



5 SQUADRON AIR TRAINING CORPS

Quick Guide to Air Cadets

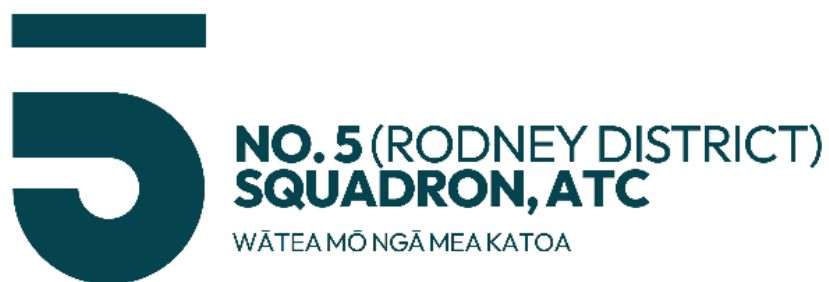


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Background

In New Zealand, Air Cadets are part of the New Zealand Cadet Forces (NZCF), a voluntary, disciplined, uniformed youth organisation. The NZCF includes three branches: the Air Training Corps (ATC or Air Cadets), the Sea Cadet Corps (SCC), and the New Zealand Cadet Corps (NZCC or Army Cadets).

5 Squadron is the 3rd largest unit in the country and has 135 registered cadets. The squadron is run entirely by volunteers, split into two groups: NZCF Operations and the Unit Support Committee. The ATC is structured similarly to the NZ military but is not part of the military.

To fully understand 5 Squadron and Air Cadets, it is recommended to spend a few hours reviewing the various materials on the websites listed at the end of this guide. In support of continuous improvement in communication and information, please check the available resources, such as the website, before asking questions, as they may already have been covered. Finally, please remember that this is a volunteer organisation where many young adults and parents commit 4+ hours a week to 5 Squadron.

Organization Structure

The Air Cadet Organizational Structure can be broken into two primary groups:

- Cadet Forces – lead by Unit Commander Sarah Gardiner
 - Organizes the weekly parades and the unit activities
 - Works with the Senior Cadets to teach skills to the Junior Cadets
- Unit Support Committee (USC) – lead by Chair Douglas Kruger
 - Organizes the support for the operational side
 - Primary role to organize fundraising, facilities, van operation, etc.
 - **Email:** chair@5squadron.org.nz **Mobile:** 022.545.6968

Cadet Terms

The Air Cadets operate during the school year – from February until early December – and do not operate during school holidays for normal parades. However, there are some events for qualified cadets that may run during the holidays, such as NCO or gliding courses or significant tramps like the Kepler Tramp.

2025 Start Dates

- 29-Jan-2025 – Staff and NCOs
- 5-Feb-2025 – Year 2+ Cadets
- 12-Feb-2025 – New Recruits (1st Year)

Cadet Activities

Cadet activities include camps, tramps, range practice, flying, parade nights, weekend courses, etc. Each activity is unique to 5 Squadron and takes significant effort from the operations team to plan and execute. To join an event, a cadet must meet any

requirements for the event and then apply via Cadetnet. Most events are subsidised, though there may still be a fee to help manage costs. The general process is:

1. The operations team publishes an event on Cadetnet and informs cadets during a parade night.
2. The cadet signs into Cadetnet and requests to attend the event.
3. The parent/guardian is notified of the event request and confirms whether the cadet may attend.
4. In most cases, the cadet will be allowed to attend the event. However, if attendance is limited, officers may have to select a subset of cadets based on various factors.
5. Any payment for the event must be made before the event takes place. Refunds will be given if the cadet does not meet the event threshold.

Cadet Uniforms

Cadets are issued uniforms after the Basic Recruitment Training (BRT), typically in March/April of their first year. As cadets grow, they can exchange their uniforms at the Uniform Store. This is done by bringing in the cleaned Uniform and sized for the new Uniform. Uniforms remain the property of the Air Cadets and must be returned in clean condition; otherwise, parents or guardians may be invoiced.

More details: <https://www.5squadron.org.nz/uniform>

Cadet Absence

If a cadet is sick or unable to attend, they must record their absence by 6pm on the Wednesday of parade night. Cadets must register their "leave" via the squadron's SharePoint site before the parade starts.

See: <https://5squadron.sharepoint.com>

Login as the cadet and find "Parade Night Absence".

For further help on cadet absences, contact the Squadron Adjutant via email at: adjutant@5squadron.org.nz

Please note that cadet attendance is recorded and influences decisions such as course eligibility, activities, and even promotions. For example, when spaces are limited on an activity, a cadet who attends 90% of cadet nights will have a better chance of participating in an activity than a cadet who attends only 70%.

Cadet Resignation

While 5 Squadron staff try to make Air Cadets enjoyable for all, sometimes cadets may lose interest or have conflicting activities and may wish to resign. The resignation process includes returning all of the clean uniform(s), signing off the 3822 booklet, and participating in a brief exit interview to help improve the cadet experience.

For further information on cadet resignations, contact the Squadron Adjutant via email at: adjutant@5squadron.org.nz

Tramp Equipment

One of the key activities of Air Cadets is participating in camps and tramps. While cadets should have their own tramping equipment, some gear is available to be loaned from 5 Squadron stores. The larger items such as tents are provided by the cadets for the tramp.

More details: <https://www.5squadron.org.nz/loan-equipment>

Duke of Edinburgh (DoE) Hillary Award

The award is an internationally recognised programme giving rangatahi the opportunity to develop skills, get physically active, give back, and experience adventure. 5 Squadron Air Cadets support the DoE award.

More details: <https://www.5squadron.org.nz/doe>

Cadet Funding

The cadets are based at 300 Postman Road, Dairy Flat, renting the North Shore Aero Club facilities. 5 Squadron collects cadet fees (40%) at the start of the year and for some activities. The Unit Support Committee organises fundraising activities (60%) to finance tramps, camps, flying, etc., as well as necessary expenses such as rent, building construction, and tramping equipment. We rely on parents volunteering to keep costs affordable, and the expectation is that both parents and cadets sign up for and attend a minimum of 2-3 events per year.

More details – Fundraising: <https://www.5squadron.org.nz/fundraising>

Sponsors: <https://www.5squadron.org.nz/sponsors>

Grants: <https://www.5squadron.org.nz/grants>

2025 Fee Structure

5 Squadron has introduced a three-tier fee system. Parents will select from ONE of the tiers below that they wish to/can commit to. Parents selecting Tiers 2 or 3 will be asked to indicate their volunteering commitments at the beginning of the year. Fees will be adjusted during the year if parents cannot meet the volunteering commitments of their tier.

Tier 1: Full Payment Model (No Volunteering)

For parents who choose not to volunteer.

- Basic 1 (First Year): \$550 + \$75 Basic Training Camp
- Basic 2 (Second Year): \$450
- Proficiency (Third Year): \$400
- Advanced (Fourth Year): \$350

Tier 2: Basic Volunteer Model (reduction of \$150 on Full Payment Model)

For parents and cadets who attend at least two Marathons and one other fundraising event (e.g., movie nights, quiz night etc) during the year.

- Basic 1 (First Year): \$400 + \$75 Basic Training Camp

- Basic 2 (Second Year): \$300
- Proficiency (Third Year): \$250
- Advanced (Fourth Year): \$200

Tier 3: Active Volunteer Model (reduction of \$300 on Full Payment Model)

For parents who commit to regular volunteering (3–10 hours per month) which may or may not include marathons/fundraisers. (Limited to 25 cadet parents/guardians by selection).

- Basic 1 (First Year): \$250 + \$75 Basic Training Camp
- Basic 2 (Second Year): \$150
- Proficiency (Third Year): \$100
- Advanced (Fourth Year): \$50

Why This Change?

The Squadron operates through a mix of fees, grants, and fundraising, with no direct funding from the New Zealand Defense Force. While fees cover only a portion of our costs, parental involvement through volunteering is crucial to maintain operations.

We have recently grown to become the largest unit in New Zealand with around 140 registered cadets. But still with approximately 280 parents available, we have only a handful of people actively involved to help run our entire support unit. We need at least 25 adults to run a unit of our size effectively. Without this support, the Squadron faces significant challenges, including the very real risk of closure in the near future.

Parent Volunteering

5 Squadron's success depends on volunteers. The Operations and Unit Support Committees consist of volunteers who collectively donate hundreds of hours per month. Parents can help out in a variety of areas – fundraising events, joining the Unit Support Committee, obtaining security clearance and assisting with cadet events, or helping out during Wednesday nights with IT, uniform stores, and building tasks like construction and electrical work.

We urgently need more parents / grandparents to step up, whether by joining the Unit Support Committee or volunteering in other roles, such as:

- Supporting camps, tramps, and shooting activities.
- Helping in the uniform store or maintaining equipment.
- Assisting with IT, administration, or communications.
- Joining the fundraising or grant application team.
- Construction/ Maintenance of cadet areas.

For the parents/grandparents working around cadets, a simple no-cost police background check will be performed and typically takes less than 2 weeks to complete. This regulatory requirement gives a peace of mind when working around the youth.

AGM

Annual General Meeting is held once a year in the March / April time period. All parents should plan to attend as this meeting is key to setting up the next committee and key

objectives for the year. Once the date is selected, an email and Team Reach notification will be setup.

Payments

Joining Air Cadets along with some activities have a modest fee. When payment is required, the following bank details can be used:

Account Number: 12-3046-0304572-00
 Particulars: <Activity Name>
 Code: <Misc Info>
 Reference: <Initial and Surname>

Briefing Sheets

Each Cadet activity will require the Cadet to APPLY in advance to get approval on "Cadetnet". The parent or caregiver will receive an email and then must Approve the activity.

Prior to the activity, a "Briefing Sheet" will be emailed out to the cadet with activity details. Here is a sample: (The website will be updated periodically with the briefing sheets as well.



No. 5 (Rodney District) Squadron, Air Training Corps ACTIVITY BRIEFING SHEET

ACTIVITY NAME

Objective

Activity Details

Personnel:	JNCO and SNCOs
Arrival:	Saturday, 27 January 2024 at RNZAF Base Auckland No later than 0745 hours
Dismissal:	Monday, 29 January 2024 at RNZAF Base Auckland No later than 1500 hours
Cost:	\$30.00 per person to be paid no later than 24 Jan 24
Payment Details:	Account Number: 12-3046-0304572-00 Particulars: NCO Trg Code: 2024-01 Reference: <Initial and Surname>
Application:	Fully completed CadetNet Application no later than Friday 19 Jan 24
Dress:	You are required to arrive in CWD Uniform
Equipment:	An equipment list is attached; ensure all equipment is clearly named
Weather:	The activity will continue regardless of weather
Transport:	Personnel are to arrange own transport to and from activity. The Air Cadet van will shuttle cadets arriving to YDU on base. Ensure you check the equipment list carefully. You must bring your NZCF 3822 and if you have it, government issued photo ID.
Extra Notes:	Please bring a laptop or computer if you have one. Also even though we will be staying on base no bedding will be provided and you must bring a sleeping bag, pillow slip, and pillow.

Contact Details

OIC:	FLTLT C Rutherford 021 744 001
Off-Site Contact:	Mr Doug Kruger 022 545 6968

Issue Date: 14/January/24

<https://www.5squadron.org.nz/briefingsheets>)

New Zealand Cadet Squadrons

No 01 (City of Wellington) Sqn Branch	No 18 (Avon) Sqn Branch	No 35 (Whakatane) Sqn Branch
No 02 (Hutt City) Sqn Branch	No 19 (Auckland) Sqn Branch	No 36 (Greymouth) Sqn Branch
No 03 (Auckland City) Sqn Branch	No 20 (City of Whangarei) Sqn Branch	No 37 (Thames) Sqn Branch
No 04 (Ardmore) Sqn Branch	No 21 (Masterton District) Sqn Branch	No 38 (Wigram) Sqn Branch
No 05 (Rodney District) Sqn Branch	No 22 (City of Upper Hutt) Sqn Branch	No 40 (Howick) Sqn Branch
No 06 (North Shore City) Sqn Branch	No 23 (Nelson) Sqn Branch	No 41 (City of Porirua) Sqn Branch
No 07 (City of Hamilton) Sqn Branch	No 24 (Ashburton) Sqn Branch	No 42 (City of Dunedin) Sqn Branch
No 08 (City of New Plymouth) Sqn Branch	No 25 (District of Kaikohe) Sqn Branch	No 48 (District of Stratford) Sqn Branch
No 09 (City of Wanganui) Sqn Branch	No 26 (Oamaru) Sqn Branch	No 49 (District of Kapiti) Sqn Branch
No 10 (City of Palmerston North) Sqn Branch	No 27 (Blenheim) Sqn Branch	No 50 (Alexandra) Sqn Branch
No 11 (District of Hastings) Sqn Branch	No 28 (Gore) Sqn Branch	No 57 (Dargaville) Sqn Branch
No 12 (City of Invercargill) Sqn Branch	No 29 (Rotorua) Sqn Branch	No 64 (Kaitaia) Sqn Branch
No 13 (City of Napier) Sqn Branch	No 30 (Hobsonville) Sqn Branch	No 65 (Kawerau) Sqn Branch
No 14 (City of Gisborne) Sqn Branch	No 31 (Morrinsville) Sqn Branch	No 75 (Arawa) Sqn Branch
No 15 (District of Timaru) Sqn Branch	No 32 (Borough of Feilding) Sqn Branch	No 88 (District of Waimakariri) Sqn Branch
No 16 (City of Tauranga) Sqn Branch	No 33 (Westport) Sqn Branch	
No 17 (City of Christchurch) Sqn Branch	No 34 (South Waikato District) Sqn Branch	

New Zealand Air Training Corps Ranks

Commissioned Officer Ranks (Left to Right – High to Low Rank)

NZCF Officers	OFF 6	OFF 5	OFF 4	OFF 3	OFF 2	OFF 1
						
Air Cadets [V·T·E]	Wing Commander WGCDR	Squadron Leader SQNLDR	Flight Lieutenant FLTLT	Flying Officer FGOFF	Pilot Officer PLTOFF	Officer cadet OFFCDT

ATC Ranks (Left to Right – High to Low Rank)

NZCF Cadets	CDT 7	CDT 6	CDT 5	CDT 4	CDT 3	CDT 2	CDT 1
		<i>No equivalent</i>					
Air Cadets [V·T·E]	Cadet Warrant Officer CDTW/O	<i>No equivalent</i>	Cadet Flight Sergeant CDTF/S	Cadet Sergeant CDTSGT	Cadet Corporal CDTCPL	Leading Air Cadet LAC	Cadet CDT

5 Squadron Van / Trailer

The 5 Squadron recently purchased a 9 seat van (Jan 2023) – and is fully paid for by various fundraising sources. We also have a 7x4 sized single axle trailer with cage and cover.



ATCANZ

5 Squadron is part of the New Zealand Cadet Forces and is under the umbrella of the ATCANZ direction. ATCANZ is the abbreviation for “Air Training Corps Association of New Zealand”

Website: <http://www.atcanz.org.nz/en-nz/>

The Association is established for the primary purpose of supporting and promoting the interests of the ATC movement in New Zealand and benefiting the community by:

Seeking to develop the character of the cadets enrolled with the ATC by:

1. assistance with the provision of facilities,
2. teaching aviation skills,
3. provision of a disciplined learning environment,
4. personal development by progression through the ATC movement, and
5. interaction with other cadet forces units and association with cadets from kindred overseas organisations.

The 5 Sqn Branch is part of the ATCANZ framework.

Branch Handbook: <https://atc5-parents.weebly.com/constitution--handbook.html>

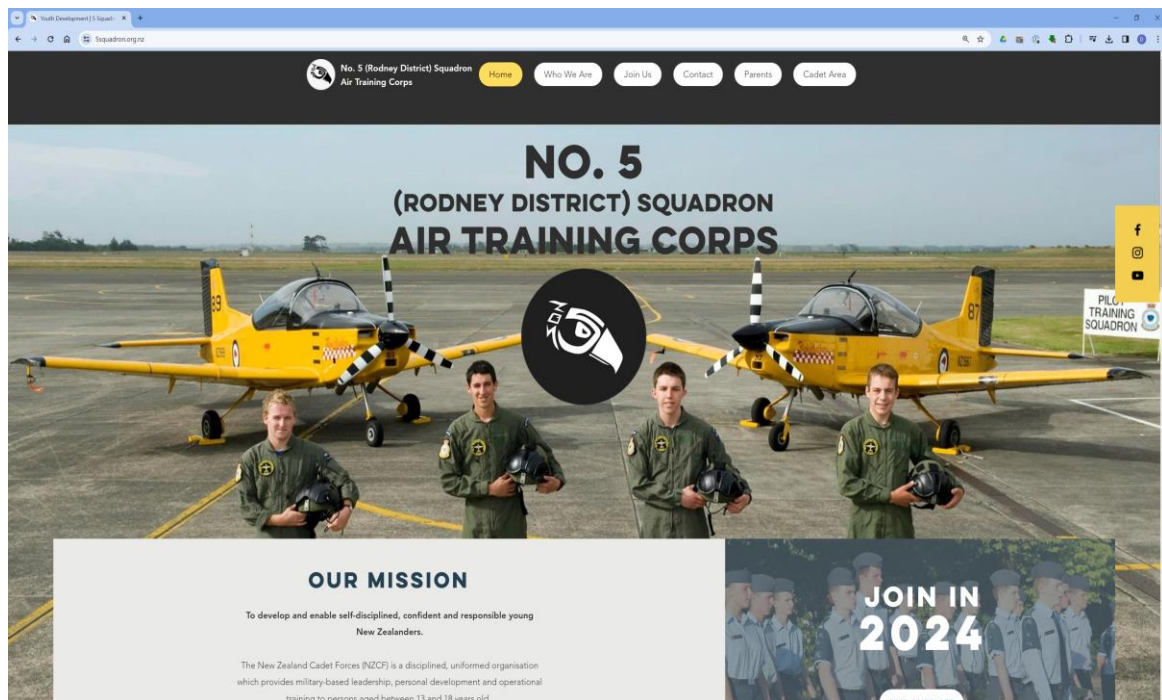
Constitution: <https://atc5-parents.weebly.com/constitution--handbook.html>

Communication Tools

To function successfully as a squadron, information must be shared using various communication tools. Key stakeholders include cadets, parents, operations, the Unit

Support Committee, and external parties. The following are commonly used throughout the year:

- Newsletters (typically once per term)
- Email – detailed, one-way communication (broadcast)
- TeamReach (smartphone app) – broadcast messages and allow questions
- Paper handouts
- Website – general detailed information



5 Squadron Information and Social Sites

Website:	http://www.5squadron.org.nz/
Parents:	https://www.5squadron.org.nz/parents (password: 5-squadron)
Cadetnet:	https://www.cadetnet.org.nz/ (Application to events)
Cadet Merchandise:	https://shop.cadetforces.org.nz/
Cadet Forces:	https://cadetforces.org.nz/atc.html
SharePoint:	https://5squadron.sharepoint.com/ - 5 Sqn Email - Uniform Request - Parade Night Absence
DoE Record Book:	https://www.onlinerecordbook.org/fo/
Facebook:	https://www.facebook.com/5sqnatc
ATCANZ Website:	http://www.atcanz.org.nz/en-nz/
Email:	info@5squadron.org.nz
Address:	300 Postman Road, Albany, New Zealand, 0794

*****Note: Websites and social media are updated regularly. *****

Glossary

ATCANZ	Air Training Corps Association of New Zealand
NZDF	New Zealand Defence Force
RNZAF	Royal New Zealand Air Force
NZCF	New Zealand Cadet Forces
ATC	Air Training Corps - Air Cadets
SCC	Sea Cadet Corps - Navy Cadets
NZCC	New Zealand Cadet Corps - Army Cadets
RF	Regular Force Members of the NZDF, not NZCF personnel.
NCO	Non-Commissioned Officer
COMDT	Commandant NZCF – Senior RF Officer
ACOMDT	Assistant Commandant NZCF – Senior NZCF Officer
A/COMDT	Acting Commandant NZCF – RF Officer position
AC	Area Coordinator - RF Junior Officer or Warrant Officer
HQNZCF	Headquarters NZCF
CFTSU	Cadet Forces Training & Support Unit
NACFTSU	Northern Area Cadet Forces Training & Support Unit
CACFTSU	Central Area Cadet Forces Training & Support Unit
SACFTSU	Southern Area Cadet Forces Training & Support Unit
CUCDR	Cadet Unit Commander
OFFCDT	Officer Cadet – NZCF Officer under training
AGM	Annual General Meeting
CFOs	Cadet Force Orders





Other Questions?

- Questions or concerns regarding an activity? Contact the OIC (Officer In Charge) listed on the briefing sheet for the activity. It's always best to be proactive when asking questions.
- Questions about fees, invoices, or payments? Contact: treasurer@5squadron.org.nz
- Questions about fundraising or other Unit Support Committee functions? Ask on TeamReach or email: chair@5squadron.org.nz
- Questions about uniforms? Use the uniform request on SharePoint.
- Questions about a cadet-related issue? The cadet should contact a team member from their syndicate.

Still Have Questions?

For general or unanswered questions, email Douglas Kruger at chair@5squadron.org.nz or text 022.545.6968

Summary

As our Unit grows, there also needs to be growth in the Unit Support Committee and team to cope with this increased load. If this does not happen, the Unit will have to close. We hope you will all take this seriously, as we know many of you (and us!) do not want this to happen. It is your time to step up and offer to help to ensure the Unit stays operational for your cadet and others to get lifelong value from this program.

We would love to hear from you! We appreciate all feedback you give us so we can best support your cadet(s) in the upcoming 2025 year!

If you have any questions or would like to discuss volunteering with us, please feel free to contact:

Chairperson of the Committee - Doug Kruger - chair@5squadron.org.nz

Treasurer - Katherine Williams - treasurer@5squadron.org.nz

Thank you for your continued support of No.5 Squadron!

~ No.5 Squadron Unit Support Committee