



ARMY CADET ARMISTICE CENTENARY COMMITTEE

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Army Cadet Force County Project Officers

29 May 2018

Dear Project Officer,

FIRST WORLD WAR ARMISTICE CENTENARY 2018 ARMY CADET FORCE COMMEMORATIVE VISITS “CADET ARMISTICE 2018” ADMINISTRATIVE INSTRUCTION

INTRODUCTION

1. The Army Cadet Force will conduct a series of 5 Commemorative Visits to ‘The Somme’, each of up to 1,000 Cadets and Adult Volunteers, during October 2018. Each visit will mount from and recover to Camps in Shorncliffe, Folkestone, Kent.
2. Each visit will comprise 4 battlefield experience stands in ‘The Somme’ with guides covering syllabus-linked information including: the causes of the war, the course of the war, technology (including tanks, mines, aircraft, artillery, and radio) (STEM), media, medicine, and commemoration. Each visit will culminate in a Drumhead Commemorative Parade at the Thiepval Memorial.
3. Each participant will receive a detailed commemorative booklet providing historical background, supporting information and mapping for the stands, and the Order of Service for the Drumhead Commemorative Parade. Each participant will also receive a commemorative D-Shaped mess tin, an enamel mug, a knife-fork-spoon set, and a commemorative bag for the lot.
4. This document is intended to provide sufficient administrative detail to enable Army Cadet Force County Project Officers to perform their tasks.

AIM

5. The aim is to deliver an Army Cadet Force event to commemorate the 1918 Armistice in the Centenary year in order to contribute to national commemoration.

OVERVIEW

6. For each County taking part the project will comprise 3 phases:
 - a. **Phase 1.** Bidding for and Allocation of Places.
 - b. **Phase 2.** Preparatory Administration.
 - c. **Phase 3.** Conduct of the Event.

PHASE 1 – BIDDING FOR AND ALLOCATION OF PLACES

7. Counties have been engaged in the bidding process since Feb 18. This Administrative Instructions document is attached to an email message which confirms the initial allocation of places on visits for the County to which it is addressed. If more places are required please don't hesitate to ask. The dates of the visits are:

	Assemble	Visit The Somme	Disperse
Visit 1	Fri 19 Oct 18	Sat 20 Oct 18	Sun 21 Oct 18
Visit 2	Sun 21 Oct 18	Mon 22 Oct 18	Tue 23 Oct 18
Visit 3	Tue 23 Oct 18	Wed 24 Oct 18	Thu 25 Oct 18
Visit 4	Thu 25 Oct 18	Fri 26 Oct 18	Sat 27 Oct 18

8. Once Counties have been allocated places on visits they will need to identify the individuals who are to fill the places. Project Officers will be able to 'book' individuals onto the appropriate WESTMINSTER event once the County has been 'invited' to the event.

	Event Name	WESTMINSTER ID
Visit 1	Armistice 18 - 1	WWI/18/571244
Visit 2	Armistice 18 - 2	WWI/18/571245
Visit 3	Armistice 18 - 3	WWI/18/571246
Visit 4	Armistice 18 - 4	WWI/18/571247

PHASE 2 – PREPARATORY ADMINISTRATION

9. **Dress.** It is intended that all participants wear MTP throughout. There is a chance that this will be prevented for security reasons in which case a further clear instruction will be issued. Clothing should include the MTP smock. For Prospective TWGGS cadets, you will be able to borrow a TWGGS CCF Hoodie and you may wear jeans and trainers for the trip.

10. **Equipment.** Each participant will need a sleeping bag, wash kit, and a waterproof. Luggage should be kept to a minimum. Additional clothing should be limited to underwear and socks only. All items could be brought to the event in a day sack. For the Commemorative Visit itself (Day 2) a commemorative bag will be provided.

11. **Rations.** Counties are responsible for the provision of a packed meal for the journey to Shorncliffe on Day 1. TWGGS girls will not require any packed lunches as we will arrive in time for the evening meal and will depart after breakfast on Day 3. All other meals will be provided as part of the event:

	Meal	Detail
Day 1	Dinner	Shorncliffe Cookhouse
Day 2	Breakfast	Shorncliffe Cookhouse
Day 2	Lunch	Packed Lunch (with Commemorative D-Shaped Mess Tin)
Day 2	Dinner	Shorncliffe Cookhouse
Day 3	Breakfast	Shorncliffe Cookhouse
Day 3	Lunch	Packed Lunch

12. **Medical.** Counties should arrange for a First Aid qualified Adult Volunteer to be an accompanying adult on the event. First Aid qualifications will be identified by the project team from WESTMINSTER in order to ensure that each coach on The Somme has a first aider available. The Medical Plan is the responsibility of the Project Team. All personnel should carry a European Health Insurance Card (EHIC) which can be applied for free online¹.
13. **Transport.** Counties are responsible for transport to and from Shorncliffe on Days 1 and 3 only. All other transport is the responsibility of the Project Team. TWGGS will be using our own fleet of minibuses.
14. **Accommodation.** Participating individuals will be accommodated at St Martin's Plain Camp and Napier Barracks, both in Shorncliffe. Allocation of accommodation will take place on arrival and group registration at St Martin's Plain Camp. Cadets and Adults are to ensure that minimal baggage and personal effects are brought to the Event. Accommodation is to be kept clean and tidy throughout.
15. **Finance.** The cost of the event for each individual is £40. CCFs are expected to collect the funds and forward them to the Project Team.
16. **Passports.** All personnel taking part will need a valid passport. Those without existing passports will be able to be included on a Collective (Group) Passport². This will need to be applied for and managed by the Counties. An example covering letter for a Collective (Group) Passport application is at Enclosure 1. At this late stage a valid passport would be advisable along with a current EHIC card.
17. **Consent Forms.** All Cadets will require the consent of a parent/guardian/carer in the form of a completed consent form. These should be requested and collected by Counties or CCF Contingent Commanders. The consent form is at Enclosure 2.

PHASE 3 – CONDUCT OF THE EVENT

18. Each event comprises 3 days:
 - a. Day 1 – Travel and Assemble.
 - b. Day 2 – The Commemorative Visit.
 - c. Day 3 – Disperse and Travel.
19. **Day 1 – Travel and Assemble.** A full programme for Day 1 is at Annex A.
 - a. **Transport.** As at Paragraph 13, Counties are responsible for transport to and from Shorncliffe on Days 1 and 3 respectively. If minibuses are used parking will be made available in Shorncliffe and access provided to the military POL point.
 - b. **Rations.** As at Paragraph 11, Counties are responsible for packed lunches for the journey to Shorncliffe on Day 1. All other meals will be provided.
 - c. **Registration.** On arrival at St Martin's Plain Camp, Project Officers should report to Registration where accommodation and coaches (Coach Parties) for the visit will be allocated.
 - d. **Accommodation.** Personnel will be allocated to bed-spaces at Registration. The Project Officer for each group will receive the allocation. Every effort will be made to keep County groups together for ease of supervision by County Adult Volunteers.
 - e. **Rehearsals.** Short rehearsals for coach boarding and alighting, and for the

¹ <https://www.nhs.uk/nhsengland/healthcareabroad/ehic/pages/about-the-ehic.aspx>.

² <https://www.gov.uk/collective-group-passports>.

Commemorative Parade will be conducted. For any recruit cadets, you will not be required to be on parade at this point but you will be observing the parade.

f. **Lights Out.** We will endeavour to ensure that the Camps are quiet from 21:00 in order to enable sleep in advance of an early start. County Group Staff will retain responsibility for behaviour in the accommodation.

20. **Day 2 – The Commemorative Visit.** A full programme for Day 2 is at Annex A.

a. **Reveille.** There will be an early start on the day of the Commemorative Visit – reveille at 04:00 hours.

b. **Breakfast.** A cooked breakfast will be provided in the Cookhouses of both Camps from 04:30 hours.

c. **Transport.** Coaches will be lined-up on their respective squares. Coach Parties will report to their coaches for the short journey to Dover Docks where we will join a P&O Ferry for Calais, and on from there to The Somme. There will be a short ablutions stop en route. Personnel will remain with their Coach Party for the whole day.

d. **Battlefield Stands.** On arrival at The Somme, Coaches will move directly to the first allocated Stand for their party. Coaches and Parties will visit 4 stands. Each Coach and Party will have a different allocation of Stands and routes to reduce congestion. Each Coach will have an appointed Officer in Command who will be responsible for the Coach Party throughout. Each Coach will also have a Guide who will lead the activity at each Stand and will navigate between the stands. Together they will ensure that Coaches and Parties move efficiently and in a timely manner between the allocated Stands.

e. **Lunch.** A packed lunch will be provided which should be consumed between Stands 2 and 3.

f. **Commemorative Parade.** All Coaches and Parties will converge on the Car Park at the Thiepval Memorial at 15:15 hours. In an orderly fashion, Cadets and Adults will plant commemorative crosses on the mound adjacent to the Car Park, which will be clearly marked.

21. **Day 3 – Disperse and Travel.** A full programme for Day 3 is at Annex A.

a. **Reveille.** On Day 3 reveille will be later, at 06:30 hours.

b. **Breakfast.** A cooked breakfast will be provided in the Cookhouses of both Camps from 07:00 hours.

c. **Accommodation.** County Staff are to ensure that all accommodation occupied by their personnel is left clean and tidy.

d. **Transport.** As at Paragraph 13, Counties and CCFs are responsible for transport from Shorncliffe on Day 3. County Groups are to board transport but not depart until clearance has been provided.

e. **Clearance.** Projects Officers are to report to registration for clearance to depart. Project Officers will be required to confirm the names of all personnel in their respective Groups and that they are on board their transport. It is intended that all County Groups are clear of Shorncliffe by 10:00 hours.

f. **Rations.** As at Paragraph 11, a Packed Lunch will be provided by the Shorncliffe Camps' Cookhouses which can be collected at Breakfast.

DOCUMENTATION

22. Individual documentation such as Consent Forms, Passports, and EHICs are explained at the Preparatory Administration paragraphs above. The following documentation is prepared centrally:

- a. **Authority to Train Abroad.** Already complete.
- b. **Diplomatic Clearance.** Already complete.
- c. **Administrative Instruction.** This document!
- d. **Risk Assessment.** Already complete.
- e. **Medical Plan.** In production.

CONCLUSION

23. A huge 'thank you' to all of you for all of your effort so far in enabling us collectively to pull together this bold commemorative event. So far we have received firm bids for over 2,800 places across the 5 planned Events. Further detail will be provided as appropriate. If there are any questions please don't hesitate to be directly in touch by any means.

Yours sincerely,

Mark

Annex:

- A. Commemorative Visit Day 2 Programme.

Enclosures:

1. Collective (Group) Passport Template Covering Letter.
2. Parental Consent Form.

PROGRAMME – DETAILED TIMINGS

Serial	Time	Activity	Remarks
(a)	(b)	(c)	(d)
DAY 1 - TRAVEL AND ASSEMBLE			
1	15:00	Registration Open	
2	18:00	Evening Meal	
3	19:00	Evening Meal	Last Served
4	19:30	Rehearsals	
5	21:00	Lights Out	
DAY 2 - COMMEMORATIVE VISIT			
6	04:00	Reveille	
7	04:30	Breakfast	Collect packed lunches
8	05:15	Muster at Coaches	Nom Roll Check
9	05:15	Depart Shorncliffe Camps	
10	05:40	Arrive Dover Port	Cadets not to leave coaches
11	06:40	Ferry Sails from Dover	Cadets briefed on RVs, Values and Standards, Behaviour, Safety on Board, and Use of Ablutions.
12	09:00	Muster for Coaches at RVs	Nom Roll Check (France time UK+1)
13	09:20	Ferry Arrives Calais (France)	
14	09:40	Depart Calais Port	
15	10:45	Aire de Wancourt	
16	11:15	Battlefield Stand 1	
17	12:15	Battlefield Stand 2	
18	13:15	Battlefield Stand 3	
19	14:15	Battlefield Stand 4	
20	15:15	Commemorative Parade - Thiepval	Hot drinks and biscuits to be provided
21	16:15	Depart for Calais	Nom Roll Check
22	18:15	Arrive Calais Port	Cadets not to leave coaches
23	19:55	Ferry Sails from Calais	Cadets briefed on RVs, Values and Standards, Behaviour, and Safety on Board.
24	20:00	Muster for Coaches at RVs	Nom Roll Check (UK time)
25	20:25	Ferry Arrives Dover (UK)	
26	20:45	Depart Dover Port	
27	21:05	Arrive Shorncliffe Camps	
28	21:10	Evening Meal	
29	22:30	Lights Out	
DAY 3 - DISPERSE AND TRAVEL			
30	06:30	Reveille	
31	07:00	Breakfast	Collect packed lunches
32	07:30	Registration Open	For Clearance
33	10:00	Registration Closes	

Headquarters Wiltshire Army Cadet Force
Le Marchant Barracks
Franklyn Road
Devizes
Wiltshire
SN10 2FE

01380 724114

Her Majesty's Passport Office
Millburngate House
Durham
DH97 1PA

5 June 2018

Dear Sir,

**WILTSHIRE ARMY CADET FORCE GROUP PASSPORT 1/2018
SUPPORTING LETTER**

I hereby support the application for a collective passport for a trip to:

The Somme

The name and full post address of this Army Cadet Force organisation is as follows:

**Wiltshire Army Cadet Force
Le Marchant Barracks
Franklyn Road
Devizes
Wiltshire
SN10 2FE**

The party will leave the United Kingdom on **20 October 2018** and return on **20 October 2018**.

I confirm that this is an authorised journey and approval has been obtained from the national Army Cadet Force Headquarters (Headquarters Regional Command), and that all of the children named on the collective passport are members of the above organisation. A nationality questionnaire and parental consent form has been completed for every child included on the collective passport and are enclosed.

I further confirm that the number of children who are members of this organisation whose names appear on the collective passport application is: **50**.

Yours faithfully,

Signature: *Signature*
Full Name: **MARK JOHN ROBERT NASH**
Position: **COMMANDANT WILTSHIRE ARMY CADET FORCE**

PARENTAL CONSENT FORM – ARMY CADET FORCE CERTIFICATE FOR ATTENDING ACTIVITIES

Number (we will fill in for you)		Rank	Recruit	First Name		Surname	
Detachment	TWGGGS CCF	County	Kent	Date of Birth		Male/Female	Female
Address							

Activity Details

Start Date	End Date	Activity	Location	Remarks
Oct 18	Oct 18	Armistice 2018	The Somme, France	Based in Shorncliffe, Kent

Consent by Parent/Guardian

- I wish for the above named cadet to be considered for acceptance on the activities listed above.
- I understand that acceptance for the activities will be subject to the complete discretion of the ACF Cadet Commandant or CCF Contingent Commander.
- I certify to the best of my knowledge that the above named cadet is fit to attend and that all the information on this form is accurate and up to date. The cadet is not suffering from an infectious disease³ and has not been in contact with any case of infectious disease during the previous 3 weeks.
- I understand that withholding essential medical information may prevent the cadet from attending unit activities. (Please note whilst minor ailments can be dealt, with anything that prevents them from taking part in the activities may require them to be collected and taken home).
- I authorise the ACF Commandant (or in their absence the senior of his representatives present) to give permission for the above named cadet to receive emergency medical care⁴.
- I understand that if the cadet is unable to carry on with activities then I may have to collect them from the activity.

Name	Relation to Cadet	Signature	Date

Your Contact Details

- You or your representative must be available at all times while the cadet is on the activity.

Parent/Guardian Details		Alternative Next of Kin Details	
Name		Name	
Relation to Cadet		Relation to Cadet	
Phone Number		Phone Number	

³ Infectious diseases eg. measles etc.

⁴ Every effort will be made to contact you for your consent should the cadet need to receive any emergency dental, medical or surgical treatment (including anaesthetic) as considered necessary. However, it may not always be possible.

Address		Address	
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GP's Details

Practice Name		Doctor's Name	
Phone Number		Address	

Medical Details

8. If the above named cadet suffers from any medical condition, the training staff must be made aware of it to allow the correct precautions and actions to be taken. Answering the following questions will assist with this.

Vaccinations

Question	Answer	Remarks
Are the Cadet's childhood immunisations up to date ⁵ ?	Yes / No	
Date of anti-tetanus?		

Medical Conditions

9. Does the cadet suffer from any of the below conditions? Please delete as appropriate.

Condition	Answer	Remarks
Asthma	Yes / No	
Chest complaints	Yes / No	
Wheezing or hay fever	Yes / No	
Migraine	Yes / No	
Fits	Yes / No	
Faints	Yes / No	
Bad period pains	Yes / No	
Nervous disorders	Yes / No	
Any other (provide details)	Yes / No	

Medical Treatment

10. If the cadet is currently undergoing any medical treatment (including taking medication⁶) please complete the information below.

Serial	Condition	Treatment	Remarks (including frequency of medication)
1			

⁵ In line with current DoH guidelines on childhood immunisation schedule –<https://www.gov.uk/government/collections/immunisation>.

⁶ Any medication that is to be handed into the Cadet Force Staff should be clearly marked with name and full instructions.

2			
3			
4			

Over-the-Counter Medication

11. The following over the counter medication may be available if required. Please indicate which may be used for the above named cadet.

Condition/Medication	Answer	Remarks
Plasters	Yes / No	
Skin and scalp symptoms Eg. Bite and sting creams	Yes / No	
Eye and Mouth Symptoms Eg. Eye drops and Sore throat tablets	Yes / No	
Coughs Colds and Flu Eg. Double action pain relief or Ibuprofen (pain relief and anti-inflammatory)	Yes / No	
Stomach Symptoms Eg. Travel sickness (tablets) and sickness/ bloating	Yes / No	
Allergy/Hayfever Eg. Anti-histamine (tablets)	Yes / No	
Bowel Symptoms Eg. abdominal cramps, acute diarrhoea	Yes / No	
Pain symptoms Eg. Paracetamol or Ibuprofen	Yes / No	
Sunscreen	Yes / No	
Aftersun	Yes / No	

Dietary Requirements

12. Any dietary requirement for our cadets can only be catered for if they are known in advance of the activity; please list any requirements below.

Serial	Requirement	Remarks
1		
2		
3		