately 2000 ATC Cadets and 4000 Cadets over all three Corps.

## **Aims of the New Zealand Cadet Forces**

The training program emphasizes personal development and includes a quality, nationally coordinated annual programme, which aims to:

- *To foster a spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders.*
- *To provide challenging and disciplined training activities, which will be useful in either Service or civilian life.*
- *To promote an awareness of the Armed Forces, and the role they play in the community.*



## ***A Brief History of No. 30 Squadron ATC***

No. 30 (North Shore) Squadron was officially formed on November 28th 1968.

On February 6th 1969, we held our first parade at our Squadron Headquarters North Head. This parade was held with a total strength of 21 cadets. December 1969 was the last parade to be held at North Head with the first parade of 1970 was held at the new Squadron Headquarters at Blake Street in Ponsonby, now with 42 cadets.

On the 10th of March 1987 Mr Murray Ball author of the cartoon "Footrot Flats" officially authorised the use of "Dog" as the Squadron Mascot. Dog took on the honorary rank of Flight Sergeant and has been with us ever since.



In 1995 the Squadron moved to Hobsonville and ran out of the Percel block, the Unit changed its name to No. 30 (Hobsonville) Squadron and shortly after were offered a small plot of land on Whenuapai to develop our own compound.

In 1998 we celebrated our 30th birthday and the Base Commander of RNZAF Base Auckland officially opened our new Headquarters at Whenuapai. It was during this time that Craig Walker became involved with the unit as he has helped us build the compound. In 2011 we made Craig Walker our Unit Patron and he continues to support the Squadron and its aims.

During 2008 we celebrated our 40th Anniversary with a large parade on the tarmac at RNZAF Base Auckland followed by a formal dinner and prize giving evening attended by the Chief of the Air Force. In 2011 and 2012 the Squadron was successful in winning the Webb Shield, for Northern Area Efficiency and capped 2012 off by winning the National Efficiency Award.

In 2016 we have had a cadet participate in the inaugural Cadet of the Year Competition, and the first cadet in 12 years was accepted on the International Air Cadet Exchange program and travelled to Belgium. We've spent the first half of the 2016 year entirely refitting out our main lecture room and changing to from a former workshop into a fit for purpose classroom.

2018 will see us celebrate our 50<sup>th</sup> year, with some events, activities and memorabilia specifically for this coming year.



### ***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
- Bushcraft
- General Service Knowledge
- History of the RNZAF and the Unit
- First Aid
- Leadership
- Navigation
- Instructional Technique
- Radio Communications
- Dress and Bearing

The Squadron holds activities and camps throughout the year as an opportunity for Cadets to develop their skills first-hand as well as being given leadership opportunities.

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:

- Junior Non-Commissioned Officer Course
- Senior Non-Commissioned Officer Course
- National Gliding Camps
- National Aviation Courses
- National Field Craft Course

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 for ANZAC Day Services and the Battle of Britain Memorial Parade.

### ***Application to Join***

Prospective cadets must be between the ages of 13 and 15 years old, or be 12 and attending secondary school in the year that they join. We take cadets in a single intake during February.

Each prospective cadet must complete a **NZCF 2 - Cadet Enrolment Form** and read through the accompanying **NZCF 2A - Cadet Terms and Conditions of Membership**. The form must be signed by a parent or guardian of the applicant, and a small five-minute interview conducted before the potential Cadet begins.

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 attend a compulsory Basic Recruit Training camp (BRT Camp) and sign a Declaration of Loyalty.





### ***Attendance and our Thursday Parade Night***

The Squadron holds Routine Parades on Thursday nights during the school term from 1835hrs to 2130hrs at the Unit Headquarters.

These Parade nights are where training is provided that is vital for the continuance of the Cadet's development within the Unit. Cadets are expected to attend parades, special events, camps and other activities as arranged.

If the Cadet is unable to attend a parade night or compulsory weekend activity a leave form must be filled out which is available on the document section of the squadron website. If a Cadet is going to be absent at short notice, please phone into the unit and leave a message. This ensures that Cadet Attendance records are kept accurately and that Officers are aware of the Cadet's whereabouts during periods when activities are taking place.

**The Squadron's phone number is (09) 416-9964 this is only manned on Thursday evenings.**

Should a cadet fail to attend four consecutive Squadron Routine Parades without notice, they may be discharged from the Squadron.

### ***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 wellbeing of the Cadet.

Please advise the Adjutant of any medication being prescribed for the cadet that needs to be taken on a Thursday Night. All other activities will require a permission slip and medical slip to be filled in and returned.

### ***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:

<b>Year 1</b>	Basic 1 Cadet	After passing the 6 month exam
	Basic 2 Cadet	After passing the 1 <sup>st</sup> year exam
<b>Year 2</b>	Proficiency Cadet	After passing the 2 <sup>nd</sup> year exam
<b>Year 3</b>	Advanced Cadet	After passing the 3 <sup>rd</sup> year exam

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

Cadet's progress through the ranks in the below order:

<b>Leading Air Cadet</b>	LAC
<b>Cadet Corporal</b>	CDT CPL
<b>Cadet Sergeant</b>	CDT SGT
<b>Cadet Flight Sergeant</b>	CDT F/S
<b>Cadet Warrant Officer</b>	CDT W/O

## ***Dress and General Appearance***

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

- Polished, black leather lace up shoes.
- A clean and pressed uniform.
- Your hairstyles must conform to NZCF Regulations (off the ears and off the collar)
- 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, dress civilian clothing, e.g. black pants and a collared shirt. The above points must still be observed.

Cadets are taught how to iron and maintain their uniform over their first training weekend.



## ***Discipline***

Cadets are subject to the NZCF Code of Conduct and the discipline associated with the carrying out of orders, instructions and directives. Minor infringements of discipline are dealt with by Squadron staff.

We expect Cadets to be accountable for themselves and their actions as a larger part of becoming valued and responsible members of society. E.g. maintenance of their own uniform, ensuring permission slips are handed in prior to a due date, seeking out the correct person as issues arrive.

The Cadet Unit Commander deals with more serious matters; parents will be informed if deemed necessary.

## ***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 liquor or illegal substances. Cadets bringing any of the above-mentioned substances to any parade, camp or other activity will be investigated and reprimanded as per the NZCF Code of Conduct.

## Equipment Hire

The Squadron has a small range of equipment for hire for Squadron activities and camps.

Equipment is hired on a 'first in, first served' basis and cannot be reserved. It includes tramping packs, rain jackets, gas cookers and gas.

Tents are provided as part of the activity.

Please see the squadron website on the 'documents tab' for a list of what is available.



## Uniform and Costs

Cadets will be issued with a uniform (when available) during the compulsory Basic Recruit Training camp. Uniforms are provided after the payment of fees and once it has been signed for by the Cadet.

**Lost or damaged uniform or equipment items must be replaced by the Cadet at the rates that apply at the time.**

Uniforms being returned to the Squadron must have the pants dry-cleaned and the rest of the uniform washed as appropriate. The \$50.00 uniform bond will be repaid to the parents/ guardian on return of the uniform in an acceptable standard, allowing for fair wear and tear.

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

- Black, non-patterned, leather, lace up shoes to wear with their 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.
- 1B5 size exercise book and pen, this is to take notes as required during training and activities and is useful for study before termly exams.

## Annual Fees

An annual fee set by the unit's Parent Support Committee is payable for each cadet on joining the unit. Fees cover the operational costs like paper, equipment, insurance, repairs and maintenance as well as the initial administration work for a new cadet.

The Squadron fees are \$300.00 - This fee includes the cost of the Basic Recruit Training camp (\$30.00) and the one off Uniform Bond (\$70.00). This fee is due prior to the Cadet attending the compulsory Basic Recruit Training camp, usually 4 weeks into the term.

*If there are any difficulties in paying the fees we encourage you to discuss this with the Parent Support Committee who are happy to help either in person or on [committee@30sqnatc.org.nz](mailto:committee@30sqnatc.org.nz)*

If your cadet decides to resign within the first term, the resigning cadet will be entitled to a 50% refund of the annual fees paid provided that the cadet has completed the discharge process by the last parade of Term One.

Please be aware that Squadron staff cannot accept or handle money, this must be done through the Parent Support Committee prior to any activity or camp by the deadline on the brief sheet.

### ***Proposed Calendar of Events for 2018 Basic Cadets***

For activities over and above the regular Thursday night training, a brief sheet and permission slip will be sent home approximately 4 weeks prior to the activity. Some activities have extra costs associated with running the activity which are mainly transport and food costs.

Spare copies of these brief sheets are available on the squadron website under the 'calendar' tab.

A proposed calendar of events is detailed below, and approximate costs are provided to help with any budgeting or planning needs. Dates are correct at time of publication:

<b>Activity</b>	<b>Dates</b>	<b>Details</b>	<b>The activity is:</b>	<b>2017 Cost</b>
Basic Recruit Training Camp	16 – 18 Mar	First camp where cadets learn how to be a cadet	Compulsory	Included in cadet fees
ANZAC Day	25 Apr	Remembrance service	Compulsory	Nil
Auckland ATC Sports Day	13 May	Competition against the 7 ATC units in Auckland	Optional	Nil
Exercise Greenlight	1 – 2 Sept	First bushcraft camp where cadets gain all basic skills	Compulsory	\$25.00
Battle of Britain	16 Sept	Remembrance service	Optional	Nil
Basic Day Tramp	23 Sept	Day long tramp in the local area	Optional	Nil
Children's Xmas Party	9 Dec	Community Service	Optional	Nil
Gliding Days	Term 1 onwards	Glider flying	Optional	\$2.00 - \$4.00 per minute, aircraft dependant
Shooting Days	Term 2 onwards	.22 target shooting	Compulsory & optional	Nil





## **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.

The Support Committee are based in the Main Lecture Room, and are happy to answer any queries you may have in regards to unit fees, activity fees, and assist with overcoming difficulties in paying fees.

The Support Committee holds fundraising events each term, we encourage you to review the Squadron website regularly for information. This fundraising allows the squadron to grow and we ask for your support in this endeavour.



## **Access to Base Auckland**

As an NZDF establishment, allowing a cadet unit to be located on the Base is a significant concession and is unique to this base. As we are not members of the New Zealand Defence Force we are all visitors to the base and the advantages for your cadets parading on this base is huge, with exposure to, and support from, operational Air Force units which is far greater than most units are provided.

Our arrangement sees parents/ guardians issued an ID card granting them access to Base. These cards will last for two years, however Base access will only be granted on days where a cadet activity is to take place at or from the Squadron.

Each parent/ guardian who will require Base access must complete the Ministry of Justice (MOJ) Criminal Records form for review. We ask that this application be limited to one primary and one secondary parent/ guardian for each cadet- i.e. the people who would usually collect or drop off a cadet.

Once the form comes back (around 8 – 10 weeks from application) we can get the Base ID card issued to the parent/ guardian. Please be aware we do have a deadline to have this completed by each year, the staff member conducting the cadet interview will be able to explain this in further detail.



### ***Further Information and Contact Details***

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

<b>Location:</b>	No. 30 (Hobsonville) Squadron, ATC 15 Takatimu Street, RNZAF Base Auckland, Whenuapai, AUCKLAND
<b>Postal Address:</b>	No. 30 (Hobsonville) Squadron ATC PO Box 81-054 Whenuapai, AUCKLAND
<b>Contact Phone:</b>	(09) 416-9964 - this phone is only manned on a Thursday evening, all other times please leave a message
<b>Email:</b>	30sqn@cadetforces.org.nz
<b>Website:</b>	www.30sqnatc.org.nz
<b>Facebook:</b>	www.facebook.com/30sqnatc

