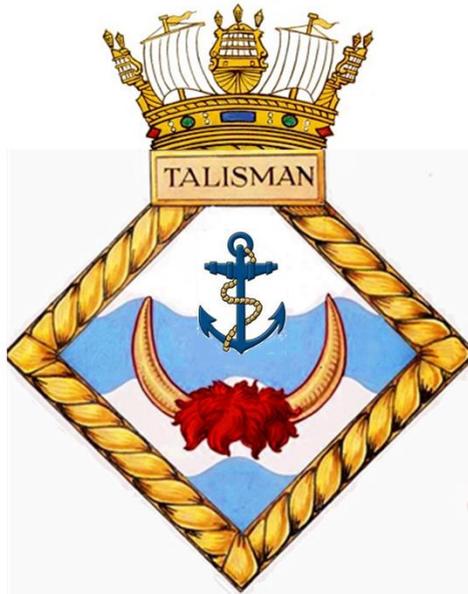


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# Welcome aboard Training Ship TALISMAN



*“to encourage and inspire youth  
in their discovery of who they are,  
what they are capable of,  
and how to work with others”*

## Joining Booklet



Typical fun at TS TALISMAN



Sailing Feva



2016 National Champions  
Regatta Team



2016 End of Year Parade with CDR Phil Rowe & CDR Cathy Knight

## TABLE OF CONTENTS

Welcome aboard.....	2
Contact Details.....	2
What we do .....	3
History .....	4
Joining TS Talisman .....	5
Uniform.....	5
Paying Respect.....	8
The Rank System.....	9
Unit Organization.....	12
NZQA Credits .....	13
Leave.....	13
Release.....	13
National Courses.....	14
Donations and fees .....	15
Support Committee .....	16
Communication .....	16
Glossary .....	17
New Zealand Cadet Forces .....	18



Anzac Day ceremony at Wakapuaka

## Welcome Aboard

Welcome aboard Training Ship Talisman!

You are about to engage on a wonderful adventure, and will get to do some things your mates can only dream of. All of the cadets here have been exactly where you are right now, and they will help make you feel part of the unit quickly.

This booklet is designed to help you understand the Training Ship and our routines. If at any time you have a question, or are unsure what to do, just ask. The senior cadets and staff are here to encourage and inspire you.

We will do our best to help make your time here rewarding, challenging and enjoyable.

### Contact Details

**Unit Name:** Training Ship TALISMAN

**Date Established:** 1961

We parade Tuesday nights 6 – 8:30 pm school Term 1 at our boatshed,  
6:00-8:30pm Terms 2 through 4 at the Unit HQ

**Unit Phone Number:** 0223800372 – text only. Checked Parade nights

**Unit Commander:** LT Milo Coldren, NZCF  
Phone 027 371 9723

**Physical Address:** 24 Harley Street,  
Nelson

**Website:** [www.tstalisman.com](http://www.tstalisman.com)

**Facebook Page:** [www.facebook.com/scctalisman](http://www.facebook.com/scctalisman)

**Facebook Group:** [www.facebook.com/groups/124187210962167](http://www.facebook.com/groups/124187210962167)  
This is a private group only for current cadets,  
parents and staff.

## What we do

### Drill

Learn teamwork and skills required to move around as a squad or parade in public

### Dress and Bearing

Become skilled in meeting exacting standards of personal presentation.

### Boat work

Develop and maintain safe seamanship skills in power, sail and oar craft.

### Rigging

Learn how to utilise ropes and pulleys to shift loads, and build cool rafts.

### Survival skills and Bushcraft

Gain skills to help survive in the water and on land.

### First Aid

Learn how to look after yourself and others in a first aid situation.

### Cadet Forces Knowledge (CFK)

Learn about the NZCF structure, history, and training opportunities available to cadets.

### General Service Knowledge (GSK)

Gain insight into the Royal New Zealand Navy, its ships, equipment and roles.

### Instructional Techniques

Develop skills in passing on knowledge to others.

### Navigation

Become confident finding your way at sea and on land.

### Firearms training and marksmanship

Become skilled in safe firearm handling and competition shooting (.22 Marlin Rifles)

### Leadership

Develop skills to inspire and motivate others and have opportunities to use these skills.

### Citizenship Training

Develop an appreciation for serving others.

### Recreational Training

Achieve skills in a range of activities such activities as sailing, abseiling, tramping & climbing.

**Yachting New Zealand:** Learn to Sail levels 1 – 3, and Coaching courses

**Royal Yachting Association:** Powerboat certificates when available.

**Coastguard Boating Education:** VHF Radio, Day Skipper, Boatmaster, Engine maintenance

## History

Training Ship Talisman was established on 9th May 1961 by five local men, including Joe Cotterell. It has been based in Harley Street since 1963. The building sits on a Crown Reserve, set aside specifically for the Sea Cadets.

Our name Talisman came from the sailing scow which plied its trade around Nelson, Golden Bay and across to Wellington. Our crest comes from the HMS Talisman, a Triton Class Submarine that served during the second World War.

More than 1,000 youth have been a part of TS Talisman, and it is now split quite evenly boys and girls. Some have gone in to the Navy, but most go on to find careers ashore and at sea having gained valuable confidence and leadership skills.

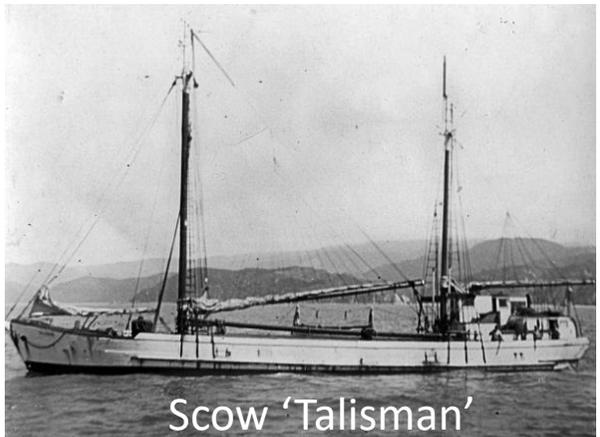
A major fire devastated the Unit in 1998. Damage included loss of the second storey of the original building which had been built in 1905, and many priceless historical items.

It has been a long road to recovery, but thanks to the tenacity of faithful volunteers, the Unit gradually rebuilt is one of the largest Sea Cadet unit in New Zealand. We have won the South Island championships every year since 2012, and won the National title in 2013 and 2016.

Perhaps we are stronger because we had to rebuild. Whatever the reasons, we are known for stepping out and trying new things. In 2010 a group of 15 year old TS Talisman Cadets sailed to New Caledonia with two officers and 1st Mate. We received the Yachting New Zealand award for Excellence after the voyage, but more than anything it proved that almost anything is possible with perseverance and hard work.

Training Ship Talisman offers many different opportunities and is a fun place to be.

We're glad you chose to be a part of this rich history, and we hope you have a fantastic voyage of discovery.



## Joining TS Talisman

Before joining TS Talisman, you will spend a few nights getting to know the Unit and deciding whether the Sea Cadets is really for you. After this time you may pay your donation for the year. This is recommended as \$160 per year (\$100 for subsequent siblings) and is used to keep the unit running. Information about how to pay is on page 15.

## Uniform

Uniforms are provided on loan, free of charge (\$55 bond applies for initial issue). You will sign for it, so be sure to get it signed off when you return it when you leave TS Talisman to save yourself getting a bill.

This includes:

- Half Blues uniform
  - Full Blues uniform
  - GWD's uniform
  - Rank slides
  - Caps
  - Boots
  - Record of Service book
- You may need to purchase a nametag and unit sports shirt (see Stores Officer)

You will be required to provide your own black leather lace-up shoes and blacksocks. You are required to wear your uniform to all Sea Cadet activities and parade nights, unless told otherwise. The uniform is worth more than \$900, so it is extremely important that it is well looked after and kept in good repair.

## Uniform Presentation

While wearing your uniform, you are not only representing TS Talisman. RNZ Navy personal will also recognise the uniform, so it is very important you maintain a high standard of presentation.

Many items of the uniform contain wool and therefore should not come into direct contact with the iron as they will burn and become glazed. Instead a thin damp cloth should be placed over the item before ironing. You will receive training in how to iron, clean, wear and store your uniform.

## Uniform

There are three types of uniform that cadets are required to wear at different times.

### **Full Blues Uniform:**

Full Blues Uniform is worn for formal occasions and the first parade meeting of each month during the winter at the TS Talisman HQ.



### **Half Blues Uniform:**

The second uniform is Half Blues, a specialised uniform for exclusive events. It's the same basics as the Full Blues, without the jacket, and is worn on the first parade meeting of each month during the summer.

### **General Working Dress**

The third uniform is GWD's which is the standard uniform commonly worn.

### **Pirate Rig**

Simply means civvies (mufti) or boating gear.



## Hair

If hair is tinted or dyed it is to be in single tone and a natural hair colour. Exaggerated hairstyles are not to be worn.

**Males:** Hair is to be shaped and tapered and must not extend below 13mm above the shirt collar. Hair is not to be ragged, excessive in bulk or length, overlap the eyes and ears when combed, touch the collar or interfere with the wearing of headdress.

**Females:** Hair is not to show on the forehead under the Service cap, loose hair must be pinned back off the face neatly. Any slides, combs, pins or bun nets worn are to be of plain design and of a similar colour to the hair.

If hair is not short, it is to be worn in a bun so that it rests no lower than 2cm from the collar. Long hair may be worn in a plait with GWD uniforms depending on the activity.



## Other Conditions when wearing Uniform

No bulky objects such as combs, pens, wallets etc should be visible in the pockets. Wedding/engagement rings only may be worn. Religious/cultural icons – pounamu, cross, scroll may be worn but must not be visible. Ear rings or studs (gold only) may be worn by females, but they are limited to one pair of plain design and are to be worn in the ear lobe only. Males are not permitted to wear any ear rings or studs. Any other body rings/studs/tattoos, when worn, must not be visible. Clear or flesh coloured nail polish only, and a minimal amount of make-up may be worn. Only the Quartermaster may wear a watch.

## NZCF 21

This is your record of service book which you will be issued with when you join. It contains: your personal details, code of conduct, your declaration of service, permission from your parents/caregiver to participate in NZCF activities, and a record of all activities you have done including courses, promotions, camps and shooting competitions. You must bring this book to every activity and it must be kept up to date and signed by your parents/caregivers.

*Before coming to parades each night, please check that you have all items of uniform with you. Remove any fluff/hair from your uniform and ensure that your name badge is straight.*

## **Inspections**

Uniforms will be inspected by NCOs at the start of each parade night; any Cadets who fail to meet the standards will be advised of the remedial action they are required to complete to bring their uniform up to standard. We don't expect you to get it perfect your first time.

## **Bearing**

At all times while in uniform members of the NZCF are to pay particular attention to their personal bearing: In public and on military establishments they are not to slouch, lean against objects, fold their arms or walk/stand with their hands in their pockets

## **Paying Respects**

TS Talisman is built on mutual respect. As a Cadet in this unit, you are expected to show respect towards Officers, NCO's and instructors by:

- Addressing them by their rank (or as Sir/Ma'am, as appropriate).
- Standing at attention when addressing or being addressed by a higher ranking NCO, Under Officer or Commissioned Officer.
- Saluting Officers the first and last time you see them each activity/parade night (you can only salute if you are wearing a hat in uniform, if not; simply come to attention and greet them.)
- Coming to attention, knocking and waiting to be acknowledged before entering an Office.
- Saluting and waiting before entering the Unit Commander's Office, and saluting when you exit.
- Coming to attention when an Officer or your lesson instructor enters the room (i.e. when "Room" is called).
- Obeying all lawful orders given by superiors. If at any time you feel an activity is not safe, you are to call out 'STOP' and advise an officer.

We have a zero tolerance regarding bullying. If at any time you don't feel that you have been treated with respect by another cadet, discuss it with your divisional Senior NCO or the Coxswain. If you feel you have not been treated respectfully by a staff member, bring it to the Unit Commander. If your concern is with the Unit Commander, you may contact the Area Support Officer.

## The Rank System

We know you are unique and quite extraordinary, however when you join TS Talisman you will be known as an “Ordinary Cadet”. Here ‘Cadet’ is your rank and ‘Ordinary’ is your year or ‘phase’ level.

NCO rank is earned by being selected to attend a promotional course, successfully completing the course, and then being selected by the Unit Commander for promotion. Not everyone who attends the NCO course will be selected for promotion. Criteria are posted outside the staff offices.

Commissioned Officer ranks are held by adults over age 21, who have met the selection criteria and have successfully completed relevant courses.



### Recognising rank slides

Rank Slide	Title	Addressed as / Saluted?
<b>Cadet Ranks</b>		
	Ordinary Cadet (OCDT) Ordinary Cadet 1 Star (after 6 months)	“OC” or “Ordinary Cadet”  ( <u>Not</u> saluted)
	Able Cadet 2 Star (ABCDT) Able Cadet 3 Star (ABCDT)	“AB” or “Able Cadet” ( <u>Not</u> saluted)
	<i>Note: Able Cadets cannot issue orders within our unit, but as a basic cadet, it would be wise to listen to their advice because they are more experienced.</i>	

Rank Slide	Title	Addressed as / Saluted?
<b>NCO Ranks (Non-Commissioned Officer)</b>		
Junior NCO (JNCO)		Leading Cadet (LCDT)  “Leading Cadet”  <u>(Not saluted)</u>
Senior NCO (SNCO)		Petty Officer (POCDT)  “Petty Officer or PO”  <u>(Not saluted)</u>
		Chief Petty Officer (CPOCDT)  “Chief” <i>or</i> “Chief Petty officer”  <u>(Not saluted)</u>
		Warrant Officer (CDTWO) is also the Unit Coxswain  “Sir” or “Ma’am”  <u>(Not saluted)</u>
<b>Under Officer Rank</b>		
Under Officer		Under Officer (UO)  “Sir / Ma’am”  <u>(Not saluted)</u>

Rank Slide		Title	Addressed as / Saluted?	
<b>Officer Ranks</b>				
Commissioned Officer	Junior Officer		Ensign (ENS)	"Sir / Ma'am" (Saluted)
			Sub Lieutenant (SLT)	"Sir / Ma'am" (Saluted)
			Lieutenant (LT)  Note: Lieutenant is pronounced "Lef-tenant", not "Loo-tenant"	"Sir / Ma'am" (Saluted)
	Senior Officer		Lieutenant Commander (LTCDR)	"Sir / Ma'am" (Saluted)

The Unit also has Civilian Instructors involved in unit activities. They should be addressed as "Sir / Ma'am" and are not saluted.



## **NZQA Credits**

TS Talisman offers Cadets the opportunity to gain NZQA credits. These are primarily through Coastguard Boating Education Marine VHF Radio course (3 level 3 credits, Day Skipper (6 level 2 credits) and Boatmaster (16 level 3 credits). These credits can be uploaded by your school at no cost, or thru CBE for a nominal fee. NZCF credits can be uploaded for a minimal fee by request. See the Unit Training Officer if you have further questions.

## **Leave**

### **Parade Night**

If you cannot attend a unit parade night, you are required to text the unit on **0223800372** and state your name and the duration of leave or absence. Advance leave requests may also be submitted directly to the Admin Officer.

*If you are absent from a unit night parade and have not requested leave, then the unit will call your parent/ guardian to confirm your absence and make sure you're ok. Three absences in the same term will likely result in dismissal. Be sure to request leave by sending a text as above so you don't get marked absent.*

### **Activity**

If you cannot attend an activity, you are to email the Officer in Charge before the start of that activity or let the Admin Officer know on the Tuesday before. If you miss three consecutive parade nights without explanation you will be dismissed from the Unit.

### **Release**

If you no longer wish to stay in the Sea Cadets Corp, you can resign on any parade night. To do this, return your clean and pressed uniform and bring your Record of Service Book (NZCF 21) to have it signed off by the Stores Officer and Unit Commander. Failure to do this may result in you being billed up to \$900 for loss of uniform. We will have a short exit interview that will be used to help us continue improving. Uniform that is not returned in condition to be re-issued (cleaned and pressed) will be dry cleaned at your expense.

## NZCF National Courses

These courses are sponsored by NZDF and there is no cost to the cadet for the course, meals, accommodation or travel.

### **Junior NCO Course:**

JNCO Course is a full time residential course where theory and practical instruction is provided in: Leadership, Squad Handling, Drill Instruction and Oral Presentations. Held at Burnham Military Camp.

### **Senior NCO Course:**

SNCO Course is a full time residential course where theory and practical instruction is provided in: Leadership, Instructional Technique and Drill. Held at Burnham Military Camp.

### **Under Officer Course:**

Leadership, Instructional Technique, Drill, Administration/Stores and Training, Life Skills, Introduction to NZCF Officer Courses and Promotion Criteria and NZDF/NZ Police Career (Central Area course only) Held at RNZ Police College or Woodbourne Air Force Base.

### **Cadet Coxswain Course:**

A full time residential course where theory and practical instruction is provided in: Sailing Skills, Coxswain & Crew Responsibilities, and Emergency Procedures. Held at a RNZ Navy establishment in Auckland. Must first complete Day Skipper, sailing experience, and the JNCO Course.

### **Cadet Bushcraft:**

A full time residential activity where theory and practical instruction is provided in: Leadership, Outdoor Clothing & Equipment, Environmental Care, River & Waterway Safety, Navigation, Tramping Skills, Weather, First Aid, Food, Risk Management, Survival Skills and Communications. Must first complete JNCO Course.

### **Applying for Courses**

Cadets must complete the NZCF 08 Nomination form and medical history. It will only be submitted if the information is complete, correct, on time, and the Unit Commander feels the candidate would be suitable for the course. See the Admin Officer for more information. Promotions are not guaranteed after completing courses.

## Donations

The only funding we receive is from donations and fundraising. Fundraising is limited both in Nelson and from the institutions we apply to. If you have any ideas or would like to help, please contact the the Support Committee. Email [CHAIR@tstalisman.com](mailto:CHAIR@tstalisman.com) or [treasurer@tstalisman.com](mailto:treasurer@tstalisman.com)

## Membership Donations

We suggest \$160 (and \$100 for subsequent siblings cadet if there is more than one Sea Cadet in the family) per year.

Fees may be paid electronically to:

Account Name: SCANZ Nelson

Account No: 03 0703 0382228 00

Reference: *Your Cadet's Name*

\*New enrolments will also be charged a bond of \$55 before being issued with uniform. This bond will be returned when the cadet signs out and returns all items of uniform and equipment loaned to them in re-issuable condition, as determined by the Stores Officer.

If you have any concerns about these fees, or find it difficult to finance your cadet's membership, please talk to either the Support Committee or the Unit Commander, as there are options available.

## Activity Fees

Payment for activities can be paid online (as above).

We provide thousands of dollars worth of training each year, and it is only possible with the work of your support committee. Many hands make light work.



Not interested in being part of the parent support committee? How about helping out in the Safety Boat, or with some building maintenance, or computer networking? We could really use your help. Please contact the Unit Commander for more info.

Note that any adults helping around the cadets will need to first pass a criminal history check and security vetting.

## **Support Committee**

The unit has a Support Committee which provides a building for the Unit to parade in. It also handles all Unit finances and provides fundraising to allow the Unit to undertake training and activities.

Chairperson: Mr Greg Vercoe [CHAIR@tstalisman.com](mailto:CHAIR@tstalisman.com)

Support Committee Meetings are most months at our HQ.

All parents/caregivers of Cadets are invited to attend any of the meetings without any pressure to join the Committee. If you would like to make a contribution to the operation of the Unit, please feel free to come along. We are always open to suggestions of any fundraising ideas that parents may have.

Should you just be interested in finding out more about how TS Talisman operates, please come along and we will try to answer your questions or point you in the right direction.

After the usually short meetings, there is always time for general discussion over a cup of coffee.

## **Communications**

The unit uses a number of means to communicate with cadets and parents. These are our website, Facebook, and email.

The website is the main source of information, and is kept up to date with all the various activities and event details.

[www.tstalisman.com/calendar.html](http://www.tstalisman.com/calendar.html)

We have a private Facebook group, which acts as a communication tool for the Unit Coxswain and cadets. You must be a current cadet/parent to join (an admin will approve you as a member).

[www.facebook.com/groups/124187210962167](https://www.facebook.com/groups/124187210962167)

Our public page is [www.facebook.com/scctalisman](https://www.facebook.com/scctalisman) We encourage you to follow both the group and the public page.

## Parade Ground

*In the past, after a battle when retreat was sounded and the unit had reassembled to call the roll and count the dead, a hollow square was formed. Today, the parade ground represents this square and hence, a unit's dead. It is deemed to be hallowed ground, and the area is respected as such by all.*

If you are in uniform, you must march across the Parade Ground. The area should be treated with respect.

## Glossary

ATC	Air Cadet Corps ("Air Cadets")
SCC	Sea Cadet Corps ("Sea/Navy Cadets")
NZCC	New Zealand Cadet Corps ("Army Cadets")
NZCF	New Zealand Cadet Forces
NZDF	New Zealand Defence Force
RNZN	Royal New Zealand Navy
Unit	TS Talisman
CUCDR	Cadet Unit Commander
XO	Executive Officer
TO	Training Officer
Parade	Formation of Cadets on a parade ground
Parade Night	Tuesday meeting from 6pm to 8:30pm
NCO	Non Commissioned Officer (Youth Leader)
Officer	Uniformed staff member with legal responsibility
Under Officer	Trainee officer without legal responsibility
Unit Coxswain	"COXN" The most senior cadet
Supplemental Staff	Non-uniformed staff member without legal responsibility
Leave	Time off from an activity or parade night
NZCF 21	Record of service book
SACFTSU	Southern Area Cadet Forces Training Support Unit
Drill	Movement in an organised military squad
DPTA	Drill Purpose Training Aid ("Drill Rifle")
WO	The Warrant Officer/ Coxswain, our most senior Cadet.
SCANZ	Sea Cadet Association of NZ, support committee
AVAST	Avast! means Hold! Enough! Finish! It comes from the Italian word "Basta"

## **New Zealand Cadet Forces**

The New Zealand Cadet Forces (NZCF) is a voluntary, disciplined organisation for both males and females aged 13 to 18. The focus of training is on youth leadership.

It is not part of the New Zealand Defence Force (NZDF). It is supported by the NZDF in partnership with the community and gets its military emphasis from the NZDF.

We are part of the wider NZCF family. The NZCF consists of the Sea Cadet Corps (“Navy cadets”), the NZ Cadet Corps (“Army cadets”), and the Air Training Corps (“Air Force cadets”). The NZCF is staffed by regular force Navy, Army and Air Force personnel. They co-ordinate activities, provide assistance to units, and generally ensure the aims of the NZCF are achieved.

The national commanding officer of the NZCF is the “Commandant”.

The NZCF is broken into 3 regions: Northern, Central and Southern. We are part of Southern Area, which is administered from Burnham Military Camp.

More information about the NZCF is available at [www.cadetforces.mil.nz](http://www.cadetforces.mil.nz)

### **NZCF Mission**

“To develop and enable self-disciplined, confident and responsible young New Zealanders.”

### **NZCF Values**

Courage   Commitment   Comradeship   Integrity

# Our Training Locations

Unit HQ / Navy League Hall  
24 Harley Street



Unit Boatshed  
Cross Quay, off Akersten Sreet

