



See Distribution

1 April 2011

NATIONAL SEA CADET TRAFALGAR PARADE 2011

GENERAL

1. The Sea Cadet Corps (SCC) will hold its annual Trafalgar Day Parade in Trafalgar Square, London, on Sunday 23 October 2011 commencing at 1100. This is the 'flagship' event of the SCC year and the most important, commemorating the Battle of Trafalgar and the death of Admiral Lord Nelson in combat in 1805. Following the success of last year's Parade for Cadet 150 and the teamwork displayed between the other cadet forces, they are again being invited to join in the Parade. The Reviewing Officer for this year's parade is Commandant General Royal Marines, Major General F H R Howes OBE and the Guard will be made up of all Royal Marines Cadets.

2. SCC Area Officers will be responsible for the distribution of information within their Area, for the accuracy of information provided to MSSCHQ through Westminster and for ensuring that deadlines for responses are met. ACF and ATC HQ's will be similarly responsible for their participants. This note is intended to provide you with the latest information and give early direction on the necessary actions to deliver a successful and enjoyable event. For a variety of reasons plans may change and further updates will be provided as required. The most important things from my perspective, to ensure success are that we have a clear command and control structure, work as a team and remain flexible to enable everyone involved to have an enjoyable day of which we can all be proud.

COMMAND AND CONTROL

3. I have the overall responsibility for the successful delivery of the Trafalgar Day Parade. The Officer in Charge of Trafalgar Day 2010 is Lieutenant Commander (SCC) Janet Picton RNR who is directly responsible to me as Captain Sea Cadets for the delivery and control of the organisation of the Trafalgar Day Parade. The Command & Control diagram is at Annex A. It is imperative that we adhere to this command and control structure and that if amendments are considered necessary these must be raised to me for approval.

ACCOMMODATION

4. Accommodation will be at HQ ATE (HC) South, Longmoor Camp, Hants and CFAVs and Cadets will join on Thursday 20 October 2011 for training prior to travelling to Trafalgar Square on Sunday morning. Full joining details will be sent on receipt of applications.

Address:

HQ ATE (HC) South
Longmoor Camp
Liss Hants
GU33 6EL

Tel: 01420 383 375



TRANSPORT

5. The MSSCHQ Events Team will establish the required arrival/departure times for all participants and the budget for each SCC Area. Each Area is to nominate an **Area Transport Coordinator** who will liaise with Lieutenant Commander (SCC) Alan Thomas RNR, the event Logistics Officer who will: plan, book and ensure the correct running of the transport to and from each Area for all participants; be the single point of contact between MSSCHQ and the Areas for Trafalgar Day transport issues; and agree transport costs with MSSCHQ prior to booking. Area Officers are to provide the name of their **Area Transport Coordinator** for this event to the MSSCHQ Events Team so that transport details can be discussed with the Logistics Officer by **3 May 2011 (ACTION: Area Officers)**.

6. ACF and ATC are responsible for their own transport requirements but are requested to provide a point of contact for the event by 12 September 2011.

COMPOSITION OF THE PARADE

7. The parade will comprise the following:

a. **Parade Commander**

1 x Lieutenant Commander/Major. The Parade Commander will be nominated by the HQSO (Ceremonial)

b. **Guard**

48 x Royal Marines Cadets made up of Cdt Sgts, Cpls, LCpls / MC1s and MC2s, minimum age 15 yrs. Selection will be from a squad of 60 x Royal Marines Cadets. Company Commanders are to submit the nominated CFAVs and Cadets names on Westminster Events by **12 Sept 2011. (ACTION: Area Officers)**.

30 x Royal Marines Cadets from Alpha Company (South West Area)

1 x Captain

2 x Lieutenant / 2nd Lieutenant

1 x WO2

3 x Sergeants

30 Cadets from Zulu Company (Southern Area)

1 x Captain

2 x Lieutenant / 2nd Lieutenant

1 x WO2

3 x Sergeants

8. Selection of Officers will be conducted by Coy Drill Leader. Guard Officers and Colour Officer posts will be appointed by the CRSM at Longmoor Camp, Company Commanders and Coy DLs are not to appoint any posts.

d. **Colour Party** – will be selected from the Guard (2 x Cadet Sergeants) by CRSM at Longmoor Camp.

e. **Navy Board Cadets** - are required from **ALL 6 AREAS** to engage in special duties to be advised. Three of the Navy Board Cadets will form the White Ensign Casket Party; NAVBC from Eastern Area will be the Prayer Reader. ASO (Cer) are to submit the NAVBCs names on Westminster Events by **12 Sept 2011. (ACTION: Area Officers)**.

Cpl Nathan Robinson – Hornchurch, POC Samuel Shaw - Beccles

POC Katie Watt – Dalbeattie, Sgt Christopher Warren – Fleetwood,

POC Zoe Jones- Chiltern, Sgt Tom Price – Bristol Adventure

- f. **Band** – there will be a National Massed Band selected by the Director of Music who will submit the names on Westminster Events by **12 Sept 2011**. The Band is to contain representatives from each Sea Cadet Area. **(ACTION: Director of Music)**.
- g. **Unarmed Divisions** (will be drawn from the following Areas)
 - 24 x Sea Cadets from Eastern Area
 - 1 x Officer (Platoon Officer – Lieutenant or Sub Lieutenant)
 - 1 x Senior Rate (CPO or PO), qualified Drill Instructors
 - 24 x Sea Cadets from London Area
 - 1 x Officer (Platoon Officer – Lieutenant or Sub Lieutenant)
 - 1 x Senior Rate (CPO or PO), qualified Drill Instructors
 - 24 x Sea Cadets from Northern Area
 - 1 x Officer (Platoon Officer – Lieutenant or Sub Lieutenant)
 - 1 x Senior Rate (CPO or PO), qualified Drill Instructors
 - 24 x Sea Cadets from North West Area
 - 1 x Officer (Platoon Officer – Lieutenant or Sub Lieutenant)
 - 1 x Senior Rate (CPO or PO), qualified Drill Instructors
 - 24 x Sea Cadets from Southern Area
 - 1 x Officer (Platoon Officer – Lieutenant or Sub Lieutenant)
 - 1 x Senior Rate (CPO or PO), qualified Drill Instructors
 - 24 x Sea Cadets from South West Area
 - 1 x Officer (Platoon Officer – Lieutenant or Sub Lieutenant)
 - 1 x Senior Rate (CPO or PO), qualified Drill Instructors
- h. **ACF Unarmed Divisions**
 - 24 x Army Cadets
 - 1 x Officer (Platoon Officer)
 - 1 x SNCO (qualified ACF Drill Instructors) (Platoon SNCO)
- i. **ATC Unarmed Divisions**
 - 24 X Air Cadets
 - 1 x Officer (Platoon Officer)
 - 1 x SNCO (qualified ATC Drill Instructors) (Platoon SNCO)
- 9. ASOs (Ceremonial) are to submit names on Westminster Events by **12 Sept 2011**. **(ACTION: Area Officers)**.
- 10. ACF & ATC Headquarters are to provide names to MSSCHQ Events Team by **12 Sept 2011**.
 - j. **PT Display** – 1 team of 40 Cadets and 3 PT staff from all Areas are to perform a PT display to music, to be arranged by HQSO(PT) who is to submit names on Westminster Events by **12 Sept 2011**. **(ACTION: HQSO (PT))**.
 - k. **Displays will be provided by the ACF and ATC.**

I. **Wreath Bearers and Prayer Reader**

- 1 x PO Cadet SCC Wreath Bearer
- 9 x Cadets SCC Wreath Bearers
- 1 x Cadet ACF Wreath Bearer
- 1 x Cadet ATC Wreath Bearer
- 1 x Cadet Prayer Reader, NAVBC PO Cadet Samuel Shaw, Beccles SCC Unit
(to read the Nelson's prayer)

11. These will be selected from the 2011 Canada Trophy winners, Eastern Area - Northampton & Wellingborough SCC Unit, Eastern Area Officer to submit names on Westminster Events by **12 Sept 11. (ACTION: AO (E)).**

PARADE STAFF

12. 5 x Parade Staff will be selected and appointed by the HQSO (Cer), HQSO (P & CT) & CRSM. CRSM is to submit names on Westminster Events by 12 Sept 11.

ACCOMMODATION, SECURITY TEAM AND SUPPORT STAFF

13. The Officer in Charge of accommodation and security team is CPO (SCC) N Smith who is directly responsible to Lt Cdr (SCC) J Picton RNR for the control of the organisation of the Trafalgar Day Parade.

14. MSSC HQ will nominate CFAVs to manage and assist the cadets participating in Trafalgar Day as follows:-

- a. 8 x Accommodation Team – 6 x CFAVs Male & 2 x CFAVs Female.
- b. 8 x Security Team – 6 x CFAVs Male & 2 x CFAVs Female.
- c. 2 x Driver – 2 x CFAVs (must have D1)
- d. 1 x Ceremonial TQ – to be nominated by CRSM.
- e. 2 x Ceremonial Support – to be nominated by CRSM.

15. ACF and ATC Headquarters are to provide the following CFAVs to manage and assist the cadets participating in Trafalgar Day as follows:-

- a. ACF - 2 x SNCO's (1 Male / 1 Female) Night Time Supervisory Staff)
- b. ATC - 2 x SNCO's (1 Male / 1 Female) Night Time Supervisory Staff)

16. All names of ACF CFAVs and Cadets are to be entered onto Westminster (in the Events Section) by **20 Sept 2011. ATC names are to be provided as a spreadsheet and must include date of birth, gender and any medical and dietary requirements.**

MEDICAL TEAM

17. The HQSO (First Aid) is to supply the following medical cover and equipment for the Trafalgar Training and Parade:

- a. 1 x Medical Officer
- b. 4 x First Aiders - 1 x Medical Officer, 2 x CFAVs Male & 2 x CFAVs Female.
- c. Supply First Aid Equipment for the Training period and Parade.

18. All names of CFAVs and Cadets are to be entered onto Westminster (in the Events Section) by **20 Sept 2011**

TRAINING REQUIREMENTS

19. ASOs (Ceremonial) and Company Commanders are to inform the HQSO (Ceremonial), CRSM and HQSO (P & CT) of their training weekends.

20. CFAVs and Cadet selection will be conducted by ASOs (Ceremonial) and Company Commanders and submitted on Westminster Events by **11 Sept 2010. (ACTION: HQSO (Ceremonial)).**

21. All Pre training and selection training weekends are to be funded by the Area.

BRIEF TIMELINE

22. The initial programme for Trafalgar Day 2011 will be as follows:

- a. Wed 19 Oct 2011
1400 – 1700: Advance Party Join Longmoor Training Camp (Advance Party) - Event OIC, XO Event, Logistics Officer, CRSM, OIC Admin, Admin Officer, Accommodation and Security Team and Drivers.
- b. Thu 20 Oct 2011
1400 – 1700: All Cadets from all Areas/Companies, ACF, ATC and associated CFAVs area to join Longmoor Training Camp (any later arrival is to be approved in advance by MSSCHQ Event Team).
- c. Fri 21 Oct 2011
Individual element rehearsal
Evening Disco.
- d. Sat 22 Oct 2011
Individual element and full rehearsal (CSC in attendance).
Preparation of Kit and full briefings to all Staff for arrangements for Trafalgar Day.
- e. Sun 23 Oct 2011
Coach transport to Trafalgar Square
National Trafalgar Day Parade
On completion, meal for all cadets and accompanying CFAVs at Wellington Barracks
1500 (approx) – All personnel disperse from London

23. Details of the full Main Events List, Training programme of events and parade orders will be issued by **30 Sept 2011 (ACTION: CRSM & MSSCHQ).**

24. Area Officers are reminded of their Responsibility to Cascade this information down through their Area/Company Command Structure.

25. Any questions or issues regarding the Trafalgar Day Parade should be directed to the Events Officer: Lt Cdr (SCC) Janet Picton, 0207 654 7015, jpicton@ms-sc.org;



M Windsor
Captain Royal Navy
Captain Sea Cadets

ANNEXES:

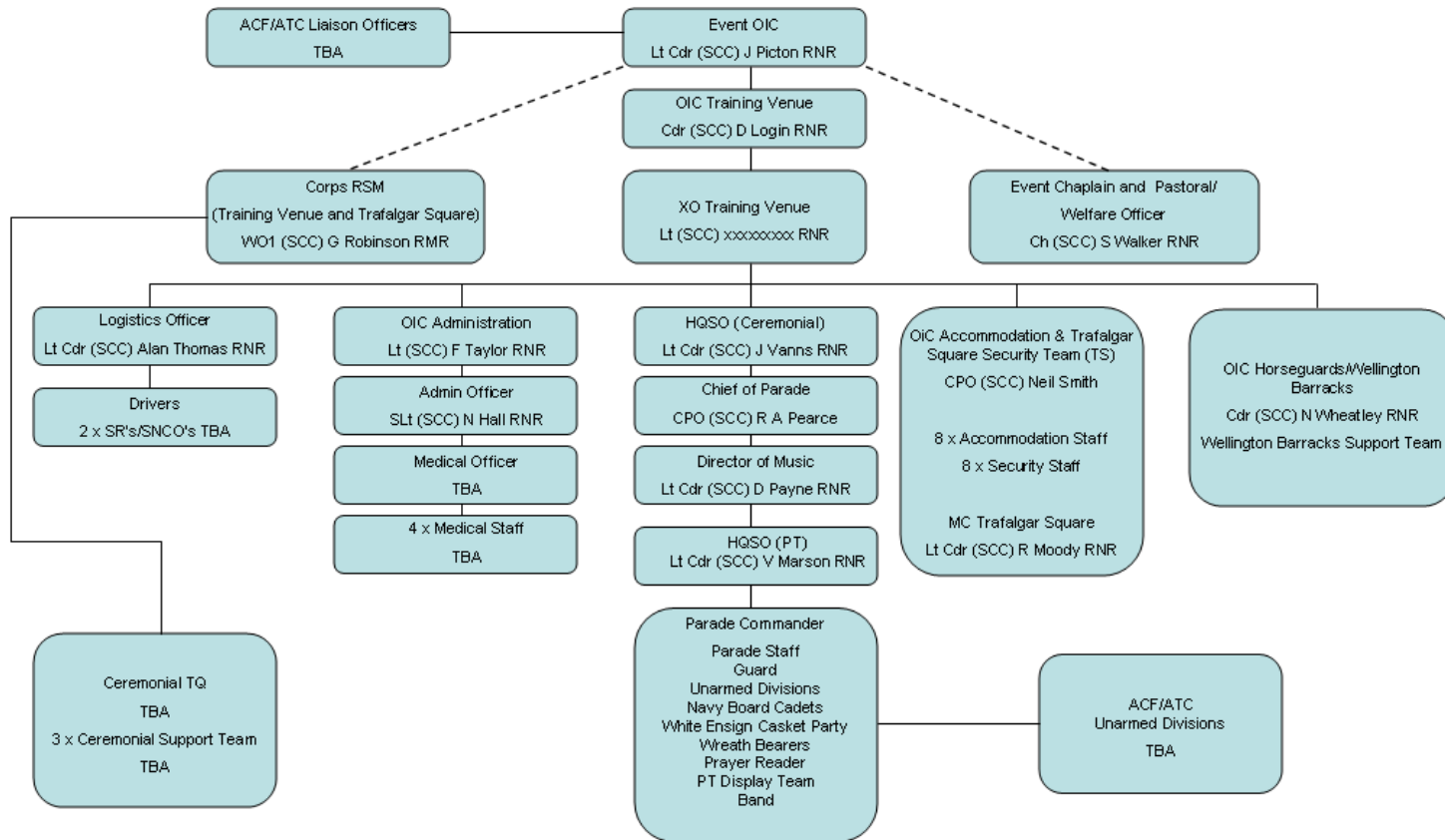
Annex A Trafalgar Day 2011 – Command and Control Organisation Diagram
Annex B Pre Training Requirements
Annex C CFAVs and Cadets Kit List

Distribution:

CEO
CSC
COS
DoT
DEV
MSSC Chairman
SRMO
Area Officers
Deputy Area Officers
CRSM
HQSO (Ceremonial)
HQSO (P & CT)
Director of Music
HQSO (PT)
HQSO (FA)
HQ ACF
HQ ATC
SSOs
ASOs (Cer)
Alpha Coy Cdr
Zulu Coy Cdr
Alpha Coy CSM
Zulu Coy CSM
Alpha Coy DL
Zulu Coy DL
CO Northampton & Wellingborough Unit
Trafalgar Events Team

**Annex A to
National Trafalgar Day Warning Order
1 April 2011**

National Trafalgar Events 2011 – Command and Control Organisation Chart



Document Version 0.2 – CRSM

Annex B to
National Trafalgar Day Warning Order
1 April 2011

TRAINING REQUIREMENT FOR THE TRAFALGAR EVENTS

The following is a programme of events that should be completed on the dates nominated in order for the Parade to be a smooth and successful event.

1. Aug/Sept 2011 Company Commanders are to organise a guard selection training day/weekend. CFAVs and Cadets Selected.

ASOs (Cer) are to co-ordinate Platoon Selection with District Officers. CFAVs and Cadets Selected.

All CFAVs and Cadets involved need to have completed a No.1A dress inspection.

The training requirements are to be carried out prior to the Guard and Platoons forming up at Longmoor Training Camp.
The Pre-Training Programme will be distributed by the CRSM in due course.
2. Mon 12 Sept 2011 All CFAVs and Cadets names are to be submitted on Westminster Events.
3. Thur 20 Oct 2011 All Cadets from all Areas/Companies, ACF, ATC and associated CFAVs are to join Longmoor Training Camp.
4. Fri 21 Oct 2011 Dress Inspections and Training Periods.
5. Sat 22 Oct 2011 Training Periods and full rehearsal (CSC in attendance).
6. Sun 23 Oct 2011 Trafalgar Day Parade – Trafalgar Square London.

**Annex C to
National Trafalgar Day Warning Order
1 April March 2011**

CFAVs AND CADETS KIT LIST

MALE CADETS	FEMALE CADETS
<ul style="list-style-type: none"> • No 1 uniform (2 white fronts if available) • Cap and Beret • No 4s • Seaman's jersey/woolly pully • Foul weather jacket (black/blue regulation) • PARADE BOOTS/SHOES • Night attire and underclothes (inc BLACK socks) • 2 towels • Toiletries • Shoe cleaning gear • Sewing kit • Coat hangers • Sleeping Bag & pillow case • Civilian clothes • EQUIVALENT UNIFORM FOR ROYAL MARINES CADETS 	<ul style="list-style-type: none"> • No 1 uniform (2 white fronts if available) • Cap and Beret • No 4s • Seaman's jersey/woolly pully • Foul weather jacket (black/blue regulation) • PARADE BOOTS/SHOES • Night attire and underclothes (inc BLACK socks) • 2 towels • Toiletries • Shoe cleaning gear • Sewing kit • Coat hangers • Sleeping Bag & pillow case • Civilian clothes • EQUIVALENT UNIFORM FOR ROYAL MARINES CADETS
CFAVs KIT LIST	
<ul style="list-style-type: none"> • 1Bs • 3s • 4s • Navy raincoat & windproof jacket (black regulation) • PARADE BOOTS/SHOES ARE REQUIRED FOR TRAFALGAR SQUARE • Alarm clock • Civilian clothes • Sleeping bag and pillow case <p align="center">EQUIVALENT UNIFORM FOR ROYAL MARINES CADETS STAFF</p>	

PLEASE NOTE:

1. Guard/Colour/Platoon Officer will require to bring a sword and belt/Sam brown.
2. Senior Rates/SNCOs dress in the WOs & Sgts Mess is mart casual. T-Shirts and Trainers are not allowed.
3. All cadets are requested to bring a coat hanger with a suit cover with their name on it for their uniform.
4. Uniforms should be clearly marked and carried in a strong clearly marked cover or bag.
5. **NO AEROSOL DEODORANT CANS ALLOWED – MUST BE ROLL-ON FOR SAFETY REASONS.**
6. White belts will be issued to the Guard and Colour Party.