

**Fishguard**

**Fishguard Sea Cadets**

**TS Skirmisher**

**Parents Pack**

**Fishguard Sea Cadets**

T.S. Skirmisher

Lower Town

Fishguard

Pembrokeshire. SA65 9LX

**www.sea-cadets.org/fishguard**

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**Fishguard**

**Introduction by the Officer-in-Charge**

**Sub Lt (SCC) Chris Peake RNR**

Welcome,

This guide is for parents of the young people joining Fishguard Sea Cadets, though parents of serving cadets may find it useful and wish to keep it to hand.

We spend a lot of time teaching the cadets what being a Sea Cadet means and what we expect of them. We train them in our internal procedures and make sure they understand how our systems work. Parents aren’t so fortunate, many spend only a small amount of time with us during their initial visit to the unit and they receive little or no induction into how the unit works. This guide is aimed at filling that gap and providing parents with important information so that they understand what cadets are being asked to

achieve and how they are being cared for.There is a lot in this guide, but it is all information that parents have asked for in the past. Please read it and let me know if it can be improved or if there is

anything missing.

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

I hope that this guide assists all parents in being more confident and informed about the Fishguard unit.

**Sub Lt (SCC) Chris Peake RNR**

*Officer in Charge*

T.S. Skirmisher

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**The Sea Cadet Corps**



The first Sea Cadet unit was established in 1854 at Whitstable in Kent, created

by communities wanting to give young people instruction on a naval theme. Traditionally old seafarers provided training while local businessmen funded the Unit Headquarters.The tradition of community based Sea Cadet Units continues today with 400 units across the UK each with charitable status enabling them to raise funds to meet their running costs. All Units are members of the Sea Cadet Corps and are

governed by the national charity MSSC - the Marine Society & Sea Cadets.

We work in partnership with the Royal Navy under a Memorandum of Understanding (MOU) and receive corporate support from commercial shipping companies and the Maritime sector. Our core purpose is to celebrate Britain's maritime heritage and contribute to its future development by supporting young people as Sea Cadets. The MSSC & MOD help with travelling costs, uniform, boats and allows the use of Navy bases for the range of courses we provide.

The Sea Cadet Corps is divided into six areas, each of which is split into several geographic Districts. Fishguard unit is one of 8 units in the West Wales District of the South West Area Sea Cadet Corps.



**Fishguard Unit (TS Skirmisher)**

The Fishguard Sea Cadet Unit, known as TS 'Skirmisher' was established in 1942, with Headquarters in West Street, Fishguard.  Although there is evidence that there was some form of Cadet Corps operating prior to this, from about 1940, with meetings on the station platform.  Unfortunately memories are hazy from this period and the 1942 date is documented as the year of being accepted into the Navy League.

The first Commanding Officer was a local Headmaster and the first Chief Instructor was an Officer of HM Coastguard.  In September 1946, TS 'Skirmisher' moved to it's present Headquarters in a 19th Century warehouse building in Lower Fishguard, which was purchased for £300 and adapted entirely by it's own fundraising and physical effort.

The opening ceremony was performed by Major Gwilym Lloyd George, MP for Pembrokeshire and son of David Lloyd George. He told how, in the aftermath of war Britain had never stood in greater need of teamwork and self discipline. He dedicated the new building to those ideals which have never altered in TS Skirmisher from that day to this. Although the catchment area is small compared to many of the town and city units, Fishguard has always had cause to be proud of their Sea Cadets with many National, Area and District trophies in a variety of disciplines over the years.

**Sections within the Unit**

*Sea Cadets* (aged 12-18).

These form the largest part of the unit with the training based on naval tradition. Sea Cadets (or Blue Jackets) take part in many practical and classroom-based activities.

Junior Sea Cadets (aged 10-12)

The juniors have a scaled down version of the Sea Cadet training programme more suitable to their age and play a lot more games – it’s generally much more relaxed but they play an important part in the life of the unit and have opportunities to go afloat, on courses and stay away from home.

**Aims of the Sea Cadet Corps**

The aim of the Sea Cadet Corps (SCC) is to help young people towards responsible adulthood and to encourage them to reach their potential by



developing valuable personal attributes

and high standards of conduct, using a

nautical theme based on the customs and

traditions of the Royal Navy.

The aim is achieved by:

Providing exciting and challenging

training of an adventurous nature.

This generates self-confidence,

self-reliance, initiative, loyalty and

a sense of duty.

Encouraging leadership qualities and team working.

Discouraging behaviour that is not in keeping with the aim of the Sea

Cadets.

**Benefits of Being a Sea Cadet**

The Sea Cadet Corps offers many activities for cadets. All activities give the chance to achieve qualifications or awards. Some of these qualifications and awards are from external bodies, like the Royal Yachting Association (RYA) or the British Canoe Union (BCU). Where there aren’t any external bodies we

train to a structured scheme based on Royal Navy standards. This is the case for Marine Engineering, Seamanship, Communication Information systems, Navigation, Catering & Stewarding and Meteorology.

The unit believes strongly in the importance of organised competition and takes part in inter unit competitions at local, area and national levels. Cadets are expected to train hard and do their best, so that they can be proud of their effort whatever the result.

We hold an annual award ceremony where achievements over the year are recognised. Some of the areas that are recognised are Best Cadet, Most Improved Cadet, Best shot and many more.

While we are not here to recruit for the Royal Navy, cadets that want to join the Navy will find that the Sea Cadets gives a unique insight into naval life. However, even those not wanting to join the forces will find that a Record of Achievement folder full of certificates earned during a Sea Cadet career will impress potential employers, universities and colleges. In addition we run BTEC courses for older cadets.

**Sea Cadet Values**



Whilst being a cadet gives many benefits, membership

does bring responsibilities. We ask for certain standards

of behaviour and Cadets have to live up to the Sea Cadet

Values, these are.

Commitment

Loyalty

Discipline

Honesty

Teamwork

The unit’s training staff encourages cadets to live up to these values. The staff too has to live up to the values and they are expected to be thoughtful and caring in the way they behave. The Sea Cadet Corps Code of Conduct lays down rules for staff behaviour.

When cadets finish their basic training they will make the Sea Cadet promise.

***The Sea Cadet Promise***

*I promise to serve my God, the Queen, my Country and the Sea Cadet Corps and to obey the orders of my superior officers.*

*I will be proud of my uniform, and be smart and seamanlike in wearing it and always do my duty.*

**Behaviour**

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

**Bullying** - Bullying can be emotional or physical, neither is tolerated and instances are firmly dealt with. Victims of bullying are encouraged to report it.

We will also not put up with Bullying between cadets outside the unit.

**Smoking** - Smoking is a harmful habit and does not fit in with the aim of the Sea Cadets. No cadet is allowed to smoke at all whilst engaged in Sea Cadet activities.

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

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

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

**Activities, Supervision and Parental Consent**

Parade Times are as follows:-

Mondays : Juniors Only 6.45pm – 8.30pm

Tuesday : Seniors Only 6.45pm – 9.15pm

Fridays : Juniors and Seniors 6.45pm – 9.30pm

We would expect the cadets to be in the building around 6.30pm.

We have theory and practical sessions on these parade nights. These are in subjects like Seamanship, Marine Engineering, Catering & Stewarding, Communication & Information Systems, Navigation, First Aid, PT, Recreational Games, Leadership and Drill to name a few.

No4 uniform should be worn,



unless otherwise instructed in advance.

In the summer months (April to September)

we have our boating season. Fishguard unit

is very lucky to be a water based unit with

access to both the Harbour and Fishguard Bay.

For boating season, cadets should wear

their No4 uniform, and bring boating gear

with them. They should also bring a towel.

any cadets without a change of clothing or towel will not be allowed to go on the water.There are also many activities and courses that take place outside our normal parade times. These can occur on extra nights or at weekends and sometimes involve going away for weekends or longer. These activities include sailing, kayaking, rowing, power-boating, Expedition Training (hill walking), Offshore trips on tenders, yachts or brigs, competitions and extra training sessions.

We always ask for written consent for any activities outside normal parade times. These are completed on a T1 card. When cadets go on National training courses they may have to travel by train without an accompanying adult. You will be told if this is the case at the time that the course booking is made. Young cadets normally travel in groups of three but older cadets may travel on their own.

**Safety**

The unit has specialist equipment which is regularly maintained and externally inspected to make sure that it’s in a safe condition. Most of the boating equipment is kept on site in our secure yard. The Sea Cadets has strict rules on the qualification held by instructors. Where possible, external bodies define the standards of instruction and check the quality of instructors.

The standards set by the following bodies are followed by the Sea Cadets.

Royal Yachting Association (RYA)

British Canoe Union (BCU)

Duke of Edinburgh’s Award Scheme (D of E)

Mountain Leadership Training Board (MLTB)

Where there is no suitable external organisation the Sea Cadets sets rigid rules for instructors to follow. Sea Cadet authorities from outside the unit check that we are following these rules properly. For waterborne activities we prefer cadets to have a basic swimming ability. However cadets are permitted to take part if they are able to swim in a Buoyancy Aid.

***All cadets & instructors going afloat must wear a***

***buoyancy aid or lifejacket.***

**Joining Procedure**

1. Unit tour with Cadet and Parent.



2. A form called a Cadet Enrolment and

Record of Service form (P10) is issued to

the parent and completed.

3. Payment of £30 Joining Fee for Badges Uniform

etc

4. After 3-4 weeks we issue a working

uniform. No 4s.

5. After 6 – 10 weeks in New Entries the

cadet will be issued with a full ceremonial

uniform (No 1s).

**Commitment**

A cadet has to make the following commitments:

Make the Sea Cadet promise to show they will conform to the Sea

Cadet values.

Attend the unit regularly on normal parade nights.

Make every effort to join in other training opportunities that come up.

Attend the five annual compulsory parades;

Pre Royal Naval Inspection (normal parade night)

Royal Naval Inspection (normal parade night)

Sea Sunday (Nearest Sunday to the end of Aug)

Remembrance Sunday (Nearest Sunday to 11th November)

Trafalgar Day (Nearest Sunday to 21st October).

Wear the correct uniform as set down in standing orders.

Keep up to date with payment of nightly Subs (Currently £2.00 per night)

Return all uniform and equipment on leaving the unit

**Divisions**

When cadets finish basic training they are allocated to a Division. Each Division also has members of staff allocated to it. They are encouraged to take an interest in the welfare of the cadets in their division.

Divisional staff are similar to form tutors at school. However, most training is carried out in groups made up from different Divisions, so cadets often build up good relationships with their specialist instructors who may not be from their own Division**.**  Fishguard currently has two divisions, these being Port and Starboard

**Unit Organisation**

The unit is staffed by civilian instructors and uniformed volunteers, there are

four key staff who you need to be aware of.

**Officer-in-Charge (OiC)**

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

**First Lieutenant (1st Lt)**

Second in command, the First Lieutenant directs the day to day operation of the unit by organising the duty, routine systems and managing the unit calendar. The 1st Lt administers discipline on behalf of the OiC.

**Training Officer (TO)**

Draws up an effective and enjoyable training & boating programme. The Training Officer also looks after cadet course applications and organises cadet promotion.

**Administration Officer (UAO**)

Looks after all records and collects any necessary payments from cadets.

**Unit Management Team**

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

**Parents and Supporters Association**

This is a subcommittee of the UMT, its members are normally cadet’s parents and relatives. The P&SA usually help raise funds for the unit by holding raffles and running stalls at fetes and similar events. The P&SA is always on the lookout for new members, if you would like to assist contact the Officer-in-Charge.

**Costs & Uniform**

There is a £30 joining Fee, which is used to purchase uniform items and covers the costs of all badges, during your cadets time in cadets. Also subs are collected each parade night, which is currently £2.00 per night. Boots and Shoes - We cannot supply boots and shoes. The unit has some stocks of these but cadets may need to purchase these from MOD surplus shops. The unit has lists of such shops/on line stores. Losses - Cadets have to pay the full replacement costs of any items that they lose.

Cleaning - The full ceremonial uniform will need to be dry cleaned on average twice a year.

A Uniform Guide and Badge Chart are available from the unit. **Please ask for one**.

**Gift Aid**

The monthly donations (which have become known as subs) are a valuable source of income for the unit. Under the Inland Revenue Gift Aid scheme we can reclaim the basic rate of tax on your monthly donations. If you wish us to claim Gift Aid on your donations you can complete the Gift Aid declaration.

Only income tax payers are eligible to make Gift Aid donations.

**Payment Difficulties(Courses)**

We realise that some families may have a problem covering the cost of their child belonging to the unit. People with genuine difficulties should not be put off. The unit has access to various funds to support cadets. Please see the Officer-in-Charge for details. Your situation will be treated in the utmost confidence.

**Procedures/Regulations**

The Marine Society & Sea Cadets Corps has laid down regulations and

guidelines to direct the running of the Corps and protect its members. Key

documents are:

Sea Cadet Regulations: SCR Rules by which the SCC is governed.

Training Afloat Regulations TARS Regulations for safety of SCC boats and associated safety equipment.

Code of Conduct - A thorough guide to the standards of behaviour that must be met by all SCC adults.

Guidance to Commanding Officers on Maintaining Discipline Among Cadets - A thorough guide to the treatment and discipline of cadets, this guide conforms to the Child Protection Act.

Unit Standing Orders - USO Orders issued locally by the CO to cover issues specific to each unit e.g. Unit Health and Safety Policy, H&S Policy Health and Safety policy drafted by the OIC

**Discipline**

Normally staff that see misbehaviour deal with it there and then. If the problem

is serious it will be referred to the 1st Lt but depending on the seriousness of the matter, the 1st Lt may pass the matter up to the OIC. Only they can allocate penalties for misbehaviour. A written record of all these referrals and the outcome is kept. If a particular cadet’s behaviour causes constant problems, parents will be involved.Examples of penalties that can be allocated are; caution, extra duties, loss of

privileges, loss of Good Conduct Badges, dis-rating, suspension and dismissal. Awarding physical or cruel penalties is completely forbidden, as is any kind of financial deprivation.

**Cadet Supervision**

Only properly appointed (and therefore DBS checked) adult instructors are allowed to have unsupervised access to cadets. Training is carried out in mixed groups of boys and girls, the instructor will be the most suitable regardless of gender. However, in the interests of all concerned, an adult of the opposite gender has to be available in the vicinity to oversee welfare issues. He/she need not be uniformed but will be approved by the CO. Staff are instructed not to allow themselves to be placed in a position where they are

alone in private with individual cadets of any gender.

**Course Application**

There are a large number of courses run across the country and at Royal Naval bases to which Cadets are encouraged to apply. The latest course list is available on the Training Notice Board and cadets can approach the Training Officer or 1st Lt directly if they wish to apply for any course.

To request a course:

1. Fill out a Course Request form (available from the Ship’s office& training notice board).

2. Take the form home for a parent’s signature. By signing the form parents confirm that; the cadet is available to attend the course. the course fee can be paid (bursaries are available for offshore courses).

the parent is happy with the travel arrangements. if required, time off school has been arranged.

3. Return the form to the Training Officer or 1st Lt.

**Picking up Cadets**

Unit staff are under orders not to leave the unit until all cadets have been collected or have started their journey home (when parents are happy for them to travel alone).

When coming back to the unit from training events cadets are encouraged to phone ahead with estimated return time. Please bear in mind that staff can’t leave until all cadets have been collected. Sometimes travel plans or departure times can be disrupted, when this happens cadets are instructed to keep

parents informed of changed timings.

**Health & Safety**

The unit has a Health and Safety policy that is reviewed annually. Copies are available from the unit.

**Insurance**

Sea Cadet personnel are fully covered for personal injury and public liability during Sea Cadet training; this cover is made up of a combination of MOD liability and commercial insurance cover. Personal property and effects are **not** included in this cover and it is suggested that parents ensure cover is in place through normal household policies. Cadets should not bring high value items to Sea Cadet training events.

**Complaint and Grievance**

Cadets with complaints or grievances should take them to their Divisional or instructional staff. If the matter is serious they can go directly to the 1st Lt. Complaints will be dealt with through the chain of command and if necessary taken to the Officer-in-Charge. Parents are encouraged to discuss any concerns or problems with the OiC. However, if parents are not satisfied they have the right to make a formal complaint. This should be sent in writing to the OiC. The OiC will make the Unit Chairman aware of the complaint and investigate it fully. After the investigation a written response will be provided.

If parents are not satisfied with the response to a formal complaint the matter can be referred to the District Officer. Complaints relating to the OiC or Unit Chairman can be sent directly to the District Officer, though the unit should be copied. The OiC has to provide the District Officer’s contact details for either of

the last two situations.

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