

WELCOME TO THE CADETS



**ROYAL
MARINES
CADETS**

Part of the Volunteer Cadet Corps



Welcome to the Royal Marines Cadets, part of the Volunteer Cadet Corps. Whether you are reading this as a new recruit or the parent or guardian of a new recruit, I hope this induction guide will prove to be not only a useful resource for information during your first few weeks with us but also a handy reference tool during your time with us.

The VCC was formed on 14 February 1901, and throughout our history we have been proud to serve the community of Portsmouth and South East Hampshire in providing a challenging but enjoyable range of activities for our local young people.

Our motto accurately sums up our standards and ethos. All of our members, be they cadet or staff, must strive to live up to our standards. Indeed, they must always 'Be Worthy' of wearing our uniform and cap badge.

The VCC is sponsored by the Ministry of Defence but most of our funds come through our own activities such as fund raising events, fees and subscriptions. We are lucky to benefit from a dedicated team of instructing and support staff, all of whom give up vast amounts of their time totally free of charge.

I look forward to hearing about and seeing the progress of our new recruits over the next few months. There will be challenges along the way and we will continually drive and stretch abilities. Parental support is pivotal to a successful and fun time in the VCC, and of course our instructing and support staff are always available to guide and encourage.

Don't forget we are always looking for new volunteers to join our staff, and previous cadet or military experience is not necessary. Please contact us for a no obligation discussion if this is of interest.

I am sure that you will find your time with the VCC both enjoyable and rewarding.

TE Wing

TE WING
Major RMC
Commanding Officer

The currently has three RMC Divisions: Portsmouth, Plymouth and Lympstone. Each is staffed by unpaid civilian adults, with some serving Armed Forces personnel attached but giving up their time in addition to their normal duties.



The VCC also has two Royal Naval Cadet units at HMS Collingwood and HMS Sultan. The Volunteer Cadet Corps is a fully integrated part of the MOD's youth organisations alongside the Sea Cadet Corps, Army Cadet Force, Air Training Corps and Combined Cadet Force.

Our governance is via Flag Officer Sea Training (FOST) who is responsible for all Royal Navy youth organisations, and the Corps Colonel RM provides the link with our Parent Corps family of Her Majesty's Royal Marines.



Our aim is simple:

“To provide opportunities for young people to develop into responsible, dependable and useful members of society by employing the traditions and practices of the Royal Marines as a basis of their activities.”

We achieve this by putting cadets into uniform, teaching them basic discipline, and engaging them fully in a range of exciting, fun and useful activities. These include:

| | |
|--------------------|-----------|
| Adventure training | Sports |
| Map Reading | Swimming |
| Competitions | Parades |
| Weekend exercises | First aid |
| Display groups | Camps |
| Field gun | Band |

We place great emphasis on standards of dress and behaviour, and it's our standards that cadets must aspire to and achieve. Parents and guardians can assist us in this regard by helping cadets keep their uniforms in good condition, ensuring cadets have regular hair cuts, and making sure they arrive at their training or event on time (and this always means at least five minutes early!).

COMMANDING OFFICER

The Commanding Officer (CO) is Major Terry Wing RMC. Major Wing was a Regular Army Reserve Officer with the Princess of Wales's Royal Regiment.

SECOND-IN-COMMAND

Lieutenant Chris Spratt RMC is the Second-in-Command (2IC) with responsibility for the day to day running of the Division as well as events planning and health & safety.

QUARTERMASTER

Warrant Officer Class 2 Sharon Scott RMC is our QM and responsible for managing all of the Division's stores and logistical requirements.

TRAINING OFFICER

Warrant Officer Class 2 Gavin Collar RMC is responsible for the planning and delivery of all training, and oversees our annual Events Planner.

FIRST DRILL

Warrant Officer Class 2 Loz Richer RMC has the responsibility for overseeing discipline, standards, ceremonial events and drill.

COMPANY COMMANDER, R COMPANY

Colour Sergeant Mick May RMC is tasked with delivering recruit training and making sure the recruits are of the required standard before their Pass Out.

REGIMENTAL SERGEANT MAJOR

Cadet Warrant Officer Class 1 Sam Chadwick is our RSM. He oversees the performance of all cadets, especially his NCOs, and assists the CO and 2IC.

ADMINISTRATION OFFICER

Karen Wright runs our Administration Office and should be your first point of contact with any queries. She can be contacted at ports-admin@rmvcc.org.

TREASURER

Dawn Jacobs is our Treasurer with responsibility for ensuring all of our finances are managed appropriately, in accordance with Charity Commission regulations.



ABSENCES

Cadets are expected to attend all parade nights, plus other important events (eg: ceremonial parades on occasional weekends). They must also attend all other events for which they have volunteered. If a cadet is unable to attend a letter or email must be sent to us in advance (addressed to the company commander or other member of staff in charge of an event) to explain why. For unplanned absences (eg: sickness) a retrospective letter or email must be sent.

These letters are important so we know that cadets are genuinely absent and not missing training without the knowledge of their parent or guardian.

Continued unexplained absence will result in the cadet being dismissed from the VCC unless there are exceptional circumstances.

ATTENDANCE

Regular training takes place on Tuesday and Friday evenings (parade nights) between 1830 and 2030. This means cadets should arrive by 1815 ready to fall in on parade at 1830, and will usually be free to leave by 2045 (final parade taking place at 2030).

Cadets arriving late on parade should fall in off to the side of the parade ground and wait to be called forward by the Cadet Regimental Sergeant Major (Cdt RSM). Parents are not to lead their cadets onto the parade.

Cadets will often need a bit of time after final parade for administrative purposes (eg: changing uniform in our clothing store or receiving a briefing on weekend activities) if they are not able to carry out these tasks during the rest of the evening.

BULLYING AND HARRASSMENT

The VCC has a zero tolerance policy towards bullying and harassment. Should a cadet feel they are being bullied or harassed, by either another cadet or member of staff, either they or their parent or guardian should report the matter to the Welfare Officer or another member of staff of their choice if they so wish. The matter will be investigated thoroughly and a full report given back.

A copy of our Child Protection Policy is available on request.

CADET NON-COMMISSIONED OFFICERS

All cadets have the opportunity to progress through our ranks (having passed out as a Recruit to become a Cadet) from Cadet Lance Corporal (Cdt LCpl) all the way up to Cadet Warrant Officer Class 1 (Cdt WO1). Our cadet NCOs assist the staff with supervision of other cadets and in delivering appropriate training, and promotion is a fantastic way for cadets to learn about responsibility and leadership. Cadet NCOs do not have powers of punishment but do have authority over cadets of subordinate rank. The most senior cadet is the Cadet Regimental Sergeant Major and all cadets have the opportunity to reach this rank.

CANTEEN

Our canteen (sometimes called Tuck Shop or Galley) is open on most parade nights and sometimes during other activities, offering a selection of refreshments including tea, coffee, soft drinks, burgers and sweets at reasonable prices. Canteen profits are returned to the VCC.

CHILD PROTECTION

The welfare of our cadets is our paramount concern. All of our permanent staff receive regular child protection training as well having regular criminal records checks.





COMMITMENT

The RMVCC expects a high level of commitment from all of its personnel. In general we expect cadets to attend at least 65% of all parade nights annually and a significant number of other activities and events. Experience has shown that those who are most committed to the RMVCC not only go further in terms of promotion and achievement but also gain the most enjoyment from our activities.

Cadets who attain four years good conduct service are awarded the RMVCC Long Service and Good Conduct medal (seen on the left here). This can only be worn during cadet service.

CORRESPONDENCE

Please address all letters to the Commanding Officer (except for absence letters – see Absences). Please include the cadet's full name, company and RM Cadet number at the top of the letter. We welcome correspondence by email but please note our mailbox is not monitored continually so acknowledgements and replies may take a few days. Please do not send official correspondence via our Facebook page.

DISCIPLINE

Any large organisation requires an appropriate measure of discipline to be able to function efficiently and properly. Our staff strive to maintain a high level of discipline and our cadets are expected to do the same, especially when they start to attain some rank and responsibility. Serious breaches in discipline will result in cadets being subject to disciplinary measures, up to and including dismissal. All punishments are in line with our disciplinary code as approved by the MOD.

DRESS AND UNIFORM

All cadets are expected to wear their uniform with pride. That means it needs to fit correctly, be clean, ironed where appropriate and free of fluff and dirty marks. Items that need to be polished (eg: boots and belt buckles) must be highly polished to a shine. Cadets who do not meet our dress standards will be given guidance, but repeated failures to attain those standards will result in disciplinary measures. Parental support in assisting the cadets to maintain their uniforms is absolutely essential.

All uniform and other equipment issued by us remains the property of the MOD and/or RMVCC. It must be returned in a clean and usable state when the cadet leaves or upon request. Charges may be made for any property damaged or not returned, and we reserve the right to recover unreturned property via legal means if appropriate. Uniform may not be worn outside of RMVCC activities without permission.

DRINK

Cadets are not permitted to possess, buy or consume alcohol (including low or non-alcoholic beers), or enter public houses and off-licences when engaged in RMVCC activities. Any cadet disobeying these rules will be dismissed.

DRUGS

Cadets are not permitted to take any drug whilst engaged on RMVCC activities except those prescribed by a GP or hospital in connection with an illness or medical condition. Any cadet found to be taking, in possession or distribution drugs will be dismissed, and the matter will be reported to the police.



EDUCATION

The VCC readily appreciates the importance of cadets' education. School and homework do come first, although learning how to balance varying commitments is a good skill for cadets to develop. If a cadet is having problems balancing school and cadet commitments our staff are always willing to discuss the matter and work with the cadet and their parents/guardians to see what solutions can be found. Parents/guardians should contact us to make an appointment for a discussion with either the cadet's company commander or the Welfare Officer.

EQUAL OPPORTUNITIES

The VCC prides itself on providing equal opportunities for all cadets subject to ability and welfare. All VCC personnel will be treated on merit irrespective of gender, race, nationality or sexual orientation.

HAIR

Being part of a uniformed organisation requires hair to be kept appropriately tidy:

- **Boys** Long hair is not acceptable. Hair is to be kept sensibly short (off the neck and ears); grade 2 is ideal.
- **Girls** Long hair is to be worn in a bun with black accessories.

Excessive colouring or bleaching, decorative patterns or 'stepped' cuts are not permitted.

HEALTH AND SAFETY

As part of our commitment to the welfare of our personnel, we equally regard our health and safety obligations as pivotal to our activities. All of our activities are risk assessed, and we have our own 'suitably qualified and competent' Health and Safety Officer. All of our activities are regulated by the MOD and we follow all of their regulations and guidelines. This includes the ratio of staff to cadets for supervision purposes.

Where we employ an external agency to deliver any of our activities (eg: an adventure training centre) we assess their health and safety procedures and competence before engaging them.

The VCC is not responsible for the supervision of cadets before 1815 (or arrival at an activity at other times) nor after 2045 or when cadets have been dismissed by their staff. Responsibility for cadets whilst they travel to and from our activities also remains with parents/guardians unless the cadet is travelling in VCC supplied vehicles.

JEWELLERY

We have strict rules regarding the wearing of jewellery, generally for safety reasons:

- **Boys** Earrings and other jewellery (including necklaces) are not permitted, except for one modest finger ring (although these may need to be removed for safety reasons when participating in some activities).
- **Girls** Only one gold or silver stud may be worn in each ear; rings may be worn as per the boys. Other jewellery, including nose studs, is not permitted.

Any cadet found wearing more jewellery than stated above will be asked to remove it; failure to do so will lead to that cadet being sent home. Skin coloured plastic hole fillers or plasters covering earrings are not permitted.





MAKE UP

Cadets are not permitted to wear any make up (this includes nail varnish) when in uniform, and then only in civilian clothing when authorised (eg: during social events).

MARKS OF RESPECT

It is the tradition of uniformed organisations to employ marks of respect. Officers and Warrant Officers will be addressed as “Sir” or “Ma’am” as appropriate, whilst personnel of other NCO rank will be addressed by their rank. Officers are to be saluted by cadets when in uniform. Adults outside of the VCC will always be addressed by cadets as “Sir” or “Ma’am”.

Cadets will usually be referred to by their surname; first names are never used.

MEDICAL CONDITIONS

It is very important that cadets and/or their parents or guardians inform the VCC of any on-going or temporary medical condition which cadets may have. This enables us to assess whether they are suitable for particular activities, and we can make this information available to the emergency services and hospital staff in the unlikely event of an accident. All medical information is held in the strictest confidence.

Whilst this may seem a burden, we ask that parents and guardians complete a Consent Form for all ‘out of area’ and other specific activities. Again, this information helps us to protect the welfare and safety of our cadets.

MOTTO

Our traditional motto is ‘**Be Worthy**’. All cadets and staff are expected to continually strive to live up to this motto so they are indeed worthy of wearing our uniform and cap badge.

PARENTAL SUPPORT

As we have stated before, support from parents and guardians is essential. However, we do ask parents not to interfere in the training given to cadets (as an example, saying to a cadet they don’t need a haircut when they have been told by their instructor they do). If you feel you need to question anything we do please contact us either in writing or, if urgent, by telephone so the matter can be dealt with appropriately. This avoids confusing cadets and undermining the respect they have for our staff.

SECURITY

Our training mostly takes place within MOD establishments, and thus security is important. All cadets are issued with a non-photographic identification card which also serves as a subscriptions record card.

This card must be kept safe, not be transferred to anyone else and must be returned to the VCC upon request. Cadets are to have this card in their possession at all times when engaged in VCC activities. Loss of this card must be reported to us at the earliest opportunity.

Parents and guardians who wish to enter HMS Excellent must apply via the Administration Office for an appointment. Cadets are to be dropped off and collected from the main gate at HMS Excellent.

SMOKING

Cadets are not permitted to smoke, or be in possession of cigarettes or tobacco when engaged in VCC activities. Any cadet found doing so will be subject to disciplinary action and the items concerned removed for disposal without reimbursement.

SOCIAL NETWORKING

We encourage our personnel to add the ‘Royal Marines Volunteer Cadet Corps Portsmouth’ group to their Facebook account should they have one. However, in line with our Social Networking Policy and Child Protection Policy we ask cadets not to add staff as ‘friends’ on social networking sites; staff will refuse any such invitations.

SUBSCRIPTIONS

All cadets have to pay £5 per month as a subscription. This fee covers our main running costs in addition to other self-raised funds and the modest grant we receive from central government. All subscriptions need to be made by the second Tuesday of each month to the Treasurer by standing order.

If there is a problem with paying subscriptions please do talk to us. Please contact us to make an appointment to discuss further with either the Treasurer or Welfare Officer. We would much rather come to an arrangement than see a cadet leave.

However, in the event that we are not contacted and a cadet fails to pay four month's worth of subscriptions, and enquiries from us go unanswered, the cadet concerned will be dismissed. Parents and guardians will still be liable for the payment of all outstanding funds, as well as for the return of all property issued by us.

Payments for other activities like annual camps must also be made to the Treasurer. Other staff, unless acting in the Treasurer's absence, are not able to accept payments. Please note that once paid, fees for activities will not usually be refunded if the cadet fails to attend as usually the VCC has made financial commitments that themselves not normally refundable.

OUR TRAINING

We deliver our training, the Cadet Common Military Syllabus (CCMS), through a number of phases:

Recruit Training

This is the foundation of all of our activities and standards. Recruits will be introduced to drill and ceremonial matters, uniform care, and Cadet Corps and Royal Marines history.

During Recruit Training recruits wear a blue beret and belt with their ceremonial 'blues' uniform, only being allowed to wear a white cap and belt once they have passed out. The best all-round recruit is awarded the coveted Belle Isle award, to be worn on their 'blues' uniform throughout their time in the VCC. The next best five recruits are appointed Section Commanders for Phase 2 and wear a red diamond on their 'blues' uniform until promoted.

Upon leaving R Company, cadets may elect to join the Band and Drums or one of our General Duties (GD) companies for further CCMS training.

Phase 1

This phase is for our youngest cadets and builds on training in R Company, further developing cadets' key skills. Attendance at weekend exercises is very much encouraged.

Phase 2

Phase 2 follows on and takes cadets further along their training path. Older recruits (generally aged 13 or above) may progress direct to Phase 2 upon passing out.

Phase 3

Phase 3 provides more in-depth training for cadets especially in field and leadership based subjects. New skills are introduced and cadets are expected to show some progress in developing their abilities. Cadets passing this phase are promoted Cadet Lance Corporal.

Phase 4

Again, new skills are introduced and existing skills are fine tuned. After Phase 4, cadets who have reached the rank of Sergeant progress to the Cadet Training Team and help train younger cadets.

Promotion

Promotion is obtained by completing and passing our Junior Command Course (for Cadet Corporal ranks) and our Senior Command Course (for Cadet Sergeant). Promotion beyond Cdt Sgt is by merit and interview boards.



If you need further information or wish to discuss any matter please contact us:

By Email: ports-admin@rmvcc.org

By Phone: **02392 547495**
(Tuesday and Friday nights, voicemail at other times)

By Mail: **Portsmouth Division**
Royal Marines Cadets
Alamein Block
HMS Excellent
Whale Island
Portsmouth
Hampshire
P02 8ER

Website: www.royalmarinescadetsportsmouth.co.uk

Facebook: **Royal Marines Volunteer Cadet Corps (Portsmouth)**

When visiting our website please register for an account so you can access the full range of contents, including up to date news from the VCC and our forthcoming events. If you have any problems registering please contact us via our usual email address.

COULD YOU HELP OUR CADETS MEET THE CHALLENGE?

The VCC is always looking for new volunteers to join our uniformed and non-uniformed staff. Whether you have previous military or cadet experience, or have a civilian background, if you are willing to meet our standards and commit some of your spare time we would be delighted to hear from you.

We are particularly interested to hear from people with adventure training, Duke of Edinburgh Award, sailing, shooting, first aid or musical qualifications. We are also looking for catering, stores, fundraising, marketing and administration staff.

If you are aged 18 to 60 and interested please contact us to arrange a no obligation discussion with our 2IC or CO. It's not just a hobby; you will be helping to develop the potential of some talented young people whilst making some excellent friendships.

It's not just the cadets who can Meet The Challenge!



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