

NOTES FOR GUIDANCE FOR COMPLETION OF
C&E REGIONAL ADVENTURE TRAINING APPLICATION FORMS.

The application form is to be completed (in duplicate - or triplicate, if using a block clearance site) in accordance with the following guidance, (and then forwarded to the Wing Adventure Training Officer);

HEADING; Do not enter any information in the Wing Reference and Regional Reference sections.
This will be completed by the respective HQ's.

Para 1. Insert Squadron Number and name as appropriate on line 1.
Insert Warwickshire & B'ham on line 1.

Para 2. Insert dates of proposed activity on line 1 (after heading)
Complete full details of departure and arrival times at sections 2(a) and 2(b).
Remember that to be eligible for CILOR - Ration Allowance , the duration must be **in excess of 48 hours**.
(i.e. 49 hours or more).

NOTE; A Brief Daily Programme must be submitted with every application.
It is not acceptable for ; day 1 route 1, day 2 route 2 etc. The programme should cover your activities from departure at squadron to return after event. See final note regarding unauthorised activities. .

Para 3. Insert location / area of training. This should be easily understood by anyone reading the form. As such Hatton Rock in itself is insufficient. Insert Warwickshire to help an uninformed reader. Dovedale, Derbyshire or Nesscliff BTA, Shrewsbury or North York Moors - area to North of Pickering are acceptable.
Insert OS Map sheet number and map reference of base or boundaries of area if appropriate.
Where approval is for expeditions / walks/ treks on foot, proposed routes should be submitted, either traces or copies of the map with routes clearly marked. (For WILD COUNTRY, only traces are acceptable, and these must be supported by route cards).
Note ; If using a particular defined area, then a copy of the map, showing the boundaries in which you are operating will suffice. This should be clearly marked and show recognised local features - towns etc.

Para 4. As you are all aware, ALL land has an owner. Hence this applies to all landowners / property owners, and not just Army / MOD property. If the answer here is no then the application cannot proceed. This application form can be submitted without you having received Army clearance, but you should have at least started the process. For those being more Adventurous, then section 4 (b) will need completing.

Para 5. Briefly describe all the activities that you will be undertaking, (they will of course be on your daily programme.). The activities should be as per ACP 17 Chapter 1 Para 2. The DoE Scheme (expedition section), is an acceptable activity, but if you are undertaking DoE Bronze, Silver or Gold expeditions, you MUST now say so on the form. Adventure Training can include a wide range of activities, (Map Reading, Navigational Exercises, Campcraft, Fieldcraft, Initiative Exercises, Escape and Evasion exercises, Night Exercises, Survival Training etc), and the appropriateness of each will be considered within the context of the overall application. (Based on your programme!). Do NOT use the term FIELD-CRAFT Training.
Activities of a purely military nature are not considered as being in the spirit of Adventure Training and approval will not be given - weapons training, combat training, drill, shooting, sentry / guard duties and the like. (Beware of using Fieldcraft on its own, this is not viewed favorably).

- Para 5 (cont) For the vast majority of activities, the ratio of 1 adult staff to 10 cadets will be approved. However if the activity is deemed hazardous (rock climbing or in Wild Country), or to cover ANY activity at night, then the ratio will be set at 1:5. This also includes exercises during darkness / semi darkness, (night exercises etc), when the ratio 1:5 will also be imposed. It is in your interests to gauge what staff you will require, before setting your activities. (For night exercises RHQ insist on a full description of the exercise and limitations etc)
- Para 6. Insert the name of the member of staff that is In Charge (IC) of the venture in the space provided. Insert the details of all other staff attending as appropriate (bear in mind likely ratio). Specific qualifications do not need to be listed on the application form but they should be on the approved Regional list for adults authorised to undertake Adventure Training with cadets. (If they are not, they are only able to supervise - not train or take part! And there must be some staff who are so authorised for the application to succeed!). A copy of this list is held at Wing HQ and the Adv Trg Officer.
- NOTE: Additional Adult staff may be included for the purposes of gaining experience etc, but pay, travel and rations will be restricted to the approved ratio only. If you take extra staff indicate - for training purposes only, against their details. They should not feature on any claim forms. Squadron Commanders are to ensure that the requirements of ACP 17 Chapter 2 para 5 are met (If female cadets, must be a minimum of 2). Once approved, staff & cadet numbers can be varied by liaison with RHQ)
- Para 7. Insert the numbers of cadets participating. (Once approved, this can be varied by liaison with RHQ).
- Para 8. If girls in party, then it is necessary to indicate whether Tented or Permanent accommodation. If no overnight stay is involved, insert 'non residential'.
NOTE: ACP 17 Chapter 2 para 5; If girls in permanent accommodation, a female supervisor is to be present. (This does not allow 'on call' females at home addresses!). A female SNCO aged 18yrs or over can be utilised in this role, if they agree, and they should then be shown at para 6, as supervisory staff.
- Para 9. Insert name of Adult IC Activity, with qualifications / experience as appropriate.
- Para 10. Ration Allowance claims (CILOR); If Ration packs are provided, no claim is to be made. Enter totals in space provided. (25 cdt x 3 days = 75. Same as for staff Etc).
- Para 11. Insert travel plan, either SOV, cars, hired minibus etc.
- Para 12. Insert estimated travel costs. NOTE: Wing HQ will grant a small contribution towards your travel. This is dependent on how far away your base is. This and only this amount is available for you to claim, on either CBPS4 or 1771. (Best to enter 'anything' or actual costs at 12. c.).
- Para 13. To be signed and dated by Adult IC of the activity. (Not acceptable for someone - even OC's signing 'for' the person IC. The last 2 words of the statement need to be addressed by that person.
- Para 14. To be signed and dated by the OC of the unit concerned, and enter any comments he / she has in the space provided. ***The 'will be or has been' statement (in relation to consent forms), must be deleted as is appropriate.*** In most cases the 'will be' option, will be the most accurate. Again only the **OC** can sign this section, certifying he is satisfied with **ALL** aspects of the venture.
- Para 15. To be left blank for completion by Wing Adventure Training Officer. On return from RHQ, Squadron Commanders are to note any remarks entered.
- Para 16. To be left blank for completion by Regional HQ. Particular note must be taken of the cadet / staff ratio authorised, as this is the ratio that must be used for completion of Ration Allowance CPO 41 forms.

It is advisable for units to apply well in advance for such clearances, as queries generated by RHQ, may result in the cancellation of the activity... The more notice the better....

ADDITIONAL NOTE REGARDING PROGRAMMES:

Programmes once approved by RAF ACLO, WHQ, RHQ OR HQAC (Depending on activity), can only be varied by the initiative of the OIC, **AND** approval of the authorising authority RAF ACLO, WHQ, RHQ or HQAC, and this **WILL** only be approved ATC activities. Should an activity that is not 'approved' be undertaken, such as additional exercises during the night (relocation of camp etc - without a valid reason), trips to a City centre for recreation, etc, then problems could arise, especially if anyone was injured during these unauthorised activities.

IN THESE CASES THE INDIVIDUAL ARRANGING (OR APPROVING), SUCH ACTIVITIES WOULD BECOME PERSONALLY LIABLE FOR ANY SUBSEQUENT CLAIMS, AND THE OTHER STAFF ATTENDING (AND EFFECTIVELY SUPERVISING) WOULD ALSO BE PERSONALLY LIABLE, AS THE ATC INSURERERS WOULD DISCLAIM RESPONSIBILITY.

It is therefore stressed once again to all staff, that cadets are **ONLY** to take part in properly authorised activities, and any deviation from the initial programme is suitably authorised at the appropriate level.

Night exercises undertaken away from the Sqn HQ, whether on a parade night or not are Adventure Training, and approval must be obtained as described above. Failure renders ATC Insurance inadmissible, and the organizer personally liable.

Any exercises undertaken (including night exercises) are to have a brief explanation as to what is involved. RHQ will not authorise any exercise (and as such the application) that they do not know what the title means!.