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# CADET FORCE ORDERS

## VOLUME 7 – Training and Education

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# CHAPTER 1 - Training Functions and Activities

## SECTION 1 - General Requirements

### Responsibilities

7.1 The NZDF is responsible for providing limited and conditional support to the NZCF under Section 78 of the Defence Act 1990 to assist in the achievement of the functions of the Cadet scheme which are prescribed in Section 77 of the same Act. Additionally, the Cadet Units, from their own community resources assisted by civilian support organisations, may engage in other activities, which are recognised by the NZDF but are not necessarily provided with NZDF assistance.

### Functions of New Zealand Cadet Forces

- 7.2 The functions of the NZCF, as prescribed in the Defence Act 1990, are:
- a. The conduct of training courses or training programmes similar to those undertaken by the Armed Forces;
  - b. The promotion of an appreciation among members of the NZCF of the functions and operation of the Armed Forces; and
  - c. The development of good citizenship among members of the NZCF.

### Philosophy of Training

7.3 **Organisation.** The NZCF is a youth development organisation. Its members are not part of the Armed Forces; however, its activities are controlled by the CDF and substantially supported by the NZDF in partnership with the recognised civilian support organisations. The NZCF activities are conducted in a style similar to each Corps respective parent Service. In this regard the NZCF incorporates those Service elements necessary to achieve the goals outlined in the NZCF Charter of Support (Annex A to Chapter 1 of this Manual). This includes a rank structure, good order, and discipline.

7.4 **Focus.** The focus of NZCF training is on the development of the individual in a safe environment, in which, through positive reinforcement, acquisition of skills, achievement of goals, and team work, a member can gain a sense of social responsibility, self worth, discipline, and increased self-confidence, thus enabling them to develop as leaders and good citizens. While maximum benefit will be gained by completing the full training programme, individuals will nevertheless gain from participating in any phase of the training.

7.5 **Training Structure and Staff.** The training organisation is structured on a nation-wide basis comprising RF personnel employed at the national level (HQ NZCF) and regional level (Area CFTSU) and Supplementary Staff members at local level (Cadet Units). NZCF training conforms to a national programme of progressive levels for each Corps. There are three distinct areas of training, National, Regional and Local.

7.6 National and Regional courses and activities are aimed at training NZCF Officers and Cadets so they may conduct training within their own Cadet Units. These courses are funded by NZDF and defined as Authorised Activities.

7.7 Local training and activities are the responsibility of the CUCDR. They are, are community funded and defined as Recognised Activities. Cadet NCOs conduct the majority of training at Cadet Unit level under the supervision of NZCF Officers who are periodically assisted by RF Area Advisers. Where training in specialised subjects is required, the CUCDR may request specialists either from the local community or military establishments.

7.8 Work will be undertaken to develop Corps Training Manuals which will reflect appropriate and consistent training programmes.

7.9 **Service Traditions.** Some aspects of the training programmes reflect the traditions of the parent Service but are not designed to train individuals for the NZDF. All training is designed to foster those personal qualities which will be of value in later life.

7.10 **Validation of Training.** The training is considered to be effective on an individual when:

- a. the predetermined training objectives have been achieved;
- b. it has had a positive influence; and
- c. welfare and safety have been enhanced.

## SECTION 2 – Course Prerequisites

### Medical Declarations (All Authorised Courses and Activities)

7.11 All adult personnel authorised to exercise the Duty of Care within the NZCF, **MUST** declare **ANY** personal physical limitation that exists so the safety of cadets maybe balanced against that limitation or medical condition.

7.12 Conditions such as, but not limited to ANY; eyesight disability, physical disability, mental health disability, or subsequent treatment **MUST BE** declared at the time the members NZCF8 is submitted, **NOT ON ARRIVAL** at the nominated course.

7.13 A decision as to the suitability of that individual to then conduct training will be made by the S7 and HQ NZCF. A declaration may not automatically disqualify an individual from participation; but, it may preclude and or limit certain activities by that individual within the NZCF.

### Prerequisites

7.14 Many National courses have prerequisites that are to be completed in order to enable staff to spend more time having students undertake activities, rather than cover off the theory components in the classroom.

7.15 If these are not completed prior to courses then significant effort is required to get students up to speed – often at the expense of those who have put the work in prior. Because of this, personnel who have not met the prerequisites will not be selected for courses.

### Cadet Coxswain Course

7.16 SCC Cadets attending this course **must**:

- a. Have completed Yachting New Zealand (YNZ) Learn to Sail 1 and 2;
- b. Be Qualified on the RNZCG Day Skippers Module;
- c. Be medically fit and capable of completing the training; and
- d. Have logged six (6) hrs experience in all of the following crew positions:
  - (1) Fore Sheets;
  - (2) Main Sheets;
  - (3) Tiller; and
  - (4) Bow.

### **Junior NCO Course**

7.17 Consideration will be given to NZCF Cadets, who have met the course prerequisites, and:

- a. Have completed the first year of the Training Syllabus;
- b. Are recommended by their CUCDR; and
- c. Are approved by their AC.

### **Senior NCO Course**

7.18 Consideration will be given to NZCF Cadets, who have met the course prerequisites, and:

- a. Have qualified on a Junior Non-Commissioned Officers Course;
- b. Have completed the second year of the Training Syllabus;
- c. Are recommended by their CUCDR; and
- d. Are approved by the AC.

### **Under Officer Course**

7.19 Consideration will be given to NZCF Cadets who:

- a. Have completed a minimum of 3 years service as a cadet;
- b. Have qualified on a Senior Non-commissioned Officers Course
- c. Are a minimum of 17 years of age;
- d. Are recommended by their CUCDR;
- e. Are recommended by their Area Co-ordinator; and
- f. Are approved by HQ NZCF.

## **Marine Safety Officers Course**

- 7.20 Personnel attending this course must have:
- a. Qualified on the NZ Coastguard Day Skippers Certificate; and
  - b. Completed a minimum of 20 hours of supervised coxswain experience (sailing or power boat).

## **Shooting Coaches**

- 7.21 Personnel attending this course must have:
- a. Completed any pre-course requirements; and
  - b. Passed the Marlin Model-XT Dry Firing Training Tests (DFTTs) assessment within 4 weeks of the course start date.

## **Range Conducting Officer**

- 7.22 Personnel attending this course must have:
- a. Qualified as an NZCF Shooting Coach;
  - b. Completed the Pre-course Taskbook; and
  - c. Passed the Marlin Model-XT Dry Firing Training Tests (DFTTs) assessment within 4 weeks of the course start date.

## **Commissioning Course**

- 7.23 Consideration will be given to NZCF Officer Candidates who:
- a. Have received the confirmation letter from HQ NZCF; and
  - b. Who have completed the online training assessments “Lead Self” and “Lead Teams”

# **SECTION 3 - Types of Activities**

## **General**

- 7.24 Training for members of the NZCF includes:
- a. training camps, courses and seminars for Cadets and NZCF Officers conducted by NZDF; and
    - (1) training parades conducted by Cadet Units:
    - (2) in accordance with a Corps training syllabus given in training manuals.
    - (3) in the designated Cadet Unit premises in the case of Open Units or in areas agreed to in the case of School Units.

7.25 Cadet Units may conduct additional training parades and other activities within their own resources. Regardless of who is running an Activity, if Cadets are involved, a Cadet Force Officer is to be in attendance.

7.26 The above activities are either:

- a. Authorised Activities, i.e. those National and Regional courses and camps which are funded by NZDF and assisted through the use of NZDF resources subject to any financial or other limitations which apply at the time ; or
- b. Recognised Activities.

### **Authorised Activities**

7.27 Assistance provided by the NZDF for Authorised Activities takes the form of Service resources and personnel including the use of Service training facilities. This assistance is:

- a. limited by the amount of finance which is allocated by CDF and single Service Chiefs for Cadet Forces purposes;
- b. directed to supporting and providing for those activities of a military style which cannot be provided from local community resources;
- c. designed to preserve the Service standards appropriate to the Cadet Corps so as to assist the Corps, Cadet Unit or members of the Cadet Forces in the achievement of the first two statutory aims of the scheme;
- d. subject to the availability of Service training facilities;
- e. subject to negotiation with single Services; and
- f. published annually.

7.28 The scale of Authorised Activities is balanced against:

- a. the expenditure of finance on travel, transportation and rationing;
- b. the availability of accommodation and training facilities in Defence Areas;
- c. the availability of assistance by RF personnel and items of equipment;
- d. the limited time available during the year for cadet activities, i.e., time out-side of school curriculum time; and
- e. the limited availability of NZCF Officers; e.g., their time away from their civilian occupations. Additionally, the requirement to have a female chaperone where female Cadets are included in any overnight activity must be considered.

7.29 The Authorised Activities for the NZCF are approved annually by single Service Chiefs and determine the resources that will be made available. A programme of the approved Authorised Activities will be issued to Cadet Units in April each year showing the Authorised Activities for the ensuing July to June period.

7.30 Cadet Forces' training manuals, on issue to Cadet Units, give the detailed syllabus for each Authorised Activity and explain the provisions for Authorised Activities.

### Recognised Activities

7.31 The parade and weekend activities planned and funded by local communities and 'commanded' by an NZCF Officer are designated as Recognised Activities. Recognised Activities are required to be authorised to proceed by the Area AC CFTSU before the planned event. Monitoring through occasional visits by NZDF personnel to Recognised Activities will still take place.

7.32 All adult personnel authorised to exercise the Duty of Care within the NZCF, **MUST** declare **ANY** personal physical limitation that exists so the safety of cadets maybe balanced against that limitation or medical condition.

7.33 Conditions such as, but not limited to ANY; eyesight disability, physical disability, mental health disability, or subsequent treatment **MUST BE** declared at the time the members NZCF8 is submitted, **NOT ON ARRIVAL** at the nominated course.

7.34 A decision as to the suitability of that individual to then conduct training will be made by the CUCDR or OIC of the recognised activity. A declaration may not automatically disqualify an individual from participation; but, it may preclude and or limit certain activities by that individual within the NZCF.

## SECTION 4 - Chaperone Policy

7.35 It is desirable that in addition to the NZCF officer leading Cadets on Recognised Activities, including routine Cadet Unit parades that a person (another NZCF officer or NZCF 7 cleared Supplementary Staff person) of the opposite gender to the leading NZCF Officer, be also present.

7.36 On any Cadet activity involving overnight stays there is to be an NZCF Officer present and another adult who has gained an NZDF Security Clearance, or NZCF 7 cleared supplementary staff member such that the additional adult (s) are of both genders as the Cadets on the activity. Where the cadets are all of one gender, it is recommended on overnight stays that a second appropriate adult is present (of either gender).

7.37 CUCDRs must seriously consider the appropriateness of chaperones when making staffing decisions for Recognised Activities and use their discretion based on knowledge of the staff, Cadets, and type of activity involved.

7.38 The above paragraph does not alter the essential supervisory requirement for at least one NZCF Officer to be present at every Cadet activity. Supplementary Staff and/or chaperones are not permitted to be placed in positions of sole supervision of Cadets on Recognised Activities.

### Effective supervision

7.39 Effective supervision is a critical factor in the delivery of safe learning experiences. Staffing and supervision of any NZCF activity should be planned to ensure that any emergency situation can be dealt with effectively.

7.40 An effective supervision plan for a large group should allow for the Officer in Charge to be free from directly supervising cadets, where possible, so that they can have an overview of the whole group. The supervision plan should still be effective if one or more of the activity leaders or assistants are removed to deal with an incident or if they are taken ill or injured.

7.41 When authorised activities are held in remote locations or involve potentially hazardous activities, the supervision plan, including the ratio, should match the increased level of risk involved.

7.42 Decisions on supervision plans should take into account, as part of the risk assessment:

- the competence of qualified officers;
- the competence supplementary staff - do not assume that accompanying adults always improve the leader to participant ratio, this is dependant on skillsets;
- the genders, ages, behaviour, and ability of the cadets;
- any special medical, educational, or capability needs of the cadets;
- the duration and nature of the activity (for example, land based, water based);
- the nature of the site;
- the site requirements (for example, permits);
- the contingency options;
- the level of first aid cover required for the activity;
- the access to emergency services; and
- the season and the weather forecast.

### **Duty of care**

7.43 NZCF Officers owe a duty of care to cadets to safeguard them from harm in situations where a reasonable person would have foreseen the likelihood of harm arising. This responsibility continues even more when authorised activities are located away from the unit and involve officers and/or supplementary staff from outside the unit and when participating in activities offered by contracted providers.

### **Ratios**

7.44 For all recognised activities the ratios outlined in the following paragraphs are to be implemented in accordance with the Coroners recommendations.

7.45 Sailing – No sailing can take place without a qualified NZCF Maritime Safety Officer (MSO) in attendance. There must also be one current first aid qualified adult in attendance who cannot be the MSO. On the water a minimum of one competent Officer or staff member, who has been trained in the operation of the support boat they are



operating and recovery of personnel from the water, per five cadets once on the water. These personnel must remain in immediate proximity to cadets while sailing is occurring. An individual who has passed the Cadet Coxswains Course is not counted as a qualified staff member that has legal responsibility for Duty of Care unless they are over the age of 18 years old.

Activity	Ratio			Qualification
	Cadets	Supervisors	Support	
Sailing (Crown/Feva)	1-5	1	0	Supervision = Marine Activity Supervisor Qualified Officer  Support = Person over 18 must be rated "C", Task 3, Marine Activity Supervisors Task Book.
	6-10	1	1	
	11-15	1	2	
	15-20	1	3	
	21-25	1	4	
	26-30	1	5	
	31-35	2	6	

Notes:

- All Supervision and support personnel must hold current first aid certification;
- All Supervisors are to apply chaperone directives when establishing support levels as per the nature of activity;
- Supervisory and support staff must be situated to react immediately to support and assist activity participants;
- The ratio of support vessels is not detailed as the nature of the waterborne activity may not require a quantity of vessels, i.e. snorkelling. However the supervisor shall ensure one support vessels per 6 persons total when sailing activities are conducted; and
- The person responsible for initiating any overdue procedure is not to be included in supervisor or support ratios.

7.46 No tramping can take place without a NZCF Bushcraft/Fieldcraft qualified Officer in attendance. There must also be one current first aid qualified adult in attendance who is not the Bushcraft/Fieldcraft qualified Officer. Tramping ratios are a minimum of one competent officer/supplementary staff member, that meet the requirements of paras 7.28 and 7.29, per 10 cadets. These personnel must be taking part in tramps, personnel in base camp are not to be counted. All personnel in supervisory or support positions outside of the base camp are to have completed the NZCF Officer fitness assessment of a 4.8km walk carrying a backpack of not less than 5kg. This assessment must have been completed within 6 months of the activity.

7.47 Gliding/Flying - initially one to one then as required depending on activity.

Activity	Ratio	Qualification
Flight Instruction (power/glider)	One qualified instructor to one cadet	Current NZ Civil Aviation Authority qualified A, B or C Category Instructor; or Current Gliding NZ Qualified Instructor; or Current RNZAF Qualified Flight Instructor depending on the activity being undertaken

## **SECTION 5 – Uniforms in the training environment**

7.48 Cadet Units conducting NZCF activities as an element of their planning and risk analysis decide on suitable dress standards. NZCF uniforms are not mandatory in all cases.

7.49 The NZDF authorised parade uniform is provided to identify Cadets in ceremonial and formal parade and similar activities and is normally not suitable to wear for adventurous activities for the following reasons:

- a. Parade uniforms are too expensive to be worn for many Cadet activities and can not be kept in parade condition if worn for many working or playing activities.
- b. Applying risk management principles classifies camouflage clothing (DPM) generally, for use in the bush and mountainous activities as increasing the risk to personnel. This is because of the uniforms inherent capability to reduce the visibility of the wearer, especially when lost or injured.

## **SECTION 6 - Instructions for Parades and Recognised Activities**

### **NZCF Unit and Ceremonial Parades**

7.50 The practice of overly lengthy NZCF Unit and Ceremonial parades is not permitted.

7.51 Staff planning for these activities should factor in sufficient time to determine what is necessary to complete the objective, and no more. Parade programs should not feature lengthy speeches, presentations and songs. Parades should “stand easy” as soon as is possible in order to allow for minor movement.

7.52 A typical NZCF unit parade should not last any longer than 30 minutes from formation.

7.53 A typical ceremonial parade should not last any longer than 45 minutes from formation.

7.54 Cadets need to be coached and briefed that if they feel faint they are to dismiss themselves or drop to a knee for assistance. If NZCF Officers, Staff or NCOs observe a cadet that looks faint, they are to assist that cadet from the parade.

7.55 Cadets need to be hydrated, fed and have access to toilets prior to the commencement of a parade. Other actions like splitting the parade, speeches or award presentations need to be considered in order to shorten the necessity for NZCF personnel to stand still for unreasonably long periods of time.

### **Planning to Train**

7.56 The responsibility to plan, budget and control local Cadet Activities rests with the organising NZCF Officer, the CUCDR and the USC/school board/recognised civilian organisation.

7.57 Cadet Units are to notify their Area Office of their intention to conduct these activities and seek authorisation to proceed. (refer paragraph 2.41). The Area Office will inform the Cadet Unit and HQNZCF if unsuitable activities are planned or being undertaken (unsuitable being activities which do not progress the principles/mission of the NZCF).

7.58 An NZCF Officer is to accept responsibility for the command of any Recognised Activity. He or she is responsible that there are proper preparation and control measures in place for the activity. This is to reduce risk to all personnel taking part, and ensure that all involved are aware of the intentions. Potential risk to other people, equipment and the environment is also to be assessed and reduced.

7.59 Risk Management procedures, in accordance with Chapter 1 Section 3 must be followed.

7.60 The CUCDR is required to forward notification of his/her unit to conduct a Recognised Activity using the form NZCF 11 (NZCF Cadet Unit Activity Intention) along with the form NZCF 12 as appropriate to reach the relevant AC CFTSU at least 14 days before the start date of the planned activity. If NZDF resources are to be requested for any recognised activity then the request for such support through the Area Office is a separate procedure which will need to be forwarded six weeks before the planned event.

7.61 Following the activity the CUCDR is to forward a brief written report stating whether the activity objectives were achieved, whether any significant personnel injuries or equipment loss or damage were sustained, any other safety issues plus any valuable and or interesting comments; to reach their AC CFTSU no later than 14 days after the activity.

7.62 The RAMS process, including form NZCF 12, and a post activity report are required for all Recognised Activities. The exception to this being routine activities of a short duration such as local parades/ceremonies and local Cadet Unit fund raising or community service events, where it has been assessed that the level of risk is minimal.

7.63 When Cadet Units conduct a Recognised Activity regularly under the same circumstances each time (location, venue, conditions) then a generic NZCF 12 may be submitted to the AC CFTSU at the beginning of each training year to cover all occurrences of that activity.

7.64 All Recognised Activities should still be recorded on the Unit Monthly report, form NZCF 20, whether the RAMS process was used or not. This allows Cadet activity to be monitored nationally in a simple form, which supplements the more detailed Area information.

7.65 The number of Parade occurrences and times are to follow the stated requirements for efficiency so that the Cadet Unit satisfies the conditions for recognition as an NZCF Cadet Unit.

7.66 Recognised Activities may only proceed when the following occurs:

- a. authorisation for the activity has been granted by the CUCDR and a NZCF 11 and NZCF 12 have been lodged with the AC CFTSU 14 days prior to the activity;

- b. authorisation to proceed with the activity has been granted by the CFTSU;
- c. the liability and responsibility for the correct and proper supervision of Cadets is accepted by the NZCF Unit conducting the activity;
- d. there is an appropriate number of NZCF Officers (and chaperones if required) available who are appropriately qualified to supervise the activity;
- e. funding for the activity and any other necessary resources are provided by the recognised civilian support organisation and/or USC, or school authority for School Units, except as detailed in Section 5 of Chapter 3 of this Manual;
- f. the activity is conducted with due regard for the interests of the Services, members of the Armed Forces, the NZCF, members of the NZCF and the parents of Cadets; and
- g. the activity is conducted without RF staff of the NZCF, unless the RF staff have volunteered to assist.

7.67 The distinction between Public Funds and those funds privately raised by the supporters of the Corps and Cadet Units of the NZCF in relation to the conduct of recognised activities is explained in chapter 7 of these Orders.

7.68 The following lists detail the range of Recognised Activities available to Cadet Units. The list, however is not exhaustive, and may be added to from time to time on the advice of the COMDT NZCF in consultation with the recognised civilian support organisations.

7.69 **All Corps:** Activities such as:

- a. routine Cadet Unit parades;
- b. camping or tramping expeditions. The NZCF Officer in charge is to have completed the NZCF Officers Fieldcraft Course or gained an equivalent qualification approved by the COMDT NZCF;
- c. air experience flights in military and civilian aircraft;
- d. participation in the Duke of Edinburgh Award Scheme;
- e. community affairs subjects such as Civil Defence Training; liaison with the NZ Police, Water and Mountain Safety Councils, Fire Departments and Life Saving Association; Order of St John and Red Cross training; Sport and Recreation Councils;
- f. participation in sporting events including competition with other Cadet Units;
- g. canoeing;
- h. boating in non-Service boats;
- i. visits to local government institutions, factories, civil airports, etc;

- j. instruction in useful skills, e.g. welding;
- k. shooting clubs;
- l. overseas group tours including exchange visits with other nation's Cadet Forces equivalent organisations conducted in accordance with Volume 3, Chapter 2 – International Exchanges;
- m. participation in civil occasions such as Trafalgar, ANZAC or Anniversary commemorations; and
- n. abseiling. May only proceed as a Recognised Activity when conducted by an abseiling instructor who has qualified on a course of abseiling instruction conducted by:
  - (1) the NZ Army Adventurous Training Centre; or
  - (2) the NZ MSC; or
  - (3) the NZ Outdoor Instructors Association; or
  - (4) the NZ Outdoor Pursuits Centre; or
  - (5) any organisation that provides NZQA recognised abseiling qualifications.

7.70 **Sea Cadet Corps.** Activities such as regattas and inter-unit boating competitions.

7.71 **New Zealand Cadet Corps.** Activities such as inter–unit skills competitions.

7.72 **Air Training Corps.** Activities such as Aero-modelling and power flying in non-Service powered aircraft, high performance Microlight aircraft and gliders. Refer to Annex A of this chapter for an explanation of the distinction between Authorised and Recognised Activities in relation to airborne activities.

7.73 If there is any doubt as to whether a proposed activity is able to be conducted as a Recognised Activity the CUCDR is to make prior application to the COMDT NZCF through the AC CFTSU, in sufficient time for the matter to be clarified and a decision advised.

7.74 Suggestions to add to or amend the above lists are to be referred to the COMDT through Area Coordinators.

### **Adventurous Training for the NZCF**

7.75 Adventurous Training aligns with the mission of the NZCF 'to develop confident, responsible young citizens who are valued within their community by providing them, within a military framework, safe, enjoyable and challenging opportunities'.

7.76 Activities such as paintball, hang-gliding, gyrocopters, parachuting, paraponting and parasailing are classified as Recognised Activities and may be undertaken by NZCF personnel.

7.77 These activities may only be conducted by an outsourced adventure training activity provider who holds the appropriate certification and registration where required under the Health and Safety at Work (Adventure Activities) Regulations

2016, Civil Aviation Rules - Part 115 or Maritime Transport Act 1994; and only if they are able to supply an official risk reduction policy.

7.78 For adventure activities that do not fall within the scope of the regulations and are not required to be registered, they may be conducted if the provider is able to supply a written risk reduction policy and provide adequate safety briefings and equipment.

7.79 Under no circumstances are Units to purchase items such as paintball guns, paint ball ammunition, hang gliders or any other material or equipment enabling them to conduct these activities without using a certified provider.

## **SECTION 7 - Miscellaneous Provisions regarding Training**

### **Smoking by NZCF Personnel**

7.80 NZCF Officers and staff are not to smoke cigarettes, pipes, cigars, or any other tobacco plant or substance in front of cadets during ANY NZCF activity; this also includes E cigarettes, or any form of vaping.

7.81 NZCF Cadets are not to smoke cigarettes, pipes, cigars, or any other tobacco plant or substance during ANY NZCF activity; this also includes E cigarettes, or any form of vaping.

7.82 All personnel are further reminded that NZDF Policy also states that smoking of any type is not permitted in any NZDF / NZCF vehicles.

### **Use of Live Animals for NZCF Training**

7.83 The use of live animals for training of Cadets is not, and never has been, part of the NZCF training philosophy and therefore the practice is not permitted.

### **Insurance**

7.84 The NZDF policy relating to insurance is detailed in chapter 9 section 4 of these orders.

### **Medical Coverage**

7.85 NZDF medics are not registered health professionals, and are able to diagnose and treat health conditions only in accordance with the Defence Medical Treatment Protocols (DMTP), which are designed for the support of a pre-screened working adult (military) population. The DMTP do not permit any treatment of children other than First Aid. Any deviation from the DMTP is illegal and contravenes the Medicines Act, and Defence Orders.

7.86 Accordingly, NZDF medics are unable to assist in Medical coverage of NZCF activities.

7.87 Medical coverage, when required, is to be achieved through the use of a medical kit, and an officer of the NZCF or support staff who is:

- a. a current holder of a St John first aid level one certificate; or
- b. a current holder of a Red Cross save a life certificate; or

- c. qualified in NZQA Unit Standards 6400/6401; or
- d. a current holder of a NZDF first aid certificate.

7.88 The AC CFTSU is to report the accident or serious illness to the COMDT NZCF in accordance with the procedures detailed in Chapter 5 of these Orders.

### **Sea Cadet Corps – Day Skipper and Boatmaster Qualifications**

7.89 The SCC Training Plan provides Sea Cadets with the opportunity to gain a New Zealand Coastguards Day Skipper and Boatmaster qualification. SCANZ has agreed to reimburse examination fees of up to \$500 per Unit (non-transferable) for successful candidates each year.

7.90 Each SCC Unit has been issued a copy of the Training Plan accompanied by a New Zealand Coastguard (NZCG) training pack. In the second year of training Sea Cadets are eligible to sit the NZ Coast Guard Day Skipper's examination and in the third year the NZCG Boatmaster's examination. Cadet Units will be encouraged to prepare as many Cadets as possible for the examinations but it is appreciated that not all Cadets will wish to, or is capable of, taking the examinations.

7.91 The NZCG offers a system of mock examinations which can be taken as many times as necessary prior to attempting the examination proper. These mock examinations are to all intents and purposes identical to the real ones and may be administered to Cadets by Unit staff. The SO T&D, through the Area Advisers, will make copies of mock examinations available at no cost to Cadet Units.

7.92 All SCC Cadets will be required to attempt a mock examination prior to attempting the NZCG examination that will be administered by a NZCG examiner. Cadets should not be allowed to proceed to the NZCG administered examination until a qualification is achieved in the mock examination. Cadets who do qualify on a mock examination but do not wish to attempt the NZCG administered examination will be awarded a NZCF Day Skipper or Boatmaster Qualification.

7.93 The Cadet Unit remains responsible for Cadets who wish to attempt the NZCG administered Coastguard examinations. The onus is on the Cadet Unit to pay the examination fees and arrange for the attendance of a NZCG examiner to visit the Cadet Unit to administer the written and oral examinations. The cost reimbursed by SCANZ cover:

- a. Day Skipper Examination and Administration Fees; and
- b. Boat Masters Examination and Administration Fees.

7.94 Cadet Units are encouraged to conduct NZCG testing only once during the training year. So that reimbursement by SCANZ may occur, a list of successful candidates accompanied by a photocopy of the Certified NZCG Certificate is to be forwarded to the SCANZ National Secretary by 31 March of the following calendar year.

### **Operation of Boats by Sea Cadet Corps Units**

7.95 Sea Cadet Units may only operate:

- a. boats provided by the NZDF;

- b. boats provided by SCANZ; and
- c. other boats that the COMDT NZCF has given the Cadet Unit permission to operate.



## **SECTION 8 – Cadet Unit Visits to NZDF Bases, Camps and Ships**

### **Introduction**

7.96 Units frequently visit NZDF Bases, Camps and Ships as part of their Recognised Activities, as a continuation of their understanding of the Armed Forces and for education. While service establishments deal differently with liaison tasks, this section provides the processes by which a unit undertakes a Base, Camp or Ship visit including stating the tasks that are required to be undertaken by the Area CFTSUs relating to the visit.

### **Background**

7.97 All NZDF Bases, Camps and Ships have their own processes and personnel who deal with visits by non-NZDF. Therefore the major aims of a unit visit, including making contact with the NZDF personnel on the Base, Camp or Ship and becoming acquainted with the functions of the Base, Camp or Ship, need to be articulated before hand. As the visits are Recognised Activities, cadet units need to have control of their own activity objectives and arrangements.

7.98 Although there is a requirement for CFTSUs to be aware of visits by units to NZDF Bases, Camps and Ships there is no need for Area Advisors or CFTSUs to be involved in the conduct of the visit.

### **Instructions and Responsibilities for Base, Camp and Ship Visits**

7.99 The responsibility to plan, budget and control Recognised Activities, including visits to NZDF Bases, Camps or Ships, rests with the organising NZCF officer, normally the CUCDR, and the local USC/school board/recognised civilian organisations. A NZCF officer is always required to command and accompany a cadet group visiting an NZDF Base, Camp or Ship. The exception to this is when a small group is embarked on a RNZN ship for a sea riding experience where the captain of the ship resumes the Duty of Care. When a cadet unit (or units) desires to carry out a visit to an NZDF Base, Camp or Ship the appropriate form (NZCF 17) is to be completed and forwarded to the AC of the relevant CFTSU in the Area in which the visit is intended. If the visit is out of the cadet unit's Area a copy of the completed form is to be forwarded, simultaneously to their own AC CFTSU. The AC CFTSU in the Area in which the NZDF Base, Camp or Ship is located will be the action CFTSU.

7.100 The action CFTSU will contact the Base, Camp or Ship concerned, gain approval or otherwise for the visit, and pass on the visit request form to the service establishment Administration Officer or equivalent, and inform the service establishment NZCF Liaison Officer (if one is appointed) of the approval or appoint an officer to act as the visit Liaison Officer. The service establishment Administration Office will then complete the NZCF 17 and return it to the NZCF Liaison officer or visit Liaison Officer. All subsequent liaison/organisation for the visit will take place directly between the appointed service establishment administrative personnel, NZCF Liaison Officer/appointed liaison officer and the cadet unit.

7.101 RF Area Advisors are not available to neither escort the cadet units nor interfere in the arrangements between Base, Camp, or Ship staff and Cadet Unit staff on visit procedures. However, they may inform Base, Camp or Ship personnel what

activities are considered suitable for NZCF cadets if there is an understanding that inappropriate activities may be planned.

7.102 During discussions between cadet units and the Base, Camp or Ship it is to be clearly established that any costs that the service establishment may wish to recover for the visit are the direct responsibility of the cadet unit. It is possible that the Base, Camp or Ship may waive some or all associated costs. Probable charges are to be considered before the visit is undertaken, the cadet unit informed by the Base, Camp or Ship and then invoiced or charged directly to cadet unit. The HQNZDF cost centre for NZCF purposes can not accept responsibility for Base, Camp or Ship visits by cadet units unless associated with an Authorised Activity promulgated in the NZCF Annual Training Plan.

7.103 Cadet Units need to be aware that inadequate or incomplete completion of the NZCF 17 - Service Establishment Visit form may lead to a delay which may affect the visit approval. A copy of the fully completed form is to be forwarded from the service establishment to the CFTSU and cadet unit as documented approval for the visit.

## CHAPTER 2 - Ceremonial

### Ceremonial Precedence

7.104 Cadet Units of the NZCF will march behind all the Armed Forces in the following order of march:

- a. Sea Cadet Corps;
- b. New Zealand Cadet Corps; then
- c. Air Training Corps.

### Sea Cadet Corps Colour

7.105 The Colour of the SCC is the Union Jack, fringed and tasselled in gold with the Sea Cadet Corps crest in the place of honour. The dimensions of the Colour are two metres by one metre without fringe. The proper head for the Colour Staff is the Naval Crown in gilt.

7.106 **Principles Governing Presentation of the Colour.** A Cadet Unit may receive a Sea Cadet Corps Colour only if the Cadet Unit has the ability to parade the Colour with the ceremony and dignity such an emblem requires. The minimum Cadet Unit parading strength of four NZCF Officers and 35 Cadets is required for the Guard, Colour Party, Gangway Staff and Platoon.

7.107 The Cadet Unit is to have attained a high standard of all round efficiency.

7.108 **Approving Authority for Presentation of the Colour.** The SCANZ National President, in consultation with the COMDT NZCF, will confirm that the principles laid down in paragraphs 19.3 and 19.4 can be complied with and will approve the presentation, at Cadet Unit expense, of a Sea Cadet Corps Colour.

7.109 Detailed instructions regarding the honours to be paid to the Colour and the ceremonial to be observed are available in NZCF Guide: Parading of Colours, Flags and Standards.

### New Zealand Cadet Corps Flag

7.110 The NZCC Flag is two metres by one metre, divided horizontally into two equal panels, the upper red and the lower black. The Corps Badge is positioned in the Canton, or place of Honour:

- a. for those School Units or Cadet Units with a shield or similarly suitable crest, the crest or shield will be positioned centrally on the Flag, or
- b. alternatively, the name of the school or Cadet Unit will be placed in the upper panel with the word 'Cadets' in the lower panel, both in white.

7.111 The cost of such a Flag is to be at the expense of the school or Cadet Unit concerned.

7.112 Detailed instructions regarding the honours to be paid to the Flag and the ceremonial to be observed are available in NZCF Guide: Parading of Colours, Flags and Standards.

## **Air Training Corps Standard**

7.113 The ATC Standard is two metres by one metre, sky blue in colour with the Union Jack in the Canton, or place of honour. The ATC crest is positioned in the middle of the 2nd and 4th quarters.

7.114 **Procedure for Borrowing the Standard.** An ATC Standard is retained at each CFTSU. Applications to borrow the Standard are to be made to the AC CFTSU stating:

- a. date of function;
- b. function for which the Standard is required; and
- c. the name and appointment of any visiting or officiating VIP.

7.115 The Standard is usually available for collection three days before the function and is to be returned the first working day following the function.

7.116 The CUCDR will be held responsible for the Standard while it is in his/her possession. If the Standard is damaged whilst on loan, it is to be returned to the AC CFTSU without delay with a report of the circumstances.

7.117 As the pike is jointed and a bag provided, the Standard can be carried or placed in a car. A Standard Belt is supplied.

## **Inspecting or Reviewing Officers for End of Year Parade and/or Prize Giving Ceremonies**

7.118 The following criteria are to be adopted when inviting a dignitary as the Inspecting Officer to attend either End of Year Parades and/or Prize Giving Ceremonies:

- a. if a National award is being presented then the Inspecting Officer may be of Brigadier (E) rank or above (if still serving); and
- b. on all other occasions, the Mayor or local Member of Parliament or Senior NZDF officer, i.e. Major to Colonel (E), may be invited.

7.119 CUCDRs are to ensure that whenever their Unit Support Committee is considering extending an invitation to a VIP to attend or review an NZCF activity, the invitation is forwarded through the COMDT NZCF to allow it to be processed through HQ NZDF.

7.120 Para 19.17 applies when invitations are proposed for dignitaries such as the Governor General, Prime Minister, Cabinet Ministers, and Members of Parliament. This requirement does not apply when invitations are extended to local dignitaries such as the Mayor, or single Service chiefs, however, in these circumstances HQ NZCF is a required Information Addressee.

# CHAPTER 3 – Firearms

## SECTION 1 – Firearms Training

### General

7.121 As part of developing NZCF Cadets within a military environment there is exposure to firearms. This chapter seeks to define policy surrounding the training and drill involved with these activities.

### Regular Force Advisors

7.122 The S7 (Training and Development) is responsible for the training and up-skilling of all Regular Force NZCF Advisors on all courses involving the NZDF issued .22 live firing rifles. The S7 is to certify them as competent to instruct and assess the NZCF Range Conducting Officer and Shooting Coaches courses. RF Staff may then act as Range Staff (RCO or Shooting Coach) on any subsequent Cadet Unit, Recognised or Authorised .22 shooting activity.

### Firearms Pathway for NZCF Officers

7.123 The firearms pathway for NZCF Officers is as follows:

- a. NZCF Shooting Coach course;
- b. NZCF Range Conducting Officer course; then
- c. NZCF Shooting Coach Instructor and/or Range Conducting Officer Instructor.

7.124 **Shooting Coach course.** This course is designed to produce trained personnel to coach shooters on the firing point in the use of correct techniques and rifle drills. The course also qualifies them as Safety Supervisors for NZCF range practices. This is a prerequisite course for NZCF Officers and Under Officers prior to attending the RCO course. Cadet SNCO/WO are able to attend the Shooting Coach course.

7.125 **Range Conducting Officer course.** This course is designed to produce trained personnel to safely conduct NZCF range practices on indoor or outdoor ranges. Range Conducting Officer course attendees are to have first qualified on the NZCF Shooting Coach course and have been employed as a shooting coach for a number of cadet unit shoots.

7.126 Prior to attendance on an authorised NZCF RCO Course the student is to have completed the NZCF Shooting Coach course, the RCO Pre-course Task Book and show competency with the rifle drills for the issued .22 Rifle. This can be achieved by proving prior knowledge that as a Cadet they have attended the NZCF Shooting Coach course as a student and undergone firearms training as part of their individual Corps Training Programme.

7.127 On arrival at the course venue, the student will be assessed on the DFTTs by the course instructor(s) to ensure student competency.

7.128 Failure to achieve the required level of competency during the initial assessment, the student(s) is to undergo additional training and is then to be re-assessed.

### **RCO Responsibility in Regards to Firearms Training**

7.129 The RCO is accountable for safety and compliance with all regulations regarding firearms training. The RCO is responsible for the training and assessment of Dry Firing Training Tests (DFTTs) for all personnel prior to any live firing occurring. The RCO must maintain overwatch of all personnel on the firing point and the range at all times and when in this appointment is **not** to conduct any other range appointment unless being relieved by an alternate RCO. **The RCO duties are detailed in the NZCF 151, Firearms Training Manual, Part 5, Section 3, Annex B.**

### **Shooting Coach and/or Range Conducting Officer Course Instructor**

7.130 Selected NZCF officers will be identified by the AC CFTSU's as to their suitability to become a Shooting Coach course and/or Range Conducting Officer course Instructor. The following criteria will have to be satisfied prior to being selected to become an instructor on the courses:

- a. have qualified on the Shooting Coach and Range Conducting Officer course; and
- b. have held and carried out the duties as a cadet unit shooting coach or range conducting officer for a minimum of **four** shoots; and
- c. has the subject knowledge and experience for the appropriate course; and
- d. have completed the IT&TM course.

### **Definition of a Shoot (or Range Practice)**

7.131 A "Shoot" is the planning of a range shoot or practice where Serials are conducted as part of the range activity. This includes the pre-administration requirements, the conduct of the shoot or practice and the post-administration requirements, as per the NZCF 151, Firearms Training Manual, which includes the submission of a NZCF 201, Firing Point Register to the Area CFTSU.

### **Firearms Safety**

7.132 CUCDRs are to ensure that all training and shooting with the **NZDF .22 live firing firearms** is conducted in accordance with the NZCF 151, Firearms Training Manual. Such training is only to be conducted by SNCO course qualified cadets who have **qualified** on the **current** NZCF Shooting Coach course (after 03 August 2017) and NZCF Officers who have qualified on the NZCF Range Conducting Officer course and possess a current NZCF 40, Course / Activities Warrant with the appropriate course or activity endorsement.

7.133 All firearms training, with the exception of the theory lesson on the Seven Basic Firearms Rules, is **not** to be instructed by non-qualified personnel of any rank.

7.134 NZCF Officers and/or Cadets may only participate in live firing range shoots on ranges that have been checked and certified as safe by a specialist Range

Inspection Officer and the range has a current AFNZ 199, Range Safety Certificate. The NZDF, NZ Mountain Safety Council and Shooting Associations maintain a list of certified range inspection officers. It is not the job of the Cadet Unit who uses another organisations range, to get the range certified as safe on behalf of the range owner/operator unless the range is owned and operated by the Cadet Unit themselves. If Cadet Units have any concerns about the safety aspects of the ranges they shoot on, they are to raise their concerns with the appropriate Range Controlling Authority as soon as possible.

7.135 Range shoots may only be conducted by personnel who have a current NZCF 40, Course / Activities Warrant **with appropriate endorsement**, or by qualified NZDF personnel.

7.136 Range Shoots conducted by NZCF RCOs under the following restrictions:

- a. are limited to a range of up to **75** metres on NZDF ranges or outdoor civilian ranges;
- b. firing must only be conducted from designated firing points;
- c. with Cadets firing from approved firing positions only; and
- d. with a maximum of **six** firers at any given time or as stated in the appropriate Range Standing Orders if less than six firers.

7.137 Parents/Guardians of Cadets may accompany their child/ward to a unit range shoot in the capacity as an observer only. Under no circumstances are parents/guardians, Supplementary Staff Members or other civilians to receive training on, teach firearms handling drills, coach NZCF cadets or fire the NZDF issued firearms, including those on loan to Cadet Units. The Marlin Model-XT .22 rifles **are and remain NZDF firearms**.

### **Approved Firing Positions**

7.138 The following are the only approved firing positions to be adopted by cadets when participating in any recognised or authorised range shoot using the Marlin Model-XT .22 rifles:

- a. prone unsupported and supported position;
- b. sitting unsupported position; and
- c. kneeling unsupported position.

### **Firearms Presentations**

7.139 NZCF Officers and Cadets may attend presentations on other NZDF Small Arms, (Small Arms is a general term for small calibre, 20 mm or less). These presentations may only occur under the strict supervision of qualified NZDF personnel in accordance with NZDF policy. At no time are such firearms to pass out of the direct control of members of the NZDF.

7.140 It is acceptable for NZCF Officers and Cadets to receive presentations on other Small Arms from sources external to the NZDF, as long as the presenter legally

holds the firearms with the correct licences and endorsements. NZCF personnel are **not** fire any of the firearms.

### **Pistol Shooting**

7.141 As an NZCF Cadet Unit **Recognised** Activity, cadets and officers are **not** to fire pistols whether military or civilian under any circumstances regardless if they are receiving one-on-one instruction/coaching or not.

7.142 NZCF Officers and Cadets can shoot pistols if they belong to a Pistol Club recognised by the Commissioner of Police. Pistols can only be fired on an **approved** range, whether this range is civilian or military.

### **Cadet Unit Pre-Range Shoot Documentation**

7.143 As part of the pre-shoot planning process, the RCO tasked with conducting the shoot by the CUCDR, **is to** compile forms NZCF 11, Unit Activity Intension and NZCF 33, General Range Instruction and submit these to the Area CFTSU **14 days** prior to the commencement of the shoot for approval.

### **Dry Firing Training Tests (DFTTs)**

7.144 Prior to any shooting taking place on the range, **all** cadets, regardless of experience, or the number of unit shoots attended, are to have sat and passed the Dry Firing Training Tests (DFTTs) for the Marlin Model-XT .22 rifle. This can be done at a parade night immediately preceding the shoot or at the range on the day.

7.145 **All** Cadet Unit RCOs, regardless of experience or the number of unit shoots conducted, are to regularly sit and pass DFTTs for the Marlin Model-XT .22 rifle to ensure their currency and competency in regards to the Rifle Handling Drills for the rifle in which they are responsible for during a cadet unit live firing range practice.

7.146 The current Dry Firing Training Test assessment form is to be used to assess unit RCOs, (NZCF 151, Firearms Training Manual, Part 2, Annex A) and a copy is to be sent to the Area CFTSU and placed in the RCOs personal file. This then certifies that the unit RCO has been assessed on the current Rifle Handling Drills. The Area Advisor is to also periodically to assess the unit RCO during their cadet unit visit.

### **Weapons Training System (WTS)**

7.147 New Zealand Cadet Forces units are authorised to conduct familiarisation training using simulated weapons at New Zealand Army controlled Weapons Training System Simulator facilities in Waiouru and the Mobile Weapon Training System based out of Linton and Burnham Military Camps. Familiarisation training is to be conducted in accordance with relevant range standing orders by appropriately qualified military staff or civilian staff employed to operate Weapons Training System Simulator facilities. Cadets are **not** to fire at any targets that represent the human form.

7.148 As a requirement of the Arms Act 1983 New Zealand Cadet Forces units are **NOT** to be permitted to conduct familiarisation training using the 84mm M3 Carl Gustaf, Javelin or Indirect Fire weapon systems.

7.149 The taking of photographs of cadets using and/or posing with the training aids and posting the photos on social media sites **is prohibited**.



## NZCF Live Firing Activities on New Zealand Army Controlled Purpose-Built Ranges

7.150 **Army Individual Weapon Shoots and New Zealand Cadet Corps Units.** A member of a New Zealand Cadet Corps unit (that is – an Army Cadet, which does not include a member of the Air Training Corps, Sea Cadet Corps, or any other person), is authorised to participate in one live firing range shoot per year using the following current issued NZDF weapons:

- a. Individual Weapon rifle;
- b. Glock 17 Gen 4 pistol; and
- c. C9 Minimi / Mag 58 GPMG.

7.151 Weapons, ammunition and qualified range safety staff are to be provided by the sponsor unit listed in Annex A to this section for the respective New Zealand Cadet Corps unit participating in the shoot. Each member of the New Zealand Cadet Corps unit is authorised to fire the following maximum number of rounds per weapon:

- |                                   |                |
|-----------------------------------|----------------|
| a. Individual Weapon rifle        | 20 rounds;     |
| b. Glock 17 Gen 4 pistol          | 15 rounds; and |
| c. C9 Minimi / Mag 58 machine gun | 50 rounds.     |

7.152 Sponsor units are responsible for ensuring that the following is adhered to for shoots that involve New Zealand Cadet Corps units:

- a. shoots are only to be conducted on a New Zealand Defence Force Purpose-Built Range that has a current Range Safety Certificate. New Zealand Cadet Corps units are not permitted to conduct a shoot under live field firing rules and procedures;
- b. shoots are only to be conducted from the following firing points for the particular weapons used:
  - (1) **Individual Weapon rifle.** The 25m firing line on a 25m No Danger Area Range or the 100m or 100 yard firing line on a Gallery Range.
  - (2) **Glock 17 Gen 4 pistol.** The 10m firing line on a 25m No Danger Area Range or the 10m firing line on a Gallery Range.
  - (3) **C9 Minimi / Mag 58 machine gun.** The 25m firing line on a 25m No Danger Area Range or the 100m or 100 yard firing line on a Gallery Range.
- c. the firing from any other firing line is prohibited;
- d. the prone supported firing position is to be used when firing the Individual Weapon rifle and the C9 Minimi / Mag 58 machine gun. The Glock 17 Gen 4 pistol is to be fired from the standing position only. The use of any other firing position is prohibited;

- e. a zeroing screen target is to be used. The use of any other target is prohibited;
- f. one qualified and current NZDF Safety Supervisor is to be provided for each Cadet on the firing point. The Safety Supervisor is to be positioned so that immediate control of the weapon can be achieved if required;
- g. the Safety Supervisor is to conduct all weapon drills (that is – load, action, unload, immediate action and is to remedy all stoppages). The Cadet is to apply the safety catch to fire and safe, sight and fire the weapon;
- h. in addition to the pre firing, conduct, and post firing rules and procedures for an All Arms Weapons Purpose Built Range contained at DFO(A) Volume 7 – Training, Book 2 – All Arms, Chapter 6 – Purpose Built Firing Ranges, Section 3 – All Arms Weapons Purpose Built Ranges, all Army Cadets participating in the shoot are to attend an introduction / familiarisation briefing on the Weapon being used which is to be conducted by the NZDF Range Conducting Officer or qualified and current Safety Supervisor appointed by the Range Conducting Officer prior to live firing. The briefing is to include:
  - (4) the position and hold of the Weapon in the appropriate firing position;
  - (5) the use of the optic sight and correct aim picture; and
  - (6) position of the trigger finger and correct trigger operation.
- i. only the current issue Weapons as listed above are to be fired. The firing (blank or live) of any other NZDF weapon is **not authorised**.

### **Authorised Targets**

7.153 Cadet Units conducting live firing range practices are to only fire at the following authorised targets as issued by HQNZCF or Area CFTSUs, these targets being the:

- a. MD 951 - Targets Miniature No 5A (Facings) used for unit training and practicing for the National Competition Shoots;
- b. MD 954 - 25 Yards issued by HQNZCF for the National Competition Shoots; and
- c. NSRA TIN HAT Target Card, 25 Yards issued by HQNZCF for the Ffennell Competition Shoot; and
- d. any other type of target approved by HQ NZCF.

7.154 If any military targets are being used as backing boards, i.e. Fig 11 targets, then the above NZCF targets **are to be affixed to the rear** of the military target, so as to be silhouetted against the white/cream background.

7.155 Cadets are not to shoot at any target or backing board that shows or represents the human form.

## Shooting Badges

7.156 The NZCF Marksman badge is issued to cadets by the COMDT NZCF in recognition of their shooting abilities. The criteria for the awarding of all shooting badges are detailed in the NZCF 160, Competitions and Awards Manual, Chapter 1, Part 1. Shooting badges are not issued to NZCF Officers, UO or OFFCDTS.

## Range Conducting Officer Qualification

7.157 The RCO qualification is required by any NZCF Officer who wishes to plan and conduct a .22 live firing Cadet Unit Range Shoot. The NZCF RCO Course is the only method which provides an NZCF Officer with this qualification.

7.158 Qualification on this course provides the recipient with an NZCF 40, Range Conducting Officers Warrant. This warrant allows the bearer to plan and conduct live firing Cadet Unit Range Practices only IAW NZCF policy and procedures.

7.159 The NZCF 40, Range Conducting Officer Warrant **does not** authorise the holder to conduct range shoots for other organisations or clubs outside of New Zealand Cadet Forces.

7.160 When NZCF RCOs shoot as a member of a civilian small bore rifle club they are **not** "on duty". Therefore, they cannot and are not to, use their NZCF Range Conducting Officer qualifications to plan, conduct or supervise live firing in a civilian club, likewise they are not permitted to use a civilian range qualification to plan, conduct or supervise a NZCF live firing range practices. This also applies to any NZCF officer who is NZCF Shooting Coach qualified.

**Note: Qualification - Means attendance at and successful completion of the NZCF Range Conducting Officers course. Once qualified, you remain qualified.**

## Range Conducting Officer Currency

7.161 To remain current an RCO must plan and control the conduct of a minimum of **two** Cadet Unit Range Practice in the **three** year period from their course qualification date or from their last currency date.

7.162 Failure to conduct the required shoots within the **three** year period will not forfeit the RCO qualification, the RCO will simply no longer be current and cannot plan/conduct another shoot until they have been brought up to currency. This can be done through the supervised planning and conduct of a live range shoot to either a:

- a. Regular Force Advisor; or
- b. NZCF Officer who holds a NZCF 40, Course / Activities Warrant with the Range Conducting Officer Instructor endorsement.

7.163 Area CFTSUs are authorised to reassess NZCF RCOs and verify them for continuation, or make a recommendation to HQNZCF that individuals re-qualify by completing a demonstration of currency, or even a full re-qualification on a RCOs course. This recommendation can be made at any time whether the RCO has remained current or not.

7.164 If at any stage a unit RCO or RCO Course Instructor applies to be placed onto the Non Active List, takes an extended period of leave or no longer wishes to

remain a Cadet Unit RCO or RCO Course Instructor, **they are to** surrender their NZCF 40, Range Conducting Officers Warrant or Range Conducting Officer Instructor Warrant to their CFTSU.

7.165 When the Officer comes off the Non Active list or returns to the unit from an extended period of leave and wishes to resume being a Cadet Unit RCO or Range Conducting Officer Course Instructor, then reassessment will occur or the AC CFTSU will recommend the Officer completes another full RCO course. On successful completion of either, the Officers NZCF 40, Range Conducting Officers Warrant or Range Conducting Officer Course Instructor Warrant will be returned. Any re-activated Officer, who wishes to resume being a unit RCO, will be required to complete another **full** RCO course.

**Note:** *Currency* - Means the Range Conducting Officer has planned and conducted a minimum of two NZCF shoot within the previous three years of currency.

### **Cancellation of Range Conducting Officer Qualification**

7.166 Any cancellation of an individuals' NZCF 40, Course / Activities Warrant is to be the subject of an investigation into the reasons for the cancellation conducted by the AC CFTSU on behalf of the Commandant NZCF. The officer's NZCF 40, Course / Activities Warrant is to be surrendered to the AC CFTSU upon cancellation. NZCF officers cannot re-gain their qualification until they have successfully re-qualified on a full NZCF Range Conducting Officer course.

### **Medical Coverage during Cadet Unit Range Shoots on NZDF and/or Civilian Ranges**

7.167 In accordance with Headquarters New Zealand Defence Force (Defence Health Directorate) 6600/1 *New Zealand Defence Force Medical Coverage at New Zealand Cadet Force Activities* dated 2 July 2013, New Zealand Cadet Forces are authorised to conduct live firing shoots on New Zealand Defence Force Purpose-Built ranges without local Medical Officer authorisation, so long as there is at least one person present who holds either:

- a. a current St John Workplace first aid level one certificate, or
- b. a current Red Cross save a life certificate, or
- c. equivalent NZQA Unit Standards 6400/6401, or
- d. a current New Zealand Defence Force first aid certificate.

7.168 It is the responsibility of the Range Conducting Officer to ensure that:

- a. an approved and current first aid kit that is in accordance with Cadet Force Orders, Volume 7, Annex A, is present for the duration of the activity;
- b. any other medical equipment identified during the planning for the activity (for example - sun block, panadol, sticking plasters etc) is present for the duration of the activity if deemed appropriate; and
- c. a casualty evacuation plan is prepared prior to the activity.

## Range Safety Briefs

7.169 The RCO is to give a full Range Safety Brief to everyone involved in the shoot which is to include the location of the first aid kit, safety vehicle and who the designated driver is for the safety vehicle.

7.170 The safety vehicle and driver are to remain at the range at all times during the shoot with the keys in the ignition or in the drivers' pocket. If the vehicle has to leave the range for any reason, then the shoot is to be suspended until the vehicle returns or is replaced by another suitable vehicle and driver. If no replacement vehicle and driver is available then the shoot is to be shut down. If the safety vehicle driver is going to participate in the shoot, then a replacement driver is to be selected. The RCO is the **only person authorised** to make these changes.

7.171 A Range Appointment Holders Brief and Participants Range Safety Brief can be found in the NZCF 151, Firearms Training Manual, Part 4, Section 3, Annex E & Annex F.

## Procedures in Case of Accidents on the Range

7.172 In the event of an accident on the range involving firearms the RCO **is to** carry out the following procedures:

- a. immediately stop the practice, clear remaining firearms not involved in the accident and remove all personnel from the firing point;
- b. render first aid to the injured and get appropriate medical assistance ASAP;
- c. ensure that the rifle involved and all fragments are left untouched and that no attempt is made to clean them or coat them with any preservative;
- d. advise the NZ Police;
- e. advise the Commandant NZCF ASAP;
- f. notify their Area Co-ordinator through the Cadet Unit Commander as soon as possible;
- g. carry out any other notification action as detailed in Range Standing Orders; and
- h. supply a written report to the Area Co-ordinator through their Cadet Unit Commander within 24 hours.

7.173 The RCO are to ensure they read the appropriate Range Standing Orders for the range they are using, as the accident procedures differ between ranges and Range Standing Orders procedures take precedence.

## Rifle Drill and Parading with Firearms

7.174 Cadets may be taught rifle drill (Tri Service Steyr drill) using the DPTA as part of their unit drill and during Cadet Promotion courses. **DPTAs are not to be used in public under any circumstances.**

7.175 Members of the NZCF can parade and rehearse using the Norinco Ceremonial rifle or the .303 No4 Mk1 in public as long as local council and police have been informed and authorization has been granted by the units AC CFTSU (refer Section 1, paragraph 13.9(d)). Units are to request the use of Norinco Ceremonial rifle or the .303 No4 Mk1 rifle from their AC CFTSU utilising the NZCF 19, Request Permission to use Ceremonial Rifle. Authorisation to use Norinco Ceremonial rifle or the .303 No4 Mk1 rifles will be sent by AC CFTSU using the NZCF 19A, Approval to Use Ceremonial rifles. This is to only occur for the following occasions:

- a. they are on ceremonial parades where the SCC Colour, NZCC Flag or ATC Standard is being paraded. On such occasions only the Colour, Flag or Standard Escorts may be armed with the Norinco Ceremonial rifle or the .303 No4 Mk1 rifle. Colour, Flag and Standard Drill is detailed in Chapter 19, Annexes A – C; and
- b. on ceremonial occasions when Cadets form a Catafalque Party. On such occasions only the five Cadets (one of which is the reserve) in the Catafalque Party may be armed with the Norinco Ceremonial rifle or the .303 No4 Mk1 rifle.

**7.176 Under no circumstances are members of the NZCF to parade in public with live firing rifles of any type.**

## ANNEX A – New Zealand Cadet Corps New Zealand Army Sponsor Units

Ser	Cadet Corps Unit	Cadet Unit Abbreviation	Cadet Unit Location	Army Sponsor Unit	Sub-Unit Liaison
1	Kerikeri Cadet Unit	KCU	Kerikeri	3/6 Bn	3/6 Bn Arch Hill
2	Whangarei District Cadet Unit	WhanDCU	Whangarei	3/6 Bn	3/6 Bn Arch Hill
3	Mangawhai Cadet Unit	MwiCU	Auckland	3/6 Bn	3/6 Bn Arch Hill
4	Waitakere Cadet Unit	WaitCU	West Auckland	3/6 Bn	3/6 Bn Arch Hill
5	City of Auckland Cadet Unit	CACU	Auckland	3/6 Bn	3/6 Bn Arch Hill
6	North Shore Cadet Unit	NSCU	North Shore	3/6 Bn	3/6 Bn Arch Hill
7	Tamaki Cadet Unit	TamCU	Auckland	3/6 Bn	3/6 Bn Arch Hill
8	Papakura Cadet Unit	PapCU	Papakura	3/6 Bn	3/6 Bn Arch Hill
9	Hamilton City Cadet Unit	HCCU	Hamilton	3/6 Bn	3/6 Bn Arch Hill
10	Western Bay of Plenty Cadet Unit	WBPCU	Tauranga	3/6 Bn	3/6 Bn Arch Hill
11	Opotiki College Cadet Unit	OCCU	Opotiki	3/6 Bn	3/6 Bn Arch Hill
12	Te Awamutu Community Cadet Unit	TACCU	Te Awamutu	3/6 Bn	3/6 Bn Arch Hill
13	Rotorua District Cadet Unit	RDCU	Rotorua	3/6 Bn	3/6 Bn Arch Hill
14	Taupo Cadet Unit	TaupoCU	Taupo	3/6 Bn	3/6 Bn Arch Hill
15	Gisborne Cadet Unit	CGCU	Gisborne	5/7 Bn	5/7 Bn Napier
16	City of Napier Cadet Unit	CNapCU	Napier	5/7 Bn	5/7 Bn Napier
17	Ruahine Cadet Unit	RCU	Waipukurau	5/7 Bn	5/7 Bn Napier
18	City of Upper Hutt Cadet Unit	CUHCU	Upper Hutt	5/7 Bn	5/7 Bn Trentham
19	City of Porirua Cadet Unit	CPorCU	Porirua	5/7 Bn	5/7 Bn Trentham
20	City of Lower Hutt Cadet Unit	CLHCU	Lower Hutt	5/7 Bn	5/7 Bn Trentham
21	Wellington City Cadet Unit	WelCCU	Wellington	5/7 Bn	5/7 Bn Trentham
22	Rangitikei Ruapehu Cadet Unit	RRCU	Waiouru	5/7 Bn	WMTF

<b>Ser</b>	<b>Cadet Corps Unit</b>	<b>Cadet Unit Abbreviation</b>	<b>Cadet Unit Location</b>	<b>Army Sponsor Unit</b>	<b>Sub-Unit Liaison</b>
23	City of New Plymouth Cadet Unit	CNPCU	New Plymouth	5/7 Bn	5/7 Bn Whanganui
24	Fielding Cadet Unit	FCU	Fielding	5/7 Bn	5/7 Bn Whanganui
25	Wanganui Cadet Unit	WanCU	Whanganui	5/7 Bn	5/7 Bn Whanganui
26	Ashburton Cadet Unit	ACU	Ashburton	2/4 Bn	2/4 Bn Burnham
27	City of Christchurch Cadet Unit	CCCU	Christchurch	2/4 Bn	2/4 Bn Burnham
28	Nelson Cadet Unit	NCU	Nelson	2/4 Bn	2/4 Bn Burnham
29	Motueka Cadet Unit	MotCU	Motueka	2/4 Bn	2/4 Bn Burnham
30	Timaru Cadet Unit	TimCU	Timaru	2/4 Bn	2/4 Bn Burnham
31	City of Dunedin Cadet Unit	CDCU	Dunedin	2/4 Bn	2/4 Bn Dunedin
32	Invercargill Cadet Unit	InverCU	Invercargill	2/4 Bn	2/4 Bn Invercargill



## SECTION 2 – Range Standing Orders

### General

7.177 There are inherent risks in using firearms. The aim of the Range Standing Orders is to promote safe range operations, and to mitigate against potentially hazardous and preventable incidents.

7.178 Range Standing Orders are an important requirement for all ranges. They are used to describe the physical set up of the range and to detail the usage conditions for which the range was designed. As an analogy, they can be compared to the owner's manual for a car.

7.179 They outline acceptable and unacceptable activities on the range.

7.180 Range Standing Orders are to be clearly displayed at the range. All regular range users are to receive, and receipt as having received, a copy of these orders.

7.181 The Range Operator must ensure that everyone is made aware of changes to the Range Standing Orders. Range users are to routinely review the Range Standing Orders as a refresher.

7.182 Range Standing Orders need not be complex. They must plainly describe the range(s) and their safe operation. They need to:

- a. describe the key physical details of all ranges (including location, certificate of safety and any conditions imposed, danger area status, any air danger height information and first aid);
- b. describe the hours/days of operation;
- c. describe acceptable firearms/calibres/bullet nature;
- d. describe acceptable range activities (e.g., arcs of fire, target placement, authorised targets). Activities that are not described as acceptable are considered to be unacceptable;
- e. review safety issues (e.g., hearing protection, eye protection, lead contamination);
- f. describe warning flags, warning lights and other warning signs and their use;
- g. provide emergency information (e.g., hospital location and phone numbers for police and the Range Operator);
- h. define any non-standard abbreviations, as well as all acronyms used; and
- i. state the maximum number of firearms and firers at the firing point at any one time.

## **Range Safety Rules**

7.183 Each range within a facility is to have a sign on where the key Range Safety Rules are listed. Ideally this sign should be located at the firing point. These signs are intended as a simple method of quickly reminding all users of the basic safe range operating procedures. They **do not** remove the requirement for the range facility to have a more detailed set of Range Standing Orders.

## **Use of Safety Supervisors**

7.184 It is strongly recommended that RCOs use Safety Supervisors during all range practices, i.e. if units are using a range that has two levels of shooting platform then a Safety Supervisor(s) is to be in attendance on each level where firing is occurring. These Safety Supervisors are in addition to the Range Conducting Officer. Refer to the NZCF 151, Firearms Training Manual, Part 4, Section 2, Annex A and Part 4, Section 3, Annex D for the qualification requirements and the duties of Safety Supervisors.

## **Civilian or Military Owned and Operated Ranges**

7.185 Cadet Units who use civilian or military owned and operated indoor or outdoor ranges are to adhere to the applicable Range Standing Orders for those ranges at all times.

## **Cadet Unit Ranges**

7.186 Cadet Units who own and operate indoor or outdoor ranges are to produce and promulgate a set of Range Standing Orders and Range Safety Rules applicable to their range.

7.187 The NZCF 151, Firearms Training Manual, Chapter 5, Section 1, contains a generic Range Standing Orders and Range Safety Rules template that is designed to assist cadet units when producing their own required Range Standing Orders and Range Safety Rules.

7.188 HQNZCF Training Cell is to be consulted without delay if any doubt exists to RCO responsibilities for any Range operations.

## Annex A - First Aid Kit, 10 Person, General Purpose

Ser	NIIN	Description	Qty	Unit
1	981031038	KIT865 FIRST AID KIT, 10 PERSON, GP		
2		KIT865 COVER	1	EA
3		KIT865 ILLUSTRATION	1	EA
4	981030809	BANDAGE, Crepe, 7.5cm	1	EA
5	981030870	BANDAGE, Gauze, Comp, No 15, Sterile	2	EA
6	982037803	CASE, F.A.K, Vinyl, 20cm x 22cm x 7.5cm	1	EA
7	982044590	CROTAMITON, 10%, Cream, 20g, Labelled	1	EA
8	981030852	DRESSING, Strip, Fabric, 6.3cm x 1m	1	EA
9	982063724	GLOVES, Med Exam, Nitrile, Large	4	EA
10	982063725	GLOVES, Med Exam, Nitrile, XL	6	EA
11	981036689	INSERT, F.A.K Case, Washable Lining	1	EA
12	981081805	KNIFE, Surgical, Mini, Size 11 Blade	1	EA
13	982042576	LORATADINE, Tab, 10mg, 6's, Labelled	2	EA
14	982041178	PARACETAMOL, Tab, 500mg, 20's, Labelled	2	EA
15	218452238	PLASTER, 25's, Band-Aid	1	EA
16	660895265	POVIDONE IODINE, Soln 10%, 15ml	2	EA
17	661518769	PROBE, Splinter, Disposable	5	EA
18	999306121	SHIELD, Mouth to mouth resus, Disposable	1	EA
19	981069570	SAFETY PIN, Size 3, Singles	6	EA
20	981030839	SLING, Cloth, Cotton, 110cm x 110cm	2	EA
21	982006399	SODIUM CHL, Irrigation, 0.9%, 30ml	5	EA
22	982041171	SWAB, Non Woven, 7.5cm , 5's, Sterile	5	EA
23	200009316	PAD, Antiseptic, 2% CHG+70% IPA singles	12	EA
24	123644010	TAPE, Adhesive, Strapping, 2.5cm x 9m Single	2	EA