

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. Nature of Event should accurately describe what the activity actually is eg Triathlon, Summer Fete, Horse Trials etc.
2. 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
3. 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.
4. All events including collections for the RAF Benevolent Fund, SSAFA, Poppy Appeal and Remembrance Day Parades etc must be authorised.
5. 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