



Recruiting Information Guide

*No. 7 (City of Hamilton) Squadron
New Zealand Air Training Corps*

OUR AIMS, VISION, AND CORE VALUES

Aims

To foster a spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders

To provide challenging and disciplined training activities, which will be useful in either Service or civilian life.

To promote an awareness of the Armed Forces, and the role they play in the community

Vision

Preparing New Zealand's successful leaders of tomorrow.

Mission

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

Core Values

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

Commitment – Being reliable and loyally serving and supporting the New Zealand Cadet Forces, local communities, and New Zealand.

Comradeship – Looking out for one another, having respect for all, and championing the benefits of friendship, teamwork, and diversity.

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

BACKGROUND

The Air Training Corps (ATC) was formed during World War II and had it's beginning in the United Kingdom.

It served as a pre-entry training course for prospective Royal Air Force and Commonwealth Air Force recruits.

Since 1941 it has undergone various changes with differing ideas right up until today.

We are partially funded by the New Zealand Defence Force, but the bulk of funding comes through fundraising and Cadet Fees.

The Air Training Corps is one of the finest youth organisations in New Zealand with an outstanding tradition of over 80 years. This tradition is maintained by male and female cadets from 13 years (Year 9) to 20 years of age, serving in 49 town units from Kaitaia to Invercargill. The total strength of the Air Training Corps is around 1900 cadets, 200 officers, and 130 supplementary staff.



WHAT TO EXPECT

Parade Nights

Parade Nights are our weekly meetings. They are compulsory to attend, as they are where most of our training takes place.

We parade every Wednesday night from 6:20pm to 9:15pm.

Your First Parade Night

Your first Parade Night will consist of an introduction to unit procedures, structure, and (if you haven't filled in a sizing form) uniform sizing.

Until you are issued uniform, you are expected to attend Parade Nights in school uniform or smart civilian clothing (Plain shirt, shorts that extend to the knee, or long pants, and closed footwear)

Sections

On your first Night, you will be assigned to a Section. A Section is a small unit of Cadets with a dedicated Senior Leader.

You will be contacted each week, on a Monday or Tuesday, by your Section Leader, who will pass on important information and check whether you are attending or not. This is an opportunity for you to ask questions.

Your Section Leader is the only person you should go to with questions.

WHAT IS EXPECTED OF YOU

As a cadet, you will focus on leading yourself, this means that you will be managing your own responsibilities.

It's an important part of growing and learning, and while your parents / guardians will support you, we want to develop you as a leader.

Your Responsibilities

Leave Applications – If you are unable to attend a Parade Night or an Activity that you have previously applied for, it is your responsibility to inform your Section Leader of this.

If you are unable to attend a compulsory Activity or Parade Nights for a period longer than 3 weeks, you will need to apply for Leave through a written email, outlining the reasons for your Leave.

Uniform

THE UNIFORM YOU WILL WEAR IS A MODIFIED RNZAF UNIFORM.

IT IS THE PROPERTY OF THE NZDF AND MUST BE TREATED WITH RESPECT AND CARE, AND RETURNED IN A SERVICEABLE STATE

As a Cadet, you will be issued two types of uniform. In total, these sets of uniform are worth around \$600. It will be your responsibility to ensure that these uniforms are kept clean and ironed.

You will also need to ensure that you abide by the RNZAF grooming standard. (Medical and cultural exemptions may be allowed)

TRAINING

We provide training in several different subjects through multiple different activities.

Camps and Tramps



- Bushcraft Camps
- Tramping
- Team building
- Recruit Camp
- Multi-day exercises

Flying



- Flying Camps
- Simulators
- Aircraft Familiarisation
- Flight Navigation
- Drones

NATIONAL AND REGIONAL COURSES

Junior and Senior Leader Courses



Flying, Gliding, and Drone Courses



UNIT STRUCTURE

As a military style organisation, we follow a strict chain of command.

The very top of the Chain consists of Commissioned Officers (Adult Staff)

Officer Staff:

Cadet Unit Commander: Flight Lieutenant Wesley Wright-St Clair

The Unit Commanders role is to oversee the running of the entire Unit, and provide a link to Area Headquarters.

Executive Officer: Flying Officer Ryan Monaghan

The Executive Officers role is to support the Unit Commander and act in his place when necessary.

Adjutant: Officer Cadet Suhani Vakil

The Adjutants role is to oversee administration of the Unit, keeping track of attendance and personnel records.

Training Officer: Flying Officer Ben Greenwood

The Training Officer is responsible for overseeing training material and assigning instructors.

Flight Commander: Pilot Officer Luzahn Ridl

The Flight Commanders is responsible for managing Cadets and advising the Unit Commander.

Media Officer: Officer Cadet Dane Ridl

The Media Officers role is to manage the Units online presence and oversee recruiting efforts.

Squadron Warrant Officer: Warrant Officer Austen Plimmer

The Squadron Warrant Officer is the most senior Cadet in the Unit and is responsible for overseeing the Cadet NCOs and advising the Unit Commander.

Unit Stores Officer: Mr Wesley "Possum" Hallam

The Stores Officer is responsible for the Unit logistics and issuing of items.

NON-COMMISSIONED OFFICERS (NCOs)

NCOs are the backbone of the unit, whilst the Commissioned Officers are responsible for facilitating training, the NCOs are responsible for conducting it.

NCOs are Senior Cadets who have expressed interest in, and have been deemed capable of, taking on more leadership-oriented roles.



RANK STRUCTURE

As we follow a military style structure, the ATC follow a rank structure system based upon that of the RNZAF. Cadets will be promoted as they express a willingness to develop their leadership skills and demonstrate the capability required.

They will be given more responsibility as they ascend the ranks, and are to be addressed by the rank they have earned.

RANK STRUCTURE

CADET

Lowest rank in the ATC. All recruits are made cadets after completing Recruit Camp



LEADING AIR CADET (LAC)

LAC is the first step in an NCOs career. They are the most junior of the NCOs and are typically assistant Section Leaders (2ICs)



CORPORAL

Corporals are experienced Section Leaders and must have completed a Junior NCO Course



SERGEANT

Sergeant is the first Senior NCO rank. They must have completed a Senior NCO Course and are typically assistants to a Flight Sergeant



FLIGHT SERGEANT

Flight Sergeants are very experienced NCOs. They are responsible for managing a Flight



WARRANT OFFICER

A Warrant Officer is the single most experienced Cadet in a Unit. They are responsible for the development of all NCOs and act as a direct link to the Unit Commander



UNIT SUPPORT COMMITTEE

Each unit is responsible for having a Unit Support Committee (USC). These committees are required for us to function. They are responsible for managing our funding and assisting with our activities.

A close parallel to compare to is that of a Board of Trustees at a School. Every parent of a cadet is automatically a member of the USC. Meetings are held on the first Parade Night of each month.

USC Executive Team

Chairperson
Secretary
Treasurer

Mr Peter Spicer
Mrs Alicia Lowen
Mr Steven Mundy

Cadet and Parent Commitments

The primary commitment for cadets is time. If you have limited free time, cadets may require a bit more dedication, but it will still be a rewarding experience!

- Occasionally, cadets will be selected to attend National and Regional Courses. These take up the most time of all the activities we offer.
- Camps, community events, and training days also take time from weekends, but are where the best of our training is provided

COSTS

Below is a summary of the costs expected activities a cadet may undertake with us. We do our best to subsidise these events where we can.

Our Officer Staff, and USC are all volunteers, and all our income is spent on the activities and facilities.

Approximate Costs

- Initial Enlistment Fee: \$75 – Covers Uniform and Supply
- Term Fees: \$110 – First term of enlistment is free.
- Some activities may also have additional costs

This money goes towards subsidizing Flying activities, office and stores equipment, building maintenance, insurance, and much more

For general USC queries, email secretary.usc@7squadron.org.nz

For financial queries, email treasurer.usc@7squadron.org.nz

PAYMENTS ARE MADE OUT TO:

**AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND NO. 7 HAMILTON
15-3972-0131551-000**

Please add you Cadet's name in the "Code" or "Reference" section when making a payment.

COMMON FORMS AND DOCUMENTS

NZCF2	Cadet Enrolment Form
NZCF2A	Cadet Joining Terms and Conditions
NZCF2B	Cadet Uniform Sizing
NZCF23	Cadet Record of Service
NZCF3822	Small booklet version of an NZCF23. Must be in possession of the Cadet at all events and activities – particularly on NZDF Bases
NZCF7	The NZCF Security Vetting Form. All adult staff undergo a regular vetting process including NZ Police and Security checks
NZPVS	The NZ Police Vetting Form. Used in conjunction with the NZCF7

FREQUENTLY ASKED QUESTIONS

Can both boys and girls join?

- Yes, the NZCF accepts Cadets of any gender.

How long can I serve for?

- Most Cadets will stay for 4 years and complete their training. After that, if you are a senior cadet, you can serve until your 20th birthday, providing you have been properly security vetted.

What does the NZDF provide me with?

- The Defence Force will provide uniform, except for footwear. They also provide training facilities, fund promotional courses and subsidize International Exchanges.

What opportunities do you offer?

- In short, Cadets will take part in unique adventurous, fun, and educational activities, in a military-like environment. We aim to develop Cadets' sense of purpose, responsibility, confidence, discipline, and ability. Many former Cadets comment on the cadet experience that helped them to develop as an individual.

How safe is my child?

- Our Cadets' safety is our top priority.
All NZCF activities will have a set amount of Officers present.
Our Officers all undergo Police Vetting and risk management training on their Commissioning Course.

Will I be sent overseas to fight?

- Absolutely not

GLOSSARY

SQNLDR	Squadron Leader	ADJ	Adjutant
FLTLT	Flight Lieutenant	TO	Training Officer
FGOFF	Flying Officer	NCO	Non-Commissioned Officer
PLTOFF	Pilot Officer	RNZN	Royal New Zealand Navy
OFFCDT	Officer Cadet	RNZAF	Royal New Zealand Air Force
SWO	Squadron Warrant Officer	NZDF	New Zealand Defence Force
W/O	Warrant Officer	NZCF	New Zealand Cadet Forces
F/S	Flight Sergeant	SCC	Sea Cadet Corps
SGT	Sergeant	NZCC	New Zealand Cadet Corps
CPL	Corporal	ATC	Air Training Corps
LAC	Leading Air Cadet	SQN	Squadron
CDT	Cadet	USC	Unit Support Committee
CDTUT	Cadet Under Training	HQNZCF	Headquarters NZCF
SUPPSTAFF	Supplementary Staff	ATCANZ	ATC Association of NZ
CUCDR	Cadet Unit Commander		
FLTCDR	Flight Commander		
SECLDR	Section Leader		

SAFETY AND PRIVACY

In the NZCF, Safety and Privacy are very important. To ease your mind, please see the below:

- **All of our volunteers are Police and Security vetted before being allowed to assist with Cadets.**
- **All activities are documented and risk management /assessment is undertaken to identify and manage any hazards.**
- **A trained officer will be present at every activity. They also hold a duty of care for your child whilst they are under their control, of which is legally binding and breaches are taken very seriously.**
- **Contact details for Cadets are taken to every activity.**
- **A Privacy Statement is available upon request and is attached to the Cadet Enrolment Form.**

CONTACT US

General Inquiries

7sgn@cadetforces.org.nz

Duty Phone (Manned only on activities and Parade Nights)

027 776 4636

Website

7squadron.org.nz

Public Facebook Page

www.facebook.com/7SqnAirCadets

Private Facebook Page (Parental Communications)

Facebook.com/groups/7sgnparentsandcadetsforum

Instagram Page

www.instagram.com/7squadronatc/