



## **Induction Information**

*The Air Training Corps was formed in 1941 and its motto is “Venture Adventure”*

*The ATC is primarily a youth organisation and is not to be seen as a recruiting organisation for the Royal Air Force but, the training given, would be of value should a cadet finally choose the Service as a career.*

### **The Aims of the Corps are:**

- 1 *To promote and encourage among young people a practical interest in aviation and the Royal Air Force*
- 2 *To provide training which will be useful both in the Service and in civilian life*
- 3 *To foster the spirit of adventure and to develop the qualities of leadership and good citizenship*

*The Corps operates a no tolerance Drugs or Harassment in any form policy. Any person from cadet upwards found to be in contravention of this policy will be subject to instant dismissal.*

### **Parade Nights / Times**

*The Squadron parades twice a week on Wednesday and Friday evenings*

<i>Monday</i>	<i>-</i>	<i>From: 19:15 to 21:30</i>
<i>Wednesday</i>	<i>-</i>	<i>From: 19:15 to 21:30</i>

*A Canteen Break is held midway through the evening’s programme of activities*

*The Squadron sometimes has parades at other times and locations which take place mainly at weekends*

## **Attendance**

*An attendance register is maintained by the Squadron. An attendance code is used in conjunction with the register.*

*The different codes are as follows:*

<i>“PU/PC”</i>	<i>an attendance - in uniform / civilian clothes</i>
<i>“D”</i>	<i>an attendance at another location</i>
<i>“AA”</i>	<i>an authorised absence e.g. a reason has been intimated in advance</i>
<i>“S”</i>	<i>where sickness has been advised – a note from home is required</i>
<i>“AWOL”</i>	<i>an absence where no reason has been submitted</i>

*It is important and would be much appreciated if a phone call is made to the unit (0131-665 0333) if a cadet is unable to attend. Attendance is taken into account in determining the effectiveness of a cadet and used when choosing cadets for activities where there is a limit on numbers permitted to take part.*

## **Chain of Command**

*A Chain of Command structure is in force within the Squadron and the Corps. The Chain goes from a cadet to the Non Commissioned Officer (NCO) Ranks, appointed Civilian Instructors, through to the Commissioned Officer Ranks*

## **Staff**

*All Corps staff members have been cleared via checks with the Scottish Criminal Records Bureau for work with young people. Adult staff attend regular training courses and are subject to regular assessment. Commissioned Officers are subject to the Rules and Regulations of the Royal Air Force.*

## **Dress and Discipline**

*The Squadron has a strict Dress and Discipline Code*

*When attending Cadet activities, cadets must attend in uniform as issued unless specifically stated otherwise. A recruit not yet in possession of uniform is expected to be smartly turned out at all times. Where a cadet is in possession of a uniform but attends in civilian clothes without an acceptable reason, he / she will be asked to either wear coveralls or be sent home. .*

### **Ordinary Parades**

*These are parades held on Mondays and Wednesdays or as otherwise stated.*

### **Official Parades**

*These parades are of a special nature and can be both at the Squadron Headquarters or elsewhere and are to be viewed as **mandatory** i.e. all personnel are required to attend.*

### **Uniform - Including Deposit**

*A recruit approaching enrolment time will be issued with a Uniform Measurement Form for their completion and return to the squadron. Once the uniform is to hand, the recruit will be requested to make a payment of £15 as a deposit against the issue. This deposit is refunded when a cadet leaves and returns the uniform, less fair wear and tear .*

### **Enrolment**

*A recruit will be expected to serve a four week probation period before being considered eligible for enrolment and the issue of uniform. Cadets must supply their own black shoes/boots. Enrolment means becoming a fully integrated cadet who takes the promise to “serve his / her unit loyally” and is formally issued with his / her RAF Form 3822 – Record of Service Book - in which he / she will record almost everything done during his / her time as a member of the Air Training Corps. The Record of Service Book is also used as an official document where identity is required to be checked. Enrolled cadets will also be issued with a 297 Squadron Membership Card.*

### **Subscriptions**

*Each cadet, upon enrolment, becomes liable for the payment of subscriptions. These subscriptions are split between HQ Air Cadets, Air Cadet Regional HQ and Squadron Funds. These subscriptions are used to finance all the Corps sporting activities and those approved activities which are not covered by Government funding. Subscriptions are reviewed annually by the three levels and are currently £60 per year – a little over £1 per week. These subscriptions are payable at the rate of £30 every six months, in April and October, and can be paid, for convenience both for you and for the Squadron, via a Bank Standing Order. Subscriptions qualify for Gift Aid. - which means that*

*if either parent is paying Income Tax and complete a Gift Aid Declaration Form, the Squadron can claim the tax element on the subscriptions back from HM Revenue and Customs*

## **Training**

### **Training Programme**

*Cadets take part in recognised Training and Adventure Training Programmes and Sporting Activities*

### **ATC Insurance**

*All ATC activities associated with the Training / Adventure Training Programmes and Sporting Activities are covered by an insurance policy held by HQ Air Cadets. Details of the insurance are available on request*

### **Examinations**

*The Training Programme is made up of different subjects connected with flying and ground training in the Royal Air Force. As it is the intention to have cadets go flying, both in powered aircraft and gliders, from an early time in the Squadron, the subjects are designed to maximise the benefit to be derived from those flights and including cadets' safety. The programme is split into four parts:*

<i>First Class</i>	<i>The ATC, The RAF, The rifle, Drill</i>
<i>Leading Cadet</i>	<i>Map Readign, Radio / Radar / Communications</i>
<i>Senior Cadet</i>	<i>Aircraft Operations, Airmanship</i>
<i>Staff Cadet 1 &amp; 2</i>	<i>Air Navigation, Satellite /Space Travel</i>

*Normally cadets will take approximately six months to progress from one level to the next. The only stipulated rule is for attaining Staff Cadet 1 status, and that is that cadets must have completed a minimum of 2 years enrolled service, 15 ½ years old and, for Staff Part 2, they must have completed one RAF Camp – see below*

*At each level cadets must complete 25 hours of project work in a project related to the subjects being studied after which there is an examination and an award made where appropriate*

*From 1st April 2009 the training programme should allow each cadet*

to obtain a Btech Diploma in Aviation Subject within 2 - 3 years

## **Shooting**

*Before being allowed to use live ammunition, all cadets and personnel must show they are competent and safe in the handling of each type of weapon. They must pass a Weapons Handling Test annually.*

*The cadets learn to handle and shoot with various authorised weapons on Service or Service approved ranges, where they can train to different marksman standards and compete in various shooting competitions.*

## **Adventure Training**

*This form of training is mainly an outdoor activity and proves to be a very popular part of a cadet's life. It involves Field Craft, Camping and field Exercises. It is also where various leadership exercises are done*

## **Duke of Edinburgh Award Scheme**

*This Scheme was launched by the Duke of Edinburgh back in the 1950s and is designed for the individual youth of the community to achieve. The Air Training Corps is an approved Operating Authority for this scheme and indeed many of the Corps' activities qualify cadets for parts of the scheme. As part of the new training regime introduced in April 2009 it is the intention that every cadet will have the opportunity of gaining his/her Bronze Award in their first 2 - 3 years of joining. As a matter of interest, it was a cadet from Edinburgh & South Scotland Wing who was the first person to get his Gold Award in 1958.*

## **Annual / Easter / Overseas Camps**

*These are "camps" where cadets go to an RAF Station for a week either in the UK or overseas and see how the RAF operates. They take part in a varied programme of activities including flying and, if they have a particular interest in a specific trade, they can get to spend most of their time with people engaged in that trade while at camp.*

## **BTEC Qualification in Citizenship**

*This is a Nationally recognised qualification which is equivalent to 4 GCSEs (level 1-3) and is available to those over 16 through the cadet's membership of the Corps.*

### **National Record of Achievement**

*During a cadets time in the Corps he / she will participate in many activities which may help a potential employer in choosing a new member of staff. All the qualifying activities are collated and when a cadet is seeking employment a formal record of his / her achievements is available for their use.*

### **Points System**

*As a means of determining the Best Flight and Best Cadet of the Year, a points system is in force where a cadet earns points for participation in the various activities on offer during the year. Points are awarded for almost everything but points can be lost for saying one will take part and then just do not show up without making any contact with Unit Staff on the day and for no apparent reason. The list of point earning activities are:*

<i>Adventure Training</i>	<i>Day exercises or camps</i>
<i>Athletics</i>	<i>At Sqn, Wing, Region and Corps levels</i>
<i>Competitions</i>	<i>Any formal or informal competition</i>
<i>Courses</i>	
<i>Duke of Edinburgh A S</i>	<i>At Bronze, Silver and Gold levels</i>
<i>Examinations</i>	<i>ATC Training Syllabus</i>
<i>Football</i>	<i>At Sqn, Wing, Region and Corps levels</i>
<i>Fundraising Activities</i>	
<i>Hockey</i>	<i>At Sqn, Wing, Region and Corps levels</i>
<i>Marksman</i>	<i>At all levels</i>
<i>Parades</i>	<i>Other than a Wednesday / Friday</i>
<i>Netball</i>	<i>At Sqn, Wing, Region and Corps levels</i>
<i>Recruitment</i>	<i>Awarded for Introduction, after three months and after six months</i>
<i>Rugby</i>	<i>At Sqn, Wing, Region and Corps levels</i>
<i>Special events</i>	<i>Per day or part thereof e.g. Galas etc</i>
<i>Swimming</i>	<i>At Sqn, Wing, Region and Corps levels</i>
<i>Visits</i>	<i>All outside visits</i>
<i>Cross Country</i>	<i>At Sqn, Wing, Region and Corps levels</i>

**Listings of points earned are published monthly and it is up to each cadet to make sure he / she has not lost out on the award of points. Any claim for points must be made during the month following the publication of the lists.**

## Notes for Parents

### **Activities**

*Your attention is drawn to the attached correspondence and lists from our Wing Commander*

### **Gift Aid**

*This is a valuable source of funding and is money refunded by the Inland Revenue on any financial donations made by individuals and on all subscriptions paid by cadets. When subscriptions fall due, an invoice will be raised and a Gift Aid Form will be attached to it. These Forms, once returned duly completed, will be used to submit a claim to the Inland Revenue for reimbursement of the tax element already paid by the people and parents on the monies paid to the Unit. If the person paying the subscriptions or who makes the donation is not paying United Kingdom tax then they should NOT complete the Gift Aid Form. Similarly, if a person who has completed a Gift Aid Form then ceases to pay United Kingdom tax, then it is important that they notify the Squadron of this fact.*

*Your support in this scheme will allow the Squadron to claim back the tax of 22p for every £1 received and have the effect of keeping the level of subscriptions at a lower than otherwise level.*

### **Squadron Fund Raising Lottery**

*This is a fundraising lottery run by the Squadron for the benefit of the cadets of the Squadron. It is organised and administered by Lottery Service Providers under the name of The Great Weather Lottery. It is our hope that as many parents and friends as possible take part as it can mean an easy and cost effective source of revenue to the Squadron and hopefully a healthy return to the parents and friends taking part.*

### **Online Shop <http://www.buy.at/297sqnadc>**

*This is another fund raising venture. The web site at <http://www.buy.at/297sqnadc> is operated by the Squadron as an online shop. It is internet based and an armchair method of shopping with a very high level of security built in. It allows one to shop at many well known High Street retailers with the difference that all sales done through the “297 Shop”, earn the Squadron commission at approximately 3.3%, and you still benefit from the same prices on offer as if you had visited the real shops to do your shopping. Most of the*

participating suppliers will also permit you to return items to the High Street outlet should the goods not prove to be to your liking in the same way as if you had bought the goods from the shop.

**FROM WING COMMANDER G S SANDFORD RAFVR(T)**  
**Officer Commanding Edinburgh & South Scotland Wing**

**AUTHORISED AIR TRAINING CORPS ACTIVITY**

1. I am writing to every parent of every cadet within Edinburgh & South Scotland Wing as I am concerned that there may be an incorrect perception as to what our Organisation can provide your child.

1. The Air Training Corps has core activities which are covered by Air Training Corps Insurance Schemes. This is an exhaustive and comprehensive list of activities. However, there are activities that are not covered. I have attached to this letter lists of activities that are and are not covered by the Insurance Scheme.

1. It is important that you are aware of those activities which the Air Training Corps is responsible for, when you entrust the safety of your children to us. Should an activity which is not covered by ATC Insurance be planned by personnel who attend the Air Cadets, then you should be aware that this is done on an individual basis and the Air Training Corps will not take any responsibility for the welfare or safety of those participating.

1. I trust that you will understand the reason for this letter and I hope that your child continues to enjoy the vast array of activities that are available through my dedicated group of outstanding volunteer adult staff.

**ACTIVITIES COVERED BY THE MOD INDEMNITY AND ATC INSURANCE**

**ACTIVITY                      CAVEATS**

**A**

Abseiling

Adventure Training

Aero Modelling                      This relates to making models, not flying.

Air Experience Flying - Dual Control only                      Public Liability cover is provided by the MOD.

Air Experience Gliding                      Public Liability cover is provided by the MOD. This includes normal gliding training.

Aircraft Recognition

Annual Camps

Archery

## 297 (Musselburgh) Squadron – Air Training Corps

*Assault Courses* On MOD property only. Approval of HQ AC must be sought for those on civil or private land.

*Athletics*

### **B**

*Band Training*

*Baseball*

*Basketball*

*Bivouacking*

*Boating*

*Building & Maintenance Projects* Assuming own repairs to own property only and on a very small scale.

### **C**

*Camping and Camp Craft*

*Canoeing (incl Kayaking)* Within territorial waters.

*Canoes – Construction and use of* For use by ATC personnel only.

*Car Parking and marshalling at Public Events (not necessarily involving fund raising)*  
Personal Accident only - Public Liability insurance must be provided by the event organiser.

*Caving/Potholing*

*Charity Work*

*Circuit Training*

*Citizen Training - Public Speaking, practical help for the disabled etc.*

*Civilian Outdoor Activities Courses*

*Cleaning and preparing aircraft for display at museums etc.* Personal Accident only, the owner is responsible for All Risks Cover if damage to the aircraft occurs.

*Clay Pigeon Shooting* Only with prior authorization by HQ AC (Wg Cdr TG).

*Coastal Traversing*

*Cockpit Trainers*

*Communications Training*

*Community Sports Leaders Awards*

*Confidence Courses*

*Construction and use of Canoes* For use by ATC personnel only

*Construction of Radios* For use by ATC personnel only

*Construction and use of Training Aids* For use by ATC personnel only

*Cook/Steward Training*

*Cricket*

*Cross-country Running*

*Cross-country Skiing*

*Cycling*

### **D**

*Dancing the Hornpipe*

*Dog Training/Handling*

*Down Hill Skiing* Approved HQ AC courses only

*Drill*

*Dry Ski Slopes*

*Duke of Edinburgh Award Schemes* Participation is subject to normal policy terms and conditions. Where cadets are placed on Work Experience the employer would be responsible for providing insurance cover.

### **E**

*Engineering* See note, pages E-7 to E-9.

*Environmental Studies*

*Expedition Training*

### **F**

*Fencing*

## 297 (Musselburgh) Squadron – Air Training Corps

Fieldcrafts

Fire Lighting            *As part of Fieldcraft only*

First Aid Training

Fishing

Flights in Non-Military Aircraft

Flight Simulators    *If it is not a RAF simulator the scheme only provides personal accident cover. Public Liability must be provided by the owner in respect of civilian simulators.*

Football

Fund-raising events of a non-hazardous nature, eg Fetes, Car Washings, Sponsored Walks    *Including Public Collections by Cadets in Uniform in accordance with AP 1919 Para 1127*

Fire-fighting Training            *RAF Manston only. Public Liability will not apply in respect of damage to MOD property.*

### G

Gardening

Ghyll Scrambling

Golf

Gorge Walking

Gymnastics

### H

Hang Gliding            *Approved HQ AC Courses only*

Helicopter Flights

Highropes Course    *Approved HQ AC Course Llanbedr only*

Hillwalking

Hockey

Horse Riding

Hovercraft - Construction        *For use by ATC personnel only. ATC personal accident cover only - refer to Section 5. Public Liability cover is not provided by MOD for Hovercraft operations.*

### I

Ice Cave Digging

Ice Climbing

Ice Hockey

Ice Skating

Information Technology Training

International Air Cadet Exchange

### J

Jet Skiing

### K

Karting    *See note, pages E-7 to E-9, regarding construction and maintenance*

### L

Land Yachting

Laser Quest

Leadership Courses

Life Saving

Line Dancing

### M

Map Reading

Marine Society Courses        *Approved HQ AC courses only*

Martial Arts

Marketing and Public Relations Activities

Meteorology

Military Training

Model Aircraft Flying            *ATC Personal Accident Cover only - refer to Section 5.*

*Public Liability cover is not provided by MOD*

Mountain Biking

## 297 (Musselburgh) Squadron – Air Training Corps

### Mountain Leadership Courses

#### **N**

##### Netball

*Nijmegen Marches* When taking part as a member of an official military team

*Nordic Skiing* Approved HQ AC courses only

#### **O**

*Opportunity Flights* As passenger only. Public Liability Insurance must be obtained from the owner of the aircraft. All flights must be authorized by Sqn Ldr Fg Spt, HQ AC in writing. This includes foreign owned aircraft.

##### Orienteering

*Outward Bound Courses* Approved HQ AC courses only

#### **P**

*Parachuting* Approved HQ AC courses only

*Paragliding* Approved HQ AC courses only

##### Physical Training

##### Piping and Drumming

##### Power Boating

##### Projectionist Courses (Rgn)

##### Public Displays and Parades

##### Public Relations and Marketing Activities

#### **Q**

##### Quad Biking

#### **R**

*Radios - Construction and use of* For use by ATC personnel only.

##### Road Marching

##### Rock Climbing and Abseiling

##### Rounders

##### Rowing

*Rugby* (including 7-a-side)

#### **S**

*Sailing, Offshore and inland waterways* Yachts must not exceed 20' in length unless approved by HQ AC.

##### Scottish Country Dancing

##### Self Defence

##### Self Sufficiency Training

##### Shooting

##### Show Jumping

##### Signals Training

##### Skate Boarding

##### Snorkelling

##### Softball

##### Snowboarding

##### Snow Hole Construction

##### Sub Aqua

##### Surf Boarding

##### Swimming

#### **T**

##### Table Tennis

##### Tennis

*Training Aids - Construction and use of* For use by ATC personnel only.

##### Trampolining

##### Trekking

##### TV Competitions

#### **V**

## 297 (Musselburgh) Squadron – Air Training Corps

VGS Families Days Prior authority of HQ AC is required and a minimum of 14 days notice is to be given. Aviation Liability cover includes the participation of guests in a familiarisation flight. No more than 50 guests may be flown at each event.

Visits to Affiliated Stations

Visits to Aircraft Industry

Visits to Police/Ambulance/Fire Stations

Volleyball

**W**

Walking and Road Marching

War Games Board type games only.

Water Polo

Water Skiing

White Water Rafting Covered in UK and overseas.

Wind Surfing

Wind Yachting

**Y**

Yachting

### **ACTIVITIES WHICH REQUIRE AN ADDITIONAL PREMIUM**

*Bob Sleighing*

*Parascending*

ACFO HQ AC should be contacted with details of the event before participating in these activities. The additional premium will have to be met from Rgn/Wg/Sqn Welfare Funds.

### **ACTIVITIES NOT COVERED BY THE MOD INDEMNITY AND ATC INSURANCE**

*Bungee Jumping*

*Construction of Aeroplanes*

*Construction and use of Rockets*

*Heli-skiing*

*Horse Racing*

*Microlight Flying (Excluded from cover in all cases apart from HQ AC authorized Scholarships)*

*Motor and Motorcycle Racing*

*Nijmegen Marches (when not a member of an official military team entry*

*Paint-balling*

*Airside Activities (including Aircraft Marshalling)*

**Note:**

#### **Engineering Activities.**

1. Examples of engineering activities known to be carried out by various ATC units are listed below. Please note the caveats

where applicable. If it is intended to carry out an engineering activity that is not listed, then ACFO HQ AC should be informed for advice regarding insurance cover prior to the activity being carried out.

**ACTIVITY**

**CAVEATS**

**A**

Abseil tower, building of                      Subject to qualified supervision

**B**

Bicycle maintenance

**C**

Canoe construction and maintenance of fibreglass canoes using repair kits                      For use by ATC personnel only

Computer engineering                      Provided the end usage of this product is within the ATC only and they are not supplied to third party persons.

Construction of Pontoon Bridges over rivers

**D**

Dioramas (incorporating electrical devices), building of

**E**

Engraving machines - operation of

**G**

Gardening equipment, mechanical maintenance of

Generating equipment, petrol, up to 5 KVA, restoration of at camp sites.

Go-karts - construction and maintenance of                      Provided these vehicles are only used on private roads or trackways

**M**

Marine outboard engines - construction of                      Provided the end usage of these engines is by the ATC only and they are not sold on or disposed of to third parties.

Model aircraft - flying around poles                      ATC Personal Accident cover only - refer to Section 5. Public Liability Cover is not provided by MOD

Models (replicas) of various aircraft and cars

Motorcycle maintenance                      Provided no work is carried out on safety critical areas. See para 4 below

**O**

Overhead projectors - construction of

**R**

Radio construction For use by ATC personnel only

Radio masts, portable, construction of

Rafts, building of (using oil drums and poles)

Rifle ranges (tube ranges), building of

**S**

Simulators – maintenance of

Static displays (including refurbishment of non-flying aircraft) - construction and maintenance See also caveat on "Cleaning and preparing aircraft for display at museums etc".

Static Rebuild of car engines

**T**

Telephone systems - construction of internal systems

Timber saluting dais - construction of

Trailers, building of

**V**

Vehicle maintenance on Sqn minibuses, trailers and caravans.                      Provided no work is carried out on safety critical areas. See para 4 below.

2. *Engineering activities as listed below are under review. Participants are warned that insurance cover under the ATC insurance scheme may not exist for these activities:*

- a. *Construction of light aeroplanes.*
- b. *Usage of full workshop machinery (eg. lathe, fly press, jig saw and pedestal drill).*

3. *The insurers have agreed to remove the exclusion in respect of light power tools for both engineering and wood-working. However, a warranty has been added to the policy that the use of these tools must only be carried out under the supervision of an appropriately qualified individual and that all usage must be in accordance with any legislation relating to this subject.*

1. *The term “safety critical” relates to any component part of the vehicle which, in the event of failure to perform its intended functions, would leave the vehicle in an unsafe condition.*

**FINAL NOTE**

*This document should be signed by both the recruit and the parent to indicate that it has been read. Once the signed copy has been checked for signatures by an Officer of the Squadron and bears the Squadron’s Official Stamp, it should be retained for information and guidance while a member of the Squadron.*

*Recruit’s Signature \_\_\_\_\_ Date \_\_\_\_\_*

*Parental Signature \_\_\_\_\_ Date \_\_\_\_\_*

*Squadron Official Stamp*

*Signed \_\_\_\_\_ Date \_\_\_\_\_  
Officer Commanding*