



TOUKLEY SQUADRON

Parade Night Schedule

Squadron Standing Order 01 (S-SO-01-19)

Squadron Standing Order No. 01

S/O/ 1/19
FEBRUARY 2019

1.0 Preamble

- 1.1 This standing order is designed to inform members of the squadron regarding the schedule of each parade night.
- 1.2 It is to be assumed that the Squadron Sergeant or Senior NCO is responsible for the running of the schedule, and that this order is carried out.

2.0 Parade Night Schedule

- 2.1 The following schedule will be followed on every Parade Night.

Time:	Activity:	Ruling:
1730 HRS (5.30 PM)	HQ Open	The Head Quarters will be open and available for cadets and officers to use at this time every friday. Cadets and Officers can arrive at this time if they wish. The Quartermaster and Adjutant can assist parents at this time.
1745 HRS (5.45 PM)	NCO Breifing	NCOs should be signed in by this time and will participate in a breifing ran by the Squadron Sergeant designed to confirm the nights program.
1800 HRS (6.00PM)	Sign-in	Cadets are required to sign in using their Membership Card at this time. Quartermaster Store and payments for Adjutant will now close.
1810 HRS (6.10 PM)	Opening Parade	At this time Parade is called by the Squadron Sergeant. The fall in procedure is conducted until the Adjutant arrives on parade.
1815 HRS (6.15 PM)	Drill / Band Training	Drill or Band training is conducted by the Drill Officer.
1915 HRS (7.15 PM)	General Period	25 minutes allocated for Special Training / Free Time / NCO Meetings / Home Work Help / Etc
1940 HRS (7.40 PM)	Education Announced	Education classes are announced by the Education Officer and cadets move into class groups as instructed by the Education Officer.
1945 HRS (7.45 PM)	Education Classes	At this time, Education Instructors must start teaching their class.
2030 HRS (8.30 PM)	Free Time	15 minutes allocated for free time.
2045 HRS (8.45 PM)	Closing Parade	Parade is called by the Squadron Sergeant. Cadets will automatically fall in to their positions from opening parade.
2050 HRS (8.50 PM)	Sign-out	Cadets will be picked up by parents and sign out using their Membership Card.
2100 HRS (9.00 PM)	HQ Closed	All members will exit Grounds and Quartermaster will ensure site is secure.

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