



Parents Welcome Guide

**Tewkesbury Sea Cadets
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Registered Charity No. 301637

**Unit Chairman: Mr Andrew Emmett
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Commanding Officer: SLt (SCC) David Anderson RNR



The Aim of the Sea Cadet Corps

The aim of the Sea Cadet Corps is to give young people the best possible head start in life through nautical adventure and fun based on the customs and traditions of the Royal Navy.

Welcome from the Commanding Officer.

Thank you for showing an interest in Tewkesbury Sea Cadets. As one of the United Kingdom's premier youth training charity, the Sea Cadets Corps play an important part of young people's lives in many communities across the Country. For over 70 years, Tewkesbury Sea Cadets has been a prominent youth movement in the town.

We have prepared this booklet as a guide for parents and carers of the young people joining Tewkesbury Sea Cadets. This guide aims to give you a few essential pointers of what happens when a young person joins us and let you know where to look or who to ask when questions arise.

The guide is aimed at parents, not cadets, and anything in this guide that cadets need to know will be covered during their training. However, the contents are not secret and cadets are welcome to read it if they wish.

I hope that this guide will assist you in being more confident and informed about our unit.

Thank you once again for showing a keen interest in Tewkesbury Sea Cadets.

David Anderson

SLt (SCC) David Anderson RNR
Commanding Officer - Tewkesbury Sea Cadets

Introduction

Welcome to Tewkesbury Sea Cadets! We are located in the heart of Tewkesbury in our own building, dedicated to our activities and the needs of our cadets. As a Sea Cadet Unit within the Royal Navy, we are designated a training ship. Our Unit is called TS Otter. We have been in operation since 1942 and, with easy access to water and strong links with the Tewkesbury Sailing Club, our cadets have great opportunities to go boating all summer under the skilled direction of the Unit Staff.

Tewkesbury Sea Cadet Unit is a registered charity and receive little funding from the MOD; they do provide some of the uniforms, some equipment and training centre facilities. The unit has to pay for everything else including gas, electric, telephone, maintenance and all the training materials used. The unit regularly holds fund raising events such as raffles, auctions, bag packs and flag days, these provide a much needed source of income which helps keep us afloat. **Parents are welcomed and encouraged to join in with these fundraising efforts.**

We hope you find this welcome pack useful - if you have any comments about the content and how it could be improved, please get in contact with CO using co@tsotter.org.

Aims of the Sea Cadet Corps

The Aim of the Sea Cadet Corps is to help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct, using a nautical theme based on the customs of the Royal Navy. The aim is achieved by:

- Providing exciting and challenging training of an adventurous nature. This generates self-confidence, self-reliance, initiative, loyalty and a sense of duty.
- Encouraging leadership qualities and team working
- Discouraging behaviour that is not in keeping with the aim of the Sea Cadets.

Benefits of being a Sea Cadet

The Sea Cadet Corps offers many activities for cadets. All activities give the chance to achieve qualifications or awards. Some of these qualifications and awards are from external bodies, like the Royal Yachting Association (RYA) or British Canoe Union (BCU). We train on a structured scheme based on Royal Navy standards including Sea Cadet Regulations and Code of Conduct and Training Instructions and Training Afloat Regulations. Naval training includes Marine Engineering, Seamanship, Communications, Writer Stores, Cook Steward and Meteorology. Cadets enjoy a varied training timetable including Sports, Shooting, Swimming and Drill. Cadets are also encouraged to participate in the Duke of Edinburgh & CVQO (BTEC) award schemes.

The Unit believes strongly in the importance of organised competition and takes part fully in inter unit competition at local and national levels where we have often done very well. Cadets who volunteer to compete are expected to train hard and do their best, so that they can be proud of their effort whatever the result. We hold an annual award ceremony where achievements over the year are recognised and at which parents and family are very welcome.

While we are not here to recruit for the Royal Navy, cadets that want to join the Navy will find that the Sea Cadets gives a unique insight into naval life. However, even those not wanting to join the Forces will find that a Record of Achievement folder full of certificates earned as a Sea Cadet will impress employers and colleges, and that the self-discipline, confidence and social skills that life as a Cadet gives them will stand them in good stead for whatever their future brings.



WHO

Junior Section Sea Cadets	ages 10-11	The juniors have an introductory version of the Sea Cadet training programme with insights into most of the cadet activities combined with fun and games. Junior Cadets meet only on Wednesday evenings.
Junior Sea Cadets	ages 12-14	Sea Cadets take part in many practical and classroom based activities, often gaining nationally recognised qualifications. These activities follow the Cadet Training Program.
Senior Sea Cadets	ages 15-18	The training focus for Senior Sea Cadets gradually moves towards leadership, self reliance and teaching and helping others. Some who stay with cadets until their 18 th year become staff.

WHEN

The unit meets twice a week (known as Parade Nights) on **Monday and Wednesday** evenings from 7:00pm to 9:15pm. The usual format for the evening is:





7.00 pm	Cadets arrive.
7.15 pm	Colours: traditional Naval ceremony marking the beginning of the evening.
7.20 - 8.00 pm	Activities: this can include Seamanship, Engineering, Cook Steward, Communications, First Aid and Drill. Juniors do separate, age appropriate activities.
8.00 - 8.20 pm	Stand Easy: or 'Nutty Bar', Naval slang for a tuck shop or break time where sweets and drinks are sold to cadets. Any profit is used to take cadets out for a treat. Eg. 10 pin bowling, ice skating, etc.
8.20 – 09:00 pm	Activities continue
09:00 – 09:05pm	Clean ship: Tidy up from the evening's fun and games.
09:05 - 9.15pm	Evening Colours: traditional Naval ceremony plus announcements. Parents are encouraged to come and watch the ceremony from our upstairs gallery and listen to any announcements made by the unit senior staff regarding courses, trips and awards.
9.15 - 9.20 pm	Cadets depart.

During the summer, when we focus on practical boating, some of this timetable may be altered to ensure we make the most of the daylight. On the last Wednesday of every month, the Unit holds 'Divisions', a more formal evening where badges and promotions will be handed out. Sea Cadets must wear their No 1 ceremonial uniforms.

Please note:

- **Cadets must attend parade nights. Please do not let your child join Tewkesbury Sea Cadets unless they can show the necessary commitment. Cadets are also expected to make a real commitment to attend fundraising events and parades.**
- Cadets that have other commitments on a parade night need to speak to the Commanding Officer beforehand, otherwise an absence will be recorded.
- Where unexpected circumstances prevent a Cadet from attending, parents should inform the unit through the Facebook page or on the telephone number at the front of this guide.
- We do not close during school holidays, only for the Christmas period and Bank Holidays
- We always ask for consent for any activities outside normal parade times. You will always receive written details of these activities and updates will be placed on our Facebook page.

Communications

	<p>We encourage all parents to join our closed Facebook group where we put most of our news. Please speak to a member of staff for details of how to join this group. Please be aware that for safeguarding reasons, cadets are not allowed to be members as it is a closed group.</p> <p>https://www.facebook.com/groups/404402232928710</p>
	<p>For cadets, much of the information about courses and their own progression can be found on the Sea Cadet Portal.</p> <p>https://portal.sea-cadets.org/</p>
	<p>Answers to many frequently asked questions can be found on TS Otter web site.</p> <p>https://www.tsotter.org</p>
	<p>For important events occasions and communications, emails will be sent to parent or carer registered email addresses as recorded on our system called Westminster.</p>

Activities outside parade nights

Courses

There are many activities and courses that take place outside our normal parade times. These can happen on extra nights or at weekends and sometimes involve going away for weekends or longer. These activities include sailing, canoeing, windsurfing, rowing, power boating, adventurous training (such as hill walking), competitions and extra training sessions. Details of forthcoming courses and the booking process are usually announced at Evening Colours but will also appear on the parents' Facebook page. Cadets wishing to attend a course should:

1. Fill out a 'Course Request' form (available from the Admin Office or training notice board)
2. Take a form home for a parent's signature. By signing the form, parents confirm that:
 - **The cadet is available to attend the course**
 - **The course fee can be paid** - cheques should be made out to: '**Tewkesbury Sea Cadets**'
 - **The parent is happy with the travel arrangements**
 - **If required, time off school has been arranged**
3. Return the form to the Admin Office for processing. Confirmation of your booking will be made soon after.



Some activities, such as Adventurous Training, will require your child to have additional clothing and equipment appropriate to the course and likely weather conditions. We try to issue the 'Kit List' for each course as soon as we can.



Ceremonial Parades

The Tewkesbury Sea Cadets Corps has a reputation for providing smart and disciplined young adults to march in local parades and play a prominent role in local civic events. Parades such as Remembrance Sunday (November) and Armed Forces Day (June) require compulsory attendance from all cadets.

Fundraising

As a charity, our main source of income is fundraising. Without this, we would not be able to provide equipment and facilities for our cadets' great activities and the money we raise ourselves helps us to attract welcome grant funding, as well as raising our profile in the community. Cadets will be asked to support local community

fundraising, such as supermarket bag packing or helping with car parking at events such as the Tewkesbury Medieval Festival. Unit Staff are always present at these events to supervise the cadets and we hope you, as a parent, will be able to provide help too - they are usually great fun and you'll know that the money raised will be going directly to provide your child with some great opportunities as a Cadet. Please see our Chairman or watch our Facebook page for details of forthcoming fundraising events.

Travel costs and arrangements

When cadets go on National training courses, they may have to travel by train without an accompanying adult. You will be told if this is the case at the time that the course booking is made. Young Cadets normally travel in groups but older cadets may travel on their own. Rail tickets will be provided for National and some Area courses, and for unit courses, we will sometimes be able to arrange transport, but may ask for a donation towards fuel costs. When transport is not provided, parents are expected to arrange transport and cover the cost and we encourage car sharing for cadets attending courses.

When travelling back to the unit from events cadets are encouraged to phone ahead with estimated return time. Sometimes travel plans or departure times can be disrupted, when this happens cadets are instructed to keep parents informed of changed timings.

Support with the costs of Cadet activities

We realise that some families may have a problem covering the costs of cadet activities. People with genuine difficulties should not be put off; we want your child to be able to take part if at all possible. The unit can direct you to various funds to support cadets, or to assist with course fees. Please contact either the unit Chairman or the Commanding Officer to discuss solutions.

How the Joining Procedure works

1. **Arrange a time for you and your child to visit our unit.** Get in contact with us using the phone number or email address on the front page. This will give you an opportunity to meet us and decide whether the Sea Cadets is right for your child.
2. **You will be issued with a number of forms to complete and a start date will be agreed.** The following forms, completed, signed and dated, will need to be handed to the Unit Administrator ('Admin'):
 - *Cadet Enrolment form online.* Visit <https://www.sea-cadets.org/apply>
 - *Standing Order Mandate:* our current fees are £10 per month for Juniors and £15 per month for Sea Cadets. Monthly payments are required unless through prior agreement due to long term illness
 - *Gift Aid Declaration:* Under the Inland Revenue Gift Aid scheme we can reclaim tax on your monthly payments. If you wish us to claim Gift Aid on your donations, you can complete the Gift Aid declaration attached to the P10 enrolment form. Only income tax payers are eligible to make Gift Aid donations
 - *Uniform Agreement Form:* Sea Cadets will be issued with two uniforms: No 4s, for most parade nights and No 1s, for Divisions and for formal parades. There is a once only, non-refundable payment of £15 to be paid for the loan of the uniform. The Uniform Agreement Form must also be signed by the parent, agreeing to pay for loss or damage to the uniform loaned to your child. Please note that the unit does not routinely supply boots and shoes and these may need to be purchased from a MOD surplus shop. Junior Cadets are issued with a beret and sweatshirt and need to wear these with a white polo shirt, dark grey/black trousers and flat, smart black leather shoes (school shoes are fine).



No 4 Uniform - to be worn on most parade nights



No 1 Uniform - to be worn for Divisions, formal parades, Flag Day and as instructed by the Commanding Officer



3. **If the New Entry Class is full, your child may go on a waiting list.** We often start several new cadets at the same time to give each other support.
4. **On the start date, arrive with the completed forms signed by a parent.** New cadets will have a mentor cadet to guide them through their first few weeks.
5. **3-5 weeks after joining, we issue a working uniform,** as long as the uniform fee of £15 is paid in full.
6. **6-8 weeks after joining, the cadet will be issued with a full ceremonial uniform and will take part in a new entrants' ceremony.** There they will read the Sea Cadet Promise to the rest of the unit. Friends and family are encouraged to attend this ceremony which will take place on a parade night.

If you have any questions about the process of joining the Cadets, please ask - our priority is to make your child's entry into TS Otter a happy start to their time with the Sea Cadet Corps, and to give you confidence in how we operate.

Unit Organisation

Tewkesbury Sea Cadets is completely staffed by volunteers who have been trained to pass on their knowledge, skills and enthusiasm to the cadets. The key staff you may need to contact at parade nights are:



Commanding Officer (CO)
SLt (SCC) David Anderson RNR

Responsible for the training and discipline of all members of the unit, the CO is also responsible for all aspects of safety in the unit.



First Lieutenant
Lt (SCC) Ron Matthews RNR

Second in command, the Executive Officer directs the day-to-day operation of the unit by organising the duty, routine systems and managing the unit calendar. The XO also administers discipline on behalf of the CO.



Unit Training Officer (UTO)
Lt (SCC) Christine Harrison

Responsible for an effective and enjoyable training programme, the Training Officer also looks after cadet course applications and organises cadet promotion.

Unit Administration Officer (UAO)
Mrs Hannah Lutton

The UAO ('Admin') looks after all records and collects any necessary payments from cadets.

Appointment of staff and supervision of cadets

The Captain of the Sea Cadet Corps appoints all Sea Cadet instructional staff. Every staff member is vetted via the Declaration and Barring Service (DBS) before any unsupervised contact with the cadets is allowed. Cadet training is carried out in mixed groups of boys and girls; the instructor will be the most suitable regardless of gender. However, in the interests of all concerned, an adult of the opposite gender should be available in the vicinity to oversee welfare issues.

Unit Management Team (UMT)

The Unit Management Team (UMT) looks after the property and charity affairs of a Unit. This consists of local people elected at an Annual General Meeting. The members of UMT elect a Chairman, who becomes the Unit Chairman with wide-ranging responsibilities for the support of the Unit and the conduct of its affairs.

Other information for parents

The Marine Society Sea Cadet Corps

The Sea Cadet Corps is a national youth organisation. It all began in 1854 when sailors returning from the Crimean War set up the first 'Naval Lads Brigade'. Since then the Corps has grown to over 400 units and 20,000 cadets. The Marine Society and the Sea Cadets (MSSC) and the Ministry of Defence (MOD) support the Sea Cadet Corps. The MOD helps with travelling costs, uniform, boats and allows the use of Naval bases. The MSSC, which is a registered charity, provides money for the offshore fleet, national training centres and national headquarters. The Sea Cadet Corps is divided into six areas, each of which is split into several geographic Districts of between six and twelve units. Tewkesbury Sea Cadets is one of the units in the Severn District of the South West Area of the Sea Cadet Corps.

Sea Cadet Values

Whilst being a cadet brings many benefits, membership does bring responsibilities. We ask for certain standards of behaviour. Cadets have to live the Sea Cadets Values, these are:

- Commitment
- Loyalty
- Discipline
- Honesty
- Teamwork
- Courage

Staff encourage cadets to adopt these values. Staff need to live up to the values also; they are expected to be thoughtful, professional and caring in the way they behave. All staff have been interviewed and approved and are subject to a criminal records check. The Sea Cadet Corps Code of Conduct lays down rules for staff behaviour.

Behaviour

As well as the positive values listed above, some behaviour is not acceptable:

Bullying whether emotional or physical is not tolerated and instances are firmly dealt with. Victims of bullying are encouraged to report it. We will also not tolerate bullying between cadets away from the unit.

Smoking is not allowed on parade evenings. This is because smoking is a harmful habit and does not fit in with the aim of the Sea Cadets. Only when cadets are away on courses and aged over 16 will they be allowed to smoke and then only if we have written permission from parents.

Alcohol Cadets and Staff are not allowed to drink alcohol during Sea Cadet training. Cadets who arrive under the influence will not be allowed to participate in training. Parents will always be told of alcohol related incidents.

Drug abuse is not tolerated. In particular, trying to bring drugs into the unit or trying to persuade other cadets to use drugs will lead to dismissal from the unit. Parents and/or the Police will always be told of drug related incidents.

Theft In the closely packed team atmosphere of the unit there is no place for mistrust. Stealing from your shipmates is a cardinal sin. Stealing will not be tolerated and will normally lead to dismissal from the unit.

Cheating in exams or tests is not in keeping with the values of the Sea Cadets Corps.

Safety

The Sea Cadets has strict rules on the qualifications held by instructors. Where possible external bodies define the standards of instruction and check the quality of instructors the standards set by the following bodies are followed by the Sea Cadets.

- Royal Yachting Association (RYA)
- British Canoe Union (BCU)
- Duke of Edinburgh's Award Scheme (D of E)
- Mountain Leadership Training Board (MLTB)

The Sea Cadet Corps sets rigid rules for instructors to follow. Sea Cadets authorities from outside the unit check that we are following these rules properly. MOD appointed Health and Safety advisors also assist with risk assessments for any MOD approved training.

As some of our activities are on the water we prefer cadets to have basic swimming ability. Cadets will wear Buoyancy Aids for most waterborne activities.

Complaints and Grievances

Cadets with complaints or grievances should take them to their Divisional or instructional staff. If the matter is of a serious nature they can go directly to the XO or CO. Complaints will be dealt with through the chain of command and if necessary dealt with by the Commanding Officer personally.

Parents are encouraged to discuss any concerns or problems with the CO. However, if parents are not satisfied they have the right to make a formal complaint. This should be sent in writing to the CO. The CO will make the Unit Chairman aware of the complaint and investigate it fully. After the investigation a written response will be provided. If parents are not satisfied with the response to a formal complaint the matter can be referred to the District Officer. Complaints relating to the CO or Unit Chairman can be sent directly to the District Officer, though the unit should be copied. The CO has to provide the District Officer's contact details for either of the last two situations. It is worth noting that complaints or grievances taken to higher levels of authority in the Sea Cadet are always sent back down the chain of command for action. Following the correct channels will always get a fair and prompt response.

This welcome pack is yours to retain for future reference



Cadet subs

Junior Section subs are currently £10 per month

Cadet subs are £15 per month

Can you please set up a monthly standing order to Tewkesbury Sea Cadet account with the cadet's name as reference for the appropriate amount. Please remember to amend the payment when your cadet moves from juniors to seniors.

Sort code- 30-91-87

Account- 03031702

Please send this form back to admin to confirm it has been set up

Cadet name.....

Parent/ carer name.....

Date first payment scheduled.....

Gift aid* yes/ no (please circle)

House number or name and postcode (needed for gift aid)

.....

*if you are a UK tax payer we will be able to claim an extra £37.50/£22.50 from HMRC on your annual subs

Any queries, please contact the treasurer, Geraldine Liddy

07917 878979 or g_liddy@email.com

Uniform Agreement Form



Sea Cadet uniform is provided on the following conditions:

- *The Uniform loaned to the child remains the property of the Ministry of Defence or Tewkesbury Sea Cadets.*
- *The Uniform must be properly stored, maintained and cared for.*
- *In case of loss or damage to the Uniform while loaned to the child, parents/carers will be required to pay for repair and/or replacement of the Uniform as per the cost table below.*
- *The Uniform is not to be worn at non Sea Cadet Activities unless authorised by the unit.*
- *The Uniform must be returned on demand to the Unit, and when the child leaves the Sea Cadet Corps. It is an offence for Government property to be retained by an unauthorised person.*

I certify that I understand and agree to the conditions relating to the provision of Sea Cadet Uniform.

Parent's Name: _____

Signature: _____ Date: _____

Item	Replacement Cost
No 4 Shirt	£5.00
No 4 Trousers	£10.00
Beret	£6.00
Jersey	£9.00
No 1 Jacket	£59.00
No 1 Trousers	£48.00
White front	£12.00
Cap	£15.00
Blue Collar	£8.00
Lanyard	£2.50
Tape	£1.00
Silk	£4.00
Windproof Jacket	£23.00
Combat Jacket	£25.00
Combat Trousers	£15.00
Junior Sweat Shirt	£14.00
Junior Brassard	£2.00