

HQ Warwickshire & Birmingham Wing

Air Training Corps

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WBW/150/Trg

See Distribution

28th May 07

FINAL ADMINISTRATION INSTRUCTION AND ORDER

WING FIELD DAY SUNDAY 24 JUNE 2006

Reference:

A. WBW/150/Trg – dated 30 Jan 07

1. Squadrons are to ensure that this document is cascaded to personnel Attending the Field Day.

2. Wing Field Day will be held at Bramcote Barracks, Nuneaton.

3. Guest of Honour

Regional Commandant, Group Captain J A F Ford, FRAeS RAFR

4. Chain of Command

The chain of command on the Field Day for any matter is to be through the relevant competition co-ordinating Officer in the first instance, who is to pass it on to OIC Wg Trg Day Flt Lt C.M.Mumford who will if, required discuss with OC Wing. This procedure is to be adhered to in order to prevent contradicting or confusing instructions being received.

5. Competition Area

Bramcote Barracks is the home of 30 Signals Regt. It is a very busy base and we must not abuse the hospitality that has been offered. The area around the Training Block has now been landscaped and there is no area for outdoor recreation ie: football etc. **So no need to bring footballs.** In line with reference A **No tents or Barbeques will be allowed. ALL litter should be put in the bins etc.** Uniforms will not be hung on the outside fence of the Swan Club.

Gymnasium: Cadets using the gym must have clean trainers, Team Managers must check this, and cadets with muddy trainers will not be allowed to play until they have been cleaned. The Gym will be inspected by myself and the Duty Instructor before play and after play. It will be left in a clean condition ready for use first thing Monday.

Changing Rooms/Toilets will be checked every 15minutes.

Classrooms: Will again be inspected and should be left in a clean and tidy condition and ready for use, Staff in Charge of the classrooms are responsible for there tidiness.

Area in front of the Training Wing must be kept tidy this is the area where most Staff and Cadets congregate please use common sense if you see people dropping litter sort it.

6.Travel

Travel instructions will be issued by WHQ under separate cover. Parking at the Training Block is limited and is reserved for essential personnel. Access to Bramcote this year is via the main entrance. Park in the area provided and cross the road and book in at the new gatehouse. This will take time so please allow extra time for this procedure. AWO Taylor and AWO Gates will assist the Guard Room in the first instance to allow access for the coaches. No allowances are payable for Staff using their own vehicles or SOV without prior approval from WHQ.

7.Dress

All Officers and Warrant Officers and Adult Sergeants are to wear No2 HD during the day (exceptions being Gym and Range Staff) .Short sleeved shirts are permitted.

All Officers and Warrant Officers will be required to bring their No1 uniforms for the final parade. The dress for the final parade will be No1's with gloves and without medals.

As there is no wet weather facility all staff and Cadets are requested to bring jeltex jackets GP jackets and raincoats.

Cadets taking part in the drill Competition will unless otherwise notified on the day will wear pullovers. The decision about pullovers will be made by the judges in consultation with OIC Wing Trg Day having due regard to the weather.

8. Identification

All personnel will be in possession of I.D. as applicable:

RAF F1250 for Officers

RAF F 1250 or RAF F2899 for Warrant Officers and Adult Sergeants

RAF F2899/Driving Licence (picture form)Passports for Civilian Inst.

RAF F3822.

9. Arrival Procedures

Upon arrival all coaches and vehicles are to enter Bramcote via the Main Gate , when booked in all coaches and vehicles not required at the Training Block will use the car park behind the Guard Room. All belongings will be removed from the coaches. Teams are to make their way to the Training Block where the Team Manager will hand in all relevant paperwork to the Reception. Use of shoe polish in any building at Bramcote is forbidden.

10. Valuables

Cadets are reminded that they should not bring items of value to Wing Training Day e.g. Computer Games I pods etc. Warwickshire and Birmingham ATC cannot be held responsible for any loss.

11. Trophies

All current holders of WTD trophies are to return them to the reception area, by 09.30 on the day, cleaned and polished. OIC Flt Lt L Vile.

12. Discipline

We are to be reminded that we are guests of 30 Signals Reg. and our behaviour and conduct is under the greatest of scrutiny. Any failure on our part will result in the Wing losing the use of Bramcote in the future. Can I remind you that all Cadets come under your control. If you see something going wrong, bad behaviour, litter please act.

In order to give discipline and behaviour a high profile the following will be put into action. Staff designated to areas and events must report to OIC for duties to be allocated.

OIC Sports	Sqn Ldr P J McCarroll
Swimming Pool	Flt Lt J Martin, Sgt R Coates Flt Lt P McAuley, Fg Off C Lambert CI S Lowe + 2 Life Guards TBC.
Gymnasium	Flt Lt L Vile, Flt Lt B O'Neill Flt Lt P McAuley, CI A Seymour
Changing Rooms	WO J Elston, Sgt A Tuft Sgt Annison, Sgt A Storer
OIC Training Block	Sqn Ldr B Coats and Flt Lt R Foster
Reception	Flt Lt B Broom, Fg Off S Rayner Flt Lt N Adams, Plt Off N Easterlow
First Aid Liaison	Fg.Off Newton
Models (Judges/Supervisors)	WO Docker, Flt Lt (Retd) I Mohammed
Air Recognition	Mr and Mrs Jones
OIC Range	Sqn Ldr D Martin
Shooting	Flt Lt S Collins WO J Collins WO Bevan, Sgt Ell
OIC Parade Square	Sqn Ldr M D Harrison
Drill/Band Co-ordinators	Flt Lt B Lee, WO J Sinfield
Band Judges	Piper B Ferris Royal Regt. Fusiliers Band Sgt Maj. D Stamp Royal Regt. Fusiliers
Drill Judges	WO Hedges, WO Brown (Merseyside Wing) WO Marsh, Sgt Storey (West Mercian Wing)
OIC Swan Club	Flt Lt I Crewe
Supervisors	WO A Hobbins, WO C Booton, Sgt Tillman WO A Lodge, WO D Ariss, Sgt C Harvey

RESTRICTIONS:

Note that the Band and Shooting competitions must cease between the hours of 1045 and 1200hours .

Swimming: Cadets who wish to take Swimming Proficiencies are reminded that they need to produce 3822's to the Staff at the pool. There will be no recreational Swimming.

Cadets who wish to do the Intermediate test should bring a T shirt

Cadets who wish to do the Advanced test should bring a T shirt, tracksuit bottoms or coveralls.

OTHER ACTIVITIES

Royal Air Force Careers, Coventry

Royal Air Force Motivational Outreach Team, Birmingham

Royal Air Force Regimental Display Team

Wing Corporate Communications Trailer

Radio (Flt Lt P Coates, Fg Off D Pink)

Gliding Simulator Sqn Ldr B Tisley

C M Mumford RAFVR(T)

Flt Lt

O.I.C. Wing Field Day

For OC Wing

Distribution:

Action

WSOs

OC Sqns

Information:

OC Wing

Wing Chairman

Wing Treasurer

Wing File

NOMINAL ROLE
TO BE HANDED IN AT RECEPTION ON ARRIVAL

.....SQN

STAFF LIST

	RANK	NAME	
1			
2			
3			
4			
5			
6			
7			
8			
9			

CADETS

	RANK	NAME	INITIALS		RANK	NAME	INITIALS
1				24			
2				25			
3				26			
4				27			
5				28			
6				29			
7				30			
8				31			
9				32			
10				33			
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16				39			
17				40			
18				41			
19				42			
20				43			
21				44			
22				45			
23				46			

BAND COMPETITION

ADULT STAFF

RANK	NAME	INITIALS	SECTION PLAYING

CADETS

	RANK	NAME	INITIALS	
1				
2				
3				
4				
5				
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DRUM MAJOR

RANK	NAME	INITIALS	

FINAL PARADE

Parade Executives	Parade Commander	Sqn Ldr M D Harrison
	Parade Adjutant	Sqn Ldr B Coats
	Parade Warrant Officer	WO J Sinfield

No 1 Squadron	Squadron Commander	Flt Lt B Lee
	Squadron Adjutant	Flt Lt C Quinney
	Squadron Warrant Officer	W.O M Hobbins
	No 1 Flight Commander	Fg Off A Sinfield
	No 2 Flight Commander	Flt Lt E Westacott
	No 3 Flight Commander	Plt Off D Fenlon

No 2 Squadron	Squadron Commander	Flt Lt R Foster
	Squadron Adjutant	Flt Lt N Watson
	Squadron Warrant Officer	WO M Wilkes
	No 1 Flight Commander	Flt Lt A Bennett
	No 2 Flight Commander	Flt Lt S Woan
	No 3 Flight Commander	Flt Lt M Ladwa

No 3 Squadron	Squadron Commander	Flt Lt C Mumford
	Squadron Adjutant	Flt Lt E Hemes
	Squadron Warrant Officer	WO D Gates
	No 1 Flight Commander	Flt Lt D Atkinson
	No 2 Flight Commander	Fg Off A Bradshaw
	No 3 Flight Commander	Plt Off P Smith

General

First Aid Party

Flt Lt J Martin

Fg Off C Newton

Plt Off H Hart

Sgt R Coates

Photographers

Flt Lt P Hincks

Flt Lt N Upton

Announcer

Sqn Ldr PJ McCarroll

OIC Trophies

Flt Lt L Vile

WARWICKSHIRE AND BIRMINGHAM WING ATC FIELD DAY TIMETABLE 2007

	BAND	DRILL INSP	DRILL	FIRST AID	SHOOTING	A/C RECCE	NETBALL	FOOTBALL JUN	SNR
8F		1300	1310	1530		1100			
29F		1330	1340	1600	0920	1500		1045	
84		1310	1320	1500		1200			
121	1250	1450	1500	1000		1100			
163		1410	1420	1030		1500	1200		
165		1340	1350	1530		1400			1100
194	1200	1350	1400	1600		1500		1030	
198		1400	1410	1030		1200			
479		1520	1530	1400	0945	1300			1100
480		1030	1040	1200		1400			
485		1510	1520	1300	1015	1400			1130
487		1050	1100	1500		1300			
487 DF		1500	1510	1030		1300	1215		
489		1100	1110	1430		1300			
492		1430	1440	1530	1305	1400		1045	1130
493	0910 S/B	1020	1030	1430	1200	1400			
495	0920	1440	1450	1100	1330	1200		1030	
496				1300		1100	1200		
497	0950	1110	1120	1400		1500			
1289	1010	1420	1430	1100	1225	1300			
1368		1130	1140	1300		1500			
1459		1540	1550	1130		1400			
2028				1100		1300			
2030	1220	1320	1340	1000		1500			
2286		1530	1540	1000	1355	1100	1215		
2438		1040	1050	1230		1400			
2504		1120	1130	1230		1500			

Drill and Band take precedence over Sport.