

## **618 Volunteer Gliding Squadron**



### **Royal Air Force Odiham Hook, Hampshire Gliding Scholarship**

#### **Joining Instructions for Weekend Courses**

I would like to congratulate you on having been selected to attend a Gliding Scholarship (GS) course at 618 VGS.

Your scholarship comprises a course of ground and air instruction flying the RAF Vigilant T Mk 1 Motor Glider.

You should have already been prepared for this course by your Unit CO who will outline the aim of the course

You must attend every weekend-designated day (Saturday Sunday or all weekend) until Complete – If you do not attend and give a valid reason in advance your course may be terminated at any time. – You must remember that Gliding Takes priority over EVERY other Air cadet activity.

RAF Odiham is a very busy Support helicopter (SH) base and you will probably see Chinook and Lynx helicopters flying operationally in addition to other visiting aircraft. You will obviously have to work hard during the course, but we hope that you will also have time to enjoy yourself. If, at any time, you have questions prior to your course please contact the Training Officer or another member of the Training Team who will be pleased to address your concerns.

The course will comprise ground lessons such as airfield discipline and health and safety plus classroom teaching of the air exercises that you will fly in the Vigilant aircraft.

The air exercises are; Effects of controls, Engine Start and Taxiing, Straight and Level flight, Climbing and Gliding, Take off and Climb, Turning, Approach and Landing, Stall Prevention, Circuit flying and Emergencies.

The target completion time for the syllabus is 8 flying hours. This may be interrupted by the weather and availability of Airframes. It is our intention for you to progress through the course as quickly as possible.

There will be an essential knowledge quiz, which you must pass along with continuous assessment throughout your flying training. If you complete the Scholarship Course you will be awarded the “Blue” Air Cadet flying badge or “Wings”. If you are considered good enough to fly solo, then you will be allowed up to 2 extra flying hours to prepare you for a first Solo Circuit where you will be alone in the aircraft. Exceptionally, If your medical status or the conditions are deemed unsuitable for Cadet Solos, you will be able to make your first Solo circuit accompanied by an instructor. This is known as a “Ghost Solo”. In either case this qualifies for the Silver “Wings” Flying Badge.

Allan Melmore  
Sqn Ldr

Officer Commanding 618 VGS

## 618VGS Gliding Scholarship Joining Instructions – weekend Course

<b>1. <u>Location and Contact</u></b>	<p><b>618 Volunteer Gliding School, Royal Air Force Odiham, Hook, Hampshire, RG29 1QT.</b></p> <p>Tel: (01256) 702134 – Ext 7618 (General Office / Instructors)</p> <p>Ext 7670 (Briefing Room)</p> <p>Fax: (01256) 703996</p> <p>E-Mail: <a href="mailto:training@618vgs.org.uk">training@618vgs.org.uk</a></p> <p><b>Duty Instructor Mobile (whilst on airfield): 07776-227175</b></p> <p>All telephone numbers are manned only when 618 VGS is operating) or</p> <p><b>Web Site:</b> <a href="http://www.618vgs.org.uk">www.618vgs.org.uk</a></p>
<b>2. <u>Reporting Arrival date and time</u></b>	<p style="color: red;"><b>You should arrive at Odiham between: 0830 and 0850 Hrs *</b></p> <p><b>You should report to the Main Guardroom at RAF Odiham</b> - The Guardroom Duty Staff will contact 618 to arrange for an escort, or transport to the School.</p> <p>See the paragraph on <u>Discipline, Security and Health &amp; Safety</u> if arriving with your own car or motorcycle.</p>
<b>3. <u>Travel</u></b>	<p><b>By Road:</b> - Odiham is situated off the M3 at Junction 5, following A287 south towards North Warnborough, turning onto the B3349 and following the signs to Odiham and then to RAF Odiham.</p> <p><b>By Rail:</b> - The nearest railway station for RAF Odiham is <b>Hook</b>. On arrival at Hook Station (or 30 minutes before arriving using a mobile), ring 618 VGS to confirm your ETA at Hook. Make sure you know the distances involved and times for travel. If facing a long journey and you are unable to arrive at the stated time, then contact the Training Officer beforehand to arrange a suitable alternative. When you are at 618 VGS make sure that you know your train departure times arranging a suitable time of return home at the end of the course by liaising with the Course Admin Officer.</p> <p><b>618 VGS do not issue Rail warrants for your return journey. These must be obtained from your own parent Unit before you travel to Odiham.</b></p>
<b>4. <u>Age minima</u></b>	<p>Cadets must be at least 16 years of age at commencement of training.</p>
<b>5. <u>Acceptance and Confirmation</u></b>	<p><b>You must confirm your acceptance of the course</b> and your intended travel arrangements. This is vital to ensure that valuable places are not wasted, and also that we know when and where to expect you.</p> <p>If you require transport from Hook Station this also needs to be included in your e-mail e-mail contacts for this purpose are <a href="mailto:training@618vgs.org.uk">training@618vgs.org.uk</a> and copy to <a href="mailto:admin@618vgs.org.uk">admin@618vgs.org.uk</a>.</p>
<b>6. <u>Documentation and Medical Requirements</u></b>	<p><b>You MUST bring with you:</b></p> <p><b><u>A copy of these Joining Instructions</u></b> for the Contact numbers, times and addresses</p> <p><b><u>Your Cadet Record of Service Book ( F 3822) or CCF ROS</u></b>, and ensure that it contains your Parental consent to undertake flying training signed by your Unit Commander. <b>This is your means of ID to enter the Station.</b></p> <p><b><u>A completed F 6424 Medical Form</u></b>, signed by your Registered Medical Practitioner. We must see this form BEFORE commencing training,</p> <p>If your GP has entered any restrictions or conditions, other than a requirement to wear near vision corrective spectacles), you should tell your own Unit OC immediately. This includes any regular taking of medication. Your OC will then have to refer your condition to HQAC (Headquarters Air Cadets). Your course cannot commence UNTIL cleared by them.</p>
<b>1. <u>Clothing and Kit</u></b>	<p>You must bring with you your beret and rank slides appropriate to your Cadet rank. Please also bring a pair of trainer type shoes.</p> <p>A Flying suit or coverall will be loaned to you for the duration of the course.</p> <p>Sunglasses, sunscreen lotions and a hat may be appropriate in summer months, and warmer under garments and/or jerseys may be indicated for cold weather use.</p> <p>There are no restrictions on the type of footwear that may be worn whilst on the airfield, although trainers are considered appropriate for use in the aircraft.</p>
<b>2. <u>Accommodation</u></b>	<p>Overnight stays are only possible with the Consent of the Training Officer, Occasionally it will not be possible to provide supervision for your stay and therefore you will have to travel home at the end of the flying day please be prepared for this.</p>
<b>3. <u>Messing</u></b>	<p>You should bring a packed lunch if you are attending daily. If you are accommodated</p>

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	overnight you can take your meals in the Junior ranks mess. There is a charge for this and must be paid on the day.
4. <u>Damages</u>	Any damages to property will be charged to you.
5. <u>Driving</u>	<p>If you bring a car to Odiham you are <b>NOT</b> permitted to drive it anywhere on the base domestic or airside areas unless escorted. Your car must be booked in at the Main guardroom and issued with a temporary base permit valid for the period of your stay. Drivers on the base must hold a valid airfield-driving permit that is not issued to course Cadets.</p> <p>You will not be allowed to use your car during you visit unless with the express permission of the Duty Instructor, and under no circumstances for the conveyance of other course or staff Cadets.</p>
6. <u>Bad Weather</u>	You should not assume you can predict the weather at Odiham – Every effort will be taken to contact you if operations are unlikely to occur. However ground school and other activities are possible and the weather is often changeable
7. <u>Cash, Valuables and electrical items</u>	<p>Any valuables are brought at you own risk to 618 VGS. You should bring sufficient funds for snacks and drinks and Squadron Souvenirs such as T Shirts and Squadron badges that are available.</p> <p>You are responsible for ensuring that any items of portable electrical equipment brought with you for personal use during your stay - e.g., radio, CD players or Laptop PC's are electrically safe. Use of extension cables is not permitted.</p>
8. <u>Discipline, Health &amp; Safety</u>	<p><b>All RAF Stations operate a high level of internal and external security.</b> Always carry your Cadet Record of Service book so that you may readily identify yourself.</p> <p>The Duty Executive Officer (VGS-DE) is the Representative of the 618 VGS Officer Commanding. The Duty Instructor (DI) is in charge of 618 VGS flying operations on a daily basis. Their instructions <b>must</b> be complied with. Failure to comply may result in being sent home and removal from the course.</p> <p>All your baggage must be clearly marked with your name and unit. It must not be left unattended.</p> <p>You must <b>NOT</b> bring in or at any time consume alcoholic beverages, even during any “off duty” periods. If you become unwell and require assistance, you must speak to the Duty Executive, Course Admin Officer, or your Instructor.</p> <p>618 VGS is fitted with a Smoke Detection system and as such is a <b>NO SMOKING</b> zone. 618 VGS display their Health &amp; Safety Policy statement within the HQ, and you are required to read and comply with this. You <b>must</b>, at all times, heed all safety warnings and briefings, take all reasonable steps to ensure yours and others personal safety, and take all practicable steps to refrain from unsafe practices during your time on 618 VGS.</p>
9. <u>Other relevant information</u>	<p>The use of Mobile telephones and personal electronic equipment is <b>NOT</b> allowed on the Airfield or in the aircraft.</p> <p>A Student guide will be loaned to you for the duration of the course. This must be handed in on completion, as must any other loaned items such as a Flying suit and locker keys.</p>
10. <u>Departure</u>	<p>Please ensure that you have entered all training flights in your RAF Form 3822's or ROS book. You should not leave unless the DI has given permission for you to depart.</p> <p>The Duty Instructor will organise an escort back to the main gate or a car to the Railway Station.</p>
11. <u>Awards</u>	<p>On completion of the gliding scholarship the Duty Instructor will award the appropriate wings and annotate your RAF Form 3822 or ROS Book.</p> <p>Blue Air cadet Gliding Wings are awarded for completion, or Silver Wings for those candidates who have gone on to complete a first solo flight.</p> <p>Solo Cadets may also be assessed for Advanced Gliding training (AGT)</p> <p>Certificates for completion of the Scholarship are issued by HQAC via your Wing or CCF Headquarters.</p>

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### Pre Arrival Check List: -

No	Check	Checked
1	You must have read AND UNDERSTOOD ALL ASPECTS of these joining Instructions and are committed to attend each course day until completed	
2	Cadets must be a fully enrolled ATC or CCF (RAF Section) Cadet.	
3	Cadets must be Over 16 Years Of Age on Commencement of the course.	
4	Parent's consent to fly must have been given and is Signed by OC unit in the RAF F3822 or CCF/ROS book.	
5	Your weight must not exceed 103 kg fully clothed, as the maximum with parachute is 110kg.	
6	Your nude sitting height must be less than 992 mm. Note: Cadets having a sitting height of between 963 and 992 mm will have a decreased comfort level in terms of head clearance.	
7	You must have sufficient mental ability and high level of motivation to undertake the scholarship.	
8	You must have a valid RAF Form 6424 signed by your (GP) Doctor signifying fitness for training, without any qualifying remarks or annotations indicating any medical problems, and that the you are not taking any medication. If there are any such qualifying statements, the medical forms must be submitted to HQAC for a decision BEFORE taking up a Gliding Scholarship allocation. Your WGLO should do this. The F6424 must be taken to the VGS on commencement of the Gliding Scholarship and you Officer Commanding Sqn /CCF must have entered RAF Form 6424 Medical in your cadet's RAF F3822 or ROS book	
9	You must have sent acceptance letter/e-mail and any travel details by E Mail/ Phone at least two weeks before commencement of the Course.	
10	You must have read the Course joining instructions.	
11	Bedding – Seeping bag and pillows must be brought with you	
12	Money – Sufficient for Souvenirs and Course meal	
13	Uniform - For station visits and presentations	
14	Travel details	

### Contact numbers

#### Training Team

**Training Officer: Flt Lt Philip Wickwar**

**Deputy Training Officer CGI Mike Forbes**

**Deputy Training Officer CGI Peter Hewstone**

[training@618vgs.org.uk](mailto:training@618vgs.org.uk)

**618 Volunteer Gliding School,  
Royal Air Force Odiham, Hook, Hampshire, RG29 1QT.**

**Tel:** (01256) 702134 – Ext 7618 (General Office / Instructors only manned when VGS is operating) or

Ext 7670 (Briefing Room)

**Fax:** (01256) 703996

**E-Mail:** [training@618vgs.org.uk](mailto:training@618vgs.org.uk)

**Duty Instructor Mobile (whilst on airfield): 07776-227175**

**Web Site:** [www.618vgs.org.uk](http://www.618vgs.org.uk)

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