



***INFORMATION
HANDBOOK***

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

Name: _____

February 2024 EDITION

Introduction

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 New Zealand Defence Force.

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 ATC, although at reduced strengths.

Since 1941, the New Zealand ATC has undergone various changes in its aims and outlook, through to 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, the New Zealand Cadet Corps and Air Training Corps. New Zealand 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 approximately 1900 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.

Vision, Mission & Values of the New Zealand Cadet Forces

- ☐ Vision: *Preparing New Zealand's successful leaders of tomorrow.*
- ☐ Mission: *To develop and enable self-disciplined, confident and responsible young New Zealanders.*
- ☐ Values: *Courage, Commitment, Comradeship & Integrity.*

Application to Join

Prospective Cadets must be between the ages of 13 and 15 years of age, or be attending secondary school, and must complete a “**NZCF 2 - Cadet Enrolment Form**” which can be emailed to you to complete online. The form must be completed by a parent or guardian of the applicant within two weeks after the date it is emailed out.

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 Support Committee will be payable for each Cadet on joining the Unit. The initial Join up fee for a new recruit will be \$155 per Cadet. This will cover the first term and specific uniform items required. Any difficulties in paying this fee may be discussed with the Support Committee Chairperson or the Cadet Unit Commander in strictest confidence. Discounted rates may be available for families who assist the Support Committee – once again, parents or guardians are encouraged to discuss options with the Support Committee. If fees are not paid, Cadets may be restricted from participating in activities offered at the Squadron.

Attendance

The Squadron holds Routine Parades on Wednesday nights, from 1815 hrs to 2100 hrs (6.15pm - 9.00pm), at the Unit Headquarters. These Parade nights are regarded as compulsory training - this is vital for the continuance of the Cadet's progression within the Unit. 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 fill in the Squadron leave form, which is an online process. This ensures that Cadet Attendance Records are kept accurately and that Parents and Officers are aware of the Cadet's whereabouts during both Routine Parades and Unit Activities in which the Squadron participates.

Leave applications must be submitted via the Squadron leave form found on the squadron website. These will then be reviewed by squadron staff and accepted accordingly.

Should a Cadet fail to attend four consecutive Squadron activities, including routine parades, without notice, they may be discharged from the Squadron. However, special leave may be granted for certain circumstances, such as exam studies, upon request to the CUCDR.

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. 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 leather 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 a school uniform or if not applicable, they must be in tidy civilian clothing. The above points must still be observed.

Uniforms

Cadets will be issued with a uniform after completing the probationary period. It remains the property of the New Zealand Defence Force. Uniform items being returned to the Squadron must be clean - dryclean is preferred, as appropriate.

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

- ☐ Black, non-patterned, leather lace-up shoes to wear with the 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.
- ☐ Black Combat boots that are lace up. There is a special deal for all nzcf members that order via Squadron Support Committee.

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/Bushcraft
- ☐ General Service Knowledge
- ☐ First Aid
- ☐ Leadership
- ☐ Navigation
- ☐ Instructional Techniques
- ☐ Radio Communications
- ☐ Civic/Community Responsibilities

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 the unit level. These activities include the following:

- ☐ Area Junior Leaders Courses
- ☐ Area Senior Leaders Courses
- ☐ National Gliding Camps
- ☐ National Aviation Courses - Pilot & Navigation
- ☐ National Outdoor Leaders Courses
- ☐ National Drone Operators Course

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

Cadetnet

The Squadron uses an online portal called Cadetnet that manages Cadet attendance, activities and contact information as well as promotions. All Cadets must use it, and is the only way to sign up for unit activities and cadet courses. Once registered, you will be given access via email and taught how to use it at the unit.

Cadet Squadron emails

Once cadets have signed up to join the unit, they will all be issued with a 4 squadron email address which is only to be used for cadet purposes. This will be a vital tool for communication within the squadron and cadets are required to monitor this email address on a weekly basis and respond when required in a timely manner.

Support Committee

The local Unit Support Committee is a branch of the Air Training Corps Association of New Zealand (ATCANZ).

Without this committee, there would be no Squadron as it is a part of this committee's responsibility to select suitable personnel as Officers, and to organise fundraising activities so that the Squadron has what it needs to operate. Parents and guardians, who are 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/tea on a Wednesday night while watching your Cadet in action.

Squadron Contact Details

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

Email: 4sqn@cadetforces.org.nz

Website: www.4squadron.org.nz

Facebook: <https://www.facebook.com/4SQN.ATC/>

Instagram: <https://www.instagram.com/4squadron.atc/>