

## **NOTES ON COMPLETION OF FORM**

Many Application Forms arrive at RHQ with insufficient and incomplete information on them. Listed below is information that will help you to fill in this application form and will help prevent RHQ having to contact your Wing HQ in order to get the information that is needed to process this application.

1. No 2 HD is default uniform. Justification for wearing CS95, which will be rare, is to be included on a separate sheet of paper and will be authorised by the Rgnl Comdt on a case by case basis.
2. Nature of Event should accurately describe what the activity actually is eg Triathlon, Summer Fete, Horse Trials etc.
3. Details of the number of cadets and adult supervisors taking part in the event is essential.
  - a. An Instructor Cadet can be used to supervise cadets but must not be the only supervisor, there must be a CRB cleared adult member of staff as well as the Instructor Cadet. Minimum Ratio of 1 adult to 10 cadets
4. All roles to be carried out by cadets must be fully listed.
  - a. There is to be NO General Duties or etc. A complete description of work to be carried out must be given.
  - b. Security work or crowd control that could put cadets in possible confrontation with members of the public are not to be undertaken.
  - c. Cadets and staff involved in water events must wear life preservers and cadets must hold basic swimming proficiency certificate.
  - d. Food handling certificates must be held by those preparing food – eg BBQ tents
  - e. It is inadequate to put “as in previous years”. RHQ cannot remember every single participation that it has authorised in previous years. We authorise over 600 events every year.
  - f. Aircraft marshalling or other airside activities are not to be carried out without prior notification and approval from RHQ and HQ AC. Special indemnity insurance will need to be provided by the Sponsors. This will need to be arranged well in advance of the event.
5. All events including collections for the RAF Benevolent Fund, SSAFA, Poppy Appeal and Remembrance Day Parades etc must be authorised.
6. It is essential to indicate on the form whether or not a Sponsor is providing insurance liability cover for cadet participation in the event.

Should you have any queries on completion of this form please give me a call on 01480 52151 Ext 7702.

KAREN STEPHEN

From: No... ..(.....) Sqn / DF ATC

To: ACRHQ (C&E) through .....Wing HQ

**ATC PARTICIPATION IN PUBLIC EVENTS**

Reference: AP 1919 (6<sup>th</sup> Ed) paras 1618 or 1621 (Bands)

- 1. Application is made to participate in the Public Event details below:
    - a. Nature of Event: .....
    - .....
    - b. Location: ..... Date: .....
    - c. Organiser/Event Sponsor: .....
    - d. Number of Cadets: ..... Number of Supervisors: .....
    - e. Role(s) to be carried out by Cadets (Be specific): .....
    - .....
    - f. Uniform - No 2 HD Default. Justification for other forms of dress must be included on a separate sheet of paper
    - g. Insurance Cover.
      - i Does the Corps Insurance Policy provide adequate cover for the roles(s) at para 1e above? YES/NO
      - ii Has Personal Accident cover for ATC personnel been provided by the Sponsor YES/NO
      - iii Has Public Liability cover for ATC personnel been provided by the Sponsor? YES/NO
    - h. Recommendation by Squadron Commander: .....
    - .....
- Date: ..... Signed: .....

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**Air Cadets Regional Headquarters (Central & East)**  
**Royal Air Force Brampton, Huntingdon, Cambs, PE28 2EA**  
**Telephone: 01480 52151 (GPTN 95331) Ext 7702 Fax: Ext 7168**

ACCE/108/4/ ..... Date: .....

To: HQ .....Wing

**ATC PARTICIPATION IN PUBLIC EVENTS**

1. Participation by No ..... (.....) Sqn in the above event is approved/not approved, approved subject to:

K STEPHEN  
AO  
for Rgnl Comdt