

# No. 16 (City of Tauranga) Squadron

New Zealand Cadet Forces



## Unit Contact Details:

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# Introduction:

Welcome to No.16 Squadron Air Cadets. Air Cadets (formerly known as Air Training Corps - ATC) is part of the New Zealand Cadet Forces (NZCF) which also includes the Sea Cadets and the Army Cadets. 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 with the NZDF and the community. The uniform clothing is paid for by the RNZAF; hence the blue uniforms Cadets usually wear.

The training programme emphasizes personal development and includes a quality, nationally coordinated annual programme.

## **New Zealand Cadet Forces Vision**

Preparing New Zealand's successful leaders of tomorrow.

## **New Zealand Cadet Forces Mission**

To develop and enable self-disciplined, confident and responsible young New Zealanders.

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

**Courage** – Confronting challenges, both physical and moral, to overcome any adversity.

**Commitment** – Being reliable and loyally serving and supporting the NZCF, local communities and New Zealand.

**Comradeship** - Looking out for each other, having respect for all, and championing the benefits of friendship, teamwork and diversity.

**Integrity** – Having self discipline and always being honest, trustworthy and responsible.

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

- 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, this 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

Success is measured by the numbers of cadets recruited and retained by community units and who graduate from the New Zealand Cadet Forces (NZCF) training courses and programmes, having met predetermined performance criteria.

The objective of this Information Pack is to give prospective cadets and their parents an insight into how the unit operates, to supply information that may not always be given automatically as well as data that will help cadets learn the workings of the squadron while taking part. For example, as the unit is modelled on the Airforce, we've included the uniformed rank structure so that you can learn quickly and outside of parade hours, who's who and understand their role and position within the unit.

## No.16 Squadron Unit Commander:

Flight Lieutenant Rob Jones

My journey with cadets began in the UK when I joined 1237 SQN ATC in my home city of Lincoln when I was 13 yrs of age. Just like today's cadets I was helped to develop as a young person by a team of adult officers who volunteered their time to run the squadron, organise events & occasionally teach lessons and older cadets who'd learned how to instruct & lead after themselves going through cadet training. I attended parade nights, weekend training sessions and a variety of camps. I was extremely lucky that our unit was just a few miles from RAF Waddington, then a frontline bomber base, and we had many opportunities to visit the Vulcan squadrons, explore the aircraft and even 'fly' the Vulcan simulator.

While this may seem a world away from what today's cadets experience, it nonetheless helped me to develop the self-confidence that saw me join the Royal Marines & subsequently go on to university and become an outdoor activities instructor for over 25 years.

I returned to cadets as an adult NCO with Belper detachment of the Mercian Regiment of the UK Army cadets, where I served for 6 years before emigrating to New Zealand in 2010. The highlight of which was being part of the team that took a party of twenty cadets to Everest basecamp in Nepal.

I started my NZ cadet career in 2011 at 50 SQN in Alexandra in Otago. I commissioned in 2012 and helped staff Cadet 150 in 2014. I came to the Bay of plenty in 2017, transferring to 16SQN and have served here ever since.

It is a rare privilege to be able to help young people develop towards becoming confident, successful members of our community. In doing so I believe it is extremely important to help develop the concept of serving one's community while developing ourselves, our motto 'We Train to Serve' being the expression of this. By joining cadet forces young people take the first important steps in this journey. The NZCF's core values of 'Courage, Commitment, Comradeship & Integrity' are the framework upon which our young people build their view of the world, as well as being the guiding principles behind the decisions & choices they make.

As a cadet forces officer it is my role to provide the opportunities our young people need to develop these ideals. To be a sounding board for their ideas. A role model for how it all works in practice and perhaps most important of all, a safety net to ensure the falls they have whilst learning these new skills are experiences they learn from and not experiences they are deterred by.

Being appointed as commanding officer of 16S QN is of course a great honour, but more than that it is a significant challenge. I see it as my role to give the squadron every opportunity to grow & succeed. To set & maintain standards which are both challenging and their own reward. To provide support & guidance. To try and make our training effective and fun. To be approachable & open. To own my mistakes and share what I learn from them, and most of all to try to the very best of my ability to lead with compassion and a sense of humour.

Kia kaha,  
kia maia,  
kia manawanui.

**Rob Jones**  
**Flight Lieutenant**  
**Unit Commander**



# History of the New Zealand Cadet Forces

A resurgence of growth in cadets reflects an awareness of the community and among parents of the values that this organisation espouses and encourages. This disciplined and well structured youth development and leadership-training organisation comprises units from Kaitaia to Invercargill, which provide male and female teenagers from 13 – 18 years old, with an opportunity to experience a wide range of outdoor activities and develop leadership qualities.

The structured training provides a 5 year programme and promotes teamwork, self-reliance, resourcefulness, perseverance and an ethic of community service. The training is developed by using the processes developed by and for the New Zealand Defence Forces modified to be implemented by civilian cadet force officers and undertaken by young and developing adults.

Young adults with respect for themselves and the community and environment are the products of this system, which, in its present form, has existed since 1971. As an organisation however, cadets originated well over a century ago.

## 1864-1902

The first unit raised was at Dunedin High School, now Otago Boys High School in 1864, making it one of the oldest youth service organisations in New Zealand. By 1870 there were several secondary school Cadets units in existence, among the first being Nelson College, Christ's College, Wellington College and Auckland Grammar.



From 1864 – 1902 the training followed that used in the British Public Schools. The emphasis was on rigid discipline and shooting marksmanship and it was entirely controlled by the Headmaster; the Army was not involved. The Education Act of 1902 was responsible for most secondary schools forming cadet units and the Army became directly involved in the cadets training following their Boer War participation.

## 1903-1940

In 1911, Lord Kitchener stated, during his visit to New Zealand, that the cadet movement had an important role to play in the defence of the empire. Subsequently, the army began to provide uniforms, rifles and other equipment to the units. This army support continued through World War One, with many ex-school cadets making up the officers and non-commissioned officers of the First Expeditionary Force.

The Defence Act of 1919 introduced Compulsory Military Training (CMT) for all males from 14 – 21 years – therefore cadet training became compulsory throughout New Zealand. Cadet units were structured into cadet battalions. Territorial regiments were raised and on completion of secondary school schoolboys were posted to these regiments.

CMT was abolished in 1932 but most cadet units continued at the schools on a voluntary basis, supported by teachers who had experienced WW1. During WW2 the army could not support the cadet movement but cadet officers ineligible for war service continued to manage the organisation.

In 1929 the first open Sea Cadet unit was formed in Christchurch, by the Canterbury Navy League. Units formed in the four main centres and were controlled nationally by the Canterbury branch of the league. The Navy League continued to manage these open community Sea Cadet units even when they came under the control of the Royal New Zealand Navy.

### 1941-1970

The Air Training Corps was formed in September 1941, at a time when the dominion was considered to be at risk from Japanese invasion and the British forces were not in a position to help. Its purpose was to train potential airmen, supply basic knowledge and provide an insight into Air Force work in order to prepare young men for the Air Force when they were old enough.

In 1950 after a national referendum, Compulsory Military Training (CMT) was reintroduced for all males of 18 years of age in 1951. This followed a shift for Defence by regular forces from a civilian force. Specialist training appropriate to their parent service was introduced for the cadet forces. The rate of increase in the cadet movement from 1948 – 1960 eventually proved counterproductive in the 1960's as the army could not effectively support the numbers while meeting their own commitments.

Meanwhile Compulsory Military Training was abolished again in 1958 and replaced by the ballot system of conscripted service for randomly selected 20-year-old males, which operated between 1960 and 1970. By 1964 the Cadet Forces reached a peak strength, mainly in school units of 198 units, with 1000 officers and about 54,000 cadets.

Reorganisation saw many schools cease cadet support and by 1965 there were about 20,000 cadets; further changes to support by the army and the communities reduced school cadet numbers to 34 units and 10,300 cadets by 1970. Open community Sea Cadet and Air Training Corps (ATC) units had, meanwhile, slowly decreased to 55 units with 3,200 cadets.

### 1971-1984

In 1970 the Government announced the decision to remove funding for cadets from the following budget, which had provided the funds for defence control and support of the cadet units. After community representation, however, the 1971 Defence Act, established the New Zealand Cadet Force, as a volunteer organisation, for which the Minister of Defence was responsible. The open units were required to be initiated and funded by the community and the Chief of Defence Forces was authorised to "direct and supervise" the Cadet Forces and provide military support which was initially confirmed as uniforms, training and some equipment at a cost of no greater than \$400,000.

Centralised supervision of all three Cadet Corps was established by the Chief of Defence Forces and a Commandant was appointed with Regular Defence Force personnel, under the control of the Commandant, provided at 5 locations around New Zealand to support units. Cadet Force officers were appointed by the Minister of Defence with Cadet Force commissions, on a voluntary unpaid basis with authority to wear military uniform and rank.

The role of the Cadet Forces ceased being primarily of military training and the preparation of young men for the Armed Forces and became predominantly adventure and development motivated with a military flavour and about 50% military subjects associated with providing knowledge of the roles and functions of the NZDF. The new thrust was to provide "good citizenship skills" to young men under the training methods used by the Military Forces. Female cadets were accepted from approximately 1978 and although the service flavour was well tried and tested and service training methods and character were retained, additional training was introduced by units, which was desired by them and community supporters.





### *1985 to the present day*

The loss of Government financial support and turbulent social change in the 1970's caused school units to be abandoned such that by 1985 there were only 9 remaining units, including the two earliest formed at Christ's and Nelson Colleges. Meanwhile the Sea Cadet Corps had increased to 17 units and the ATC to 50 in the open community units. A significant development saw the introduction of NZ Cadet Corps Units (the army flavour) into the open community to satisfy the demand which the schools had abandoned, the first open cadet unit being City of Porirua unit in October 1985.

A resurgence of interest since 1989 has seen the unit numbers fluctuate around 100 units; many in areas, which did not previously have Cadet units.

At the beginning of the second decade of the 21st Century there are 102 Cadet Force units scattered around the country from Kaitaia to Invercargill, and after many lean years, the

cadet numbers approximate 4500 with 400 cadet officers. The decline appeared to have halted in 1996 at about 3000 cadets.

There is renewed interest in the Cadet Forces by parents and teenagers for the training provided. The commitment of the local adults who have taken on Cadet Forces commissions and the other unit supporters reinforce this interest. The disciplined training style, provision of rank by achievements, association with the NZDF and the myriad of skills and adventure activities provided will continue to attract teenagers when well understood and forecast for all. The success of the activities available, the opportunities given and the qualities and skills gained by the cadets depends predominantly on the local community. Of special importance is the calibre and role models of the Cadet Forces officers, reinforced by the training, guidelines and motivation provided by NZ Defence Force.

# Short History of 16 Squadron

What you are about to read is a brief outline of No.16 Squadron history from its formation in 1971, to its present-day role in the community.



16 Squadron ATC Tauranga was formed in 1971 and held its first parade in 1972. The unit was granted freedom of the city in September 1996.

16 Squadron has for many years prided itself on having one of the best shooting teams in Cadet Forces. For many years they held all the trophies available to them including Commonwealth Medals.

Many community events such as the RNZAF Air Shows at Ohakea and Whenuapai, Battle of Britain Parade and ANZAC Day are attended and supported by the cadets.

The annual squadron dinner not only maintains a tradition still held by the RNZAF today it also provides a sense of formality and etiquette training. Moreover, it provides an opportunity to re-establish contact with supporters and sponsors, not to forget our Patrons, Robert and Jenny Gordon.

With the continued support of the Royal New Zealand Air Force, the Mount Maunganui & Tauranga RSAs, our Patrons, the Parent Support Committee, and not in the least the dedication of squadron staff (officers and supplementary staff) as well as the enthusiasm of our cadets, the future for 16 Squadron looks very promising.

New initiatives are also considered and introduced as long as they meet the overall requirements of the NZCF Curriculum/The 4-year Training Programme) in order to meet the enthusiasm of Cadets. We have increased the number of aviation related activities, such as sessions on a virtual reality combat flight simulator, real flying, guided tours through engineering facilities, even the construction of our own flight simulator stations at the unit.

Some major changes have, and are currently being implemented, both on squadron as well on a national level. Admin procedures are being reviewed and streamlined as well as improvements made to communication and public image. A new website has recently been introduced, Facebook pages and other social media accounts have been set up and maintained by the Cadets themselves.

Your input, participation and suggestions are not only welcomed but also vital to maintain our position as NZ's best youth organisation.

# What New Zealand Air Cadets Offer

Cadets become familiar with where the New Zealand Defence Forces have been deployed and where your unit comes from as well as:

**Drill** - Learn the team work and skills required to stand tall in public.

**Dress and bearing** - Become skilled in meeting exacting standards of personal presentation.

**Bushcraft and Survival Skills** - Become skilled and comfortable in a bush environment. Develop skills to improve your survival in various outdoor environments.

**Weather reading skills** - Learn to read and appreciate the role weather plays in the outdoors.



**First Aid** - Know how to look after yourself and your team in the area of First Aid.

**General Service Knowledge** - Gain knowledge about the New Zealand Air Force and the wider Defence Force, the equipment it uses, what it offers and how it assists New Zealanders.

**Instructional techniques** - Develop skills in presenting yourself & speaking in public as well as passing on knowledge to other Cadets.

**Navigation** - Find your way in both open and bush country and in the Air

**Firearms training and marksmanship** - Become skilled and safe in firearms handling and competition shooting.

**Leadership** - Develop the skills to lead others.

**Radio procedures** - Gain and practice correct military procedures when using radios.

**Citizenship training** - Acquire mana through serving others.

**Recreational and Physical training** - Achieve skills in a wide range of recreational activities. These could include such activities as tramping, abseiling, gliding, climbing and caving. Contact your Unit Officers for specific training opportunities. Gain and maintain the benefits of a good level of fitness.

**Aviation Training** - Understand aircraft technology and the theory of flight of both glider and powered aircraft. Also, Airport and Airspace procedures, aviation weather. On the simulator basic flying skills will be taught and practiced.



**Involvement in the Duke of Edinburgh scheme** - Become involved in an international leadership training scheme.

Cadet Training is provided by Senior Cadets and Unit Staff and Officers. A TOET (Test of Elementary Training) is given at the end of each training phase. A Cadet has to complete Basic 1 (first year) before they progress to the next stage of training. Cadets must bring a Book and Pen to all parade nights and camps when training is given. Stationary packs are included in the initial joining fee.



# General Information

## **Code of Conduct**

All Cadets are subject to NZCF regulations and discipline associated with the carrying out of orders, instructions and directives. Minor infringements will be dealt with by Unit Staff. Serious matters will be dealt with by the Unit Commander. When necessary, parents will be advised of any matters that may require their personal attention.

**No Cadet is permitted to** smoke, drink intoxicating liquor or take illegal drugs during a cadet activity or in uniform whilst under the control and supervision of Unit Staff. Any Cadet who brings or is under the influence of any such substance at any NZCF activity will be liable for instant dismissal. The Police will be notified in any case involving drugs.



**ALL CADETS must** read the Unit Standing Orders (a copy of which is kept on the unit noticeboard) A plea of non-observance cannot be acceptable for non-compliance.

The Unit Commander is always available to discuss any problems with parent's or caregivers.

## **Attendance**

Cadets are required by the terms of service to attend for a minimum of 20 days 'efficient service' each year. However, whilst recognising that there are many calls on young people's time in the modern world, the expectation is that cadets will parade on every Tuesday evening during the school term, Anzac day (25<sup>th</sup> of April), and Battle of Britain day (15<sup>th</sup> September). Camps are voluntary; however, camps are where all the practical skills are learnt and where cadets get the opportunities to develop their leadership skills. Before a cadet is promoted to a Non-Commissioned Officer, the Cadet must attend a national NCO training course & squadron training.

If a cadet is unable to attend, it is a courtesy and a requirement that the Cadet completes a leave request form which is submitted to the duty NCO. This is expected to be done by the Cadets themselves where possible.

Should a Cadet *fail to attend three (3) consecutive* Unit Parade nights without obtaining "*Leave*", their enrolment may be terminated by the Unit Commander. However, in most cases we will pursue a policy of trying to understand any difficulties a cadet may have in attending and if possible, help to find solutions.

## **Leave**

From time-to-time cadets will require to be absent for exam revision, family holidays & events etc. For this we have a leave request form which cadets must complete and return to the squadron so that we can keep track of which cadets are busy with other commitments and those who are simply absent.

Cadets will find leave request forms on the noticeboard outside of the squadron office. Once completed they should be returned to the duty NCO.

The squadron phone is manned on Tuesday nights only between 1800 hrs (6pm) and 2115 hrs (9:15pm), the number is **021 130 5210**

## **Timings**

- Cadets should not arrive before 1800 hours (6pm), but no later than 1815
- Cadet NCO's should arrive at 1740 hours (5.40pm) for the Officer/ NCO meeting
- When a cadet is promoted to a Non-Commissioned Officer, they are expected to arrive at 1740 hours)
- Cadets aim to finish at 2110 hours (9.10pm), cadets are to be collected by 2115 unless a cadet is on duty then they may have to remain until 2120 until duties are completed.

# Bounds

1. All areas associated with The Tauranga yacht & power boat club, Sailabilty & Tauranga Young Mariners are out of bounds to all cadets at all times.
2. The Kitchen, Wardroom & Ships office are out of bounds to all Cadets unless they are under the supervision of an Officer, Cadet Under Officer, NCO or authorised Instructor.
3. During Parade, all areas outside the Unit Headquarters building are out of bounds, except when under the supervision of an Officer, Officer cadet, NCO or authorised Instructor. A Cadet may not leave the premises without permission from an Officer. The Unit Adjutant and Unit Commander must be informed of anyone leaving the premises.
4. Any damage to T S Chatham or equipment contained therein must be reported to the Unit Adjutant at the earliest opportunity. Failure to comply with this order will be regarded with extreme disfavour, irrespective of the cause, and may involve personal or collective responsibility for the costs of repairs or replacement of damaged items.
5. The General Assembly Area prior to parade is outside TS Chatham's main entrance.
6. Cadets are to exercise particular care & vigilance when crossing the car park on arrival or when leaving cadets, as the car park may be very busy.
7. In the event of a fire, the assembly point is By the Memorial Flag pole at the far side of the grass area outside TS Chatham's main entrance, where the cadets will form up and a roll call will be taken.
8. Telephone calls out of the unit must be approved by squadron officers. In the event of cadets needing to contact parents the squadron phone will be made available.
9. Unit Stores are out of bounds unless the Stores Officer, Assistant Stores Officer or Unit Commander is Present.

# Health and Safety Policy

**This is a brief summary of the Health and Safety Policy. This Policy is covered more in depth in Unit Health and Safety Manual.**

## Introduction

These Health and Safety orders are written for the Squadron within accordance with Cadet Force Orders.

16 Squadron is committed to providing and maintaining a safe and healthy workplace environment for all personnel, and to providing the information, training and supervision needed to achieve this.

16 Squadron will take responsibility for health and safety procedures; however, all personnel need to be aware of their responsibilities and comply with the Units' health and safety policy.

All personnel are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Telling your Officers immediately of any health and safety concerns.
- Keeping the work place tidy to minimise the risk of any trips and falls.

Your participation is much appreciated.

## **Cadet Health Issues:**

Any matter concerning the Health of a Cadet should be brought to the attention of the Unit Adjutant in writing to ensure the wellbeing of the Cadet. Please advise the Adjutant of any medication being prescribed for your son/daughter/ward.

**Any medication sent with cadets to camps or activities must be accompanied by either the original packaging or details of the name & type of medication, its dose and details of when it is to be given.**

A health problem does not necessarily mean that the Cadet will be unable to take part in Unit Activities

# Sexual Harassment

1. No member of the unit is to subject any other member of the New Zealand Cadet Forces, or any other person with whom he/she is involved within NZCF activities, to any type of sexual harassment
2. Definition of sexual harassment:

*“Sexual harassment involves verbal and physical conduct of a sexual nature which is unwelcome or offensive and persistent.”*

3. The types of behaviour that constitute sexual harassment and which may result in a complaint, are:
  - a. The use of authority or rank to demand sexual favours (i.e. sexual intercourse, sexual contact, or other forms of sexual activity).
  - b. The implicit or overt promise of preferential treatment in the progression of a member of the unit, in return for sexual favours,
  - c. The implicit or overt threat of detrimental treatment in the progression of a member of the unit, if the sexual favours are denied.
  - d. The direct or indirect subjection of a member of the unit to sexual comment or behaviour which is unwelcome or offensive to that member of the unit, and which is either repeated or of such significance, that it has a detrimental effect on the individual's performance or willingness to serve (e.g. unwanted and deliberate physical contact, unwelcome social invitations or telephone calls, uncalled for suggestive remarks).
4. Sexual harassment most often develops from a situation where an individual has authority over another, or others, and abuses that authority.
5. Any report of sexual harassment is to be handled with sensitivity and care, as these can be stressful to both the complainant and the alleged harasser
6. Any incident must be reported by the individual complainant through the chain of command in the first instance. A report will be prepared by the unit adjutant or female officer within 24 hours, and submitted to the unit commander, with any recommendations. Serious cases of sexual violation will be reported to the civil police by the unit commander immediately.

## Submitting Complaints/ Requesting and Interview

1. If a Cadet, Officer or Supplementary Staff member wishes to make a complaint, they can do so through the Unit Adjutant. If the complaint is about an Officer, they can request a time to speak to the Unit Commander.
2. All personnel requesting an Interview or meeting with the Unit Commander should be made through the Unit Adjutant.
3. The Unit Commander will receive cadets for interviews or meetings as necessary

# General Information



## **Unit Officers**

The squadron has a number of appointments to help the unit run efficiently.

### **Squadron Commanding Officer**

[rob.jones@cadetforces.org.nz](mailto:rob.jones@cadetforces.org.nz)

The **Commanding Officer (CO / CUDDR)** is the officer in command of the unit. The commanding officer has ultimate authority over the unit and is given wide latitude to run the unit as he or she sees fit, within the bounds of military law and New Zealand Cadet Forces policy. In this respect, the commanding officer is responsible for, duty of care to personnel, accountability to higher authority, maintenance of standards & good order, effectiveness & enjoyment of training, liaising with PSC, other outside organisations and parents.

### **Squadron Executive Officer/Training Officer**

[dave.northcott@cadetforces.org.nz](mailto:dave.northcott@cadetforces.org.nz)

The **Second in Command (2IC/ XO)** will temporarily assume the duties of the commanding officer in their absence. The executive officer assists the Unit Commander by managing day-to-day activities such as co-ordinating the officer's schedule, screening of documents or other plans, and oversight of the officer's administrative support.

### **Squadron Adjutant**

[yifat.goddard@cadetforces.org.nz](mailto:yifat.goddard@cadetforces.org.nz)

An **Adjutant (ADJ)** is a staff officer who assists the Unit Commander in issuing orders. They are also in charge of all the organisation, administration and discipline for the Unit.

This is the officer who processes all your paperwork and maintains unit records on CadetNet.

Under the Adjutant is

- The **Assistant Adjutant** – (if appointed) who assists the Adjutant in completing his or her duties
- The **Squadron Admin Officer** (if appointed) is responsible for majority of the daily paperwork

### **Squadron Training Officer**

The **Training Officer (TO)** is a staff officer who is in charge of planning and implementing the Unit's training program with in accordance to the New Zealand Cadet Forces policies & standards

Under the Training Officer is

- The **Assistant Training Officer (Mr Grayson Moore)**- who assists the Training Officer in completing his or her duties. He/ she is also responsible for the New Entrant Training Program

### **Squadron Stores Officer/ Manager**

[stephen.moore@cadetfores.org.nz](mailto:stephen.moore@cadetfores.org.nz)

The **Stores Officer (SO)** is in charge of all unit stores and equipment. He/she is responsible for maintenance, issuing and returning of kit to all personnel. (*This is the person you see about getting your uniform*)

Under the Training Officer is

- The **Stores Assistant** is an NCO who assists the Stores Officer in completing his or her duties

### **Squadron Warrant Officer**

The **Squadron Warrant Officer (SWO)** is the senior non-commissioned cadet of the unit. S/He is responsible for the leadership of the cadets and non-commissioned officers, maintenance of unit discipline & standards of dress and bearing. In view of this responsibility the SWO is the only NCO with a 'direct line' to the unit commander in order to provide a direct line of communication between the cadets and the CUDDR and so that it is clear that the SWO carries the unit commander's authority.

The Squadron Warrant Officer is addressed by subordinates, as "*Sir / Ma'am*".

# Parade Night Timings:

At the beginning of every parade the RNZAF Ensign (flag) is raised and a formal inspection of cadet uniforms by the unit officers is carried out.

1730 – Officers arrive

1740 – 1750 NCO's briefing with XO

1750 – 1800 Cadets arrive

1800 – 1815 Flight time: informal inspection, stores open

1815 – 1835 Parade: Raise ensign, Roll call, Inspection

1840 – 1920 Period 1

1920 – 1950 Break, stores open

1950 – 2030 Period 2

2030 – 2040 Clean up

2040 – 2050 SQN Briefing

2050 – 2100 Parade, cadets dismissed

2100 – 2110 Orderly officer/DNCO check unit is secure & report

2110 – 2120 O/C's Officer Briefing & close up

## *Please note:*

- 1 If a cadet is absent without prior notice (leave form or message from parent), parents will be contacted to check they are aware of this.
- 2 It is important, and much appreciated, that parents drop off and pick up cadets from the unit on time.
- 3 Parents are asked to be mindful of how busy the carpark at Sulphur point can be & not to wait outside of the marked parking bays.

# Uniforms

The uniform that a cadet wears, is the same uniform worn by the Royal New Zealand Air Force. It is both an honour and a privilege to wear it. How a cadet wears it and behaves whilst wearing it, reflects not only on the unit and the NZCF but also the Royal New Zealand Air Force. Cadets, whilst in uniform and on Cadet Force activities, are expected to conduct themselves accordingly, maintaining the highest standards.

Cadets must conform to the standard of NZDF and NZCF regulations:

1. Hairstyle and colour (hair is off the ears and collar, Natural hair colour)
2. Polished Black shoes/boots
3. Clean and Pressed Uniform
4. Clean and trimmed fingernails free of coloured polish
5. No makeup, cosmetics or jewellery are permitted except a watch and additionally for females, one plain set of studs in the ears.



Uniforms are only to be worn to & from the squadron and at approved activities unless otherwise directed by the Unit Commander. Failing to abide by this directive, may result in the cadet being asked to return their uniform.

Most uniform items are provided free of charge and are signed for by the Cadet. The uniform remains the property of the New Zealand Defence Force (NZDF). Lost or damaged uniforms must be replaced by the Cadet or the Cadets parent or legal guardian at their expense.

**Uniform has to be altered correctly**, for further information, cadets are to see the Unit Stores Officer. All issued uniform items must be returned to the stores officer when cadets are discharged or resign from the unit. The Uniform must be washed or dry-cleaned prior to return.

Cadets will be taught how to wear and care for their Uniform. The items of uniform listed below are the requirement for cadets:



### **Issued from stores;**

- Field Service Cap & Sun hat
- No 3 dress Shirt Blue (short sleeve)
- Rank Slides
- Brassard
- NO3 DRESS Belt
- NO3 DRESS Trousers
- NO3 DRESS Jersey
- CWD Shirt - (CWD- Cadet Working Dress)
- CWD Pants

### **Purchased by cadets**

- Socks Navy Blue or black
- Socks White
- Trainers
- Black Shorts
- Unit PT Shirt - (From stores – Included in joining fee)
- Shoes black -(plain leather lace up shoes e.g. school shoes)
- Black Boots – (available in stores or can be bought privately see appendix for details of boot type)
- No3 Dress & CWD Name Badge - (Included in joining fee)
- Unit baseball cap - (Included in joining fee)

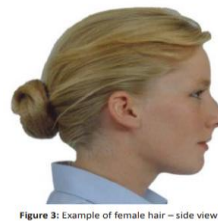


Figure 3: Example of female hair – side view



Figure 1: Example of male hair – side view



**Cadets are issued their uniform at their Recruit Induction Training camp (RIT).**

**Note: Until a Cadet is issued a uniform, they are to wear their school uniform on parade nights.**

# Application Process

The application process takes place over 4 parade nights & culminates in the Recruit Induction Training (R.I.T) weekend camp, the details of which are given below.

**Week 1:** The process starts with the Parent Information Evening, at which the parents of those cadets who wish to join the SQN will complete this form, the NZCF 2A.

The new cadet's uniform measurements are also taken so that uniform can be ordered & will be issued to the cadets at the R.I.T weekend.

This then is the new cadet's 1<sup>st</sup> parade night & marks the start of their probation period of four weeks. During these four weeks, the new cadets will parade with the SQN & should wear their school uniform!

The same evening, an email will be sent to the new cadets next of kin, with a link to the online NZCF 2 application form. This form should be completed by the end of that week, so that we are able to order uniform, name badges etc. & so that the new cadets have time to complete the next steps.

**Week 2:** The new cadet will attend their 2<sup>nd</sup> parade with the SQN. During the evening, they will be shown how to access the CadetNet webpage, complete their initial log in & set their password. Note: - Cadets must be able to successfully access their personal email account in order to receive responses from CadetNet.

A warning order and kit list for the R.I T weekend will be issued to the cadets on this evening with all of the details for the camp. A copy will also be emailed to parents.

**Week 3:** The new cadet will attend their 3<sup>rd</sup> parade with the SQN. During this evening, they will be shown how to apply for courses on CadetNet & will apply for their R.I.T weekend camp in the process.

Cadet Joining & R.I.T camp fees should be paid to the SQN bank account by the end of this week.

**Week 4:** The new cadet will attend their 4<sup>th</sup> parade with the SQN. During this evening, we can sort out any remaining issues with CadetNet access & applications for the R.I T prior to the camp.

**R.I.T weekend:** This takes place on the weekend of week 4 (unless advised otherwise). The cadets arrive at the SQN around teatime on the Friday evening & the camp concludes midafternoon on the Sunday (detailed timings are included in the warning order).

# Parent Support Committee

Without the Parent Support Committee (PSC) there could not be a Unit. As a principle of good governance, NZCF officers are not allowed control of the units finances making an effective PSC essential! As the parent of a cadet, the unit looks to you to help support our unit by becoming a member of the 16 Squadron Parent Support Committee.



## *What this involves:*

- Supporting the squadron through active involvement in the Parent Support Committee.
- To assist in the financial governance of the squadron.
- To support your child's involvement by ensuring their regular, uniformed attendance.
- To support the unit by assisting at camps, fundraisers and squadron social events.

This is the community part of the partnership with the government through the New Zealand Defence Force. Parent Support Committees are comprised of interested parents, ex-cadets, members of the local community and anyone else who has the interest of NZ Cadet Forces at heart.



## **The Parent Support Committee is responsible for:**

- Liaising with the local community and publicising the activities and achievements of the unit.
- Raising and administering funds for the maintenance and training requirements of the unit.
- Assisting the Unit Commander with planning the finances for annual activity programme of the unit.
- Assisting the Unit Commander in recruiting new cadets and officers.
- Assisting the Unit Commander in supporting and supervising local events from time to time.

## **Meetings:**

The PSC generally meets on the first Tuesday of the Month during the school term although this is flexible, (under Covid restrictions, these have been held online) the agenda covers the activities of the unit and decisions regarding plans and support for the unit. Meetings follow the standard meeting format and are generally relaxed. Everyone is encouraged to contribute their knowledge and expertise.

Members of the committee are not required to attend weekly parade nights; their role is to provide the support which is not provided by NZ Cadet Forces or the unit officers.

## **Key Personnel and Contact Details**

| <i>Name</i>       | <i>Role within the PSC</i> | <i>Contact details</i>                 |
|-------------------|----------------------------|----------------------------------------|
| Mr. Logan Basham  | <b>Chairperson</b>         | 027 305 2326<br>atc.tauranga@gmail.com |
| Mrs. Judith Armit | <b>Secretary</b>           | 027 439 4918<br>atc.tauranga@gmail.com |



**The Air Training Corps Association  
of New Zealand Incorporated.  
16 (Tauranga) Squadron**

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*To our New or Prospective Parents/ Guardians/ Caregivers*

HELLO and welcome to the Air Training Corps Association of NZ 16 Squadron Tauranga.

All of our children have brought us to this unit because somewhere along their lives they have chosen or have an interest in "What is the Air Training Corps, about?". They may have heard from their peers at school, through their close circle of friends, or even perhaps a public demonstration at their school from one of our officers being in attendance, or a public event.

We as parents are all responsible for how the Air Training Corps is driven. As a parent co-operative we oversee all the financial decisions and operations of the Corps. The officers manage all activities our children may partake in. You as the parent(s)/ guardian/ caregiver of a cadet in the unit are now automatically part of the Parent Support Committee. Your details will be added to the email tree, and we do not use personal details for anything else other than 16 Squadron use.

Being part of the Air Training Corps Parent Committee is not a full-time commitment – in fact the committee only meets ten months in the year on every 2<sup>nd</sup> Tuesday of the month at 1900 hrs (7pm) at the unit on Devonport Road. Our meetings are kept brief, 1.5hrs maximum to allow us parents to be able to finish with our children at the end of their evening. At the meetings, the accounts are viewed and passed for payment and generally any up and coming events that need support from the Parent Support Committee.

If you are wondering how you can help with the unit, there are plenty of opportunities that may happen from time to time, such as:

1. Transport for cadets to their organised events
2. Making flower arrangements of corsages for the invited guests at the unit's formal dinner
3. Helping on ANZAC day with serving tea, coffee and biscuits (every 2<sup>nd</sup> Year)
4. Helping with other parents on the arranged camps for cooking food for the cadets (this is planned often months ahead)
5. Assisting with getting quotes for the unit's funding
6. OR just by knowing someone who can help the unit with their own contacts
7. Participate in fundraising activities, such as sausage sizzles, parcel wrapping, etc.

There is more than one way to become involved with your teenager at the Air Training Corps. The teenagers love it and as parents we love to see our teenagers happy too. At any stage, you are more than welcome to make contact with one of the above parents with any queries you may have for the committee.

On behalf of all the parents from the Air Training Corps 16 Squadron, Tauranga, welcome.

Regards,

**Darryl Witheford**

2024 Chairperson - Parent Support Committee - No. 16 Squadron Air Cadets.  
Parent Support Committee  
P O Box 123  
Tauranga 3140

## Fees

All financial matters are set out and dealt with by the Parent support committee.

*All payments are to be made to the Unit Treasurer*

### General Costs:

|                       |                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Joining Fee:          | \$220.00 which covers the following:<br>Unit Patch, Unit T-Shirt, Name Badges, Baseball cap, Stationary Pack & 2 x<br>Term fees & Uniform Cleaning fee.                                         |
| Uniform Cleaning fee: | \$50.00 (refundable when uniform returned in good order)                                                                                                                                        |
| Yearly Membership     | Yearly fees, paid after 31 <sup>st</sup> March - \$160.00 or \$40.00 a Term.<br>\$140.00 if paid in full prior to 31 <sup>st</sup> March<br>(Unit Fees are set by the Parent Support Committee) |

### Example activity costs:

|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| Camps               | From \$40.00 (depending on duration, location & type of activity) |
| Shooting            | \$5.00 to \$50.00                                                 |
| Rock Climbing       | \$20.00+                                                          |
| Poppy Day           | \$2.00 Donation                                                   |
| National Courses    | Usually Free – There can be the odd cost                          |
| Skills Competitions | Free                                                              |
| Community Service   | Usually Free but may involve refreshments.                        |

### 16 SQN Bank details:

**Air Training Corps Assn of NZ Inc 16 SQ**

**Account number: 03-0445-0206116-00**

### Examples of Payment Reference

#### **Joining Fee - \$220.00**

| Particulars | Code | Reference   |
|-------------|------|-------------|
| CDT Surname |      | Joining Fee |

## Recruit Induction Training Weekend - \$40.00

| Particulars | Code | Reference |
|-------------|------|-----------|
| CDT Surname |      | EX RIT    |

## Replacement Uniform Costs

### Cadet uniform

|                                                    |       |
|----------------------------------------------------|-------|
| PT Shirt                                           | \$35  |
| CWD Trousers                                       | \$70  |
| CWD Shirt                                          | \$70  |
| Name Tag (CWD or No. 3b)                           | \$15  |
| Cap F/S - Male                                     | \$70  |
| Cap F/S - Female                                   | \$81  |
| Cap Badge                                          | \$15  |
| Brassard                                           | \$19  |
| Basic achievement badge                            | \$4   |
| Proficiency achievement badge                      | \$4   |
| Advanced achievement badge                         | \$4   |
| Marksmanship badge                                 | \$4   |
| Unit patch                                         | \$10  |
| Jersey                                             | \$87  |
| No. 3b Short sleeved shirt - Male                  | \$45  |
| No. 3b Short sleeved shirt - Female                | \$34  |
| No. 3b Trousers - Male                             | \$146 |
| No. 3b Trousers - Female                           | \$146 |
| Cadet embellishments (NCO embellishments may vary) | \$25  |

### Additional items

|                                 |      |
|---------------------------------|------|
| Record of Service Book – NZCF23 | \$5  |
| ATC baseball cap                | \$30 |
| ATC wide brimmed sun hat        | \$30 |

*Note: This listing may be subject to change as actual costs to the organisation changes.*

## **TERMINOLOGY as used at the Unit**

|                      |                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ATC</b>           | <b>Air Training Corps</b>                                                                                                                                             |
| <b>ADJ</b>           | <b>Adjutant - Officer in charge of Administration</b>                                                                                                                 |
| <b>OC or CUCDR</b>   | <b>Commanding Officer – Cadet Unit Commander</b>                                                                                                                      |
| <b>CWD</b>           | <b>Cadet Working Dress</b>                                                                                                                                            |
| <b>DCPL</b>          | <b>Duty Corporal.</b> A Corporal assigned to assist, or be, the DNCO for the evening.                                                                                 |
| <b>DNCO</b>          | <b>Duty NCO.</b> Responsible for the evening duties from prepping the classroom to the end of night clean up.                                                         |
| <b>DO</b>            | <b>Duty Officer;</b> The officer overseeing the evenings activities.                                                                                                  |
| <b>XO</b>            | <b>Executive Officer; Second in Command to the CO</b>                                                                                                                 |
| <b>NCO</b>           | <b>Non-Commissioned Officer -</b> Corporal, Sergeant, Flight Sergeant, Warrant Officer                                                                                |
| <b>NZCF</b>          | <b>New Zealand Cadet Forces</b>                                                                                                                                       |
| <b>OO</b>            | <b>Orderly Officer</b>                                                                                                                                                |
| <b>PARADE</b>        | <b>Squadron formed up on the Drill Square</b>                                                                                                                         |
| <b>RNZAF</b>         | <b>Royal New Zealand Air Force</b>                                                                                                                                    |
| <b>NO3b DRESS</b>    | <b>Service Dress All Rank</b>                                                                                                                                         |
| <b>SO</b>            | <b>Stores Officer</b>                                                                                                                                                 |
| <b>SQN</b>           | <b>Squadron</b>                                                                                                                                                       |
| <b>TO</b>            | <b>Training Officer</b>                                                                                                                                               |
| <b>URO</b>           | <b>Unit Routine Orders -</b> These are instructions including the evening programme and duty personnel for the night and the following week                           |
| <b>USO</b>           | <b>Unit Standing Orders -</b> Unit rules, these apply to parade nights and all other unit activities. These rules apply to all personnel engaging in unit activities. |
| <b>WARNING ORDER</b> | <b>-</b> This is an information sheet about an upcoming activity                                                                                                      |
| <b>W/O</b>           | <b>Warrant Officer.</b> The senior non-commissioned officer (NCO) in the squadron                                                                                     |
| <b>CF3822</b>        | <b>Cadet Personal Record Booklet</b>                                                                                                                                  |

**This important booklet is used for personal identification, recording progress, awards, promotions, activities, etc. Cadets must carry this at each and every Squadron activity and parade. Cadets themselves must ensure the various data in this booklet is kept up to date. Failure to produce a 3822 when required may result in cadets not being allowed to take part in some activities.**

## Cadet Promotions

Cadets are promoted through the rank structure and assume extra responsibilities after the following points are taken into consideration by the unit commander and unit officers

1. Attendance
2. Enthusiasm
3. Age
4. Length of Service – minimum periods apply to each rank
5. Attitude
6. Discipline
7. Manner
8. Suitability
9. Maturity
10. Vacancy



## Cadet Trophies

At the end of the year, the unit conducts a final parade to which the Cadets family and friends are invited to attend. At the final parade there are a number of trophies that are awarded to cadets and that all cadets should strive for throughout the year. If you would like details on the criteria for the trophies, please see the Unit Adjutant.

The trophies are listed below:

Most Improved Flying  
Best Cadet Pilot  
Best Junior Cadet  
Most Improved Cadet  
Excellence in Effort  
Best All-Round Cadet  
Best Squadron Parade Attendance  
Best Squadron Attendance  
Best Overall Attendance Record  
Community Service  
Drill and Discipline  
Dress and Bearing  
Best JNCO & SNCO  
Excellence in Outdoor Adventure Pursuit



## Conclusion

We hope that you enjoy your time with the 16 SQN ATC. Every effort has been made to ensure that you, as a cadet, will have opportunities to participate in all unit activities over the course of your enrolment. To ensure that this can be done, the unit relies on the support of parents to assist with the running of some activities. Parents are welcome to come along on activities themselves once a security clearance (NZCF 7) has been completed and approved by the New Zealand Defence Force and at the discretion of the Unit Commander.



**Thank you for enrolling with  
No. 16 (City of Tauranga) Squadron  
New Zealand Cadet Forces**

## APPENDIX 1 – Boots

The boots required by cadets are similar to those shown below. They must be black in colour (without accent colour or coloured stitching & made of leather or leather & fabric as shown so that they can be polished.

New boots can be purchased cheaply through Ali Express, Temu, The Warehouse & such stores.

Another alternative is to purchase army surplus boots through outlets such as TradeMe, Army & Outdoors and other online surplus stores, although prices on the stores are more variable & can be more expensive.

