

# 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.

### 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.

### 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.

Event calendar: <https://www.5squadron.org.nz/calendar>

## 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](mailto: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](mailto: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.

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/doi>

## Cadet Uniforms

Cadets are issued uniforms after the Basic Recruitment Training (BRT), typically in March/April of their first year. 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>

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

## 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/copy-of-sponsors>

## 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.

Email: [chair@5squadron.org.nz](mailto:chair@5squadron.org.nz)

## 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](mailto:info@5squadron.org.nz)  
Address: 300 Postman Road, Albany, New Zealand, 0794

**\*\*\*Note: Websites and social media are being updated, so check regularly.\*\*\***

## 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](mailto:treasurer@5squadron.org.nz)
- Questions about fundraising or other Unit Support Committee functions? Ask on TeamReach or email: [chair@5squadron.org.nz](mailto: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](mailto:chair@5squadron.org.nz) or text 022.545.6968