

NAVY CADET FORCE



RULES AND REGULATIONS

Navy Cadet Force Headquarters



RECORD OF CHANGES

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LIST OF ABBREVIATIONS

Rank / Rates	Navy
Capt	Captain
Cdr	Commander
Lt. Cdr	Lieutenant Commander
Lt	Lieutenant
S/Lt	Sub Lieutenant
CPO	Chief Petty Officer
PO	Petty Officer
TI	Training Instructor
Civ. Inst	Civilian Instructor

Rank / Rates	Marines
Col	Colonel
Maj.	Major
Capt (M)	Colonel
2 Lt	Second Lieutenant
Lt	Lieutenant
C. Sgt	Colour Sergeant
Sgt	Sergeant
TI	Training Instructor
C.I.	Civilian Instructor

Cadets

CPO Cdt	Chief Petty Officer Cadet
PO Cdt	Petty Officer Cadet
L Cdt	Leading Cadet
AB	Able Cadet
O Cdt	Ordinary Cadet
Cdt	Cadet
NE	New Entry
J Cdt	Leading Junior Cadet
L Jnr	Junior Cadet
J1C	Stingray Cadet

Cadets

Cdt	Cadet Colour Sergeant
C/Sgt	
Cdt Sgt	Cadet Sergeant
Cpl	Corporal
L Cpl	Lance Corporal
MC1	Marine Cadet 1 st Class
MC	Marine Cadet
NE	New Entry
BTE	Bootie

Headquarters Staff

Colonel	Colonel
XO	Executive Officer

SO	Staff Officer
SOT	Staff Officer Training
SOA	Staff Officer Administration
SOC	Staff Officer Compliance

Abbreviations

ACF	Army Cadet Force
Admin	Administration
AGM	Annual General Meeting
ASA	Amateur Swimming Association
Asst	Assistant
ATD	Actual Time of Departure
BCU	British Canoe Union
CCF	Combined Cadet Force
Chap	Chaplain
CO	Commanding Officer
Coy	Company
Ctee	Committee
DCI	Defence Council Instructions
DOB	Date of Birth

E-mail	Electronic Mail
EMC	Extra Messing Charge
Est	Estimate
ETD	Estimated Time of Departure
ETA	Estimated Time of Arrival
Exec	Executive
Flt	Flight
First Lt (1 st Lt)	First Lieutenant
HQ	Headquarters
HSA	Health & Safety Advisor
i.a.w.	In Accordance with
IM	Instructional Methods
Inst	Instructor
IT	Information Technology
Met	Meteorology

DRs	Dress Regulations
MCD	Marine Cadet Detachment
MOD	Ministry of Defence
NCF	Navy Cadet Force
NCO	Non Commissioned Officer
OC	Officer Commanding
OCMCD	Officer Commanding Marine Cadet Detachment
OHP	Overhead Projector
OIC	Officer in Charge
P&SA	Parents & Supporters Association
PR	Public Relations
Pse	Please
PT	Physical Training
PTI	Physical Training Instructor
Res	Reserve
RFA	Royal Fleet Auxillary
RNR	Royal Naval Reserve
RO	Radio Operator
Rtd	Retired
RYA	Royal Yachting Association
SNCO	Senior Non Commissioned Officer
SC	Sea Cadets
SCC	Sea Cadet Corps
Sec	Secretary
SQ	Specialist Qualification

TA	Territorial Army
Tel	Telephone
Telecon	Telephone Conversation
Temp	Temporary
TI's	Training Instructions
Tp	Troop
Tpt	Transport
Trg	Training
TS	Training Ship
UAO	Unit Administration Officer
UC	Unit Chairman
UCO	Unit Commanding Officer
UK	United Kingdom
US	Unservicable
UTO	Unit Training Officer
Veh	Vehicle
VIP	Very Important Person
w.e.f.	With Effect From
Wk	Week
Wpn	Weapon
WR	Wardroom
Wrt	With reference to
Wt	Weight
WT	Wireless Telegraphy
XO	Executive Officer

Chapter One

INTRODUCTION

0100 Status and Characteristics

The Navy Cadet Force (NCF) is a voluntary nautical youth organisation for boys and girls. Its fully enrolled Cadet members are aged between 8 and 18 years. When authorised, Marine Cadet Detachments may be formed for boys aged 12 and above. Junior Cadet Sections may be established locally for those aged between 8 and 12 years.

The Corps is open to all regardless of sex, religion and race and, within the bounds of safety to themselves and others, to those with special needs.

It is affiliated to the National Council for Voluntary Youth Services (NCVYS), the major representative body for United Kingdom youth organisations. The NCF is represented by NCVYS on the Council of the Youth Agency.

The Corps is a charity, but the component elements have charitable status as described below.

0101 Composition

The NCF is composed of individual Navy Cadet Force units, located throughout the United Kingdom and has a central management and training structure.

0102 Navy Cadet Force Units

Units of the NCF are formed by volunteers in towns and cities throughout the United Kingdom. Each Unit is a self-supporting, local youth organisation. Charity Registration – the NCF as a whole will register as an individual Charity. Each unit should register when it meets the requirements laid down by the Charity Commission. This will have benefits for the units and their own fundraising

A Unit consists of a Management Committee, an Instructional Staff and a body of cadets. Ideally it will also include a Parents and Supporters Association. In certain circumstances the inclusion of a Marine Cadet Detachment (in the Naval Cadet body) will be authorised and the addition of a Junior Naval Cadet Section may be approved.

0103 Recognition

N/A

0104 Aim

The Aim of the Navy Cadet Force is:

To help young people fulfil their potential to become a responsible adult;

To allow cadets to participate in activities that enhance their knowledge and skills in an organised and disciplined environment;

Cadets will interact with their peers, participate in teamwork and learn leadership skills based on the traditions and training of the Royal Navy;

To provide a programme that is structured, and designed to give them enjoyment.

0105 Safety

The overriding consideration to be applied to all Navy Cadet Force activities and facilities is the safety of cadets. The moral, psychological and physical welfare of the cadets is to be the primary responsibility of all adult members of the Corps.

0106 Safe from Harm

- a. Chairmen and Commanding Officers of Units are to conduct properly and carefully, the local checks on potential instructors required by HQ.
- b. Chairmen and Commanding Officers of Units are to:
 - i. Make every effort to ensure that, within the Navy Cadet Force environment, only properly entered instructors have regular and unsupervised access to cadets and that those instructors abide by Corps Code of Conduct.
 - ii. Have procedures in place for contacting local Social Services and/or Police Child Protection Teams/Units if required.

0107 Safe Environment

The NCF's Health and Safety Guidelines make it clear who is responsible for Health and Safety standards in the buildings and facilities within the Corps and lays down the minimum standards that the NCF considers appropriate to the Corps' duty of care towards its cadets.

0108 Safe Conduct of Cadet Activities

Instructions for the safe conduct of all cadet activities are laid down in these regulations and in Training Instructions (TI's).

0109 Corps Training Facilities

Much of the NCFs training takes place in the Units, one of the purposes of the Corps is to provide training for Cadets and Instructors which is of a quality higher than that which can reasonably be expected in individual Units. Such training is provided at National level.

Training facilities may be established at individual Units to provide specialist training for other Units. Such facilities are the responsibility of the parent Unit Management Committee (UMC) who may charge fees (to cover their costs) for their use by other Units. A Supervisor must be appointed to such a facility if the UMC so requires or the CO of the parent Unit may act as Supervisor. In both situations the Supervisor is responsible to HQ for the quality of training provided which must be in accordance with NCF TI's. Where specialist trained staff are providing the training they should liaise closely with the Unit Supervisor.

110 Child Protection Statement

1. It is the primary responsibility of all adult members of the Navy Cadet Force to safeguard the moral, psychological and physical welfare of Cadets regardless of sex, religion, race, social background or disability, by protecting them from any form of physical, emotional and sexual abuse or neglect.
2. All Cadets have the right to protection from all forms of abuse and harm when engaged in NCF activities.
3. All adult members of the Navy Cadet Force have a duty of care, which makes them responsible both for safeguarding cadets from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise. Please refer to the Child Protection Policy and Bullying Guide in relation to that particular behaviour.
4. All adults engaged with young people within the organisation will be subject of an enhanced DBS check on entering the organisation – and may be dismissed following an unsuccessful DBS check.
5. The Navy Cadet Force aims to ensure that all cadets are kept safe from harm while they are in our care by:
 - a. Providing parents and cadets with information about what we do and what they can expect from us.
 - b. Making sure that Officers, Instructors and Unit Assistants are carefully selected and given training appropriate to their supervisory roles.
 - c. Providing a means for cadets and parents to report their concerns if there is anything they are not happy about.
6. The Navy Cadet Force also aims to protect our volunteers and staff against false allegations by:
 - a. Establishing rules for an appropriate balance of male and female adult supervisors in relation to the gender of cadets in a unit.
 - b. Establishing the correct ratios of adults to cadets for best practice.
 - c. Ensuring where possible that a single adult is not alone with any cadet for any length of time or placed in situations where his/her conduct can be misconstrued.
 - d. Ensuring that only those adults who are properly entered as Officers, Instructors or Unit Assistants have unsupervised access to cadets.
 - e. Developing a culture of thinking safely, and acting safely.

111 Disclosure and Barring Service

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, the Navy Cadet

Force complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

2. The Navy Cadet Force is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policies and procedures, which are made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Navy Cadet Force and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows the Navy Cadet Force to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the Navy Cadet Force who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

12. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

Chapter Two

UNIT ORGANISATION AND MANAGEMENT

0200 UNIT MEMBERSHIP

The members of a Unit consist of the Cadets, the Instructional Staff, a Management Committee and Supporters. Units should maintain a register of Committee and Supporter members in addition to the register of staff and cadets.

0201 MANAGEMENT

The management of a Unit is similar to managing a business and consists of a separate team of individuals who are not necessarily members of the Instructional staff, known as a Unit Management Committee (UMC), who are to be responsible for the legal, financial, property and charity affairs of a Unit. This committee consists of local people elected at an Annual General Meeting.

0201.1 Unit Management Committee (UMC)

Membership of a UMC consists of individuals who have been democratically elected by a majority vote at the Unit's Annual General Meeting (AGM). The elected members should ideally be local people of integrity, known to the Unit, with the appropriate management skills and experience together with time available to commit to the Unit and to carry out the duties required. Each nominee is to be proposed and seconded onto the committee. All UMC members are required to resign at the next AGM but may offer themselves for re-election.

In addition the CO, the Unit Chaplain, the Unit President and the Chairman of the Parents & Supporter Association serve on the Unit Management Committee and are not elected as individuals.

0201.2 Unit Management Committee Officers

At the first meeting following their election at the AGM, the members shall elect from amongst their number, the following office holders:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

The CO is exempt from election to office. Details of the office holders should be notified to NCF HQ at the earliest opportunity. Any subsequent changes that are made should be similarly reported.

0201.3 Sub Committees

The UMC has the power to appoint sub-committee for special projects on the understanding that any such sub-committee is subordinate to the UMC

0201.4 Unit Chairman (UC)

The members of a UMC are to elect from among their number a Chairman, who thereby becomes the Unit Chairman with wide-ranging responsibilities for the support of the Unit and the conduct of its general affairs.

201.5 Preclusion from Membership on the UMC

- Current Uniformed Staff of the NCF are precluded from nomination as a UMC member except for the CO who by virtue of their position within the Unit, serves on the committee.
- Family Members. Parents of cadets and close family members should ideally serve on the Parents and Supporters Association. This avoids the risk of conflict of interest and divided loyalties. Only under difficult circumstances should family members serve on the UMC.
- Any individual who has been dismissed from the Navy Cadet Force and has not been subsequently re-instated.

0201.6 Co-opted Membership

During its term of office, the UMC may co-opt new members on the majority vote at one of its formal meetings.

0201.7 Suspension and Dismissal of UMC Members

The UMC has the power to dismiss, at any time, any elected or co-opted member of the UMC, by majority vote, if it is considered that the member is not contributing satisfactorily to the work of the UMC or the objectives of the Unit.

If a serious complaint or allegation is made against a member of the UMC who is not prepared to stand down voluntarily, the Chairman is authorised to suspend, as a neutral act, that member, but the suspension must be endorsed by a formal meeting of the UMC within 7 days. Where the allegation is against the Chairman, the Vice Chairman is authorised to follow the procedure outlined above. In all cases, NCF HQ should be notified.

0201.8 Dismissal of a UMC

The Colonel of the NCF and the Executive Officer shall have the power, if they consider such a course of action necessary, to dissolve a Unit Management Committee. The decision to dismiss a UMC should be in the best interests of the Unit and the NCF.

NCF HQ will continue to administer the Unit until such time as a new UMC has been elected at an Extraordinary General Meeting or AGM.

0201.9 Meetings

Formal meetings should be held frequently so that members are kept in touch with the affairs of the unit. Where practicable meetings should be held monthly and at the Unit HQ.

0201.10 Quorum

A quorum shall consist of 25% of the elected membership of the UMC, two of whom must be appointed office holders.

0201.11 Agenda and Minutes

The agenda should focus on the needs of the Unit to ensure good management in terms of future of the Unit (both maintenance and future development), finance, equipment, Staff requirements and Unit Welfare.

Every resolution must have a proposer and a seconder and be passed by majority vote. Copies of all Minutes of the meeting are to be maintained and held by the Committee. A copy of the minutes is to be forwarded to NCF HQ.

0201.12 Annual General Meetings

The AGM is to be held as soon as possible after the end of the financial year (31 March) and not later than 1 November. *(This is to allow HQ to finalise the end of year figures for Unit efficiency)* Failure to hold an AGM will endanger a Unit's charitable status (when applicable) and its membership of the Navy Cadet Force.

1. Notice

Notice of the AGM is to be communicated to all Members of the Unit and displayed in the Unit and published in a local paper or public place not less than 14 days in advance. The AGM notice is to include the procedure for nominating members for the UMC.

Nominations supported by a proposer and seconder, for the UMC are to be forwarded to the Chairman or Secretary no later than 48 hours prior to the meeting.

2. Eligibility to Attend

The following may attend the AGM, and should be encouraged to do so:

- Registered and potential members of the Unit
- Benefactors who provide funds, facilities, resources, skills or knowledge to the Unit.
- Those who work in any way in support of the Unit.
- Members of the P&SA.
- Parents of Cadets, past and present.
- Ex-Cadets aged 18 years or over.
- The UMC, including the President, Vice Presidents and Chaplain.
- All members of the Instructional staff.
- NCF HQ Staff
- Invited Media reporters and other observers.
- Ex-members of the Unit staff, other than those dismissed and not subsequently re-instated.

3. Voting

All attendees at the AGM may vote, except for the following:

- President and Vice Presidents.
- Current members of Instructional staff of the NCF, other than the Unit OC.
- Current Cadets of the NCF and Ex Cadets under 18 years of age.
- NCF HQ Staff
- Media reporters and other observers.
- Where an organisation is a registered member of the Unit (e.g. Royal Naval Association), it will receive one vote only on behalf of that Organisation. Where an individual member of that organisation is also a member of the Unit, they shall be entitled to vote in their own right. Proxy voting, for those entitled to vote, is permitted for the election of Committee members only.

4. Agenda

The agenda is to be decided by a formal meeting of the UMC. A suggested agenda is:

- Apologies for Absence
- Opening address by President or Chairman
- Minutes of the last AGM for adoption
- Matters arising from the minutes of the previous AGM
- Unit Chairman's Report
- P & SA Chairman's Report
- Commanding Officer's Report
- Treasurers Report and adoption of Accounts
- Election of UMC
- Any Other Business
- Date of Next Meeting

5. Minutes

The AGM is to be properly recorded by means of minutes. Copies of the minutes are to be forwarded to NCF HQ within 14 days of the meeting.

6. Extraordinary General Meeting

There may be occasions when there will be a need to hold an extraordinary general meeting, they are:

- When the Annual Accounts were unable to be approved at the AGM. In this situation the Unit Chairman should call for and chair the meeting.
- To elect a new UMC following dismissal or block resignation of the UMC. In this situation the Unit President will call for and chair the meeting.

For both meetings the notice procedure and those entitled to vote are the same as for the AGM.

The UMC occasionally may wish to hold a general meeting during the year to acquaint everyone of important issues that may have profound implications for

the Unit. These meetings must be chaired by the Unit Chairman and have a set published agenda. Full discussion should be encouraged from all attendees but there should normally be no need for voting.

0202 UMC DUTIES AND RESPONSIBILITIES

The UMC has the following duties and responsibilities:

1. Personnel

- Actively promote and support the recruitment of Instructors (both male and female) for the Unit.
- Recommend the appointment or successor of the CO to NCF HQ.
- In consultation with the CO, recommend the appointment or termination of all other Unit Officers and Instructors, taking into account the age, character, physical fitness, motivation and personality of each candidate.
- To recruit and supervise all other helpers in the Unit in consultation with the CO.
- To ensure that the Unit has the services of a suitable Unit Chaplain.
- To ensure that all cadets and adults in the unit are properly insured for all aspects of Unit activity.

2. Finance

- To ensure orderly management of all monies which accrue to the Unit from whatever source. An account of income and expenditure, supported by vouchers, is to be maintained at all times. Accounts are to be closed on the 31 March annually. The consolidated accounts and balance sheet is to be presented for adoption at the AGM. After adoption a copy of the account is to be forwarded to NCF HQ. Dependent upon the current circumstances Annual Returns may be required by the Charity Commissioners.
- To ensure that only one Main Account is maintained for the Unit but to approve sub-accounts as it considers necessary. Sub accounts (e.g. CO's float, P&SA Fund etc) must be properly managed and included in the Unit's annual consolidated Main Account.
- Ensure that the Unit Account is subjected to the appropriate inspection before it is presented for adoption. NCF Units will be required to submit their accounts for independent examination.
- To ensure that bills are paid promptly.

3. Unit Headquarters and Equipment

- To provide a suitable Unit Headquarters, with adequate training, office and storage spaces and the necessary domestic facilities, including separate facilities for males and females. The UMC is responsible for ensuring mains services to the unit, paying rent and local property taxes, and for ensuring that the building is adequately insured.
- In accordance with the Disability Discrimination Act 1995, to provide as far as is practicable, facilities for less able bodied young people and adults to take part in Unit activities and to gain access to Unit facilities.
- To maintain the Unit headquarters buildings in a good state of repair. Particular attention is to be paid to the safety of the building fabric, Fire Regulations, environmental health requirements, the safe state of electrical wiring and installations and safe storage of flammable materials.

- To provide transport for cadets to and from training and other Unit activities. If the Unit owns a minibus the UMC is to ensure that it is maintained in a roadworthy and presentable condition, taxed appropriately, driven by competent and properly qualified drivers in accordance with the law, and that vehicle and drivers are adequately insured.

4. General Support

- To maintain good liaison with the Local Authority, local media and the public in general by the promotion of good publicity for the Unit. Ideally, a member of the Unit should be appointed as the Unit Public Relations Officer to provide as much publicity for the Unit as possible.
- To encourage the formation of a Parents & Supporters Association in order to enhance fundraising and practical assistance in the Unit.

5. Activities

Navy Cadet Force Units, through their UMCs, may conduct the following activities as long as, but only if, their conduct is in furtherance of the aim of the NCF and in accordance with relevant charity and statute law:

- Borrow and raise money.
- Invest money, which is not immediately required in investments, securities and property.
- Acquire, alter, improve and dispose of property.
- Undertake and execute trusts.
- Carry on trade or business.

6. Trading

Carrying on trade or business may well affect the tax and rates advantages which Units enjoy because of their charitable status.

7. Sale of Alcohol on Unit Premises

Units, wherever sited, are not exempt from the provisions of the Licensing Act 1964.

It is an offence to sell or offer for sale, any intoxicating liquor without the necessary Justices' Licence or Club Registration Certificate. "Sale" includes the use of chits as well as cash. Units should seek legal advice before opening bars for the sale of alcoholic beverages.

The provision of alcoholic liquor to Cadets under the legal age is prohibited.

No alcoholic beverages are to be sold or consumed in Unit headquarters when Cadets are on the premises except, for special occasions (e.g. Annual Inspection, Re-Dedication, Fundraising Events and Dinners) and only when authorised by the Commanding Officer.

0203 PARENTS AND SUPPORTERS ASSOCIATION (P & SA)

Each Unit is encouraged to form a Parents and Supporters Association (P&SA) in order to assist the UMC in its fund-raising and general support functions. Experience has shown that close relatives of uniformed staff and cadets should not normally serve on the UMC, but can serve the Unit as members of the P&SA. The purposes of the P&SA are:

- To organise and support fundraising functions previously agreed with the UMC.
- To assist with the day-to-day running of the Unit in such areas as social events, Canteen staffing and HQ maintenance etc.
- To take a practical interest in the Unit as a whole and in the welfare of the cadets.

0203.1 Accountability

The P &SA is subordinate to the UMC and has no executive authority in the Unit except through its Chairman's membership of the UMC.

0203.2 Membership

The following are entitled to become members of the P & SA:

- Parents and close relatives of Staff and Cadets, past and present
- Those who have provided regular financial and material support but who are not members of the UMC.
- Professional advisors and skilled worker providing a service to the Unit who are not members of the UMC.
- The Unit Chairman and the CO so they can provide information and support.

0203.3 P & SA Committee

The members are to elect from among their number a committee consisting of:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

It is recommended that the most appropriate time to form the P & SA and for officers to be elected is the time of the AGM. All office holders, (except Unit Chairman and CO – see 0203.2) and where appropriate, committee members are to resign annually but may stand for re-election.

0203.4 Committee Meetings

The committee is to meet regularly and is to record its meetings by means of minutes. As with the UMC, 25% of its members, including at least two office holders, must be present to form a quorum.

0203.5 Finance

At the discretion of the UMC, the P & SA may maintain its own sub-account and a bank account up to a maximum balance determined by the UMC. Sums in excess of this amount are to be handed over to the UMC Main Account. An annual account

(at 31 March) must be rendered to the Unit Treasurer for inclusion in the Unit's Main Account.

203.6 Dissolving of the P & SA

The UMC may dissolve a P & SA should such a course of action in its view, be in the best interests of the Unit. NCF HQ is to be informed.

0204 UNIT OFFICERS

0204.1 Commanding Officer (CO)

The CO is appointed by NCF Headquarters on recommendation of the Unit Chairman, in consultation with the Unit President. He/she is responsible for the discipline, training and safety of the Instructional Staff and Cadets, for all Cadet activities and for the general administration of the Unit. The CO is to seek the advice of the HQ on all matters of concern regarding the operation of the Unit.

The CO will be in direct contact with NCF HQ, and can be a source of advice to both the UMC and the P & SA.

The Colonel NCF has absolute discretion to appoint or remove a Commanding Officer.

0204.2 Initial Appointment

Any individual appointed to Command who has not previously held the position of Commanding Officer will, initially, be given a temporary appointment as Officer-in-Charge by the Colonel NCF until satisfactory completion of 6 months duty, after which time, on recommendation of the Unit Chairman, the appointment as Commanding Officer will be confirmed.

0204.3 Senior Rates in Command

Where it is not possible to appoint an Officer as Commanding Officer, a Senior Rating, Chief Petty Officer or Petty Officer may be considered. Recommendations of the Unit Chairman, Unit President and NCF HQ Executive will be taken into account.

0204.4 Appointment of First Lieutenant

The Commanding Officer, in consultation with the Unit Chairman, is to appoint a suitable member of unit staff to carry out the duties of First Lieutenant. These duties are to include those of Second in Command of the Unit.

0204.5 Authority and Precedence within a Unit

Irrespective of rank and seniority, the Commanding Officer is to take precedence and have authority over all Officers and Instructors within the Unit. Similarly, the First Lieutenant, as Second in Command, has authority over all other Officers and Instructors within a Unit.

With the exception of the Commanding Officer's and First Lieutenants positions, all other NCF Officers and Instructors take precedence in accordance with their NCF rank or rate and their seniority within them. Unit Standing Orders are to lay down when and over whom, individual Officers and Instructors have authority within a Unit.

0204.6 Unit Administration Officer

The Unit Administration Officer may be a uniformed instructor or where there is a shortage of uniformed staff, a specially recruited Civilian Instructor may fulfil the role. Administration Officers may wear uniform as detailed in the NCF Dress Regulations.

0204.7 Chairman / Commanding Officer Relationship

The efficient running of a Navy Cadet Force Unit is dependent upon a good working relationship between the Unit Chairman and the CO. Harmony between the two is essential in setting the right example to UMC members, parents, staff and cadets. They must both have a full understanding of each other's role and their respective duties and responsibilities. Regular consultation on all matters affecting the smooth operation of the Unit is essential. Their aim must be a happy and successful Unit in which staff and cadets are proud to serve and which is a credit to the local community.

Their responsibilities are of equal importance to the success of the Unit and, in performing them, the UC and the CO may be seen as equal in status. The UC, however, has the ultimate responsibility for providing the fundamental resources of the Units, including a CO. He is, therefore, ultimately accountable for the Unit as a whole. In the event of a disagreement between the Chairman and CO which cannot be resolved in the Unit, they are both to refer the matter to NCF HQ keeping the Unit President informed (see 0202.8).

0204.8 Unit President

Each Unit of the Corps is encouraged to appoint a President who should be an influential local figure. The appointment is honorary. The President is frequently able, from experience, to advise on difficult problems and is often the most suitable person to take the chair at an Annual or Extraordinary General Meeting. The President does not have a vote or any executive power.

Chapter Three

FORMATION OF UNITS, MARINE CADET DETACHMENTS AND JUNIOR SECTIONS

0300 Forming a Navy Cadet Force Unit

When a new Unit begins to emerge as a result of voluntary local effort, it is to be given every practicable assistance by the NCF HQ, to encourage its formation. This aid is to include the temporary loan of documentation, uniform and stores as availability dictates. In order for a Unit to be allowed to open, it needs to have a Commanding Officer, at least two other members of uniformed staff and three Unit Management Committee Members. The Unit will also need at least five Cadets, a Bank account and have enough funds within the first month to cover their overheads. A neighbouring Unit is normally to be nominated by the HQ as Sponsor to the embryo Unit and is to give such support, advice and encouragement as it can. As the new Unit matures it is to be formally inspected at appropriate stages by HQ staff. If NCF staff are then satisfied that the Unit is ready in all respects to join the NCF, they will recommend to the Colonel of the Corps that the new Unit should be affiliated to the Association. Only then will the Unit become a fully-fledged element of the NCF under the jurisdiction of NCF HQ. At that stage the Commanding Officer is appointed, and the Unit must apply to the relevant charity authority for registration as a charity.

0300.1 Formation Period of Safety

During the gestation of a new Navy Cadet Force Unit, when it is not formally obliged to obey NCF Regulations and other NCF instructions, the CO should ensure that the Unit is fully aware of the need for adequate insurance for staff and cadets and that supervision and instruction is conducted only by adults who are adequately qualified.

0300.2 Commissioning Pennant

When a new Unit is accepted into the NCF, having demonstrated a minimum acceptable standard of efficiency, it is awarded a Commissioning Pennant. The Pennant is similar to the Colonel's Pennant of the Royal Navy but has a cross of blue rather than red. It is held by every Unit which maintains at least the minimum acceptable level of efficiency.

0300.3 Formation of a Marine Cadet Detachment

A mature unit of suitable size and standard may be permitted to form a Marine Cadet Detachment (MCD). Such Detachments are an integral part of their parent Units and the Officer or Non-Commissioned Officer (NCO) Commanding each detachment is accountable to the CO/OIC of the unit. A Unit wishing to form an MCD should apply to the NCF HQ in the first instance. The embryo detachment is to be inspected at appropriate stages by the HQ Staff Officer Marines and is to be given every available assistance by HQ Staff including orders, stores and uniform on temporary loan. On receipt of the necessary recommendations from the HQ Staff Officer Marines, NCF Headquarters will approve full formation of the detachment.

0300.4 Forming a Junior Section

The following conditions apply to the formation of Junior Sections:

- a. The minimum age is 8 years. Junior Naval Cadets progress to the main body of the unit on their 12th birthday.
- b. The section is to have its own dedicated Instructor (s)
- c. Junior Naval Cadets are to parade in a uniform approved by NCF HQ.
- d. All Junior Section expenses are to be borne by the unit.

0300.5 Unit Name and Address

The official Name of the Unit is to be registered at NCF HQ on formation of the Unit and is usually taken from the name of the City, Town or area in which it is situated. Each Unit is also given an official NCF Affiliation Number. In addition, each unit may adopt a Training Ship Name (e.g. TS Invincible). No other prefix is to be used for NCF Unit names and no two Units in any one area may adopt the same TS name. Permission to adopt a new, or to change an official or TS name must be sought from NCF HQ.

0300.6 Unit Staffing Complements

The Unit complement of uniformed Officers and Instructors will depend upon the average number of cadets in the Unit, the range of training activities on offer and the amount of time that individuals are able to devote. The ideal standard complement requires:

- i A Commanding Officer / Officer in Charge
- ii A First Lieutenant
- iii A Training Officer
- iv An Administration Officer
- v Uniformed Officers, Senior Rates or Civilian Instructors to provide a wide spread of training for cadets.
- vi At least One Female member of staff should be nominated by the CO as a designated female Supervisor to cater for the special needs of female cadets.
- vii A Dedicated Juniors' Supervisor in each unit with a Junior Section
- viii An OMCD and Marine Cadet Instructors to cover specialist MCD training in Units with a detachment.

0301 Official Opening and Dedication of Unit Headquarters

The Dedication of Unit Headquarters is usually carried out with the ceremony of the Official Opening of the Unit. This is an ideal opportunity for the Unit to promote itself within the community and particularly with local dignitaries. Full ceremonial as detailed in the NCF Drill and Ceremonial Manual should be carried out.

When it is intended to hold an Official Opening Ceremony of a Unit Headquarters, notice must be given to the Colonel NCF and the HQ Executive Officer giving at least 28 days notice beforehand.

0302 Visits of Distinguished Persons to Units

Visits of distinguished persons to Units, whether informal or ceremonial, must be notified to the NCF Executive Officer, giving at least 28 days' notice (if practicable). The following information should be supplied:

- a. Nature, date, time and place of the visit
- b. Proposed arrangements for the reception of the visitor
- c. Any other relevant information.

The above paragraph does not apply to Unit Patrons, Presidents or Vice Presidents invited to their own units.

0303 Visits by Members of the Royal Family

Units proposing to invite members of the Royal Family to official Navy Cadet Force events should notify the NCF Executive Officer in the first instance, giving as much notice as possible. In some circumstances, the Naval Cadet Unit may be included in the itinerary of a Royal visitor to their locality. The Executive Officer should be notified as soon as possible when such visits become known.

0304 Affiliations with Ships

Units are encouraged to establish affiliations with ships of the Royal Navy, Royal Fleet Auxiliary or Merchant Service. This helps and encourages cadets to take an interest in the sea and maritime affairs. This also enhances opportunities for visits and sea trips. Units of other cadet organisations are regularly affiliated to ships which have been adopted by their home town. A Unit wishing to take up an affiliation must notify NCF HQ. With the ever-decreasing number of ships available for formal affiliations, NCF HQ seek to recognise on an individual basis, agreements between NCF Units and other organisations.

HM Ships or Establishments are never to be approached directly. Wherever possible NCFHQ will endeavour to affiliate a Unit with an available ship.

0305 Annual Inspection

Each Unit will be inspected annually by NCF Staff Officers or HQ Staff on a date to be nominated, in order to ensure that each Unit is operating effectively. A formal Parade is to be held for the Inspection.

0305.1 Attendance at Inspections

The full attendance of Staff and Cadets, including MCDs and Junior Sections are expected at the Annual Inspection. Whilst it is appreciated that Cadets and Staff may not be able to attend for a number of reasons, written justification for absence should be obtained. All members of UMCs, P&SAs and the Unit Chaplain should be encouraged to attend Inspections.

0305.2 Notification of Date of Inspection

Units will be given sufficient notice of the Inspection so that a mutual date is agreed. If for any reason it is necessary to cancel or postpone an Inspection, NCF HQ Staff will in consultation with the unit, agree a new date.

0305.3 Inspection Documentation

An Annual Inspection Report will be made in respect of each Unit. A Pre-Inspection Form will be issued to Units prior to the Inspection and this should be completed and forwarded to NCF HQ at least seven days beforehand.

The following Unit Records should be made available for inspection:

- a. Attendance Registers.
- b. Enrolment Forms of all Cadets.
- c. Unit copy of Naval Cadet Regulations and Annexes amended to date.
- d. Unit copy of Training Instructions amended to date.
- e. Unit Discipline Record.
- f. Annual Unit Management Committee Return.
- g. Unit Insurance Policy

0305.4 Efficiency Awards

An efficiency award in the form of a Certificate will be awarded annually to those Units which achieve a very high standard of efficiency in the previous year. The awards will be based on the Annual Inspection and on the Units overall performance throughout the year. Recommendations for the award will be made by the NCF Executive to the Colonel NCF for approval. When awarded, the Certificate should be displayed prominently in the Unit.

0306 Warning and Closure of a Unit

There may be occasions, for a number of reasons, when it may be necessary for the NCF Executive to issue Official Warnings to Units or to order the Closure of a Unit.

Units which fall below an acceptable standard reflect adversely on the reputation of the Navy Cadet Force, and are wasteful of administrative and financial support. The following procedure is to be used to identify, at an early stage, any Unit which is falling below an acceptable standard, and to institute corrective measures, with the aim of reversing that trend.

- 1 A Unit failing to achieve an acceptable standard is to be placed on the Paying-Off List, and is to be re-inspected by the HQ six months after being placed on the List. In particular a Unit whose enrolled strength falls below 15 Cadets or which fails to gain a satisfactory report at the annual assessment is to be considered by the HQ for removal of its Commissioning Pennant, and the circumstances are to be reported to the Colonel NCF.
- 2 If the required standard is achieved on re-inspection, the Unit will be taken off the Paying Off List. If the Unit remains below standard the HQ staff will recommend one of the following courses of action to the Colonel NCF:
 - a. Continued efforts should be made to resuscitate the Unit. In this case the Unit will remain on the Paying Off List and be subject to further visits and inspections by HQ Executive Staff.
 - b. Amalgamation or combination with a neighbouring Unit should be investigated. In this event the HQ staff are to seek the views of the UMCs and COs / OICs of both Units concerned.
 - c. Immediate closure be recommended to the Colonel NCF.
- 3 When closure or amalgamation is recommended, the Colonel NCF will advise the Unit Chairman accordingly. After taking account of any written submission the HQ staff may decide either:
 - a. To order the closure of the Unit without further delay, or
 - b. To authorise continued existence for a trial period, issuing a formal Final Warning, or
 - c. Approve amalgamation with a neighbouring Unit.

0306.1 Closure

The decision to close a Unit rests with the Colonel NCF who reserves the right to order compulsory closure. When a Unit, not necessarily through its own fault, has fallen below an acceptable standard, or is unable to play its part in the Corps, a procedure of re-inspection and warning will be put into operation. This gives the Unit the opportunity of setting matters right. However, if this opportunity is not taken, the NCF Executive will recommend that the Unit is closed.

0306.2 Funds and Property

On closure all money and property belonging to the Unit will revert to the control of the Navy Cadet Force to be used at the discretion of the NCF Executive, after settling any outstanding liabilities of the Unit, for the benefit of any future Unit that may be started in the same location, or for the benefit of the Navy Cadet Force as a whole. The Trustees of the NCF will consider any reasonable recommendation from a closing Unit for the disposal of its assets, and will also have regard to the origins of any assistance granted to the Unit locally which may make it appropriate for funds to be applied in the local area or for particular purposes. (An example may be a monies donated for a specific purpose which had not been utilised prior to closure).

Chapter 4

APPOINTMENT OF OFFICERS AND INSTRUCTORS

0400 Achieving the Aim

Achieving the aim of the Navy Cadet Force is dependent upon the quality and performance of its Officers and Instructors.

0401 Service in the Navy Cadet Force

Navy Cadet Force Officers and Instructors serve in the Navy Cadet Force by mutual consent between themselves, individually, and the Colonel Navy Cadet Force. Any Officer or Instructor is entitled to withdraw his or her consent at any time by presenting a letter of resignation to the Colonel NCF.

The Colonel NCF is entitled to withdraw their consent for an individual Officer or Instructor to continue serving in the Corps, at any time, by terminating his or her appointment. In addition, the Colonel NCF is entitled to impose administrative sanctions upon any Officer or Instructor in the Corps. If that Officer or Instructor is unwilling to accept the administrative sanction imposed, he or she is entitled to withdraw his or her consent to continue serving and resign.

0402 Service in the Unit.

Officers and Instructors of the Navy Cadet Force are usually to be recruited by, and appointed to, individual Navy Cadet Force Units. In the event of their leaving their Units and unless accepted by another Unit or re-appointed to a NCF Headquarters post, they will be required to resign from the Corps.

0403 Adult Instructor Status

All adult instructors in the Navy Cadet Force are civilian volunteer members of the organisation. Officers, while not members of the formal establishment are granted the privilege of carrying an NCF rank. Other uniformed adult instructors are permitted by the NCF Executive to designate themselves by their allocated rating (NCF).

0404 Appointment and Promotion

The Regulations in this Chapter lay down the minimum requirements for those seeking appointment or promotion to NCF ranks and rates. Achievement of these requirements is no guarantee of appointment or promotion which will be made by the NCF Executive from those eligible on the recommendations of the Unit Commanding Officer and Chairman.

0405 Civilian/ Training Instructors

The normal avenue for entering the Navy Cadet Force as an Adult Instructor will, initially, be as a Civilian Instructor or Training Instructor if a Cadet turns 18 and has not reached the Rank of Corporal or Leading Cadet. Potential Instructors must be over 18 years old and will, normally, serve for a minimum probationary period of 6 months or when the Commanding Officer/ OIC feels they are ready to be promoted, before being permitted to enter the uniformed Instructor ranks. While there is no upper age limit for Civilian Instructor entry, candidates wishing to enter the uniformed ranks cannot do so after the age of 65.

0406 Civilian Instructor Enrolment

Civilian Instructors will be enrolled as such by their Unit CO/OIC. The names of all newly enrolled Civilian Instructors are to be forwarded to Naval Cadet Headquarters for vetting. The vetting procedures used will be the most thorough available at the time.

0407 Specialist Instructors

Whilst it is expected that the majority of Civilian Instructors will progress to Uniformed Instructor status, there may be some who will wish to remain as Civilian Instructors. These Instructors will, normally, be specialists in a particular field who are happy to provide their services to instruct that subject but do not wish to undertake the wider responsibilities of their uniformed colleagues. This approach is perfectly acceptable; enrolment and vetting will be undertaken as above.

0408 ENTRY INTO THE NAVY CADET FORCE IN UNIFORM

Individuals may progress to uniformed status either as a Direct Entry, or as a former cadet provided that the criteria laid down in this chapter has been met.

0408.1 Ex-Cadets

Former NCF Cadets may, if suitably qualified and of the right calibre, be recommended by their Commanding Officer for direct entry in the rank of Training Instructor (If have not reached Cpl/ L/Cdt, Probationary Petty Officer (NCF) or Probationary Sergeant (NCF) (PPO or P/Sgt respectively). All such Cadets must appear before a Selection Board before being rated PPO or P/Sgt. Minimum age for undertaking the Area Selection Board is 17 ½.

Minimum qualifications required to have been achieved are:

- a. Leading Cadet or Cadet Corporal.
- b. Hold one of the following:
 - i A 1st Class Specialisation.
 - ii Duke of Edinburgh Silver Award. If offered in the Corps.

A break in service, to a maximum of 3 years, will be permitted without prejudicing this avenue of entry.

0408.2 Direct Entry as a Petty Officer or Chief Petty Officer

Ex-Service or other uniformed organisation personnel with suitable experience may be considered for Direct Entry into the NCF. Each case will be dealt with individually by HQ Staff and any decision will be based on the documentary evidence of experience and recommendation.

0408.3 Direct Officer Entry.

The following may be considered for Direct Officer entry into the NCF:

- Candidates with previous Commissioned service in the regular Armed Forces or Reserves or Officer status in the Merchant Service.
- Candidates who have retired from the regular Armed Forces or Reserves in the Rank/Rate of Warrant Officer, Chief Petty Officer or equivalent.
- The candidate identified above must be aged between 21 – 65 years.

The rank at which Direct Entry Officers enter the NCF will be that appropriate to their first appointment, rather than their previous service experience. This will normally be Sub-Lieutenant or Lieutenant, but NCF HQ Executive may consider entry at a higher rank or accelerated seniority as Lieutenant/Lieutenant Commander for exceptionally well qualified candidates.

ALL Officer entrants into the NCF must be approved by the Colonel NCF.

0408.4 Members of Her Majesty's Regular or Reserve Forces.

A serving member of Her Majesty's Regular or Reserve Forces may become an adult Instructor within the Navy Cadet Force. Permission of their Commanding Officer should be obtained in writing prior to enrolment.

0409 PROMOTION OF UNIFORMED INSTRUCTORS

0409.1 Appointment of Probationary Petty Officers(NCF) or Probationary Sergeants (NCF).

Civilian Instructors may be appointed Probationary Petty Officer or Probationary Sergeant when they have satisfied the following criteria:

- Completion of satisfactory probationary time.
- Recommended by Unit Chairman and Commanding Officer.

0409.2 Confirmation as Petty Officer (NCF) or Sergeant (NCF)

All Probationary instructors must achieve the following.

- Successful completion of the Navy Cadet Force Instructor Qualifying Course.
{NOTE: The successful completion of the Naval Cadet Instructor Qualifying Course is a pre-requisite for any instructor seeking confirmation or promotion from their initial Rank/Rate whatever that may be.}
- Completion of 6 months qualifying service or 6 months qualifying service if ex-cadet entry.
- Recommended by Unit Chairman and Commanding Officer.

0409.3 Promotion to Chief Petty Officer (NCF) / Colour Sergeant (NCF)

Petty Officers (NCF) / Sergeants (NCF) will be eligible for promotion to Chief Petty Officer (NCF) / Colour Sergeant (NCF) under the following circumstances:

- On completion of 2 years service as a confirmed Petty Officer / Sergeant In exceptional circumstances consideration for promotion to higher rank may be given after a minimum of 1 years service in current rank.
- For CPO, successful completion of the Navy Cadet Force Instructor Qualifying Course (unless previously qualified).
- Attainment and maintenance of at least one Instructor level qualification in a Specialisation or Proficiency.
- Recommended by Unit Chairman and Commanding Officer.

0410 APPOINTMENT AND PROMOTION OF NAVY CADET FORCE OFFICERS

0410.1 Selection of Officers from within the NCF

The requirements for eligibility for appointment as Officer for those serving within the NCF are:

- Minimum age 21. There is no maximum age limit and staff will remain active provided they are able to fulfil all of their duties effectively and efficiently.
- Three years' service as Chief Petty Officer/Petty Officer/Colour Sergeant/Sergeant, to count from appointment in the substantive rank.
- Successful completion of the Navy Cadet Force Instructor Qualifying Course (unless previously qualified).
- Attainment and maintenance of at least one Instructor level qualification in a Specialisation or Proficiency or to have completed a MC specific course.
- Recommended by Unit Chairman and Commanding Officer.
- Successful completion of an NCF HQ Selection Board.

Appointment as an officer for those selected from within the NCF will always be in the rank of Sub-Lieutenant (NCF) / 2nd Lieutenant or Lieutenant (NCF).

Selection will be made by the NCF HQ Executive and a formal letter of appointment will be forwarded to the successful candidate.

The appointment of a member of staff as a Navy Cadet Force Officer is to be marked by a brief ceremony in the Unit. The Commanding Officer should read out the Officer's letter of appointment as part of that ceremony.

0410.2 Promotion to Lieutenant (NCF) or Captain (NCF)(Marine)

Officers are eligible for promotion to Lieutenant (NCF) or Captain (NCF)(Marine) under the following criteria:

- Completion of 2 years' service at the lower rank.
- Successful completion of the NCF Junior Officers Staff Course.
- Recommended by the Unit Chairman and Commanding Officer.

Selection will be made by the NCF HQ Executive and a formal letter of appointment will be forwarded to the successful candidate.

0410.3 Promotion to Lieutenant Commander (NCF) or Major (NCF)

As a general rule promotion to the rank of Lieutenant Commander (NCF) or Major (NCF) will be restricted to Area and Staff Officers in the first instance. Promotions may be considered by the Colonel NCF for those Senior Commanding Officers who in addition to their Unit duties, carry out supervisory roles as Regional Supervisor.

0410.4 Promotion to Commander (NCF)

Alternate wording – Promotion to the rank of Commander will be limited to officers who hold specific posts on the National Executive.

0410.5 Officer Selection and Promotion Boards

Officers' selection boards will be convened at NCF HQ, (or other establishment as directed,) as required, over a weekend period, to assess a Candidate's suitability in the following:

- Leadership
- Welfare of young people
- NCF specialist knowledge
- Communication skills
- Bearing and smartness

Promotion Boards will be convened at NCF HQ, (or other establishment as directed,) annually.

Dates for the boards will be promulgated in advance as part of an Annual Plan.

The Board will consist of the Colonel NCF as President, or the Executive Officer, together with a minimum of two other Officers who will either be NCF national Executive Officers or NCF HQ Staff Officers. Successful candidates will be promoted with a seniority date as the date of passing the board.

0410.6 Authority Card

All Officers and Instructors on appointment will be issued with an NCF Authority Card, which will authorise them to wear uniform when on duty. The card should be carried at all times when in uniform. The card should be treated as an official document and its loss should be reported to Police and NCF Headquarters. The NCF Authority Card is not an MOD Identity Card nor does it permit the holder to enter MOD establishments as a matter of course. Additional arrangements will need to be made with the respective establishment in order to gain entry.

0410.7 Attendance and Leave of Absence

Work and domestic circumstances prevailing, Officers and Instructors are required to regularly attend at their Unit parades. If, for any reason, they are unable to regularly attend, then leave of absence may be granted as follows:

- Unit staff – up to one month granted by the Commanding Officer
- Any period in excess of one month to three months to be granted by NCF Headquarters
- Any period in excess of three months to be granted by the Colonel NCF

0410.8 Staff Transfers

It is recognised that domestic and business circumstances change therefore Staff may transfer from one Unit to another subject to the approval of both Unit COs and NCF Headquarters. Full details of the transfer are to be notified to NCF HQ by the receiving Unit.

0410.9 GOOD SERVICE CERTIFICATE

A Certificate for outstanding meritorious service to the Navy Cadet Force over a prolonged period (not normally less than 10 years) may be awarded by the Colonel of the NCF. It may be awarded to Presidents of Units, Members of Unit Committees, Officers, Instructors, Chaplains, Civilian Instructors and other Unit Supporters. Cadets are not eligible for these certificates.

Recommendation for these awards are to be forwarded to NCF HQ by the Unit Chairman or Commanding Officer, to include the following:

- Full Forenames and Surname, style or title, rank, decorations etc.
- Duty in Unit or NCF
- Seniority where applicable
- Length of service within Unit or NCF

Separate lists should be forwarded for non-uniformed personnel.

0410.10 LONG SERVICE RETIREMENT CERTIFICATE

A Long Service Retirement Certificate will be awarded by the Colonel of the NCF to all Members of Unit Committees, Officers, Instructors, Chaplains, Civilian Instructors and other Unit Supporters and helpers on leaving the Corps after giving Long Service. The normal qualifying period is 20 years service.

Recommendations should be made to NCF HQ prior to the individual's retirement so that a formal presentation can be made.

0411 RETIREMENT, RESIGNATION AND TERMINATION OF APPOINTMENTS

0411.1 Retirement

There is no maximum age limit and staff will remain active provided they are able to fulfil all of their duties effectively and efficiently.

0411.2 Resignation

An Officer or Instructor wishing to resign an appointment either within a Unit or from the Corps is to submit a formal application, in writing, to the Unit Chairman, through the Commanding Officer, giving the reason and the date from which it is to be effective.

The letter of resignation, together with the individuals Authority Card, is to be forwarded to HQ. The Officer or Instructor resigning from his Unit will also be deemed to have resigned from the Corps unless offered an alternative post within the Corps.

0411.3 Suspension.

When allegations are made against an individual or misconduct occurs which may lead to termination, the Officer or Instructor concerned is to be suspended pending further action or investigation. NCF HQ is to be notified at the earliest opportunity.

The Commanding Officer may authorise the suspension of Unit personnel. The Colonel NCF will be advised of the suspension. In the event that the Unit Commanding Officer or Senior NCF staff are subject of the allegation then the Colonel NCF will authorise the suspension.

The person suspended must be clearly notified in writing of the reason for the suspension. In normal circumstances, the suspension of a member of staff is to be from their Unit and all NCF activities.

Whatever the circumstances of a suspension, it is always to be considered a neutral act, which does not imply guilt.

0411.4 Length of Suspension

Periods of suspension are to be kept as short as possible, subject to a proper investigation being carried out. The suspension is to be lifted on completion of an investigation. If at the end of the investigation a decision is made that the member of staff remains in the NCF, then consideration must be given as to whether the individual returns to their parent Unit or whether a transfer is considered necessary to the benefit of the individual or Unit.

0411.5 Termination of Appointments

Only the Colonel NCF may terminate the appointments of NCF Officers. NCF Executive Officers may terminate Uniformed Instructors. In making their decisions they will be guided by the recommendations of Unit Chairman, and Commanding Officer and the reports of any investigations which may have been carried out. Grounds for termination from the Navy Cadet Force are:

- Misconduct.
- Inefficiency.
- Unsuitability.
- Failure to carry out the duties for which appointed.
- No suitable appointment.

0411.6 Review of Termination

Termination from the Navy Cadet Force is not conducted lightly. However carefully and fairly a case is considered, there is always a possibility that a wrong decision may be made.

An Officer or Instructor whose appointment in the Navy Cadet Force is terminated may make a personal representation to the Colonel NCF seeking a review of his or her termination. In making this personal representation, the burden is on the person terminated to make a case either that the reasons given for termination were invalid or that he or she deserved either a lesser sanction than termination or no sanction at all.

Notice by a person terminated that he or she wishes the Colonel NCF to review the termination must be given, in writing, to the Colonel NCF within 30 days of the receipt of the letter of termination. The decision of the Colonel NCF in the review of a termination is final.

0411.7 Re-Entry into the NCF

Former NCF Officers and Instructors may apply for re-entry at any time providing they are subject to a new DBS and suitability check.

1. If the break in service is less than 5 years, they are to be re-entered in the rank/rate at which they left the NCF and their seniority date adjusted to take into account of the length of break in service.
2. Where the break in service is greater than 5 years, NCF HQ Executive will recommend the Rank / Rate at re-entry. The decision will be made on an individual basis dependent upon the length of break in service and the applicants' activities during that period.
3. The break in service will not count toward the qualifying time for the award of the Cadet Forces Medal or its Clasps.
4. Individuals Terminated by NCF Headquarters will not normally be permitted to re-enter the NCF.

0412 GRIEVANCE

Even in the best-run organisation grievances will occur. They are always best dealt with at the lowest possible level. Where the grievance of an Officer or Instructor cannot be resolved within a Unit, the Unit Chairman is to enlist the assistance of the HQ.

Grievances should only be passed to the HQ if they cannot be satisfactorily resolved at local level. If the Officer is unable to satisfy the grievance, he is to refer it to HQ who will make a final decision.

Chapter 5

CADETS

0500 Age on Entry

The minimum age for Cadet entry is 12 years, however, Units which may have a Junior Section allowing youngsters to join from 8 years. The maximum age for Cadet service is 18 years.

0501 New Entry Cadets

All New Entry Cadets are required to serve a probationary period in accordance with Training Instructions before Enrolment. Junior, Stingray or Bootee Cadets may be enrolled on reaching the age of 8 (see paragraph 0100).

0502 Enrolment

An appropriate Enrolment ceremony, preferably in front of the whole Unit and with parents/guardians of the Cadets to be enrolled present, is to be conducted. The newly enrolled Cadets are to make the Naval Cadet Promise and are to be issued with their final items of uniform. Parents/Guardians are to be made aware of their responsibility for Cadet Uniforms.

0503 Applicants with Special Needs

It is the policy of the Navy Cadet Force to accept as cadets, within the bounds of safety to themselves and others, those with special needs. Acceptance of individual cadets with special needs or chronic conditions is at the individual Unit's discretion, depending upon the facilities and staff available in the Unit as well as the applicant's particular needs or condition.

Before accepting an applicant into the Unit, the Commanding Officer is to:

- Obtain a written report on the candidate from his/her doctor stating clearly the limits to be placed on his/her activities and any special precautions to be taken.
- Establish with the cadet's parents or guardian, and ensure they understand, the extent of both the cadet's involvement in Unit activities and their own involvement in the cadet's activities.
- Ensure that all appropriate persons in the Unit are made fully aware of the circumstances of and any treatment prescribed for any cadets with special needs and actions to be taken in an emergency. Before a cadet with special needs attends a training course or activity away from the unit, the full extent of the cadet's needs are to be made known to the Officer in Charge of the course or activity. The OIC of a course or activity is entitled to call for proof (e.g. a Medical Report) that the cadet is capable of undertaking the course or activity.

0504 Advancement

Rules for advancement are contained in Training Instructions. Cadets should be afforded every opportunity to progress their advancement both in rank and within their specialist subject.

0505 Discharge

There will be a number of reasons for cadets wishing to leave the NCF. The reason for discharge should be noted on a cadet's record of service.

0505.1 Age

As they approach the age of 18 cadets are to be advised that they will no longer be eligible to remain in the NCF as a cadet on reaching their 18th birthday. Those cadets who are of sufficient calibre may be invited to remain as Adult Instructors.

0505.2 Non Attendance

The discharge of cadets for non-attendance is at the discretion of the Commanding Officer. Every effort is to be made to discuss reasons for non-attendance with both the cadets and their parents/guardians before notice of discharge is given.

0505.3 Misconduct

The discharge of cadets for misconduct is at the discretion of the Commanding Officer. For issues of minor misconduct, the First Lieutenant or Commanding Officer may award minor punishments which do not involve physical measures. In cases of serious misconduct which are likely to lead to dismissal, then the parents/guardians and the cadets should meet with the Commanding Officer to discuss the issue before a decision to dismiss is taken.

Chapter 6

MARINE CADET SECTION

0600 Rules and Regulations

The Rules and Regulations of the Navy Cadet Force apply equally to the Marine Cadet Officers, Instructors and Cadets. Whenever the term 'Naval Cadet' is used, it is taken to include Marine Cadets unless specifically noted otherwise.

0601 Aims of the Marine Cadet Section

The aims of the Marine Cadet Section are those of the Navy Cadet Force augmented to provide an avenue for boys aged 12-18 years of age who have an interest in the Royal Marines, and to increase the scope of NCF activities.

0602 Uniform

Members of Marine Cadet Detachments will wear the uniform of the Royal Marines. Full details of Dress Codes will be found in the NCF Dress Regulations.

Units will be required to supply their own uniforms and equipment for the detachment. Initially, some items may be available on loan from NCF HQ.

0603 Formation of a Detachment

Application by Units to form Marine Cadet Detachments (MCDs) should be made to NCF HQ. The minimum requirements to be considered for a Unit to form a detachment are:

- A minimum of two adult staff, at least one of which is uniformed, to be available as Instructors.
- A minimum of three cadets.
- Sufficient office space, separate classroom and storage facilities for MCD Training and Stores.
- A commitment to accept one night a week for MC training.

0604 Detachment Commander

Ideally, the DC should have a service background. In the absence of a suitable officer to take up the position as DC then a Senior Non Commissioned Officer (SNCO) may be appointed in charge of the detachment. The DC / SNCO i/c is responsible to the Unit Commanding Officer for the running of the detachment in accordance with Corps Rules and Regulations and Unit Standing Orders. Marine Cadet Officers and Instructors are eligible to be appointed in Command of Units and as First Lieutenants.

0605 Recruitment

Marine cadets may be recruited directly or as transferees from the Naval Cadets.

0606 Training

The Marine Cadet Training will follow the requirements of the Royal Marines Training Manual. In addition, sections from the Naval Cadet training will be required to be followed. Drill and Ceremonial will be as contained in the NCF Parade and Ceremonial Manual (detail taken from BR1834 Royal Navy Manual of Parade & Ceremonial).

0607 Inspections

In addition to the Unit's Annual Inspection by NCF Headquarters Executive Staff, field inspections will be carried out by the HQ Staff Officer Marines which will count towards the Detachments (and Units) efficiency.

0608 Closure

Detachments failing to meet required standards will be closed by NCF HQ. Units wishing to close a detachment are to notify NCF HQ.

Chapter 7 GENERAL GUIDANCE

0700 General Training

This chapter contains additional regulations appertaining to the conduct of training.

Detailed instructions and syllabi for training are given in the NCF Training Instructions.

The principle of *in loco parentis* (duty of care) applies to any adult looking after a child (under 18) with the consent of the parents and would apply to any instructor training any cadet either officially or unofficially. The principle of *in loco parentis* establishes a duty of care which means that acts or omissions by the adult that result in personal injury or damage to property could result in a claim of negligence. NCF adults must not, therefore, act outside the terms of reference laid down by the NCF when they are with cadets or indeed any other young person.

The law of negligence applies to acts and omissions so any other adult who is aware of a breach of any safety procedures and who does nothing to prevent it could also be considered negligent. NCF adults are always on duty as far as cadets are concerned; there are no “Non-Cadet” activities. It is also worth noting that the neighbourhood principle establishes a similar duty of care between adults. Any breach of safety procedures by an NCF adult or the failure to act to prevent such a breach will be regarded as misconduct and may result in disciplinary action.

0701 Officers and Instructors.

Cadets will remain in a Unit only if their activities are interesting, constructive, contain an element of fun and are such as to develop their abilities. The more active and practical these are the better. It is a difficult task, increasingly so as the boys and girls grow older and other influences begin to bear on them. Success depends primarily on Commanding Officers and their team of Officers and Instructors and they must, therefore, give leadership, be knowledgeable and imaginative and able to guide the Cadets in an interesting manner. It is important that Commanding Officers see to their training and encourage them to attend courses and become properly qualified.

0702 Swimming.

The importance of all personnel being able to swim cannot be over-emphasised and every Cadet should be encouraged to pass the NCF Swimming Test laid down in the Training Instructions. Regular instruction in swimming is to be organised in all Units, including dry land training for non-swimmers. Only those with medical conditions or who are medically unfit, with doctors' certificates, should be excused.

0703 Visits to HM Ships, Royal Navy and MOD Establishments

Visits to HM Ships, Establishments, Dockyards and other Service Establishments provide an important addition to training in the Unit. Trips to sea and overnight accommodation in sea going ships should be reserved for the more able and deserving Cadets.

Cadets on training visits are to wear uniform and are to be under the charge of a responsible, preferably uniformed, adult members of staff in numbers and gender commensurate with the makeup of the group.

Visits involving Unit Training and overnight accommodation in MOD Establishments are to be notified to NCF HQ who will make all necessary arrangements and co-ordinate the programme, with the appropriate authorities.

Whenever Navy Cadet Force Units receive an invitation from one of HM Ships, a Royal Fleet Auxiliary or an affiliated ship which requires joining or leaving from a foreign port, NCF HQ are to be informed immediately. This will enable assistance to be provided in making travel arrangements, obtaining any diplomatic clearances and enabling HQ to answer any queries from other sources.

The minimum age for overnight accommodation in all HM Ships and Establishments is 12.

An NCF Form (Parents' Consent and Health Declaration Form), signed by the Parent or Guardian is to be in the possession of the supervising adult for any Cadet embarking in one of HM Ships or RFAs which are proceeding to sea. If the vessel is a submarine this is to be stated on the form.

0704 Sea Training in Merchant Ships

From time to time offers for Staff and Cadets to undergo sea training in merchant ships are offered. The minimum age for Naval Cadets to go to sea is 12. The age limits and requirements for adult supervisors are imposed by individual shipping companies and vary considerably. Such factors as size of vessel, role, cargo, crew size, voyage time and available accommodation will affect the conditions imposed.

0705 Visits Abroad

Any Unit planning a visit abroad is to notify NCF HQ at the earliest opportunity. NCF HQ will obtain diplomatic clearance and approval to wear uniform outside the UK from the respective British Embassy or High Commission. On no account are Units to approach the Embassies or High Commission direct.

Application for clearance for visits abroad must be received by NCF HQ no later than three months in advance of the departure date. Units must apply in writing giving the following information:

- Proposed date of Visit
- Destination (including principal host and accommodation address)
- Name of Officer in Charge
- Number of Adults and cadets
- Whether uniform will be worn
- Mode of travel and route
- Reason for visit and outline programme

0706 Liaison with Regular and Reserve Establishments

Units should make every effort to establish and maintain a close liaison with any Regular or Reserve establishment of whatever service, which may be in their locality. These establishments may be able to assist with training facilities, equipment and instructors. Units are also encouraged to offer assistance to local establishments to encourage best use of resources.

0707 Service to the Community

The Navy Cadet Force recognises the value of service to the community by the young. Units are therefore encouraged to become actively involved within their community.

Units can take part in many ways and the extent to which service to the community can be given must be a matter of judgement for the Unit Commanding Officer and the Unit Chairman.

It must be borne in mind that the normal activities of the unit must take precedent and the time which Cadets and Staff can afford to give without detriment to the Unit activities and domestic circumstances must be considered.

0708 Publicity and Public Relations

Each Unit is encouraged to appoint a Public Relations Officer (PRO). Effective public relations are a key element in promoting the image of the Naval Cadets and requires a planned and strategic approach to achieve desired objectives i.e. enhancing the potential of recruiting/sponsorship and fundraising initiatives. The public image of a progressive, dynamic youth movement can best be created by building upon the social values of local Units. Every opportunity should be taken to develop mutually advantageous relationships with target audiences, schools, civic structures, like minded organisations and the community. Community involvement is a major feature of PR strategy.

Communication is vital to the success of PR initiatives and should be developed and encouraged at all levels, internally through Unit newsletters and bulletins; externally through coverage of newsworthy events in the local media, generated through Unit news releases.

Events also provide opportunities to demonstrate the calibre of the Cadets and should be exploited, whenever possible, through local promotions. Representation at national events is organised by NCF HQ, but participation at local venues should be arranged by individual Units.

To achieve maximum impact, publicity material/posters/leaflets etc should be produced locally, tailored to the particular characteristics and requirements of individual Units. Such material should, however, should contain the corporate badge of the NCF.

Local newspapers and local radio provide ideal opportunities for Units to promote themselves, in addition to being seen within the community and every avenue should be explored to ensure that the Unit receives maximum publicity.

No Officer, Instructor or Cadet may communicate with the media on Navy Cadet Force matters of a controversial, sensitive or policy nature. These should all be direct through NCF HQ. Grievances and disagreements should only be aired through the internal channels provided for this purpose, any transgression will be construed as misconduct.

0709 Liaison with Local Education Authorities

A good relationship with local schools is to be encouraged as these are a valuable source of recruits. Units should take every opportunity to liaise with schools and the Head Teachers to explain the values of the Navy Cadet Force.

The current education curriculum is often a strenuous one for young people who have to juggle their academic training with cadet training. Wherever possible cadet training should not interfere with academic training however, from time to time, cadets may be offered the opportunity to undertake Sea Training or Visits during term time. It is important therefore to maintain a close relationship with the schools for the benefit of the cadets. Written permission from the Head Teacher must always be obtained for cadets who wish to attend activities during term time.

0710 Drug Education

The availability of illicit drugs is commonplace within most communities. Young people are often encouraged to experiment with these illicit drugs and other dangerous substances by their peer groups. Fatal consequences all too frequently occur and with many drugs induced addiction or a high degree of dependency follow.

The Education System within schools has dedicated programmes for Drug Education within the Health Education curriculum along with Smoking and Alcohol Education. Care should be taken not to interfere with this education process by offering the wrong advice to cadets of the wrong age however, the dangers of drug taking or other dangerous substances should be imparted to the cadets.

Any form of illicit drug abuse is not acceptable in the Navy Cadet Force. Care should be taken with various substances often found in units to ensure that cadets are not left in a position whereby they may be encouraged to experiment. A good example of readily available substances are spirit based paints and thinners.

A Drug Awareness presentation will be conducted on the Adult Instructors Course and the Junior Officers Course.

The Navy Cadet Force Drug and Solvent Abuse Policy is detailed in Chapter 11.

0711 Supervision

With all activities undertaken within the NCF, there will be an element of risk which will provide a degree of motivation to cadets. It is therefore important to ensure the safety and security of all the activities undertaken. In order to do this the requirement for Staff and Cadets to be properly trained and qualified is vital.

At all times Cadets should be supervised by an appropriate adult during whichever activity they are undertaking, even if the activity is not an official Corps activity. Commanding Officers / OICs and Unit Chairmen should review the various aspects of Unit activity periodically to identify potential sources of danger and take steps to minimise the possibility of accidents.

Joint participation in activities by both sexes is encouraged, as is the training or supervision of either by the most appropriate instructor, male or female. It is mandatory however, that in the interests of all concerned, a suitable instructor of the appropriate gender is available in the vicinity to supervise welfare whether on an outside activity or in the Unit .(Headquarters). The instructor need not be uniformed but must be approved by the Unit CO.

The Activities Centres (Safety and Young Persons) Act 1995 and the Adventure Activities Licensing Regulations 1996 are two elements of legislation which effect youth training and adventurous activities. NCF Units and Training Centres are not required to register under either the Act or the Regulations for training activities involving solely NCF personnel however, Units and Training Centres which organise training for non-NCF personnel may be required to register. The CO should contact NCF HQ before carrying out the activity.

0712 Fire Precautions

It is the responsibility of the Unit Chairman and the Commanding Officer to ensure that proper precautions are taken against fire in their Units and other places used by their Unit. The advice of the local Fire Safety Officer should be sought and any recommendations followed. An annual inspection is recommended, supported by a covering letter or certificate by the Fire Officer.

Fire Extinguishers should be inspected annually by either a specialist Fire Appliance Company or engineer and certified.

Under no circumstances are Cadets to fight a fire in the event of an emergency, the greater onus being to get all personnel out of the building and to a place of safety. Adopt the policy of 'GET OUT, STAY OUT and GET THE FIRE BRIGADE OUT'.

Units are to establish an Emergency Fire Strategy which should be exercised regularly to ensure:

- All personnel know what action to take in event of a fire.
- Escape Routes are properly marked and are always clear of obstruction.
- Inflammable stores or high risk items are properly stowed.
- 'NO SMOKING' notices are posted throughout the Unit and adhered to.
- Fire and Emergency Drills are to be carried out at least once per month.

0713 First Aid and Accident Reporting

Each Unit Chairman and Commanding Officer should make themselves conversant with the Health & Safety Act in particular the requirements of the RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Each Unit should have suitable First Aid facilities available in the Unit together with suitably trained and qualified staff to act as First Aiders.

The Unit should maintain an Accident Report Book (Health & Safety requirement). All incidents involving personal injury during Cadet activities, no matter how trivial or serious, are to be recorded in the Accident Book. This book is to be readily available for all staff to use. The Accident Report Book should be retained for a period of at least three years.

Where a person suffers personal injury at a Unit other than their own, a record should be made in the host unit Accident Record Book and a copy retained for records at the person's unit.

Where death or serious injury occurs while on authorised training NCF HQ as well as the Unit insurers should be notified as soon as possible, the priority being given to the notification of the incident to the individual's next of kin.

0714 Physical Education and Aquatics

Team games and physical exercise should be encouraged amongst young people but each activity should be supervised by an appropriately trained and authorised adult. Adult members of staff should be discouraged from taking an active part in team games against cadets.

During water activities every precaution should be taken to ensure that adequate safety measures are in place including the provision of a lifeguard as necessary. Any individual used as a lifeguard should hold as a minimum, the Bronze Medallion of the Royal Life Saving Society or a higher RLSS award.

0715 Lifesaving Equipment

Where Units have either a floating headquarters or a frontage onto water, lifebelts with lines attached are to be placed in readily accessible positions for instant use in life saving.

When actively taking part in Waterborne activities such as Canoeing, Windsurfing, Sailing and other activities, cadets should wear Buoyancy Aids or Lifejackets appropriate to the activity.

0716 Medical Treatment

1. At the Unit

Where a Cadet or Instructor falls ill or is injured during Unit activities, a First Aider should be notified to administer First Aid treatment. Where it is considered necessary for the Cadet or Instructor to receive professional medical treatment appropriate measures are to be taken to ensure that the Ambulance Service are called and the individual taken to the nearest hospital. Parents/Guardian of the Cadet should be notified immediately and the circumstances explained, next of kin of the Instructor should also be notified. A record should be made in the Unit Accident Book.

2. Courses in Service Establishments

With the exception of Emergency medical treatment, service Medical Officers will not normally administer medical treatment. It is the responsibility of the Commanding Officer/Course Supervisor or authorised adult instructor to ensure that in the event of illness or injury, that the Cadet or Instructor is taken to the nearest Hospital in order to seek professional medical treatment. As soon as possible the Cadet's Parents/Guardian should be notified in order to provide permission for treatment to be authorised.

3. Visits Abroad

Where visits are made within the European Union where reciprocal medical arrangements are available it will be necessary for each individual to be in possession of a form E111 which proves entitlement to medical treatment. The Commanding Officer/Visit Supervisor or other authorised person should ensure that any person requiring medical treatment is taken to an authorised Medical Centre or Hospital.

In all cases where emergency treatment is required, the authority to administer treatment rests initially with the person nominated and authorised on the Cadet's Parents' Consent and Health Declaration Form.

Chapter 8

TRAVEL AND SUBSISTENCE ALLOWANCE

0800 Allowances

Where NCF HQ funding allows, Travel and Subsistence Allowances will be paid.

0801 Travel Allowance

Travel allowance is payable to NCF uniformed personnel when travelling to and from authorised NCF activities. Applications are to be made to NCF HQ through the Unit Commanding Officer.

Where it is necessary for staff members to use their own vehicle a mileage allowance will be payable at the current Public Transport Rate (PTR) (which is calculated by using the shortest route).

Whenever possible, when two or more individuals or unit personnel are travelling to the same meetings or Training Courses, use of one vehicle is to be considered to reduce costs. Under these circumstances a passenger allowance will be considered in addition to the travel Allowance.

0802 Subsistence Allowance

Subsistence is payable to NCF uniformed personnel, including cadets, when travelling to and from authorised activities according to the following conditions and subject to budgetary constraints:

1. The rate payable will be for journeys in excess of 10 hours.
2. Personnel travelling by own transport, Unit owned vehicles or hired transport, if the distance exceeds 400 miles by the most direct route.

0803 Claims

All authorised claims for travel and subsistence are to be submitted on a Form NCF to NCF HQ supported by receipts and invoices where appropriate.

Approval may be granted by NCF HQ on production of two or more quotations, for hired transport, prior to use. The cost of hire and fuel used only may be claimed.

Where payment direct to Hire Companies is required, the appropriate documentation must be completed and forwarded, together with the Hire Company's invoice, to NCF HQ who will process the claim.

0804 HEADQUARTERS STAFF ALLOWANCES

All Headquarters staff will be entitled to claim allowances in order to conduct NCF activities.

0804.1 Travel Allowance

Where it is necessary for staff members to use their own vehicle a mileage allowance will be payable at the current Public Transport Rate (PTR) (which is calculated by using the shortest route). Additional Passenger Rate will be paid when it is necessary for transport to be shared.

Where it is necessary to travel by Public Transport, the cost of travel may be claimed against receipt.

0804.2 Subsistence

With prior approval, HQ Staff may claim subsistence allowance in accordance with the regulations. Approval for overnight subsistence will be considered and approved dependent upon the circumstances.

0804.3 Incidental Expenses

Headquarters staff may be eligible to claim incidental expenses such as postage, stationary items, telephone calls and other items (other than travel and subsistence) from NCF HQ budget but only where prior agreement has been authorised by the Executive Officer or above. Claims where applicable should be submitted to HQ and must be supported by invoices/vouchers/statements.

0805 Messing Charges

When using service establishments for training and accommodation, Messing Charges for food and accommodation will be made for all Cadets and Instructors and is to be paid to the establishment's Catering Department at the rate published in the current Defence Council Instruction (DCI).

Officers and Senior Rates Extra Messing Charge (EMC) will be levied by the appropriate mess for the period of training and are to be settled before departure from the establishment. Civilian Instructors and Chaplains will be charged at the higher rate for "Accommodated Civilians".

Chapter 9

ADMINISTRATION

0900 Headquarters Records

These will be maintained both electronically on computer and in hard copy. The principles of the Data Protection Act 1984 and the Freedom of Information Act 2004 will be adhered to and applied. NCF HQ and each Unit will register with the Information Controller as Data Users under the Act in order to hold personal data on a computer.

Units who opt to similarly maintain electronic records should also comply with the requirements of the Acts.

The requirements to register is set out in a booklet "the Data Protection Act 1984" issued by the Data Commissioners Office, Springfield House, Water Lane, Wilmslow, Cheshire, SK9 5AX.

All personal data must be stored in accordance with the NCF Information Security Policy.

0901 Correspondence

All official correspondence with Navy Cadet Force Headquarters is to be addressed to "The Colonel, Navy Cadet Force", regardless of who the 'action officer' might be.

Correspondence addressed to an individual at NCF HQ will only be opened by the named individual. Delays will invariably follow when the 'action officer' is out of office.

Correspondence of a purely personal nature should be addressed to the nominated individual and clearly marked 'Personal for.', on the envelope.

Letters should be confined to one subject only; the subject being shown as a heading in the letter. Wherever appropriate, the letter should have a reference identifier which can be quoted on any reply.

Mail distributions to Units from Headquarters will be despatched direct to the Unit Commanding Officer. It will be the CO's responsibility to ensure that internal distribution is made.

Letters of a personal nature will be sent to individuals as required.

Any change of address of Unit personnel must be notified to NCF HQ without delay to avoid mail being despatched to the wrong address.

0902 Electronic Mailing (E-mail)

NCF HQ has its own E-mail address. Units who adopt an electronic mailing system should notify members of the National Executive of their E-mail address so that these can be put into the Corps Directory. Individuals who wish to register their E-mail address at HQ may do so.

0903 NCF Forms

NCF Headquarters will develop designated forms which are to be used by all Units and Headquarters staff. A standard list of forms will be promulgated and updated as appropriate. Units may produce copies of the forms as required. All new units will be issued with a Master set of forms on setting up.

0904 Records

Units are to maintain the following records which must be made available for inspection at the Units Annual Inspection:

- Attendance Register for all Staff and Cadets.
- Diary of all Parades and Activities.
- Staff Qualifications and courses attended.
- Cadet Enrolment Forms.
- Cadet Record of Service.
- Activity Record.
- Unit Discipline Record.
- Unit Accident Record Book
- Committee Records
 - a. Copy of Accounts including Annual Accounts
 - b. Annual Committee Returns
 - c. Committee Minutes

0905 Quarterly Returns

Each Unit is to submit a quarterly return on the designated returns form to NCF HQ. The purpose of this is to allow NCF HQ to have up to date records from Units.

0906 Unit Stationary

Each Unit is responsible for its own supply of stationary and office equipment. The use of the standard NCF headed paper with the corporate badge is encouraged.

Units may wish to provide their own headed paper however; the corporate badge should be included in the design.

Unit headed paper should include the Unit name, any TS name, Unit Number and the Registered Charity Number (When applicable).

Units may wish to additionally include details of any sponsorship.

0907 FINANCE

In general, the finances required to support Units is the responsibility of the Unit Management Committee. The Headquarters financial requirements will be supported by donations from Sponsors.

0907.1 Committee Financial Responsibility

The Unit Management Committee are responsible for the control of ALL Unit accounts. Bank accounts should be kept in the name of the Unit and operated by the Chairman and Treasurer of the Committee and supported by at least two authorised signatories.

The Commanding Officer of a Unit should be provided with a 'float' to meet the day to day expenses of the Unit, the amount being agreed between the CO and the Committee. Records and receipts should be maintained for auditory purposes.

0907.2 Charitable Status

By state law, Charities in England and Wales are not required to register with the Charity Commission however charities in Scotland and Northern Ireland are not required to be registered but will be fully recognised. Organisations can act as charities without being registered with the Charity Commission, however it is much better to achieve registration as this helps with fund raising.

The Navy Cadet Force in its own right **will be** registered with the Charity Commission. Units of the Corps can register individually if they wish to have charitable status. Units who do not wish to register for charitable status should seek professional advice from Accountants in respect of Value Added Tax and its implications on the Unit.

Greater benefits can be made available to Units of Charitable status. On the grant of Charitable Status from the Charity Commission a certificate will be supplied together with a Registration Number. This certificate (or a copy) should be prominently displayed in the Unit and the Charity number used on all letterheads.

0907.3 Accounts

Units of the Navy Cadet Force are required to maintain full accounts of all financial transactions including sub-accounts in accordance to these regulations and the requirements of the Charity Commissioners.

Accounts are required to be kept for a minimum of seven years. The NCF financial year ends on the 31 March, on which date all accounts are to be closed and balance sheets drawn up.

The accounts of each Unit are to be examined by an independent qualified auditor or competent inspector prior to submission for adoption at the Unit AGM. After formal adoption a copy of the accounts are to be forwarded to NCF HQ.

The requirements of the Charity Commission will also need to be taken into account particularly if the Unit Income is above the prescribed limit whereby it may be necessary to have the audit carried out by Chartered Accountants. It is the responsibility of the Unit Committee to satisfy the requirements details being available from the Charity Commission.

The Committee may sanction sub-accounts but the sub-accounts are subject to the authority of the Chairman and Treasurer and are to be fully incorporated into the Unit account.

0907.4 Subscriptions

Whilst it is not mandatory for Units to charge Cadets a regular fixed subscription, experience shows that most organisations do so. The amount per night or per week varies and the Committee should agree a sum at the outset which is subject to review. Units may require cadets and parents to contribute towards costs such as travel, through a donation, the amount and frequency of which is at the discretion of the Committee with advice from the CO.

0907.5 Fundraising

The source of Unit funding will vary from Unit to Unit however in most cases the degree of effort required by the Unit Management Committee can be a huge burden, some of which can be shared with the Parents' and Supporters Association.

All available sources of funding should be explored such as Local Authority Grants, Trust Funds and Commercial donations which often provide larger donation, to small projects such as Bring and Buy Sales and small fundraising events.

For long term support Committees may wish to consider deeds of Covenant and Gift Aid donations. Tax can be reclaimed on gifts at a basic rate to Units and on the higher rate by the donor. Claim forms are available from the Inland Revenue.

Units wishing to carry out house to house collections or other public collections should register with their Local Authority for permits to carry out collections. Licensing Authorities usually nominate a specific day or days, together with nominates areas in which public collections may be made. Each collector is required to carry written authority issued by the Unit Chairman or Treasurer. In most cases, a sealed tin or container is required for the collection and is only permitted to be opened and accounted for by the Treasurer or other nominated Committee member. If the collection is to be conducted on private property, written approval of the site owner, agent or manager must be obtained.

A Betting, Gaming and Lotteries Licence issued by Local Authorities, is of benefit in permitting Units to carry out larger public, fund raising projects.

Appeals, particularly for major projects, need to have a professional and calculated approach to ensure success, with the end result proportional to the work and effort in preparation and running the project.

The National Lottery Charities Board and the National Lotteries Sports Fund are proven sources of funding for major projects and every opportunity to explore these sources should be taken.

The aims of the Navy Cadet Force and its activities fit well within the funding objectives, and well prepared applications for worthy projects are to be encouraged.

Other areas to investigate for major project funding are:

- Local Authority Grants – Youth Service/ Education departments etc.
- Local Charity Grants – Rotary, Lions Clubs, Round Table etc.
- Professional Companies and local Businesses
- Trust Grants. (Local library – holds a 'Directory of Grant Making Trusts')

In many cases, opportunities exist for Committees to conduct a number of 'One Off' events which maintain the flow of income into the Unit. These could be events such as Jumble Sales, Car Boot Sales, Unit Hire to name but a few.

0908 Licences required for Public Social Functions

When public social functions are held, in which music is performed or dancing takes place on Unit premises, all or any of the following licences may be required:

- Music and Dancing – annual licence obtainable from the Local Authority.
- Performing Rights Society – licence for the performing of copyright music, whether 'live' or recorded. Information available from the Performing Rights Society Ltd, 29 Berners Street, London. W1P 4AA.
Bands and Disco performers should ensure that they have their own licence to cover their performance.

0909 Licensing Act 2003 – Implications for Youth Groups

Certain Youth group events may be effected by changes to the Licensing Law that came into effect in 2005. The new legislation reviews and combines a number of

existing entertainment licensing regimes, and also transfers responsibility for alcohol licensing from the Magistrates Court to Local Authorities.

The new licensing system amalgamates entertainment and alcohol licensing into one licence system and also introduces a new system of occasional licensing (called temporary Event Notices) for one off / irregular events.

If any youth group allows or organises any 'licensable activity' then the premises concerned will require a licence from the new Licensing Authority (Local Authority Offices). In many cases the premises concerned will get the licence so there will be no action for youth leaders to take, but there is clearly a need to make sure that youth group activities are either not licensable or are covered by a premise licence in place. Examples where youth groups could be effected include: -

1. Where a youth group provides indoor and outdoor public entertainment events involving music and or dancing (such as concerts, recitals, discos etc.).
2. Where alcohol is sold at public events for example before, during or after a concert, disco, recital, dance etc. (acknowledged as not being a likely youth group activity).
3. Where the supply of hot food or hot drink takes place to the public between 11pm and 5am (acknowledged as not being a likely youth group activity).
4. Where youth groups hire or use a facility and alcohol is sold, perhaps by way of a temporary bar (acknowledged as not being a likely youth group activity).

The definition of "entertainment" remains broadly as it is now so if a youth group doesn't currently require a Theatre, Cinema or Entertainment licence for activities they carry on then the situation is unlikely to change.

However, by way of clarification, licences for what will be called "Regulated Entertainment" will be required where the public are invited to an event as an audience, or wherever a fee is charged with a view to a profit (profit included raising funds for charity / or the club etc) in respect of entertainment.

This means that youth group activities such as plays, discos, film viewing etc. where the audience is private (e.g. youth group members, families and friends etc.) is not licensable unless there is a ticket / admission price charged with a view to making a profit (as opposed to simply covering costs). Likewise playing of musical instruments, listening to music etc. is not licensable unless it is done so with a view to entertaining a public audience or is done so for a profit.

Also exempt from licensing requirements is the showing of films for information, education or instructional purposes, as well as broadcasting TV programmes, or the playing of background music.

The new system however, does not replace the continuing need for a Performing Rights Society (PRS) licence [required for public performance or broadcasting of copyright musical works] or a Phonographic Performance Ltd (PRL) licence [required for playing of music recordings].

Chapter 10

CODE OF CONDUCT

1000 Conditions Of Service

Membership of the Navy Cadet Force is in no way a contractual engagement of employment as this is a voluntary youth organisation to which you give your time, energy and skills without expectation of material gain. If you are guilty of serious misconduct or fail to meet the standards required then you will be asked to leave the Corps, and the final decision on dismissal of an Officer or Instructor rests entirely with the Colonel NCF.

Although adults suspected of misconduct may be suspended from duty without warning, dismissal will not take place without an appropriate investigation of alleged misbehaviour, and adults who are falling short in their performance will be given every encouragement over a reasonable period to help them to improve.

1001 Rules and Regulations

As in any well-regulated organisation, the Navy Cadet Force has a number of documents specifying how it is to be run. It is the responsibility of all Officers and Instructors to be aware of what is contained in all these regulations, and not only to obey those rules which relate to their own area within the Corps but also to ensure that their subordinates obey them too.

1002 Authority

The Navy Cadet Force is not part of the Royal Navy and its Officers and Instructors do not have the force of law to give them authority. The Corps is however, a recognised Youth Organisation which trains its Instructors and young people based on the principles and ideals of the Royal Navy.

The Corps is a hierarchical organisation, and the encouragement of a proper sense of respect and obedience is an important feature in its training. Officers and Instructors, as well as cadets, are therefore expected to show respect for those of higher status than themselves in the Corps structure, and to conform with all reasonable instructions from those of superior rank or in positions of greater responsibility.

If willing respect and obedience are to be achieved in this voluntary organisation, it is essential that those in authority, and that includes all Officers and Instructors, use their authority responsibly. Their objectives should be to manage their Unit and its training facilities effectively, and to produce effective Cadet training. The use of authority for any other purpose, or in circumstances not conforming with these regulations, will be regarded as an offence and treated seriously.

Officers, Instructors and Cadets of the Navy Cadet Force have the great privilege of wearing a version of Royal Naval uniform, and to many people they are indistinguishable from members of the Royal Navy itself. It is extremely important therefore, that when wearing your uniform that you take the opportunity to enhance the image of your Unit and contribute to the high reputations of the Navy Cadet Force and the Royal Navy. Your outward appearance and behaviour while in uniform will be expected to be of the highest standard on all occasions, whether formal or informal.

1003 Personal Example

The most powerful means you have for influencing young people is not your formal teaching but the personal example you set.

Either consciously or sub-consciously, young people look for adults whom they can trust and admire and upon whom they can model themselves.

The Corps does not seek to interfere in the private lives of its adults, but consistency is an important factor in setting a good example, and you should remember that the beneficial effects of a high standard of conduct while in uniform can easily be undermined by poor behaviour outside the Naval Cadet environment. Inconsistency will not earn respect from Cadets.

It is not practicable to list all relevant aspects of setting a good example, but certain key points need to be highlighted:

- Drug Abuse, and sympathetic views on drug abuse, cannot be tolerated under any circumstances.
- Drunkenness and misbehaviour caused by drinking are unacceptable.
- Honesty in word and deed is essential. Deception and lying are unacceptable, and you must be scrupulously correct in handling and accounting for money and stores.
- Trustworthiness makes a strong positive impression on Cadets, and you must, to the best of your ability, carry through what you undertake to do. Any significant breach of trust is likely to sacrifice for ever the respect of Cadets.
- Obedience is an important element, and Officers and Instructors cannot expect obedience from their subordinates unless they are seen cheerfully to obey their own superiors.
- Morality is a broad but essential factor in generating respect. It includes courtesy and consideration in dealings with superiors and subordinates, and it excludes self-advancement or self-gratification at the expense of other people. Illegal sexual relationships are just that and result in instant dismissal. Extra-marital affairs and other relationships which may occur which become known to cadets or which caused breakdown in the normal smooth running of a Unit will be viewed most seriously in terms of the example being set.
- Bad language and disrespectful or obscene gestures are not acceptable.
- Smoking in the presence of Cadets can only encourage this unhealthy habit, and it is therefore actively discouraged. Smoking while in uniform in the view of the public only serves to reduce esteem and the lowering of standards in this respect.

1004 Treatment Of Cadets

The moral, psychological and physical welfare of Cadets is your most important responsibility. The Corps' objective is to produce confident, well-behaved, capable and well-adjusted young people, and if that is to be achieved then the Cadets should be obedient and respectful to their Officers and Instructors. A little bit of awe does no harm but there is no place for fear.

Discipline is an important part of cadet training, and it should be instilled in a firm but kindly fashion. Behaviour which cannot be construed as physical or psychological bullying is entirely unacceptable, and unofficial punishment is prohibited in the Corps. Only Commanding Officers, Officers-in-Charge and First

Lieutenants may order penalties against misbehaving Cadets, and they may do so only in accordance with the regulations.

You must never, in any way, strike a Cadet even in a playful fashion. To avoid any unfortunate misinterpretation, you should not even touch a Cadet, however innocent and friendly the intention of the gesture.

You should, not least for your own protection, avoid placing yourself in private or secluded situations with individual Cadets or small numbers of Cadets.

Behaviour or language which are damaging or potentially damaging to the morals and personalities of Cadets are unacceptable. Your behaviour towards Cadets must be as far above reproach when you are outside the Corps environment as it is when you are in your unit.

1005 Teamwork

The success of a Navy Cadet Force Unit depends largely upon a happy atmosphere, and this can be achieved only if the adults of the Unit pull together in a friendly and co-operative fashion. You are therefore expected to be a good team member, contributing to the corporate effort of your Unit under the direction and leadership of the Commanding Officer. This requires patience, consideration, politeness and a strong element of give and take. Selfishness, rivalry, aggressiveness and behaviour which is liable to cause conflict or rifts in a Unit cannot be tolerated.

It must be remembered that the Corps exists for the benefit of its young people, not as a platform for the personal ambitions or quarrels of its adults.

1006 Loyalty

Loyalty to the Corps from its adult is essential if it is to operate effectively and maintain its high public reputation. You are expected to support the policies of the Corps, even if you do not agree with every aspect of the regulations. If you cannot do so, then you have no option but to resign.

Private debate on how to improve the way that the Corps is managed and does its training is healthy, and you are encouraged to propose well-considered improvement through the channels of the command structure. Public criticism of superiors, of a Unit or of the Corps, can seldom be interpreted as other than unacceptable disloyalty.

1007 Attendance

It is fully appreciated that your personal circumstances may well prevent you from attending your Unit on every parade night and every training weekend, but you are expected to attend regularly enough to make a positive contribution to management and training in your Unit. You are also expected to attend courses and training periods to improve your own skills and qualifications for the benefit of the Corps.

Almost as important as the regularity of your attendance is that your availability is known as far in advance as possible. You must therefore make sure that your Commanding Officer knows when you will not be attending the Unit so that the training programmed can be efficiently planned.

Chapter 11

NCF DRUG AND SOLVENTS POLICY

1100 NCF POLICY STATEMENT

Any form of Abuse or Possession of an illicit substance is unacceptable to the Navy Cadet Force. Any person knowingly found to be abusing or in possession of an Illegal Substance during Corps activities, will be dismissed from the Corps.

1101 The Law

Under Section 8 of the Misuse of Drugs Act 1971, it is unlawful for an organisation to knowingly permit their premises to be used for the use of illicit substances or for the supply or production of, illicit substances.

It is also an offence for any individual to have in their possession, an Illegal Substance.

Exceptions to this are:

- A Police Officer who has taken lawful custody of the Substance
- An individual who has taken possession of the substance in order to prevent illegal use and is retaining the substance to deliver to Police as soon as possible. (No undue delay must be caused).

1102 Illicit Drugs

These include Cannabis, Ecstasy, Cocaine and Heroin.

The availability of illicit drugs is commonplace within most communities. Young people are often encouraged to experiment with these illicit drugs and other dangerous substances by their peer groups. Fatal consequences all too frequently occur and with many drugs induced addiction or a high degree of dependency follow.

1103 Solvents

These come in many forms ranging from glues, paints, thinners, aerosols, nail varnish and many other spirit based substances.

1104 Individuals found with Suspected Illegal Substances

It should not be assumed that any suspicious substance found in possession of an individual is an illegal substance.

It is important to understand that for young people the use of illicit drugs or substances is a medical problem which requires a medical solution.

- In the first instance the Commanding Officer / OIC of the Unit (or the OIC of a Course if possession of a suspected illegal substance is found away from the Unit) should be notified.
- The Parents/Guardian of cadets found with the suspected illicit substance should be notified. The substance should be removed from the individual and placed in a safe place to await hand over to Police. (Under no circumstances should the substance be handed back to the individual or adult unless it can be clearly established what the substance is and it's legality).
- The Parents/Guardian should be notified of the circumstances and advised to visit their local GP for advice. (Whilst there are professional Drug Advisory

teams available, it is advisable to seek advice from the GP in the first instance).

- Police should be notified and asked to attend the location to take possession of the found substance.
- As much support as possible should be given to the young person.
- Consideration should be given to additional supervision of the young person if they remain within the Corps.

1105 Use of Solvents

Solvent abuse in itself is not a crime, however, in many cases the consequences can be fatal.

Care should be taken with the use of spirit based or inflammable materials as the fumes given off by these materials can have adverse effects on individuals. Where possible within a building, non-solvent based paints and other materials such as glue, should be used, ensuring ample ventilation and fresh air.

Where spirit based materials are used, as much ventilation as possible should be available together with face masks for individuals. Regular breaks in the fresh air should be made. Any individual who is found to be suffering from headache should be moved out of the area and into fresh air. If the symptoms persist then medical attention should be sought.

1106 Aerosols

Aerosols are available in many forms however, with young people, anti-perspirant, deodorant and hair lacquer sprays are extremely popular.

In addition to their harmful solvent effect, they could become dangerous explosive devices if miss-used.

Care should be taken to ensure that cadets with such items are supervised in their use. On weekend activities it is advisable to ensure that a policy of 'No Aerosols' be permitted.

NCF HQ are to be advised of ALL Incidents involving illegal substances without delay.

The Responsibility of this Policy falls to the Colonel of the Navy Cadet Force.



Signed:

Date: January 2023

Print: Colonel Terry Fitzgerald

This Policy has been approved for distribution by the Chairman of the Navy Cadet Force.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signed:

Date: January 2023

Print: Luke Giles