



AUSTRALIAN AIR FORCE CADETS

322 (CITY OF RYDE) SQUADRON



TRAINING OPERATIONS

Activity Procedures

The following procedures regarding attendance at extra-curricular activities are for the information of all cadets, parents and guardians.

Attendance at activities

- Cadets are encouraged to attend as many activities as possible.
- A selection of activities each year are **compulsory**, which is indicated on the Annual Schedule, Squadron website and CadetNet. Cadets unable to attend a compulsory activity must apply for leave **via the Squadron Website**.
- The current Annual Schedule, handouts for upcoming activities and instructions on how to use CadetNet are available from CadetNet or www.322squadron.org/activities
- Cadets should speak to their Section NCOs regarding information about activities.

CadetNet – <https://www.cadetnet.gov.au/>

- Cadets **MUST** nominate on CadetNet for all activities they wish to attend, including any compulsory activities.
- Cadets must ensure they nominate prior to the closing dates indicated on CadetNet.
- This is essential because CadetNet produces the official Nominal Roll for each activity, which informs our logistics and staffing requirements.
- Except in extenuating circumstances, it is **unacceptable** for cadets to not attend activities they have nominated and been accepted for, as planning has taken place and costs may have been incurred based on the number of cadets nominated.
- In the event that an activity has a cost involved, it is presumed to be **non-refundable** with limited exceptions. This is because the Squadron incurs costs proportionate to the number of cadets that nominate.

Items to bring to activities

The following items must be brought to each and every AAFC activity:

- **ACTIVITY NOTIFICATION AND CONSENT FORM** – fully completed, signed (available from CadetNet)
- **Cadet ID card** (unless otherwise advised). **ID cards must not be worn on uniform outside of Defence bases.**
- Any required medication, clearly labelled and Health Management Plan (if applicable)
- Any other items listed on the handout for individual activities

Arrival and departure from activities

- Cadets are to ensure they wear the correct uniform to each activity as specified on the handout, and must arrive and depart fully dressed.
- Cadets are not to travel in uniform on public transport; bring your uniform in a concealed bag.
- Cadets are expected to arrive at the time specified on the handout. If the times on the handout and CadetOne are different, the times on the **handout** are to be taken as correct.
- If you are unable to attend at short notice, are running late, or need to contact a cadet during an activity, please call one of the emergency contacts on the handout (try the first emergency contact first, if unable to get onto them then try the second or third contact).
- It is greatly appreciated if cadets are picked up on time as per the handout.
- Cadets are not to get their name marked off at the end of an activity until they are physically leaving the activity location.

Thank you for your cooperation and continued commitment to 322 (City of Ryde) Squadron