



Volunteer Cadet Corps

Portsmouth Volunteer Cadet Corps
Royal Naval and Royal Marines Cadets
Alamein Block
HMS EXCELLENT
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VCC/POR/G7/05

27 Jun 2017

See Distribution

EXERCISE WESTERN TOR (SUMMER CAMP 2017) – INSTRUCTIONS

Introduction

1. Summer Camp 2017 will be at Okehampton Camp, Devon from Sat 4 Aug to Sun 13 Aug 17. As well as the camp, we will be making maximum use of local facilities including Dartmoor Training Area and local civilian amenities and adventure training centres.

Finance

2. Please note the following financial details:

a. **Camp Fees.** All fees for Summer Camp 2017 (£95 per cadet) must be paid in full to the Finance Officer (Lt Shirley Wing RNC) by **Tue 11 Jul 2017**. Fees may be paid in instalments although are not refundable should your son/daughter/ward not attend camp or leave the VCC before camp. Fees include the provision of a Summer Camp T shirt.

b. **Pocket Money.** A maximum of £20 pocket money is also to be paid to the Finance Officer by Tue 11 Jul 2017. Cadets are not permitted to take more money than this (except for a small amount of change so that they make minor purchases during the journey to camp) so they do not have large sums of money in their accommodation. Cadets will be able to draw their pocket money at camp for when they make external visits or to use with the Tuck Shop. Left over pocket money will be given to cadets on the last night so they can make purchases on the journey home.

c. **Subscriptions.** All subscriptions, up to and including Jul 2017, are to be fully paid to the Treasurer by Tue 11 Jul 2017. Cadets who have not paid their subscriptions up to Jul 2017 will not be allowed to attend camp and any camp fees paid to that date will not be refunded.

3. If any of the above conditions pose a problem, please call us in confidence on 023 9254 7495 as we would rather discuss the matter than have a cadet excluded from attending camp.

4. Please make all cheques payable to 'RMVCC'.

Equipment

5. Please note the following important information:

- a. **Equipment List.** A list of personal kit is shown at Annex A. All items must be marked clearly, where possible, with the cadet's surname, initial and cadet number (ideally on the label or other appropriate discreet location).
- b. **Equipment Security.** All reasonable precautions will be taken at camp to safeguard personal items of equipment. However, the VCC is unable to accept liability for the security of, loss of or damage to clothing, personal equipment or other personal items at camp. It is recommended that suitcases or bags are capable of being secured. In the event that a spare key is not provided (see below), or subsequently lost by the cadet (they having already lost their primary key) the VCC reserves the right to force open that cadet's suitcase or bag (so they can access their clothing and equipment) with no liability on the VCC for any damage caused.
- c. **Luggage.** Luggage is to be brought by all cadets when they muster at HMS Excellent on Sat 4 Aug 2017. All items of luggage (including field equipment) must have a luggage label securely attached showing the cadet's surname, initial and number. The use of expensive suitcases is not recommended, but luggage must be robust enough to last the journey to camp, a week at camp, and the journey home. Plastic bags and bin liners are not suitable and therefore not permitted.
- d. **Daysack.** Cadets may take a daysack or similar small holdall onto the coach but all other luggage will be placed under the coach.
- e. **Keys.** Each cadet is to bring two keys for each padlock and suitcase they use. One key per locker or suitcase is to be kept by them and the other is to be given to nominated staff during the muster at HMS Excellent on Sat 4 Aug 2017. These spare keys, which will be kept secure, are to be on a split ring with a luggage label clearly showing the cadet's surname, initial and number.

Forbidden Items

6. **Overview.** Cadets are not permitted to bring the following items to camp:
 - a. Knives, daggers and similar sharp instruments.
 - b. Large music players and/or radios (personal music players are allowed).
 - c. Tobacco products, alcoholic drinks, low or non-alcoholic beers and alco-pop style drinks.
 - d. Offensive clothing or materials.
 - e. BB guns, air rifles, air pistols and replica weapons.
 - f. Portable game consoles.
 - g. Any drugs not specifically prescribed by a medical practitioner or declared on the medical form. Any prescribed drugs taken to camp by cadets must be clearly shown on their medical form.
 - h. Mobile telephones (see below).
7. **Disciplinary Action.** All cadets are prohibited from possessing or consuming alcohol (including low and non-alcoholic beers and alco-pops) and from possessing or using tobacco. Any cadet found in possession of any of the above items, drinking alcohol or smoking tobacco will have the relevant items confiscated by staff without liability, and in the case of knives, daggers, weapons, offensive material, alcohol/drinking and/or tobacco/smoking may be subject to disciplinary action including being sent home.
8. **Mobile Telephones.** Whilst we appreciate this may be challenging, we ask that cadets do not take their mobile telephones. If they are taken the VCC cannot accept liability for loss, damage, theft or misuse. It is important, especially for the younger cadets, that communication with parents/guardians is directed through our welfare staff (see para 9 below) so that any mishaps are reported accurately or any issues are initially dealt with on site – this may save a wasted journey to camp for parents/guardians.

Personal Issues

9. Please note the following important points:

a. **Haircuts.** All cadets are to have had their hair cut prior to camp. Female cadets are expected to be able to manage their own hair.

b. **Personal Hygiene.** All cadets must shower and change their underwear at least once a day. Sufficient quantities of underwear and socks must be brought to camp (allow at least two sets per day).

c. **Washing and Ironing Clothes.** Cadets will also be expected to do their own laundry if necessary. There are washing machines available at the camp so liquid or powder wash may be taken (to be placed in a sealable plastic bag to guard against being the bottle or packet being split open). Some guidance from parents/guardians before camp on washing and ironing clothes is therefore encouraged.

d. **Diet and Food.** Cadets will be given three meals a day when in camp including a cooked breakfast and a two course dinner. Lunches will either be a packed lunch if out of camp or a light cooked meal if in camp. **If your son/daughter/ward has any dietary requirements or cannot swim please ensure this is noted on the Parental Consent Form (VCF T1).** We aim to provide vegetarian and Halal options at camp, and experience shows that many cadets return from camp having eaten foods they have previously not tried or liked. Staff will monitor the food and liquid intake of cadets as our activities will be energetic and thus they need to maintain their energy and hydration levels.

e. **Medication.** Medication where necessary will either be administered by cadets themselves or by one of our first aiders. Medication will be kept for safe keeping by staff with the exception of asthma inhalers. All information must be provided on the enclosed Consent Form (VCF T1), and it is the parent/guardian's responsibility to keep us updated if any of that information changes.

f. **Personal Problems.** If any cadet has a personal or medical problem that may cause them or you to question whether they should attend please discuss it with us first in the strictest of confidence. Normally these can be dealt with and the cadet can still enjoy camp.

g. **Visits and Telephone Calls.** There is no Parents' Day at camp and informal visits are not permitted. For some cadets this is their first time away from home and a certain amount of homesickness is to be expected. Experience shows that a complete break from home enables cadets to overcome homesickness much quicker. Similarly, other than for emergencies, parents/guardians are requested not to contact their son/daughter/ward by telephone. Our staff are very experienced in dealing with welfare issues, and will make contact with parents/guardians if necessary.

h. **Emergency Contact Number.** The contact numbers for use only in an **emergency** is Okehampton Camp Reception on 01837 52241 (ask for VCC duty staff). Please also ensure we are able to contact whoever you give as your child's next of kin or emergency contact during camp.

i. **Postcard.** Parents/guardians may wish to give their son/daughter/ward a stamped self-addressed postcard that can be written on and then posted home. This gives the cadets the opportunity to tell their parents/guardians just how much they are enjoying camp.

g. **Early Collection.** In extreme circumstances we may need a cadet to be collected by his/her parents/guardians from camp, possibly due to medical or disciplinary reasons. The VCC is unable to transport cadets home early should this situation arise so it is the parents/guardians responsibility to ensure they or a designated and approved person can travel to camp to collect their son/daughter/ward.

Travel Arrangements

10. **Timings.** Timings for personnel nominated to form the Advance Party will be provided separately. Those not nominated will be in the Main Party for which the following timings apply:

Ser (a)	Date (b)	Time (c)	Activity (d)	Comments (e)
1	Sat 4 Aug 2017	0800	Main Party cadets and staff muster at HMS Excellent parade ground	With all equipment and luggage ready to load onto the coach; cadets must be able to carry their equipment; all pers must be on time
2	Sat 4 Aug 2017	0900	Coach departs HMS Excellent	Any cadet not at HMS Excellent in good time to load his/her equipment will be left behind and will miss camp; money will not be refunded
3	Sun 13 Aug 2017	1130	Coach departs Okehampton Camp	Approx time
4	Sun 13 Aug 2017	1630	Dismiss from HMS Excellent	Once all luggage has been unpacked and all transport is cleaned the cadets will be dismissed.

11. **Late Arrival/Early Departure.** If a cadet is not able to attend the whole of camp then a late arrival and/or early departure is permitted but we must be informed at the time of application and all transport is the responsibility of the parents/guardians. The cost of camp remains the same however.

12. **Return Arrival.** The arrival time on Sun 13 Aug 17 is approximate, depending on traffic. If the journey is severely delayed an update will be posted on Facebook. Everything will be done to achieve a timely dismissal but its important no-one departs until all luggage is accounted for and transport is cleaned.

13. **Collection.** Please ensure your son/daughter/ward knows how they are getting home after they have arrived back at Portsmouth after camp. Please do not just leave your son/daughter/ward at the HMS Excellent not knowing what time they may be collected (regrettably this has happened); it is not the task of the staff to ensure cadets get home after camp.

14. **Dress.** Dress for travel to and from camp is Dress 5A (smart civvies, but not PT kit or shorts). All uniform items should be packed in cadets' main luggage, but easily accessible as cadets will change into uniform upon arrival at Camp. Leaving berets and belts behind is a common issue so please ensure all items are packed the previous night.

15. **Food and Drink.** Cadets and staff on the Main Party are asked to bring a packed lunch for consumption on the coach. Cadets may bring up to £5.00 in cash with them for spending on the journey to camp, bearing in mind the security of that cash is their responsibility.

16. **Travel Sickness.** Cadets who suffer from travel and sea sickness are advised to take their medication in good time for the journey. Please ensure they pack sufficient travel sickness medication for the return journey and journeys whilst at camp. Any cadet who suffers from sea sickness should refrain from eating on the ferry. If your son/daughter/ward suffers from travel and/or sea sickness please ensure this is included on their Medical Form (see below).

Consent and Medical Forms

17. If not already submitted, please ensure a Parental Consent form ([VCF T1](#)) has been submitted to the Admin Office covering your son/daughter/ward's attendance at camp. This form is available from the Admin Office or our website (<http://volunteercadetcorps.org/forms/>). Please also use the form to let us know if your son/daughter/ward cannot swim as we need to pass this on to the adventure training provider as some activities will be on the water. If your son/daughter/ward is in Junior Troop Portsmouth Division RMVCC or HMS Excellent RNVCC please also ensure they have completed the appropriate medical form for their adventure training as well; this is available on Facebook or from the Admin Office.

Conclusion

18. If you have any questions regarding Summer Camp please contact us by email or telephone, or visit our website at <http://volunteercadetcorps.org/royalmarinescadets/events/portsmouth/camp/> where you will find the training programme, troop lists and answers to frequently asked questions.

19. We hope you son/daughter/ward has an enjoyable time at Summer Camp.

L Bridgeman

L A Bridgeman
CSgt RMC
Camp Training Officer

Annex:

A. Equipment List for Ex Western Tor

Distribution:

Action:

All cadets attending Camp (for Parents/Guardians)
All staff attending Camp

Info:

CO
OC EXC RNVCC
OC HQ Gp
TO
RQMS
SFAO
AO
RQMS
Web
File

EQUIPMENT LIST FOR EX WESTERN TOR

1. The items of equipment listed below are the **minimum** that must be brought to Summer Camp. Please 'tick off' each item as it is packed.

Uniform Clothing

Item	Junior & RNVCC	Senior RMVCC	Comments
Trousers MTP	2	3	Main uniform; see Stores for spares or buy own
Shirt MTP	2	4	Main uniform; see Stores for spares or buy own
T shirt dark green or brown	2	2	For use on field exercise (no logos unless military related)
Smock MTP	1	1	Main uniform
Trousers lightweight (ie: green)	1	1	For use as spare or for adventure training only; see Stores if this needs to be issued
Shirt general purpose	1	1	For use as spare or for adventure training only; see Stores if this needs to be issued
Beret blue with dark badge	1	1	
Jersey heavy wool	1	1	
Boots combat	1	1	A second pair is recommended if possible
Trouser elastics green	2	3	
Belt green plastic	1	1	Ensure loops are well fastened to prevent buckles detaching
Socks dark green or black	4 pairs	5 pairs	More if not going to wash socks at camp; use good quality woollen socks not school Nylon

RNVCC Uniform Clothing (this is in addition to the kit listed above for Juniors)

Item	RNVCC	Comments
Dark blue foul weather jacket	1	Main uniform
Number 4's blue Shirt	1	Main uniform
Number 4's dark blue trousers	1	Main uniform
Number 3's short sleeved white shirt	1	Main uniform
Number 3's black trousers	1	Main uniform
Shoes	1	Main uniform

PT/Sports Kit

Item	Junior & RNVCC	Senior RMVCC	Comments
T shirt sports	1	2	No offensive logos; not to be worn in the Galley
Shorts or tracksuit bottoms	1	1	
Swimming kit	1	1	
Socks white	2	5	
Trainers	1	1	Maybe used for casual wear during personal time

Civilian Clothing

Item	Junior & RNVCC	Senior RMVCC	Comments
Shirt white or blue with collar	1	1	School shirt is ideal (all senior cadets will need a white shirt for their mess dinner)
Tie	1	1	Cadet Corps tie is ideal; to be worn at Camp Concert
Trousers smart black or dark blue	1	1	Dark school trousers are ideal; black skirt for females (all senior cadets will need black trousers for their mess dinner)
Shoes smart black polished	1	1	School shoes if black are ideal; not trainers
Belt trouser civilian black	1	1	
Jacket smart	1	1	
Jumper	1	1	Optional
Socks black	2 pair	2 pairs	For use with smart clothes
Shirt casual	2	2	
T shirt casual	2	2	
Trousers casual or jeans	1	1	More if worn during Adv Trg instead of Trousers Lightweight
Sweatshirt or jumper casual	1	1	
Shoes casual or trainers	1	1	
Socks casual	5 pairs	6 pairs	
Flip flops	1	1	For use when going to the showers
Underwear	9	12	More if not going to wash underwear at Camp
Shirt loud/tropical	1	1	Ideal for the Camp BBQ night
Shorts casual	1	1	

2. The above quantities include clothing worn during travelling to and from Camp.

Field Exercise

Item	Junior & RNVCC	Senior RMVCC	Comments
First aid kit	1	1	Pocket size inc plasters and antiseptic wipes
Insect repellent	1	1	Make sure you are not allergic to it
Torch small	1	1	Pocket size with lanyard; should incl red filter
Jacket waterproof	1	1	MTP, DPM or green
Trousers waterproof	1	1	MTP, DPM or green
Bungees	6	6	At least 100cm long, green or black
Tent pegs metal	6	6	At least 10 cm long with hooked top
Notebook	1	1	Pocket size; keep in sealable clear plastic bag
Pencil	1	1	Sharpened both ends
Hat woolly dark green or black	1	1	Optional but ideal for cold nights
Hat bush MTP	1	1	For use in place of beret when in tactical situation on ex
Scarf scrim green	1	1	Optional
Dustbin liners	3	3	For waterproofing equipment in day sacks or bergens
Sealable plastic bags	3	4	For waterproofing equipment in day sacks or bergens
Trainers old	1	1	For use during wet activities on adventure training day
Tape black insulating	0	1 roll	For making emergency repairs to equipment
KFS (knife fork spoon set)	1	1	Clip set is ideal
Whistle	1	1	On a lanyard for attaching to Jacket DPM pocket
Compass Silva	1	1	On a lanyard for attaching to Jacket DPM pocket
Watch	1	1	Old or sports/outdoor watch with light
Gloves	1 pair	1 pair	Green or black, leather or woollen
T shirt dark green or brown	1	1	Dry kit if cadets get wet
Wash kit for the field	1	1	Travel items from Boots etc are ideal for this
Towel small dark green or black	1	1	Don't use a massive bath towel!
Jacket fleece dark green	Option	1	Ideal for cold nights

General Items

Item	Junior & RNVCC	Senior RMVCC	Comments
Sleeping bag	1	1	You may also bring a single sheet as a mattress cover
Pillowcase	1	1	
Pillow	Option	Option	One pillow will be provided so this is if you want another; don't forget another pillowcase if so
Wash kit	1	1	Shower gel, shampoo, soap, flannel, deodorant, toothbrush and toothpaste (plus razor and shaving gel if required)
Towel bath	1	1	
Sink plug	1	1	Suggest two sizes connected by a small sink chain
Coat hanger	6	8	Cheap metal ones are ideal and can be left behind
Mug plastic	1	1	Thermal mug is ideal; ideally with a handle
Washing liquid for clothes	1	1	Use hand wash liquid; put in sealable bag
Sewing/repair kit	1	1	
Boot cleaning kit	1	1	Brushes, polish and duster
Travel iron	0	1	Senior cadets will normally allow junior cadets to borrow if they ask nicely!
Foot powder	1	1	
Sun cream/block	1	1	After sun lotion is optional
Lip salve	1	1	Optional
Sunglasses	1 pair	1 pair	Optional; do not bring an expensive pair
Medication	As req'd	As req'd	Make sure we know what medication is being taken
Writing paper and SAE	As req'd	As req'd	Or a self-addressed blank postcard
Mug plastic	1	1	For meal times; suggest this has a handle
KFS (can be same as field kit)	1	1	Knife, fork and spoon set (a set that connects is ideal)

3. Cadets are to bring at least the quantity of items shown depending on whether they are a Junior RMVCC, Senior RMVCC or RNVCC cadet. A list of cadets attending will be displayed on Notice Boards in 158 Bldg and on the Summer Camp website page in the week before camp. This will show which cadets are Juniors, Seniors or RNVCC.
4. Failure to bring the correct equipment may mean your son/daughter/ward missing out on some activities at camp. There will be no issuing of missing items at camp.
5. Please remember to mark every item of equipment with the cadet's surname, initial and number.
6. Regrettably, the VCC is not always able to issue two of each item of uniform clothing or equipment due to lack of availability or costs. Therefore, whilst not essential it is highly recommended that cadets purchase their own spare kit as this will make their life at Camp considerably easier. A suggested commercial source of such clothing and equipment is Andy's Government Surplus (Portsmouth), [Cadet Kit Shop](#), [Cadet Direct](#) or any good camping shop. However, cadets should see the RQMS in the Unit Store just in case additional items of uniform are available for loan or purchase.
7. Any VCC equipment loaned to cadets that is not returned after camp will need to be paid for please.
8. Items left behind after camp will be placed into our lost property store for two weeks after return from Summer Leave. If these items are not claimed by then they will be disposed of as the VCC deems appropriate.
9. If you have any questions regarding equipment please contact us.