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See Distribution

REF; WBW/143/3/TRG

Reissued 25 Feb 02 ( and amended) - for reminder purposes - please note caution at end of circulation

**WARWICKSHIRE & BIRMINGHAM WING ATC;**  
**PROCEDURES FOR TRAINING ON LAND OR WATER IN THE UNITED KINGDOM**

References;

- A. HQ Army Wales & Western District Standing Order 136 dated 16 March 94.
- B. WBW/143/3/Trg dated 11 January 1995.
- C. ACP 17 ( 5<sup>th</sup> edition)

1. At Reference A, ( issued to units with Ref B) it was outlined the procedures for the Cadet Forces to undertake to obtain the necessary clearances whilst undertaking Adventure Training in the UK, from the various Army District Headquarters. In this area, that is undertaken by HQ 143 Brigade at Shrewsbury. Reference B was issued alongside Ref A, to give a simpler overview of Adventure Training, for the A.T.C.. If any unit finds that they are unable to locate either or both of these references, they should contact the Adventure Training Officer who will arrange for replacements to be issued. Some time has elapsed since the issue of these documents, and of course the Wing is now in a new Region, who have their own procedures that we will have to comply with. Due to the increasing number of Adventure Training applications that are being rejected, ( or delayed for further information) by C&E Regional Headquarters, it is apparent that some units do require updating on what is now expected of them, when they engage on Adventurous Training with cadets.

2. Adventurous training is in our view rightly recognised as a major activity in the cadet syllabus of training. It is also at this time, the only Corps activity that has not as yet been subject to major cutbacks. ACP 17 is the authority for all adventure training in the Corps. However, it must be said that this is not the best presented AP in the R.A.F., and this letter, read in conjunction with the AP and Annex A, is an attempt to give an 'idiots guide' to those unit commanders, and staff, who find wading through the pages of all the References stated a complex procedure. Wing are at present arranging various Adventurous Activities, but each unit should have the capability, and knowledge to be able to arrange a similar activity in their own right. This document hopefully will spread the knowledge, and make it that bit easier for units to undertake their own Adventure Training.

3. You will all be aware of the sequel to the Lyme Bay canoeing disaster; 2 senior staff of the organisation responsible were given prison sentences. When one realises that had this tragic event involved cadets and staff of this Wing, the two equivalent staff jailed would have been the OIC of the expedition and the OC Squadron concerned, it should serve to focus attention on correct procedures !

4. Adventurous Training will always contain an element of danger. It is the anticipation and control of that dangerous element that Corps procedures seek to address. Suffice it to say that you should be in no doubt whatsoever that any Officer, Warrant Officer or CI in the Corps, who attempts to complete adventurous training without following Corps procedures will be subject to the full rigor of Air Force ( and possibly Civil ) Law. All of the procedures outlined are for the protection of the cadets and staff involved, and if complied with, should enable us to enjoy the venture without worrying about possible litigation afterwards.

5. Those that have studied both Ref A & B , will note that **ALL** land is owned by someone, and it is correct to state that Army Brigade HQ permission is required for **ALL** land / water adventure training activities.

a. **PUBLIC RIGHTS OF WAY.**

Examples are public highways, laybys, car parks, footpaths and picnic sites. Service and cadet personnel are, of course, as entitled as civilians to use these public facilities, but must not monopolize the area. To depart from the right of way is to trespass. The use of picnic sites for bivouacking or feeding large parties of cadets is not permitted, and it should be noted that a footpath marked on a map, is not necessarily a public right of way. Most District Council Offices hold maps recording public footpaths and similar maps for training, and no other land is to be used. A letter outlining the event accompanied by a trace of the rights of way to be used are all that is required by the Army. ( Landowners consent only required if camping overnight, or deviating from public rights of way). This is to be submitted direct to the Army District HQ concerned ( allow 2 months - 3 if in WILD country), or in the case of 143 Brigade, it can be submitted together with your 3 applications for Adventurous Training to the Wing Adventure Training Officer. (Annex B to Ref C Chapter 4)

b. **NATIONAL TRUST LAND.**

The National Trust owns large areas of land purchased because of their historic or natural beauty. Cadet activity on these lands will always be restricted to Adventure Training activities only, and are always to be cleared by the local Army District HQ. Contact the Adventure Training Officer if you wish to undertake adventure training on NT Land, ( at least 3 months prior to event - it is more involved than normal clearances).

c. **NATIONAL PARKS.**

Certain areas have been designated as National Parks. The Park authorities, in most cases do not own the land, but they have planning control over the development and public amenities within the Parks. Liaison with the Park Authorities is the responsibility of the local Defence Land Agent (DLA), part of the Army District HQ staffing, and as such. direct negotiations between the Parks Authorities and Cadet units are not to be undertaken. Cadet activities in a National Park are confined to the types of training approved by the Park Authorities, the local Army District HQ can assist on what types of training would be acceptable. If you wish to undertake training in one of the National Parks, then allow 3 months for clearances by the DLA of the Army District HQ.

d. **COMMON LAND.**

This is land over which a group of local people or `commoners' have certain rights. The `commoners' must be consulted before Common Land can be used for training. Usually there exists a Committee which acts on their behalf, which may be the local council.. As negotiations are involved, units will forward applications to the host Army District HQ who will request their DLA to conduct negotiations on their behalf. Again allow 3 months. .

e. **FORESTRY COMMISSION LAND.**

The Forestry Commission owns large areas of land, that may well be suitable for Adventurous Training. Units may approach the local Forestry Official to discuss proposed training, but must be aware hat any verbal agreement does not authorize training to take place. The local Army District HQ, will arrange for their DLA to obtain proper authority, and as such units should allow 3 months for such clearances.

f. **OWNERSHIP OF RIVERS, LAKES AND WATERWAYS.**

Laws concerning the ownership of the above are complicated. The owners of the actual water, the banks and the fishing rights may and often do differ. Negotiations for training involving water features are only to be undertaken by the Army District HQ's. Units should allow at least 2 months for such clearances.

6. **PAYMENT FOR CAMP AND BIVOUAC SITES.**

Subject to budgets, Army District HQ's are able to assist with the costs of camp site fees , for properly authorised ventures. Early contact is required, and they will normally reimburse the unit on production of a receipt of the charges paid. ( Up to a max of £1.50p per person per night). It is not automatic and must be asked for !. Once approved by the Army HQ, all that is required is a suitable letter, and COPY of receipt for payment to the unit.

7. **PUBLIC LIABILITY INSURANCE - A.T.C.**

When negotiating permission for adventurous training, particularly on council land, units are often requested for proof of Public Liability Insurance for cover up to £2,000,000p. The ATC arranges annual insurance for up to £5 million for any one incident

via the Corps insurers.. A copy of the current certificate is available, and can be requested from Wing HQ, should authorities wish to view one..

8. **ALLOWANCES PAYABLE FOR CORRECTLY AUTHORISED VENTURES - ATC**

For Adventure Training activities that have both the Army and ATC approvals, then the following allowances are available;

a. **CASH IN LIEU OF RATIONS;**

Was originally Ration Allowance. Available if the Training takes more than 48 hours. ( If less no eligibility). There is an enhanced rate for parties of 25 or less. Claimed on CPO 41 after the activity. Rates are published in HQAC Routine Orders..

b. **TRAVEL EXPENSES;**

Allocated by Wing HQ, normally dependent on how far away you go. Claimed for after event on Accts 4 or 1771. Should you require more financial assistance, then an application can be made to the Wing Transport Executive, who may be able to assist. Request in writing to WHQ preferably before the event. ( payment by cheque to Sqn account.).

c. **UNIFORMED STAFF - 2980'S;**

Each activity will have a staff ratio attached by Regional HQ. Uniformed staff up to that ratio are eligible for 2980 action. There must be some staff who are on the Regional HQ list of authorised staff, at either Advanced or Basic level.

9. Annex A is a step by step guide to the completion of the C&E Adventure Training Application Form. As you may be aware Region have been highly critical recently ( not just this Wing), over the errors that have been made on the form. This guide is to help you when filling in the various sections, so that hopefully your application will not be rejected or delayed through lack of information. Once you have mastered the system , you will have little difficulty in gaining such authorizations as you see fit.

10. Finally do not be daunted by the seemingly complicated procedures. Once mastered, they are very straight forward, and are there for your protection as well!. The qualifications for particular activities are listed in ref C. If you have any doubt whatsoever about ANY aspect of Adventure Training, speak to the Adventure Training Officer or his Deputy, who will be more than willing to assist, and guide you through the system. This can only be done if you ASK, and a question raised initially may well save you a lot of time effort and perhaps disappointment later - if activity is rejected!.

11. RHQ have also directed that as from 1 April 2002, all applications for Adventure Training WILL be accompanied by a Risk Assessment form, signed by the activity leader and OC Sqn. Any applications submitted without such a Risk Assessment will be returned unauthorized.

B Coats  
Sqn Ldr  
Wg Adv Trg Officer

Annex A: Flow diagram for obtaining Army District Approval for Training on Land / Water in UK  
Annex B: Step by step guide to completion of Central & East Region Application for Adventure Training Form  
Appendix A: Sample Application for Adventure Training  
Appendix B: Sample programme associated with Appendix A  
Appendix C: Sample record of Adventure Training required to be kept by all units  
Appendix D: Sample route cards  
Appendix E: Blank Risk Assessment Form

Distribution;

OC Wing

Wing HQ for file WBW 143/3/Trg

WSO's

OC Squadrons

ANNEX B TO  
WBW/143/3/TRG  
DATED 25 Feb 02

**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!.**