

This document provides the details of this year's summer camps and is the initial calling notice for cadets, this is to be briefed out to those cadets attending. This is a detailed document – OCs and/or Sqn Adjs - please read through carefully. Please inform your cadets accordingly and make sure that you meet the deadline requested.

NOTE: Summer camp cadet nominations must reach WHQ by 30th April 2017.

PLYMOUTH & CORNWALL WING RAF SUMMER CAMP PROGRAMME 2017- RAF CRANWELL, RAF SHAWBURY WEEK 1 AND RAF SHAWBURY WEEK 2

Reference:

A. Camp Programme for 2017 dated Dec 2016.

INTRODUCTION

1. Allocations for ATC Summer Camps for Plymouth and Cornwall Wing (PCW) taken from Ref A will take place at RAF Cranwell and RAF Shawbury as follows:

<u>Dates</u>	<u>Station</u>	<u>Allocated Sqns</u>	<u>Camp Comdt</u>
29 Jul – 5 Aug 17	RAF Cranwell	All Sqns	Flt Lt Adam
12-19 Aug 17	RAF Shawbury	All Sqns	Sqn Ldr Boorman
19-26 Aug 17	RAF Shawbury	All Sqns	Sqn Ldr Olver

2. The camps can take the following cadets and staffs:

RAF Cranwell 29 Jul–6 Aug 17 - 25M, 20F - 4 x VR(T) 4 x SNCO/CI
RAF Shawbury 12-19 Aug 17 – 30 cadet places - 6 x VR(T) 6 x SNCO/CI
RAF Shawbury 19-26 Aug 17 – 30 cadet places - 6 x VR(T) 6 x SNCO/CI

Note: Sqn Cdrs are reminded that filling camp allocations has priority over other activities including Sqn organised activities.

STAFF ALLOCATIONS

3. Returns have now been received and staff nominations have been verified on Sharepoint; if staff are unable to make their commitment they are to inform the WExO at the earliest opportunity.

CADET ALLOCATIONS AND NOMINATIONS

4. **General.** In an attempt to fill up all of the camps PCW are running this year Sqns are offered the opportunity to put in reasonable bids on each of the relevant weeks available. Please bear in mind that there are nominally 1 or 2 spaces per sqn, per week, for both the male and female spaces. Sqn Cdrs should not be deterred from putting more names on the forms as not all sqns will submit nominations (maximum 5), any more should be held in reserve on Sqn. Cadet nominations should be filled in on the relevant Annex (A, B, or C) dependent upon the week required. Sqn Cdrs should ensure that the cadets nominated **are placed in priority order on the relevant form.**

5. **Cadet Eligibility.** Eligibility is to be restricted to cadets who are at least qualified **First Class.**

6. **Physical Fitness.** All staff and cadets selected to attend must be physically fit and their medical history must be declared on their TG22/23.

7. **Cadet Nominations, TG Forms, Certificate of Health and Non-Refundable Camp Charge.**

a. **Sqn Cdrs** are responsible for selecting their cadets and return their nominations using the relevant return form at annex A, B, or C and completing the allocation on the cadet nomination list on the Plymouth & Cornwall BADER Sharepoint site.

b. **Nil Returns are required for all annexes. (ie Every Sqn is requested to make a Return by 30 April 2017).**

c. The return form within the annexes does allow Sqn Cdrs to put a bid in for a number of places. However, please remember there are only a finite number of places so each sqn will nominally have 1 or 2 places dependent upon their size maximum 5.

d. All applications are to be returned with one completed copy of the cadet consent forms (TG21 and TG23 if appropriate). Parents/guardians of cadets under 18 years of age must sign the consent forms giving their approval for cadets to attend camp. Parents/guardians are requested to insert the fullest possible details on the consent forms, significantly concerning any recent illnesses or on-going medication including any condition that may affect a cadet's participation in camp activities.

e. **All nominations must be accompanied by a non-refundable cheque for £65 (made payable to 'Plymouth & Cornwall Wing ATC') to cover camp charges. Nominations will not be accepted without a cheque and if cash is given to the sqn, the Sqn Treasurer should, where possible, submit a cheque.**

f. After the deadline, a review of all the applications will be done at WHQ and successful candidates will be notified by COP 16 May 2017. Please place your candidates in priority order.

- g. Once all staff and cadets have been selected an Admin Order will be issued 2 weeks prior to camp.

NOTE: For those that are nominated as reserves, cheques will be retained on file and will only be cashed if they are called forward. Where reserve cadets are not called forward, the unused cheques will be returned at the end of the camp period.

7. TG Forms may be downloaded from BADER HQAC SharePoint KEY Document Library /Forms.
8. Camp Programme. The camp programme will be prepared in liaison with the ACLO, WHQ and CC.
9. Travel Arrangements. Travel to and from all camps will be by coach and will be coordinated by WHQ. Please note that there will be some central pick-ups, dependent upon the Sqns attending; TBC though nominally up through Cornwall on the A30 via Plymouth and Exeter Services.
10. Insurance. The latest information concerning insurance details is contained in the "ATC Insurance Scheme" booklet, copies of which are held by Sqn Cdrs.

ADMINISTRATION AND LOGISTICS

11. Accommodation. Accommodation will be in respective Messes or permanent barrack block for staff and in tented accommodation for cadets.
12. Dress. All personnel are to wear smart civilian clothes when travelling to and from the host Station. Uniform is to be worn during duty hours and appropriate clothing worn when off duty. If adult staff choose to use the Mess then they are to conform to the dress regulations required in their respective Mess.
13. Identification. RAFVR (T) officers and SNCOs are to carry valid CFAV MOD F90 ID Card. Civilian instructors must carry a recognized form of identification such as a driving licence. Cadets are to be in possession of a properly completed RAF F3822 with photograph and must be aware that the production of their F3822 is a prerequisite for AEF.
14. MT Licensing. Staff will most likely be required to drive service MT. In order to drive a minibus, staff must hold a valid D1 driving licence and be in possession of the licence, and hold a valid FMT 600 from their parent unit. In addition, staff will be required to sign local MT orders before driving service vehicles.

CAMP COSTS

15. Camp Costs and Additional Expenses. There is a messing charge payable by cadets. There may also be a few items included in the camp programme, which cannot be supported from public funds. These expenses must be met by individuals. It is anticipated that £65 should cover all likely camp expenses and forms the basis of the non-refundable deposit. Additional spending money is a matter for individuals.
16. Pay and Allowances. RAF VR(T) officers and SNCOs are to ensure that Accts F80s are forwarded for payment through WHQ. Only the CC will be authorised for travel all other staff are to utilise the transport provided.

COMMAND AND CONTROL

17. Overall Command and Control. Commandant Air Cadets retains overall command and control.
18. Operational Command and Control.
- a. To and from RAF Station. A member of the adult staff will be appointed as I/C coach. The I/C will be under the command of OC Plymouth & Cornwall Wing and responsible through him to Commandant Air Cadets for the discipline, welfare and control of cadets placed in their charge.
- b. During Camp.
- (1) General. The CC retains operational command and control of all adult staff and cadets placed in his charge. He is responsible to the Station Commander for the efficient running of the camp and, through the Station Commander, to Commandant Air Cadets for the discipline and behaviour of all ATC personnel attending the camp.
- (2) Cadets. Cadets come under the command and control of the CC and Officer I/C coach party throughout the period of the camp. Exemplary behaviour is expected from all cadets attending camp. No form of bullying will be tolerated, e.g. initiation ceremonies. Offenders will be sent home, with their continuing membership of the Air Cadet organization under serious question. Where problems arise or cadets find themselves unhappy for any reason, they are to speak to their Officer I/C in the first instance without delay. The CC has overall responsibility for welfare and conduct of all personnel attending camp and problems that cannot be resolved by the Officer I/C are to be referred to the CC.
19. Discipline.
- a. Consumption of Alcohol. Cadets, including those over 18 yrs, are not allowed to consume alcohol on Camp. Cadets are not permitted to have, store or consume any form of drug or stimulant in their accommodation unless it has been properly prescribed and declared on their TG23. Any abuse of these rules will not be tolerated and will be dealt with by the appropriate authority. All personnel are to adhere to the regulations contained in ACP 237.
- b. Dress. Cadets are expected to comply with the Dress Regulations as stated in AP1358. They are not to have hair of an unnatural colour and body piercings [other than stud in the ears for female cadets] are to be removed when in uniform. Failure to comply will result in the cadet being allowed to attend and this will be checked as they board the coach.

c. Reporting of Incidents - CC. It is imperative that the CC reports any incident of a serious nature or any incident involving the civil or military police immediately by telephone to PCW WHQ in addition to the normal ACP 237 reporting action. Furthermore, the CC is encouraged to use their judgement and report all incidents that may lead to adverse criticism being levelled at the Corps. Concealment is strongly discouraged and will be dealt with accordingly. The CC is reminded that incidents are to be fully discussed with appropriate Station staff before formal reports are forwarded to HQAC.

Paul Smith

P SMITH
Sqn Ldr VR(T)
WExO

Annex:

- A. PCW Summer Camp Cadet Nomination Form – RAF Cranwell 29 Jul – 6 Aug 17
- B. PCW Summer Camp Cadet Nomination Form – RAF Shawbury 12-19 Aug 17
- C. PCW Summer Camp Cadet Nomination Form – RAF Shawbury 19-26 Aug 17

Distribution:

Action:

Camp Comdts*
All Sqn Cdrs*

Information:

OC PCW Wg*
Sector Cdrs*
Wg Chaplain*
All PCW*

What do I do now!

1. Advertise and inform your cadets, manage their expectations.
2. Select your cadets, fill in Annex A, B, and C with nominations from your Sqn in Priority order. (Please make sure that selected cadets understand that this is a commitment they are expected to keep; make sure they have done their homework to check their availability as cheques will be non-refundable unless a replacement can be found or a good reason is given).
2. Upload your cadets onto the Cadet Nominations page on Sharepoint. I will update once the documents arrive at WHQ so you have visibility that they have arrived.
3. Send off the relevant Annex A, B, and/or C with consent forms and cheques for £65 to WHQ by 30 April 17.
4. Review of all the nominations.
5. I will then advise successful/unsuccessful allocations to cadets via Sqn Cdrs/Adjs through the Sharepoint page by 16 May 17.

Complete the relevant Annexes and return, with TG Forms and Cheques for £65 (made payable to 'Plymouth & Cornwall Wing ATC'), to WHQ by 30 April 17.

(IMPORTANT!! Please ensure that you send in a **consolidated Sqn return with the relevant Annex and forms – do not just send a loose bunch of TG Forms/cheques). Also do not send cash I cannot/will not be responsible for the loss of monies sent through the post.**

PCW SUMMER CAMP 2017

CADET NOMINATION FORM (RAF CRANWELL 29 JUL – 6 AUG 2017)

From:Sqdn

We wish to nominate the following cadets to attend the RAF CRANWELL SUMMER CAMP 29 JUL- 6 AUG 17.

	Rank	Name	M/F	Over 18 (Y/N)
1.				
2.				
3.				
4.				
5.				

Signed:

Name:

Position:

ENSURE YOU HAVE UPDATED SHAREPOINT AND THEN

**RETURN THIS FORM TO WHQ TO ARRIVE LATEST BY 30 APR 17
TOGETHER WITH CADET TG FORMS AND CHEQUES**

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PCW SUMMER CAMP 2017

CADET NOMINATION FORM (RAF SHAWBURY 12-19 AUG 17)

From:Sqn

We wish to nominate the following cadets to attend RAFSHAWBURY SUMMER CAMP 12-19 Aug17:

	Rank	Name	M/F	Over 18 (Y/N)
1.				
2.				
3.				
4.				
5.				

Signed:

Name:

Position:

ENSURE YOU HAVE UPDATED SHAREPOINT AND THEN

**RETURN THIS FORM TO WHQ TO ARRIVE LATEST BY 30 APRIL 17
TOGETHER WITH TG FORMS AND CHEQUES**

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PCW SUMMER CAMP 2017

CADET NOMINATION FORM (RAF SHAWBURY 19-26 AUG 17)

From:Sqn

We wish to nominate the following cadets to attend RAF SHAWBURY SUMMER CAMP 19-26 Aug 17:

	Rank	Name	M/F	Over 18 (Y/N)
1.				
2.				
3.				
4.				
5.				

Signed:

Name:

Position:

ENSURE YOU HAVE UPDATED SHAREPOINT AND THEN

**RETURN THIS FORM TO WHQ TO ARRIVE LATEST BY 30 APRIL 17
TOGETHER WITH TG FORMS AND CHEQUES**

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