

Appendix 4

2011 Edition

COMPETITION RULES

2011

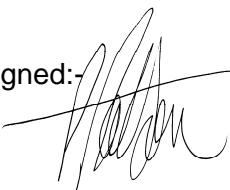
ORGANISATION AND CONTROL OF NATIONAL COMPETITIVE EVENTS AND COMPETITION STANDING ORDERS

These competition standing orders supplement and complement Sea Cadet Regulations, Sea Cadet Training Instructions and any other official publication produced by MOD / Sea Cadet HQ.

The contents of this publication form the organisation and control as well as the Competition Standing Orders for: **National Competitive Events**

They are to be read and retained by all Officers, Senior Rates, Trainee / Civilian instructors and Heads of Departments who are attending National Competitions.

Failure to comply with the contents herein may render the offender liable to disciplinary action.

Signed:-


Cdr (SCC) Phil Patterson RNR
Staff Recreation Officer



Mr Patrick Balfour
Staff Officer Operations

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- AO's
- ARO's
- DSRO
- All HQSO's
- District Officer
- HMS Raleigh
- All Commanding Officers
- Unit Admin

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ANNEX A TO ASCR – Terms of reference of Sea Cadets' national competitions committee

ORGANISATION AND CONTROL OF ALL NATIONAL COMPETITIVE EVENTS

1. National Events & Timescale

The following constitutes the National Competitions undertaken by the Sea Cadet Corps: -

a)	Five-A-Side Football	Annual
b)	Drill, Piping & Colour Party	Annual
c)	Band Contest	Biennial
d)	Combined Regatta	Annual
e)	Sailing Regatta	Annual
f)	Shooting (Tipner/Nat SAM (MAC)	Annual

2. Organisation for Events

- a. To achieve the appropriate level of command and control, and to ensure that areas have a direct influence in the organisational process, the governing body for all events is the National Competition Committee. This Committee operates under the Terms of Reference for the National Competition Committee (Annex A to ASCR 4). The Composition of this Committee is as follows: -

Chairperson	Chief of Staff for the Captain Sea Cadets
Vice Chairperson	HQ Staff Recreation Officer
Area Recreation Officers	One from each Area (Eastern, London, Northern, North West, Southern, South West and Northern Ireland)

Technical members are invited to the meeting as they are required.

The Area Recreation Officer's are the only voting members, in case of a tie due to a member of the committee not being present, then the vote will be postponed until the relevant absent member (Area Representative) can be consulted. However should the vote be tied due to abstentions then the casting vote will fall to the Staff Recreation Officer.

- b. As each event requires different expertise, there are Technical Sub-Committees which are chaired by the relevant HQSO and meet separately for each event as follows:

- i. Football - HQSO (PT)
- ii. Drill, Piping & Colour - HQSO (Ceremonial)
- iii. Band - Director of Music
- iv. Regatta's - HQSO (Boats) & HQSO (Paddlesport)

3. Aims of the Committee

- a) Agree the "Form of Competition" and the regulations for it.
- b) Agree dates and Location.
- c) Encourage participation in all events throughout the SCC.
- d) To encourage fair play; ensuring that all the competition rules and regulations can be achieved by every cadet and Unit in the SCC.

4. Frequency of Meetings

There will be an annual meeting to establish the details of the entire Competitive event in the following year. Normally members of the Technical team sub committees will also be present if required.

5. Command and Control

Command and Policy Matters Chairperson (Staff Officer Operations)

Control, Liaison, Planning & Admin
Event Locations & dates SRO (Staff Recreation Officer)

6. Operational Aspects

The SRO will: -

1. Arrange the dates and locations of the events (In Conjunction with the CoS).
2. Control, plan and execute all administrative arrangements for all Competitive events (Excluding Shooting).

3. Form various 'Teams of Staff' to enable the events to be run correctly. These would mainly cover the Command, Control and Accommodation aspects of the events (the technical aspects would be covered by the relevant HQSO on the Sub committee).

4. Control the Pay and travel Budget in accordance with the present SCC Regulations.

5. Be the Officer in Charge at these events.

a. HQSO (Boats) will: -

- i. Arrange, in conjunction with the SRO, all the technical make up / aspects of the: -
 - 1. Pulling, Sail and Power Boat-handling Competitions.
 - 2. The Yole Boat race.
 - 3. Sailing Regatta's.

- ii. Liaise with the RYA.

b. HQSO (Paddlesport) will: -

- i. Arrange, in conjunction with the SRO, all the technical make up / aspects of the: -
 - 1. Paddlesport Competition.
 - 2. Liaise with the BCU.

c. HQSO (CER) will: -

- i. Arrange, in conjunction with the SRO, all the technical make up / aspects of the: -
 - 1. Drill, Piping & Colour Competition.

d. Director of Music will: -

- i. Arrange, in conjunction with the SRO, all the technical make up / aspects of the: -
 - 1. Band Contest.
 - 2. Liaise with the RM (Band Service).

e. HQSO (PT) will: -

- i. Arrange, in conjunction with the SRO, all the technical make up / aspects of the: -
 - 1. Five – A – Side Football Competition.

2. Liaise with the RN (PT) Branch.
3. Liaise with the FA.

5. Three Year Rule

This Three Year Rule was introduced many years ago by the Sea Cadet Sports Council and was re-confirmed by the National Competitions Committee meeting on 8 December 2007.

The Three Year Rule was introduced for the following reasons:

To try to halt the constant change to competitions.

To give the last change a chance to work.

To try and put stability and continuity in to competitions.

This principle works as follows: Once a change has been made to a competition this aspect / part cannot be altered again for three years.

Although changes can always be made for safety and operational reasons.

However, if the rules are being re-written, then obviously a full review must be undertaken of all aspects and the three year rule may be overruled by newly published rules.

1. Certain aspects of some competitions have been altered, disregarding the Three Year Rule. Therefore, all those concerned with National Competitions and others who input into these competitions, should take due notice of the Three Year Rule, which will be strictly enforced from the date of entry into Training Instructions.

6. Conclusions

The National Competition Committee has been established to ensure that all Competitive events are under one controlling umbrella, and so that Areas have a better avenue for proposing and suggesting improvements for change.

1.1 GENERAL RULES COVERING ALL EVENTS

a. RULE ONE

All cadets taking part in any of the competitions, which require any form of qualification will need to show the appropriate documentation to a member of Area Staff (ARO for example or the nominated representative). This is to be carried out before submitting the required entry form to the SRO and therefore in advance of being allowed to participate in the competition.

The Commanding/Divisional Officer upon signing the CADETS'S HEALTH CERTIFICATE AND PARENTS CONSENT FORM SCC T1 and T1 Med (If Required), also certifies that the Cadet has obtained the required qualification.

The ARO upon signing the required entry form certifies that the cadet has the appropriate qualification. The principle being applied is that the cadet must be qualified and he/she must prove to Area Staff that they are.

b. RULE TWO

Cadets are required to bring a completed FORM SCC T1 & T1 (MED) (If Required) and CADET'S HEALTH CERTIFICATE AND PARENT'S CONSENT FORM.

Failure to bring and show the correct scc t1 / t1 (med), duly completed and signed by the unit and a parent/guardian, for whatever reason, will result in the cadet not being allowed to participate in the competition.

The principle being applied is that the cadet must obtain their parent/guardian and unit consent and approval before leaving home to participate in the competition.

c. RULE THREE

When official accommodation (i.e. camp, school or unit) is being supplied, it is for the benefit of ALL competitors. ALL competitors are therefore required to live-in the official accommodation for the duration of the event.

Failure to live-in the accommodation, for whatever reason, will result in the cadet not being allowed to participate in the competition.

In the case of split accommodation (i.e. a number of SCC units) this rule will also apply.

The principle being applied, is that all cadets must experience the same standard of comfort (good or not so good) as everyone else, to ensure that no one cadet has an advantage over the rest.

d. RULE FOUR

When cadet/s are sent home/withdrawn from the event for disciplinary reasons, no substitute/s will be permitted (if it is impossible, for any reason, to send the Cadet/s home the Cadet/s is/are then withdrawn).

The principle being applied is that the local Area is most likely to be able to provide substitutes and the other Areas would be disadvantaged. Also, a sense of team spirit should be engendered and those who misbehave must understand that they are liable to let the whole team down.

e. Team managers will also be expected to live in the accommodation and be available to attend to the needs of their cadets, if required to do so by the accommodation staff.

The principle being applied is that you may be required to attend to the needs of one of your cadets on an urgent basis.

f. When the Area Team (or part thereof) is transported by road transport (private, unit or hired vehicle) a team manager or other member of the team will be required to be available, at any time throughout the event weekend, to act as a duty area driver in the case of an extreme emergency. Therefore it is recommended that Team Managers are not the main Driver of the Vehicle.

The principle being applied is that you may be required to take a cadet to hospital.

g. All adult staff are reminded that when they are self-driving cadets by any form of road transport, care must be taken to ensure that they take the required rest periods throughout the journey and at the event.

The routine which has been applied over the past few years is that you will not be given an on-watch accommodation duty, if you attend the event as a member of the Area team.

The principle being applied is that you are required to take the necessary rest periods before or during driving, to ensure that the cadets are not at risk.

We are on trust by the cadets parents and therefore have a responsibility to ensure their safety

h. Other general rules which apply to any event, will be promulgated within the appropriate memorandum, which will be issued before the event. This would normally be not less than six weeks before the event.

STAFF DUTIES

1.2 Staff Recreation Officer (SRO) - is responsible for the management of all National Competitions from initial programming through to the completion of the event, and takes on the role of OiC during the actual National events. He/She is accountable to:-

- (a) The Chief of Staff for the Captain MSSC.

For the running of National competitions, the SRO has full authority over all staff & Cadets (SCC / MCD) on all matters and the Staff Recreation Officer's word on any subject shall be final. The SRO will be bound by National Competition rules.

1.3 Officer Of The Day (OOD) is responsible (to the OiC through the XO) for:

- a) Correct running of the competition routine
- b) In the absence of the SRO liaison with the other HODs.
- c) To ensure discipline is maintained and to take defaulters as required bringing serious cases before the Staff Recreation Officer.
- d) To supervise the different sections within the competition i.e. Regulating, Accommodation and HODS, holding a plan of the day meeting at least once a day.
- e) To ensure the day to day cleaning of the accommodation and competition areas takes place and to undertake rounds during the events.
- f) To ensure Cadets and Staff are dressed in accordance with the uniform regulations and in the rig as laid down by the SRO.
- g) To act as the Security and Fire Officer.
- h) To attend competition meetings as required by the SRO.
- i) To ensure duty staff carry out the required tasks including security checks.

1.4 Accommodation Officer is responsible for:

- a) Taking control of the accommodation blocks.
- b) To ensure that all fixtures and fittings are in working order and note down any broken fittings.
- c) To produce a full duty rota for all accommodation staff and ensure all staff have a copy to ensure that staff are suitable for the duties for which they are appointed, advising the SRO of any concerns.
- d) To ensure that all cadets have a bed
- e) To ensure that all cadets are booked in and out of the accommodation block.
- f) To report to the OOD at the start and end of each day reporting any problems.
- g) To ensure that the accommodation is clean at all times.
- h) To ensure that all cadets are in the correct rig of the day.
- i) To ensure the staff are fully briefed prior to their duty starting, particularly regarding emergency routines and contact numbers both in and out of hours.
- j) To work closely with Regulating Staff.

1.5 Regulating Officer is responsible for:

- a) To report to the OOD at the start and end of each day reporting any problems
- b) Briefing all staff and cadets with regards to regulating issues
- c) To ensure that the cadets are supervised at all times whilst out of the accommodation block
- d) To compile a full duty rota for all regulating staff and make sure all staff have a copy
- e) To deal with any disciplinary issues where needed and report to the OOD if required
- f) To ensure that all staff and cadets are in the correct rig of the day
- g) Briefing all regulating staff with regards to their roles and responsibilities

1.6 Competition Staff Officer

The CSO will generally be the HQSO for the competition discipline. He/she is responsible to the SRO for the technical aspects of the event, including provision of specialist equipment, judges, and adjudication on technical disputes.

2.0 GENERAL STANDING ORDERS

To enable the competition routine to run efficiently the following standing orders must be observed by all personnel.

2.1 Marks of respect: Cadets & Senior Rates are to salute all officers who are in uniform. The senior rating shall call the ships company to attention when an officer approaches the vicinity of a group of cadets not under formal instruction. Cadets are to stand to attention when being addressed by an officer or senior rate. At all times during official parades Cadets are to address each other by their rate. Officers shall be called Sir / Ma'am and Senior Rates shall be addressed by their correct title e.g. Petty Officer, Chief Petty Officer, Colour Sergeant, Sergeant etc. Staff shall use cadet's rate and last names at all times.

2.2 Dress

All SCC personnel who are engaged in the competition or who are carrying out any duty in conjunction with the competition, including team managers/coaches etc must be in the rig specified in competition orders. Supporters may wear suitable civilian clothes.

2.3 Discipline

The Code of Conduct, SCRs are to be followed at all times.

Under no circumstances are cadets to be physically penalised. Anyone found giving physical penalties to cadets will be suspended from the competition with a report to the Area and District Officer / Unit Commanding Officer for ongoing action, which could also result in Police action being taken.

Staff are reminded it may constitute an offence under the Offences Against the Person Act 1861 and current child protection legislation to physically punish a young person and could lead to civil action against the member of staff and the Sea Cadets should any alleged injury or harm be caused to a cadet punished in this manner.

2.2 Smoking, alcohol and drugs

Smoking and/or the use of alcohol or non prescribed drugs by cadets is forbidden at all times when involved in Sea Cadet Corps activities. Smoking by adult staff, whether in or out of uniform, is forbidden in public when on duty within the Corps. In this case "public" means any place which is visible to people who are not members of the Sea Cadet Corps. No member of staff is to smoke in front of cadets at any time.

2.4 Competition routine

On no account is the routine to be altered without the permission of the SRO or HOD of that competition. The SRO has the authority to override the routine or training programme when required.

SAFETY AND SECURITY

Where competitions take place in an establishment, e.g. HMS RALEIGH, then the safety and security orders for the establishment are to be followed. All staff are to be briefed on their duties and are to be given access to copies of the relevant orders.

Where competitions take place outside establishments then safety and security orders are to be produced by the DSRO.

2.4 FIRE - In the event of fire the following action is to be taken:-

- (a) Switching on the fire alarm (if fitted).
- (b) Rapid ringing of ships bell.
- (c) By word of mouth - shouting FIRE, FIRE, FIRE.

If fire occurs staff and cadets are to muster as directed by the senior member of staff present The OOD is to take the attendance register and check that all those on board are present - the accommodation officer should also take the ships log which should denote all cadets/staff and visitors onboard. Further orders will then be given as to the action to be taken. The Officer of the Day is to contact the SRO ASAP. No person is to re-enter the building without consent of the SRO or senior member of staff present.

2.5 Classrooms/lecture rooms - Are to be left clean and tidy after use. All equipment is to be stowed. Boards to be cleaned & heating and lighting to be switched off

3.0 TRANSPORT

3.1 Transport general orders - Only approved drivers may use transport. The transport log book must be completed for all journeys undertaken in that vehicle.

Vehicle drivers are responsible for the safety of cadets within the vehicle, ensuring that safety belts are worn and that cadets behave appropriately at all times.

Should the vehicle be involved in an accident **do not admit liability** but take necessary details including names and addresses of any witnesses and report the accident to the SRO as soon as possible. All drivers are reminded of their obligations under the Road Traffic Act, as outlined in the Highway Code, regarding the reporting of accidents to the police.

REPORT ALL VEHICLE DEFECTS.

All drivers are to undertake pre vehicle checks before driving away such as:

Water & Fuel levels

Oil level

Tyre pressures

Windscreen washer fluid level.

Note: In law it is the driver's responsibility to ensure the vehicle is safe before driving away. All parking tickets shall be the responsibility of the driver at the time the ticket was issued.

Vehicles are to be left clean and tidy after each use and the fuel tanks to be left FULL.

4.0 VALUABLES

Cadets and staff may leave valuables with the Accommodation Officer or OOD for safekeeping. The MSSC does not accept responsibility for loss or damage to personal gear.

It is recommended that valuable items of personal equipment are not brought to the event but if needs must then the owners are to arrange private insurance to cover these articles.

TERMS OF REFERENCE OF SEA CADETS' NATIONAL COMPETITIONS COMMITTEE

Membership

1. The membership of the committee is as described in paragraph 2 of ASCR 4.

Purpose

2. The purpose of the National Competitions Committee (NCC) is to manage the National Competitions, as listed in paragraph 1 of ASCR 4, on behalf of the Captain, Sea Cadets, in

the best interests of the Sea Cadets, by arranging National Competitions that are Challenging, Fair And Cost Effective.

Accountability

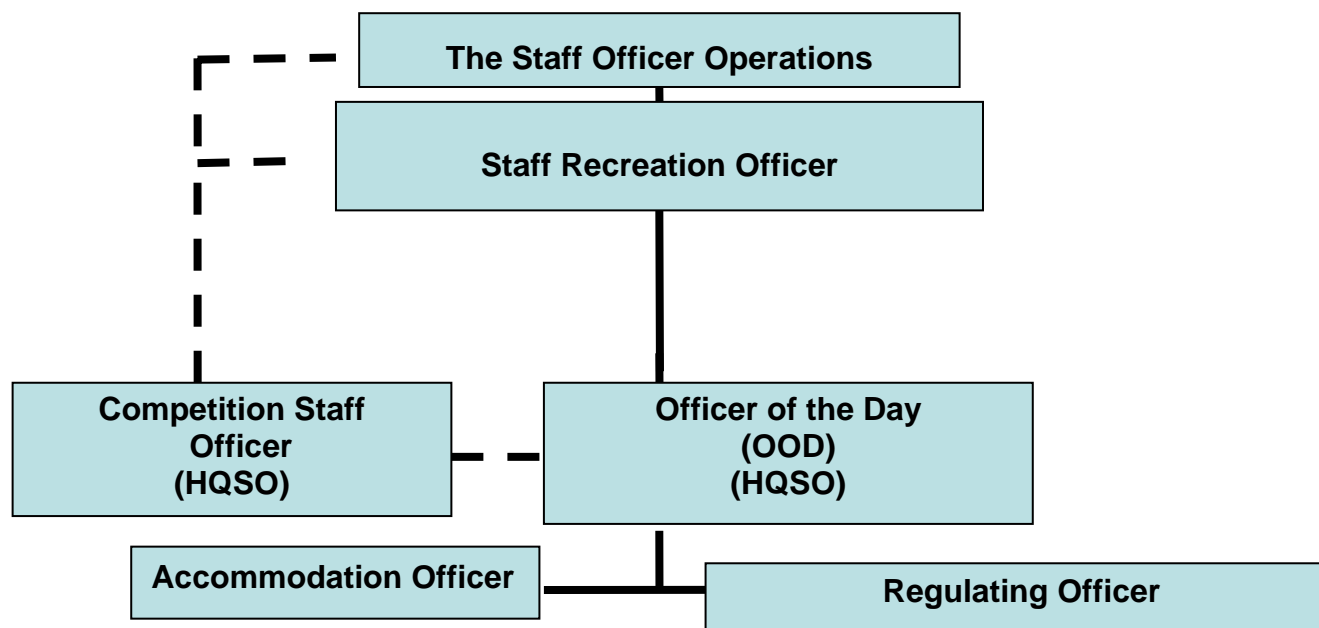
3. The NCC is accountable to the Captain Sea Cadets for all matters related to its Purpose.

Authority

4. The NCC is authorised to issue ASCR 4 under the signature of the Chairman of the Committee, and to issue rules and programmes of individual competitions under the signature of the Vice Chairperson of the Committee.
5. The NCC has authority over all sub committees of the NCC, and over the staff, team staff and competitors of all National Competitions.
6. The NCC is authorised to correspond with all SCC authorities, National Governing Bodies, Service and civilian management of competition venues on all matters related to its Purpose, referring potentially controversial issues to CSC through the Chairman.

ORGANISATION

7. Communication Structure for NCC



TASKS

8. NCC tasks include, but are not restricted to:
- a. Holding annual meeting to plan following year's schedule, and to discuss rule changes and other matters related to its Purpose.
 - b. Proposing to CSC competition dates and venues for the following calendar years.
 - c. Publishing the agreed competitions schedule for future years.
 - d. Review and publication of ASCR 4, competition rules and programmes.
 - e. Advising CSC on changes to nature, number and scheduling of National Competitions.
 - f. Appointing competition staff for National Competitions.
 - g. Advising the Vice Chairperson on funding required for National Competitions.
 - h. Scrutinising the cost of National Competitions, and advising CSC on most cost efficient way of expending allocated funds.
 - j. Review and publish Criteria for Awarding Class and Overall Trophies for the National Competitive Events.
 - k. To annually review the make up of the Peter Riley Trophy, in that ensuring the Criteria is fair as well as enforcing the N / NI Rule (Extant).

REVIEW

9. These TOR's are to be reviewed annually at the meeting of the NCC. Changes are to be proposed to CSC through the Chairperson of the committee.

Signatures by: SRO, CoS, CSC

Signed:



Cdr (SCC) Phil Patterson RNR
Staff Recreation Officer



Mr Patrick Balfour
Staff Officer Operations